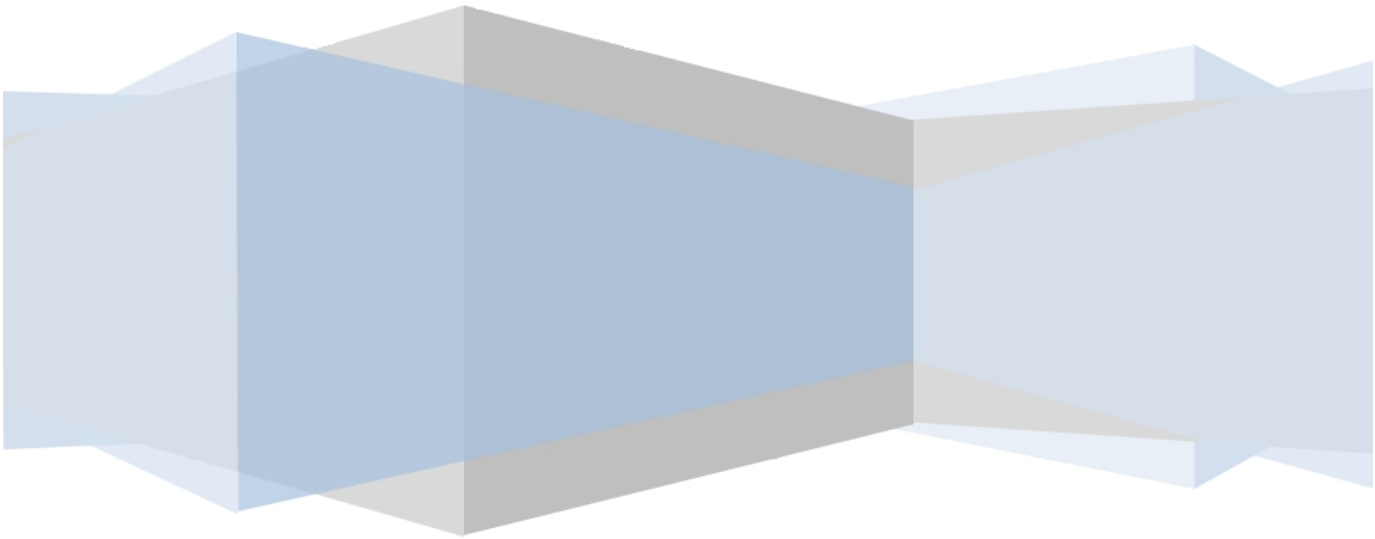
Property Accountability

Enterprise Logistics Management System



Printed Manual

Version 30 Jun 2025

Welcome

Overview — ELMS

Welcome to the Enterprise Logistics Management System (ELMS) Help System.
The Enterprise Logistics Management System (ELMS) is a Department of Defense (DoD) property management system.
It is the Accountable Property System of Record (APSR) for over 50 DoD Agencies and Military Services.
The ELMS program office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The ELMS PMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

Overview — Property Accountability Help

This online help is designed to provide access to detailed information and instructions about the various processes contained within the Property Accountability module.
The help topics provide assistance with managing large-ticket items, issues, and assets, in any DoD environment.

Navigation

ELMS PAModule > Any Process Page >

Related Topics

- Contact Us
- Property Accountability Overview
- Using ELMS Help Overview
- Using ELMS Help Menus
- Using ELMS Help Topics

Version 30 Jun 2025

Enterprise Logistics Management System (ELMS) Property Accountability (PA) Module

Welcome to the Enterprise Logistics Management System (ELMS) PA Help System.

ELMS Summary

Welcome to the Enterprise Logistics Management System (ELMS) Help System.
The Enterprise Logistics Management System (ELMS) is a Department of Defense (DoD) property management system.
It is the Accountable Property System of Record (APSR) for over 50 DoD Agencies and Military Services.
The ELMSprogram office is located within DLA Logistics Catalog and Data Solutions (LCDS), a Portfolio of the Information Operations of the Defense Logistics Agency. The ELMSPMO receives sponsorship from the Equipment Office, under the Office of the Assistant Secretary of Defense (OASD) for Sustainment / Logistics.

PA Summary

The ELMS Property Accountability module is designed to manage large-ticket items, issues, and assets, in any DoD environment.

PA Key Functions

There are several key functions within the Property Accountability Module:

- **My ELMS** —
  - User Preferences
  - Help Desk Request
  - Site/Actbl UIC Update
  - Security POCs
  - Management Messages
  - User Roles Display

- **Catalog** —
  - Catalog
    - Pndg Catalog Trans
    - Stock Number
    - Manufacturer Part Nbr
    - Ref Publication

    - LIN/TAMCN
    - SKO Catalog
  - Mass Updates
    - Stock Nbr

- **Asset Management** —
  - Asset Management
    - Receiving
    - Disposition
    - Transfer
    - Update
    - Custodian
    - Pending Tran
    - Authorization
    - Authorizations Pndg
    - Excess
    - Excess In Place Del
    - UIT OutOfCycle Recon
    - UII Update/Assign
    - UII Registry Query
    - Reversal
  - IT Management
    - Dashboard
    - IT Device Software
    - Software Request
    - IT Asset Char Update

- **Inventory** —
  - Inventory
    - Manage Inventories
    - Update Inventory
    - Next Inv Initzn Date
    - Inv Mgt Plan
  - Generate Inventory
    - Custodian
    - Cyclic
    - Location
    - Sensitive
    - Custome

- **AIT** —

- Print Labels
- Download to PDCD
- Upload from PDCD
- Label Format
- Physical Inventory Resolution
- Physical Inventory

- **Master Data** —
  - Master Data
    - Contractor
    - Cost Center
    - Report / Form Message
    - Contract
    - Doc Nbr Range
    - Appropriation
    - Agency Acq Pgm
    - Maint Grp Id
    - Location
    - Actbl UIC/UIC
    - UIC DoDAAC/CAGE
    - Address
    - Agency Settings
    - Asset Id Prefix Asgmt
    - System Id
    - Maint Mgmt Assign
  - Mass Updates
    - Appropriation

- **Maint/Util** —
  - Maint/Util
    - Asset Utilization
    - Util Excp Update
  - Wrnty/Svc/Subscrip
    - Terms/Conditions
    - Asset Assoc

- **Forms-Reports** —
  - View Forms/Reports
  - Schedule Reports
  - Generate Forms

- **Accounting** —

- Accounting
  - Improvement
  - Ancillary Cost
  - Real Property
  - Deprn Sched
  - Deprn Forecast
- Deprn Update
  - Personal Property
  - Real Property
- Project Planning
  - Project
  - Reports
- CIP
  - Project
  - Cost
  - Aset
  - Funding
  - Attestation

- **Authorizations** —
  - Authorization
  - Paragraph Nbr

- **Inquiries** —
  - Inquiries
    - Agency Pre-Defined
    - View Inquiry Extract
    - Acq Program
    - Type Designation
  - Real Property
    - Real Property
    - Capital Asset
    - Improvement
    - Legacy History
    - Real Prop Activity
    - RP Registry Inquiry
  - Asset Management
    - Asset
    - Asset Activity
    - Custodian
    - Authorization

- Authn Activity
- Excess Asset
- Disposal Activity
- Disposal Designee
- UII
- Manufactirer/Asset
- Asset By Acq
- Asset Legacy History

- Master Data
  - Address
  - Appropriation
  - UIC
  - Cost Center
  - Location
  - System Id
  - Maint Mgmt Assign
  - Contractor
  - Contract
  - Process Queue
  - DoDAAC
- Pending Tran
  - Due-In
  - Due-Out
- Wrnty/Svc/Subscrip
  - Terms/Cond
  - Asset Assoc
- Catalog
  - Stock Nbr
  - Stock Number Inquiry
  - Agency Catalog
  - Agency Catalog Inquiry
  - Manufacturer
  - Stock Nbr History
  - Manufacturer History
  - LIN/TAMCN
- Authorizations
  - LIN/TAMCN Authn Hist
  - LIN/TAMCN Authn
  - Paragraph Nbr
- Accounting

        - Accounting Trans
        - Capital Asset
        - CIP
        - Improvement
        - Ancillary Cost
        - Acq Pgm/Asset
        - Depreciation
        - CIP Attestation Cert
        - CIP Project POC
    - Attributes
        - Attribute
        - Template
    - Inventory
        - Inventory Date Mgt
        - Inventory Header
        - Inventory Line Item
        - Inventory Detail
        - Asset Inventory Data
- **Statistics** —
    - Statistics
        - CIP Project
    - Asset
        - NonActv Dpr CptlStat
        - Personal/Real Prop
    - Inventory
        - Mnthly Inv Stat
    - UID
        - UII Status
        - RPUID Status
    - AIT
        - PDCD Usage
        - PDCD Counts

PA User

Property Accountability is role-based, similar to all other ELMSmodules.
User access is based on one or more roles, allowing for "need to know" and "separation of duty" access. In addition, a second level of security has been added through the use of Commodity Types. PA users can only access equipment within their specified list(s) of assigned Commodity Types.

The security uses C.R.U.D. methodology:

- **Create**
- **Read (Inquiry)**
- **Update**
- **Delete**

Related Topics

- Welcome
- Contact Us
- ELMS Property Accountability Navigation Tips
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus

Enterprise Logistics Management System (ELMS) Property Accountability Module Navigation

Overview

This page describes the primary features found on the Property Accountability pages:

- Blue Menu Bar
- Menu Bar
- Instructions
- Help
- Standard Buttons

Additional information about ELMS can be found at the ELMS Support Site.

Navigation

ELMS PA Module > Any Process Page >

Blue Menu Bar

The Blue Menu bar is at the very top of the page.
The items on the left side are:

- **ELMS logo** — Returns to the home page.

  The item next to that is:

- **Module Name**

— Shows which module is currently open.

The items on the right side are:

- **Activity Nm** — Shows the current users associated site.
- **Open Actions** — Shows the amount of work the user has scheduled.

- **User ID —** Shows the current users identification name.

Menu Bar

The Menu bar is right above the Process page. While each users Menu Bar contains different items, they all work the same way to open a Process page.

1. Click on a Menu item drop-down list. *The drop-down list of the processes in that Menu item appears.*

2. Select a process from the drop-down list. *The Process page appears.*

Instructions

At the top of each Process page is a

link.

- Select

. *The **Instructions** drop-down panel appears.*

- *A basic overview and terms on the page appears.*

Help

On the right side of the Instructions panel is the Help button

.

- Select

. *The **Help System** opens in a separate tab.*

- *The Overview topic for the current Process page appears.*

Related Topics

- Welcome
- Contact Us
- ELMS Property Accountability Overview
- Using ELMS Help Overview
- Using ELMS Help Menus
- Using ELMS Help Topics

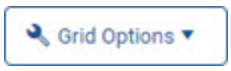
Enterprise Logistics Management System (ELMS) Property Accountability (PA) Module Grid Options

Overview

This page describes the features of the Grid Options within the Search Results Grid in the Property Accountability module:

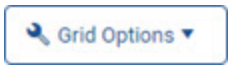
- Clear Filters
- Columns

Navigation

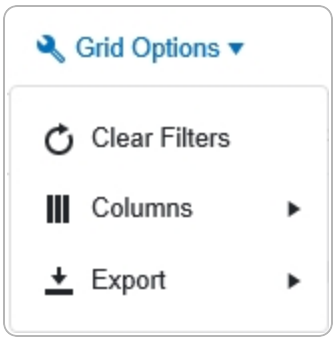
ELMS Property Accountability (PA) Module > Any Process Page > Search Results Grid > Title Bar > 

>

Grid Options

Select 

. The Grid Options drop-down menu appears:



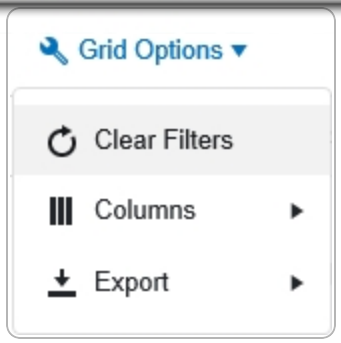
Note

The Export option **only appears** in the Inquiry menu items.

These options change the way information appears in the Results Grid. They include:

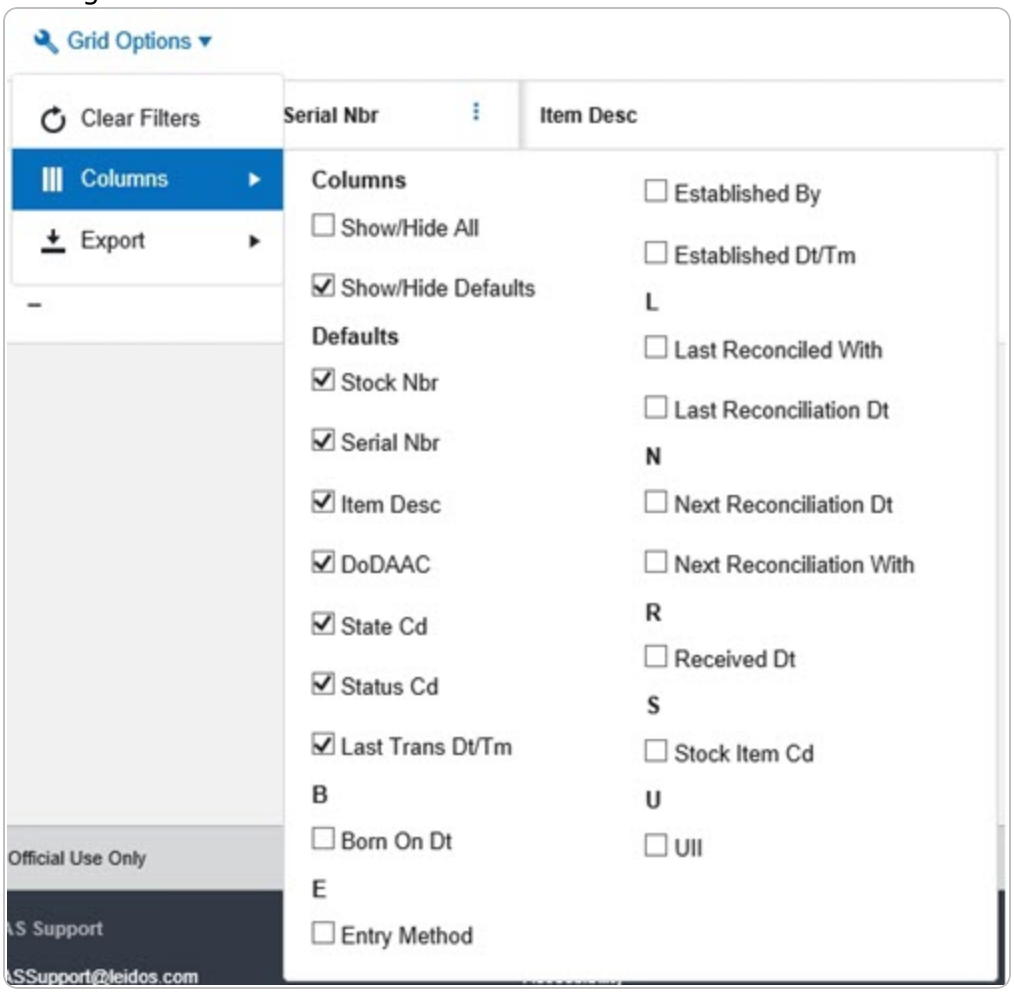
Clear Filters

Erases any filters used within the Results Grid columns.



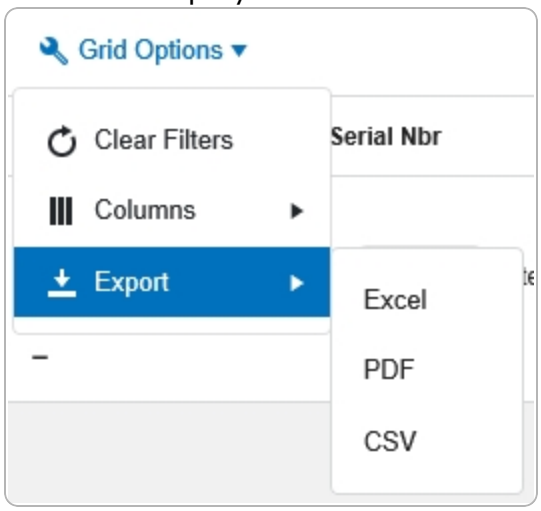
Columns

Changes what columns are viewed in the Results Grid.



Export

Saves the Inquiry Grid in a different format.



The format choices are:

- **Excel** - editable spreadsheet
- **PDF** (Portable Document Format) - non-editable document
- **CSV** (Comma Separated Values) - editable text

Related Topics

- Welcome
- Contact Us
- ELMS FSM Overview
- ELMS FSM Navigation Tips
- Using ELMS Help Overview
- Using ELMS Help Topics
- Using ELMS Help Menus

Update the User Preferences

Overview

The Property Accountability module User Preferences Update process allows editing of the user's current settings and defaults.

Navigation

My ELMS > User Preferences > User Preferences Update page

Note

Other navigation pathways include:

- PA > Preferences > Preferences > User Preferences Update page
- PA > USER ID hyperlink > Preferences > User Preferences Update page

Page Fields

The following fields display on the **User Preferences Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
103	Fields with no values to select will be disabled.
104	To delete a value, select "N/A" from the dropdown list.

Basic Grid

Custodian Nbr
Fund Cd/ASN
Fndng Cost Center

Request for Turn-In Grid

RIC From

MCN Assignments Grid

FSC
NCB Cd
Item Nbr

AIT Grid

Asset Id Prefix
Printer Mfr

Excess Grid

Dspsl Activity

Excess Holding Locations Grid

DoDAAC
POC
Loc
Sub Loc

Asset Transfer Search Criteria Grid

Capital/Non Capital

Asset Dispositions and Asset Transfers

Prefer Ship To DoDAAC

Procedures

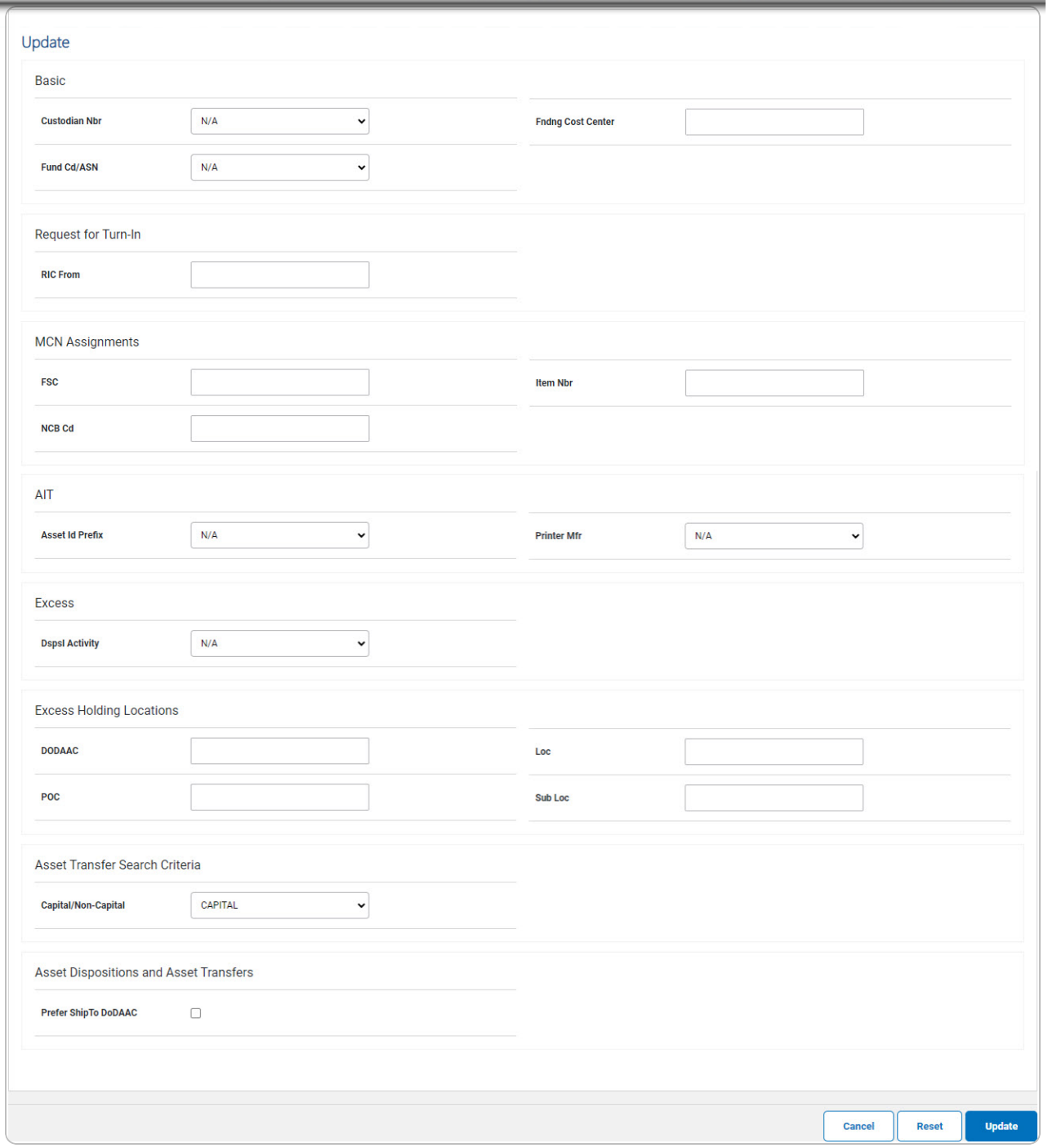
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update the User Preferences

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

1. In the My ELMS menu, select User Preferences. *The* ***Update User Preferences Update*** *page appears.*



2. Review the Basic panel.

A. Update the Custodian Nbr, using to select the desired number.

B. Update the Fund Cd/ASN, using to select the desired code.

C. Update the FNDNG COST CENTER, entering the revised identification in the field provided. *This is a 11 alphanumeric character field.*

3. Review the Request for Turn-In panel.

A. Update the RIC From, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

4. Review the MCN Assignments panel.

A. Update the FSC, entering the revised code in the field provided. *This is a 4 alpha-numeric character field.*

B. Update the NCB CD, entering the revised code in the field provided. *This is a 2 alpha-numeric character field.*

C. Update the ITEM NBR, entering the revised number in the field provided. *This is a 3 alphanumeric character field.*

5. Review the AIT panel.

A. Update the Asset Id Prefix, using to select the desired number.

B. Update the Printer Mfr, using to select the desired manufacturer.

6. Review the Excess panel.

A. Update the Dspsl Activity, using to select the desired code.

7. Review the Excess Holding Locations panel.

A. Update the DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

B. Update the POC, entering the revised contact in the field provided. *This is a 25 alpha-numeric character field.*

C. Update the LOC, entering the revised location in the field provided. *This is a 20 alpha-numeric character field.*

D. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*

8. Review the Asset Transfer Search Criteria panel.

A. Update the Capital/Non Capital, using to select the desired decision.

9. Review the Asset Dispositions and Asset Transfers panel.

   A. Verify the Prefer Ship To DoDAAC contains the appropriate or . *When using Asset Disposition or Asset Transfer, the Asset automatically ships to the DoDAAC.*

10. Select Update. *The **View the User Preferences Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
272 — You must log into a Site to access User Preferences.	Invalid Entry. The user does not currently have a Site_ID set. Contact the Site Admin to log into a Site_ID.
xxxx — RIC must be 3 characters in length.	Invalid Entry. The Reportable Item Code (RIC) was entered incorrectly. Enter exactly 3 alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
xxxx — FSC must be 4 characters in length.	Invalid Entry. The Federal Supply Class (FSC) was entered incorrectly. Enter exactly 4 alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
xxxx — ITEM NBR must be 3 characters in length.	Invalid Entry. The ITEM NBR was entered incorrectly. Enter exactly 3 alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

419 — DoDAAC entry must be 6 — POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.

Related Topics

- View the User Preferences Transaction Status
- Export the User Preferences Report

View the User Preferences Transaction Status

Overview

The User Preferences Update Transaction Status process displays a verification of the updated transactions performed.

Navigation

My ELMS > User Preferences > Update > User Preferences Transaction Status page

Page Fields

The following fields display on the **User Preferences Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
103	Fields with no values to select will be disabled.
104	To delete a value, select "N/A" from the dropdown list.

Transaction Status Grid

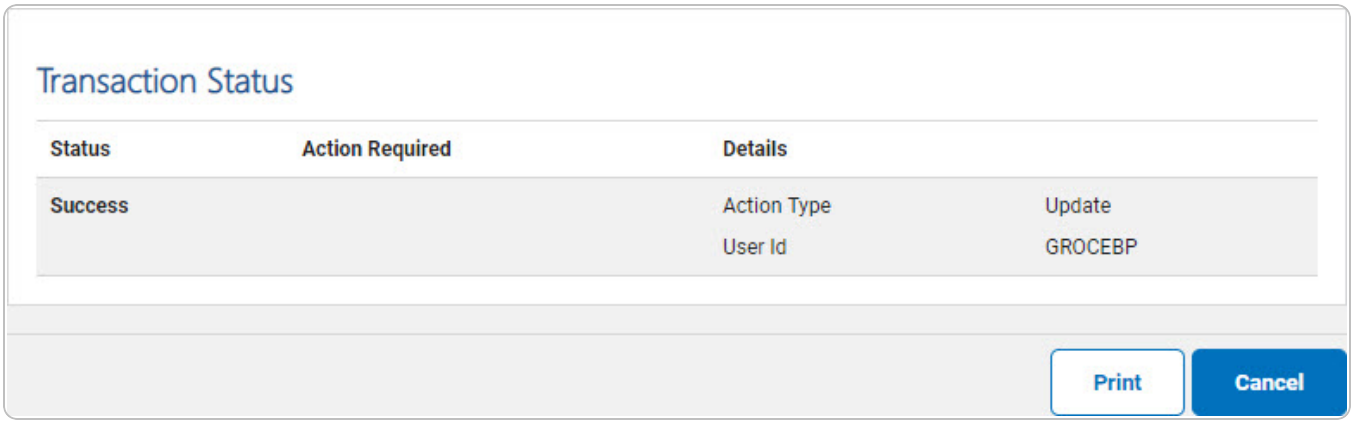
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the User Preferences Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print to print a report of the transaction. *The **Export a User Preferences Report** page appears.*
5. Select Cancel. *The **User Preferences Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error	Contact the ELMS Call Center.

encountered, contact ELMS Call Center for assistance.	

Related Topics

- Update the User Preferences
- Export a User Preferences Report

Export a User Preferences Report

Overview

The Export a User Preferences Report process provides the ability to save the Transaction Status in different formats.

Navigation

My ELMS > User Preferences > Update page > Transaction Status > Print > User Preferences Report Export page

Page Fields

The following fields are displayed on the **User Preferences Report Export** Page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
103	Fields with no values to select will be disabled.
104	To delete a value, select "N/A" from the dropdown list.

Report Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

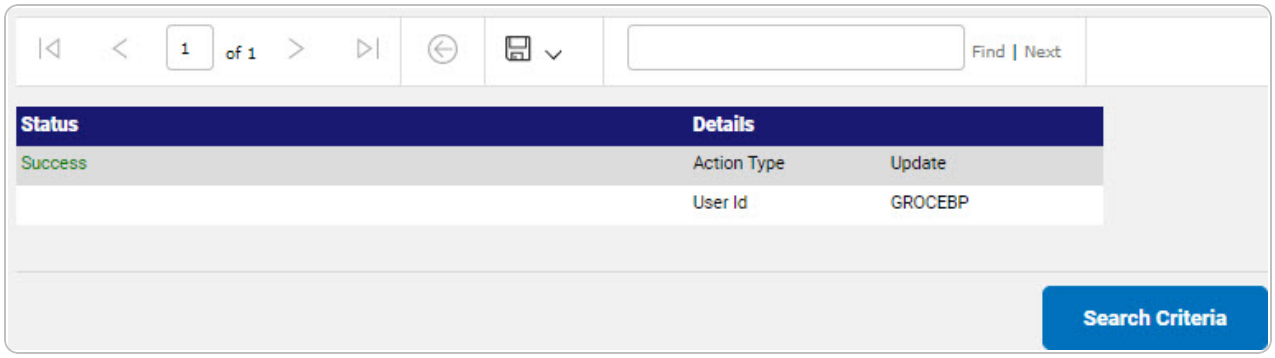
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the User Preferences Update Report

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



   A. *The Status automatically populates and is not editable.*

   B. *The Details automatically populates and is not editable.*

   C. Follow the prompts provided by the computer.

2. Select Search Criteria. *The* ***Update the User Preferences*** *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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Update the User Preferences** page appears.*

Related Topics

- Update the User Preferences
- View the User Preferences Transaction Status

Search for a Help Desk Request — Criteria

Overview

The Property Accountability module Help Desk Request process provides the ability to submit and view help requests and suggestions to ELMS Support staff for review. Once submitted, an automated notification is sent to the ELMS Support Level 1 Technicians. The submitted request (s) are traceable as they progress through the support process.

Navigation

My ELMS > Help Desk Request > Help Desk Search page

Page Fields

The following fields display on the **Help Desk Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

User Id
User Last Name
Ticket Nbr
Status

Procedures

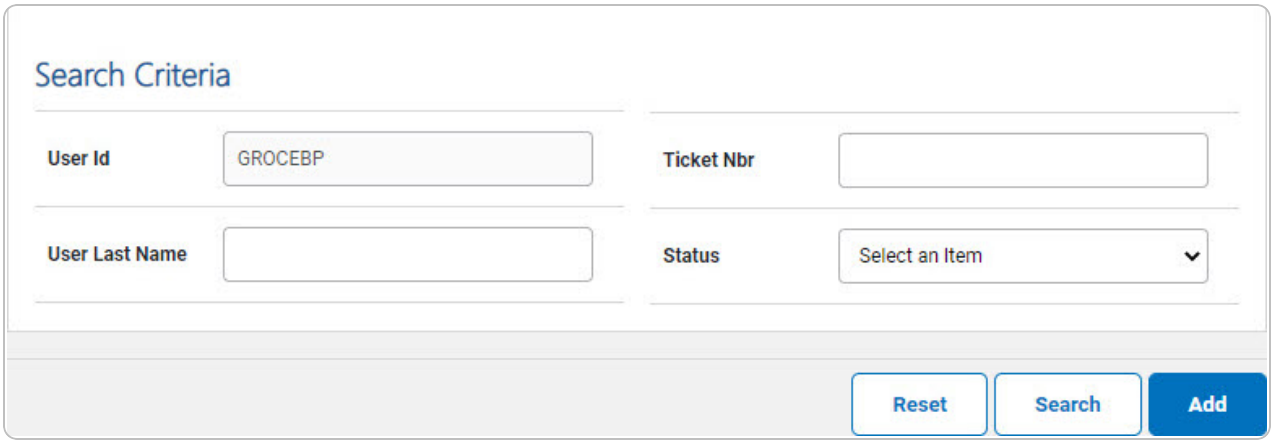
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Help Desk Request

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, narrow the results by entering one of the following optional fields:.



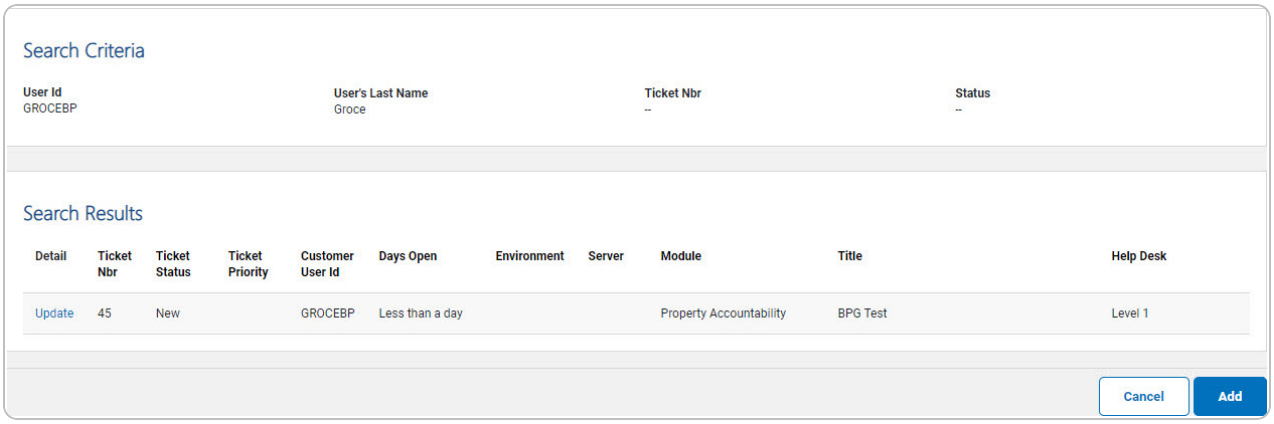
- *The USER ID automatically populates and is not editable.*
- Enter the User Last Name in the field provided. *This is a 20 alphanumeric character field.*

Helpful Tip

An Agency User can clear the USER ID and enter the Last Name of the user to search for another user's request.

- Enter an existing Ticket NBR. *This is a 5 numeric character field, used to search for a previously submitted request.*
- Use to select the Status.

2. Select Search. *The **Search for a Help Desk Request — Results** page appears.*



Add a Help Desk Request

Select Add. *The **Add a Help Desk Request** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
49 — Record(s) does not exist or user does not have access to record(s).	Invalid Entry. The field entered is already in the system. Check the information again, and re-enter the record.

Related Topics

- Search for a Help Desk Request — Results
- Add a Help Desk Request
- Update a Help Desk Request
- View the Help Desk Request Transaction Status
- Export a Help Desk Request Report

Search for a Help Desk Request — Results

Overview

The Help Desk Request Results page provides the ability to add, update, or view a ELMS Support request.

Navigation

My ELMS > Help Desk Request > Search Criteria > Search > Help Desk Search Results page

Page Fields

The following fields display on the **Help Desk Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

User Id
User's Last Name
Ticket Nbr
Status

Search Results Grid

Detail
Ticket Nbr
Ticket Status
Ticket Priority
Customer User Id
Days Open

Environment
Server
Module
Title
Help Desk

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Help Desk Request

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

Select Add. *The **Add a Help Desk Request** page appears.*

Update a Help Desk Request

Select the Update hyperlink. *The **Update a Help Desk Request** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a Help Desk Request — Criteria
- Add a Help Desk Request
- Update a Help Desk Request
- View the Help Desk Request Transaction Status
- Export a Help Desk Request Report

Add a Help Desk Request

Overview

The Help Desk Request Add process provides the ability to create new help requests and suggestions to ELMS Support staff for review.

Navigation

My ELMS > Help Desk Request > Search Criteria > Add > Help Desk Request Add page

Page Fields

The following fields display on the **Help Desk Request Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Help Desk Request — Add Grid

Ticket Title *
Originally Found
Email Address *
Comm Phone Nbr *
Comm Phone Nbr Ext
DSN
Time Zone *
Application *
Location/page the ticket occurs on
Detailed description of ticket *
Are you aware of anyone else experiencing this issue?
Request Priority

Add Attachment

(*) Asterisk identifies mandatory fields.

Procedures

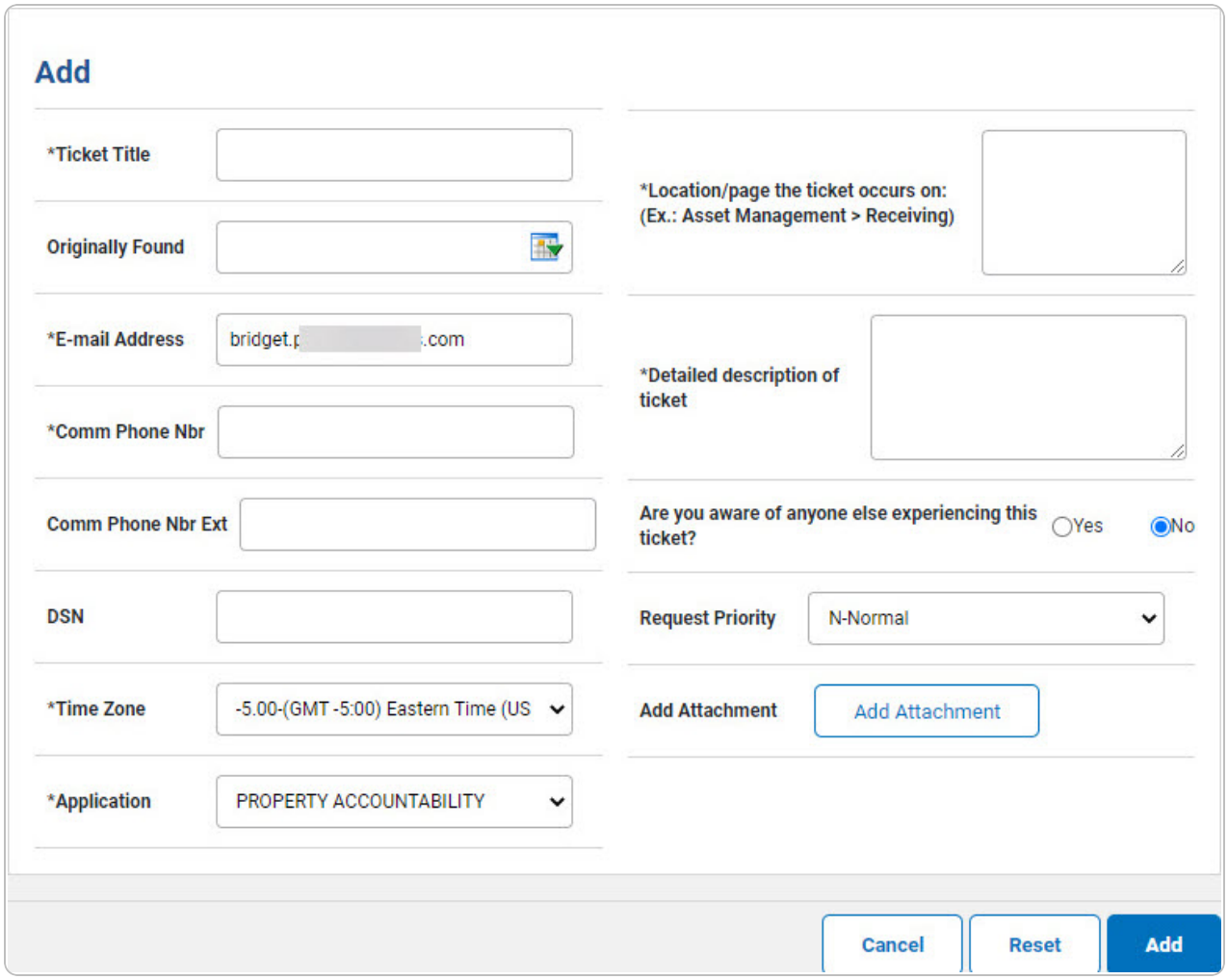
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Help Desk Request

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

1. Select Add. *The **Help Desk Request — Add** page appears.*



A. Enter the Ticket Title in the field provided. *This is a 100 alphanumeric character field.*

B. Use to select the Originally Found, or enter the date (MM/DD/YYYY) in the field provided.

C. Enter the E-MAIL Address in the field provided. *This is a 80 alphanumeric character field.*

D. Enter the COMM PHONE NBR in the field provided. *This is a 25 numeric character field.*

E. Enter the COMM PHONE NBR EXT in the field provided. *This is a 25 numeric character field.*

F. Enter the DSN in the field provided. *This is a 20 numeric character field.*

G. Use ⌄ to select the Time Zone.

H. Use ⌄ to select the Application.

I. Enter the Location / Page the Ticket Occurs On in the field provided. *This is a 100 alphanumeric character field.*

J. Enter the Detailed Description Of Ticket in the field provided. *This is a 250 alpha-numeric character field.*

K. Select ○ Are you aware of anyone else experiencing this ticket? if there are other users experiencing the same problem. *Yes means other users are experiencing this issue, No means no other users have this issue.*

L. Use ⌄ to select the Request Priority.

M. *View any attachments as thumbnails in the Attachments field.*

N. Select Add Attachment to add new attachments. *The **Attachment Add** page appears.*

2. Select Add. *The **Help Desk Request Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Ticket Title is Mandatory.	Missing Entry. Enter a short descriptive title for the ticket in the desired field.
xxxx — E-Mail Address is Mandatory.	Missing Entry. Enter a valid email address in the desired field.

323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
xxxx — COMM PHONE NBR is Mandatory.	Missing Entry. Enter a valid phone number in the desired field.
xxxx — Ticket Location field is Mandatory.	Missing Entry. Enter the process and page where the issue being reported occurred in the desired field.
xxxx — Ticket Description is Mandatory.	Missing Entry. Enter a detailed description of the issue in the desired field.

Related Topics

- Search for a Help Desk Request — Criteria
- Search for a Help Desk Request — Results
- Update a Help Desk Request
- View the Help Desk Request Transaction Status
- Export a Help Desk Request Report

Update a Help Desk Request

Overview

The Help Desk Request Update process allows editing of help requests and suggestions previously submitted to ELMS Support staff for review.

Navigation

My ELMS > Help Desk Request > Search Criteria > Search > Update hyperlink > Help Desk Request Update page

Page Fields

The following fields display on the **Help Desk Request Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Help Desk Request Update Grid

Ticket Nbr
Help Desk Level
Status
Ticket Title *
Originally Found
Closed Date
Opened Date
Email Address *
Comm Phone Nbr *
Comm Phone Nbr Ext
DSN
Time Zone *

Application *
Location/page the ticket occurs on *
Detailed description of ticket *
Are you aware of anyone else experiencing this issue?
Request Priority
Add Attachment

Help Desk Notes Grid

Date
Notes

(*) Asterisk identifies mandatory fields.

Procedures

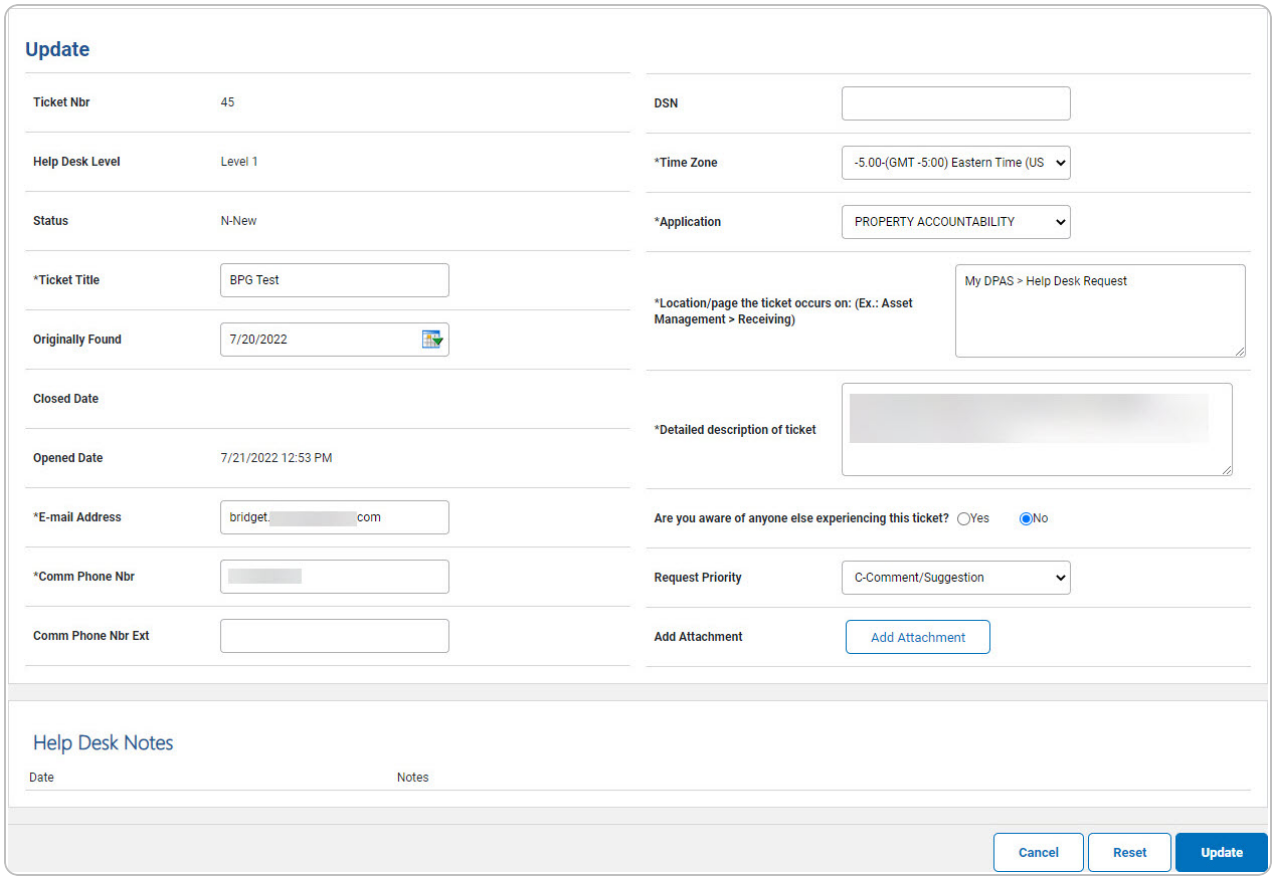
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Help Desk Request

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

1. Select the Update hyperlink. *The **Help Desk Request — Update** page appears.*



A. *Verify the Ticket NBR.*

B. *Verify the Help Desk Level.*

C. *Verify the Status.*

D. Update the Ticket Title, entering the revised description in the field provided. *This is a 100 alphanumeric character field.*

E. Update the Originally Found, using or entering the date (MM/DD/YYYY) in the field provided.

F. *Verify the Closed Date.*

G. *Verify the Opened Date.*

H. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 80 alphanumeric character field.*

I. Update the COMM PHONE NBR, entering the revised phone number in the field provided. *This is a 25 numeric character field.*

J. Update the COMM PHONE NBR EXT, entering the revised extension in the field provided. *This is a 25 numeric character field.*

K. Update the DSN, entering the revised phone number in the field provided. *This is a 20 numeric character field.*

L. Update the Time Zone, using ⌄ to select the desired time.

M. Update the Application, using ⌄ to select the desired module.

N. Update the Location/Page the Ticket Occurs On, entering the revised path in the field provided. *This is a 100 alphanumeric character field.*

O. Update the Detailed Description Of Ticket, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*

P. Verify the Are you aware of anyone else experiencing this ticket? contains the appropriate ○ or ◉. *Yes means other users are experiencing this issue, No means no other users have this issue.*

Q. Update the Request Priority, using ⌄ to select the desired priority.

R. *View any attachments as thumbnails in the Attachments field.*

S. Select Add Attachment to add any new attachments. *The **Add an Attachment** page appears.*

T. Scroll down to view the Help Desk Notes panel.

a. *Verify the Date. This is the date the Support Staff started working on the request.*

b. *Verify the Notes. This is further details the Support Staff wrote in response to the request.*

2. Select Update. *The **View the Help Desk Request Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Ticket Title is Mandatory.	Missing Entry. Enter a short descriptive title for the ticket in the desired field.
xxxx — E-MAIL Address is Mandatory.	Missing Entry. Enter a valid email address in the desired field.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
xxxx — COMM PHONE NBR is Mandatory.	Missing Entry. Enter a valid phone number in the desired field.
xxxx — Ticket Location field is Mandatory.	Missing Entry. Enter the process and page where the issue being reported occurred in the desired field.
xxxx — Ticket Description is Mandatory.	Missing Entry. Enter a detailed description of the issue in the desired field.

Related Topics

- Search for a Help Desk Request — Criteria
- Search for a Help Desk Request — Results
- Add a Help Desk Request
- View the Help Desk Request Transaction Status
- Export a Help Desk Request Report

View the Help Desk Request Transaction Status

Overview

The Help Desk Request Transaction Status page displays a verification of the add or update transaction performed.

Navigation

My ELMS > Help Desk Request > Search Criteria > *Various Procedural Steps* > Help Desk Request Transaction Status page

Page Fields

The following fields display on the **Help Desk Request Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

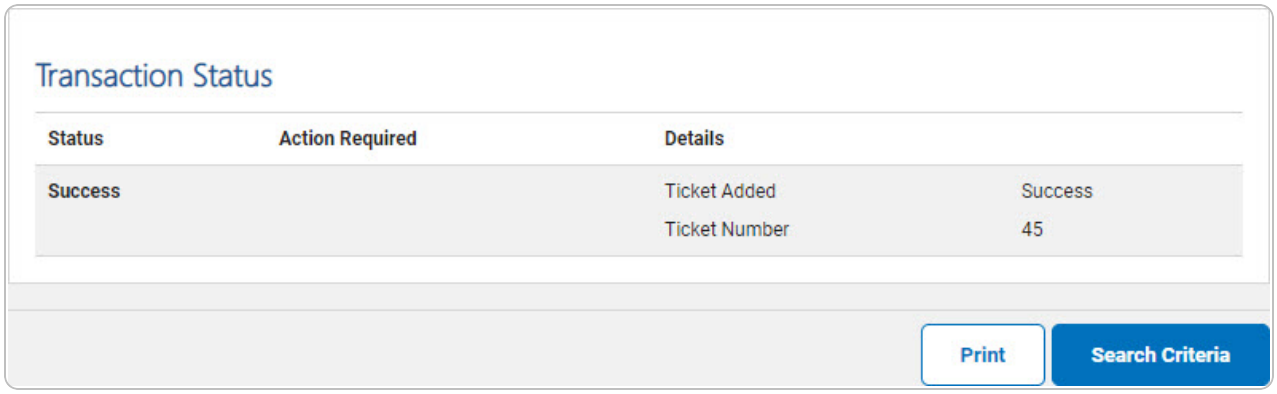
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Help Desk Request Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print to print a report of the transaction. *The **Export a Help Desk Request Report** page appears.*
5. Select Search Criteria. *The **Search for a Help Desk Request — Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Help Desk Request — Criteria
- Search for a Help Desk Request — Results

- Add a Help Desk Request
- Update a Help Desk Request
- Export a Help Desk Request Report

Export a Help Desk Request Report

Overview

The Export a Help Desk Request Report page provides the ability to save the Transaction Status in different formats.

Navigation

My ELMS > Help Desk Request > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > Help Desk Request Report Export page

Page Fields

The following fields display on the **Help Desk Request Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

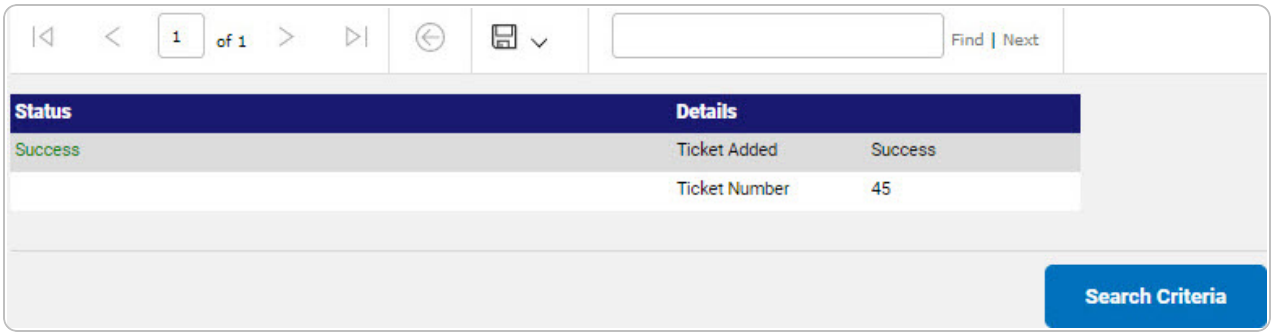
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Help Desk Request Report

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



   A. *The Status automatically populates and is not editable.*

   B. *The Details automatically populates and is not editable.*

   C. Follow the prompts provided by the computer.

2. Select . *The **Search for a Help Desk Request — Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

xxxx — Unable to get off page.	Select Search Criteria. *The **Search for a Help Desk Request — Criteria** page appears.*

Related Topics

- Search for a Help Desk Request — Criteria
- Search for a Help Desk Request — Results
- Add a Help Desk Request
- Update a Help Desk Request
- View the Help Desk Request Transaction Status

Update a Site Id /Accountable Unit Identification Code (UIC)

Overview

The Property Accountability module Site Id/Accountable UIC Update process specifies the managed UIC. The options available were determined from the ELMS Security Roles Request form.

Navigation

My ELMS > Site/Actbl UIC Updt > Site Id/Accountable UIC Update page

Page Fields

The following fields display on the **Site Id/Accountable UIC Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

Tier Levels Grid

Search for Tier...

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Change the SITE ID and/or Accountable UIC/UIC

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

1. In the My ELMS menu, select Site/ACTBL UIC UPDT. *The* ***SITE ID/Accountable UIC Update*** *page appears.*

2. Use ▸ to open the desired Accountable UIC.
3. Use ▸ to open the desired UIC.
4. Click the desired **bolded** UIC.
5. Select Update. *The SITE ID, Accountable UIC combination changes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
105 — User has no sites available.	Invalid Entry. There are no SITE IDS available. Contact the ELMS Call Center for assistance.

107 — No ACTBL UIC's available. Change cannot be processed.	Invalid Entry. There are no ACTBL UICs available. Contact the ELMS Call Center for assistance.
108 — Data Integrity Error. Contact the ELMS help desk.	Contact the ELMS Call Center

Related Topics

- Contact Us

Security Point of Contact List By Agency/Site

Overview

The Property Accountability module Security Point of Contact (POC) List displays the list of security officers associated with the Site Identification.

Navigation

My ELMS > Security POCs > Security POC List By Agency/Site

Page Fields

The following fields display on the **Security POC List By Agency/Site** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Site Id

Search Results Grid

User Name
Phone Nbr
E-Mail Address
Security Level

Procedures

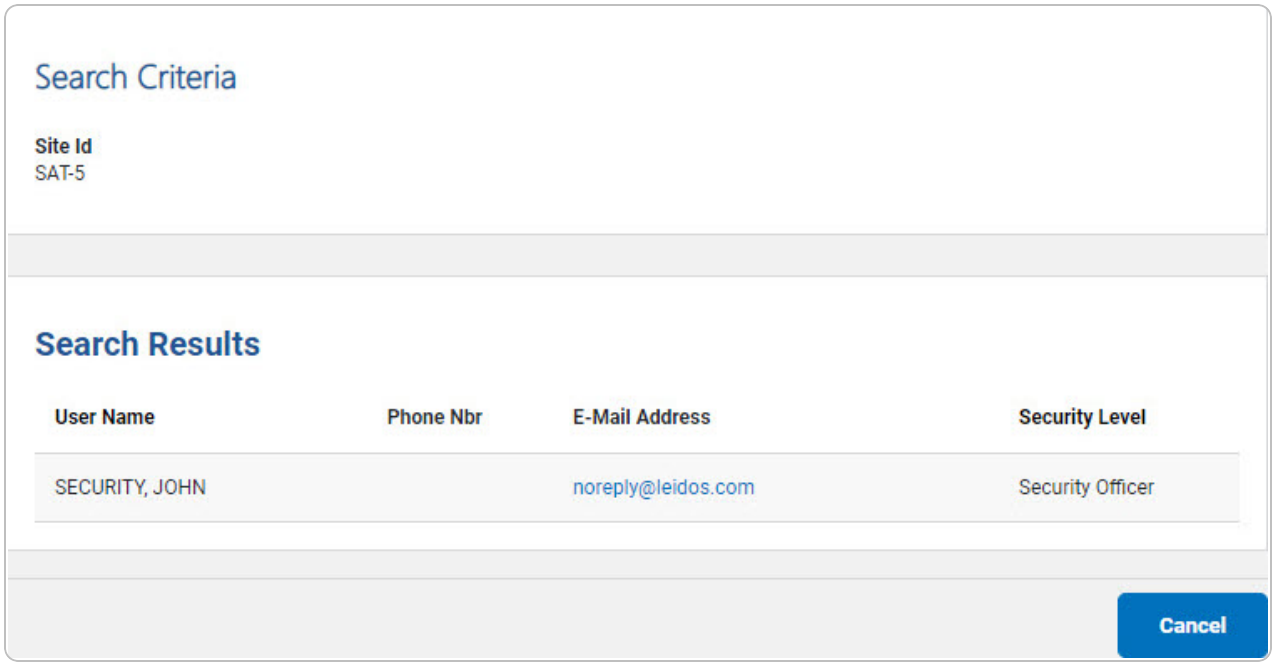
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

E-MAIL a Security POC

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

1. In the My ELMS menu, select Security POCs. *The* ***Security POC List By Agency/Site*** *page appears.*



2. Select the E-MAIL hyperlink for the POC to contact. *Microsoft Outlook opens, with the E-MAIL address of the POC in the To: field.*
3. Compose and send the message in Microsoft Outlook. *Microsoft Outlook closes, and the Search Results page returns.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Contact Us

Search for a Management Message — Criteria

Overview

The Property Accountability module Management Message Viewer process provides the ability to search for all messages generated by ELMS relating to the UIC(s) indicated. The search can be further defined by the type of message to be displayed.

Navigation

My ELMS > Management Messages > Management Message Viewer Search Criteria page

Page Fields

The following fields display on the **Management Message Viewer Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.

Search Criteria Grid

UIC
Msg Type
Date From
Date To

Procedures

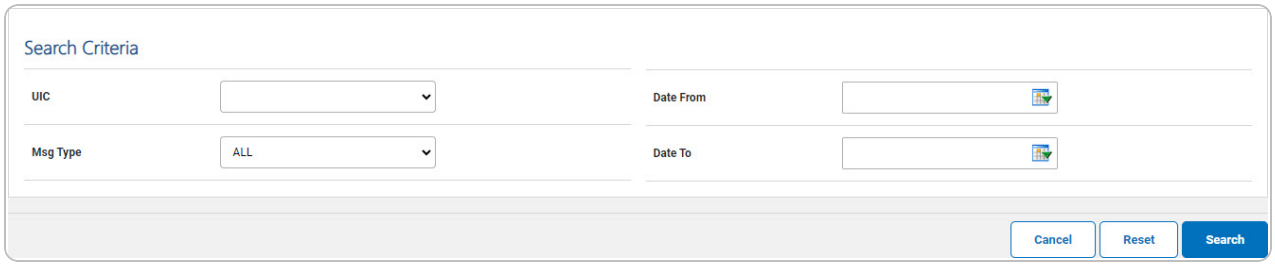
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Management Message

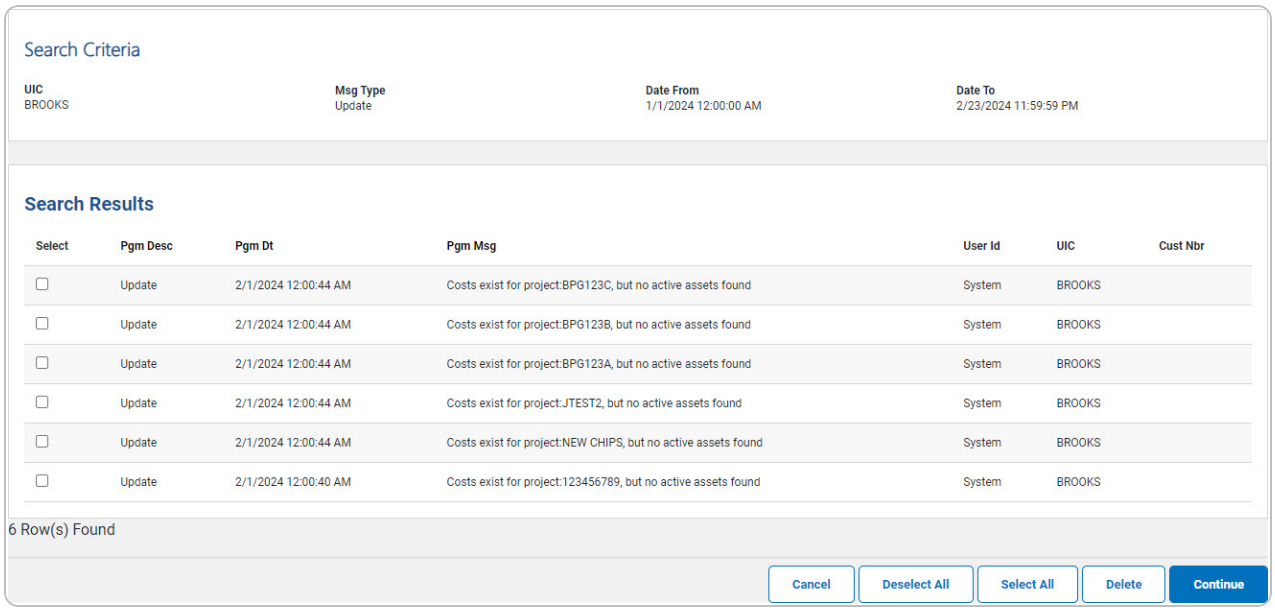
Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- Use to select the UIC.
- Use to select the Msg Type.
- Use to select the Date From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Date To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *The Search for a Management Message — Results page appears. Results display in the Search Results grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
243 — There are no MGT MSGS for user.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.
2 — Invalid entry *Date From*.	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.
2 — Invalid entry *Date To*.	
44 — Input date must be	Invalid Date Entry. The system date (Today's

<= system date.	Date) must be after or the same as the Input date. Re-enter the date.
347 — Date (From) must be <= Date (To).	Invalid Date Entry. The Date (To) must be after the Date (From). Re-enter the Date (To).

Related Topics

- Search for a Management Message Viewer — Results
- Select the Management Message Viewer Rows
- Create a Management Message Viewer Report

Search for a Management Message — Results

Overview

The Management Message Viewer Results process provides the ability to delete or view a ELMS management message.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

My ELMS > Management Messages > Search Criteria > Search > Management Message Viewer Search Results

Page Fields

The following fields display on the **Management Message Viewer Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
140	UIC or higher level messages cannot be deleted by user.
137	Select the "Continue" button to view selected message (s).
138	Select the "Delete" button to delete selected messages(s).

Search Criteria Grid

UIC
Msg Type
Date From
Date To

Search Results Grid

Select
Pgm Desc
Pgm Dt
Pgm Msg
User Id
UIC
Cust Nbr

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select Management Messages

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

1. Select ☐ for an individual message.

   OR

   Select Select All for all messages on all pages.

2. Select Continue. *The* ***Management Message Viewer — Selected Rows*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
236 — Make a selection to "Continue" or "Delete".	Missing Entry. No selections were made. Select at least one check-box to continue.
244 — System messages cannot be deleted by user.	Invalid Entry. Incorrect security access. There are insufficient permissions to delete messages.

Related Topics

- Search for a Management Message Viewer — Criteria
- Select the Management Message Viewer Rows
- Create a Management Message Viewer Report

Create a Management Message Viewer Report

Overview

The Management Message Viewer Report process provides the ability to save the generated report in different formats.

Navigation

My ELMS > Management Messages > Search Criteria > Search > Search Results > (desired message) > Continue > Selected Rows > Generate Rpt > Management Message Viewer Report page

Page Fields

The following fields display on the **Management Message Viewer Report** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Management Messages Report

Catalog

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

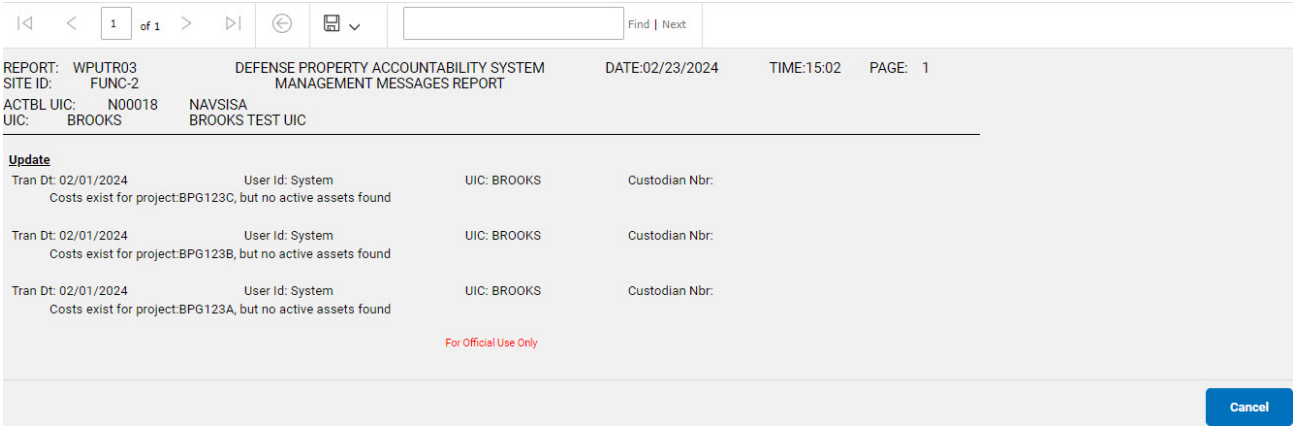
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Create a Management Messages Report

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

1. Select Generate Rpt. *The* ***Management Messages Report*** *page appears.*



   A. *The Status automatically populates and is not editable.*

   B. *The Details automatically populates and is not editable.*

   C. Follow the prompts provided by the computer.

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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a Management Message Viewer — Criteria
- Search for a Management Message Viewer — Results
- Select the Management Message Viewer Rows

Select the Management Message Viewer Rows

Overview

The Management Message Viewer Selected Rows process displays the messages to either delete or generate a report.

Navigation

My ELMS > Management Messages > Search Criteria > Search > Search Results > (desired message) > Continue > Management Message Viewer Selected Rows

Page Fields

The following fields display on the **Management Message Viewer Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
139	Select the "Generate Rpt" button to generate report.
138	Select the "Delete" button to delete selected messages(s).

Selected Rows Grid

Pgm Desc
Pgm Dt
Pgm Msg
User Id
UIC

Cust Nbr

Procedures

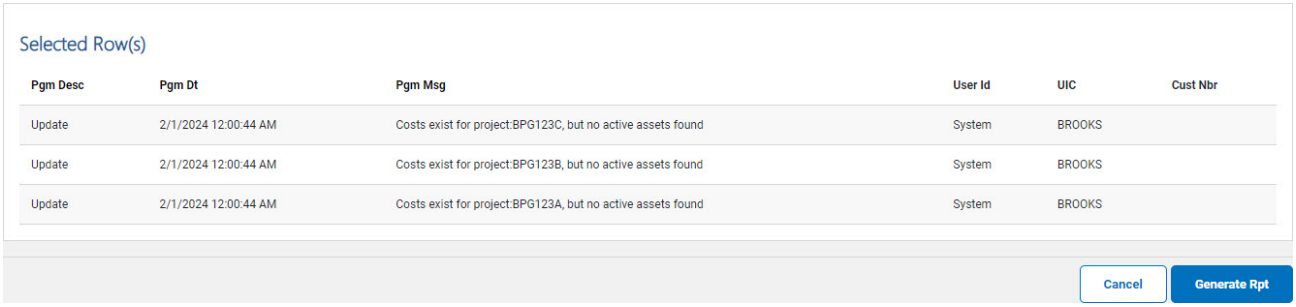
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Generate the Report of Selected Messages

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

1. *Verify the messages listed to generate a report.*



2. Select Generate Rpt. *The* ***Create a Management Message Viewer Report*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a Management Message Viewer — Criteria
- Search for a Management Message Viewer — Results
- Create a Management Message Viewer Report

Display the User Roles

Overview

The Property Accountability module User Role Display process provides the ability to view the user's specific ELMS role assignments.

Helpful Tip

If the user's role is Application Security Officer, all associated roles are displayed.

Navigation

My ELMS > User Roles Display > User Roles Display Search Results page

Page Fields

The following fields display on the **User Roles Display Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

User Id
Site Id

Search Results Grid

Role Name
Training Cmpltd Dt
Role Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

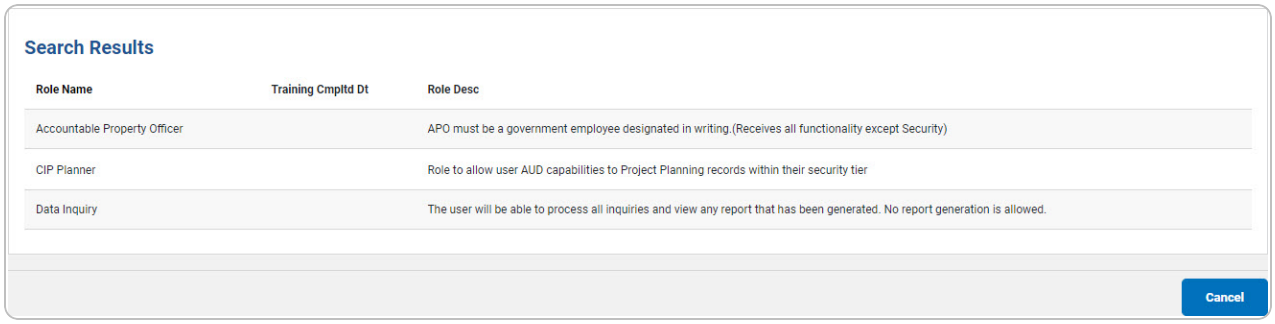
View the Assigned Roles

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

1. Review the Search Criteria.

- *Verify the USER ID.*
- *Verify the SITE ID.*

2. Review the Search Results.



- *Verify the Role Name.*

Helpful Tip

If roles are missing, check with the Information Owner. Identify the individual's name by looking at line 21 on the DD Form 2875.

- *Verify the Training CMPLTD DT.*
- *Verify the ROLE DESC.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Role(s) are missing.	Check with the Information Owner. The individual's name appears on line 21 on the DD Form 2875.

Related Topics

- ELMS PA Overview
- ELMS PA Navigation Tips

Search for a Pending Catalog Transaction

Overview

The Property Accountability module Pending Catalog Transactions process provides the ability to process catalog records which arrives from outside sources. These catalog records have a Status Code of Catalog Pending (CP) or Manufacturer Pending (MP) or have missing or incomplete information on the receiving Agency's Catalog. The records are awaiting Stock Number or Manufacturer Data to record on the Due-In Table. Once the record is completed, it has a Status Code of Catalog Complete (CC).

Navigation

Catalog > PNDG CATALOG TRANS > Pending Catalog Transactions Search Criteria page

Page Fields

The following fields display on the **Pending Catalog Transactions Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Pending Catalog Transactions Search Results.
526	Select "Reset" to clear the Pending Catalog Transactions Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Pending Catalog Transactions data.

528	Select "Add" to create a new Pending Catalog Transactions record.
529	Select "Edit" to update the selected Pending Catalog Transactions record(s).
530	Select "Delete" to remove the selected Pending Catalog Transactions record(s).
531	Select "Attachments" to add or view an attached document to the selected Pending Catalog Transactions record(s).
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Search Criteria Grid

Stock Nbr
Doc Nbr
Item Desc
Status
- Manufacturer Pending (MP)
- Catalog Pending (CP)

Search Results Grid

All
Doc Nbr
Stock Nbr
Item Desc
Mfr Name
Mfr Part Nbr
Mfr Model Nbr
CAGE Cd
Status
Non-Actbl

Procedures

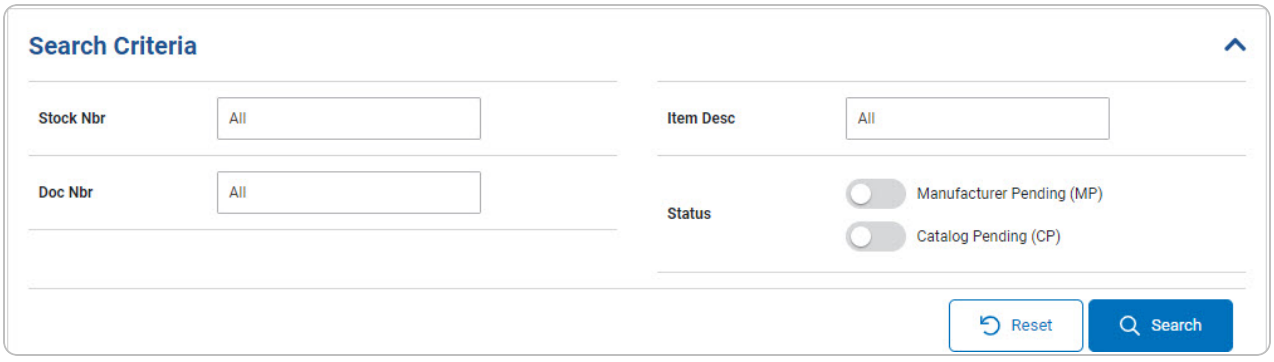
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search For a Pending Catalog Transaction

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.*

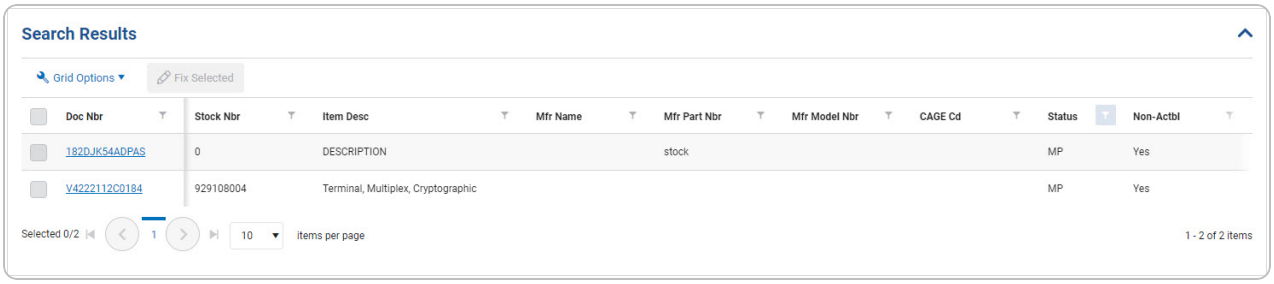
1. In the Search Criteria panel, narrow the results by entering one of the following optional fields:.



- Enter the Stock Number in the field provided. *This is a 15 alphanumeric character field.*

- Enter the DOC NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Choose the Status:
  - Click to select the Manufacturer Pending (MP). *The slider changes to and the Search includes records with a Status of MP.*
  - Click to select the Catalog Pending (CP). *The slider changes to and the Search includes records with a Status of CP.*

2. Select Search. *The results display in the Search Results grid.*



Update the Pending Catalog Record

1. Click to select the entry. *The DOC NBR record is highlighted, and* Fix Selected *becomes available.*
2. Either:
   - Select Fix Selected.

   OR

   - Select the DOC NBR hyperlink.
3. *The **Doc Nbr** slide-out window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
2244 — Manufacturer information is not cataloged with stock number information in local catalog.	Invalid Entry. was clicked before completing the entry. Enter the Manufacturer Part Number and re-enter the information.
2416 — Manufacturer Record already exists for this Stock Number. Only one manufacturer record can exist when Stock Item Type = 'B.'	Invalid Entry. A second manufacturer record cannot be added to a Stock Number Type = B. Double-check the information and re-enter the record.

Related Topics

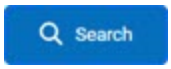
- Fix the Selected Pending Catalog Transactions

Fix the Selected Pending Catalog Transactions

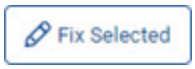
Overview

The DOC NBR (Pending Catalog Transactions Fix Selected) process allows editing of a Catalog record.

Navigation

Catalog > PNDG CATALOG TRANS > Search Criteria > 

> Search Results >

(desired record) > 

> DOC NBR slide-out window

Page Fields

The following fields display on the **DOC NBR** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

DOC NBR Grid

Stock Number Information Grid

Stock Nbr
Item Desc

Manufacturer Information Grid

Mfr Name
Mfr Part Nbr
Mfr Model Nbr
CAGE Cd

Procedures

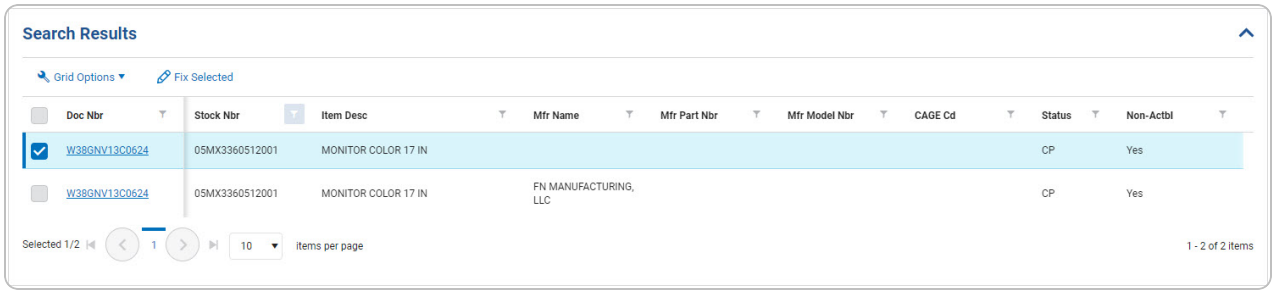
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Process a Record

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

1. Click ☐ to select the entry. *The DOC NBR record is highlighted, and* Fix Selected *becomes available.*



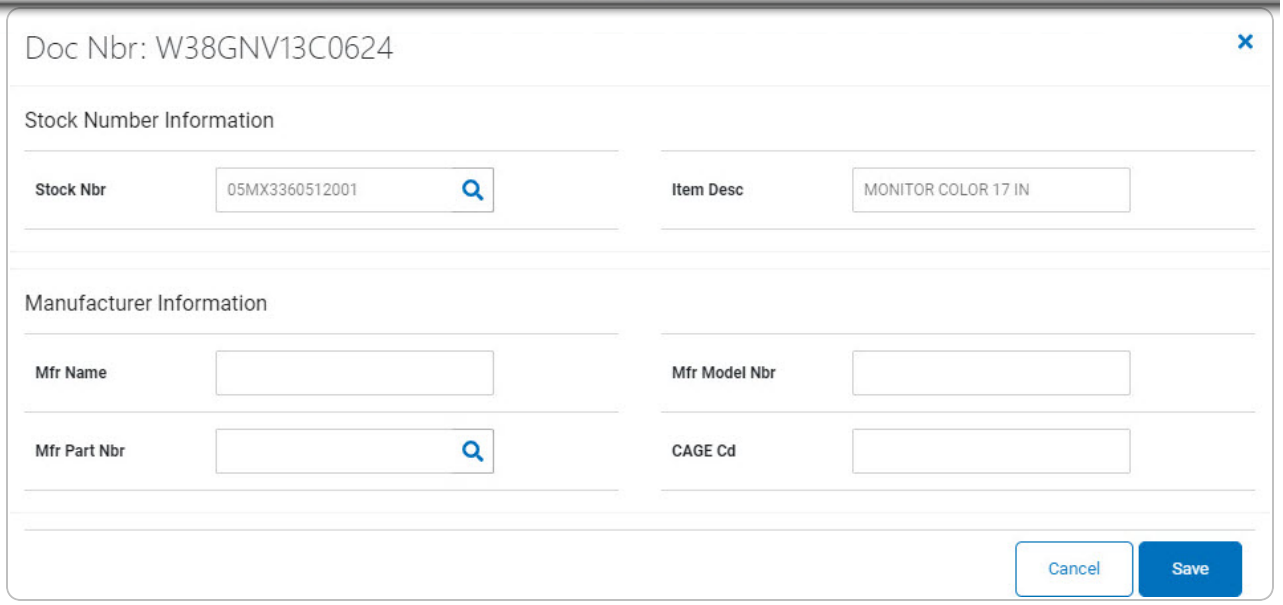
2. Either:

   - Select Fix Selected.

   OR

   - Select the DOC NBR hyperlink.

3. *The* ***Doc Nbr*** *slide-out window appears.*



A. *Update the Stock Number Information grid.*

a. Update the STOCK NBR, using 🔍 to browse for the revised identifier. *This is a 15 alphanumeric character field.*

Internal Stock Number Browse help

b. Update the ITEM DESC, entering the revised explanation in the field provided. *This is a 256 alphanumeric character field.*

B. *Update the Manufacturer Information grid.*

a. Update the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*

b. Update the MFR PART NBR, using 🔍 to browse for the revised number. *This is a 35 alphanumeric character field.*

Internal Manufacturer Part Number Browse help

c. Update the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*

d. Update the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*

4. Select Save. *Status Code CP records are upgraded to MP; Status Code MP records are upgraded to CC.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
363 — Selected rows must have matching Stock Nbrs and Sts Cds.	Invalid Selection. The Status Cd must be either Manufacturer Pending (MP) or Catalog Pending (CP), not both. Re-select entries so that they have the same Status Cd.
364 — Selected rows must have like Item Desc and Sts Cds.	Invalid Selection. The Status Cd must be either Manufacturer Pending (MP) or Catalog Pending (CP), not both. Re-select entries so that they have the same Status Cd.
94 — Select a record(s) to continue.	Missing Entry. Either Fix Selected or the Doc Nbr was clicked without any records selected. Click to select a record, then select Fix Selected or the Doc Nbr.
502 — Stock Nbr must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
2244 — Manufacturer information is not cataloged with stock number information in	Invalid Entry. Save was clicked before completing the entry. Enter the Manufacturer Part

local catalog.	Number and re-enter the information.
2416 — Manufacturer Record already exists for this Stock Number. Only one manufacturer record can exist when Stock Item Type = 'B.'	Invalid Entry. A second manufacturer record cannot be added to a Stock Number Type = B. Double-check the information and re-enter the record.
xxxx — Selected STOCK NBR does not exist in catalog or has been deleted. Status updated to CP.	Invalid Entry. The Stock Number entered is not in the catalog. Double-check the information and re-enter the record.

Related Topics

- Search for a Pending Catalog Transaction

Stock Number Overview

Overview

The Property Accountability module Stock Number process provides the ability to add, update, or delete a stock number record in the catalog.
Each Stock Number is unique to a specific catalog within each logistics program and can only be added once per catalog.
There are four types of stock numbers identified by the STOCK ITEM CD:

- **A - NSN** (National Stock Number)
  — from FEDLOG or TDMS or other DOD lists.
- **J - MCN** (Management Control Number)
  — created at the local level, when an NSN does not exist for that asset.
- **B - PART NBR** (Part Number)
  — created by either the manufacturer or the local level.
- **I - Intangible** (Intangible)
  — created for Software and other stock that has no physical presence.
- **L - Local** (Local)
  — created at the local level, when the MCN does not fit the required form for the asset.

ELMS interfaces with the DOD Federal Logistics Information Services (FLIS), and can interface with Enterprise Agency Catalogs (e.g., the United States Marine Corps Technical Data Management System - USMC TDMS). The FLIS allows the Warehouse Management module to access NSN data in the Federal Logistics Data (FEDLOG). The TDMS allows the Warehouse module to access NSN data in the Marine Corps standard catalog information.
The Line Item Number (LIN) / Table of Authorized Materiel Control Numbers (TAMCN) plays a key role in managing equipment. The LIN/TAMCN can be thought of as a Group ID. Stock numbers are grouped under one LIN/TAMCN. For example, when the Warehouse receives a LIN/TAMCN for equipment of various sizes, a Stock Number is assigned for each size.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Catalog > Stock Number > STOCK NBR page

Page Fields

The following fields display on the **STOCK NBR** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the STOCK NBR Search Results.
526	Select "Reset" to clear the STOCK NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the STOCK NBR data.
528	Select "Add" to create a new STOCK NBR record.
529	Select "Edit" to update the selected STOCK NBR record(s).
530	Select "Delete" to remove the selected STOCK NBR record(s).
531	Select "Attachments" to add or view an attached document to the selected STOCK NBR record(s).
132	To search for CAGE CD, see https://cage.dla.mil.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Search Criteria Grid

Stock Nbr
Stock Item Cd
Reportable Commodity Type
Item Desc
Type Asset Cd
Mgmt Cd
LIN/TAMCN
FSC

Search Results Grid

All
Primary Attachment
Stock Nbr
Interface System Cd
Stock Item Cd
Item Desc
Mgmt Cd
LIN/TAMCN
FSC
CIIC
Type Asset Cd
Asset Category Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type

Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Sts Cd

Optional

Using Svc Cd
Established By
Established Dt/Tm
Lst Updatd By
Last Transaction Dt/Tm
Program Id
Remarks

Procedures

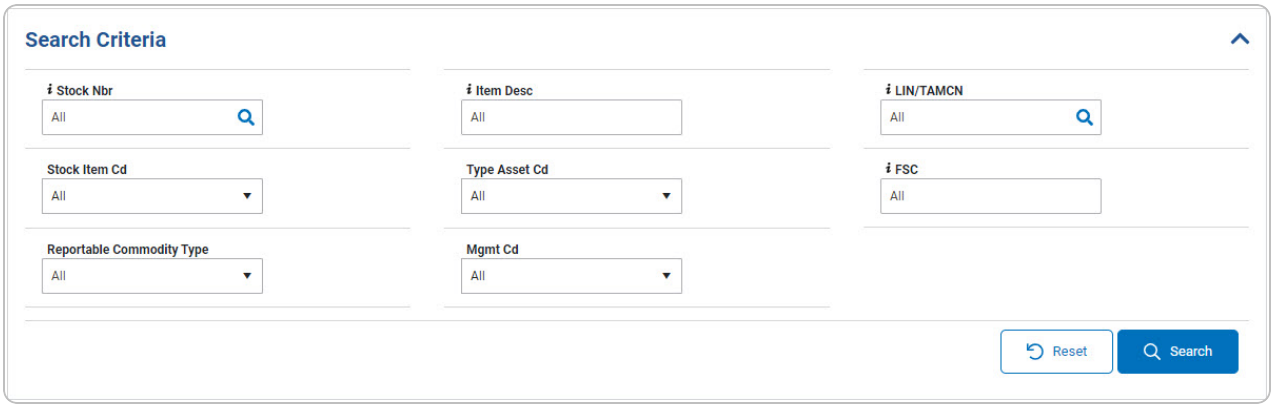
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Stock Number

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 panel, narrow the results by entering one or more of the following optional fields:.



- Use or to assist with the STOCK NBR entry. *This is a 15 alphanumeric character field.*

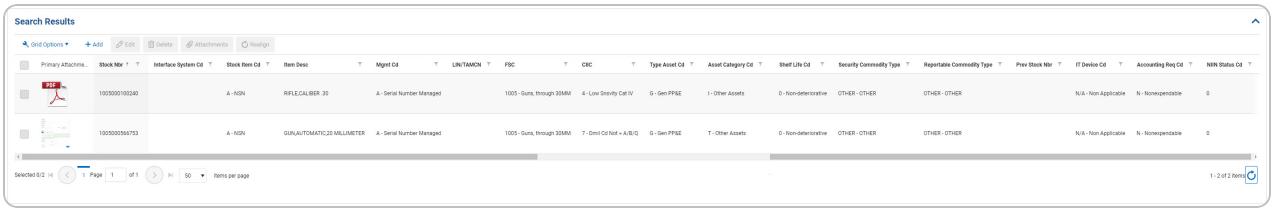
  Stock Number Browse help

- Use to select the Stock Item Cd.
- Use to select the Reportable Commodity Type.
- Enter the ITEM DESC, using to assist with the entry. *This is a 256 alphanumeric character field.*
- Use to select the Type Asset Cd.
- Use to select the Mgmt Cd.
- Use or to assist with the LIN/TAMCN entry. *This is a 10 alphanumeric character field.*

  Line Item Number / Table of Authorized Materiel Control Number Browse help

- Enter the FSC, using to assist with the entry. *This is a 4 alphanumeric character field.*

2. Select Search. *The results display in the Search Results grid.*



Add a Stock Number

Select + Add. *The **New Stock Nbr** page appears.*

View the Manufacturer Part NBR Details

Select the STOCK NBR hyperlink. *The **Manufacturer Part Nbr Details** pop-up window appears.*

Update a Stock Number

1. Click ☐ to select the entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Edit. *The* ***Modify Stock Nbr*** *page appears.*

Delete a Stock Number

1. Click ☐ to select the entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Delete. *The* ***Confirm Delete*** *page appears.*

Attach a Document to a Stock Number

1. Click ☐ to select the entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Attachments. *The* ***Stock Nbr Attachments*** *pop-up window appears.*

Realign a Stock Number

1. Click ☐ to select the entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Realign. *The* ***External Catalog Realignment*** *pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Stock Number
- View the Manufacturer Part Nbr Details
- Update a Stock Number
- Delete a Stock Number
- Add Attachments to a Stock Number
- Realign a Stock Number
- Search for a Stock Number/Selected Mass Change — Criteria

Add a Stock Number

Overview

The Stock Number Add process provides the ability to create a new stock number in the catalog.

Helpful Tip

Each Stock Number is unique to a specific catalog within each logistics program. A Stock Number can only be cataloged one time for each Site Catalog Name.

There are two tabs on the page to create a new stock number record. The tabs are:

1. **ELMS**
   — application specific information, which includes:
   - **Catalog Source**
     — where the number assigned comes from within the Federal government
   - **General**
     — additional details regarding the asset
   - **Add/Edit Remarks**
     — text fields for additional information regarding the asset
2. **Property Book**
   — location specific information, which includes:
   - **Property Book**
     — location details for the asset

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Catalog > Stock Number > Stock Number Search > + Add > New STOCK NBR page

Page Fields

The following fields display on the **New Stock Nbr** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Stock Nbr Search Results.
526	Select "Reset" to clear the Stock Nbr Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Stock Nbr data.
528	Select "Add" to create a new Stock Nbr record.
529	Select "Edit" to update the selected Stock Nbr record(s).
530	Select "Delete" to remove the selected Stock Nbr record(s).
531	Select "Attachments" to add or view an attached document to the selected Stock Nbr record(s).
132	To search for CAGE Cd, see https://cage.dla.mil.
161	NCAGE Cd must = 5 pos. When pos 1 = 0-9, pos 5 must = alpha but not I, O, or X. When pos 1 = A, pos 5 must = alpha-

	numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Catalog Source Panel

Stock Item Type *
Item Desc *
NCB Cd
Catalog Source *
FSC *
Item Nbr
Stock Number *
Sequence Nbr

General Panel

Prev Stock Nbr
Security Commodity Type *
Gender
LIN/TAMCN
Type Asset Cd *
AAC
UI *
Stocking UI *
Util Service Life
Managing Shelf Life Cd *
Shelf Life Type
CMC
Sply Cat Mat Cd
DODIC
IT Device Cd
CIC
Reportable Cd *
Haz Mat Cd *
Source of Supply RIC

Length (In)
Unit Cube (Ft)
Reportable Commodity Type *
Color
NIIN
Asset Category Cd *
Mgmt Cd *
Unit Price *
UI Conversion Factor *
Util Measure Cd
Imported Shelf Life Cd
Expiration SLC (Mos)
LCC *
Mat Cat Cd
ARC *
Dmil Cd *
Class Cd
Recover Cd *
ADPE ID Cd *
UIT Dsg
Width (In)
Unit Wt (Lbs)
Catalog Item Desc
Size
NIIN Sts Cd
UII Rqd?
Qty per Unit Pack
Stocking UI Price
Fdcry Deprn Mthd Cd *
Yr Svc Life *
Chapter
CIIC *
Precious Mtl Cd *
Height (In)
Freight Desc

Add Edit Remarks Panel

Remarks

Property Book Panel

Athrztn Cd *

ECC
Min Percent Util
Calibration Cd
Attribute(s) Template
Type Dsg
Maint Grp Id *
Obj Percent Util
Equivalence

(*) Asterisk identifies mandatory fields.

Procedures

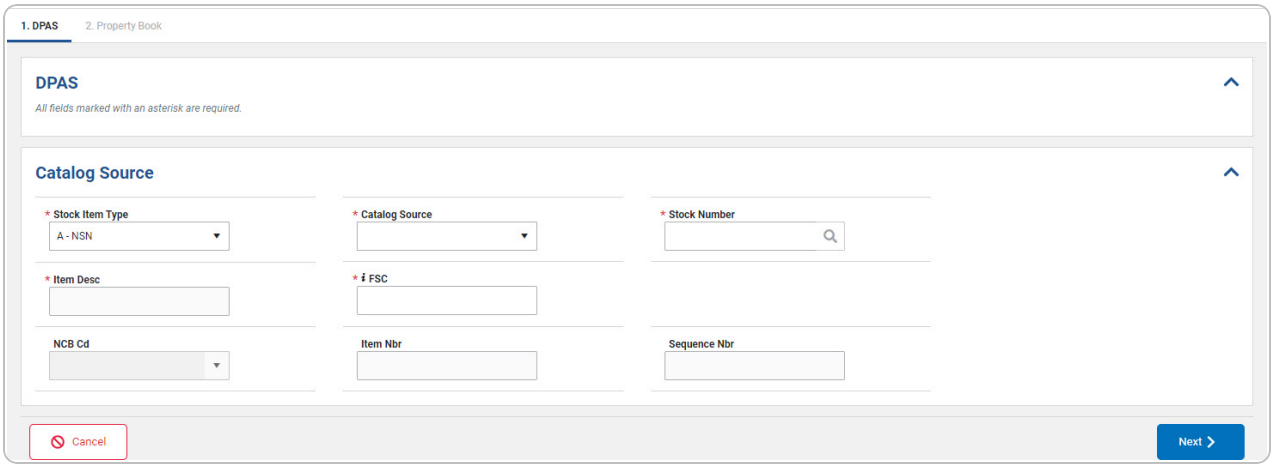
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Stock Number

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

1. Select + Add. *The **New Stock Nbr** page appears, open to the ELMS tab.*



2. *Complete the **Catalog Source** panel.*

   A. Use ▼ to select the Stock Item Type.

   B. Enter the Item Desc in the field provided. *This is a 256 alphanumeric character field.*

C. Use ▾ to select the NCB Cd.

D. Use ▾ to select the Catalog Source.

E. Enter the FSC, using ℹ to assist with the entry. *This is a 4 numeric character field.*

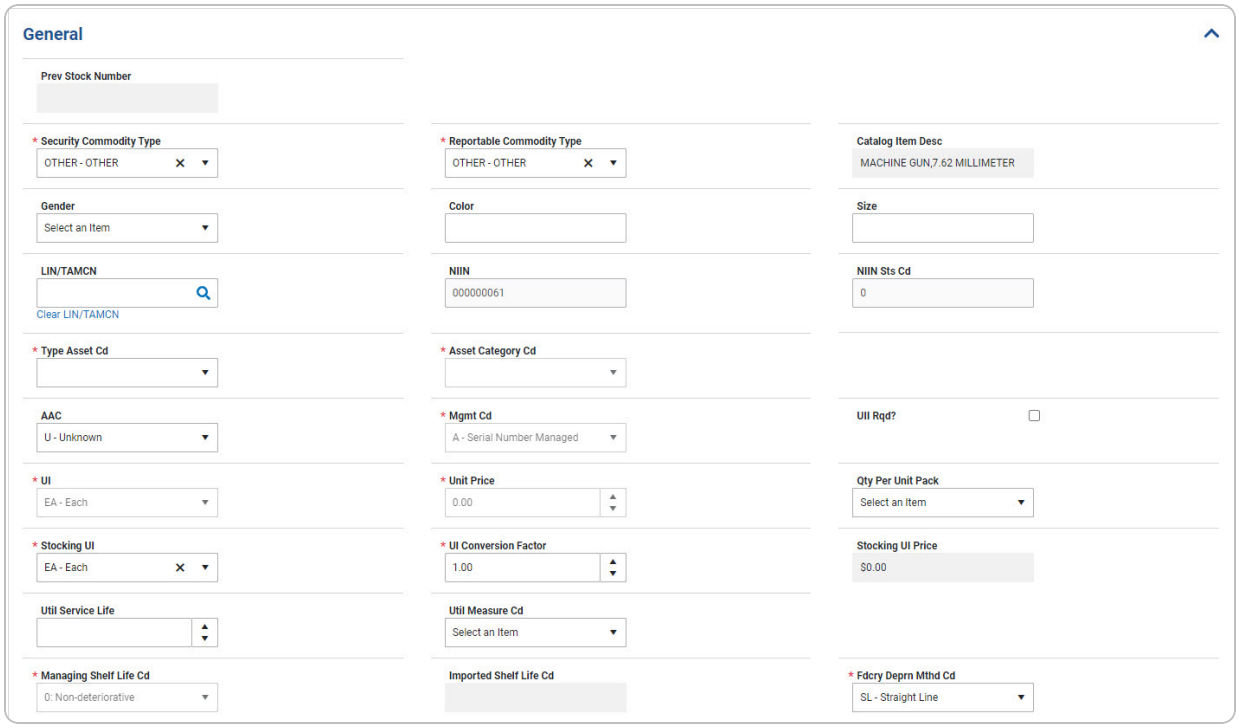
F. Enter the ITEM NBR in the field provided. *This is a 3 alphanumeric character field.*

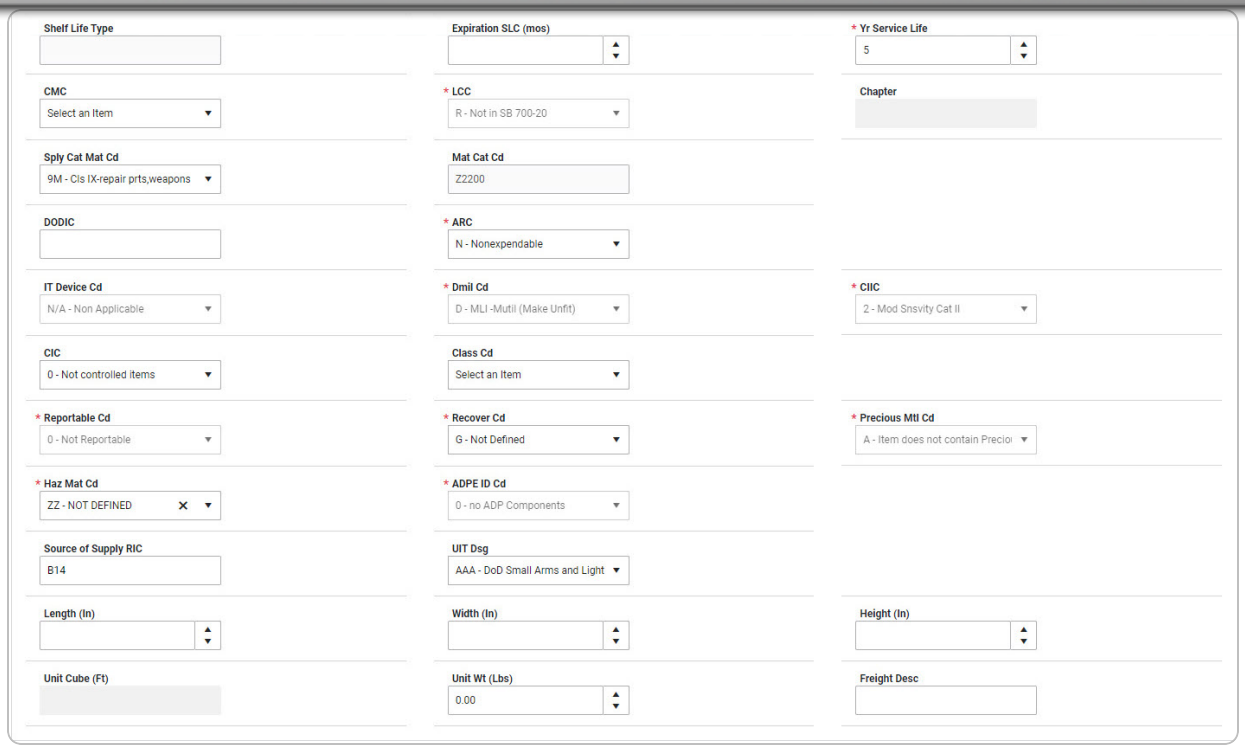
G. Enter the STOCK NBR, or use 🔍 to assist with the entry. *This is a 15 alphanumeric character field.*

External Stock Number Browse help

H. Enter the Sequence NBR in the field provided.

I. Select Next >. *The **General** and **Add/Edit Remarks** panels appear.*





a. *The PREV STOCK NBR automatically populates and is not editable.*

b. Use ▼ to select the Security Commodity Type.

c. Use ▼ to select the Gender.

d. Enter the LIN/TAMCN, or use 🔍 to assist with the entry. *This is a 10 alpha-numeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

e. Use ▼ to select the Type Asset Cd.

f. Use ▼ to select the AAC.

g. Use ▼ to select the UI.

h. Use ▼ to select the Stocking UI.

i. Use ⇕ to choose the UTIL SERVICE LIFE.

j. Use ▼ to select the Managing Shelf Life Cd.

k. *The Shelf Life Type automatically populates and is not editable.*

l. Use ▾ to select the CMC.

m. Use ▾ to select the Sply Cat Mat Cd.

n. Enter the DoDIC in the field provided. *This is a 4 alphanumeric character field.*

o. Use ▾ to select the IT Device Cd.

p. Use ▾ to select the CIC.

q. Use ▾ to select the Reportable Cd.

r. Use ▾ to select the Haz Mat Cd.

s. Enter the Source of Supply RIC in the field provided. *This is a 3 alphanumeric character field.*

t. Use ⇕ to choose the Length (In).

u. *The Unit Cube (Ft) field automatically calculates once the previous four fields are populated.*

v. Use ▾ to select the Reportable Commodity Type.

w. Enter the Color in the field provided. *This is a 15 alphanumeric character field.*

x. *The NIIN automatically populates and is not editable.*

y. Use ▾ to select the Asset Category Cd.

z. Use ▾ to select the Mgmt Cd.

aa. Use ⇕ to choose the Unit Price.

ab. Use ⇕ to choose the UI Conversion Factor.

ac. Use ▾ to select the Util Measure Cd.

ad. *The Imported Shelf Life Cd automatically populates and is not editable.*

ae. Use ⇕ to choose the Expiration SLC (mos).

af. Use ▾ to select the LCC.

ag. Enter the Mat Cat Cd in the field provided. *This is a 5 alphanumeric character field.*

ah. Use ▾ to select the ARC.

ai. Use ▾ to select the Dmil Cd.

aj. Use ▾ to select the Class Cd.

ak. Use ▾ to select the Recover Cd.

al. Use ▾ to select the ADPE ID Cd.

am. Use ▾ to select the UIT Dsg.

an. Use ⇕ to choose the Width (IN).

ao. Use ⇕ to choose the Unit Weight (LBS).

ap. *The Catalog ITEM DESC automatically populates and is not editable.*

aq. Enter the Size the field provided. *This is a 15 alphanumeric character field.*

ar. *The NIIN STS CD automatically populates and is not editable.*

as. Click ☐ to select the UII RQD?. *This changes the UII field to required.*

at. Use ▾ to select the Qty per Unit Pack.

au. *The STOCKING UI Price automatically populates and is not editable.*

av. Use ▾ to select the Fdcry Deprn Mthd Cd.

aw. Use ⇕ to choose the YR SVC LIFE.

ax. *The Chapter automatically populates and is not editable.*

ay. Use ▾ to select the CIIC. *This field is accessible only after a DMIL CD is chosen.*

az. Use ▾ to select the Precious Mtl Cd.

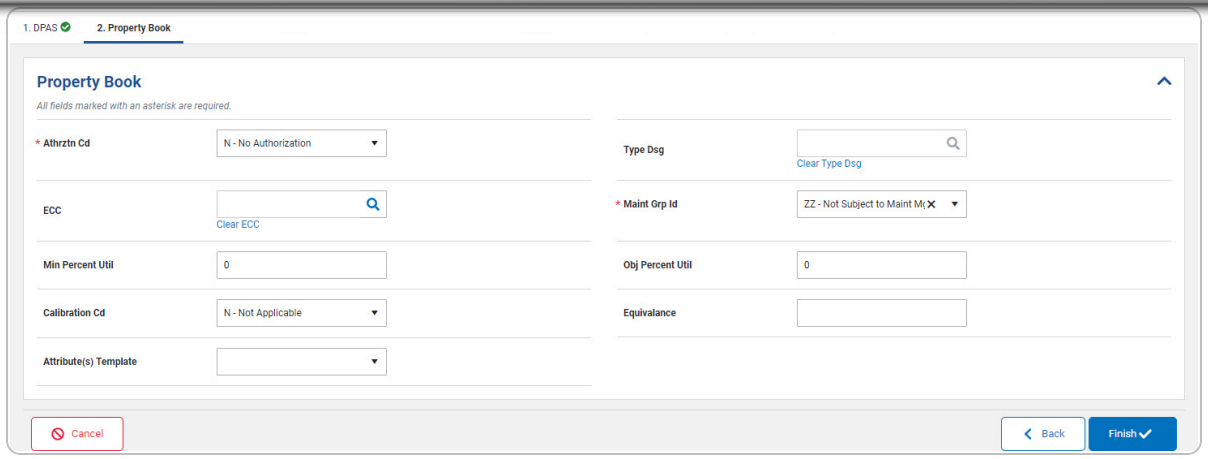
ba. Use ⇕ to choose the Height (IN).

bb. Enter the Freight DESCin the field provided. *This is a 1024 alphanumeric character field.*

bc. *Complete the **Add/Edit** Remarks panel.*

1. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

bd. Select Next. *The **Property Book panel** appears.*



1. Use ▾ to select the Athrztn Cd.

2. Enter the ECC, or use 🔍 to assist with the entry. *This is a 2 alphanumeric character field.*

   Equipment Category Code Browse help

3. Enter the MIN PERCENT UTILin the field provided. *This is a 3 numeric character field.*

4. Use ▾ to select the Calibration Cd.

5. Use ▾ to select the Attribute(s) Template.

6. Enter the TYPE DSG, or use 🔍 to browse for the entry. *This is a 20 alphanumeric character field. The TYPE DSG field only populates when M - Military is selected under the TYPE ASSET CD field.*

   Type Designation Browse help

7. Use ▾ to select the Maint Grp Id.

8. Enter the OBJ PERCENT UTILin the field provided. *This is a 3 numeric character field.*

9. Enter the Equivalence in the field provided. *This is a 20 numeric character field.*

10. Select Finish. *The **NEW STOCK NBR** page closes, and the new Stock Number appears at the top of the Search Results grid, highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Stock Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Item Desc*.	
13 — Mandatory Entry: *FSC*.	
13 — Mandatory Entry: *Stock Item Cd*.	
13 — Mandatory Entry: *Type Asset Cd*.	

13 — Mandatory Entry: *MGMT CD*.	
13 — Mandatory Entry: *Security Commodity Type*.	
13 — Mandatory Entry: *Reportable Commodity Type*.	
13 — Mandatory Entry: *ACC*.	
13 — Mandatory Entry: *Unit Pack Price*.	
13 — Mandatory Entry: *Managing Shelf Life Cd*.	
13 — Mandatory Entry: *DMIL CD*.	
13 — Mandatory Entry: *CIIC*.	
13 — Mandatory Entry: *Storage Requirement Cd*.	
13 — Mandatory Entry: *UTIL SVC LIFE when UTIL*	Missing Entry. If either UTIL SVC LIFE or UTIL MEASURE CD is entered, the other is mandatory.

***Measure Cd is provided.*.**	
13 — Mandatory Entry: *Util Measure Cd when Util Svc Life is provided.*.	
92 — Entry must be numeric: *Unit Price*.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
92 — Entry must be numeric: *Yr Svc Life*.	
92 — Entry must be numeric: *Util Svc Life*.	
92 — Entry must be numeric: *Length*.	
92 — Entry must be numeric: *Width*.	
92 — Entry must be numeric: *Height*.	
92 — Entry must be numeric: *Unit Weight*.	
92 — Entry must be numeric: *Unit Cube*.	

44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
487 — LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
488 —TYPE DSG record(s) must be established prior to generating Intangible record.	Invalid Entry. The Intangible record cannot be established until the TYPE DSG record exists. Enter the Type Designation record(s) again.
xxxx — STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number, using to assist with the entry. If it is not found, enter the number again.
253 — MCN SERIAL NBR for	Invalid Entry. The ITEM NBR has reached the

ITEM NBR has reached a value of 9999. Establish new ITEM NBR.	limit for that series. Enter a new ITEM NBR.
295 — First position must be alpha; positions 2 - 3 must be numeric.	Invalid Entry. The ITEM NBR field is not in the correct format. Enter a total of 3 characters in the correct format, where the **1st character** must be a **letter**, and the **2nd** and **3rd** must be **numbers**.
2215 — An error occurred when adding/editing the stock number. If the problem persists, please contact the ELMS CALL CENTER.	Contact the ELMS Call Center
316 — FSC must be the first 4 positions of the NSN or MCN.	Invalid Entry. The Stock Number must start with the FSC. Re-enter the Stock Number.

Related Topics

- Search for a Stock Number
- View the Manufacturer Part Nbr Details
- Update a Stock Number
- Delete a Stock Number
- Add Attachments to a Stock Number
- Realign a Stock Number
- Search for a Stock Number/Selected Mass Change — Criteria

Add Attachments to a Stock Number

Overview

The Stock Number Add Attachments process provides the ability to attach documents to the stock number in the catalog.

Navigation

Catalog > Stock Number > Search > (desired record) > Attachments > STOCK NBR Attachments pop-up window

Page Fields

The following fields display on the **STOCK NBR Attachments** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Attached Files Grid

Add Attachments Grid

Attachment Browse
Description

Procedures

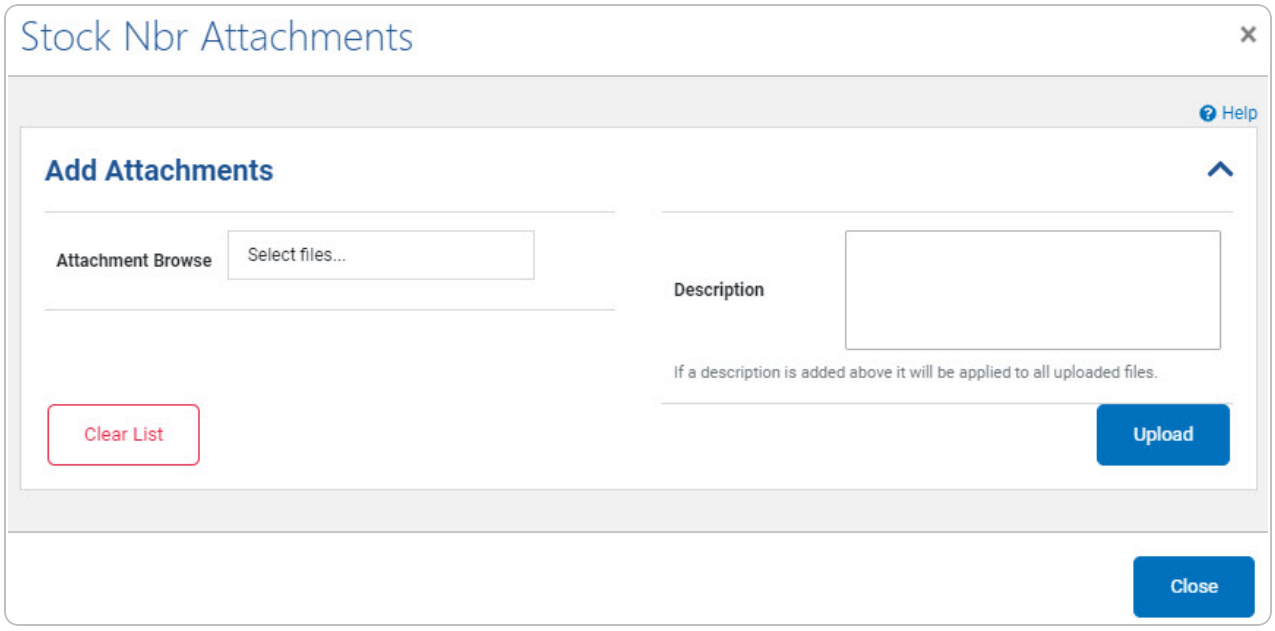
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Attach a Document to a Stock Number Record

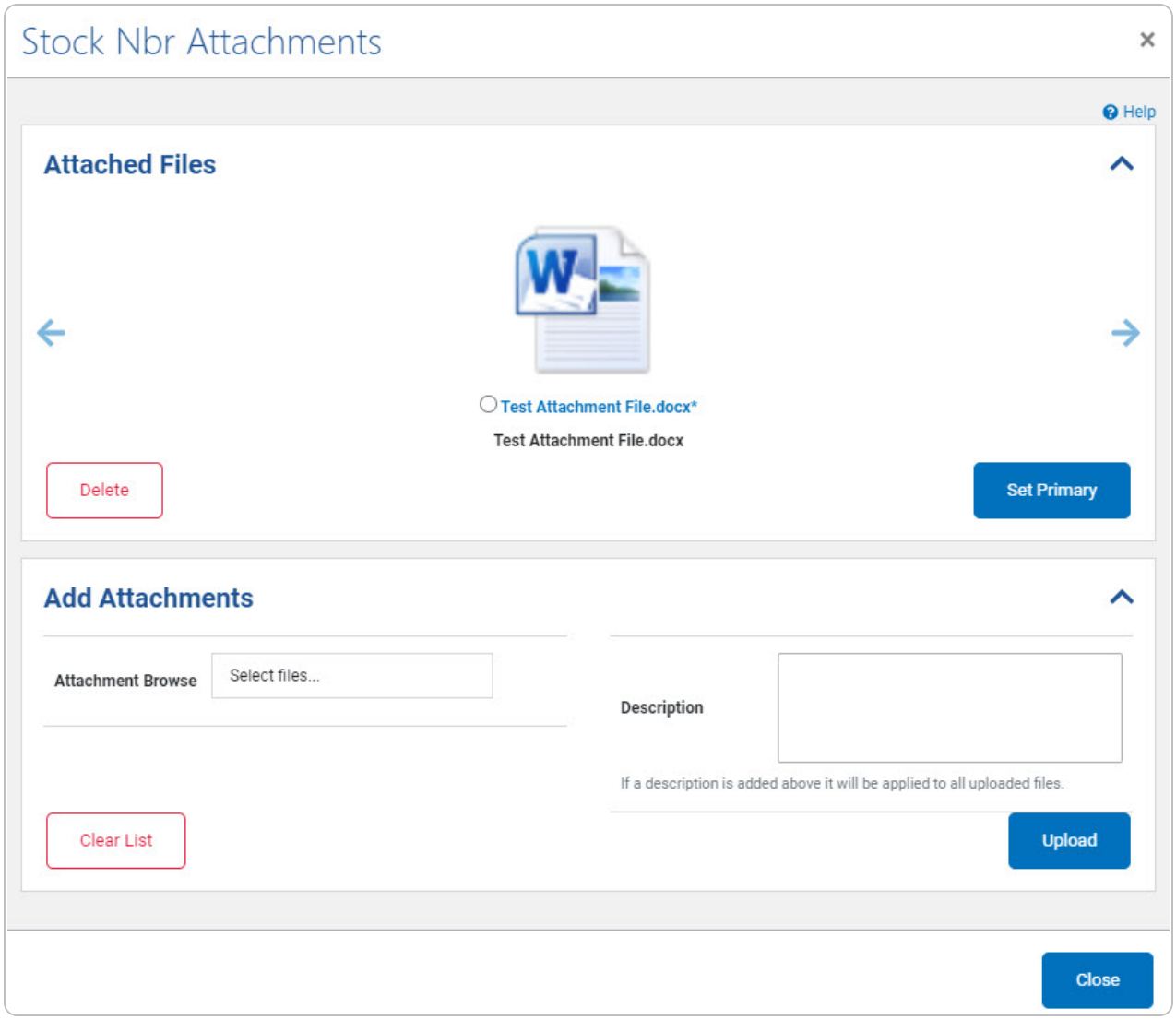
Selecting Close *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select Attachments to add any additional files to the record. *The* ***Stock Nbr Attachments*** *pop-up window appears.*



2. Select Select files... . *The Windows* ***Choose File to Upload*** *pop-up window appears.*
3. Choose the file to attach, and select it.
4. Select Open . *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the Attachment Browse panel.*
5. Enter the Description in the field provided. *This is a 1024 alphanumeric character field.*
6. Select Upload . *The file uploads and attaches to the Stock Number.*
7. Repeat Steps 2 - 6 to attach multiple documents.
8. Select ○ beneath the main attachment.

9. Select Set Primary. *The attachment is marked as the main attachment to the stock number.*

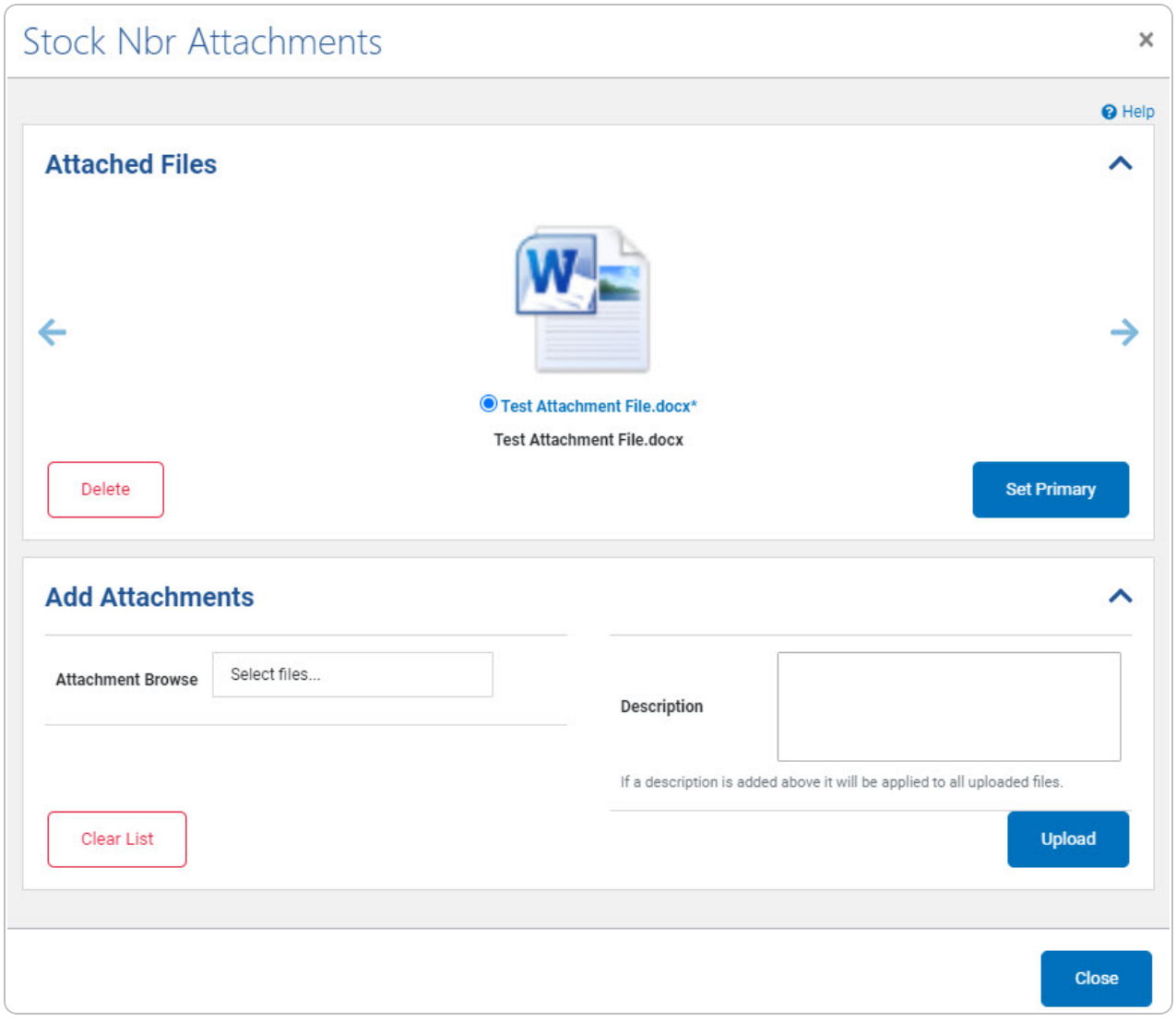


10. Select Close. *The **Stock Nbr Attachments** pop-up windows closes, and the file(s) appears in the Primary Attachments field Search Results grid.*

Delete an Attachment

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

A. Select ○ beneath the attachment.



B. Select Delete. *The attachment is removed permanently from the stock number, and the initial* ***Stock Nbr Attachments*** *pop-up window appears.*

C. Select Close. *The **Stock Nbr Attachments** pop-up window closes, and the file(s) is removed from the Primary Attachments field Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size	Invalid File Size. The file size is too large.

exceeds the maximum of 1MB. The selected file size is {x}.	Reduce the file size and attach the file again.

Related Topics

- Search for a Stock Number
- Add a Stock Number
- View the Manufacturer Part Nbr Details
- Update a Stock Number
- Delete a Stock Number
- Realign a Stock Number
- Search for a Stock Number/Selected Mass Change — Criteria

Delete a Stock Number

Overview

The Stock Number Delete process allows removal of a stock number record from the catalog.

Attention

A Stock Number record **cannot be deleted** if the record is associated with any equipment records.

Navigation

Catalog > Stock Number > Search > (desired record) > Delete > Confirm Delete (STOCK NBR Delete) pop-up window

Page Fields

The following fields display on the **Confirm Delete (STOCK NBR Delete)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Confirm Delete (STOCK NBR Delete) Grid

History Remarks

Procedures

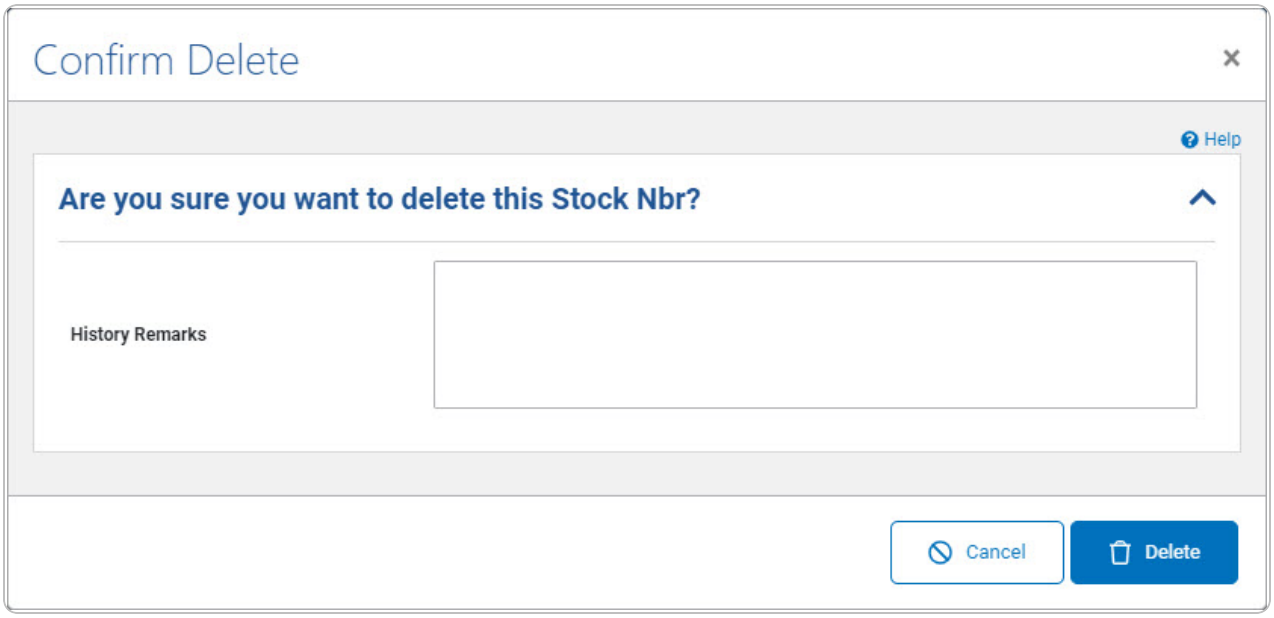
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

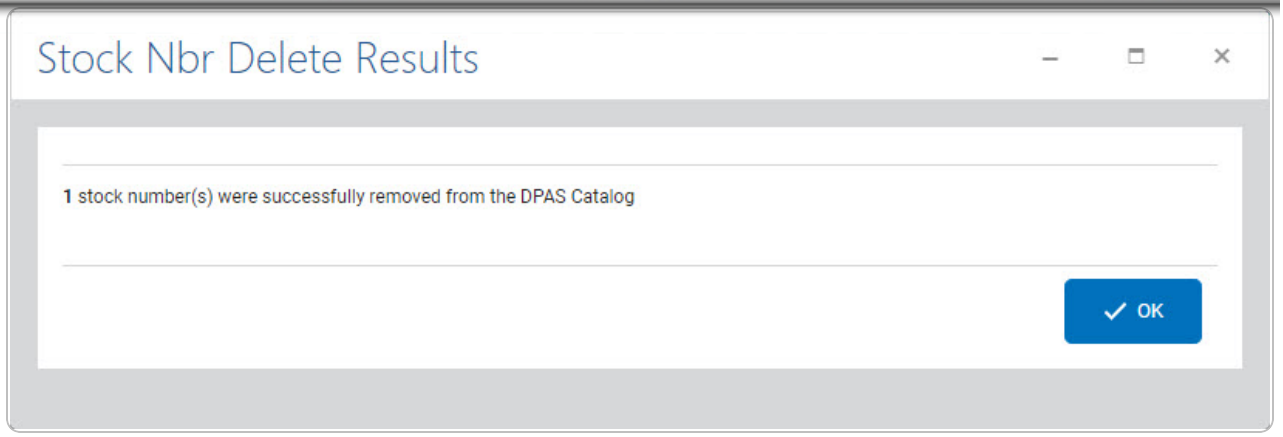
Delete a Stock Number

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

1. Click ☐ to select the entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Delete. *The* ***Confirm Delete*** *pop-up window appears.*



3. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*
4. Select Delete. *The* ***STOCK NBR Delete Results*** *pop-up window appears, stating which record(s) have failed, and which ones are removed from the database.*



5. Select OK. *The deleted record(s) are removed from the STOCK NBR grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
162 — STOCK NBR cannot be deleted. *Document record (s)* exist for this STOCK NBR.	Invalid deletion. A STOCK NUMBER record cannot be deleted if the record is associated with any equipment records. Review the Stock Number again, and remove any remaining associated equipment so the STOCK NBR can be deleted.
162 — STOCK NBR cannot be deleted. *Document Transaction record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *ICN record(s)* exist for this STOCK NBR.	

162 — STOCK NBR cannot be deleted. *Inventory Request record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Issue Line Item record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Location CONDITION CD Default record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Master Issue List record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Pick Detail record (s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Quality Control Header record(s)* exist for this STOCK NBR.	

162 — STOCK NBR cannot be deleted. *Return Detail record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Return Stage record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *SKO Detail record (s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *SKO Disassemble record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *SKO Header record (s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *SKO Planning record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be	

deleted. *Stock Item record (s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Unit Issue Detail record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Unit Outstanding Items record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Unit Post Detail record(s)* exist for this STOCK NBR.	
162 — STOCK NBR cannot be deleted. *Unit Return Detail record(s)* exist for this STOCK NBR.	

Related Topics

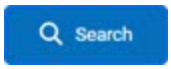
- Search for a Stock Number
- Add a Stock Number
- View the Manufacturer Part Nbr Details
- Update a Stock Number
- Add Attachments to a Stock Number
- Realign a Stock Number
- Search for a Stock Number/Selected Mass Change — Criteria

View the Manufacturer Part NBR Details

Overview

The Manufacturer Part NBR Details process allows viewing of a stock number record from the catalog.

Navigation

Catalog > Stock Number > Search Criteria > 

> Search Results > STOCK NBR hyperlink > Manufacturer Part NBR Details pop-up window

Page Fields

The following fields display on the **Manufacturer Part NBR Details** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Results Grid

STOCK NBR Summary Grid

Stock Nbr
Item Desc

Search Results Grid

Stock Nbr
Item Desc
CAGE Cd
Mfr Name
Mfr Model Nbr

Procedures

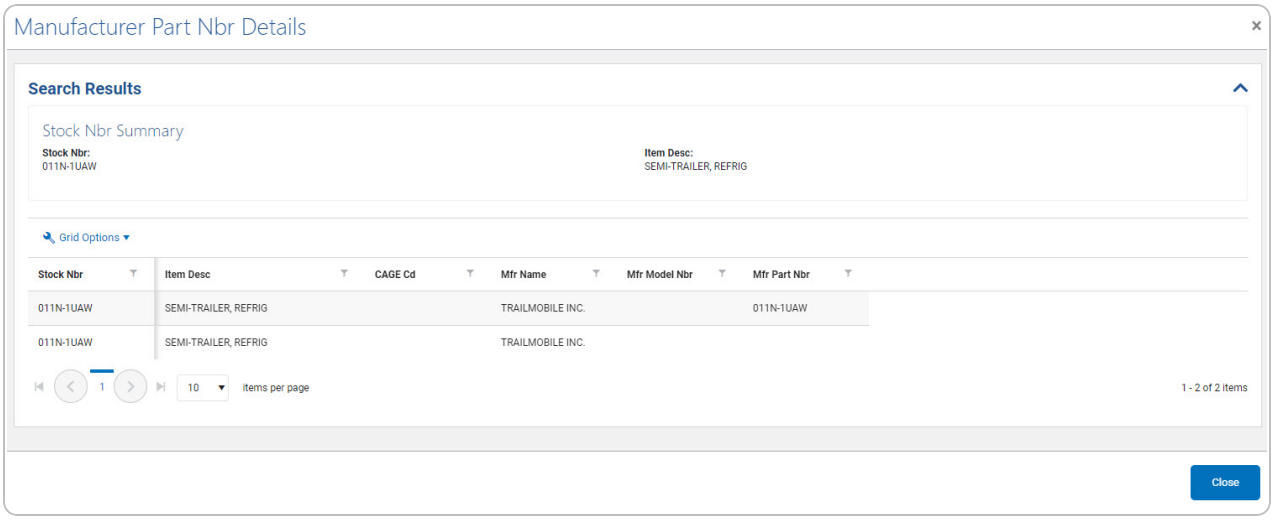
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Manufacturer Part NBR Details

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

1. Select the STOCK NBR hyperlink. *The **Manufacturer Part NBR Details** pop-up window appears.*



2. *Verify the STOCK NBR Summary.*
   A. *Verify the STOCK NBR.*
   B. *Verify the ITEM DESC.*
3. *Verify the Search Results grid.*
   A. *Verify the STOCK NBR.*
   B. *Verify the ITEM DESC.*
   C. *Verify the CAGE CD.*
   D. *Verify the MFR NAME.*
   E. *Verify the MFR MODEL NBR.*

F. *Verify the MFR PART NBR.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Close or ✖. *The previous page reappears.*

Related Topics

- Search for a Stock Number
- Add a Stock Number
- Update a Stock Number
- Delete a Stock Number
- Add Attachments to a Stock Number
- Realign a Stock Number
- Search for a Stock Number/Selected Mass Change — Criteria

Realign a Stock Number

Overview

The External Catalog Realignment process provides the ability to update or change the Interface Svc Cd and Using Svc Cd of a stock number, if the options are available for the stock number.

Navigation

Catalog > Stock Number > Search Criteria > Search > Search Results > (desired record) > Realign > External Catalog Realignment pop-up window

Page Fields

The following fields display on the **External Catalog Realignment** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Realignment Grid

Stock Number
Interface

Search Results Grid

Externally Sourced Stock Nbrs

Stock Nbr
Item Desc
Stock Item Cd
Interface

Procedures

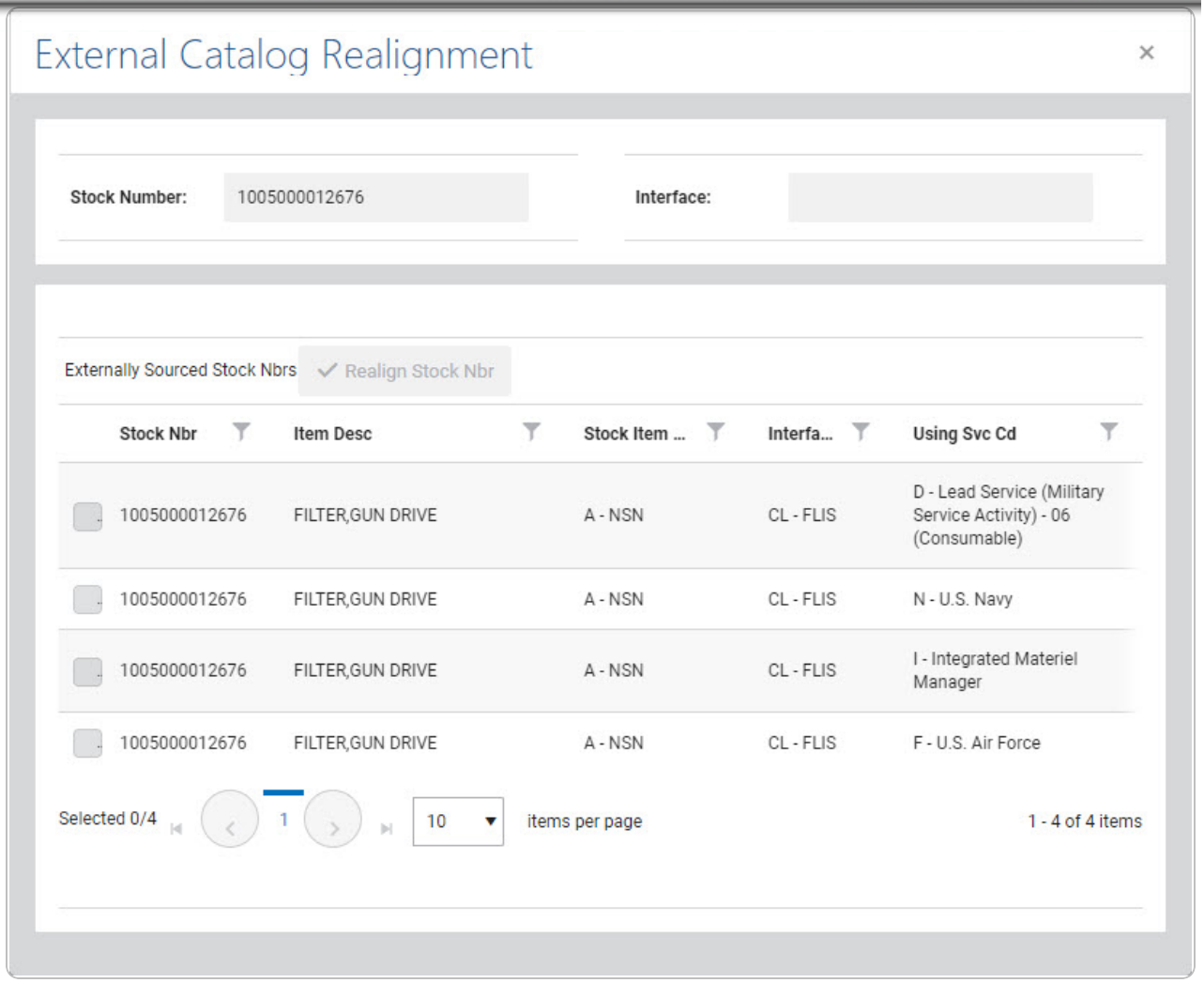
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Realign a Stock Number

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

1. Click ☐ to select the entry. *The STOCK NBR is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Realign. *The* ***External Catalog Realignment****pop-up window appears.*



3. *View the **External Catalog Realignment** Grid.*

   A. *The Stock Number automatically populates and is not editable.*

   B. *The Interface automatically populates and is not editable.*

   C. *The Externally Sourced Stock NBRS automatically populates and is not editable.*

   D. Click ☐ to select the Stock Number. *The* ✓ Realign Stock Nbr *becomes available.*

   E. Select ✓ Realign Stock Nbr . *The **External Catalog Realignment** pop-up window closes and* Stock Number successfully realigned. Awaiting Catalog Update. ✕ *appears in the bottom*

right corner. The realignment appears in the Interface System CD column of the selected stock number row on the ***Stock Number Search Results*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Stock Number
- Add a Stock Number
- View the Manufacturer Part Nbr Details
- Update a Stock Number
- Delete a Stock Number
- Add Attachments to a Stock Number
- Search for a Stock Number/Selected Mass Change — Criteria

Update a Stock Number

Overview

The Stock Number Update process allows editing of a stock number in the catalog.

Attention

FEDLOG generated data is not editable during the Update process.

There are two tabs on the page to update a stock number record. The tabs are:

1. **ELMS**
   — application specific information, which includes:
   - **Catalog Source**
     — where the number assigned comes from within the Federal government
   - **General**
     — additional details regarding the asset
   - **Add / Edit Remarks**
     — text fields for additional information regarding the asset
2. **Property Book**
   — location specific information, which includes:
   - **Property Book**
     — location details for the asset

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Catalog > Stock Number > Search > (desired record) > Edit > Modify STOCK NBR page

Page Fields

The following fields display on the **Modify Stock Nbr** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Stock Nbr Search Results.
526	Select "Reset" to clear the Stock Nbr Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Stock Nbr data.
528	Select "Add" to create a new Stock Nbr record.
529	Select "Edit" to update the selected Stock Nbr record(s).
530	Select "Delete" to remove the selected Stock Nbr record(s).
531	Select "Attachments" to add or view an attached document to the selected Stock Nbr record(s).
132	To search for CAGE Cd, see https://cage.dla.mil.
161	NCAGE Cd must = 5 pos. When pos 1 = 0-9, pos 5 must = alpha but not I, O, or X. When pos 1 = A, pos 5 must = alpha-

	numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Catalog Source Panel

Stock Item Type *
Item Desc *
NCB Cd
Catalog Source *
FSC *
Item Nbr
Stock Number *
Sequence Nbr

General Panel

Prev Stock Nbr
Security Commodity Type *
Gender
LIN/TAMCN
Type Asset Cd *
AAC
UI *
Stocking UI *
Util Service Life
Managing Shelf Life Cd *
Shelf Life Type
CMC
Sply Cat Mat Cd
DODIC
IT Device Cd
CIC
Reportable Cd *
Haz Mat Cd *
Source of Supply RIC

Length (In)
Unit Cube (Ft)
Reportable Commodity Type *
Color
NIIN
Asset Category Cd *
Mgmt Cd *
Unit Price *
UI Conversion Factor *
Util Measure Cd
Imported Shelf Life Cd
Expiration SLC (Mos)
LCC *
Mat Cat Cd
ARC *
Dmil Cd *
Class Cd
Recover Cd *
ADPE ID Cd *
UIT Dsg
Width (In)
Unit Weight (Lbs)
Catalog Item Desc
Size
NIIN Sts Cd
UII Rqd?
Qty per Unit Pack
Stocking UI Price
Fdcry Deprn Mthd Cd *
Yr Svc Life *
Chapter
CIIC *
Precious Mtl Cd *
Height (In)
Freight Desc

Add/Edit Remarks Panel

Remarks

Property Book Panel

Athrztn Cd *

ECC
Min Percent Util
Calibration Cd
Attribute(s) Template
Type Dsg
Maint Grp Id *
Obj Percent Util
Equivalence

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

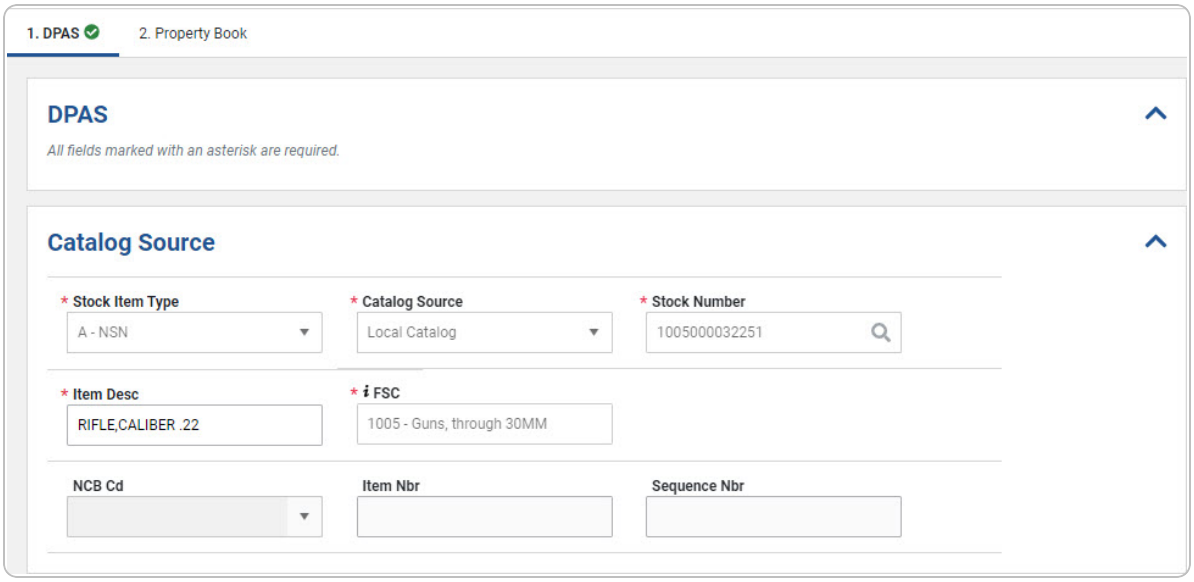
Click the following link to display PA Navigation Tips.

Update a Stock Number

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

1. Click ☐ to select the entry. *The* STOCK NBR *is highlighted, and* Edit, Delete, Attachments, *and* Realign *become available.*
2. Select Edit. *The* ***Modify STOCK NBR*** *page appears, open to the ELMS tab.*

A. *Update the **Catalog Source** panel.*



a. *Verify the Stock Item Type.*

b. Update the ITEM DESC, entering the revised explanation in the field provided. *This is a 256 alphanumeric character field.*

c. *Verify the NCB Cd.*

d. *Verify the Catalog Source.*

e. *Verify the FSC.*

f. *Verify the ITEM NBR.*

g. *Verify the STOCK NBR.*

h. *Verify the Sequence NBR.*

B. *Update the **General** panel.*

General

Prev Stock Number

* Security Commodity Type: OTHER - OTHER
* Reportable Commodity Type: OTHER - OTHER
Catalog Item Desc: RIFLE,CALIBER .22

Gender: Select an Item
Color:
Size:

LIN/TAMCN:
Clear LIN/TAMCN
NIIN: 000032251
NIIN Sts Cd: 6

* Type Asset Cd: M - Military Equipment
* Asset Category Cd: E - Surface Combat

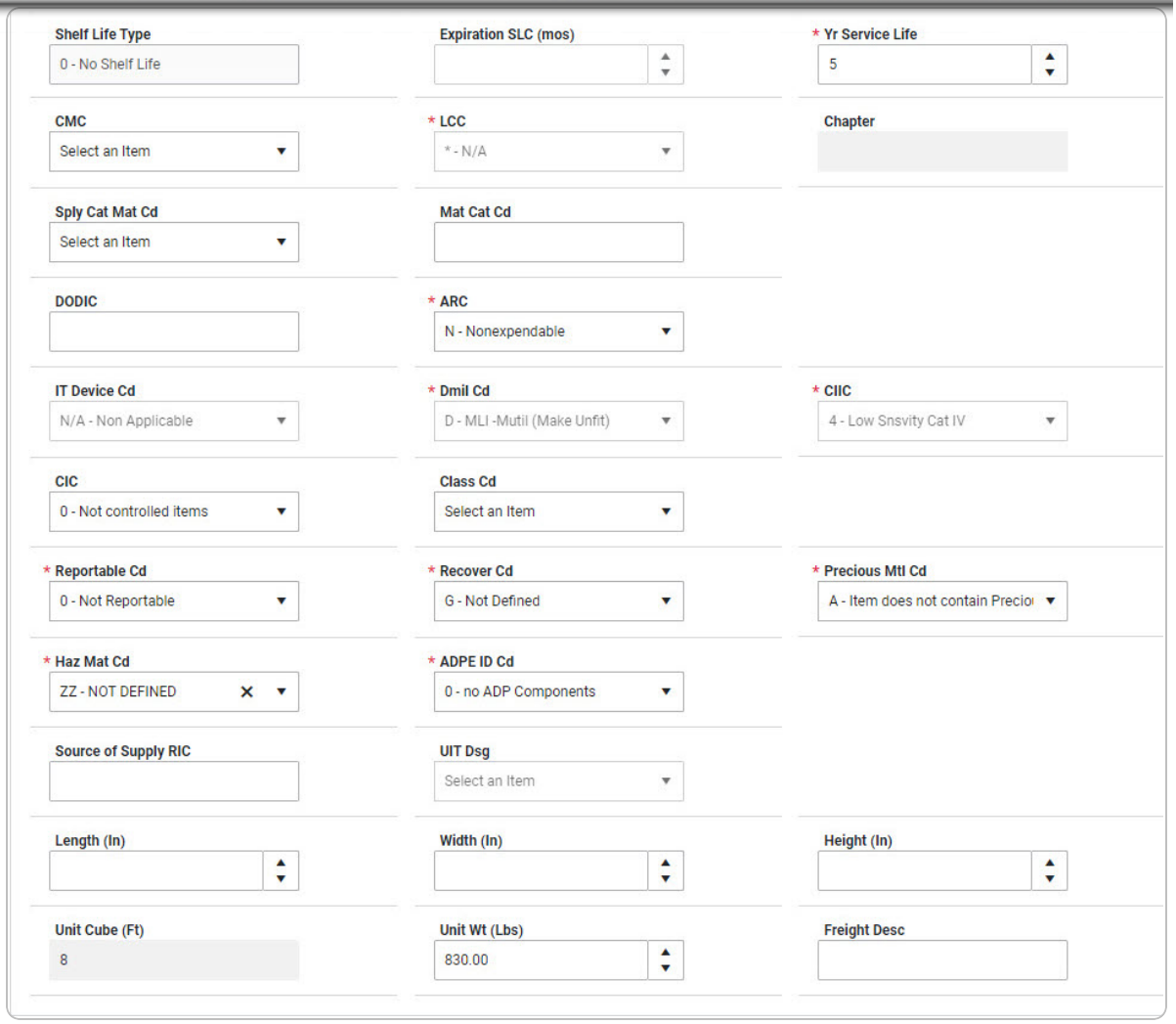
AAC: Y - Termnl Itm no Futr Prchses
* Mgmt Cd: B - Bulk Managed
UII Rqd?

* UI: EA - Each
* Unit Price: 100.00
Qty Per Unit Pack: Select an Item

* Stocking UI: EA - Each
* UI Conversion Factor: 1.00
Stocking UI Price: $100.00

Util Service Life:
Util Measure Cd: Select an Item

* Managing Shelf Life Cd: 0: Non-deteriorative
Imported Shelf Life Cd:
* Fdcry Deprn Mthd Cd: SL - Straight Line



a. *Verify the PREV STOCK NBR.*

b. Update the Security Commodity Type, using ▾ to select the desired type.

c. Update the Gender, using ▾ to select the desired value.

d. Update the LIN/TAMCN, using 🔍 to browse for the revised identifier. *This is a 10 alphanumeric character field.*

Line Item Number / Table of Authorized Materiel Control Number Browse help

e. *Verify the TYPE ASSET CD.*

f. Update the AAC, using ▾ to select the desired code.

g. Update the UI, using ▾ to select the desired unit.

h. Update the Stocking UI, using ▾ to select the desired unit.

i. Update the UTIL SERVICE LIFE, using ⇕ to choose the revised amount.

j. *Verify the Managing Shelf Life CD.*

k. *Verify the Shelf Life Type.*

l. Update the CMC, using ▾ to select the desired code.

m. Update the Sply Cat Mat Cd, using ▾ to select the desired code.

n. Update the DODIC, entering the revised code in the field provided. *This is a 4 alphanumeric character field.*

o. *Verify the IT DEVICE CD.*

p. *Verify the CIC.*

q. Update the Reportable Cd, using ▾ to select the desired code.

r. Update the Haz Mat Cd, using ▾ to select the desired code.

s. Update the Source of Supply RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

t. Update the Length (In), using ⇕ to choose the revised amount.

u. *Verify the Unit Cube (Ft).*

v. Update the Reportable Commodity Type, using ▾ to select the desired type.

w. Update the Color, entering the revised shade in the field provided. *This is a 15 alphanumeric character field.*

x. *Verify the NIIN.*

y. *Verify the Asset Category CD.*

z. Update the Mgmt Cd, using ▾ to select the desired code.

aa. Update the Unit Price, using ⇕ to choose the revised amount.

ab. *Verify the UI Conversion Factor.*

ac. Update the Util Measure Cd, using ▾ to select the desired code.

ad. *Verify the Imported Shelf Life CD.*

ae. Update the Expiration SLC (mos), using ⇕ to choose the revised amount.

af. Update the LCC, using ▾ to select the desired code.

ag. Update the MAT CAT CD, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*

ah. *Verify the ARC.*

ai. *Verify the DMIL CD.*

aj. Update the Class Cd, using ▾ to select the desired code.

ak. Update the Recover Cd, using ▾ to select the desired code.

al. Update the ADPE ID Cd, using ▾ to select the desired code.

am. Update the UIT Dsg, using ▾ to select the desired code.

an. Update the Width (IN), using ⇕ to choose the revised amount.

ao. Update the Unit Wt (LBS), using ⇕ to choose the revised weight.

ap. *Verify the Catalog ITEM DESC.*

aq. Update the Size, entering the revised value in the field provided. *This is a 15 alphanumeric character field.*

ar. *Verify the NIIN STS CD.*

as. Verify the UII RQD? contains the appropriate ☐ or ☑. *This determines if the UII field is required.*

at. Update the Qty per Unit Pack, using ▾ to select the desired amount.

au. *Verify the STOCKING UI Price.*

av. Update the Fdcry Deprn Mthd Cd, using ▾ to select the desired code.

aw. Update the YR SVC LIFE, using ⇕ to choose the revised amount.

ax. *Verify the Chapter.*

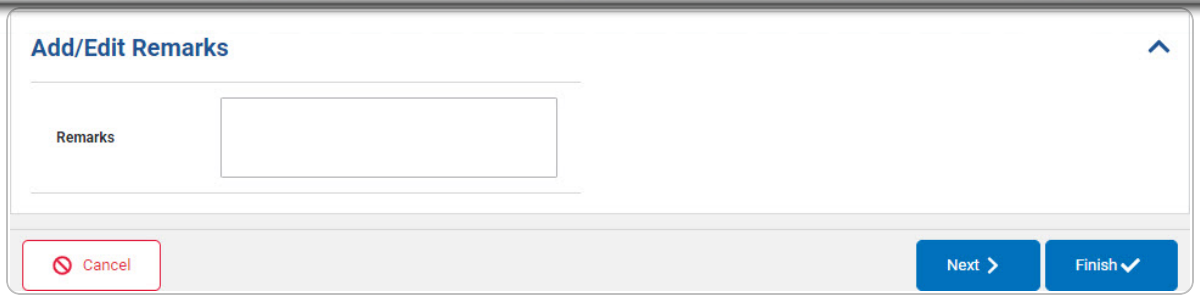
ay. Update the CIIC, using ▾ to select the desired code.

az. *Verify the PRECIOUS MTL CD.*

ba. Update the Height (IN), using ⇕ to choose the revised amount.

bb. Update the Freight DESC, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*

C. *Update the **Add/Edit Remarks** panel.*



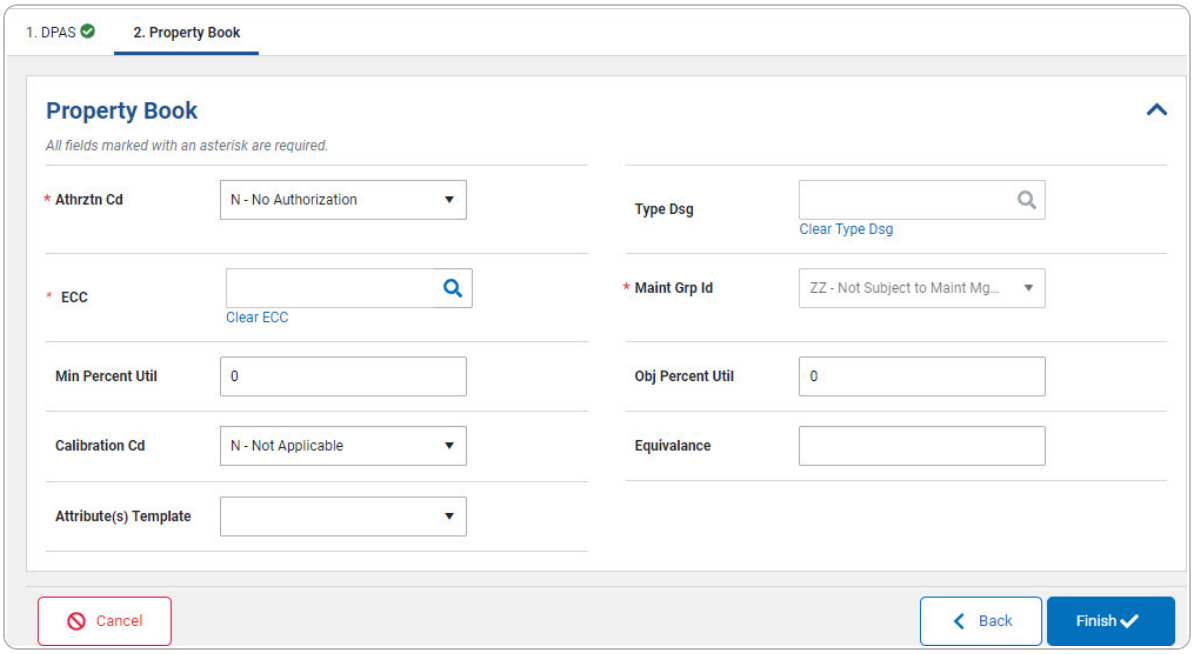
a. Update the Remarks, entering the revised explanation in the field provided. *This is a 256 alphanumeric character field.*

Select Finish to complete updating the stock number. *The **Modify Stock Nbr** page closes, and the revised stock number appears in the Search Results grid, highlighted in green.*

D.

OR

Select Next. *The **Property Book** tab appears.*



a. Update the Athrztn Cd, using ▾ to select the desired code.

b. Update the ECC, or or use 🔍 to browse for the revised entry. *This is a 2 alphanumeric character field.*

Equipment Category Code Browse help

c. Update the MIN PERCENT UTIL, entering the revised value in the field provided. *This is a 3 numeric character field.*

d. Update the Calibration Cd, using ▾ to select the desired code.

e. Update the Attribute(s) Template, using ▾ to select the desired template.

f. Update the TYPE DSG, using 🔍 to browse for the revised entry. *This is a 20 alphanumeric character field.The TYPE DSG field only populates when M - Military is selected under the TYPE ASSET CD field.*

Type Designation Browse help

g. Update the Maint Grp Id, using ▾ to select the desired identifier.

h. Update the OBJ PERCENT UTIL, entering the revised value in the field provided. *This is a 3 numeric character field.*

i. Update the Equivalence, entering the revised value in the field provided. *This is a 20 numeric character field.*

E. Select Finish. *The **Modify STOCK NBR** page closes, and the revised stock number appears in the Search Results grid, highlighted in green.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma,	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters

period, and space.	like ! or @ are prohibited.
13 — Mandatory Entry: *Stock Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Item Desc*.	
13 — Mandatory Entry: *FSC*.	
13 — Mandatory Entry: *Stock Item Cd*.	
13 — Mandatory Entry: *Type Asset Cd*.	
13 — Mandatory Entry: *Mgmt Cd*.	
13 — Mandatory Entry: *Security Commodity Type*.	
13 — Mandatory Entry: *Reportable Commodity Type*.	
13 — Mandatory Entry: *ACC*.	
13 — Mandatory Entry: *Unit*	

***Pack Price*.**	
13 — Mandatory Entry: *Managing Shelf Life Cd*.	
13 — Mandatory Entry: *DMIL CD*.	
13 — Mandatory Entry: *CIIC*.	
13 — Mandatory Entry: *Storage Requirement Cd*.	
13 — Mandatory Entry: *UTIL SVC LIFE when UTIL MEASURE CD is provided.*.	Missing Entry. If either UTIL SVC LIFE or UTIL MEASURE CD is entered, the other is mandatory.
13 — Mandatory Entry: *UTIL MEASURE CD when UTIL SVC LIFE is provided.*.	
92 — Entry must be numeric: *Unit Price*.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
92 — Entry must be numeric: *YR SVC LIFE*.	
92 — Entry must be	

numeric: *UTIL SVC LIFE*.	
92 — Entry must be numeric: *Length*.	
92 — Entry must be numeric: *Width*.	
92 — Entry must be numeric: *Height*.	
92 — Entry must be numeric: *Unit Weight*.	
92 — Entry must be numeric: *Unit Cube*.	
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
487 — LIN/TAMCN record must be established.	Invalid Entry. LIN/TAMCN displays the Line Item Number/ Table of Authorized Materiel Control Number (LIN/TAMCN established to provide another identifying number for a generic class of assets. Verify the LIN/TAMCN exists.
252 — Must remove assets on hand to change the MGMT CD.	Invalid Entry. The STOCK NBR must not have any assets available in order to change the MGMT CD. Remove the assets first to continue.
488 —TYPE DSG record(s) must be established prior to generating Intangible record.	Invalid Entry. The Intangible record cannot be established until the TYPE DSG record exists. Enter the Type Designation record(s) again.
xxxx — STOCK NBR already exists.	Invalid Entry. First Search for the Stock Number, using to assist with the entry. If it is not found, enter the number again.
253 — MCN SERIAL NBR for ITEM NBR has reached a value of 9999. Establish new ITEM NBR.	Invalid Entry. The ITEM NBR has reached the limit for that series. Enter a new ITEM NBR.

Related Topics

- Search for a Stock Number
- Add a Stock Number
- View the Manufacturer Part Nbr Details
- Delete a Stock Number
- Add Attachments to a Stock Number
- Realign a Stock Number
- Search for a Stock Number/Selected Mass Change — Criteria

Add a Manufacturer Part Nbr

Overview

The Manufacturer Part Nbr Add process provides the ability to create new manufacturer's information for a Stock Number within the ELMS Catalog. A single Stock Number may have more than one manufacturer's information associated with it. Before adding a manufacturer, it is a good practice to perform a search (see **Manufacturer Part Nbr Record Search**) for the Stock Number to verify manufacturer information has not already been entered.

Navigation

Catalog > Manufacturer Part Nbr > Search Criteria > + Add > Manufacturer Part Nbr Add slide-out window

Page Fields

The following fields display on the **Manufacturer Part Nbr Add** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
562	Select "Cancel" to return to the previous page.
563	Select "Save" button to save the current selection.
132	To search for CAGE Cd, see https://cage.dla.mil.
162	CAGE Cd must = 5 pos, 1st and 5th must = numeric, remaining

	POS must = alphanumeric except I and O.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Manufacturer Information Grid

Stock Nbr *
Mfr Name *
Mfr Part Nbr
UPC
Status
Item Desc
Mfr Model Nbr
CAGE Cd
FAST Reportable
Non-Accountable

Remarks Grid

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

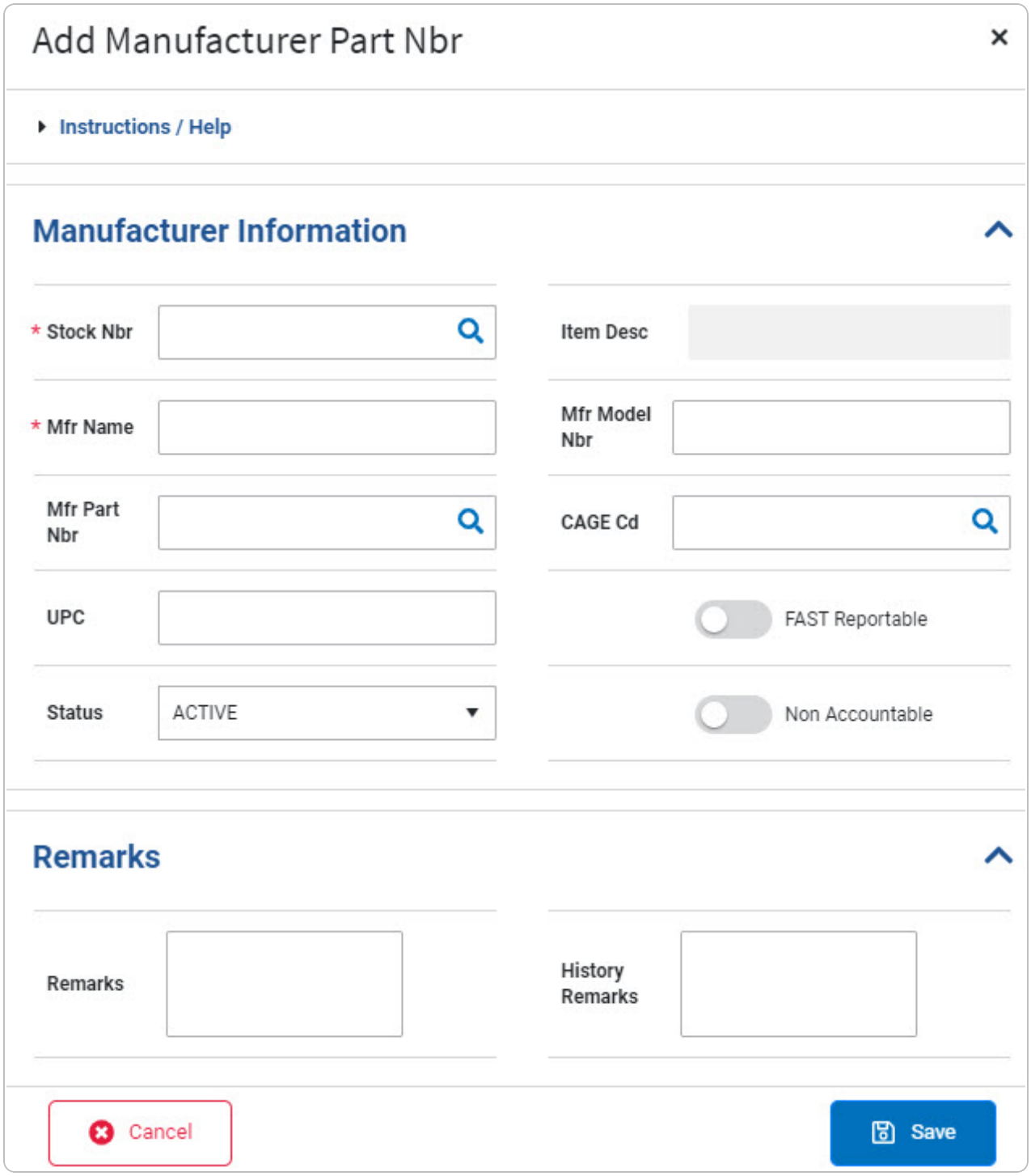
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Manufacturer Part Nbr

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

1. Select + Add. *The **Add the MANUFACTURER PART NBR** slide-out window appears.*



A. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse help

B. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*

C. Enter the MFR PART NBR, or use to browse for the entry. *This is a 35 alpha-numeric character field.*

External Manufacturer Part Number Browse help

D. Enter the UPC in the field provided. *This is a 12 alphanumeric character field.*

E. Use to select the Status.

F. *The Item DESC automatically populates and is not editable.*

G. Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*

H. Enter the CAGE CD, or use in the field provided. *This is a 5 alphanumeric character field.*

CAGE Cd Browse help

I. Click to select the FAST Reportable. *This marks the MANUFACTURER PART NBR record as a FAST RPBL vehicle.*

J. Click to select the Non Accountable. *This marks the MANUFACTURER PART NBR record as Non Accountable.*

Note

The NON-ACTBL slider is available for Bulk Managed Stock Numbers. It marks the assets associated with the Manufacturer record for tracking even though the asset does not meet the definition of accountable property.

K. *Complete the Remarks panel.*

a. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

b. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Save. *The new MANUFACTURER PART NBR appears at the top of the Search Results Grid on the* ***Manufacturer Part Nbr Search*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *MFR NAME*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *STOCK NBR*.	
181— MFR NAME already exists.	Invalid Entry. First Search for the MFR NAME. If it is not found, enter the MFR NAME again.
273 — STOCK NBR is mandatory for an add.	Missing Entry. The STOCK NBR must be entered. The STOCK NBR field is a 15 character alpha-numeric field.
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not

	"O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
2192 — When MFR NAME is entered, MFR PART NBR, MFR MODEL NBR, or UPC are required.	Invalid Entry. The MFR PART NBR, MFR MODEL NBR, or UPC is needed when the MFR NAME is entered. Re-enter the fields.
2195 — Record already exists for STOCK NBR, MFR NAME, MFR MODEL NBR, CAGE CD, and MFR PART NBR combination.	Invalid Entry. The entry combination already exists. Re-enter a new combination.
xxxx — Entered value is invalid for STOCK NBR.	Invalid Entry. The entered value does not meet the required format for STOCK NBR. The Stock Number must be 15 alphanumeric characters. Re-enter the STOCK NBR.
xxxx — When MFR NAME is entered, MFR PART NBR or MFR MODEL NBR are required.	Invalid Entry. The MFR PART NBR or MFR MODEL NBR is needed when the MFR NAME is entered. Re-enter the fields.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

xxxx — MFR NAME must be alphanumeric with supported special character(s) -, /, &, ', and space, and max length of 36.	Invalid Entry. The MFR NAME contains invalid special characters. Re-enter the MFR NAME.
xxxx — When CAGE CD is entered, Manufacturer Part Number is required.	Invalid Entry. The MFR PART NBR must be entered when the CAGE CD is entered. Re-try the entry.
2193 — UPC must be numeric.	Invalid Entry. The UPC must only include numbers. Re-enter the UPC.
2194 — UPC must be either 6 or 12 digits long.	Invalid Entry. Incorrect UPC digit length. Re-enter the UPC.
2061 — Invalid entry: *UNIVERSAL PRODUCT CODE*.	Invalid Entry. The UPC entered in the field does not pass the validation rules. Re-enter the UPC.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re-enter the record.
xxxx — When License Managed is checked, Software Name is required.	Invalid Entry. The Software Name is mandatory when License Managed is selected. Re-try the entry.

Related Topics

- Search for the Manufacturer Part Nbr
- Update a Manufacturer Part Nbr
- Delete a Manufacturer Part Nbr

Delete a MANUFACTURER PART NBR

Overview

The MANUFACTURER PART NBR Delete process allows the removal of manufacturer's information for a Stock Number within the ELMSCatalog. MANUFACTURER PART NBR Records that have assets on hand cannot be deleted.

Navigation

Catalog > MANUFACTURER PART NBR > Search Criteria > Search > Search Results > (desired record) > Delete > MANUFACTURER PART NBR Delete pop-up window

Page Fields

The following fields display on the **Delete MANUFACTURER PART NBR** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
XXXX	Select the "Delete" to remove the selected Manufacturer Part Nbr record(s).
14	Select "Cancel" button to return to previous page.

Manufacturer Information Grid

Stock Nbr
Mfr Name
Mfr Part Nbr

Item Desc
Mfr Model Nbr
CAGE Cd

Remarks Grid

History Remarks

Procedures

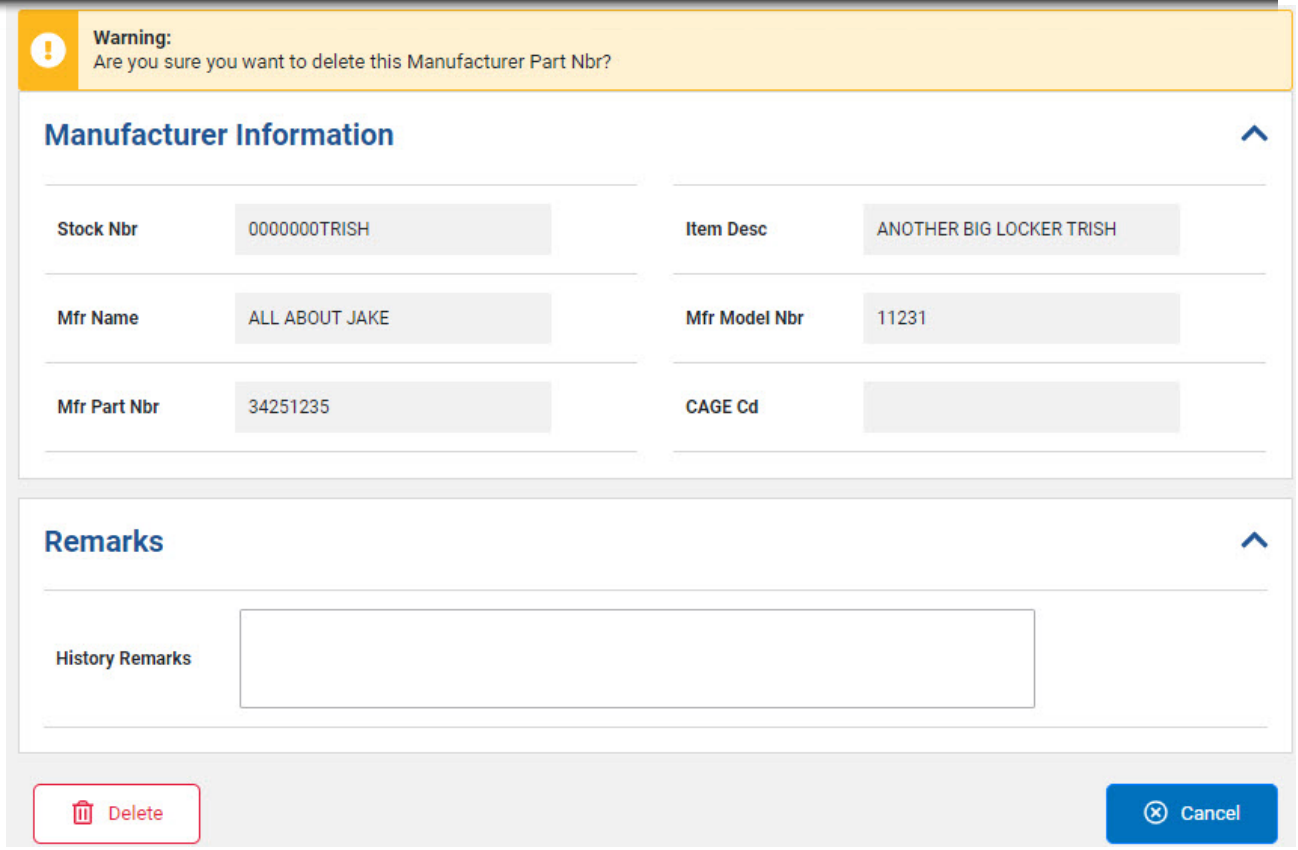
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a Manufacturer Part Nbr

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

1. Click ☐ to select the desired entry. *The Manufacturer Part Nbris highlighted, and* Edit *and* Delete *become available.*
2. Select Delete. *The* ***Manufacturer Part Nbr Delete*** *page appears.*



A. *Verify the STOCK NBR.*

B. *Verify the MFR NAME.*

C. *Verify the MFR PART NBR.*

D. *Verify the ITEM DESC.*

E. *Verify the MFR MODEL NBR.*

F. *Verify the CAGE CD.*

G. *Complete the Remarks panel.*

   a. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. Select Delete. *The MANUFACTURER PART NBR is removed from the Search Results Grid on the* ***Manufacturer Part Nbr Search*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
39 — Data requested for deletion exists on other asset records.	Invalid Deletion. The Manufacturer record cannot be deleted if there are any assets still associated with it. Review the Manufacturer again, and remove any remaining associated information so the Manufacturer can be deleted.
xxxx — Manufacturer Part Number cannot be Deleted. Asset Master Record(s) exist for this Manufacturer Part Number.	Invalid Deletion. Records are connected to the Manufacturer Part Number and cannot be deleted. Re—enter the Manufacturer Part Number.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
2159 — Cannot delete Manufacturer record with active Software Licenses.	Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to any assets with current licenses. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.

2417 — Cannot delete a Manufacturer Record associated to a Stock Number that is Stock Item Type = 'B.'	Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to a Stock Number that is Stock Item Type B – PART NBR. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.
2418 — Manufacturer Part Number cannot be Deleted. {0} Record(s) exist for this Manufacturer Part Number.	Invalid Deletion. This Manufacturer Part Number record cannot be deleted if it is associated to an Asset Master, Due-In, CIP Asset, or a File Reference. Review the record again, and remove any remaining associated information so the MFR PART NBR record can be deleted.
2419 — Manufacturer Part Number was not Deleted. Contact the ELMS CALL CENTER.	Contact the ELMS Call Center.

Related Topics

- Search for the Manufacturer Part Nbr
- Add a Manufacturer Part Nbr
- Update a Manufacturer Part Nbr

Search For a Manufacturer Part Nbr

Overview

The Catalog - Manufacturer Part Nbr Search process provides the ability to add, update, or delete a manufacturer of a Stock Number and initiates the creation of a Stock Number. Information for adding a Stock Number is mandatory before an asset can be added. In the ELMSCatalog, the Manufacturer data provides a central reference to the Commercial and Government Entity (CAGE), Manufacturer Name, Manufacturer Model Number, and Manufacturer Part Number. This information is added to each Stock Number in the ELMSCatalog. For this process, the Stock Number must exist on the local ELMSCatalog.
Adding a Stock Number to the ELMSCatalog must use the Manufacturer Add process to assign manufacturer information to that specific Stock Number. Multiple manufacturers can be assigned to a Stock Number. Doing this allows the use of fewer Stock Numbers and provides the visibility of the Manufacturer, Make and Model of every asset.
For example, an Agency that uses *3/8" drills* would assign multiple manufacturers to the *3/8" drill* Stock Number.

Navigation

Catalog > Manufacturer > Manufacturer Part Nbr Search page

Page Fields

The following fields display on the **Manufacturer Part Nbr Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Manufacturer Part Nbr Search Results.

526	Select "Reset" to clear the MANUFACTURER PART NBR Search Criteria.
527	Select "Grid Options" for additional actions to perform on the MANUFACTURER PART NBR data.
528	Select "Add" to create a new MANUFACTURER PART NBR record.
529	Select "Edit" to update the selected MANUFACTURER PART NBR record(s).
530	Select "Delete" to remove the selected MANUFACTURER PART NBR record(s).

Search Criteria Grid

Stock Nbr
Mfr Name
Mfr Part Nbr
Mfr Model Nbr
UPC
Item Desc
CAGE Cd
FAST Reportable
Non Accountable

Search Results Grid

All
Stock Nbr
Item Desc
CAGE Cd
Mfr Name
Mfr Model Nbr
Mfr Part Nbr

UPC

Optional

Active
Contract License Managed
Established By
Established Dt/Tm
FAST Reportable
History Remarks
Last Transaction Dt/Tm
Last Updated By
Non Accountable
Product Service Code
Program Id
Remarks
SNaP-IT Desc
SNaP-IT Id
Software Catalog Name
Software Management Type Code
System Name

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current item number.

of 9717 items	Display how many items retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
Selected 0/10	View the current row selection.
	Display the previous or next page selection.
View: 10	View the current row entry count. Use to select the desired view count.

Procedures

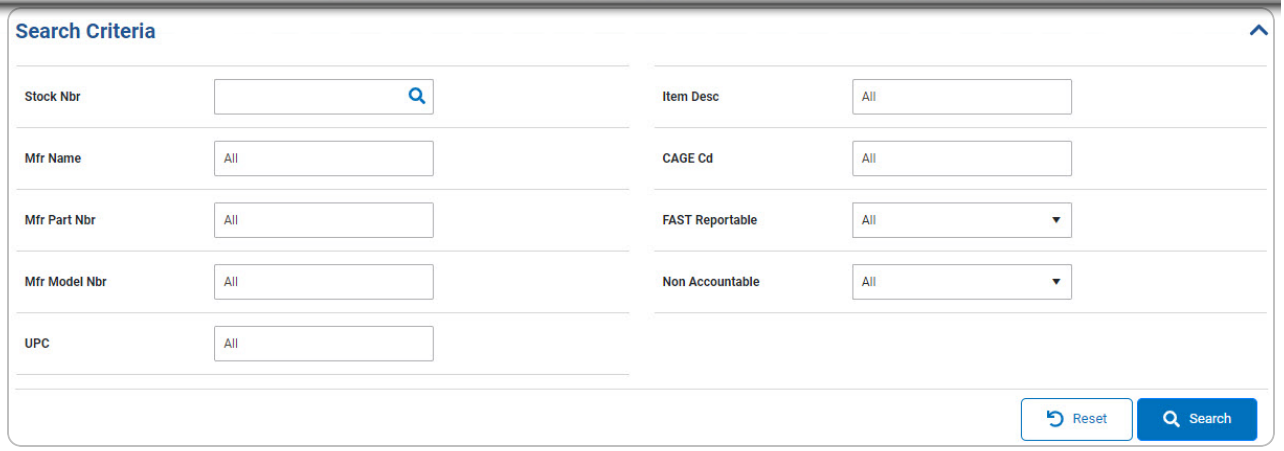
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search For a Manufacturer Part Nbr

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 grid, narrow the results by entering one or more of the following optional fields:.



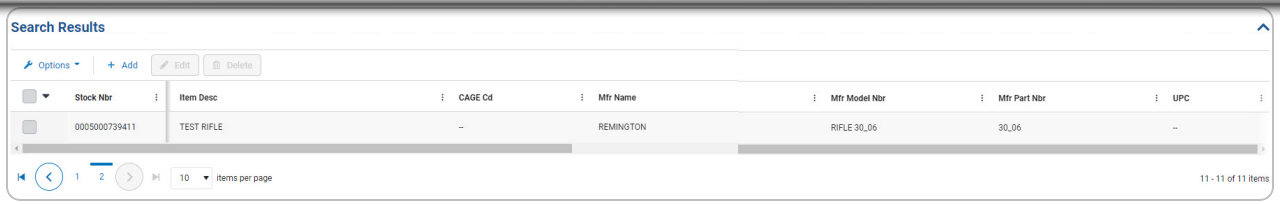
- Enter the STOCK NBR, or use to browse for the entry.

  Internal Stock Number Browse help
- Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field. When the Stock Item Type CD is B - Part Nbr, the alphanumeric character field length changes to 32.*
- Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*
- Enter the UPC in the field provided. *This is a 12 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Use to select the FAST Reportable.

  Note

  The drop-down filters the Manufacturer Name field, so only FAST manufacturers appear in the search results.
- Use to select the Non Accountable.

2. Click Search. *The results display in the **MANUFACTURER PART NBR Search Results** grid.*



Add a Manufacturer Part Nbr

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. Select + Add. *The* ***Add Manufacturer Part Nbr*** *slide-out window appears.*

Update a Manufacturer Part Nbr

1. Click ☐ to select the entry. *The Manufacturer Part NBR is highlighted, and* Edit *and* Delete *become available.*
2. Select Edit next to the desired entry to modify the record. *The* ***Edit Manufacturer Part Nbr*** *slide-out window appears.*

Delete a Manufacturer Part Nbr

1. Click ☐ to select the entry. *The Manufacturer Part NBR is highlighted, and* Edit *and* Delete *become available.*
2. Select Delete next to the desired entry to remove the record. *The* ***Delete Manufacturer Part Nbr*** *pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add a Manufacturer Part Nbr
- Update a Manufacturer Part Nbr
- Delete a Manufacturer Part Nbr

Update a Manufacturer Part Nbr

Overview

The Edit Manufacturer Part Nbr process allows editing of a Manufacturer Part Nbr record for a Stock Number.

Navigation

Catalog > Manufacturer Part Nbr > Search Criteria > Search > Search Results > (desired record) > Edit > Edit Manufacturer Part Nbr slide-out window

Page Fields

The following fields display on the **Edit Manufacturer Part Nbr** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
562	Select "Cancel" to return to the previous page.
563	Select "Save" button to save the current selection.
132	To search for CAGE Cd, see https://cage.dla.mil.
162	CAGE Cd must = 5 pos, 1st and 5th must = numeric, remaining pos must = alphanumeric except I and O.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Manufacturer Information Grid

Stock Nbr *
Mfr Name *
Mfr Part Nbr
UPC
Status
Item Desc
Mfr Model Nbr
CAGE Cd
FAST Reportable
Non Accountable

Remarks Grid

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

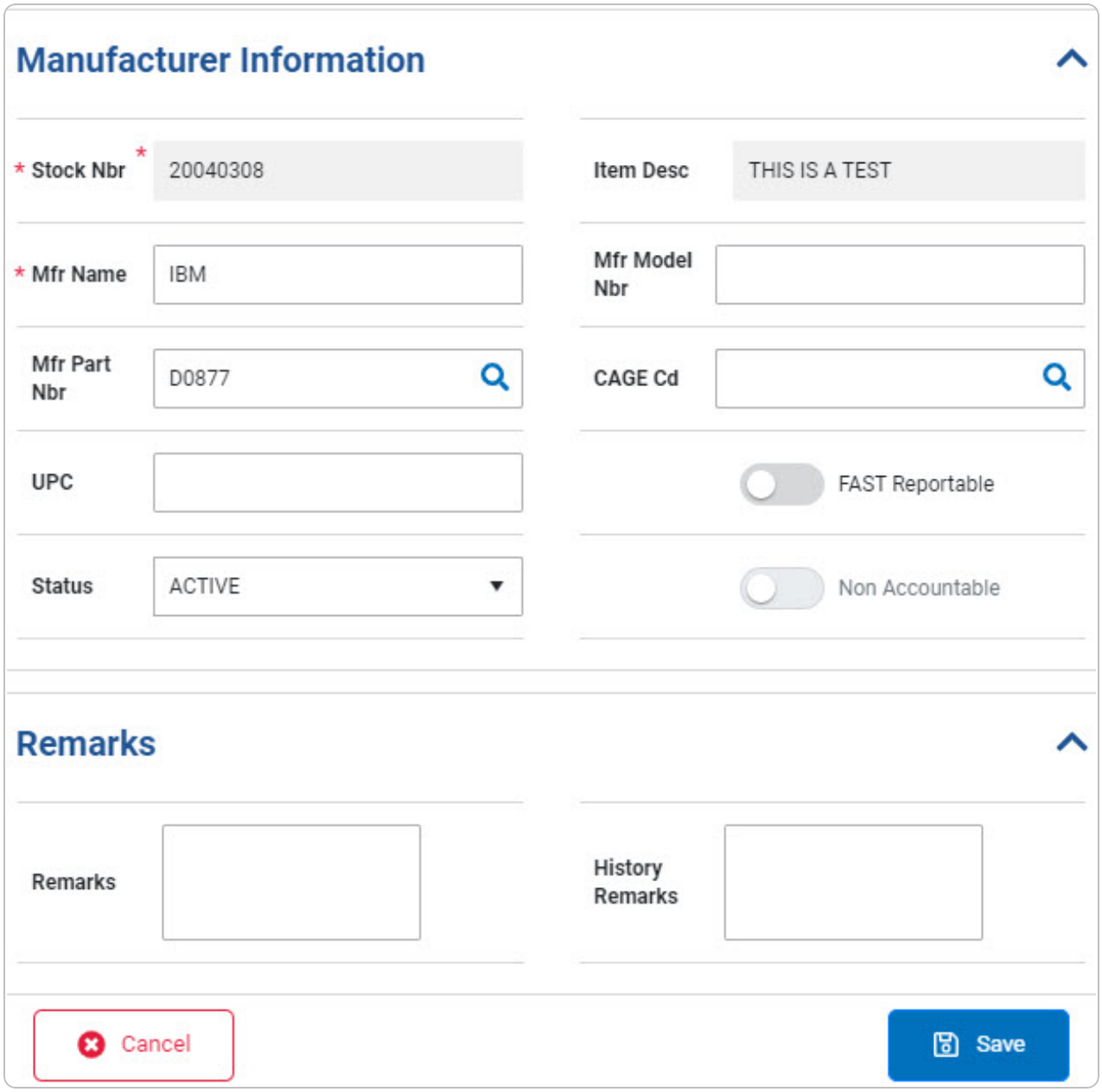
Click the following link to display PA Navigation Tips.

Update a MANUFACTURER PART NBR

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

1. Click ☐ to select the desired entry. *The Manufacturer Part Nbr is highlighted, and* Edit *and* Delete *become available.*

2. Select Edit. *The* ***Edit Manufacturer Part Nbr*** *page appears.*



A. *Verify the STOCK NBR.*

B. Update the MFR NAME, entering the revised name in the field provided. *This is a 36 alphanumeric character field.*

C. Update the MFR PART NBR, using to browse for the revised identifier. *This is a 35 alphanumeric character field.*

External Manufacturer Part Number Browse help

D. Update the UPC, entering the revised code in the field provided. *This is a 6 - 12 numeric character field.*

E. Update the Status, using to select the desired state.

F. *Verify the ITEM DESC.*

G. Update the MFR MODEL NBR, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*

H. Update the CAGE CD, using to browse for the revised code. *This is a 5 alpha-numeric character field.*

CAGE Cd Browse help

I. Verify the FAST Reportable contains the appropriate or . *This marks the MANUFACTURER PART NBR record as a FAST RPBL vehicle.*

J. Verify the Non Accountable contains the appropriate or . *This marks the MANUFACTURER PART NBR record as Non Accountable.*

Note

The NON-ACTBL slider is available for Bulk Managed Stock Numbers. It marks the assets associated with the Manufacturer record for tracking even though the asset does not meet the definition of accountable property.

K. *Complete the Remarks panel.*

a. Update the Remarks, entering the revised comments in the field provided. *This is a 256 alphanumeric character field.*

b. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. Select Save. *The revised MANUFACTURER PART NBR appears at the top of the Search Results Grid on the* ***Search for a Manufacturer Part Nbr*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *MFR NAME*.	Missing Entry. Enter the appropriate information in the desired field.
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
2192 — When MFR NAME is entered, MFR PART NBR, MFR MODEL NBR, or UPC are required.	Invalid Entry. The MFR PART NBR, MFR MODEL NBR, or UPC is needed when the MFR NAME is entered. Re—enter the fields.
xxxx — Given MFR NAME is	Invalid Selection. The MFR NAME cannot be

not FAST Reportable.	labeled FAST Reportable. Re-try the entry.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — MFR NAME must be alphanumeric with supported special character(s) -, /, &, ', and space, and max length of 36.	Invalid Entry. The MFR NAME contains invalid special characters. Re—enter the Mfr Name.
xxxx — When CAGE CD is entered, Manufacturer Part Number is required.	Invalid Entry. The MFR PART NBR must be entered when the CAGE CD is entered. Re-try the entry.
2194 — UPC must be either 6 or 12 digits long.	Invalid Entry. Incorrect UPC digit length. Re-enter the UPC.
2061 — Invalid entry: *UNIVERSAL PRODUCT CODE*.	Invalid Entry. The UPC entered in the field does not pass the validation rules. Re-enter the UPC.
2193 — UPC must be numeric.	Invalid Entry. The UPC must only include numbers. Re-enter the UPC.
2195 — Record already exists for STOCK NBR, MFR	Invalid Entry. The entry combination already exists. Re-enter a new combination.

NAME, MFR MODEL NBR, CAGE CD, and MFR PART NBR combination.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
xxxx — When License Managed is checked, Software Name is required.	Invalid Entry. The Software Name is mandatory when License Managed is selected. Re-try the entry.

Related Topics

- Search for the Manufacturer Part Nbr
- Add a Manufacturer Part Nbr
- Delete a Manufacturer Part Nbr

Add a Reference Publication

Overview

The Reference Publication Add process provides the ability to create new Reference Publication (s) for a Stock Number.

Navigation

Catalog > REF Publication > Search Criteria > Add > Reference Publication Add page

Page Fields

The following fields display on the **Reference Publication Add** page. For more information on the field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.
92	Date format must be MM/DD/YYYY.
20	Enter data in the field(s) you want to update.
21	Select "Add" button to create a new record.

Add Grid

Stock Nbr
Item Desc
Publication Nbr
Publication Title *
Publication Dt *

(*) Asterisk identifies mandatory fields.

Procedures

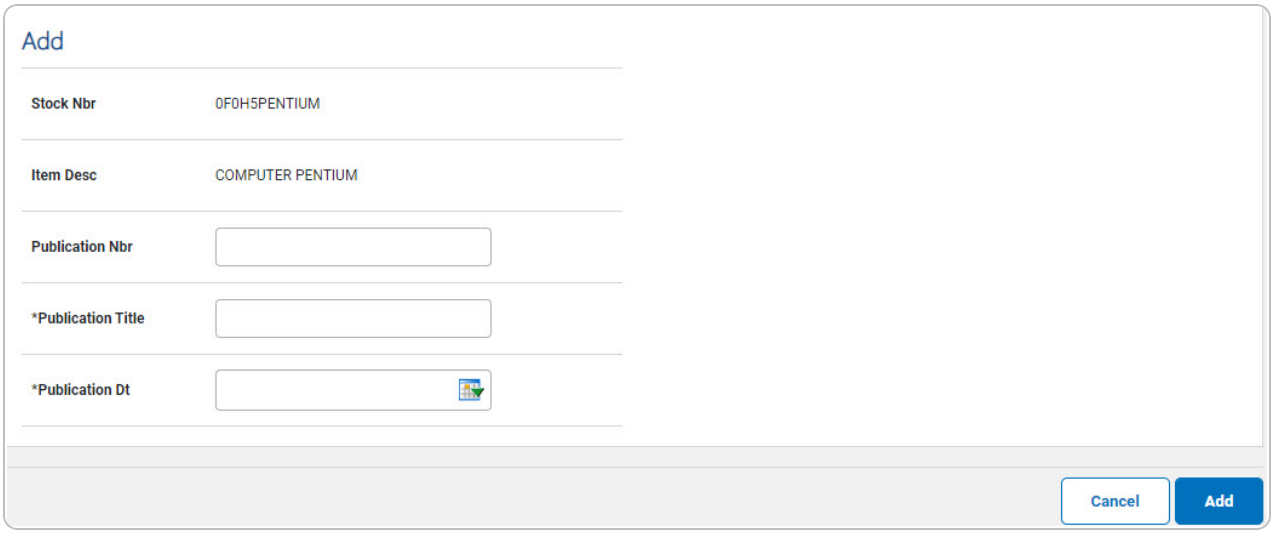
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Reference Publication

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

1. Select Add. *The **Add a Reference Publication** page appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The ITEM DESC automatically populates and is not editable.*

C. Enter the PUBLICATION NBR in the field provided. *This is a 24 alphanumeric character field.*

D. Enter the Publication Title in the field provided. *This is a 24 alphanumeric character field.*

E. Use to select the Publication DT, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Add. *The new publication is saved, and the* ***Reference Publication Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Publication number does not accept all of the numbers entered.	Invalid Entry. The publication number is limited to 24 characters. Re-enter the Publication Number.
xxxx — Publication title does not accept all of the text entered.	Invalid Entry. The publication title is limited to 24 characters. Re-enter the Publication Title.
679 — Must be >= 19010101; or <= system date.	Invalid Date Entry. The publication date must fall between 01/01/1901 and the system date and be in MM/DD/YYYY format. Re-enter the date.
13 — Mandatory Entry: *Publication Title*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry:	

PUBLICATION DT.	

Related Topics

- Search for a Reference Publication — Criteria
- Search for a Reference Publication — Results
- Update a Reference Publication
- View the Reference Publication Details
- Delete a Reference Publication
- View the Reference Publication Transaction Status
- Export a Reference Publication Report

View the Reference Publication Transaction Status

Overview

The Reference Publication Transaction Status process displays a verification of the add, update, or delete transaction performed.

Navigation

Catalog > REF Publication > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Reference Publication Transaction Status page

Page Fields

The following fields display on the **Reference Publication Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.
92	Date format must be MM/DD/YYYY.
20	Enter data in the field(s) you want to update.
21	Select "Add" button to create a new record.

Transaction Status Grid

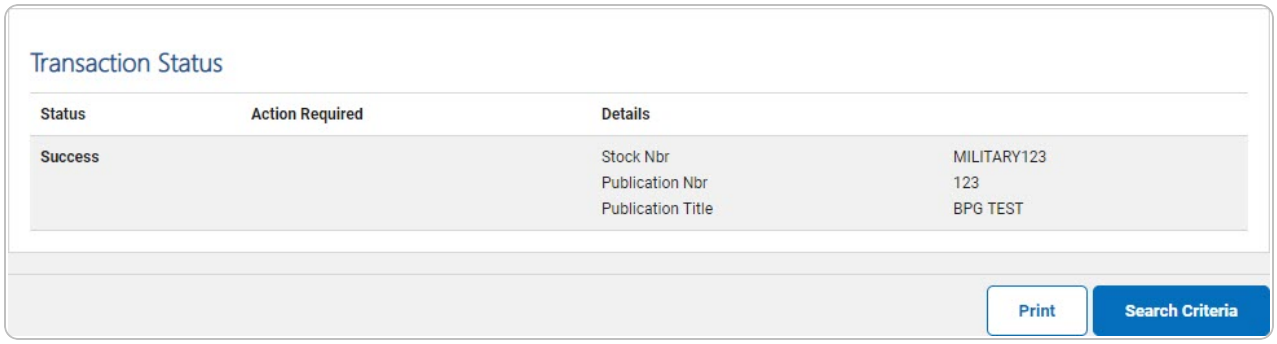
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Reference Publication Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Reference Publication Export Report** page appears.*
5. Select Search Criteria. *The **Reference Publication Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Reference Publication — Criteria
- Search for a Reference Publication — Results
- Add a Reference Publication
- Update a Reference Publication
- View the Reference Publication Details
- Delete a Reference Publication
- Export a Reference Publication Report

Delete a Reference Publication

Overview

The Reference Publication Delete process allows removal of a Reference Publication from a Stock Number.

Navigation

Catalog > REF Publication > Search Criteria > Search > Search Results > Delete hyperlink > Reference Publication Delete page

Page Fields

The following fields display on the **Reference Publication Delete** page. For more information on the field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.
92	Date format must be MM/DD/YYYY.
20	Enter data in the field(s) you want to update.
21	Select "Add" button to create a new record.

Delete Grid

Stock Nbr
Item Desc
Publication Nbr
Publication Title *
Publication Dt *

(*) Asterisk identifies mandatory fields.

Procedures

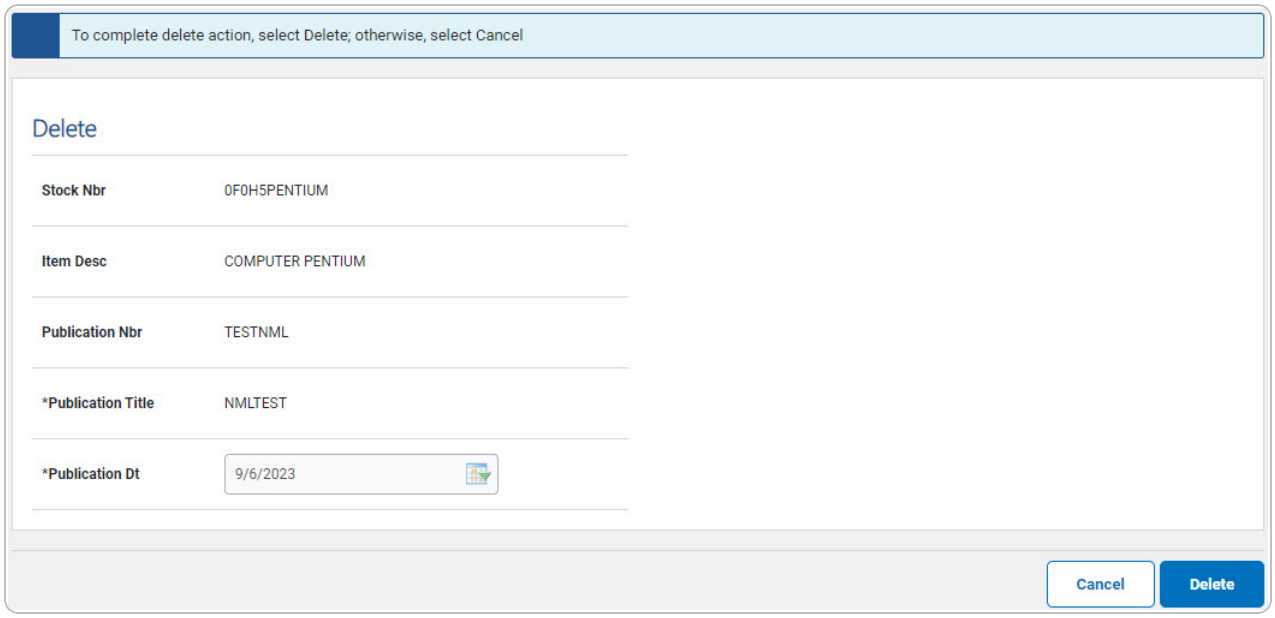
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a Reference Publication

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

1. Select the Delete hyperlink. *The **Delete a Reference Publication** page appears.*



A. *Verify the STOCK NBR.*

B. *Verify the ITEM DESC.*

C. *Verify the PUBLICATION NBR.*

D. *Verify the Publication Title.*

E. *Verify the Publication DT.*

2. Select Delete. *The publication is removed, and the* ***Reference Publication Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a Reference Publication — Criteria
- Search for a Reference Publication — Results
- Add a Reference Publication
- Update a Reference Publication
- View the Reference Publication Details
- View the Reference Publication Transaction Status
- Export a Reference Publication Report

View the Reference Publication Details

Overview

The Reference Publication Details process is view only and displays the Reference Publication record for a Stock Number.

Navigation

Catalog > REF Publication > Search Criteria > Search > Search Results > STOCK NBR hyperlink > Reference Publication Details page

Page Fields

The following fields display on the **Reference Publication Details** page. For more information on the field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.
92	Date format must be MM/DD/YYYY.
20	Enter data in the field(s) you want to update.
21	Select "Add" button to create a new record.

Details Grid

Stock Nbr
Item Desc
Publication Nbr
Publication Title *
Publication Dt *

(*) Asterisk identifies mandatory fields.

Procedures

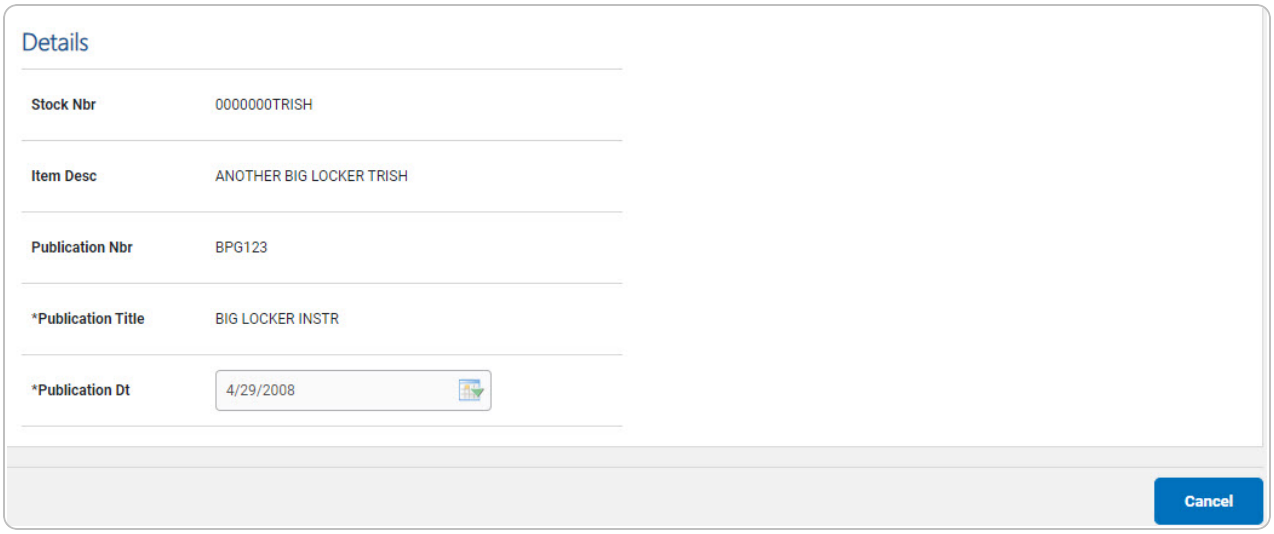
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Reference Publication Details

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

1. Select the STOCK NBR hyperlink. *The* ***Reference Publication Details*** *page appears.*



A. *Verify the STOCK NBR.*

B. *Verify the ITEM DESC.*

C. *Verify the PUBLICATION NBR.*

D. *Verify the Publication Title.*

E. *Verify the Publication DT.*

2. Select Cancel. *The Details page closes, and the* ***Reference Publication Search Results*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a Reference Publication — Criteria
- Search for a Reference Publication — Results
- Add a Reference Publication
- Update a Reference Publication
- Delete a Reference Publication
- View the Reference Publication Transaction Status
- Export a Reference Publication Report

Export a Reference Publication Report

Overview

The Export a Reference Publication Report process provides the ability to save the Transaction Status in different formats.

Navigation

Catalog > REF Publication > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > Reference Publication Report Export page

Page Fields

The following fields display on the **Reference Publication Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.
92	Date format must be MM/DD/YYYY.
20	Enter data in the field(s) you want to update.
21	Select "Add" button to create a new record.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

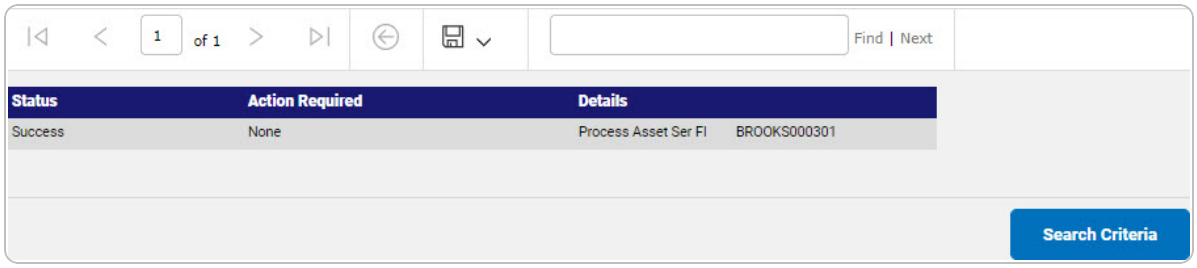
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Reference Publication Report

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



   A. *The Status automatically populates and is not editable.*

   B. *The Details automatically populates and is not editable.*

   C. Follow the prompts provided by the computer.

2. Select . *The **Reference Publication Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Reference Publication Search Criteria** page appears.*

Related Topics

- Search for a Reference Publication — Criteria
- Search for a Reference Publication — Results
- Add a Reference Publication
- Update a Reference Publication
- View the Reference Publication Details
- Delete a Reference Publication
- View the Reference Publication Transaction Status

Search for a Reference Publication — Criteria

Overview

The Property Accountability module Reference Publication process provides the ability to add, update or delete any technical manuals, user's guides, etc., for any stock number.

Navigation

Catalog > REF Publication > Reference Publication Search Criteria page

Page Fields

The following field displays on the **Reference Publication Search Criteria** page. For more information on the field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
50	STOCK NBR must exist on Catalog table.
27	A wild card is permitted using percentage (%).
21	Select "Add" button to create a new record.

Search Criteria Grid

Stock Nbr

Search Results Grid

Update

Delete
Stock Nbr
Item Desc
Publication Nbr
Publication Title
Publication Dt

Procedures

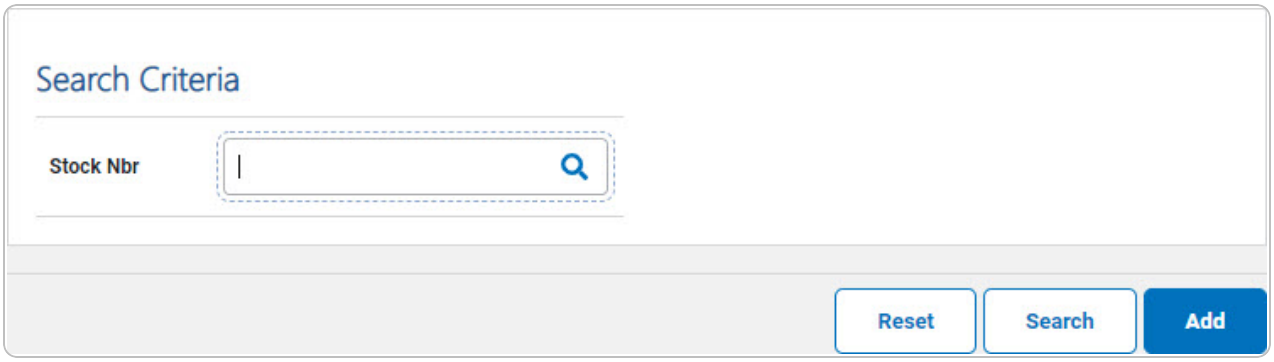
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Reference Publication

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.*

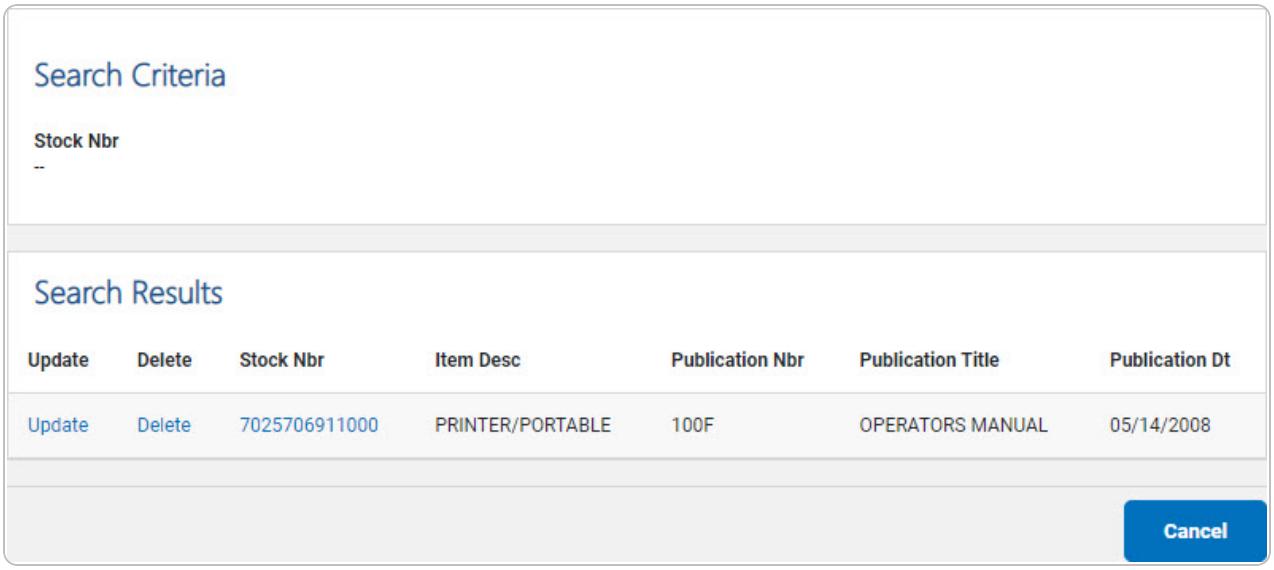
1. In the Search Criteria box, narrow the results by entering the following optional field:



- Enter the Stock Number, or use to browse for the entry. *This is a 15 alpha-numeric character field.*

  Stock Number Browse help

2. Select Search. *The **Reference Publication Search Results** appears.*



Add a Reference Publication

Select Add. *The **Reference Publication Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
273 — STOCK NBR is mandatory for an add.	Missing Entry. The STOCK NBR must be entered. The STOCK NBR field is a 15 character alpha-

	numeric field.
82 — STOCK NBR must be alphanumeric with valid special character(s) $, — , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Reference Publication — Results
- Add a Reference Publication
- Update a Reference Publication
- View the Reference Publication Details
- Delete a Reference Publication
- View the Reference Publication Transaction Status
- Export a Reference Publication Report

Search for a Reference Publication — Results

Overview

The Reference Publication Search Results process provides the ability to update or delete a new record for any displayed Stock Number.

Navigation

Catalog > REF Publication > Search Criteria > Search > Reference Publication Search Results page

Page Fields

The following field displays on the **Reference Publication Search Results** page. For more information on the field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
61	Select "Cancel" to return to Search Criteria page.

Search Criteria Grid

Stock Nbr

Search Results Grid

Update
Delete
Stock Nbr

Item Desc
Publication Nbr
Publication Title
Publication Dt

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Update a Reference Publication

Select the Update hyperlink. *The* ***Reference Publication Update*** *page appears.*

Delete a Reference Publication

Select the Delete hyperlink. *The* ***Reference Publication Delete*** *page appears.*

View the Reference Publication Details

Select the STOCK NBR hyperlink. *The* ***Reference Publication Details*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

679 — Must be >= 19010101; or <= system date.	Invalid Date Entry. The publication date must fall between 01/01/1901 and the system date and be in MM/DD/YYYY format. Re-enter the date.

Related Topics

- Search for a Reference Publication — Criteria
- Add a Reference Publication
- Update a Reference Publication
- View the Reference Publication Details
- Delete a Reference Publication
- View the Reference Publication Transaction Status
- Export a Reference Publication Report

Update a Reference Publication

Overview

The Reference Publication Update process allows editing of Reference Publication information for a Stock Number record.

Navigation

Catalog > REF Publication > Search Criteria > Search > Search Results > Update hyperlink > Reference Publication Update page

Page Fields

The following fields display on the **Reference Publication Update** page. For more information on the field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.
92	Date format must be MM/DD/YYYY.
20	Enter data in the field(s) you want to update.
21	Select "Add" button to create a new record.

Update Grid

Stock Nbr
Item Desc
Publication Nbr
Publication Title *
Publication Dt *

(*) Asterisk identifies mandatory fields.

Procedures

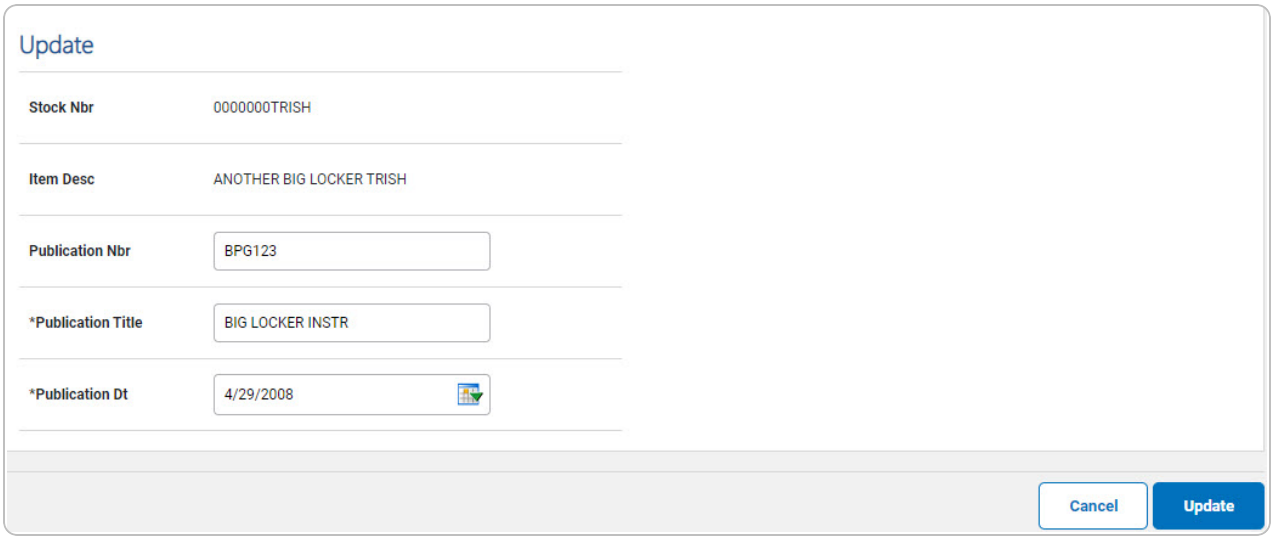
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Reference Publication

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

1. Select the Update hyperlink. *The **Update a Reference Publication** page appears.*



A. *Verify the STOCK NBR.*

B. *Verify the ITEM DESC.*

C. Update the PUBLICATION NBR, entering the revised identifier in the field provided. *This is a 24 alphanumeric character field.*

D. Update the Publication Title, entering the revised title in the field provided. *This is a 24 alphanumeric character field.*

E. Update the Publication DT, using or entering the date (MM/DD/YYYY) in the field provided.

2. Select Update. *The revised publication is saved, and the* ***Reference Publication Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Publication number does not accept all of the numbers entered.	Invalid Entry. The publication number is limited to 24 characters. Re-enter the Publication Number.
xxxx — Publication title does not accept all of the text entered.	Invalid Entry. The publication title is limited to 24 characters. Re-enter the Publication Title.
679 — Must be >= 19010101; or <= system date.	Invalid Date Entry. The publication date must fall between 01/01/1901 and the system date and be in MM/DD/YYYY format. Re-enter the date.
13 — Mandatory Entry: *Publication Title*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry:	

PUBLICATION DT.	

Related Topics

- Search for a Reference Publication — Criteria
- Search for a Reference Publication — Results
- Add a Reference Publication
- View the Reference Publication Details
- Delete a Reference Publication
- View the Reference Publication Transaction Status
- Export a Reference Publication Report

Search for a LIN/TAMCN Record

Overview

The Property Accountability module Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) process provides the ability to associate individual stock numbers into product family groups within a catalog. They are also used with authorizations and stocking levels.

Navigation

Catalog > LIN/TAMCN > LIN/TAMCN (Search) page

Page Fields

The following fields display on the **LIN/TAMCN (Search)** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the LIN/TAMCN Search Results page.
526	Select "Reset" to clear the LIN/TAMCN Search Criteria.
527	Select "Grid Options" for additional actions to perform on the LIN/TAMCN data.
528	Select "Add" to create a new LIN/TAMCN record.

529	Select "Edit" to update the selected LIN/TAMCN record(s).
530	Select "Delete" to remove the selected LIN/TAMCN record(s).
531	Select "Attachments" to add or view an attached document to the selected LIN/TAMCN record(s).

Search Criteria Grid

LIN/TAMCN
Size Category
LIN/TAMCN Desc
Status

LIN/TAMCN Results Grid

LIN/TAMCN
LIN/TAMCN Desc
Size Category
Status
Attachments

Optional

Established By
Established Dt/Tm
History Remarks
Last Transaction Dt/Tm
Last Updated By
Program Id
Remarks

Procedures

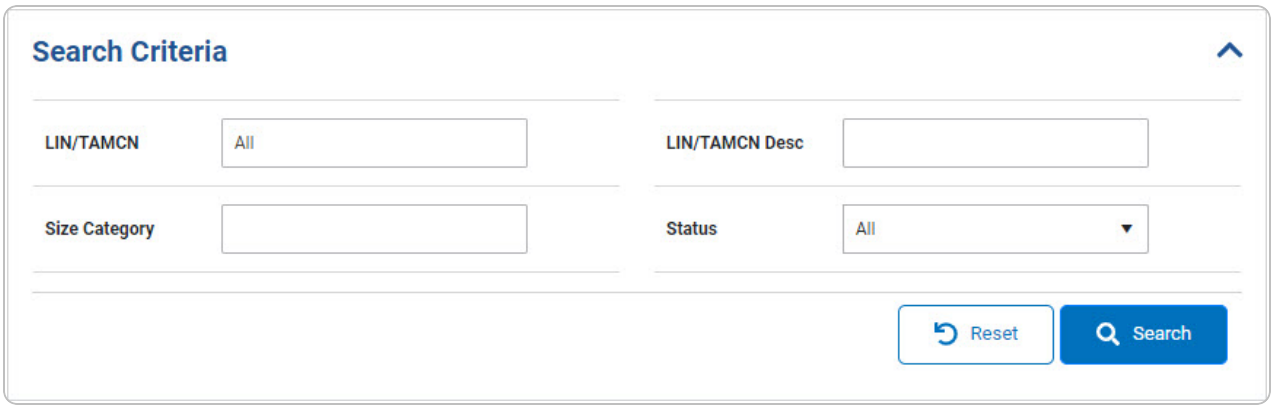
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a LIN/TAMCN Record

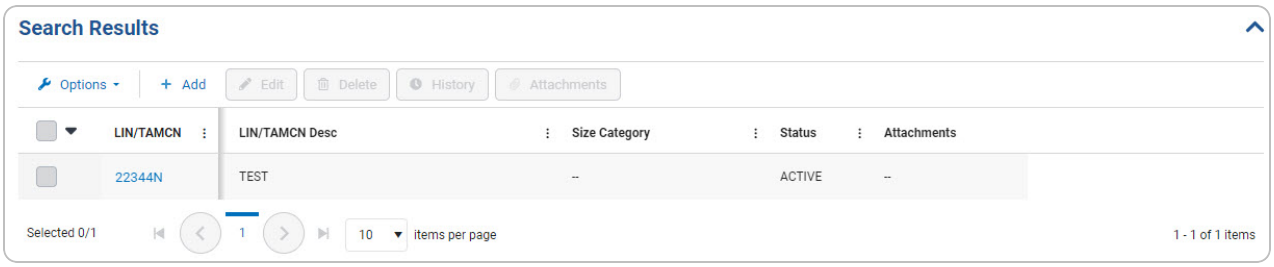
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Size Category in the field provided. *This is a 250 alphanumeric character field.*
- Enter the LIN/TAMCN DESC in the field provided. *This is a 64 alphanumeric character field.*
- Use ▼ to select the Status.

2. Select Search. *The Search Results grid appears.*



Add a LIN/TAMCN

Select + Add. *The **Add LIN/TAMCN** slide-out window appears.*

View the Stock Numbers Details

Select the LIN/TAMCN hyperlink. *The **Stock Numbers Details** slide-out window appears.*

Update a LIN/TAMCN

1. Click ☐ to select the entry. *The LIN/TAMCN row is highlighted, and* Edit, Delete, History, *and* Attachments *become available.*
2. Select Edit. *The **Edit LIN/TAMCN** slide-out window appears.*

Delete a LIN/TAMCN

1. Click ☐ to select the entry. *The LIN/TAMCN row is highlighted, and* Edit, Delete, History, *and* Attachments *become available.*
2. Select Delete. *The **Delete LIN/TAMCN** slide-out window appears.*

View a LIN/TAMCN History

1. Click ☐ to select the entry. *The LIN/TAMCN row is highlighted, and* Edit, Delete, History, *and* Attachments *become available.*
2. Select History. *The **LIN/TAMCN History** slide-out window appears.*

Add a LIN/TAMCN Attachment

1. Click ☐ to select the entry. *The LIN/TAMCN row is highlighted, and* Edit, Delete, History, *and* Attachments *become available.*
2. Select Attachments. *The* ***LIN/TAMCN Attachments*** *slide-out window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

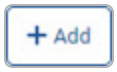
- Add a LIN/TAMCN
- View the Stock Numbers Details
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History
- Add a LIN/TAMCN Attachment

Add a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) Add process provides the ability to create new LIN/TAMCN records.

Navigation

Catalog > LIN/TAMCN > LIN/TAMCN Search > 

> Add LIN/TAMCN slide-out window

Page Fields

The following fields display on the **Add LIN/TAMCN** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

LIN/TAMCN Add Panel

LIN/TAMCN *
Size Category
LIN/TAMCN Desc *

Status *

Remarks Panel

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

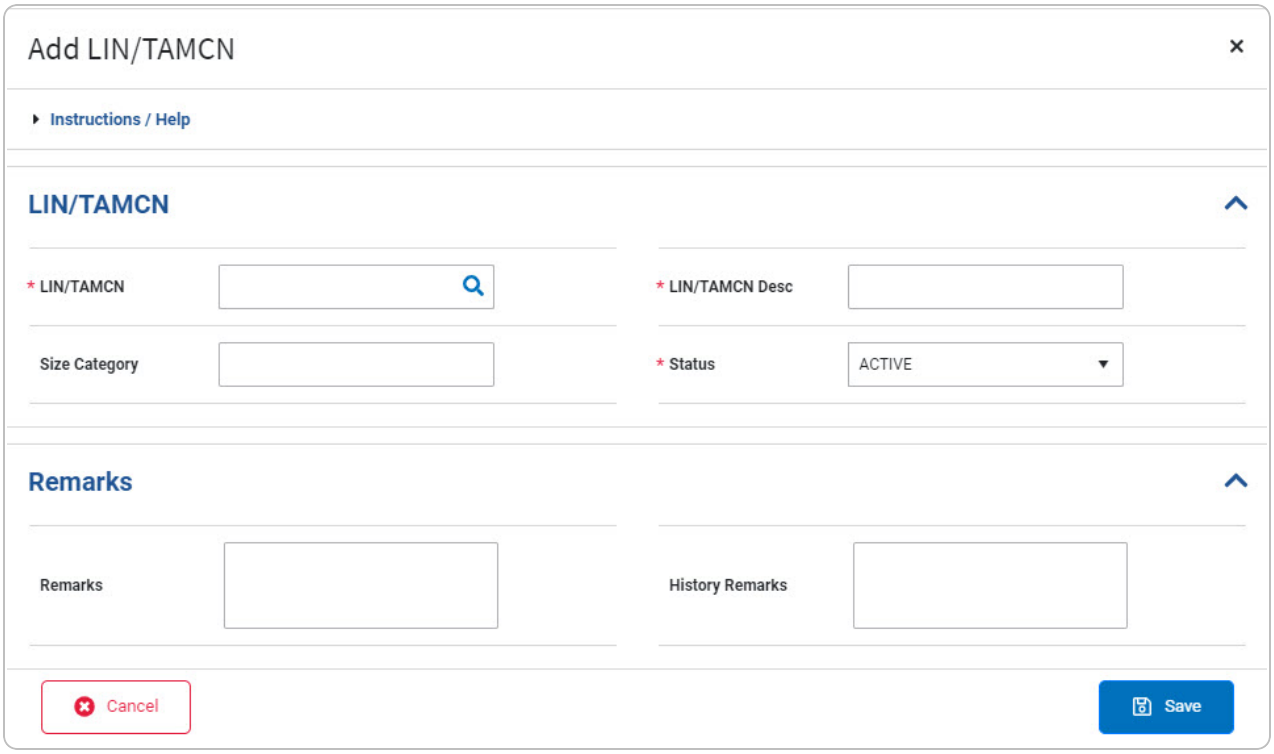
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a LIN/TAMCN

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

1. Select + Add. *The **Add LIN/TAMCN** slide-out window appears.*



2. *Complete the LIN/TAMCN panel.*

   A. Enter the LIN/TAMCN, or use 🔍 to browse for the entry. *This is a 10 alphanumeric character field.*

   Line Item Number/Table of Authorized Materiel Control Number Browse help

   B. Enter the Size Category in the field provided. *This is a 250 alphanumeric character field.*

   C. Enter the LIN/TAMCN DESC in the field provided. *This is a 64 alphanumeric character field.*

   D. Use ▼ to select the Status.

3. *Complete the Remarks panel.*

   A. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

   B. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

4. Select

. *The new LIN/TAMCN record is saved, and appears in the LIN/TAMCN Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *LIN/TAMCN.*	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *LIN/TAMCN DESC.*	
2 — Invalid entry *LIN/TAMCN*.	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.

463 — LIN/TAMCN already exists, cannot process an "Add".	Invalid Entry. Once a LIN/TAMCN is already created, it cannot be added again. Perform a search for the LIN/TAMCN first.
307 — DESC must be alphanumeric with supported special character(s) $, - , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a LIN/TAMCN Record
- View the Stock Numbers Details
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History
- Add a LIN/TAMCN Attachment

Add a LIN/TAMCN Attachment

Overview

The LIN/TAMCN Attachments process is view only and displays the Stock Number details of the LIN/TAMCN record.

Navigation

Catalog > LIN/TAMCN > Search > (desired record) > Attachments > LIN/TAMCN Attachments slide-out window

Page Fields

The following fields display on the **LIN/TAMCN Attachments**slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Select "Cancel" button to return to previous screen.
xxxx	Select "Search" button to view files.
xxxx	Select the trash can icon to remove record(s) from applicable tables.

LIN/TAMCN Attachments Grid

LIN/TAMCN
Description

Attachments Grid

Attachments

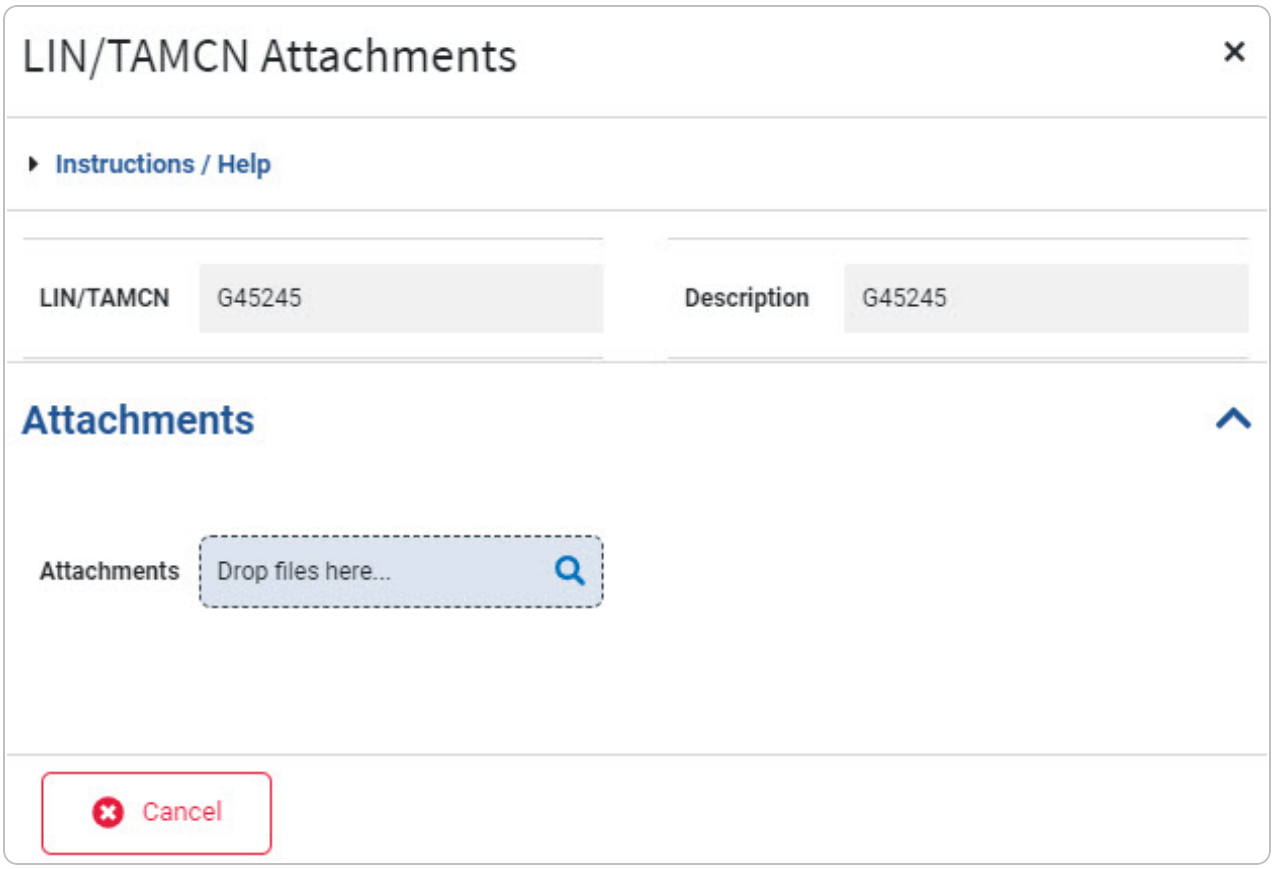
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a LIN/TAMCN Attachment

1. Select Attachments. *The **LIN/TAMCN Attachments** slide-out window appears.*



A. *Verify the LIN/TAMCN.*

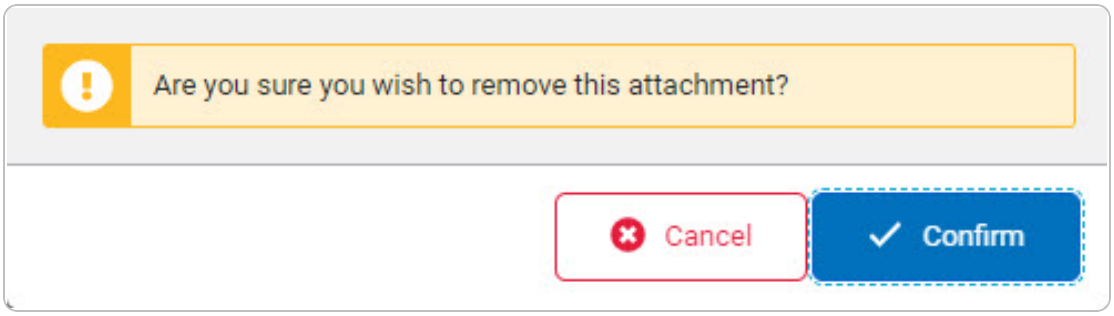
B. *Verify the Description.*

C. *Complete the Attachments grid.*

Select . *Follow the prompts provided by the computer.*

Delete an Attachment

a. Select . *The **Delete Confirmation** pop-up window appears.*



b. Select . *The attachment is removed from the Attachments grid.*

2. Select or . *The LIN/TAMCN Attachments slide-out window closes and the attached file ( ) appears in the Attachments section on the Search Results grid of the selected LIN/TAMCN record. The number on the attached file image corresponds with the number of files attached.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

1186 — An attachment with that name currently exists. Please rename the attachment and try again.	Invalid Entry. An attachment with the selected name is already associated. Re-name and Re-try the Attachment.

Related Topics

- Search for a LIN/TAMCN Record
- Add a LIN/TAMCN
- View the Stock Numbers Details
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History

Delete a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) Delete process allows removal of a LIN/TAMCN record.

Attention

A LIN/TAMCN **cannot** be deleted when:

- There are active Stock Number records utilizing that LIN/TAMCN
- There are active Authorization records utilizing that LIN/TAMCN
- There are active Master Issue Lists utilizing that LIN/TAMCN
- There are active Issue Line Item Records utilizing that LIN/TAMCN
- There are active Physical Inventory Records utilizing that LIN/TAMCN

Navigation

CATALOG MGMT > LIN/TAMCN> Search Criteria > Search > Search Results > (desired record) > Delete > Delete LIN/TAMCN pop-up window

Page Fields

The following fields display on the **Delete LIN/TAMCN** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
36	Select "Delete" button to remove record(s) from applicable

	tables.
207	"Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.

Delete LIN/TAMCN Grid

LIN/TAMCN
LIN/TAMCN Desc

Remarks

History Remarks

Procedures

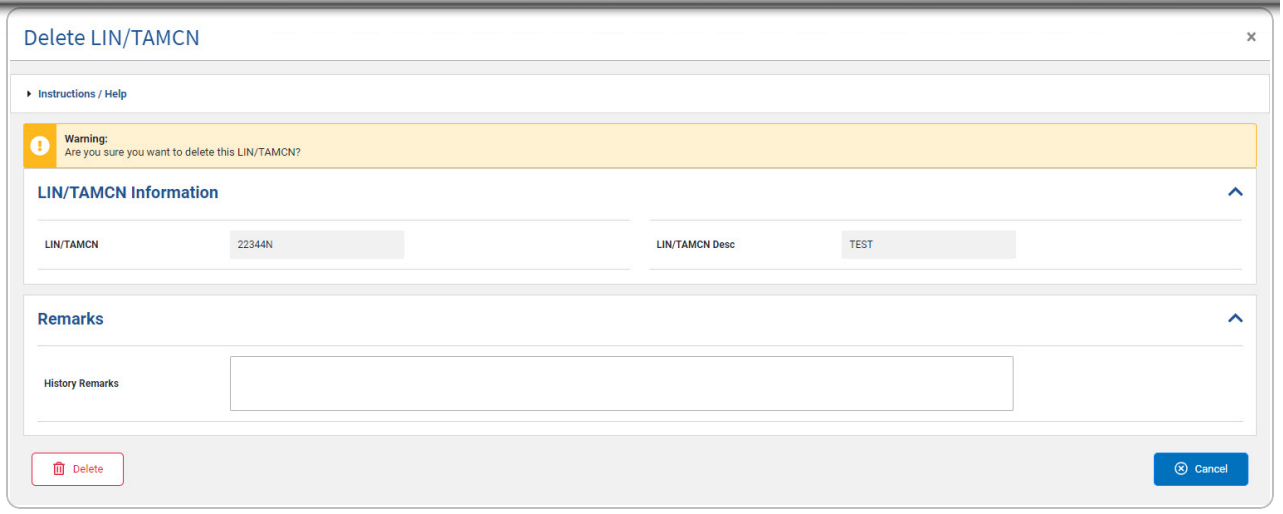
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a LIN/TAMCN

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

1. Click ☐ to select the entry. *The LIN/TAMCN row is highlighted, and* Edit, Delete, *and* History *become available.*
2. Select Delete. *The* ***Delete LIN/TAMCN*** *pop-up window appears.*



A. *Verify the LIN/TAMCN.*

B. *Verify the LIN/TAMCN DESC.*

C. *Complete the Remarks panel.*

   a. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

3. Select Delete. *The LIN/TAMCN row is removed from the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with sup-	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following

ported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
457 — Cannot delete, LIN/TAMCN is associated with stock number.	Invalid Deletion. Locate any Stock Numbers that are associated with this LIN/TAMCN. Either revise the Stock Number record, or revise the LIN/TAMCN record.
667 — LIN/TAMCN is associated with AUTH RECORD (s); cannot delete.	Invalid Deletion. Locate any AUTH RECORD that is associated with this LIN/TAMCN. Either revise the AUTH RECORD, or revise the LIN/TAMCN record.
xxxx — LIN/TAMCN cannot be deleted. Physical inventory selection record(s) exist for this LIN/TAMCN.	Invalid Deletion. Locate any Physical inventory selection record(s) that are associated with this LIN/TAMCN. Either revise the Physical inventory selection record(s), or revise the LIN/TAMCN record.

Related Topics

- Search for a LIN/TAMCN Record
- Add a LIN/TAMCN
- View the Stock Numbers Details
- Update a LIN/TAMCN
- View the LIN/TAMCN History
- Add a LIN/TAMCN Attachment

View the LIN/TAMCN History

Overview

The Line Item Number (LIN) / Table of Authorized Materiel Control Number (TAMCN) History process displays all of the previous add, update, and delete transactions regarding a LIN/TAMCN Record.

Navigation

CATALOG MGMT > LIN/TAMCN > Search > (desired record) > History > LIN/TAMCN History slide-out window

Page Fields

The following fields display on the **LIN/TAMCN History**slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

LIN/TAMCN History Grid

LIN/TAMCN
LIN/TAMCN Desc
Operation
Last Updated By
Last Transaction Dt/Tm
Size Category
Status

Procedures

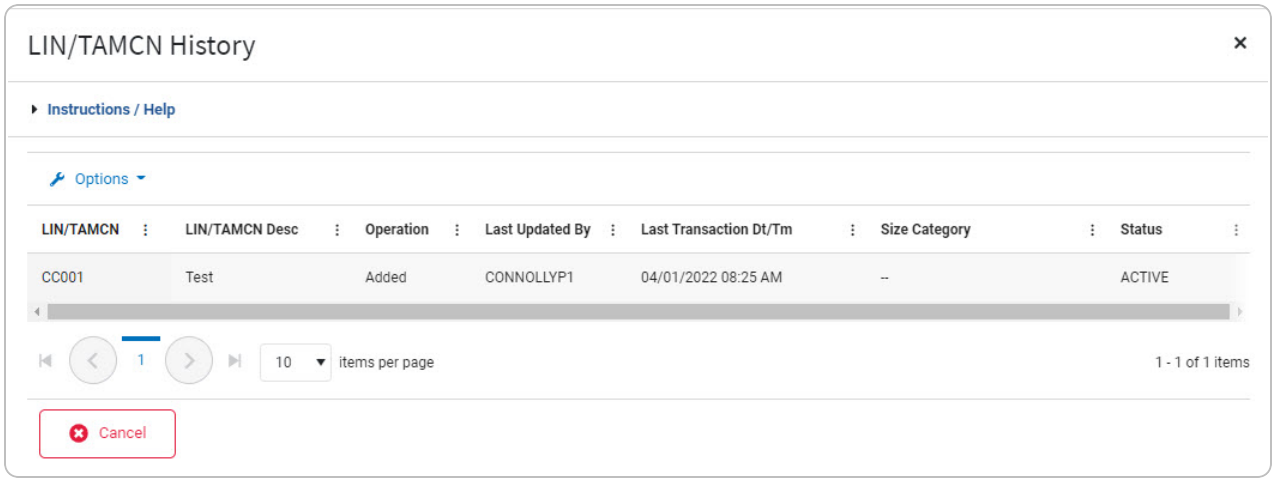
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the LIN/TAMCN History

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

1. Click ☐ to select the entry. *The LIN/TAMCN row is highlighted, and* Edit, Delete, *and* History *become available.*
2. Select History. *The* ***LIN/TAMCN History*** *slide-out window appears.*



A. *Verify the LIN/TAMCN.*
B. *Verify the LIN/TAMCN DESC.*
C. *Verify the Operation.*
D. *Verify the Last Updated By.*
E. *Verify the Last Transaction DT/TM.*

F. *Verify the Size Category.*

G. *Verify the Status.*

3. Select Cancel. *The **LIN/TAMCN History** slide-out window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a LIN/TAMCN Record
- Add a LIN/TAMCN
- View the Stock Numbers Details
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- Add a LIN/TAMCN Attachment

View the Stock Numbers Details

Overview

The Stock Numbers Details process is view only and displays the Stock Number details of the LIN/TAMCN record.

Navigation

Catalog > LIN/TAMCN > Search Criteria > Search > Search Results > LIN/TAMCN hyperlink > Stock Numbers Details slide-out window

Page Fields

The following fields display on the **Stock Numbers Details**slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
527	Select "Grid Options" for additional actions to perform on the Stock Numbers data.

Stock Numbers Details Grid

Stock Nbr
Item Desc
Size
Color
Mgmt Cd

Procedures

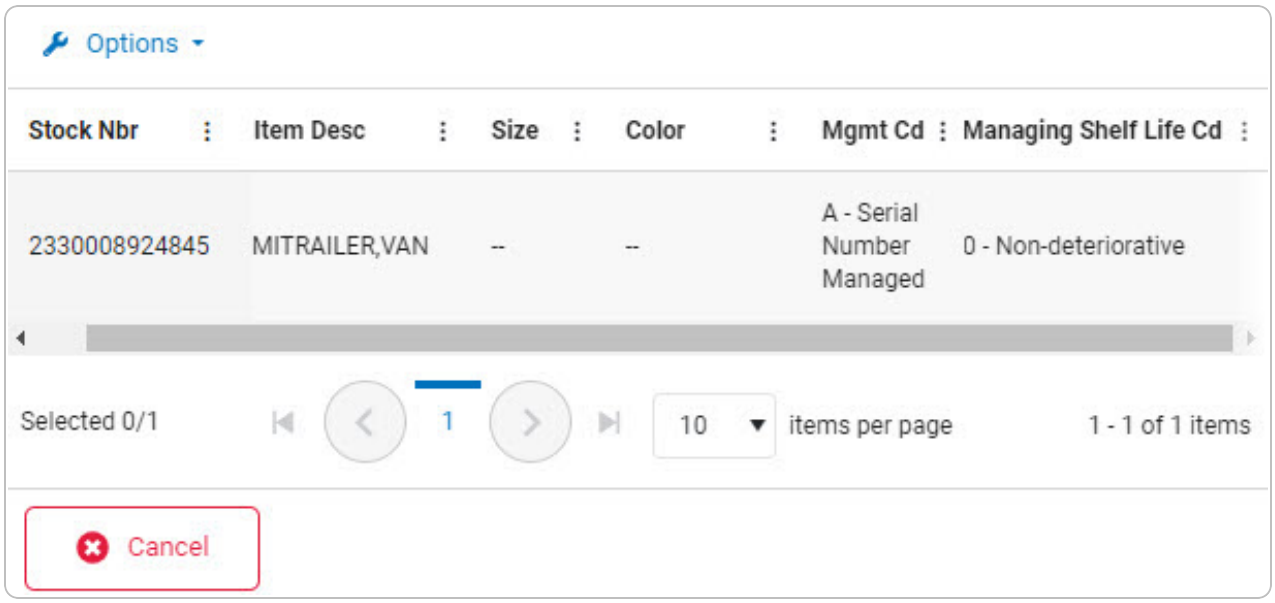
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Stock Numbers Details

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

1. Select the LIN/TAMCN hyperlink. *The* ***Stock Numbers Details*** *slide-out window appears.*



A. *Verify the STOCK NBR.*

B. *Verify the ITEM DESC.*

C. *Verify the Size.*

D. *Verify the Color.*

E. *Verify the MGMT CD.*

F. *Verify the Managing Shelf Life CD.*

2. Select Cancel. *The* ***Stock Numbers Details*** *slide-out window closes.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a LIN/TAMCN Record
- Add a LIN/TAMCN
- Update a LIN/TAMCN
- Delete a LIN/TAMCN
- View the LIN/TAMCN History
- Add a LIN/TAMCN Attachment

Update a LIN/TAMCN

Overview

The Line Item Number (LIN)/Table of Authorized Materiel Control Number (TAMCN) Update process allows editing of LIN/TAMCN records.

Navigation

CATALOG MGMT > LIN/TAMCN> Search Criteria > Search > Search Results > (desired record) > Edit > Edit LIN/TAMCN slide-out window

Page Fields

The following fields display on the **Edit LIN/TAMCN** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
17	Select "Edit" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Edit LIN/TAMCN Panel

LIN/TAMCN *
Size Category
LIN/TAMCN Desc *
Status *

Remarks Panel

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

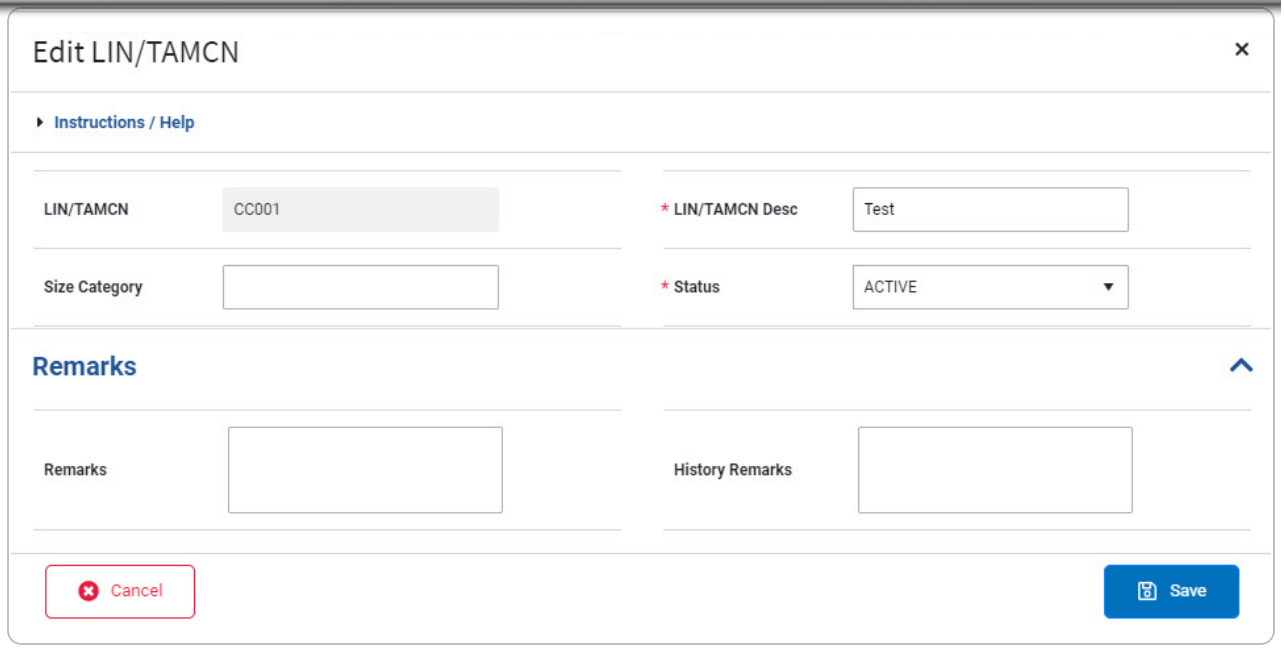
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a LIN/TAMCN

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

1. Click ☐ to select the entry. *The LIN/TAMCN row is highlighted, and* Edit, Delete, *and* History *become available.*
2. Select Edit. *The* ***Edit LIN/TAMCN*** *slide-out window displays.*



A. *Verify the LIN/TAMCN.*

B. Update the Size Category, entering the revised category in the field provided. *This is a 250 alphanumeric character field.*

C. Update the LIN/TAMCN DESC, entering the revised description in the field provided. *This is a 64 alphanumeric character field.*

D. *Verify the Status.*

E. *Complete the Remarks panel.*

a. Update the Remarks, entering the revised comments in the field provided. *This is a 256 alphanumeric character field.*

b. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. Select

. *The revised LIN/TAMCN record is saved, and appears in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *LIN/TAMCN.*	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *LIN/TAMCN DESC.*	
2 — Invalid entry *LIN/TAMCN*.	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.
307 — DESC must be alphanumeric with supported special character(s) $, - , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a LIN/TAMCN Record
- Add a LIN/TAMCN
- View the Stock Numbers Details
- Delete a LIN/TAMCN
- View the LIN/TAMCN History
- Add a LIN/TAMCN Attachment

SKO Catalog Overview

Overview

The Property Accountability module SKO Catalog process provides the ability to create and manage custom Sets, Kits, and Outfits (SKOs) records within an Enterprise Catalog. The SKO record includes the components that make up the kit as well as the stock number that identifies the kit as a whole.
Once the SKO has been established using the SKO Catalog, the SKO Assemble process is used to assemble the kits as they are needed.

Navigation

Catalog > SKO Catalog > SKO Catalog page

Page Fields

The following fields display on the **SKO Catalog** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the SKO Catalog Search Results.
526	Select "Reset" to clear the SKO Catalog Search Criteria.
527	Select "Grid Options" for additional actions to perform on the SKO Catalog data.

528	Select "Add" to create a new SKO Catalog record.
529	Select "Edit" to update the selected SKO Catalog record(s).
530	Select "Delete" to remove the selected SKO Catalog record(s).
531	Select "Attachments" to add or view an attached document to the selected SKO Catalog record(s).
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

Search Criteria Grid

Stock Nbr
Item Desc

Search Results Grid

All
Stock Nbr
Primary Attachment
Item Desc
SKO Type
Remarks

Optional

Established By
Established Dt/Tm
Lst Updtd By
Last Transaction Dt/Tm
Program Id

Procedures

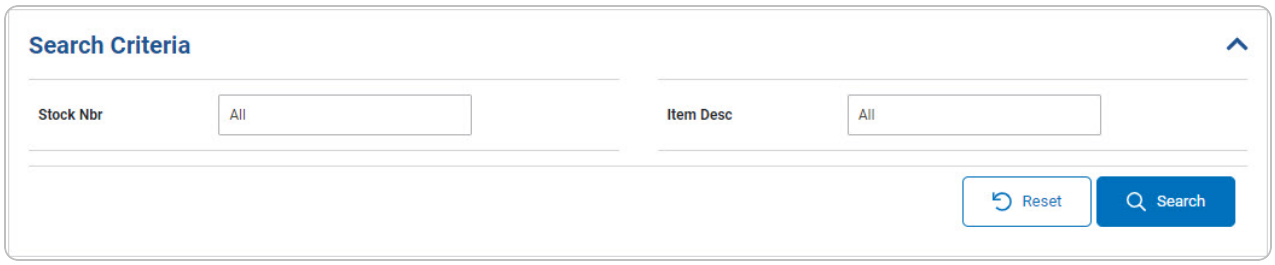
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search For a SKO

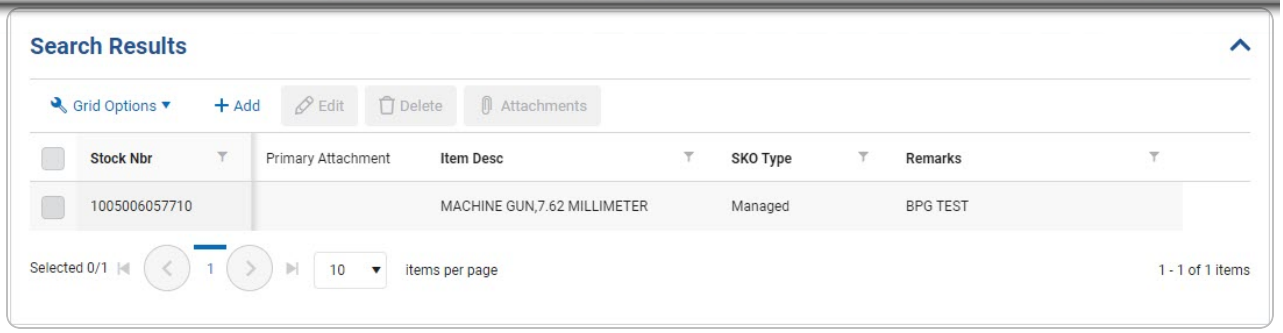
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Enter the STOCK NBR, in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

2. Select Search. *The SKO Catalog results are displayed in the Search Results grid.*



Add a SKO Catalog

Select + Add . *The **Add a SKO Catalog** pop-up window appears.*

Update a SKO Catalog

1. Click ☐ to select the entry. *The SKO Catalog Record is highlighted, and* Edit, Delete, *and* Attachments *become available.*
2. Select Edit. *The **Update a SKO Catalog** pop-up window appears.*

Delete a SKO Catalog

1. Click ☐ to select the entry. *The SKO Catalog Record is highlighted, and* Edit, Delete, *and* Attachments *become available.*
2. Select Delete. *The **Confirm Delete** pop-up window appears.*

Attach a Document to a SKO

1. Click ☐ to select the entry. *The SKO Catalog Record is highlighted, and* Edit, Delete, *and* Attachments *become available.*
2. Select Attachments. *The **Add Attachments** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
1162 — Invalid value entered for Stock Number. Must be a SKO Stock Number with a valid Stock Item.	Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR again, using to assist with the entry.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

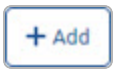
- Add a SKO Catalog
- Update a SKO Catalog
- Delete a SKO Catalog
- View the SKO Details

Add a SKO Catalog

Overview

The SKO Catalog Add process provides the ability to create new Kit records. The procedure begins by assigning a Stock Number as the Kit Header. From there, associate either LIN/TAMCN items or other stock numbers as SKO components. The Add SKO Catalog process is used to define the overall name of the SKO and details what pieces of equipment are included.

Navigation

Catalog > SKO Catalog > 

> SKO Catalog Add page

Page Fields

The following fields display on the **SKO Catalog Add**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the SKO Catalog Search Results.
526	Select "Reset" to clear the SKO Catalog Search Criteria.
527	Select "Grid Options" for additional actions to perform on the SKO Catalog data.
528	Select "Add" to create a new SKO Catalog record.

529	Select "Edit" to update the selected SKO Catalog record(s).
530	Select "Delete" to remove the selected SKO Catalog record(s).
531	Select "Attachments" to add or view an attached document to the selected SKO Catalog record(s).
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

SKO Summary Grid

Stock Nbr *
Item Desc
SKO Type

Remarks Grid

Remarks

Components Grid

Stock Nbr
Item Desc
Required Quantity
Remarks

Optional

Established By
Established Dt/Tm
Lst Updtd By
Last Transaction Dt/Tm
Program Id

(*) Asterisk identifies mandatory fields.

Procedures

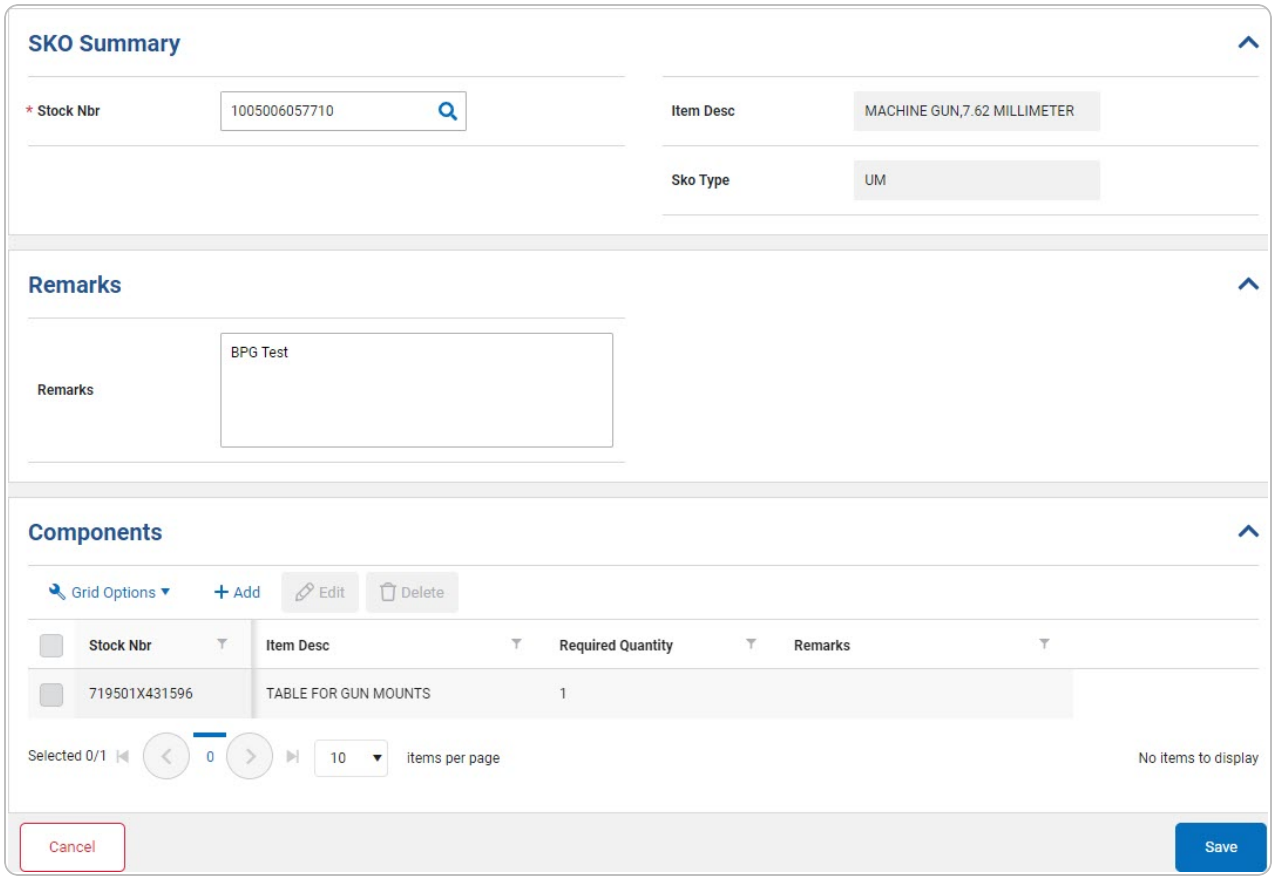
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a SKO Catalog

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

1. Select + Add at the top of the SKO Catalog Grid. *The **Add SKO Catalog** page appears.*



2. *Enter the SKO Summary panel.*

   A. Enter the STOCK NBR, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

   Internal Stock Number Browse help

   B. *The ITEM DESC automatically populates once the STOCK NBR is entered, and is not editable.*

   C. *The SKO Type automatically populates once the STOCK NBR is entered, and is not editable.*

3. *Enter the Remarks panel.*

   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. *Enter the Components panel.*

Add a Component

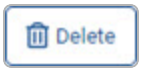
A. Select

. *The **SKO Detail** slide-out window appears.*

B. Repeat Step A to finish adding the components to the SKO.

Update a Component

A. Click to select the entry. *The SKO Component Record is highlighted, and*

and 

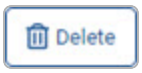
become available.

B. Select

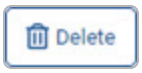
. *The **SKO Detail** slide-out window appears.*

Delete a Component

A. Click to select the entry. *The SKO Component Record is highlighted, and*

and 

become available.

B. Select 

. *The **SKO Detail** slide-out window appears.*

5. Select

. *The **Add SKO Catalog** page closes, and the new SKO appears in the Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.

alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
1162 — Invalid value entered for Stock Number. Must be a SKO Stock Number with a valid Stock Item.	Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR again, using to assist with the entry.
82 — STOCK NBR must be alphanumeric with valid special character(s) $, — , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
1028 — STOCK NBR already exists on the detail. Remove and save detail record before proceeding.	Invalid Entry. The STOCK NBR and COLLATERAL STOCK NBR combination already exists. Review the information and try again.

xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- SKO Catalog Overview
- Edit a SKO Catalog
- Delete a SKO Catalog
- View the SKO Details

Delete SKO Catalog

Overview

The Delete SKO Catalog process allows the removal of a SKO record from the Catalog. In order to delete a SKO record, the assembly of a SKO kit must be completed ***prior to deleting*** the record.
If a SKO record exists in inventory, the SKO cannot be deleted.

Navigation

CATALOG MGMT > SKO Catalog > Search > (desired record) > Delete > Confirm Delete (Delete SKO Header) pop-up window

Page Fields

The following fields display on the **Confirm Delete (Delete SKO Header)** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Confirm Delete (Delete SKO Header)

Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a SKO Catalog

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

1. Click next to the desired entry. *The* Edit, Delete, *and* Attachments *buttons become available.*
2. Select Delete. *The* ***Delete SKO Catalog*** *page appears.*

3. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
4. Select Delete. *The* ***Confirm Delete (Delete SKO Header)*** *pop-up window closes, and the SKO is removed from the grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
162 — STOCK NBR cannot be deleted. Asset record(s) exists.	Invalid Deletion. A STOCK NUMBER record cannot be deleted if the record is associated with any equipment records. Review the Stock Number again, and remove any remaining associated equipment so the STOCK NBR can be deleted.
1161 — A build record already exists for this catalog. The stock number cannot be modified or deleted.	Invalid Entry. STOCK NBR currently exists in the SKO Build, and cannot be modified or deleted. Revise the SKO Catalog record, and try again.
xxxx — SKO Catalog record cannot be deleted. *Assembly Pending Records* exist for this SKO Catalog record.	Invalid Deletion. The SKO Catalog record cannot be deleted if the record is associated with Assembly Pending records. Review the SKO Catalog record again, and either complete the kit, or remove it from the Assembly Pending record so the SKO Catalog record can be deleted.
xxxx — SKO Catalog record cannot be deleted. Inventory or verified transactions exist for Stock NBR ####.	Invalid Deletion. The SKO Catalog record cannot be deleted if the record is associated with inventory or a verified transaction for the Stock NBR. Review the SKO Catalog record again, and

Please remove them or contact ELMS Call Center to resolve inventory.	remove any remaining associated inventory or transactions so the SKO Catalog record can be deleted. If this does not work, Contact the ELMS Call Center.

Related Topics

- SKO Catalog Overview
- Add a SKO Catalog
- Update a SKO Catalog
- View the SKO Details

View the SKO Catalog Details

Overview

The SKO Catalog Details process provides the ability to create, edit, or remove Kit components. The SKO Detail slide-out window is used to define what pieces of equipment are included within the SKO.

Navigation

Catalog > SKO Catalog > *Various Procedural Steps* > SKO Detail slide-out window

Page Fields

The following fields display on the **SKO Detail** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

SKO Detail Grid

Stock Nbr *
Quantity
Item Desc
Remarks

(*) Asterisk identifies mandatory fields.

Procedures

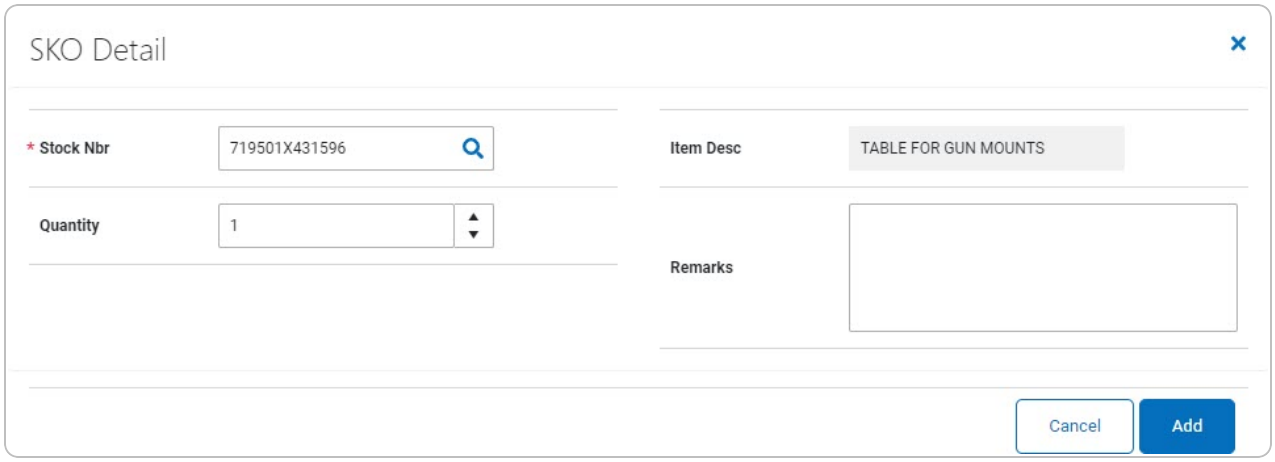
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a SKO Component

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

1. Select + Add. *The* ***SKO Detail*** *slide-out window displays.*



A. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

Internal Stock Number Browse help

B. Use to choose the Quantity.

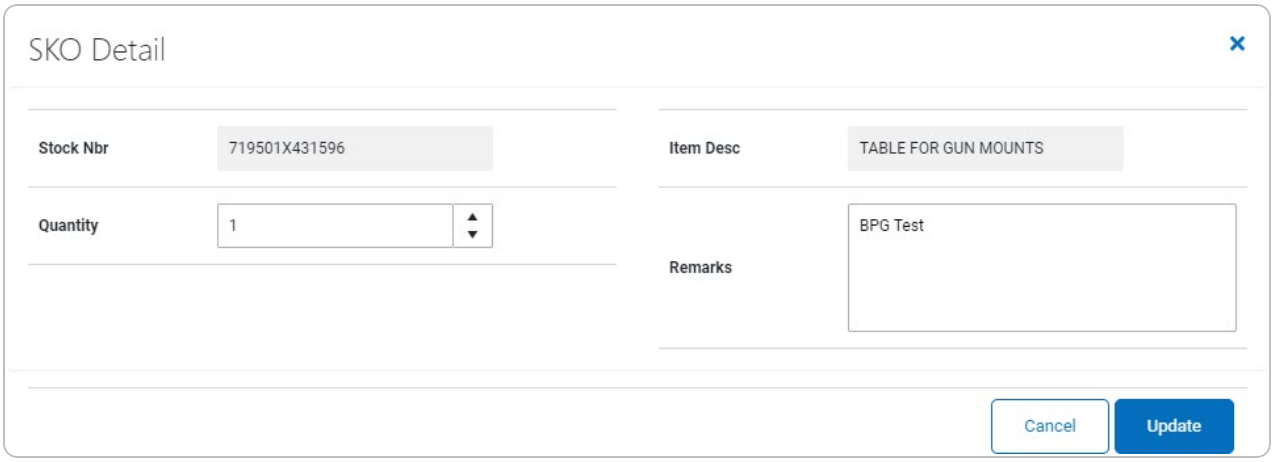
C. *The ITEM DESC automatically populates once the STOCK NBR is entered, and is not editable.*

D. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

2. Select ✓ Add. *The new SKO Component record is saved, and appears in the Component grid.*

Update a SKO Component

1. Select Edit. *The **SKO Detail** slide-out window displays.*

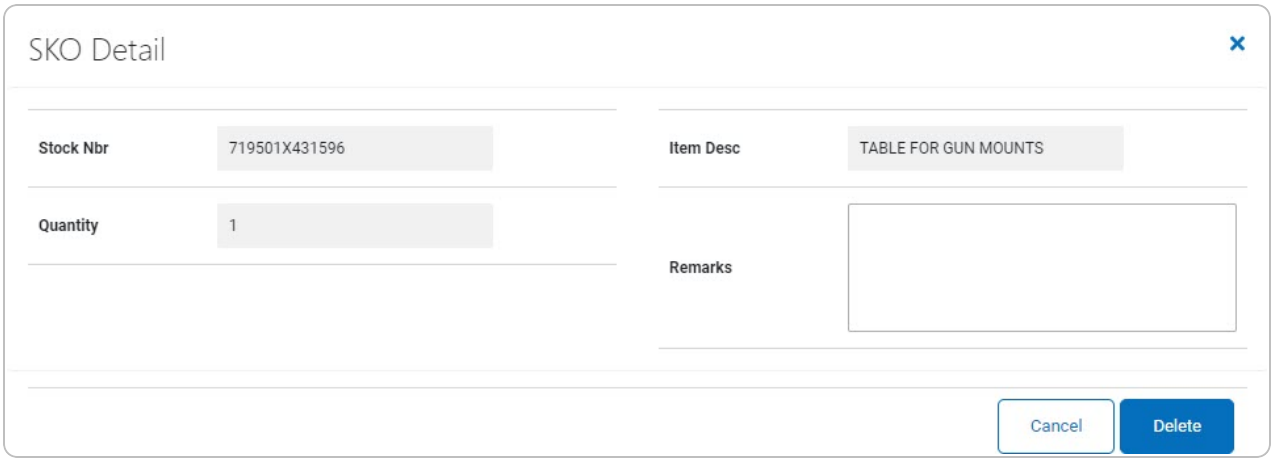


   A. *The STOCK NBR automatically populate and is not editable.*
   B. Use ⇕ to choose the Quantity.
   C. *The ITEM DESC automatically populate and is not editable.*
   D. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

2. Select Update. *The revised SKO Component record is saved, and appears in the Component grid.*

Delete a SKO Component

1. Select Delete. *The **SKO Detail** slide-out window displays.*



   A. *The STOCK NBR automatically populates and is not editable.*
   B. *The ITEM DESC automatically populates and is not editable.*
   C. *The Quantity automatically populates and is not editable.*
   D. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*

2. Select Delete. *The SKO Component record is removed from the Component grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *STOCK NBR.*	Missing Entry. Enter the appropriate information in the desired field.
307 — DESC must be alphanumeric with supported special character(s) $, - , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- SKO Catalog Overview
- Add a SKO Catalog
- Update a SKO Catalog
- Delete a SKO Catalog

Update a SKO Catalog

Overview

The SKO Catalog Update process allows editing of SKO Catalog records. This includes modifying certain aspects of the Kit Header, adding new components to the SKO Component List, editing existing components, or deleting components.

Attention

Once a SKO Catalog record has been added to the SKO Catalog results grid, the Header Stock Number and SKO Type can not be changed. If this information is inaccurate, the SKO Catalog record needs to be deleted and then re-added with the proper information.

Navigation

CATALOG MGMT > SKO Catalog > Search > (desired record) > Edit > Update SKO Catalog page

Page Fields

The following fields display on the **Update SKO Catalog** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the SKO Catalog Search Results.
526	Select "Reset" to clear the SKO Catalog Search Criteria.

527	Select "Grid Options" for additional actions to perform on the SKO Catalog data.
528	Select "Add" to create a new SKO Catalog record.
529	Select "Edit" to update the selected SKO Catalog record(s).
530	Select "Delete" to remove the selected SKO Catalog record(s).
531	Select "Attachments" to add or view an attached document to the selected SKO Catalog record(s).
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

SKO Summary Grid

Stock Nbr
Item Desc
SKO Type

Remarks Grid

Remarks

SKO Components Grid

Stock Nbr
Item Desc
Required Quantity
Remarks

Optional

Established By
Established Dt/Tm
Lst Updtd By
Last Transaction Dt/Tm
Program Id

(*) Asterisk identifies mandatory fields.

Procedures

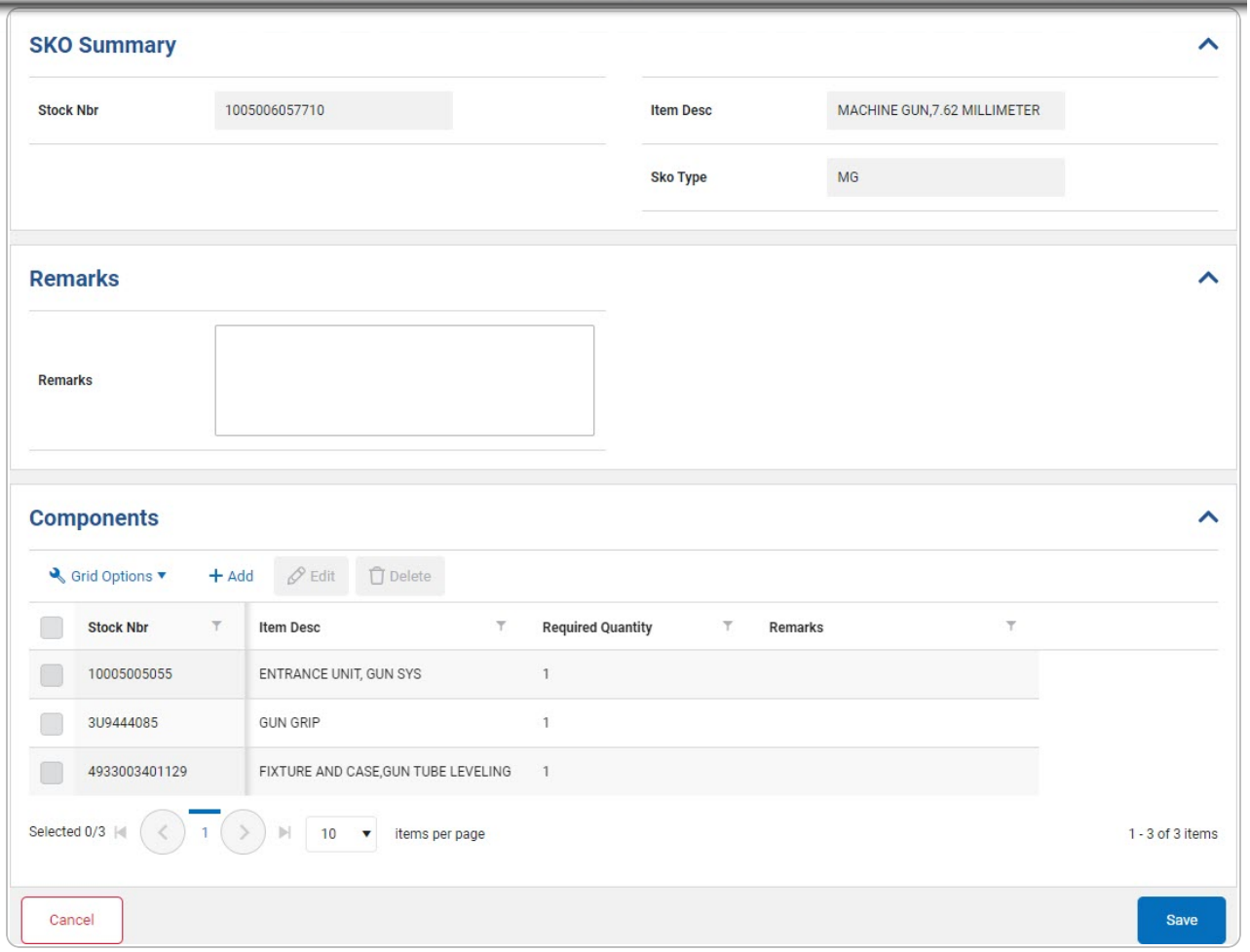
ELMS Navigation Helpful Tips

Click the following link to display Warehouse Navigation Tips.

Update a SKO Catalog Record

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

1. Click ☐ next to the desired entry. *The* Edit, Delete, *and* Attachments *buttons become available.*
2. Select Edit. *The* ***Update SKO Catalog*** *page appears.*



3. *Verify the SKO Summary panel.*
   A. *Verify the STOCK NBR.*
   B. *Verify the ITEM DESC.*
   C. *Verify the SKO Type.*
4. *Enter the Remarks panel.*
   A. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
5. *Verify the Components panel.*

Add a Component

A. Select + Add. *The **SKO Detail** slide-out window appears.*
B. Repeat Step A to finish adding the components to the SKO.

Update a Component

A. Click ☐ to select the entry. *The SKO Component Record is highlighted, and* Edit *and* Delete *become available.*

B. Select Edit. *The **SKO Detail** slide-out window appears.*

Delete a Component

A. Click ☐ to select the entry. *The SKO Component Record is highlighted, and* Edit *and* Delete *become available.*

B. Select Delete. *The **SKO Detail** slide-out window appears.*

6. Select Save. *The **Update SKO Catalog** page closes, and the revised SKO appears in the Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

1162 — Invalid value entered for Stock Number. Must be a SKO Stock Number with a valid Stock Item.	Invalid STOCK NBR Entered. The STOCK NBR must be part of the SKO and be linked to a valid Stock Item. Type the STOCK NBR again, using to assist with the entry.
xxxx — Wild-card is not permitted.	Invalid Entry. The wild-card character (%) is not allowed. Remove the (%) and enter a valid entry.

Related Topics

- SKO Catalog Overview
- Add a SKO Catalog
- Delete a SKO Catalog
- View the SKO Details

Update the Stock Number/Selected Mass Change

Overview

The Stock Number/Selected Mass Change Update process allows editing of certain fields that cannot be changed using the Stock Number Update process.

Navigation

Catalog > Mass Update > STOCK NBR > Search Criteria > Search > Stock Number/Selected Mass Change Update page

Page Fields

The following fields display on the **Stock Number/Selected Mass Change Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
18	Select "Update" button to process transaction(s).
333	Change to TYPE DSG may result in change to ACQ PGM.
335	If updating TYPE DSG "SL" to TYPE DSG "AB", Utilization record must first be established.

STOCK NBR FROM Grid

Stock Nbr From
Stock Item Cd

Type Asset Cd
ACC
ECC
Attribute(s) Template
IT Device Cd
Dmil Cd
CIIC
Type Dsg
Util Svc Life
Util Measure Cd
Fdcry Deprn Mthd Cd
Maint Grp Id

Stock Nbr To Grid

Stock Nbr To
Stock Item Cd
Type Asset Cd
ACC
ECC
Attribute(s) Template
IT Device Cd
Dmil Cd
CIIC
Type Dsg
Util Svc Life
Util Measure Cd
Fdcry Deprn Mthd Cd
Maint Grp Id

Procedures

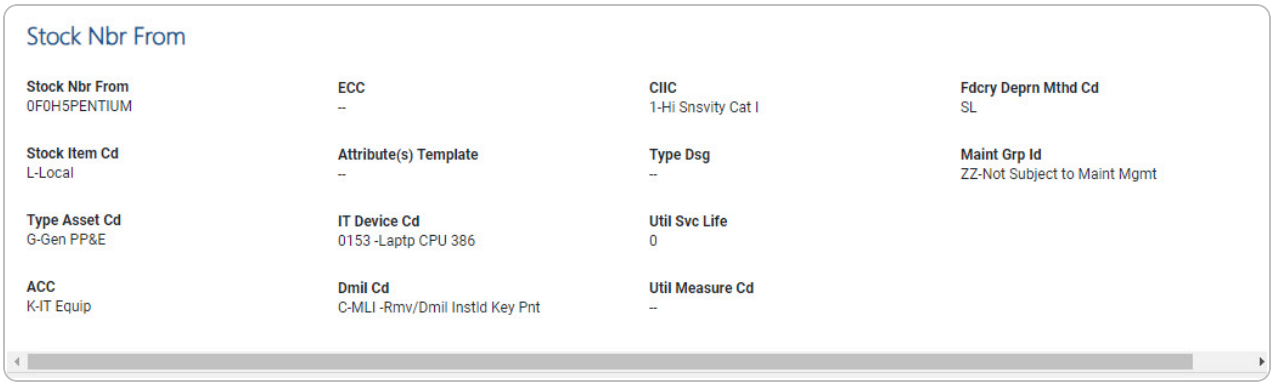
ELMS Navigation Helpful Tips

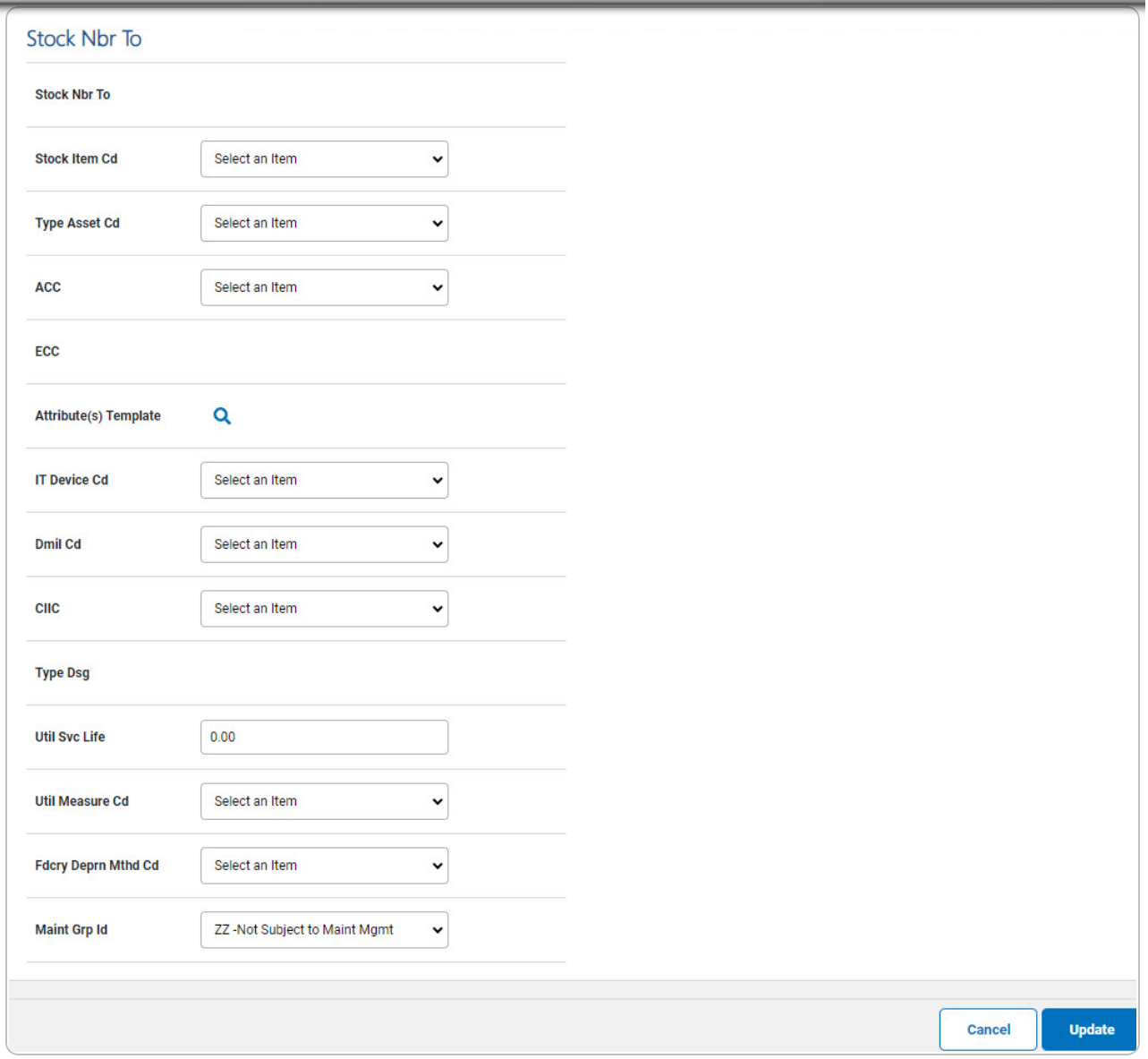
Click the following link to display PA Navigation Tips.

Update the Stock Number/Selected Mass Change

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

1. Select Search. *The **Stock Number/Selected Mass Change Update**page opens.*





A. *Verify the STOCK NBR FROM grid.*

a. *Verify the STOCK NBR FROM.*

b. *Verify the STOCK ITEM CD.*

c. *Verify the TYPE ASSET CD.*

d. *Verify the ACC.*

e. *Verify the ECC.*

f. *Verify the Attributes Template.*

g. *Verify the IT DEVICE CD.*

h. *Verify the DMIL CD.*

i. *Verify the CIIC.*

j. *Verify the TYPE DSG.*

k. *Verify the UTIL SVC LIFE.*

l. *Verify the UTIL MEASURE CD.*

m. *Verify the FDCRY DEPRN MTHD CD.*

n. *Verify the MAINT GRP ID.*

B. *Update the STOCK NBR TO grid.*

a. *Verify the STOCK NBR TO.*

b. Update the Stock Item Cd, using to select the desired code.

c. Update the Type Asset Cd, using to select the desired code.

d. Update the ACC, using to select the desired code.

e. *Verify the ECC.*

f. Select . *The **Attribute Template Browse** pop-up window appears.*

g. *Verify the IT DEVICE CD.*

h. Update the Dmil Cd, using to select the desired code.

i. Update the CIIC, using to select the desired code.

j. *Verify the TYPE DSG.*

k. Enter the UTIL SVC LIFE in the field provided. *This is a 15 numeric character field.*

l. Update the Util Measure Cd, using to select the desired code.

m. Update the Fdcry Deprn Mthd Cd, using to select the desired code.

n. Update the Maint Grp Id, using to select the desired code.

2. Select Update. *The **Stock Number/Selected Mass Update Batch Submission** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Stock Nbr From*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *ACC*.	
123 — Withdraw assets from Pending Transactions table before processing.	Invalid Entry. The entered Stock Number is currently part of a Due-In or Due-Out. Either remove the stock number from the Due-In or Due-Out, or wait until the process are completed before continuing.
502 — Stock Nbr must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
488 — Type Dsg record(s)	Invalid Entry. The Intangible record cannot be

must be established prior to generating Intangible record.	established until the TYPE DSG record exists. Enter the Type Designation record(s) again.
186 — MGMT CD's must be the same for both STOCK NBRS.	Invalid Entry. The entered stock numbers do not share the same MGMT CD. Double-check the stock numbers and re-enter one of them.
188 — ARC's must be the same for both STOCK NBRS.	Invalid Entry. The entered stock numbers do not share the same ARC. Double-check the stock numbers and re-enter one of them.
189 — UI's must be the same for both STOCK NBRS.	Invalid Entry. The entered stock numbers do not share the same UI. Double-check the stock numbers and re-enter one of them.
567 — Both STOCK NBRS must be assigned to same ACQ PROGRAM.	Invalid Entry. The entered stock numbers do not belong to the same ACQ PROGRAM. Double-check the stock numbers and re-enter one of them.
489 — Controlled/Pilferable assets cannot be identified as non - accountable.	Invalid Entry. The revisions caused the asset to change from Accountable to Non-Accountable. Revise the entries to keep the asset as Accountable.
560 — Capital Asset(s) or Improvement(s) exist for this Manufacturer, and/or dollar value exceeds non - accountable limit. Cannot assign a non - accountable	Invalid Entry. The revisions caused the asset to change from Accountable to Non-Accountable. Revise the entries to keep the asset as Accountable.

manufacturer.	

Related Topics

- Search for a Stock Number/Selected Mass Change — Criteria
- View the Stock Number/Selected Mass Change Batch Submission

Search for a Stock Number/Selected Mass Change — Criteria

Overview

The Property Accountability module Stock Number Selected Mass Change process provides the ability to change the current existing Stock Number to a new Stock Number for all assets within the catalog. This process also updates certain data elements which cannot be changed in Stock Number Update.

Note

One reason to mass update the Stock Number may be to change from using a Management Control Number (MCN) to a National Stock Number (NSN).

Navigation

Catalog > Mass Updates > STOCK NBR > Stock Number/Selected Mass Change Search Criteria page

Page Fields

The following fields display on the **Stock Number/Selected Mass Change Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
118	STOCK NBR From and STOCK NBR To must exist on Catalog table.

119	To change TYPE ASSET CD or ACC only, enter STOCK NBR From.
385	When Catalog LIN/TAMCN and AUTHN LIN/TAMCN are different, a Substitute record will be generated.

Search Criteria Grid

Stock Nbr From *
Stock Nbr To

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Stock Number

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, narrow the results by entering one of the following optional fields:.

A. Enter the STOCK NBR FROM, or use to browse for the entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

B. Enter the STOCK NBR TO, or use to browse for the entry. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

2. Select Search. *The **Stock Number/Selected Mass Change** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *STOCK NBR FROM*.	Missing Entry. Enter the appropriate information in the desired field.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
123 — Withdraw assets from Pending Transactions table before processing.	Invalid Entry. The entered Stock Number is currently part of a Due-In or Due-Out. Either remove the stock number from the Due-In or Due-Out, or wait until the process are com-

	pleted before continuing.
186 — MGMT CD's must be the same for both STOCK NBRS.	Invalid Entry. The entered stock numbers do not share the same MGMT CD. Double-check the stock numbers and re-enter one of them.
188 — ARC's must be the same for both STOCK NBRS.	Invalid Entry. The entered stock numbers do not share the same ARC. Double-check the stock numbers and re-enter one of them.
189 — UI's must be the same for both STOCK NBRS.	Invalid Entry. The entered stock numbers do not share the same UI. Double-check the stock numbers and re-enter one of them.
567 — Both STOCK NBRS must be assigned to same ACQ PROGRAM.	Invalid Entry. The entered stock numbers do not belong to the same ACQ PROGRAM. Double-check the stock numbers and re-enter one of them.
276 — Change transaction already exists for "From" STOCK NBR.	Invalid Entry. The Stock Number entered already has a change in the catalog. Check to make sure the Stock Number is not already changed in the catalog, and re-enter the number.
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Update the Stock Number/Selected Mass Change
- View the Stock Number/Selected Mass Change Batch Submission

View the Stock Number/Selected Mass Change Batch Submission

Overview

The Stock Number/Selected Mass Update Batch Submission page displays a verification of the update transaction.

Navigation

Catalog > Mass Update > STOCK NBR > Search Criteria > Search > Stock Number/Selected Mass Update > Update > Batch Submission page

Page Fields

The following fields display on the **Batch Submission** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Batch Submission

Scheduled Process Number
Schedule Process Status

Procedures

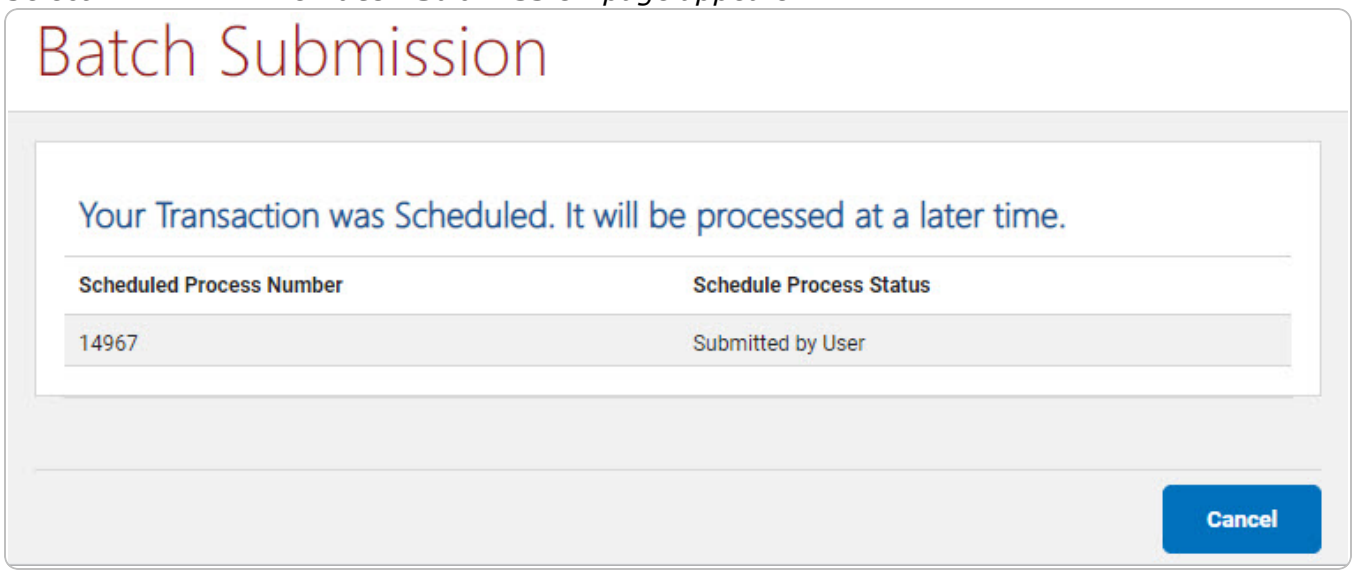
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Stock Number/Selected Mass Change Batch Submission

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

Select Update. *The* ***Batch Submission*** *page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Stock Number/Selected Mass Change — Criteria
- Update the Stock Number/Selected Mass Change

Asset Receiving — Entry Page

Overview

The Property Accountability module Asset Receiving process provides the ability to receive assets to ELMS.
The assets are either Serially managed (individual asset - one at a time), Component managed (a part of a total asset - one at a time, linked to the Higher Assemblage), or Bulk managed (group of assets - a bunch at a time).

Navigation

Asset Management > Receiving > Asset Receiving page

Page Fields

The following fields display on the **Asset Receiving** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
13	Select "Reset" button to clear data.

Asset Receiving

End Item Serial

Type Action *
Stock Nbr *
Acq Cost *

Mass Upload Assets
Download Template

Component

Type Action *
Stock Nbr *
Acq Cost *
Cost Embedded
HA Asset Id *

Bulk

Type Action *
Stock Nbr *
Acq Cost *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

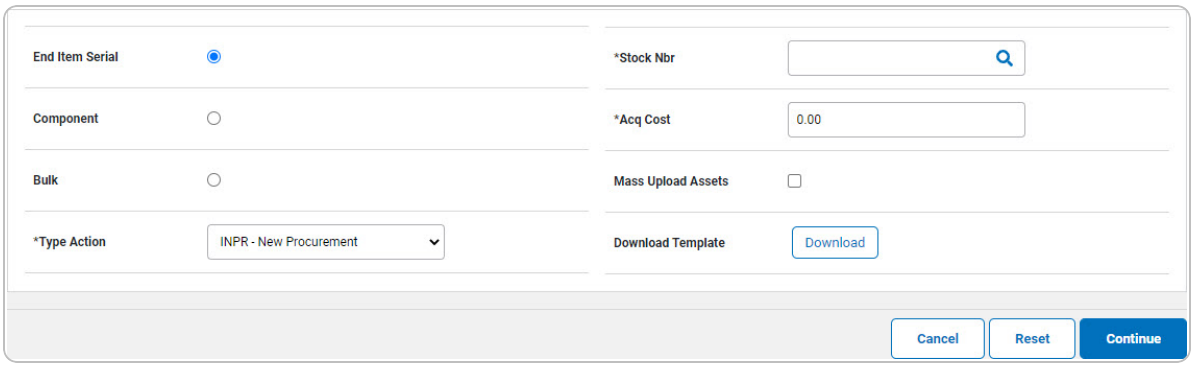
Add an Asset

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

1. In the Asset Management menu, choose Receiving. *The* ***Asset Receiving Data Entry*** *page appears.*
2. Choose which kind of asset to receive:

End Item Serial

A. Choose the End Item Serial radio button. *Additional fields appear.*



B. Use ⌄ to select the Type Action.

C. Enter the STOCK NBR, or use 🔍 to browse for the number. *This is a 15 alpha-numeric character field.*

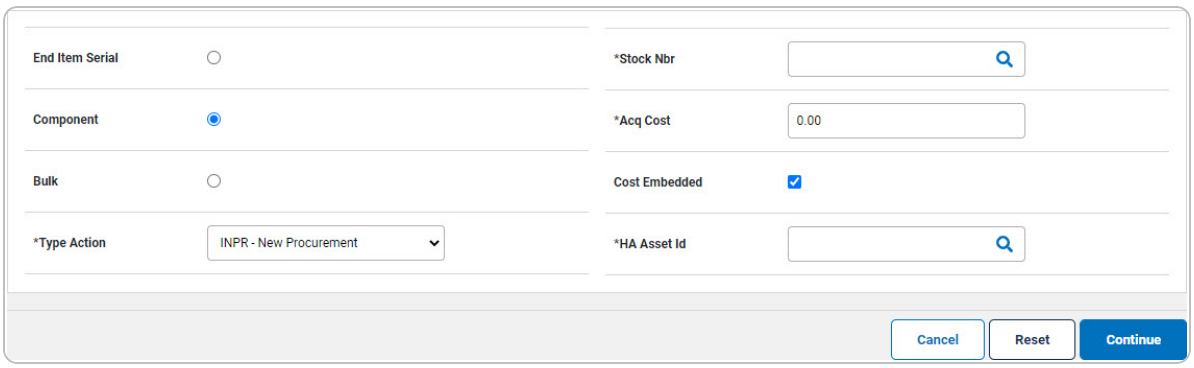
Stock Number Browse

D. Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*

E. Click ☐ to select Mass Upload Assets. *Select* Download. ***The file AssetReceivingUploadTemplate.xls opens.***

Component

A. Choose the Component radio button. *Additional fields appear.*



B. Use ⌄ to select the Type Action.

C. Enter the STOCK NBR, or use 🔍 to browse for the number. *This is a 15 alpha-numeric character field.*

Stock Number Browse

D. Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*

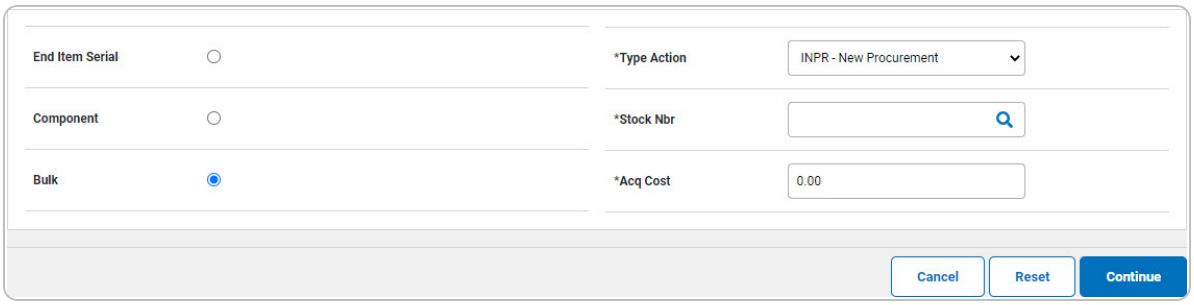
E. Click ☐ to select Cost Embedded.

F. Update the HA ASSET ID by using 🔍 to browse for the entry. *This is a 15 alpha-numeric character field.*

Higher Assemblage Browse

Bulk

A. Choose the Bulk radio button.



B. Use ⌄ to select the Type Action.

C. Enter the STOCK NBR, or use 🔍 to browse for the number. *This is a 15 alpha-numeric character field.*

Stock Number Browse

D. Enter the ACQ COST in the field provided. *This is a 15 numeric character field.*

3. Select Continue. *The Basic tab displays.*

- Type Action = ITRO — Inventory Transfer In — Outside ELMS, continue with **Asset Receiving Entry — ITRO**.
- Type Action = INPR — New Procurement, continue with **Asset Receiving Entry — INPR**.
- Type Action = IAAR — Administrative Adjustment, continue with **Asset Receiving Entry — IAAR**.
- Type Action = IIAJ — Inventory Adjustment, continue with **Asset Receiving Entry — IIAJ**.
- Type Action = IFOI — Found On Installation, continue with **Asset Receiving Entry — IFOI**.

- Type Action = IDNT — Donated (Receipt), continue with **Asset Receiving Entry — IDNT**.
- Type Action = ILOO — In On Loan — Outside ELMS, continue with **Asset Receiving Entry — ILOO**.
- Type Action = ILDI — Create Local Due In, continue with **Asset Receiving Entry — ILDI**.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The STOCK NBR entered is not in the catalog. Check to make sure the STOCK NBR is in the catalog, and re-enter the number.
203 — STOCK NBR is bulk managed.	Invalid Entry. The STOCK NBR entered is already Bulk Managed, and cannot be changed to Serially Managed. Check to make sure the STOCK NBR is correct, and re-enter the number.

13 — Mandatory Entry: *Type Action*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Stock Nbr*.	
13 — Mandatory Entry: *Acq Cost*.	
13 — Mandatory Entry: *HA Asset Id*.	
13 — Mandatory Entry: *Acq Dt*.	
13 — Mandatory Entry: *Doc Nbr*.	
13 — Mandatory Entry: *Mfr Data*.	
13 — Mandatory Entry: *Mfr Yr*.	
13 — Mandatory Entry: *Owng Cost Center*.	
13 — Mandatory Entry: *Fndng Cost Center*.	

13 — Mandatory Entry: *FUND CD/ASN*.	
13 — Mandatory Entry: *ACTIVATION DT*.	
194 — Entry must be > zero.	Missing Entry. The field must be a positive number. Enter the missing field.
256 — RECEIPT DT cannot be > 3 years from System DT.	Invalid Entry. The Receipt Date and System Date must be within three years of each other. Enter a valid date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
325 — DOC NBR and STOCK NBR entered must agree with DOC NBR and STOCK NBR of due in record.	Invalid Entry. Another due-in record exists with the same Document Number and different Stock Number. Check to make sure the STOCK NBR and DOC NBR are correct, and re-enter the information.
261 — JOB ORDER NBR/ DEPRN JOB ORDER NBR must contain a 12 - position Project and a 3 - position Sub - Project.	Missing Entry. The JOB ORDER NBR/DEPRN JOB ORDER NBR cannot be empty. Enter the information in the correct format.
659 — FNDNG COST CENTER invalid for LMP - must be	Invalid Entry. The LMP requires that the FNDNG COST CENTER be a specific format to comply

alphanumeric and 5 positions.	with regulations. Enter a valid cost center.
663 — DEPRN COST CENTER invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the DEPRN COST CENTER be a specific format to comply with regulations. Enter a valid cost center.
665 — DEPRN TASK CD invalid for LMP - must be 1, 2, or 4.	Invalid Entry. The LMP requires that the DEPRN TASK CD be a specific number (either 1, 2, or 4) to comply with regulations. Enter a valid TASK CD.
310 — DEPRN PRD must be between 24 and the maximum number of months allowed by regulation XXX.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.
302 — ACTIVATION DT must be > or = to ACQ DT.	Invalid Entry. The ACQ DT must be the same as or before the ACTIVATION DT. Re-enter the ACTIVATION DT.
283 — The ACQ COST difference from CTLG UNIT PRICE is: $xxxx.xx.	Invalid Entry. The difference between the CTLG UNIT PRICE and the ACQ COST is the specified amount. Double—check the amounts.
284 — The variance is: xx%.	Invalid Entry. The percentage difference between the two amounts is the specified amount. Double—check the entered amounts.
285 — The current Cost Variance Minimum threshold is: xx%.	Invalid Entry. The minimum percentage difference between the two amounts is the specified amount, which is larger than the current variance amount. Double—check the entered

	amounts.
358 — Embedded Cost Total is > ACQ COST / CMPN ACQ COST.	Invalid Entry. The ACQ COST / CMPN ACQ COST must be less than the Embedded Cost Total. Find a different component / complete equipment combination.
682 — Invalid UII format. POS 1 — 50 must be alphanumeric with POS 1 — 6 mandatory.	Invalid Entry. The UII must be at least 6 alphanumeric characters, and no more than 50 characters. Re-enter the UII.

Related Topics

- Asset Receiving Entry — ITRO
- Asset Receiving Entry — INPR
- Asset Receiving Entry — IAAR
- Asset Receiving Entry — IIAJ
- Asset Receiving Entry — IFOI
- Asset Receiving Entry — IDNT
- Asset Receiving Entry — ILOO
- Asset Receiving Entry — ILDI
- Mass Upload Assets
- Update an Asset Receiving Record
- View the Asset Receiving Transaction Status
- Export an Asset Receiving Report
- Add an Attachment

Asset Receiving Entry — IAAR — Administrative Adjustment

Overview

The Property Accountability module Asset Management Receiving process provides the ability to receive assets to ELMS.
The assets are either Serially managed (individual asset - one at a time), Component managed (a part of a total asset - one at a time, linked to the Higher Assemblage), or Bulk managed (group of assets - multiple assets at a time).

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Asset Management > Receiving > Asset Receiving > Type Action IAAR — Administrative Adjustment > Asset Receiving Tabs page

Page Fields

The following fields display on the **Asset Receiving — IAAR** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provides the list of instructions.

Basic Tab

Number	Value
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.

Catalog Tab

Number	Value
132	To search for CAGE CD, see https://cage.dla.mil.

Asset Entry Tab

Number	Value
24	(*) Asterisk identifies mandatory fields.
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.
195	Enter mandatory data, then select "Save" to populate grid.
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
197	Rows displayed from Pending TRANS, select "Edit" for each record to enter and/or update data, then select "Update".
198	When complete select "Add" to process single and/or multiple records.

Asset Receiving — IAAR

Basic Tab

Stock Nbr
UI

Item Desc
Type Action
Qty *
Acq Dt *
Cond Cd *
Doc Nbr *
Asset Cd *
Sys Id

End Item Serial and Component

Cptl Cd
Asset Sts
Origl In Svc Dt

Bulk

Lot Nbr
Expr Dt

Local Rcpt Dt
Rcvd By
iRAPT/WAWF Shpmt Id
Attachments
Remarks
History Remarks

Catalog Tab

Stock Nbr
UI
Item Desc
Type Action
Catalog Pilferable
Asset Pilferable
Mfr Data *
Mfr Name
Mfr Yr *
Mfr Model Nbr
License Managed
Mfr Part Nbr

End Item and Component

UII Sts Cd *

CAGE Cd
Non-Actbl
Supply Category Management Cd

Accounting Tab

Stock Nbr
UI
Item Desc
Type Action
Fund Cd/ASN *
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd *
Job Order Nbr
LOA
Exp Cd
Dlvy Ord Nbr

Loan Cd

Loan Address
Loan Start Dt
Loan End Dt

Lease Cd

Lease Address
Lease Start Dt
Lease End Dt

Contract Tab

Stock Nbr
UI
Item Desc
Type Action
Cntr / PO Nbr
SPIIN
CLIN
SLIN
ACRN

Depreciation Tab

Stock Nbr
UI
Item Desc
Type Action
Activate Depreciation
Activation Dt *
Deprn Period *
Salvage Value
Prior Deprn SL
Prior Deprn AB
Deprn Util Svc Life
Prior Deprn Util Qty
Deprn Cost Center
Depn Cost Center Desc
Deprn Job Ord Nbr

Agency Tab

Stock Nbr
UI
Item Desc
Type Action

Asset Entry Tab

Stock Nbr
UI
Item Desc
Type Action

End Item Serial and Component

Inv by Serial Nbr
Auto Assign
Asset Id Prefix
Custodian Nbr *
UII
Serial Nbr *
DoD Serial Nbr
Loc *
Sub Loc

Bulk

Custodian Nbr *
Loc *
Sub Loc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Asset

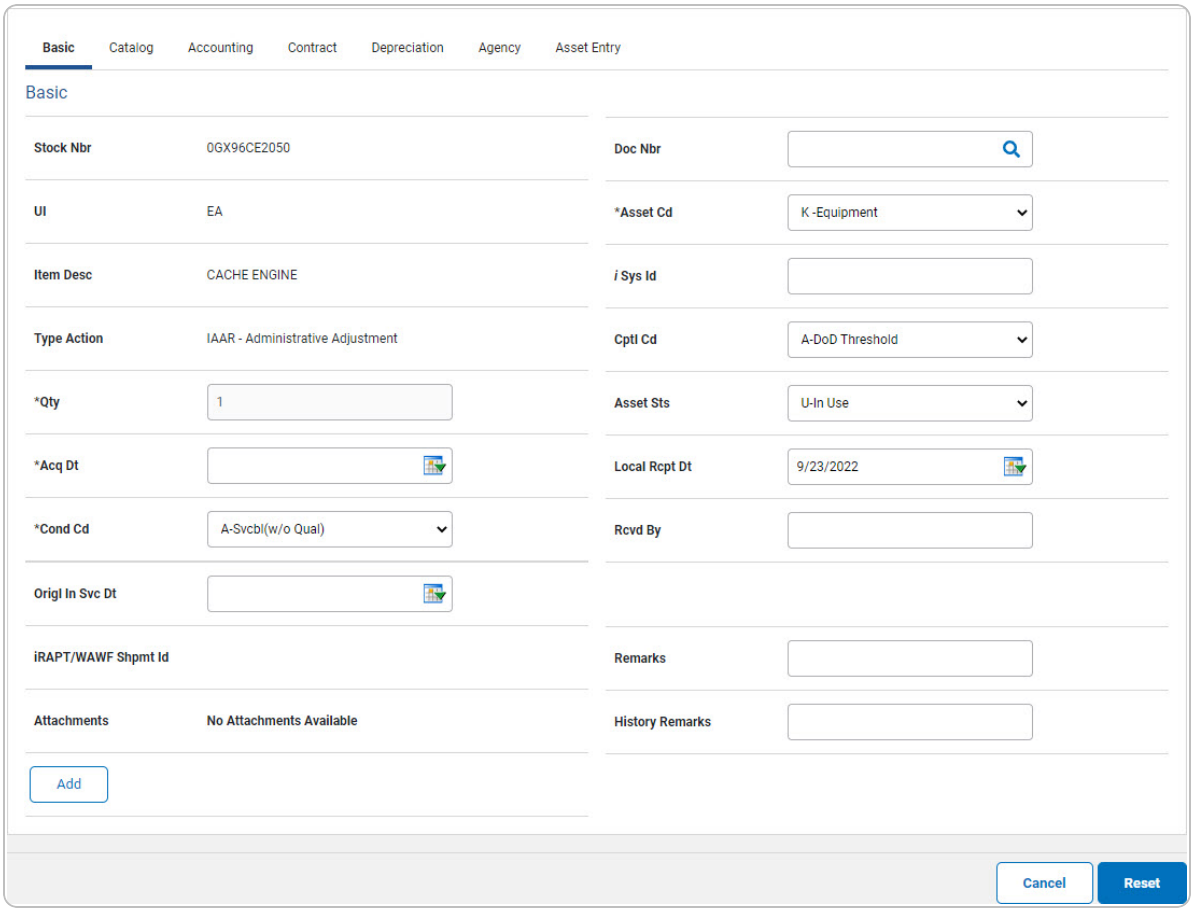
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. In the Asset Management menu, choose Receiving. *The* ***Asset Receiving Data Entry*** *page appears.*
2. Choose Type Action ***IAAR — Administrative Adjustment***
3. Select Continue. *The Basic tab displays.*
   A. *The STOCK NBR automatically populates and is not editable.*
   B. *The UI automatically populates and is not editable.*
   C. *The ITEM DESC automatically populates and is not editable.*
   D. *The Type Action automatically populates and is not editable.*
   E. *The QTY field changes - see below for instructions.*
   F. Use to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
   G. Use to select the Cond Cd.
   H. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse

I. Use to select the Asset Cd.

End Item Serial



a. *The QTY automatically populates and is not editable.*

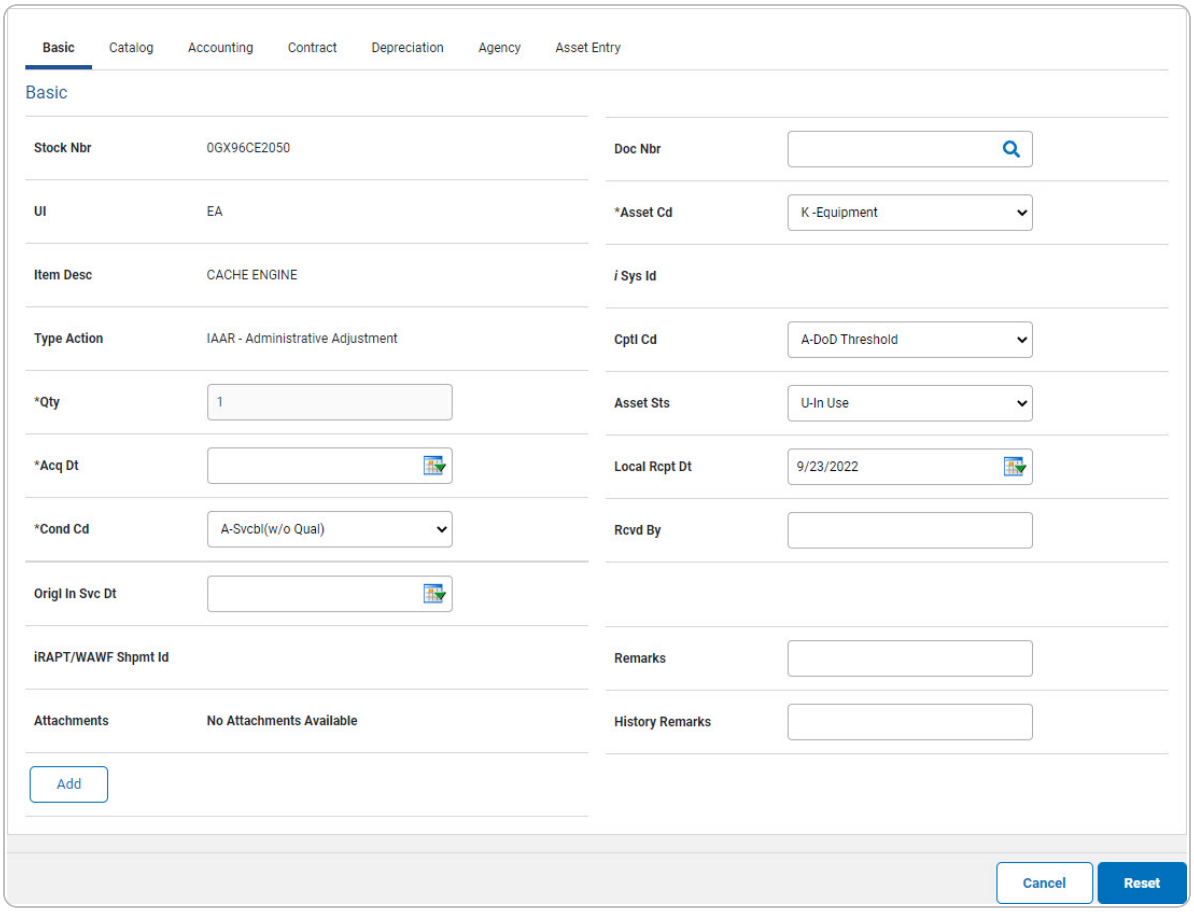
b. Enter the SYS ID in the field provided. *This is a 30 alphanumeric character field.*

c. Use to select the Cptl Cd.

d. Use to select the Asset Sts.

e. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

Component



a. *The QTY automatically populates and is not editable.*

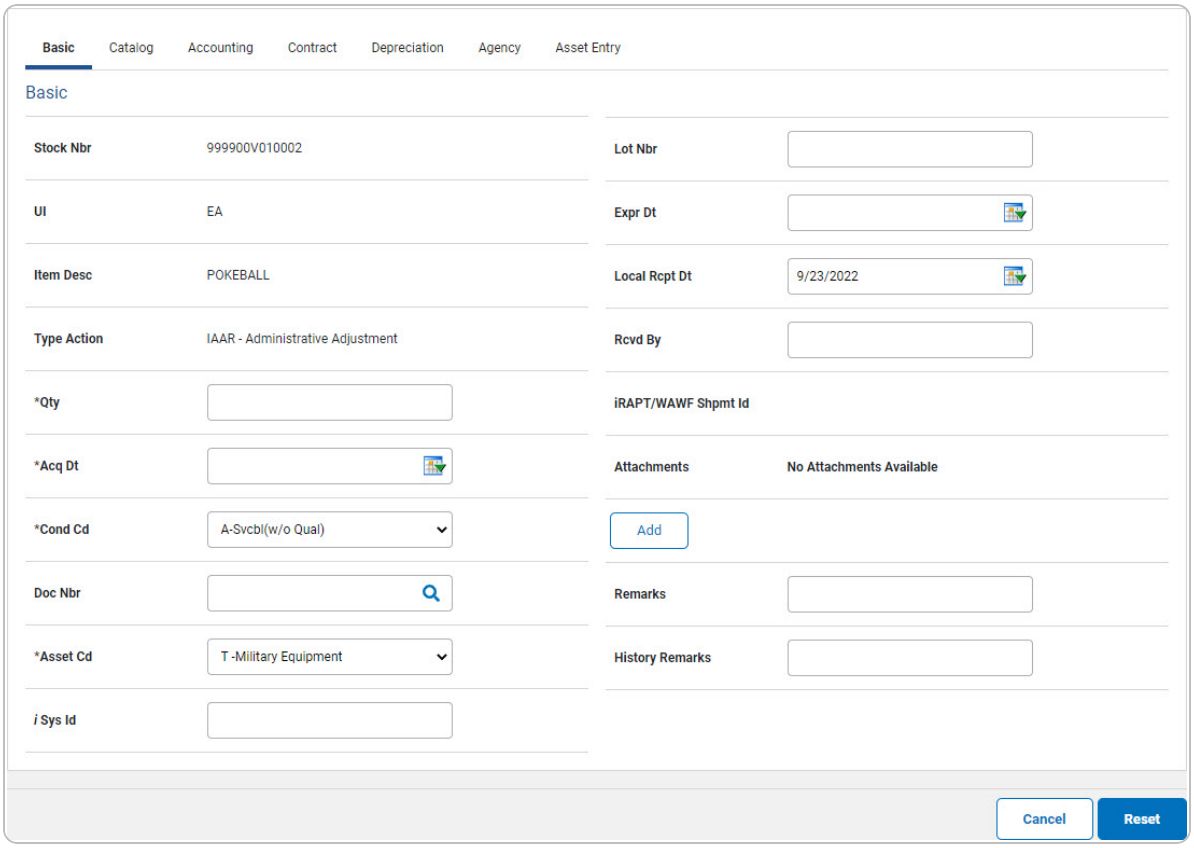
b. *The SYS ID automatically populates and is not editable.*

c. Use to select the Cptl Cd.

d. Use to select the Asset Sts.

e. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

Bulk



a. Enter the QTY in the field provided. *This is a 6 numeric character field.*

b. Enter the SYS ID in the field provided. *This is a 30 alphanumeric character field.*

c. Enter the LOT NBR in the field provided. *This is a 20 alphanumeric character field.*

d. Use to select the EXPR DT, or enter the date (MM/DD/YYYY) in the field provided.

J. Use to select the Local RCPT DT, or enter the date (MM/DD/YYYY) in the field provided.

K. Enter the RCVD BY in the field provided. *This is a 20 alphanumeric character field.*

L. *The IRAPT/WAWF SHPMT ID automatically populates and is not editable.*

M. Select Add. *The **Add an Attachment** page appears.*

N. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

O. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

4. Select Catalog. *The **Catalog Tab** displays.*

A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. *The Catalog Pilferable automatically populates and is not editable.*

F. Click ☐ to select Asset Pilferable. *This notates that the asset is small enough to be easily stolen.*

G. Enter the MFR DATA, or use 🔍 to browse for the entry. *This is a 36 alphanumeric character field.*

Manufacturer Data Browse

H. *The MFR NAME automatically populates and is not editable.*

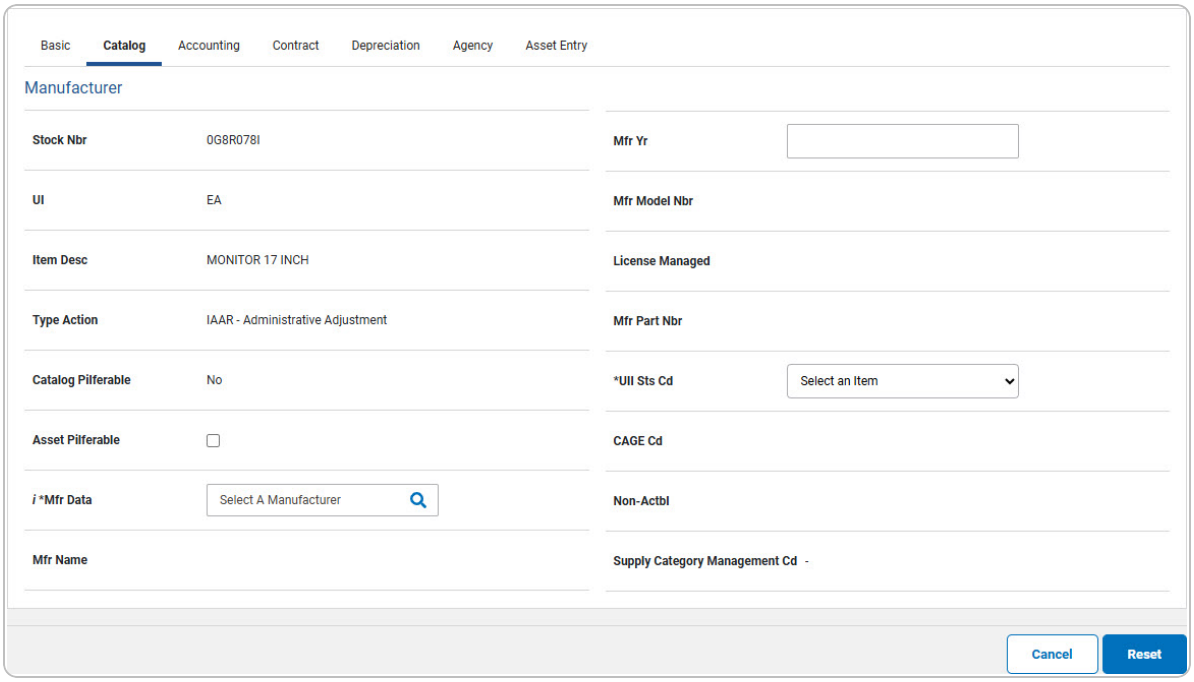
I. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

J. *The MFR MODEL NBR automatically populates and is not editable.*

K. *The License Managed automatically populates and is not editable.*

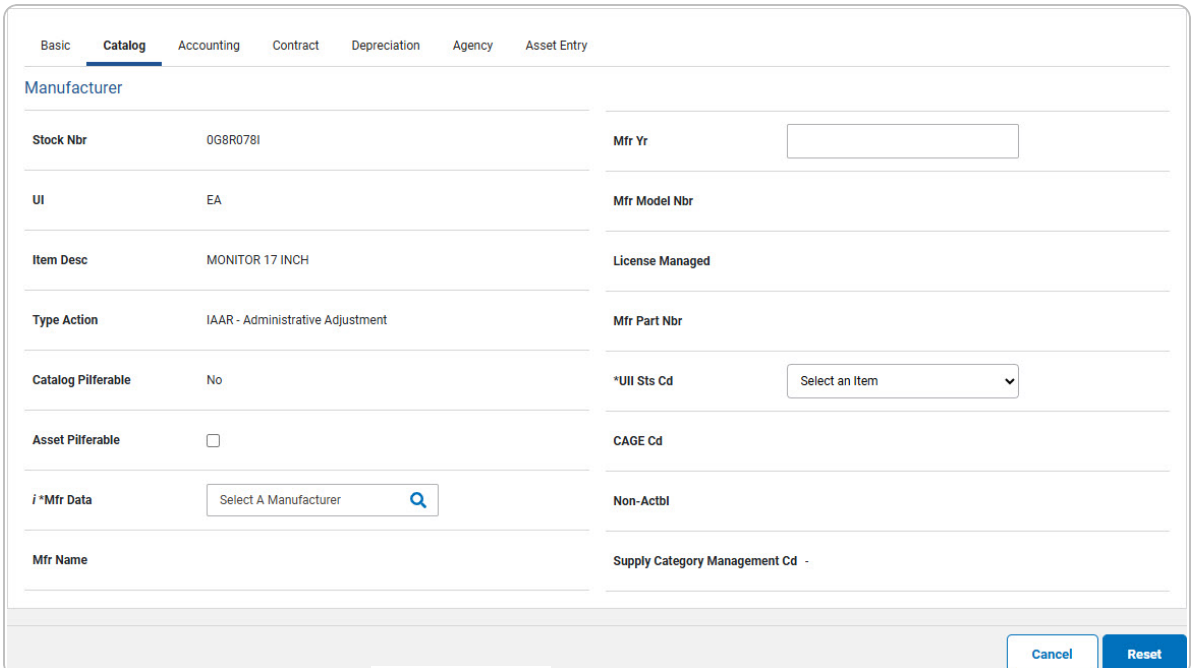
L. *The MFR PART NBR automatically populates and is not editable.*

End Item Serial



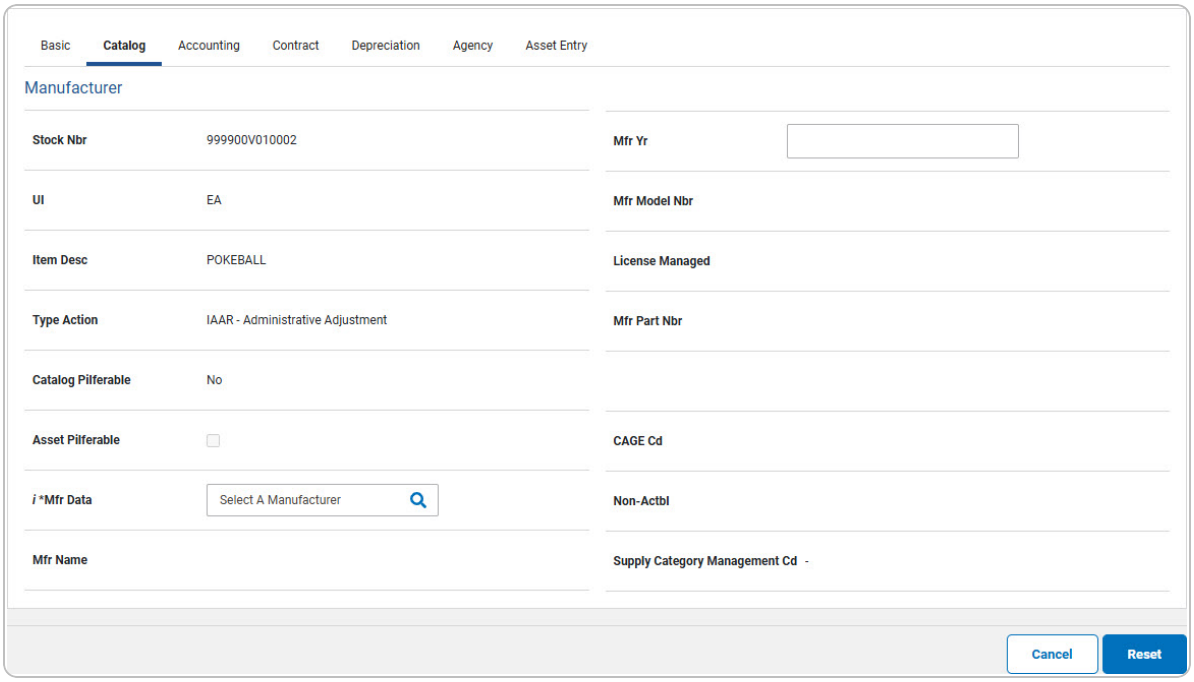
a. Use to select the UII Sts Cd.

Component



a. Use ⌄ to select the UII Sts Cd.

Bulk



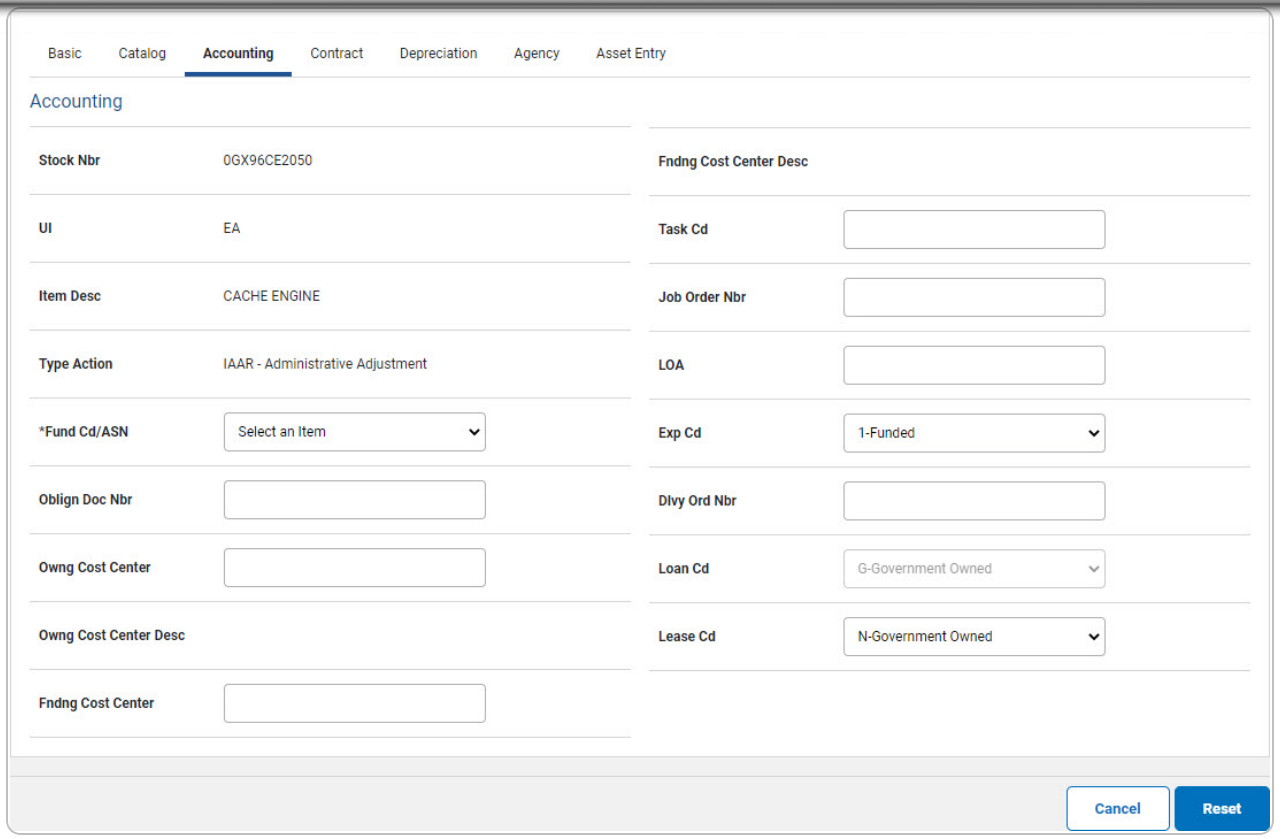
no additional fields

M. *The CAGE CD automatically populates and is not editable.*

N. *The NON-ACTBL automatically populates and is not editable.*

O. *The Supply Category Management CD automatically populates and is not editable.*

5. Select Accounting. *The **Accounting Tab** displays.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Use ⌄ to select the Fund Cd/ASN.

F. Update the OBLIGN DOC NBRentering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

G. Enter the OWNG COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

H. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

I. Enter the FNDNG COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

J. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

K. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

M. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse

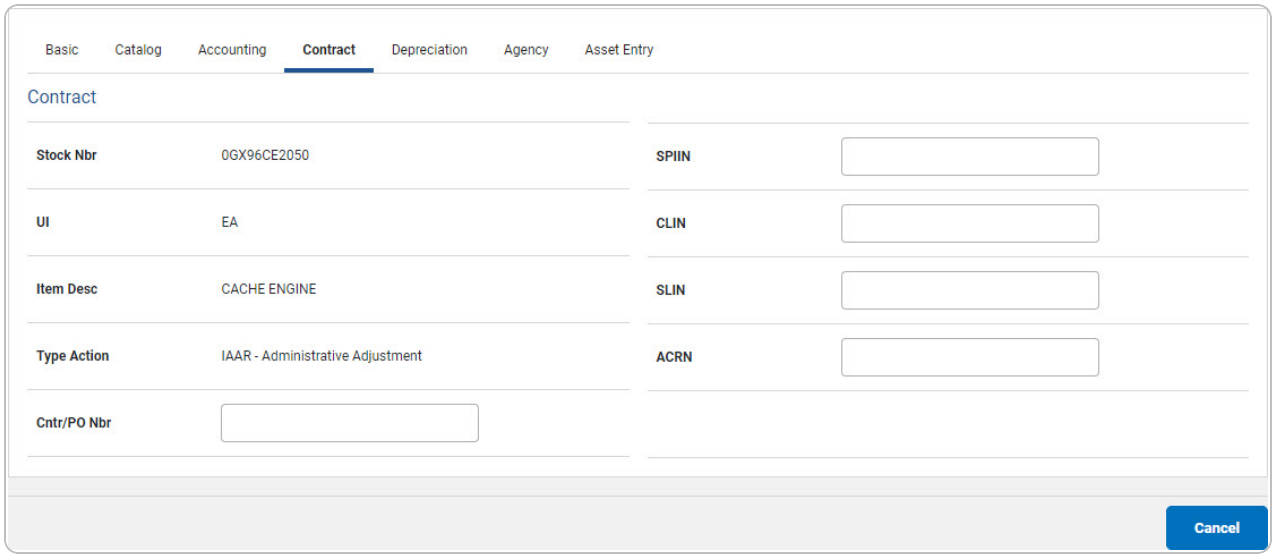
N. Use to select the Exp Cd.

O. Enter the DLVY ORD NBR in the field provided. *This is a 11 alphanumeric character field.*

P. *The LOAN CD automatically populates and is not editable.*

Q. Use to select the Lease Cd.

6. Select Contract. *The **Contract Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Enter the CNTR/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

F. Enter the SPIIN in the field provided. *This is a 6 alphanumeric character field.*

G. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

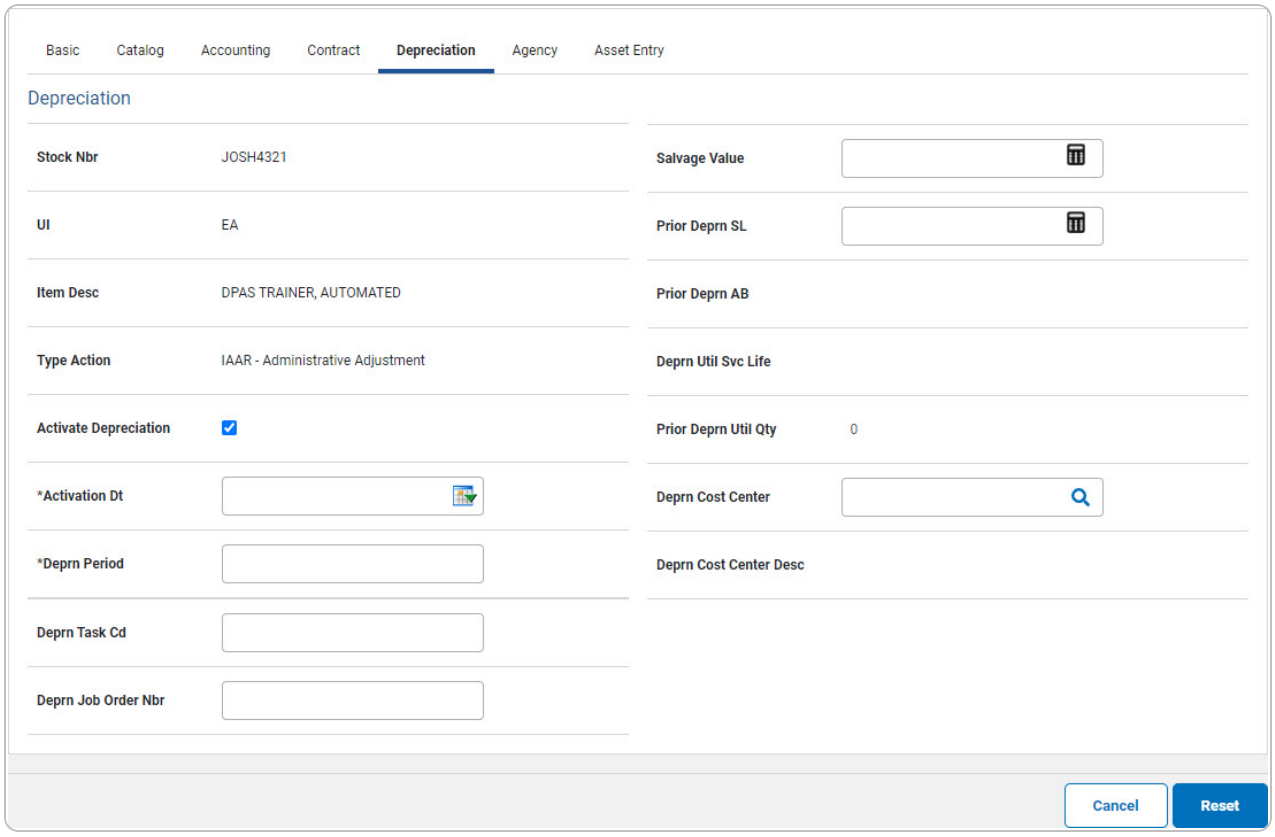
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

I. Enter the ACRN in the field provided. *This is a 2 alphanumeric character field.*

7. Select Depreciation. *The **Depreciation Tab** appears.*

Note

If the asset cannot be depreciated, the warning "Depreciation tab may only be used on depreciable assets" appears, and the fields on this tab are all read-only.



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Click ☐ to select Activate Depreciation. *This notates that the asset is depreciable.*

F. Use to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.

G. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*

H. Update the Salvage Value, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

Salvage Value Calculator

I. Update the PRIOR DEPRN SL, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

Prior Depreciation Calculator

J. *The PRIOR DEPRN AB automatically populates and is not editable.*

K. *The DEPRN UTIL SVC LIFE automatically populates and is not editable.*

L. *The PRIOR DEPRN UTIL QTY automatically populates and is not editable.*

M. Enter the DEPRN COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

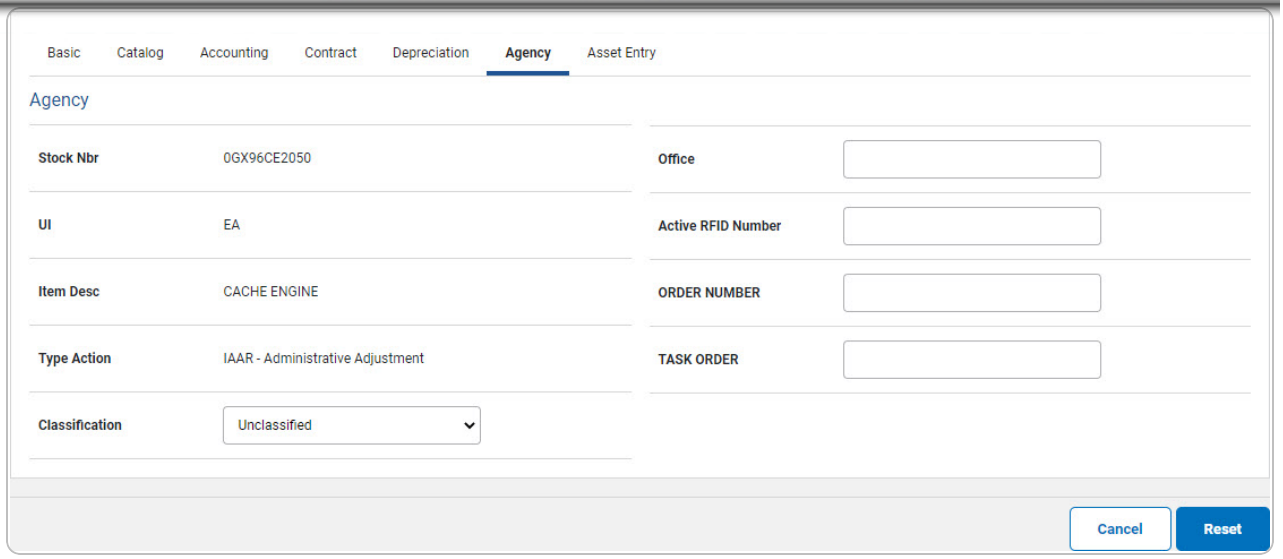
Cost Center Browse

N. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

O. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

P. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

8. Select Agency. *The **Agency Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

Note

Any additional fields on this tab varies by agency and are not ELMS controlled.

9. Select Asset Entry. *The **Asset Entry Tab** appears.*

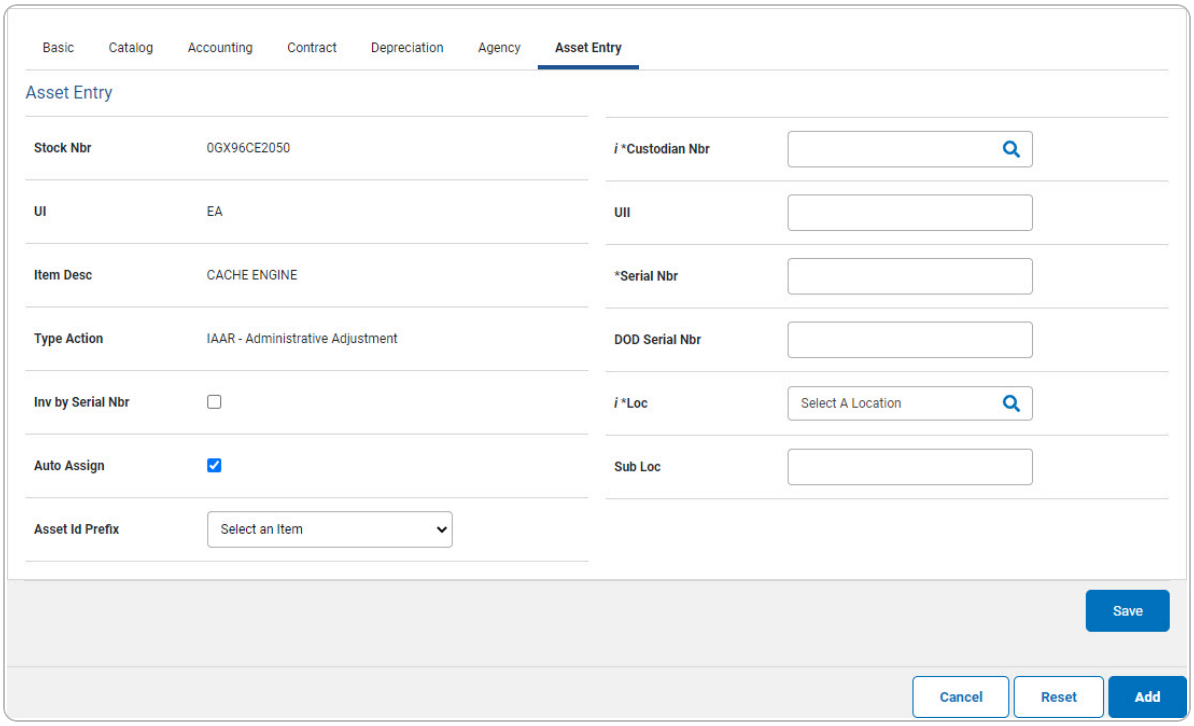
A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

End Item Serial



a. Click ☐ to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*

b. Click ☐ to select Auto Assign. *This makes the asset assigned automatically.*

c. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*

d. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

Custodian Browse

e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

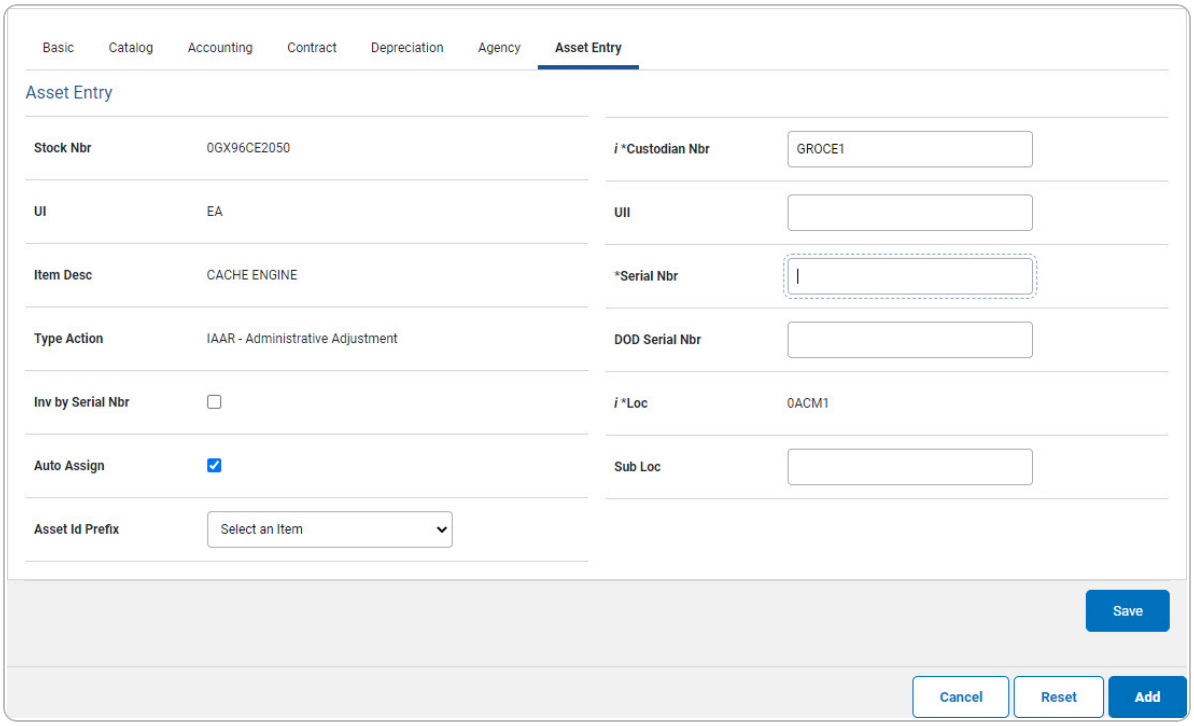
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

h. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

i. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Component



a. Click ☐ to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*

b. Click ☐ to select Auto Assign. *This makes the asset assigned automatically.*

c. Use ⌄ to select the Asset Id Prefix.

d. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

Custodian Browse

e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

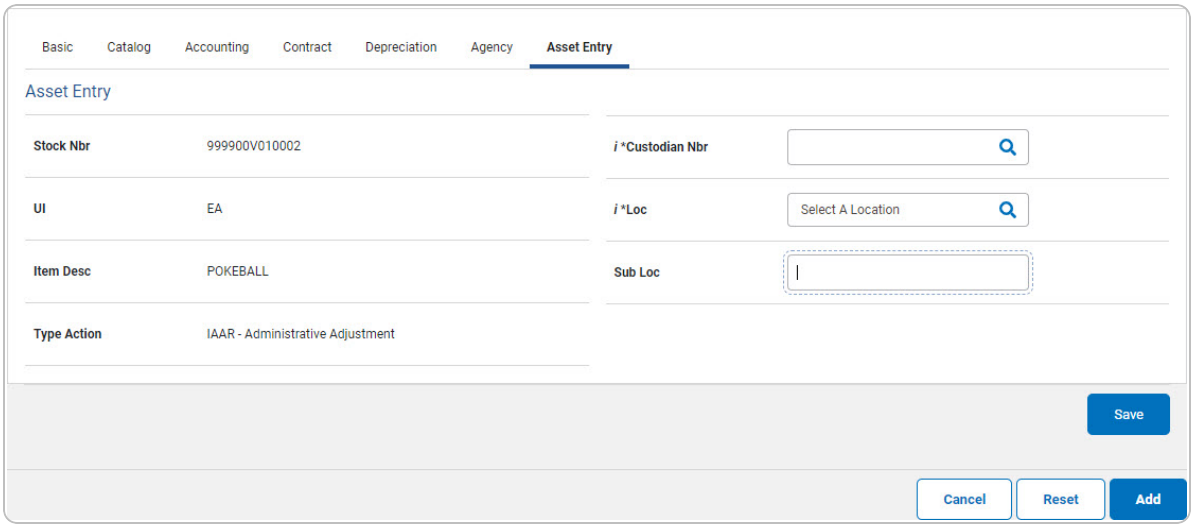
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

h. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

i. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Bulk



a. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

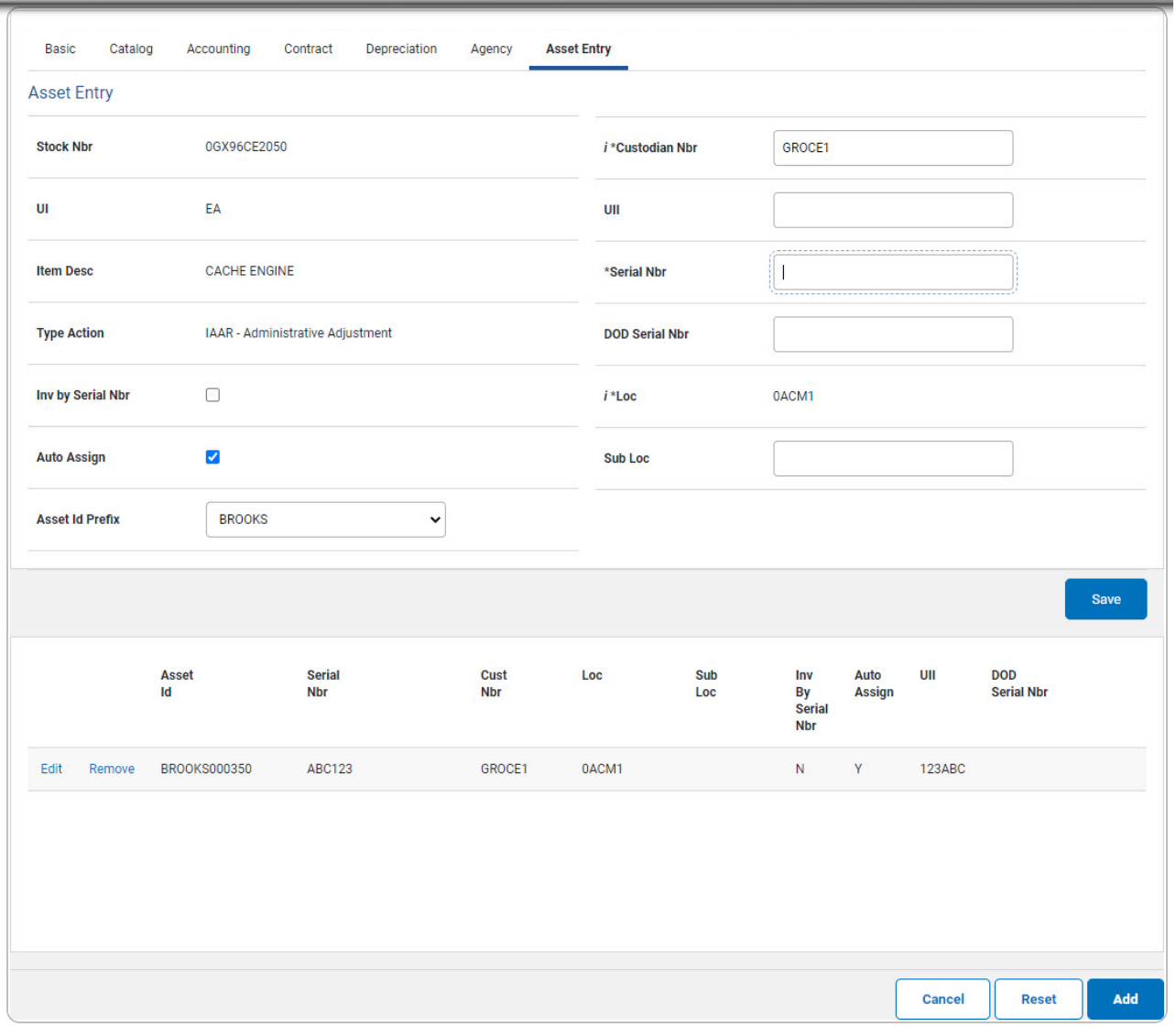
Custodian Browse

b. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

c. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

10. Select Save. *The new asset is added to the list panel.*



Choose how to proceed from here:

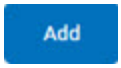
Edit the Asset

Select the Edit hyperlink. *The **Asset Receiving Update** page appears.*

Remove the Asset from the Receiving Record

Select the Remove hyperlink. *The record is removed form the Save list panel.*

Add the Asset

Select 

. *The **Asset Receiving Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
203 — STOCK NBR is bulk managed.	Invalid Entry. The STOCK NBR entered is already Bulk Managed, and cannot be changed to Serially Managed. Check to make sure the STOCK NBR is correct, and re-enter the number.
13 — Mandatory Entry: *Type Action*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry:	

STOCK NBR.	

13 — Mandatory Entry: *ACQ COST*.	
13 — Mandatory Entry: *HA ASSET ID*.	
13 — Mandatory Entry: *ACQ DT*.	
13 — Mandatory Entry: *DOC NBR*.	
13 — Mandatory Entry: *MFR DATA*.	
13 — Mandatory Entry: *MFR YR*.	
13 — Mandatory Entry: *OWNG COST CENTER*.	
13 — Mandatory Entry: *FNDNG COST CENTER*.	
13 — Mandatory Entry: *FUND CD/ASN*.	
13 — Mandatory Entry: *ACTIVATION DT*.	

194 — Entry must be > zero.	Missing Entry. The field must be a positive number. Enter the missing field.
256 — Receipt Dt cannot be > 3 years from System Dt.	Invalid Entry. The Receipt Date and System Date must be within three years of each other. Enter a valid date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
325 — Doc Nbr and Stock Nbr entered must agree with Doc Nbr and Stock Nbr of due in record.	Invalid Entry. Another due-in record exists with the same Document Number and different Stock Number. Check to make sure the Stock Nbr and Doc Nbr are correct, and re-enter the information.
261 — Job Order Nbr/ Deprn Job Order Nbr must contain a 12 - position Project and a 3 - position Sub - Project.	Missing Entry. The Job Order Nbr/Deprn Job Order Nbr cannot be empty. Enter the information in the correct format.
659 — Fndng Cost Center invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the Fndng Cost Center be a specific format to comply with regulations. Enter a valid cost center.
663 — Deprn Cost Center invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the Deprn Cost Center be a specific format to comply with regulations. Enter a valid cost center.

665 — DEPRN TASK CD invalid for LMP - must be 1, 2, or 4.	Invalid Entry. The LMP requires that the DEPRN TASK CD be a specific number (either 1, 2, or 4) to comply with regulations. Enter a valid TASK CD.
310 — DEPRN PRD must be between 24 and the maximum number of months allowed by regulation XXX.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.
302 — ACTIVATION DT must be > or = to ACQ DT.	Invalid Entry. The ACQ DT must be the same as or before the ACTIVATION DT. Re-enter the ACTIVATION DT.
283 — The ACQ COST difference from CTLG UNIT PRICE is: $xxxx.xx.	Invalid Entry. The difference between the CTLG UNIT PRICE and the ACQ COST is the specified amount. Double—check the amounts.
284 — The variance is: xx%.	Invalid Entry. The percentage difference between the two amounts is the specified amount. Double—check the entered amounts.
285 — The current Cost Variance Minimum threshold is: xx%.	Invalid Entry. The minimum percentage difference between the two amounts is the specified amount, which is larger than the current variance amount. Double—check the entered amounts.
358 — Embedded Cost Total is > ACQ COST / CMPN ACQ COST.	Invalid Entry. The ACQ COST / CMPN ACQ COST must be less than the Embedded Cost Total. Find a different component / complete equipment combination.

682 — Invalid UII format. Pos 1 — 50 must be alpha-numeric with pos 1 — 6 mandatory.	Invalid Entry. The UII must be at least 6 alpha-numeric characters, and no more than 50 characters. Re-enter the UII.
xxxx — Depreciation tab may only be used on depreciable assets.	Invalid Entry.

Related Topics

- Enter an Asset Receiving Record
- Asset Receiving Entry — ITRO
- Asset Receiving Entry — INPR
- Asset Receiving Entry — IIAJ
- Asset Receiving Entry — IFOI
- Asset Receiving Entry — IDNT
- Asset Receiving Entry — ILOO
- Asset Receiving Entry — ILDI
- Mass Upload Assets
- Update an Asset Receiving Record
- View the Asset Receiving Transaction Status
- Export an Asset Receiving Report
- Add an Attachment

Asset Receiving Entry — IDNT — Donated (Receipt)

Overview

The Property Accountability module Asset Management Receiving process provides the ability to receive assets to ELMS.
The assets are either Serially managed (individual asset - one at a time), Component managed (a part of a total asset - one at a time, linked to the Higher Assemblage), or Bulk managed (group of assets - multiple assets at a time).

Navigation

Asset Management > Receiving > Asset Receiving > Type Action IDNT — Donated (Receipt) > Asset Receiving Tabs page

Page Fields

The following fields display on the **Asset Receiving — IDNT** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provides the list of instructions.

Basic Tab

Number	Value
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.

Catalog Tab

Number	Value

132	To search for CAGE CD, see https://cage.dla.mil.

Depreciation Tab

Number	Value
168	DEPRN Period may be between 24 months and the maximum number of months allowed by regulation
328	DEPRN UTIL SVC LIFE must be > "0" for Activity Based DEPRN".

Agency Tab

Number	Value
385	When Catalog LIN/TAMCN and AUTHN LIN/TAMCN are different, a Substitute record will be generated.

Asset Entry Tab

Number	Value
24	(*) Asterisk identifies mandatory fields.
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.

2	Select "ACTBL UIC" from the ACTBL UIC/UIC dropdown list.
195	Enter mandatory data, then select "Save" to populate grid.
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
197	Rows displayed from Pending TRANS, select "Edit" for each record to enter and/or update data, then select "Update".
198	When complete select "Add" to process single and/or multiple records.

Asset Receiving — IDNT

Basic Tab

Stock Nbr
UI
Item Desc
Type Action
Qty *
Acq Dt *
Cond Cd *
Doc Nbr
Asset Cd *
Sys Id

End Item Serial and Component

Cptl Cd
Asset Sts
Origl In Svc Dt

Bulk

Lot Nbr

Expr Dt

Local Rcpt Dt
Rcvd By
iRAPT/WAWF Shpmt Id
Attachments
Remarks
History Remarks

Catalog Tab

Stock Nbr
UI
Item Desc
Type Action
Catalog Pilferable
Asset Pilferable
Mfr Data *
Mfr Name
Mfr Yr *
Mfr Model Nbr
License Managed
Mfr Part Nbr

End Item and Component

UII Sts Cd *

CAGE Cd
Non-Actbl
Supply Category Management Cd

Accounting Tab

Stock Nbr
UI
Item Desc
Type Action
Fund Cd/ASN *
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd *
Job Order Nbr

LOA
Exp Cd
Dlvy Ord Nbr
Transfer Type *
Trading Partner Nbr
Trading Dept Cd
Trading Basic Symbol
Trading Subhead

Loan Cd

Loan Address
Loan Start Dt
Loan End Dt

Lease Cd

Lease Address
Lease Start Dt
Lease End Dt

Contract Tab

Stock Nbr
UI
Item Desc
Type Action
Cntr / PO Nbr
SPIIN
CLIN
SLIN
ACRN

Depreciation Tab

Stock Nbr
UI
Item Desc
Type Action
Activate Depreciation
Activation Dt *
Deprn Period *
Salvage Value
Prior Deprn SL
Prior Deprn AB
Deprn Util Svc Life
Prior Deprn Util Qty

Deprn Cost Center
Depn Cost Center Desc
Deprn Job Ord Nbr

Agency Tab

Stock Nbr
UI
Item Desc
Type Action

Asset Entry Tab

Stock Nbr
UI
Item Desc
Type Action

End Item Serial and Component

Inv by Serial Nbr
Auto Assign
Asset Id Prefix
Custodian Nbr *
Serial Nbr *
DoD Serial Nbr
Loc *
Sub Loc

Bulk

Custodian Nbr *
Loc *
Sub Loc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Asset

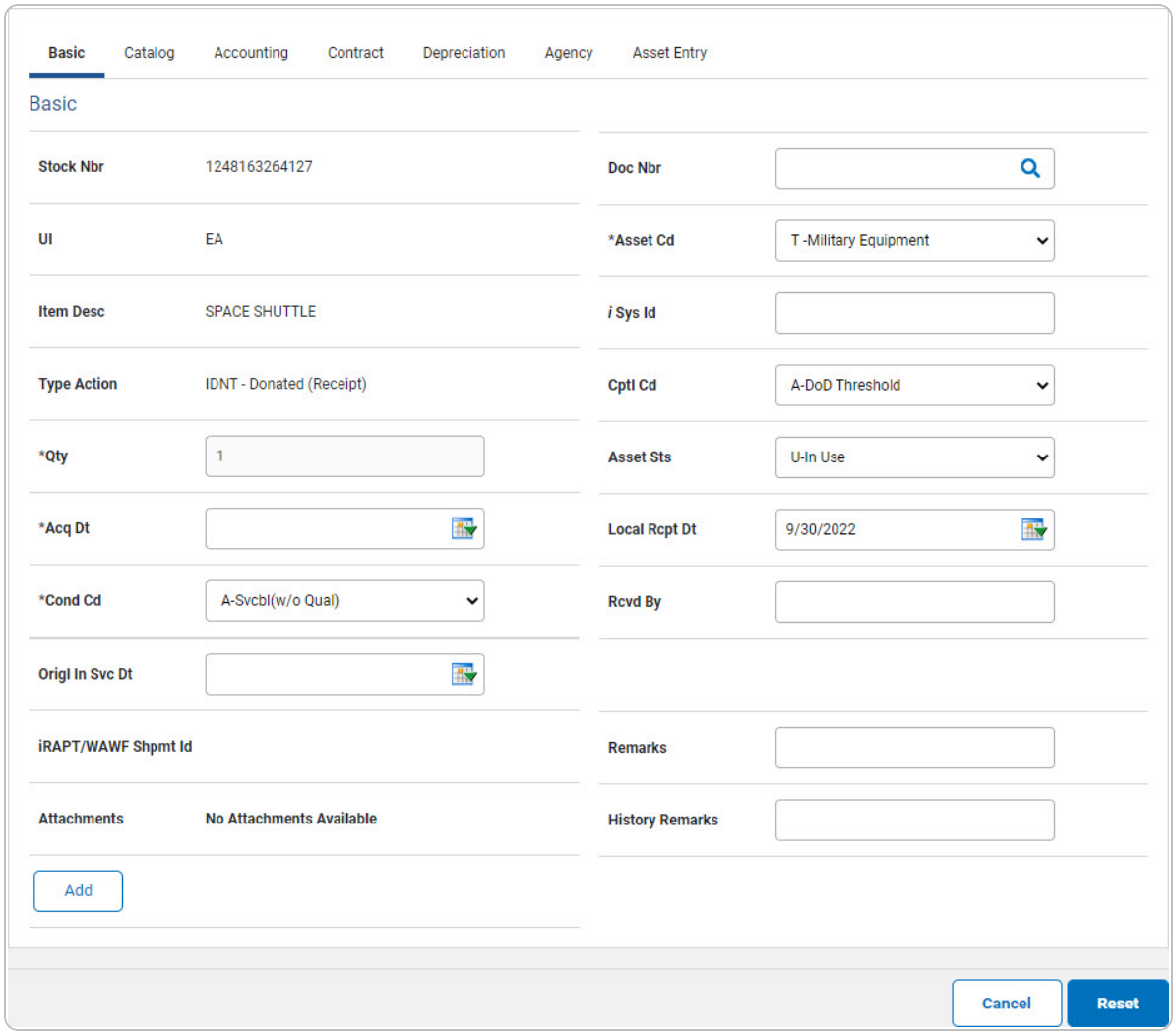
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. In the Asset Management menu, choose Receiving. *The* ***Asset Receiving Data Entry*** *page appears.*
2. Choose Type Action ***IDNT — Donated (Receipt)***
3. Select Continue. *The Basic tab displays.*
   A. *The STOCK NBR automatically populates and is not editable.*
   B. *The UI automatically populates and is not editable.*
   C. *The ITEM DESC automatically populates and is not editable.*
   D. *The Type Action automatically populates and is not editable.*
   E. *The QTY field changes - see below for instructions.*
   F. Use to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
   G. Use to select the Cond Cd.
   H. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

      Document Number Browse

   I. Use to select the Asset Cd.
   J. Enter the SYS ID in the field provided. *This is a 30 alphanumeric character field.*

End Item Serial



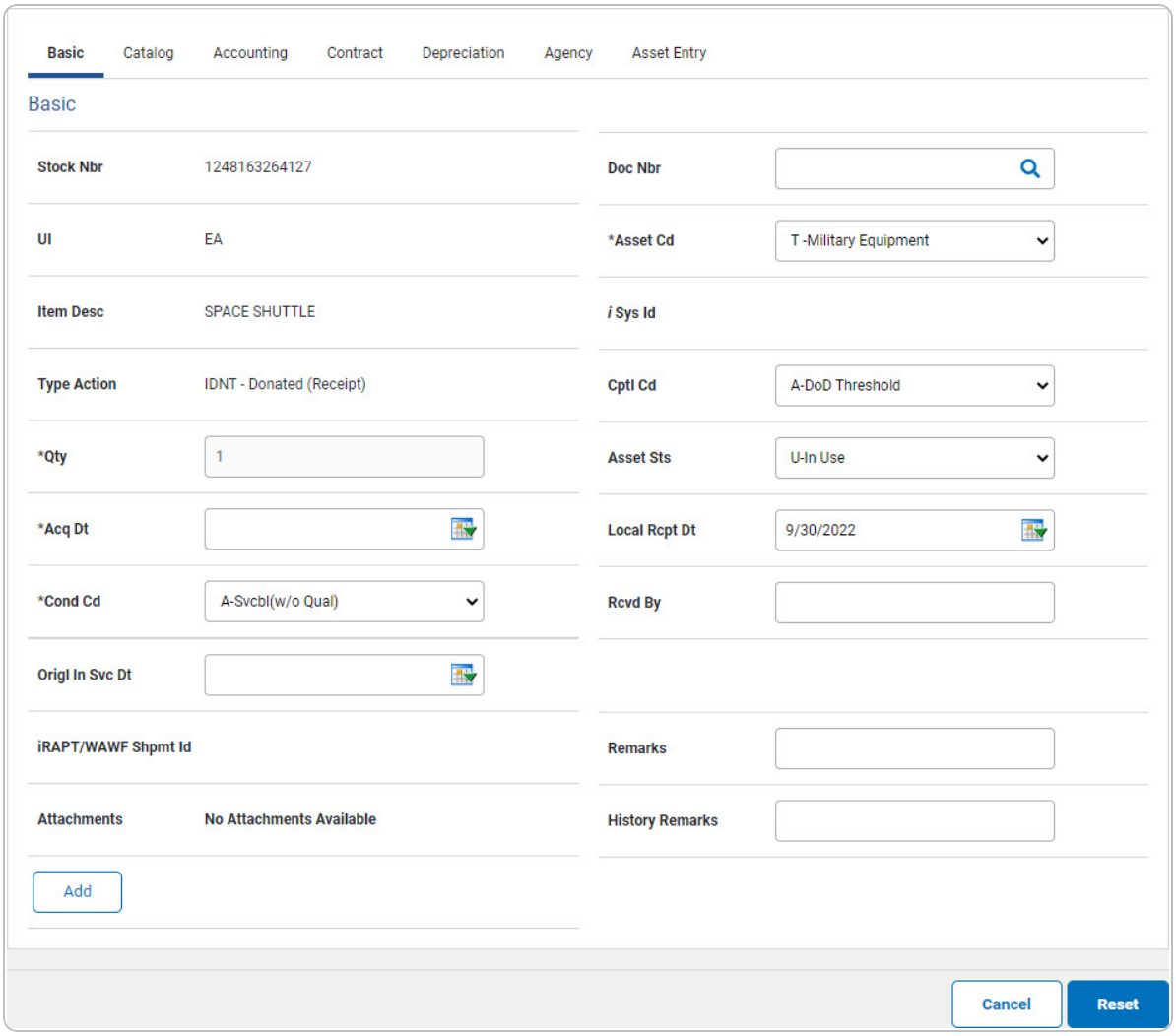
a. *The QTY automatically populates and is not editable.*

b. Use to select the Cptl Cd.

c. Use to select the Asset Sts.

d. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

Component



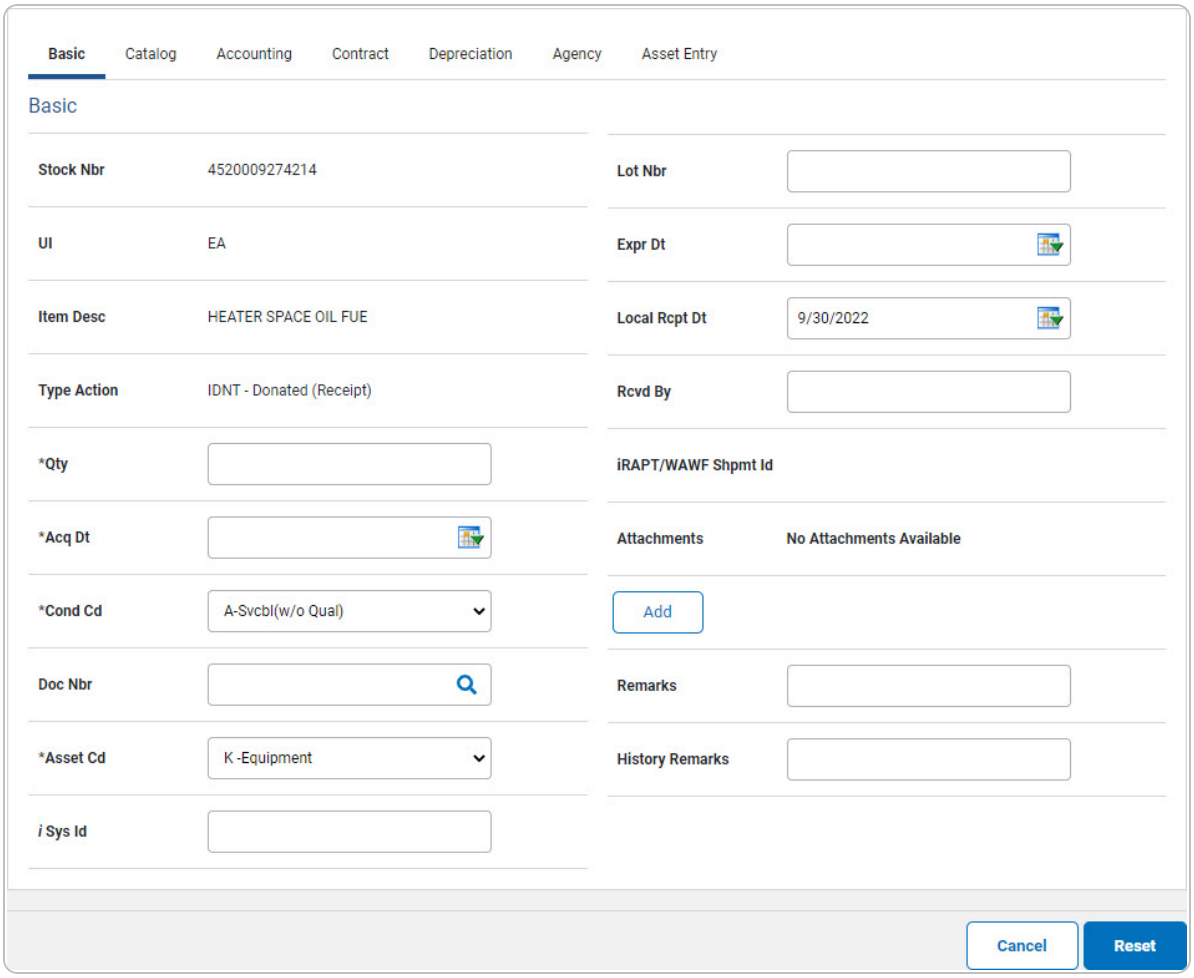
a. *The QTY automatically populates and is not editable.*

b. Use to select the Cptl Cd.

c. Use to select the Asset Sts.

d. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

Bulk



a. Enter the QTY in the field provided. *This is a 6 numeric character field.*

b. Enter the LOT NBR in the field provided. *This is a 20 alphanumeric character field.*

c. Use to select the EXPR DT, or enter the date (MM/DD/YYYY) in the field provided.

K. Use to select the Local RCPT DT, or enter the date (MM/DD/YYYY) in the field provided.

L. Enter the RCVD BY in the field provided. *This is a 20 alphanumeric character field.*

M. *The IRAPT/WAWF SHPMT ID automatically populates and is not editable.*

N. Select Add. *The **Add an Attachment** page appears.*

O. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

P. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

4. Select Catalog. *The **Catalog Tab** displays.*

A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. *The Catalog Pilferable automatically populates and is not editable.*

F. Click ☐ to select Asset Pilferable. *This notates that the asset is small enough to be easily stolen.*

G. Enter the MFR DATA, or use 🔍 to browse for the entry. *This is a 36 alphanumeric character field.*

Manufacturer Data Browse

H. *The MFR NAME automatically populates and is not editable.*

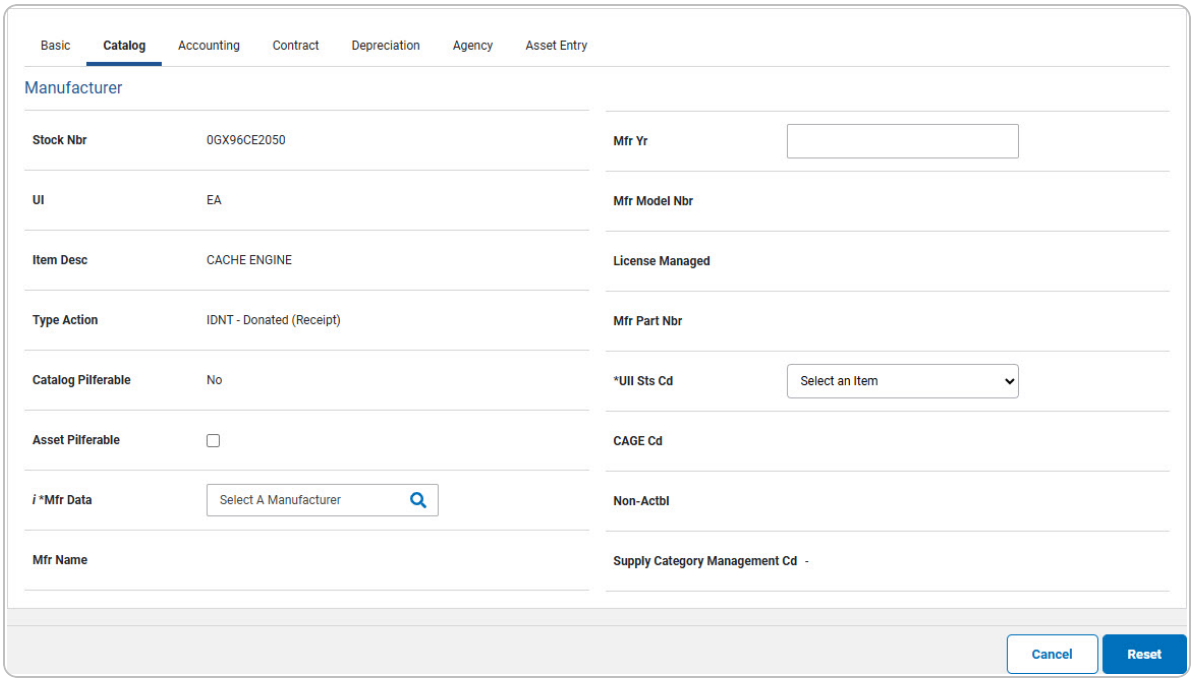
I. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

J. *The MFR MODEL NBR automatically populates and is not editable.*

K. *The License Managed automatically populates and is not editable.*

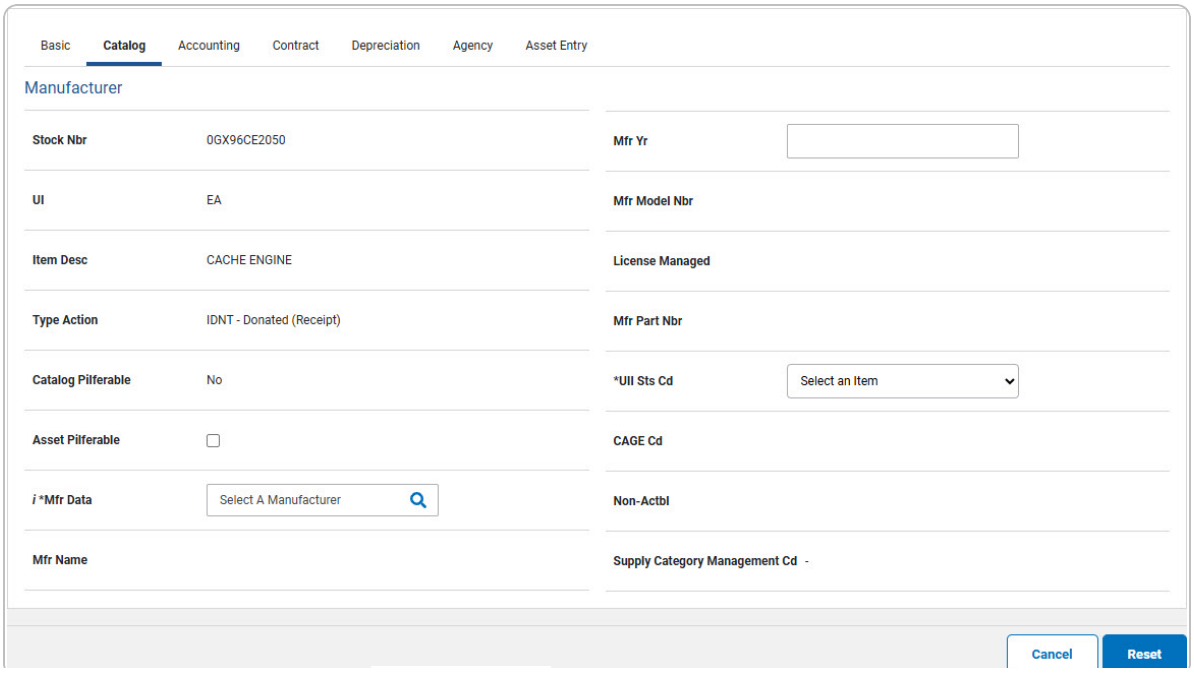
L. *The MFR PART NBR automatically populates and is not editable.*

End Item Serial



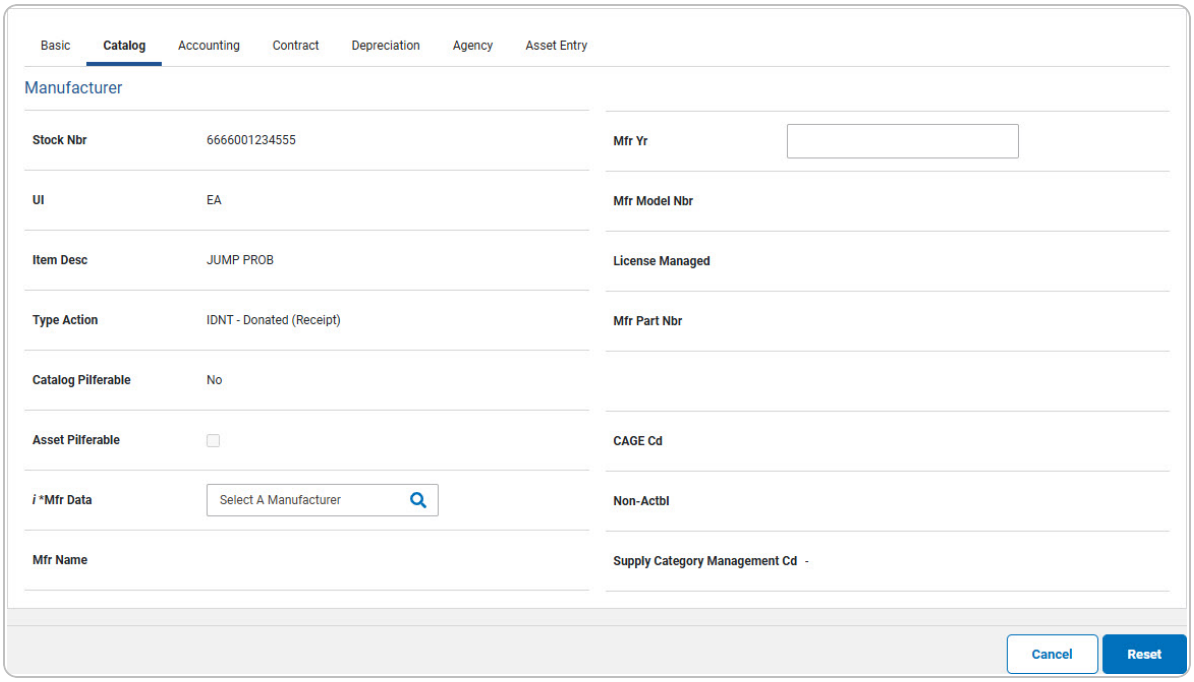
a. Use ⌄ to select the UII Sts Cd.

Component



a. Use ⌄ to select the UII Sts Cd.

Bulk



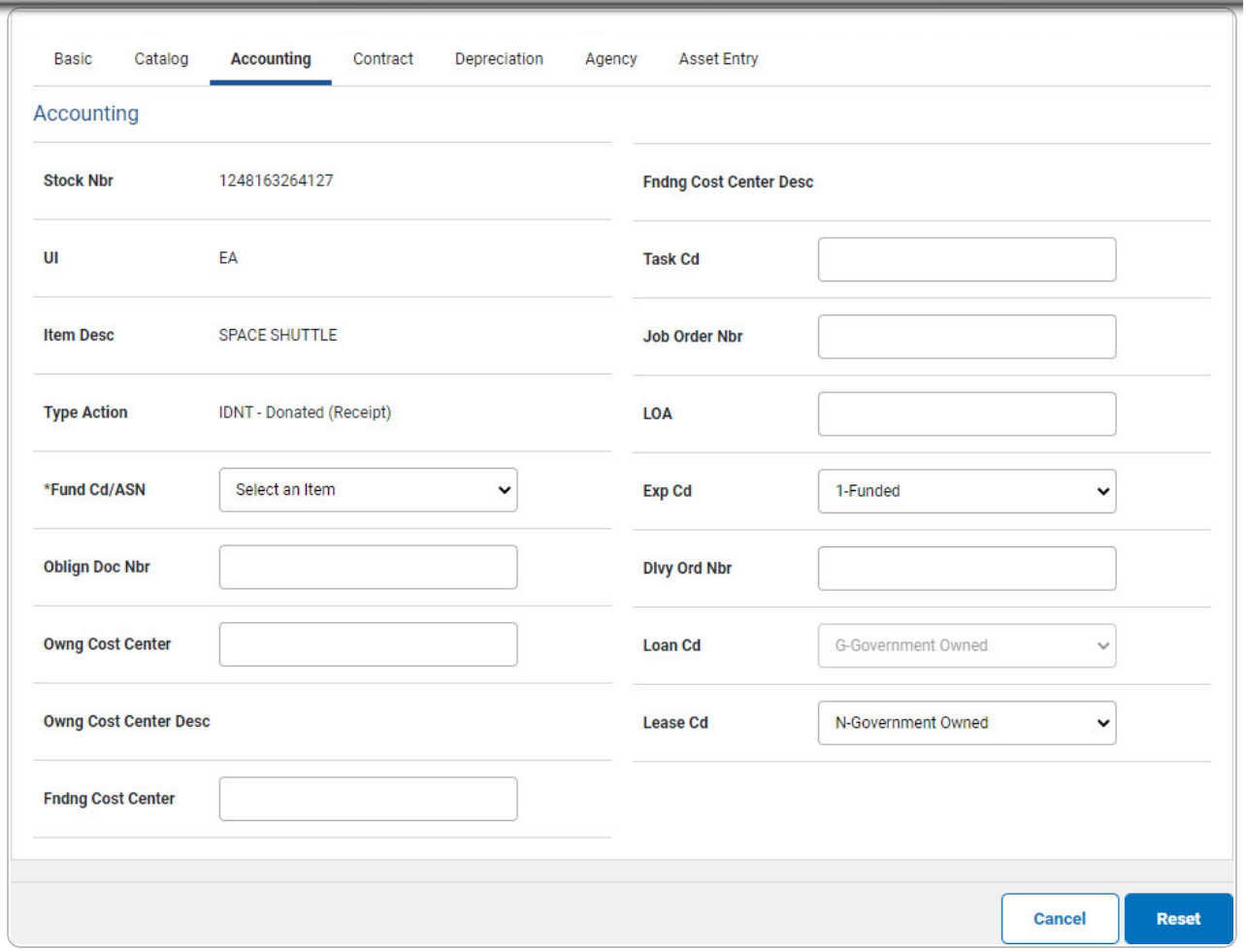
no additional fields

M. *The CAGE CD automatically populates and is not editable.*

N. *The NON-ACTBL automatically populates and is not editable.*

O. *The Supply Category Management CD automatically populates and is not editable.*

5. Select Accounting. *The **Accounting Tab** displays.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Use ⌄ to select the Fund Cd/ASN.

F. Update the OBLIGN DOC NBRentering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

G. Enter the OWNG COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

H. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

I. Enter the FNDNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

J. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

K. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

M. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse

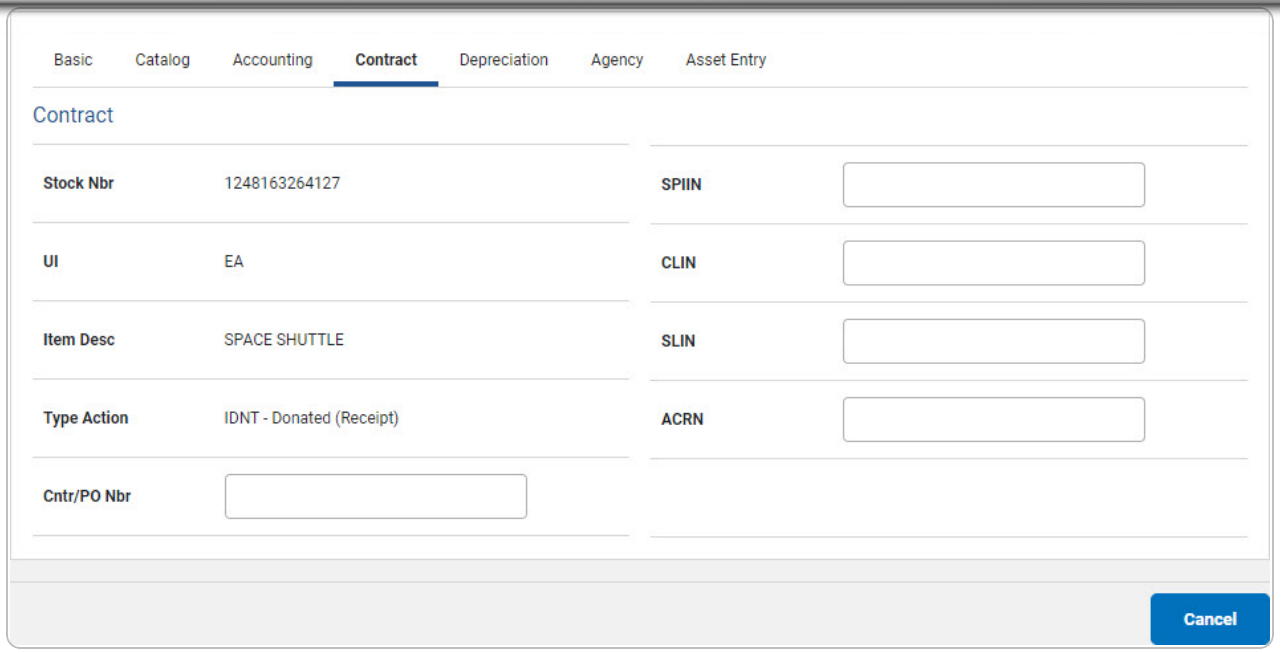
N. Use to select the Exp Cd.

O. Enter the DLVY ORD NBR in the field provided. *This is a 11 alphanumeric character field.*

P. *The LOAN CD automatically populates and is not editable.*

Q. Use to select the Lease Cd.

6. Select Contract. *The **Contract Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Enter the CNTR/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

F. Enter the SPIIN in the field provided. *This is a 6 alphanumeric character field.*

G. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

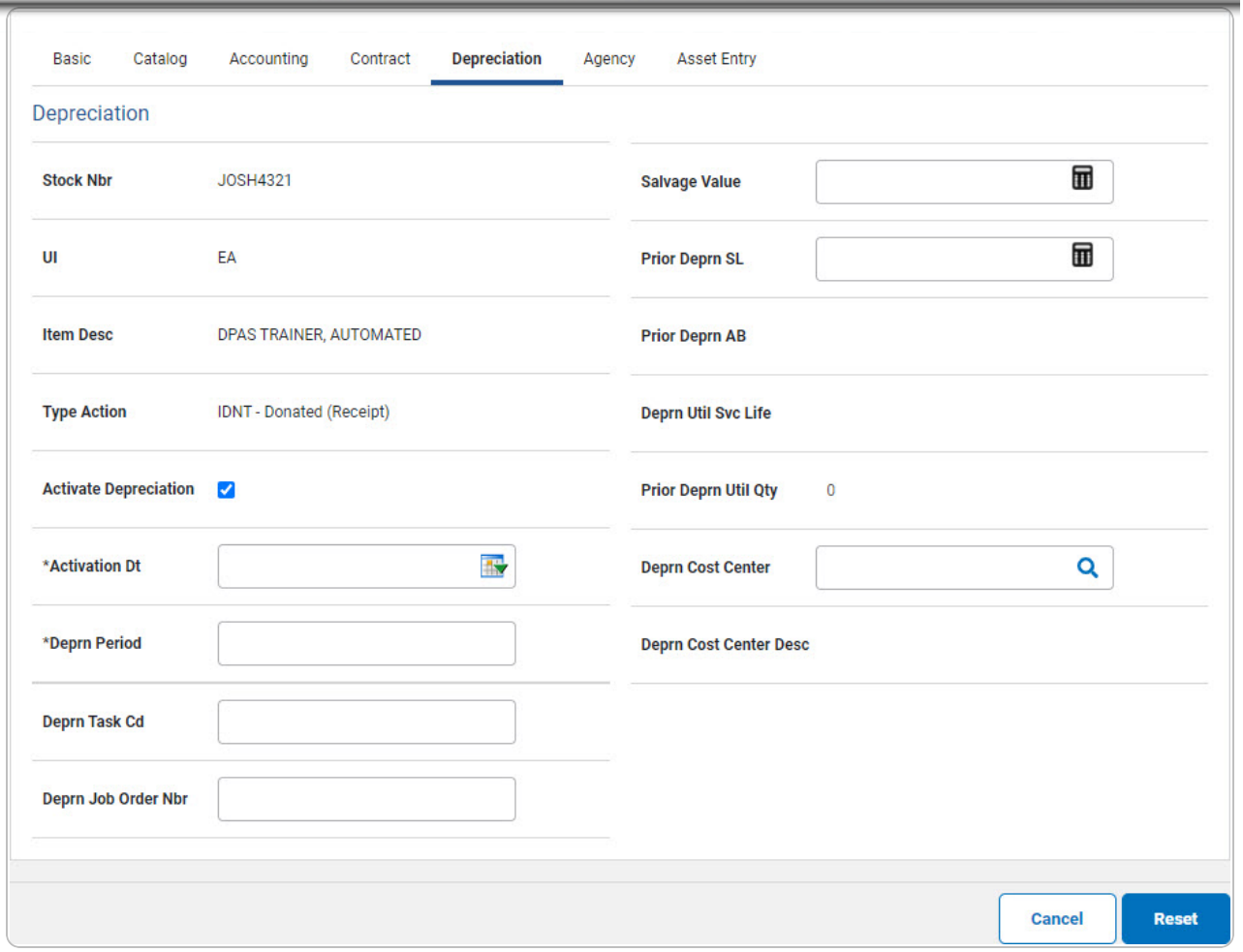
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

I. Enter the ACRN in the field provided. *This is a 2 alphanumeric character field.*

7. Select Depreciation. *The **Depreciation Tab** appears.*

Note

If the asset cannot be depreciated, the warning "Depreciation tab may only be used on depreciable assets" appears, and the fields on this tab are all read-only.



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Click ☐ to select Activate Depreciation. *This notates that the asset is depreciable.*

F. Use to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.

G. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*

H. Update the Salvage Value, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

Salvage Value Calculator

I. Update the PRIOR DEPRN SL, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

Prior Depreciation Calculator

J. *The PRIOR DEPRN AB automatically populates and is not editable.*

K. *The DEPRN UTIL SVC LIFE automatically populates and is not editable.*

L. *The PRIOR DEPRN UTIL QTY automatically populates and is not editable.*

M. Enter the DEPRN COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

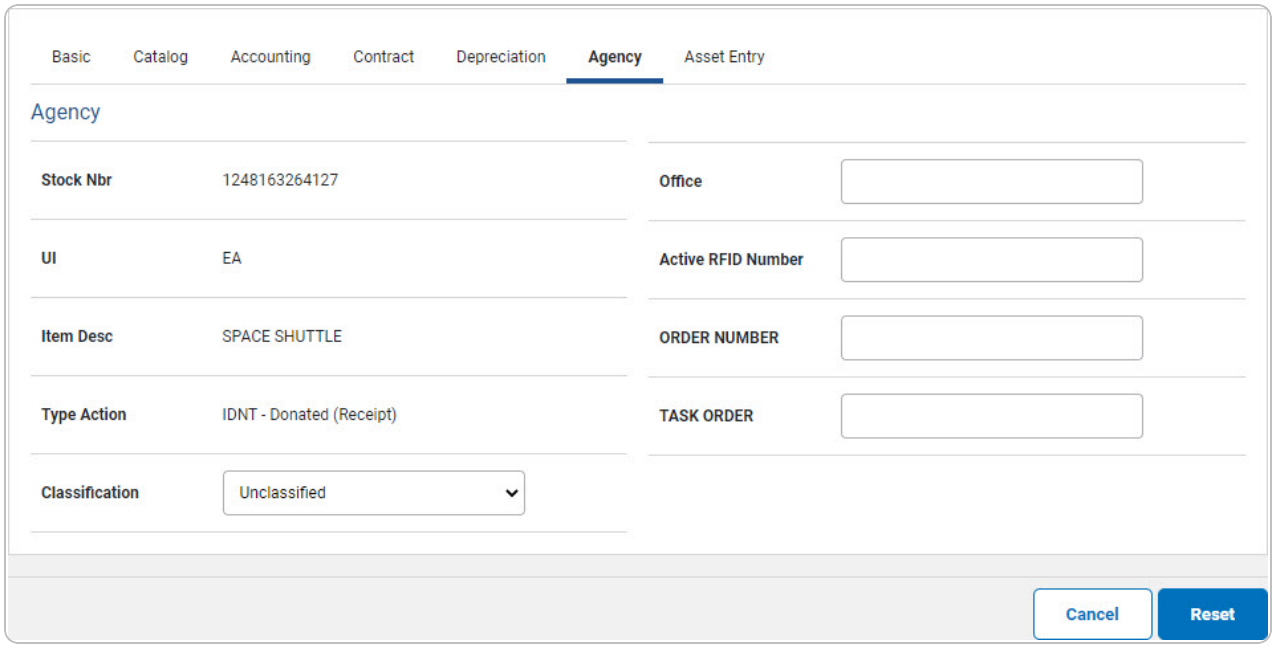
Cost Center Browse

N. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

O. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

P. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

8. Select Agency. *The **Agency Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

Note

Any additional fields on this tab varies by agency and are not ELMS controlled.

9. Select Asset Entry. *The **Asset Entry Tab** appears.*

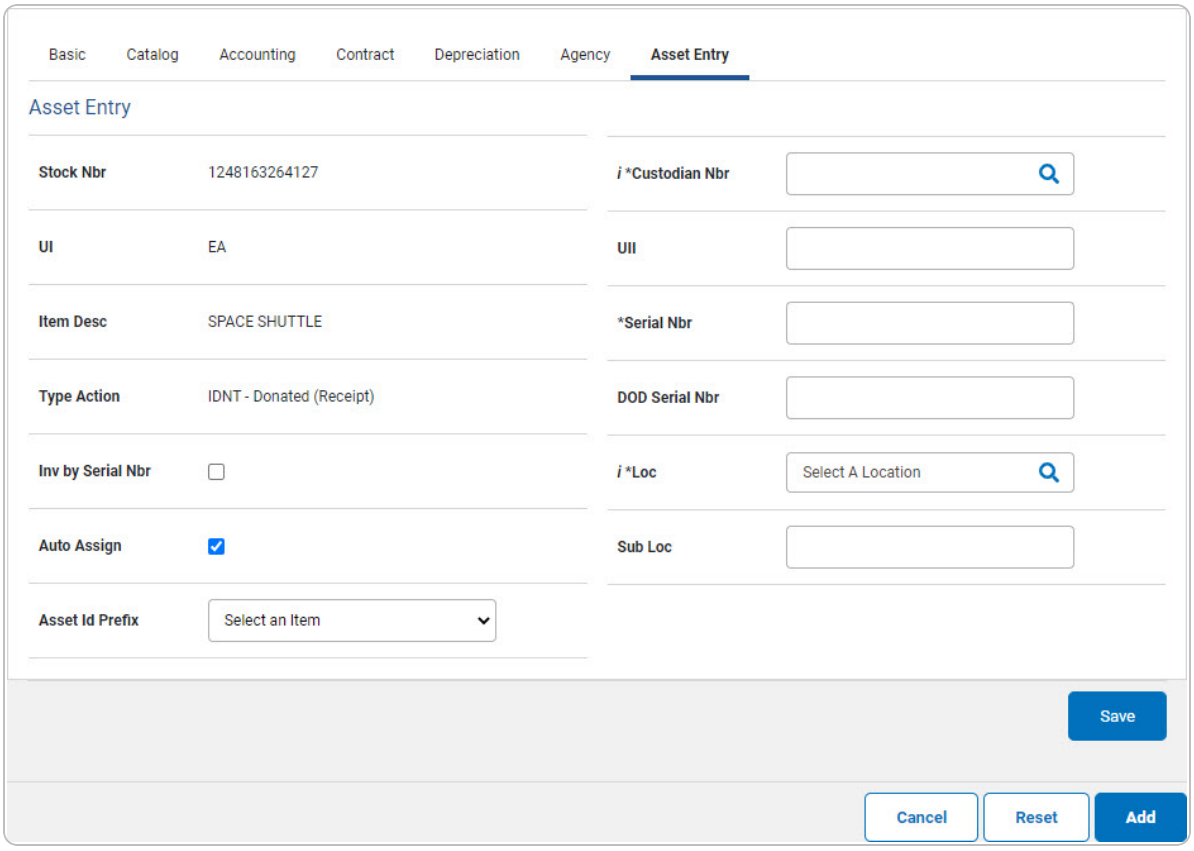
A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

End Item Serial



a. Click ☐ to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*

b. Click ☐ to select Auto Assign. *This makes the asset assigned automatically.*

c. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*

d. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

Custodian Browse

e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

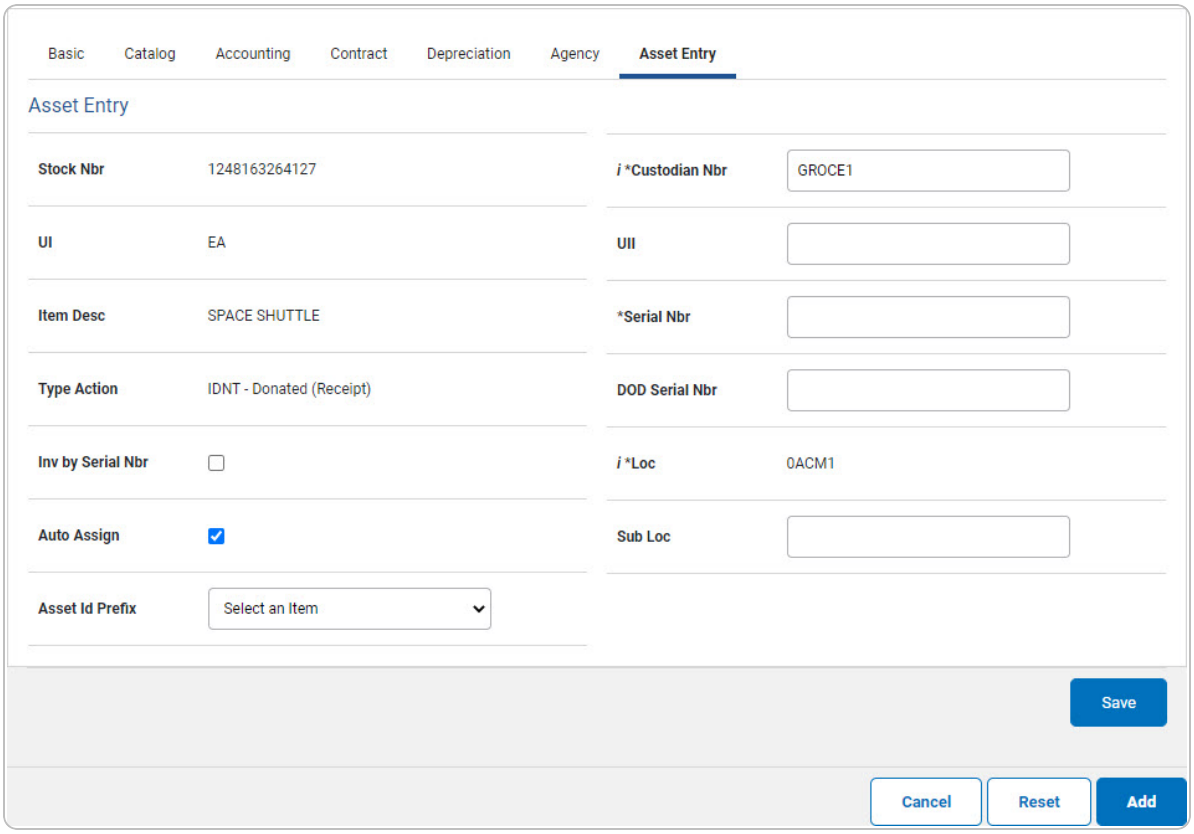
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

h. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

i. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Component



a. Click ☐ to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*

b. Click ☐ to select Auto Assign. *This makes the asset assigned automatically.*

c. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*

d. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

Custodian Browse

e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

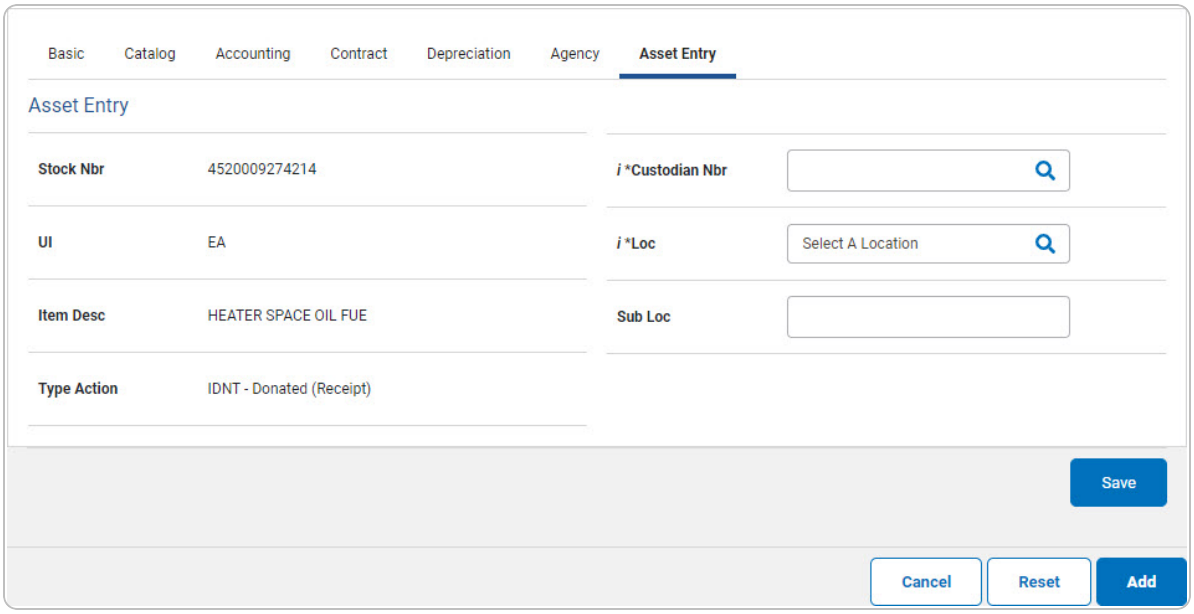
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

h. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

i. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Bulk



a. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

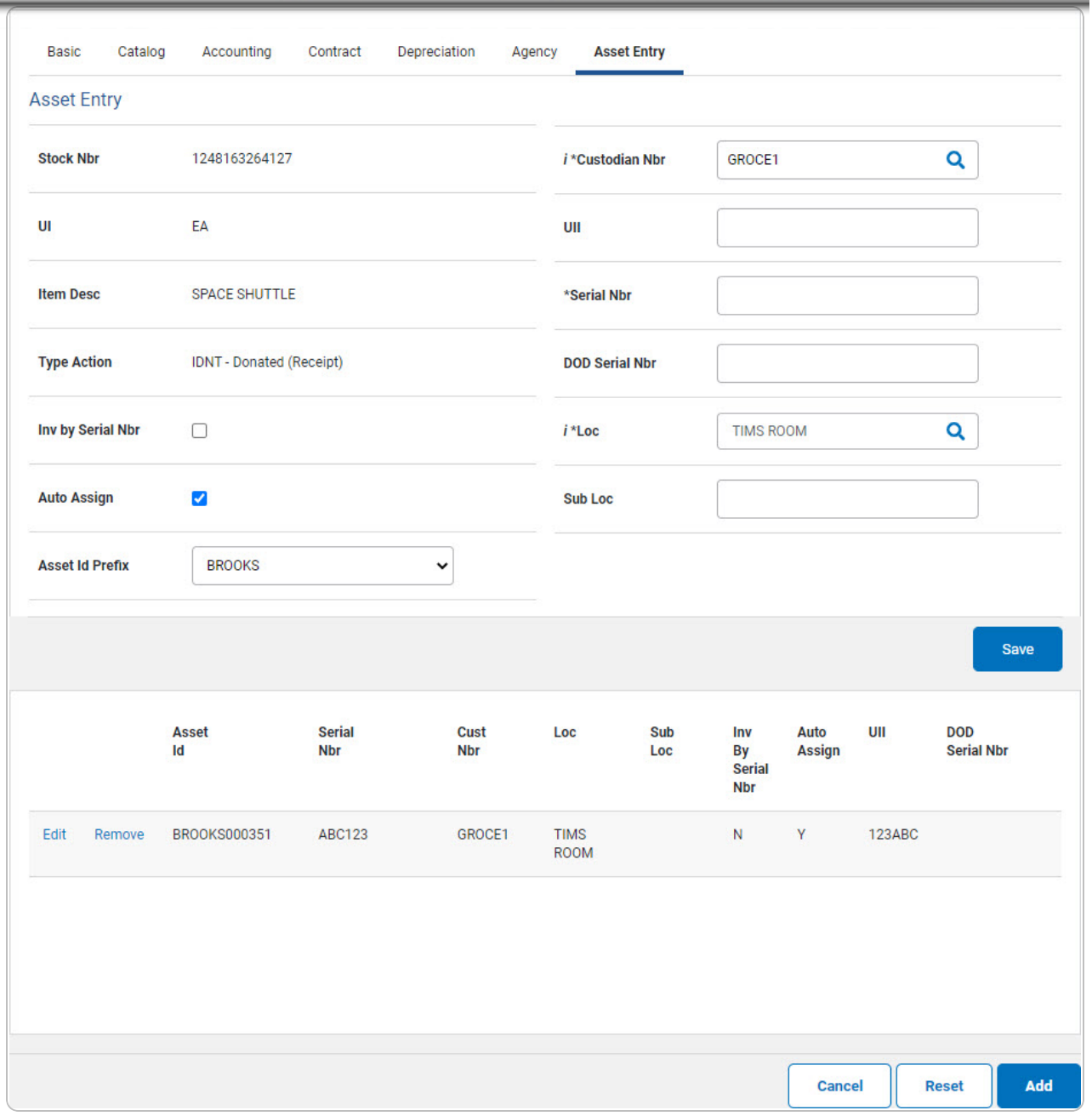
Custodian Browse

b. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

c. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

10. Select Save. *The new asset is added to the list panel.*



Choose how to proceed from here:

Edit the Asset

Select the Edit hyperlink. *The **Asset Receiving Update** page appears.*

Remove the Asset from the Receiving Record

Select the Remove hyperlink. *The record is removed form the Save list panel.*

Add the Asset

Select Add. *The **Asset Receiving Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
203 — STOCK NBR is bulk managed.	Invalid Entry. The STOCK NBR entered is already Bulk Managed, and cannot be changed to Serially Managed. Check to make sure the STOCK NBR is correct, and re-enter the number.
13 — Mandatory Entry: *Type*	Missing Entry. Enter the appropriate information

***Action*.**	in the desired field.

13 — Mandatory Entry: *Stock Nbr*.	
13 — Mandatory Entry: *Acq Cost*.	
13 — Mandatory Entry: *HA Asset Id*.	
13 — Mandatory Entry: *Acq Dt*.	
13 — Mandatory Entry: *Doc Nbr*.	
13 — Mandatory Entry: *Mfr Data*.	
13 — Mandatory Entry: *Mfr Yr*.	
13 — Mandatory Entry: *Owng Cost Center*.	
13 — Mandatory Entry: *Fndng Cost Center*.	
13 — Mandatory Entry: *Fund Cd/ASN*.	

13 — Mandatory Entry: *Activation Dt*.	
194 — Entry must be > zero.	Missing Entry. The field must be a positive number. Enter the missing field.
256 — Receipt Dt cannot be > 3 years from System Dt.	Invalid Entry. The Receipt Date and System Date must be within three years of each other. Enter a valid date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
325 — Doc Nbr and Stock Nbr entered must agree with Doc Nbr and Stock Nbr of due in record.	Invalid Entry. Another due-in record exists with the same Document Number and different Stock Number. Check to make sure the Stock Nbr and Doc Nbr are correct, and re-enter the information.
261 — Job Order Nbr/ Deprn Job Order Nbr must contain a 12 - position Project and a 3 - position Sub - Project.	Missing Entry. The Job Order Nbr/Deprn Job Order Nbr cannot be empty. Enter the information in the correct format.
659 — Fndng Cost Center invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the Fndng Cost Center be a specific format to comply with regulations. Enter a valid cost center.
663 — Deprn Cost Center	Invalid Entry. The LMP requires that the Deprn

invalid for LMP - must be alphanumeric and 5 positions.	COST CENTER be a specific format to comply with regulations. Enter a valid cost center.
665 — DEPRN TASK CD invalid for LMP - must be 1, 2, or 4.	Invalid Entry. The LMP requires that the DEPRN TASK CD be a specific number (either 1, 2, or 4) to comply with regulations. Enter a valid TASK CD.
310 — DEPRN PRD must be between 24 and the maximum number of months allowed by regulation XXX.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.
302 — ACTIVATION DT must be > or = to ACQ DT.	Invalid Entry. The ACQ DT must be the same as or before the ACTIVATION DT. Re-enter the ACTIVATION DT.
283 — The ACQ COST difference from CTLG UNIT PRICE is: $xxxx.xx.	Invalid Entry. The difference between the CTLG UNIT PRICE and the ACQ COST is the specified amount. Double—check the amounts.
284 — The variance is: xx%.	Invalid Entry. The percentage difference between the two amounts is the specified amount. Double—check the entered amounts.
285 — The current Cost Variance Minimum threshold is: xx%.	Invalid Entry. The minimum percentage difference between the two amounts is the specified amount, which is larger than the current variance amount. Double—check the entered amounts.
358 — Embedded Cost Total	Invalid Entry. The ACQ COST / CMPN ACQ COST

is >Acq Cost/Cmpn Acq Cost.	must be less than the Embedded Cost Total. Find a different component / complete equipment combination.
682 — Invalid UII format. Pos 1 — 50 must be alphanumeric with pos 1 — 6 mandatory.	Invalid Entry. The UII must be at least 6 alphanumeric characters, and no more than 50 characters. Re-enter the UII.

Related Topics

- Enter an Asset Receiving Record
- Asset Receiving Entry — ITRO
- Asset Receiving Entry — INPR
- Asset Receiving Entry — IAAR
- Asset Receiving Entry — IIAJ
- Asset Receiving Entry — IFOI
- Asset Receiving Entry — ILOO
- Asset Receiving Entry — ILDI
- Mass Upload Assets
- Update an Asset Receiving Record
- View the Asset Receiving Transaction Status
- Export an Asset Receiving Report
- Add an Attachment

Asset Receiving Entry — IFOI — Found On Installation

Overview

The Property Accountability module Asset Management Receiving process provides the ability to receive assets to ELMS.
The assets are either Serially managed (individual asset - one at a time), Component managed (a part of a total asset - one at a time, linked to the Higher Assemblage), or Bulk managed (group of assets - multiple assets at a time).

Navigation

Asset Management > Receiving > Asset Receiving > Type Action IFOI — Found On Installation > Asset Receiving Tabs page

Page Fields

The following fields display on the **Asset Receiving — IFOI** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provides the list of instructions.

Basic Tab

Number	Value
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.

Catalog Tab

Number	Value

132	To search for CAGE CD, see https://cage.dla.mil.

Asset Entry Tab

Number	Value
24	(*) Asterisk identifies mandatory fields.
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.
195	Enter mandatory data, then select "Save" to populate grid.
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
197	Rows displayed from Pending TRANS, select "Edit" for each record to enter and/or update data, then select "Update".
198	When complete select "Add" to process single and/or multiple records.

Asset Receiving — IFOI

Basic Tab

Stock Nbr
UI
Item Desc
Type Action
Qty *

Acq Dt *
Cond Cd *
Doc Nbr *
Asset Cd *
Sys Id

End Item Serial and Component

Cptl Cd
Asset Sts

Bulk

Lot Nbr
Expr Dt

Local Rcpt Dt
Rcvd By
Origl In Svc Dt
iRAPT/WAWF Shpmt Id
Attachments
Remarks
History Remarks

Catalog Tab

Stock Nbr
UI
Item Desc
Type Action
Catalog Pilferable
Asset Pilferable
Mfr Data *
Mfr Name
Mfr Yr *
Mfr Model Nbr
License Managed
Mfr Part Nbr

End Item and Component

UII Sts Cd *

CAGE Cd
Non-Actbl
Supply Category Management Cd

Accounting Tab

Stock Nbr
UI
Item Desc
Type Action
Fund Cd/ASN *
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd *
Task Desc
Project Desc
Job Order Nbr
LOA
Exp Cd
Dlvy Ord Nbr
Transfer Type *
Trading Partner Nbr
Trading Dept Cd
Trading Basic Symbol
Trading Subhead

Loan Cd

Loan Address
Loan Start Dt
Loan End Dt

Lease Cd

Lease Address
Lease Start Dt
Lease End Dt

Contract Tab

Stock Nbr
UI
Item Desc
Type Action
Cntr / PO Nbr
SPIIN
CLIN

SLIN
ACRN

Depreciation Tab

Stock Nbr
UI
Item Desc
Type Action
Activate Depreciation
Activation Dt *
Deprn Period *
Salvage Value
Prior Deprn SL
Prior Deprn AB
Deprn Util Svc Life
Prior Deprn Util Qty
Deprn Cost Center
Depn Cost Center Desc
Deprn Job Ord Nbr

Agency Tab

Stock Nbr
UI
Item Desc
Type Action

Asset Entry Tab

Stock Nbr
UI
Item Desc
Type Action

End Item Serial and Component

Inv by Serial Nbr
Auto Assign
Asset Id Prefix
Custodian Nbr *
Serial Nbr *
DoD Serial Nbr
Loc *
Sub Loc

Bulk

Custodian Nbr *
Loc *
Sub Loc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Asset

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

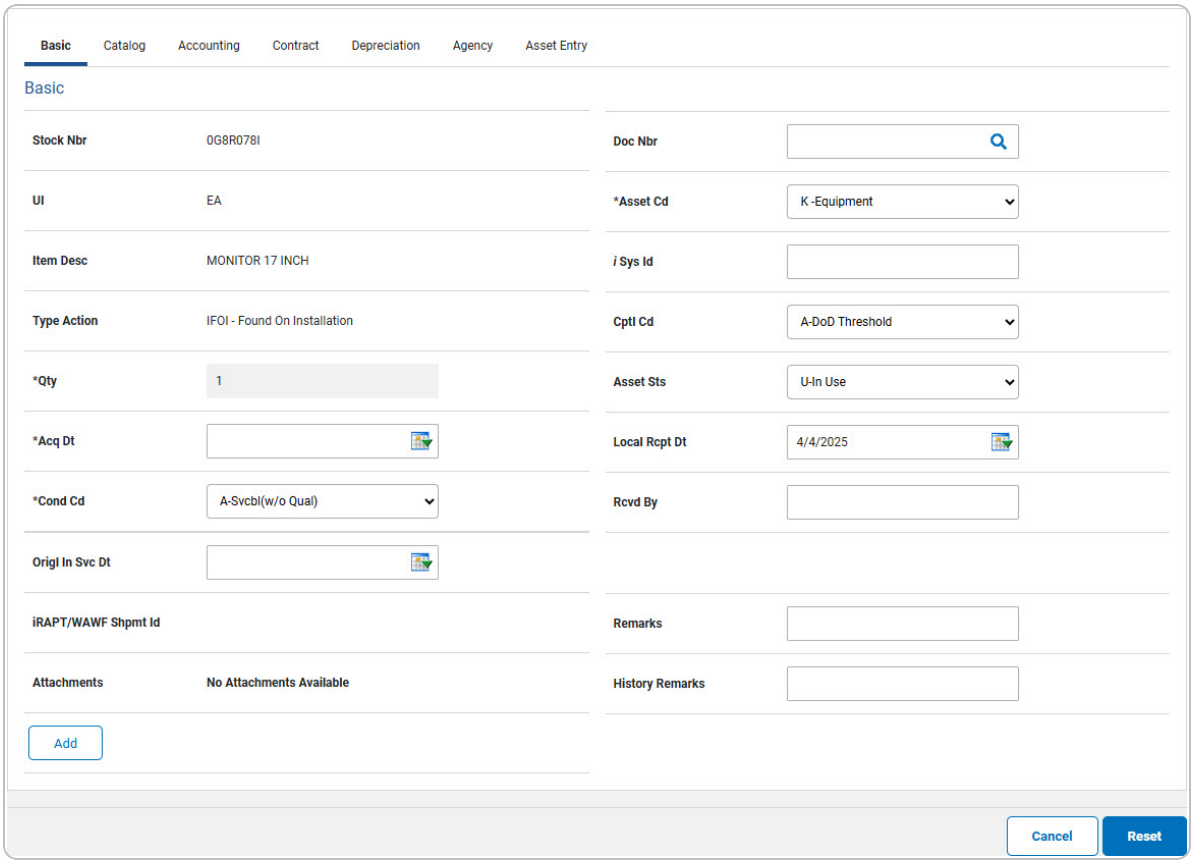
1. In the Asset Management menu, choose Receiving. *The* ***Asset Receiving Data Entry*** *page appears.*
2. Choose Type Action ***IFOI — Found On Installation***
3. Select Continue. *The Basic tab displays.*
   A. *The STOCK NBR automatically populates and is not editable.*
   B. *The UI automatically populates and is not editable.*
   C. *The ITEM DESC automatically populates and is not editable.*
   D. *The Type Action automatically populates and is not editable.*
   E. *The QTY field changes - see below for instructions.*
   F. Use to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
   G. Use to select the Cond Cd.
   H. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse

I. Use to select the Asset Cd.

J. Enter the SYS ID in the field provided. *This is a 30 alphanumeric character field.*

End Item Serial



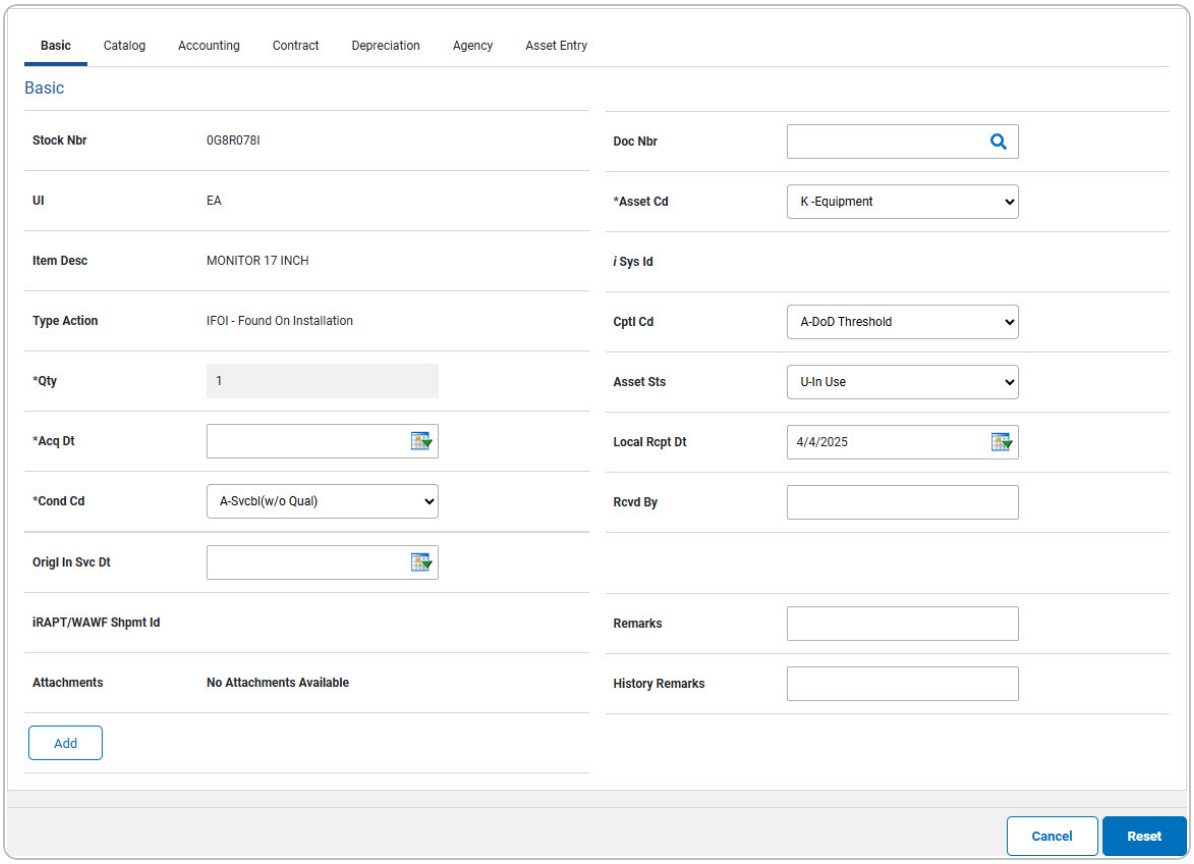
a. *The QTY automatically populates and is not editable.*

b. Use to select the Cptl Cd.

c. Use to select the Asset Sts.

d. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

Component



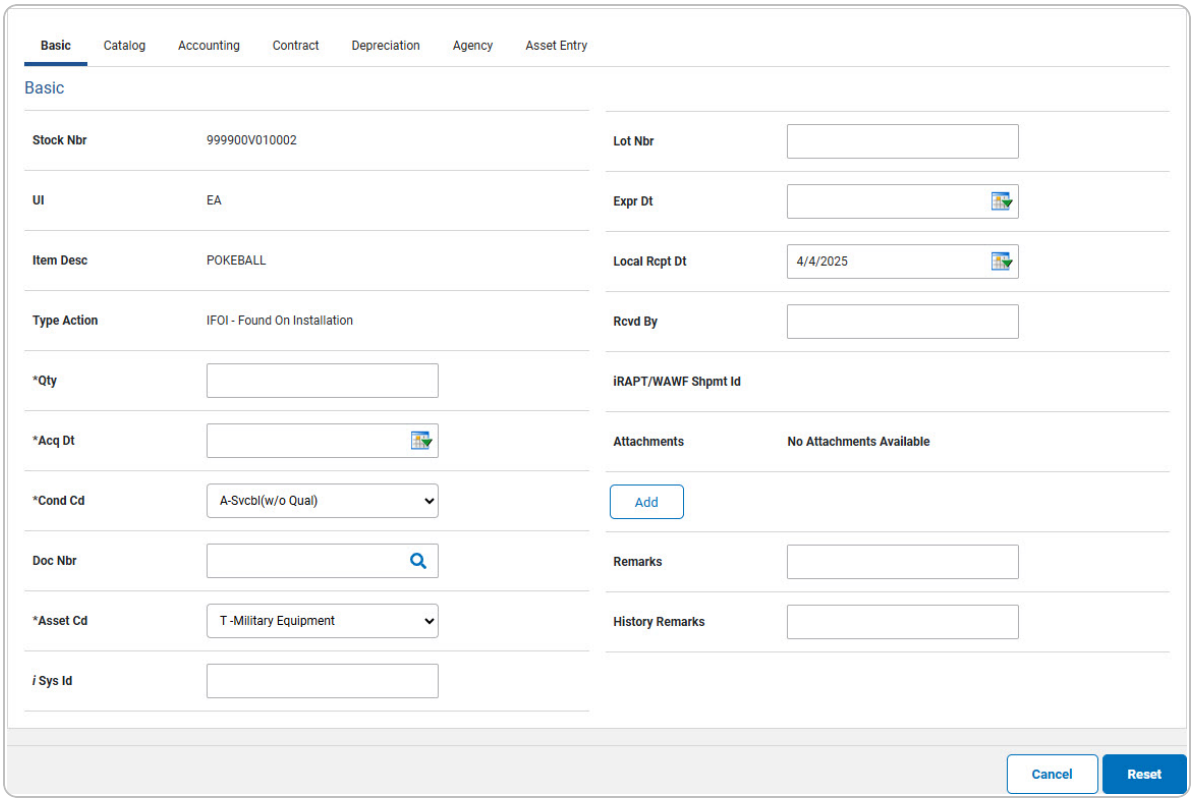
a. *The QTY automatically populates and is not editable.*

b. Use to select the Cptl Cd.

c. Use to select the Asset Sts.

d. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

Bulk



a. Enter the QTY in the field provided. *This is a 6 numeric character field.*

b. Enter the LOT NBR in the field provided. *This is a 20 alphanumeric character field.*

c. Use to select the EXPR DT, or enter the date (MM/DD/YYYY) in the field provided.

K. Use to select the Local RCPT DT, or enter the date (MM/DD/YYYY) in the field provided.

L. Enter the RCVD BY in the field provided. *This is a 20 alphanumeric character field.*

M. *The IRAPT/WAWF SHPMT ID automatically populates and is not editable.*

N. Select Add. *The **Add an Attachment** page appears.*

O. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

P. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

4. Select Catalog. *The **Catalog Tab** displays.*

A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. *The Catalog Pilferable automatically populates and is not editable.*

F. Click ☐ to select Asset Pilferable. *This notates that the asset is small enough to be easily stolen.*

G. Enter the MFR DATA, or use 🔍 to browse for the entry. *This is a 36 alphanumeric character field.*

Manufacturer Data Browse

H. *The MFR NAME automatically populates and is not editable.*

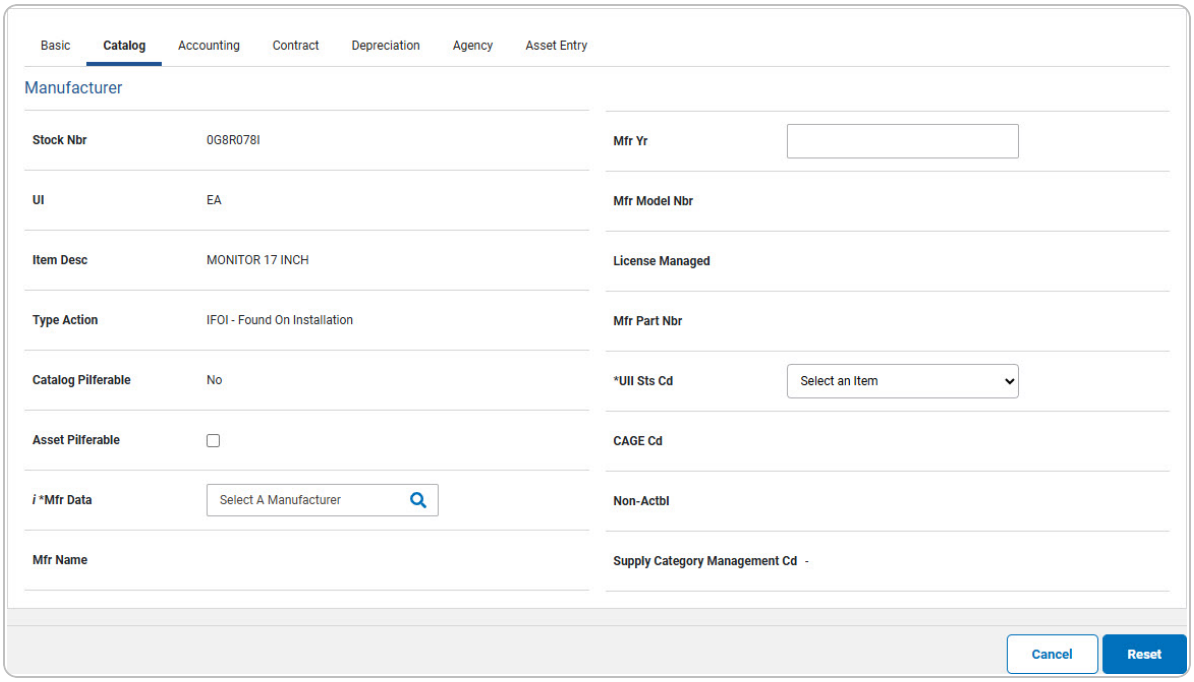
I. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

J. *The MFR MODEL NBR automatically populates and is not editable.*

K. *The License Managed automatically populates and is not editable.*

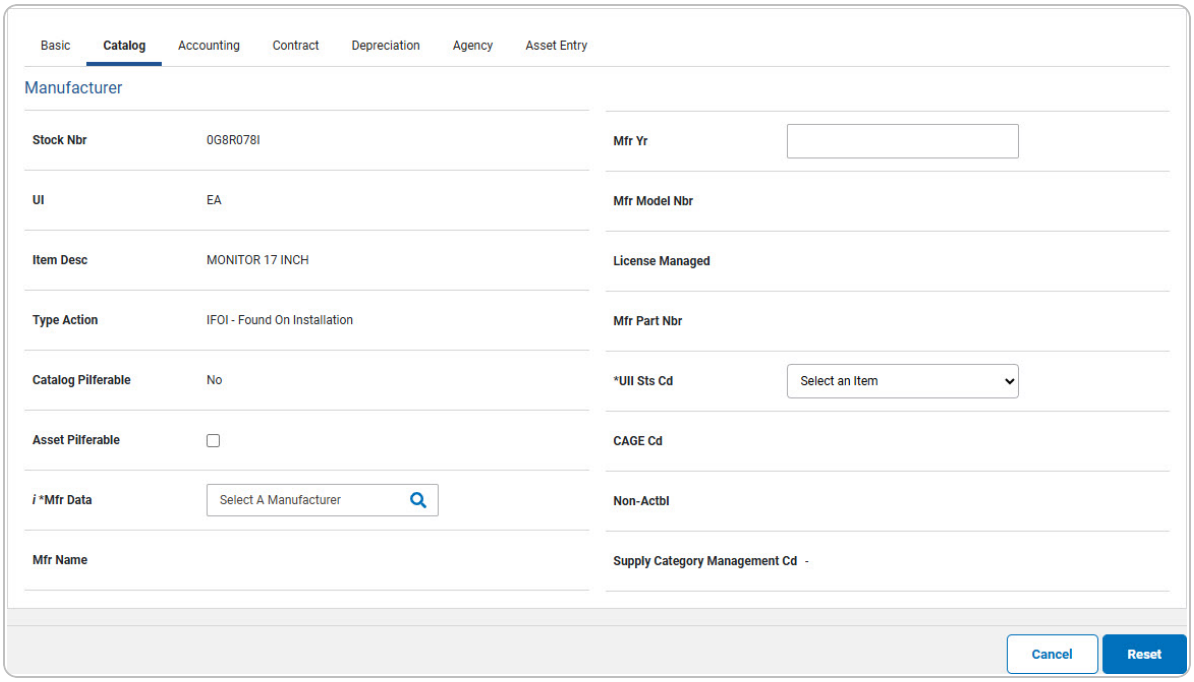
L. *The MFR PART NBR automatically populates and is not editable.*

End Item Serial



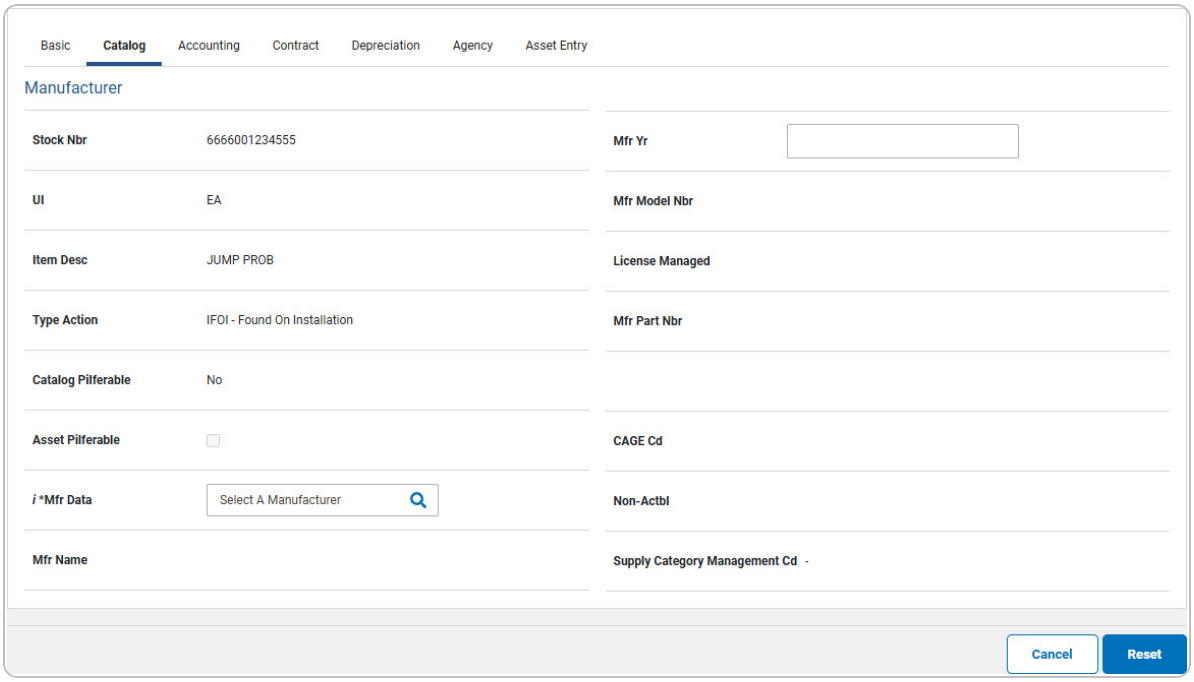
a. Use to select the UII Sts Cd.

Component



a. Use to select the UII Sts Cd.

Bulk



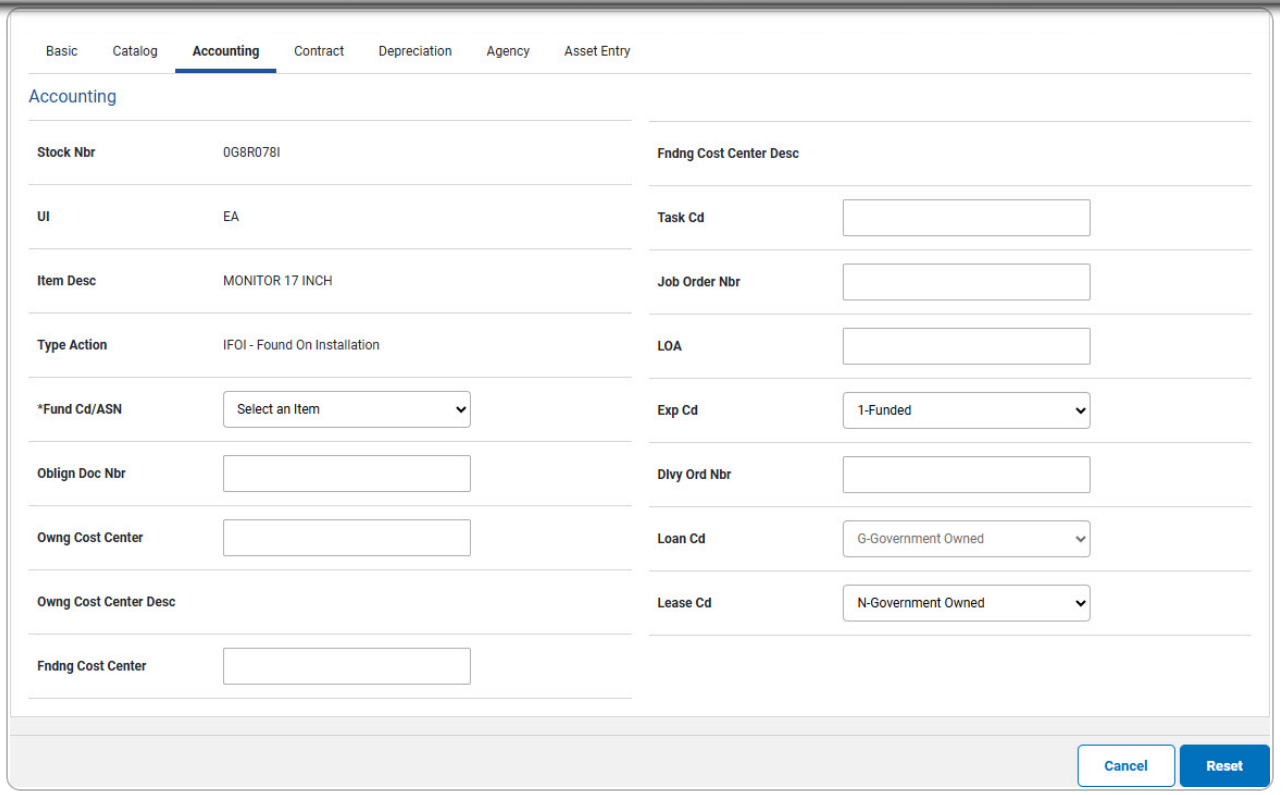
no additional fields

M. *The CAGE CD automatically populates and is not editable.*

N. *The NON-ACTBL automatically populates and is not editable.*

O. *The Supply Category Management CD automatically populates and is not editable.*

5. Select Accounting. *The **Accounting Tab** displays.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Use ⌄ to select the Fund Cd/ASN.

F. Update the OBLIGN DOC NBRentering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

G. Enter the OWNG COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

H. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

I. Enter the FNDNG COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

J. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

K. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

M. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse

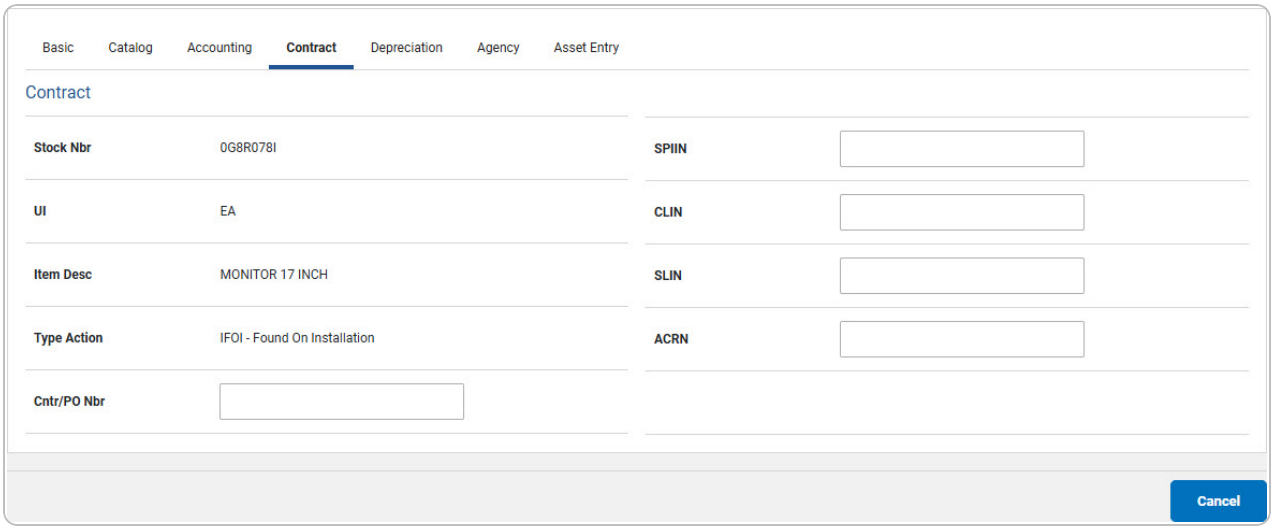
N. Use to select the Exp Cd.

O. Enter the DLVY ORD NBR in the field provided. *This is a 11 alphanumeric character field.*

P. *The LOAN CD automatically populates and is not editable.*

Q. Use to select the Lease Cd.

6. Select Contract. *The **Contract Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Enter the CNTR/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

F. Enter the SPIIN in the field provided. *This is a 6 alphanumeric character field.*

G. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

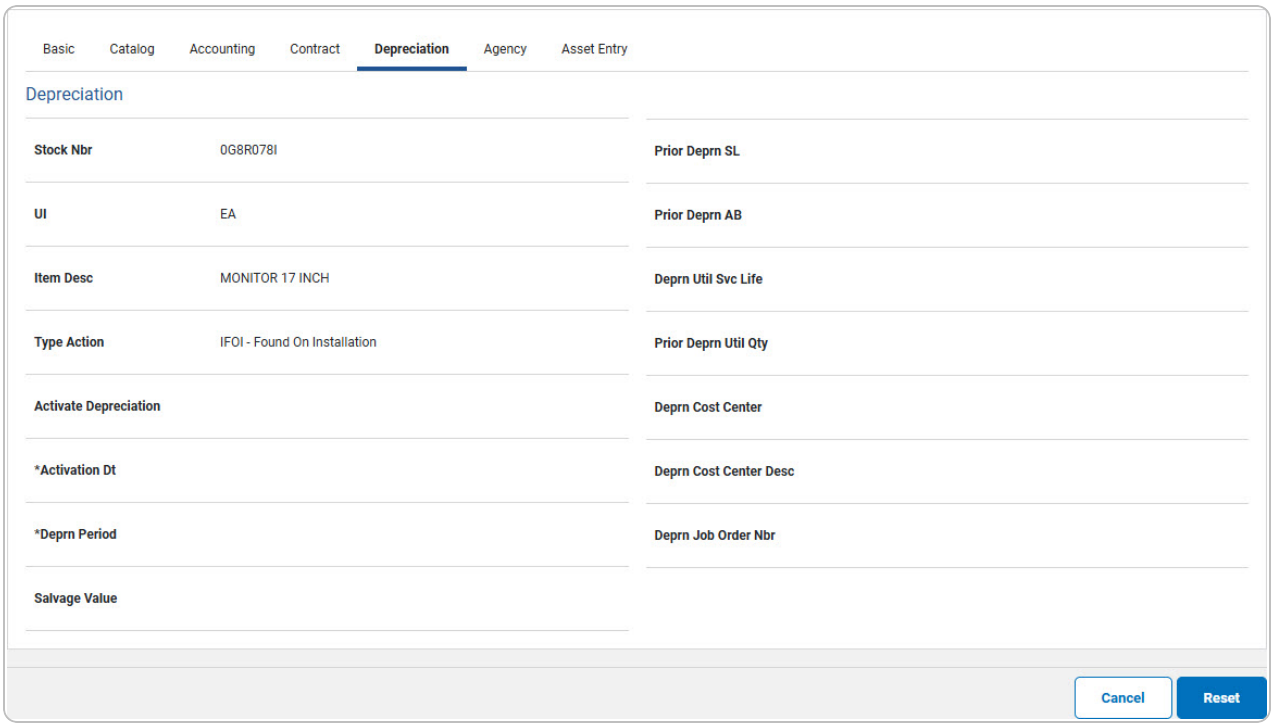
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

I. Enter the ACRN in the field provided. *This is a 2 alphanumeric character field.*

7. Select Depreciation. *The **Depreciation Tab** appears.*

Note

If this asset cannot be depreciated, the warning "Depreciation tab may only be used on depreciable assets" appears, and the fields on this tab are all read-only.



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Click ☐ to select Activate Depreciation. *This notates that the asset is depreciable.*

F. Use to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.

G. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*

H. Update the Salvage Value, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

Salvage Value Calculator

I. Update the PRIOR DEPRN SL, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

Prior Depreciation Calculator

J. *The PRIOR DEPRN AB automatically populates and is not editable.*

K. *The DEPRN UTIL SVC LIFE automatically populates and is not editable.*

L. *The PRIOR DEPRN UTIL QTY automatically populates and is not editable.*

M. Enter the DEPRN COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

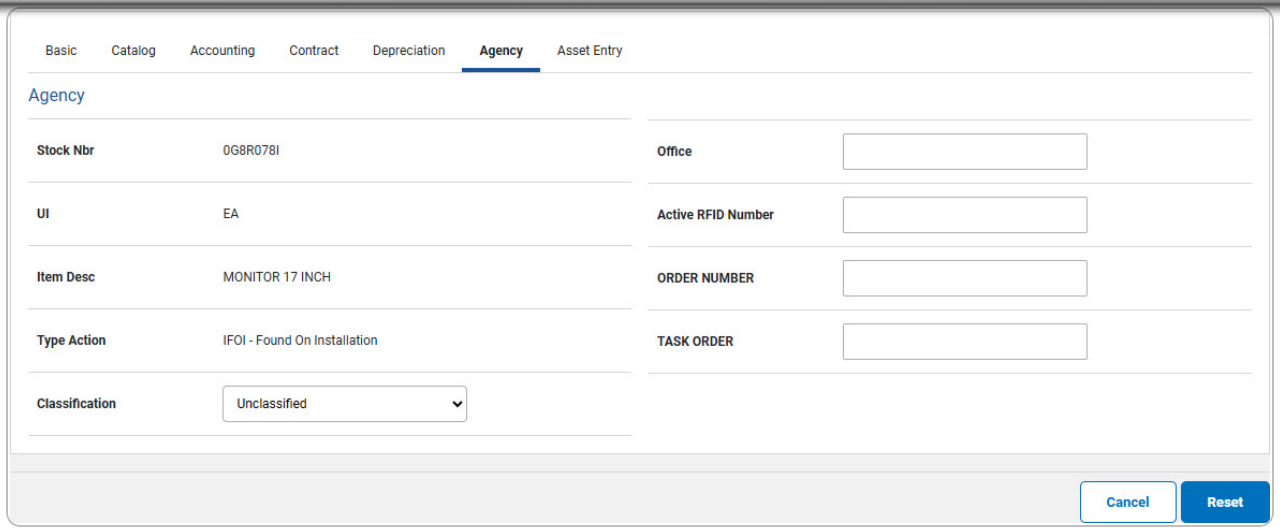
Cost Center Browse

N. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

O. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

P. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

8. Select Agency. *The **Agency Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

Note

Any additional fields on this tab varies by agency and are not ELMS controlled.

9. Select Asset Entry. *The **Asset Entry Tab** appears.*

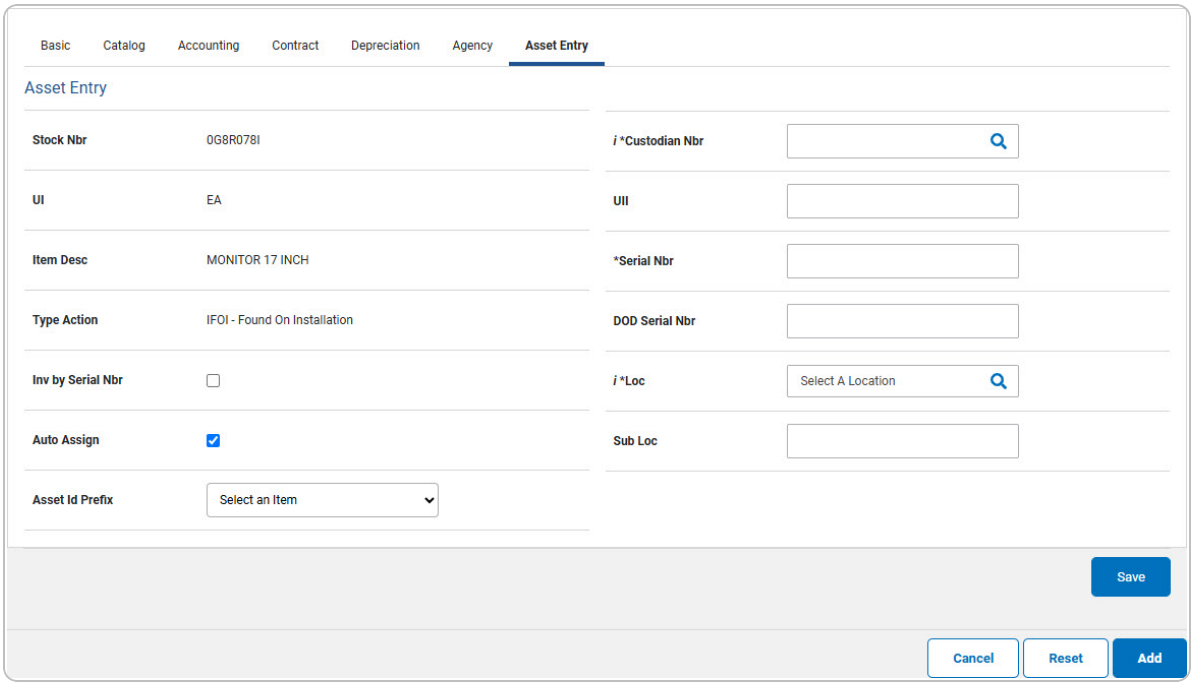
A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

End Item Serial



a. Click ☐ to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*

b. Click ☐ to select Auto Assign. *This makes the asset assigned automatically.*

c. Enter the ASSET ID in the field provided. *This is a 12alphanumeric character field.*

d. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

Custodian Browse

e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

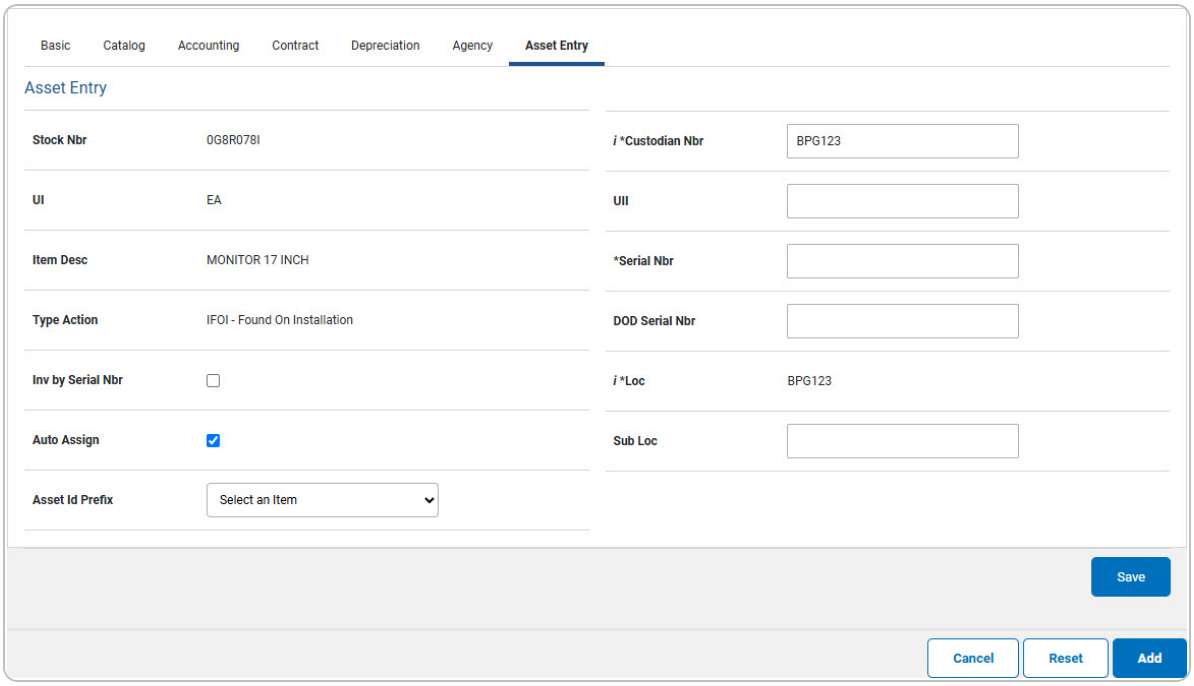
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

h. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

i. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Component



a. Click ☐ to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*

b. Click ☐ to select Auto Assign. *This makes the asset assigned automatically.*

c. Use ⌄ to select the Asset Id Prefix.

d. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

Custodian Browse

e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

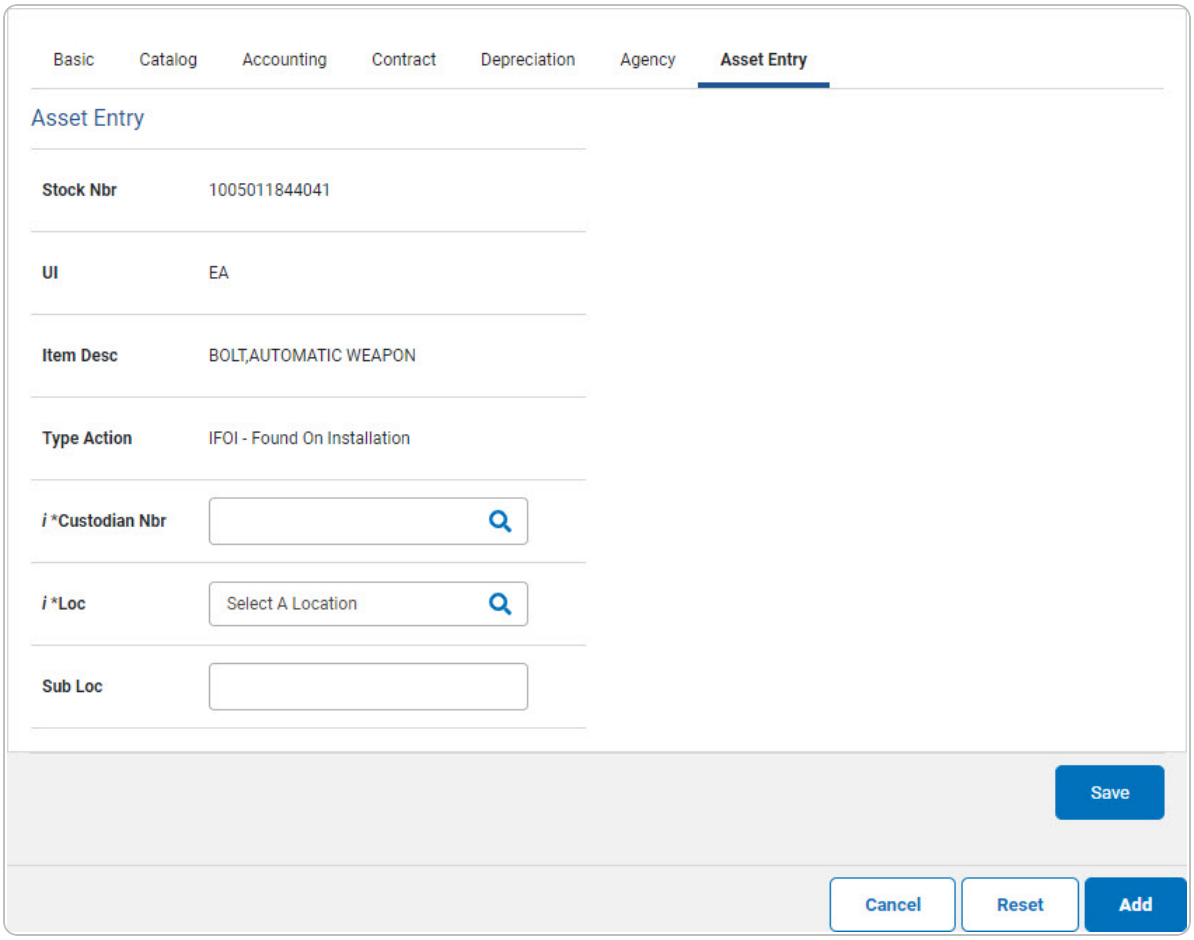
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

h. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

i. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Bulk



a. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

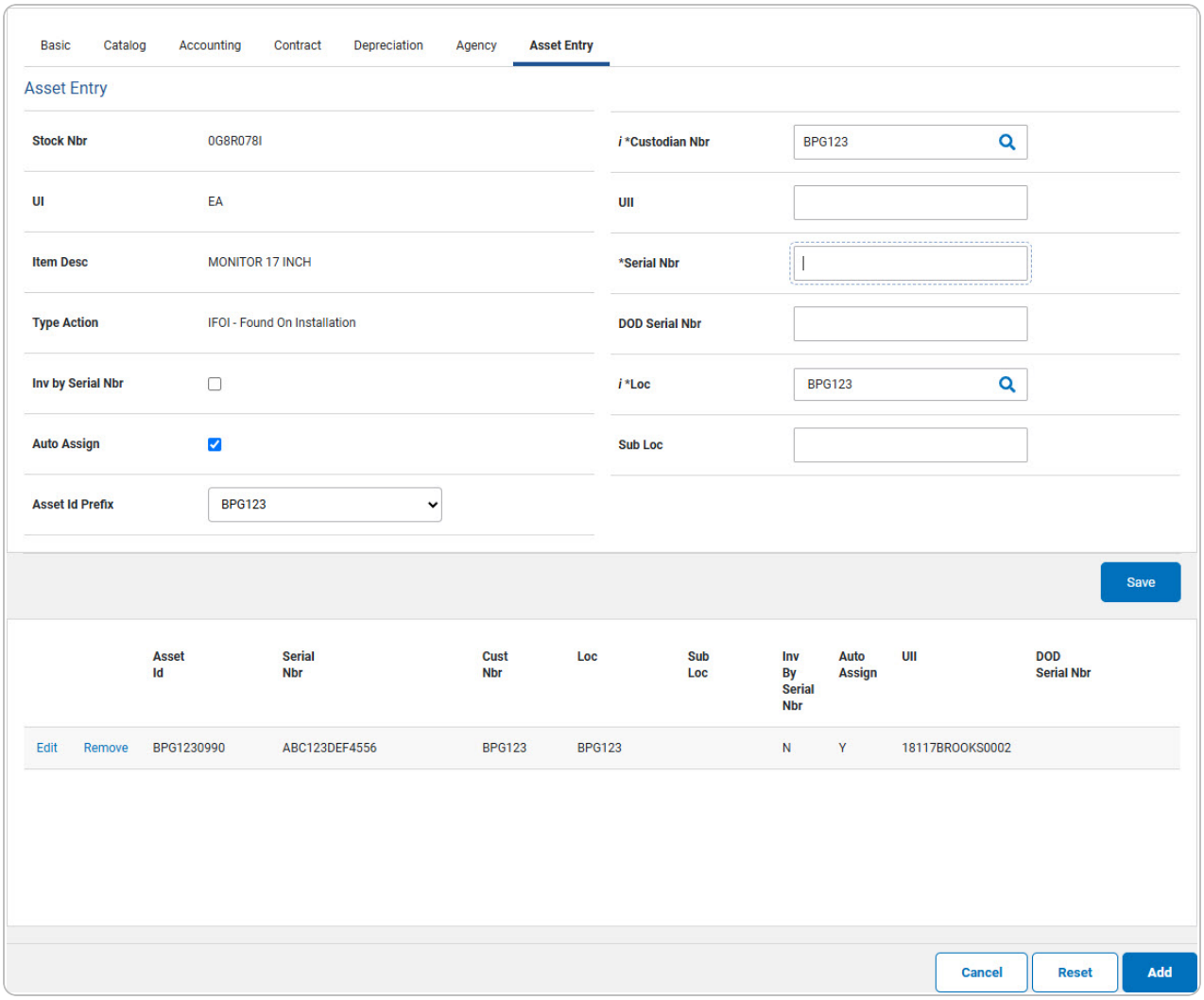
Custodian Browse

b. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

c. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

10. Select Save. *The new asset is added to the list panel.*



Choose how to proceed from here:

Edit the Asset

Select the Edit hyperlink. *The **Asset Receiving Update** page appears.*

Remove the Asset from the Receiving Record

Select the Remove hyperlink. *The record is removed form the Save list panel.*

Add the Asset

Select Add. *The **Asset Receiving Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
203 — STOCK NBR is bulk managed.	Invalid Entry. The STOCK NBR entered is already Bulk Managed, and cannot be changed to Serially Managed. Check to make sure the STOCK NBR is correct, and re-enter the number.
13 — Mandatory Entry: *Type*	Missing Entry. Enter the appropriate information

***Action*.**	in the desired field.

13 — Mandatory Entry: *Stock Nbr*.	
13 — Mandatory Entry: *Acq Cost*.	
13 — Mandatory Entry: *HA Asset Id*.	
13 — Mandatory Entry: *Acq Dt*.	
13 — Mandatory Entry: *Doc Nbr*.	
13 — Mandatory Entry: *Mfr Data*.	
13 — Mandatory Entry: *Mfr Yr*.	
13 — Mandatory Entry: *Owng Cost Center*.	
13 — Mandatory Entry: *Fndng Cost Center*.	
13 — Mandatory Entry: *Fund Cd/ASN*.	

13 — Mandatory Entry: *Activation Dt*.	
194 — Entry must be > zero.	Missing Entry. The field must be a positive number. Enter the missing field.
256 — Receipt Dt cannot be > 3 years from System Dt.	Invalid Entry. The Receipt Date and System Date must be within three years of each other. Enter a valid date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
325 — Doc Nbr and Stock Nbr entered must agree with Doc Nbr and Stock Nbr of due in record.	Invalid Entry. Another due-in record exists with the same Document Number and different Stock Number. Check to make sure the Stock Nbr and Doc Nbr are correct, and re-enter the information.
261 — Job Order Nbr/ Deprn Job Order Nbr must contain a 12 - position Project and a 3 - position Sub - Project.	Missing Entry. The Job Order Nbr/Deprn Job Order Nbr cannot be empty. Enter the information in the correct format.
659 — Fndng Cost Center invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the Fndng Cost Center be a specific format to comply with regulations. Enter a valid cost center.
663 — Deprn Cost Center	Invalid Entry. The LMP requires that the Deprn

invalid for LMP - must be alphanumeric and 5 positions.	COST CENTER be a specific format to comply with regulations. Enter a valid cost center.
665 — DEPRN TASK CD invalid for LMP - must be 1, 2, or 4.	Invalid Entry. The LMP requires that the DEPRN TASK CD be a specific number (either 1, 2, or 4) to comply with regulations. Enter a valid TASK CD.
310 — DEPRN PRD must be between 24 and the maximum number of months allowed by regulation XXX.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.
302 — ACTIVATION DT must be > or = to ACQ DT.	Invalid Entry. The ACQ DT must be the same as or before the ACTIVATION DT. Re-enter the ACTIVATION DT.
283 — The ACQ COST difference from CTLG UNIT PRICE is: $xxxx.xx.	Invalid Entry. The difference between the CTLG UNIT PRICE and the ACQ COST is the specified amount. Double—check the amounts.
284 — The variance is: xx%.	Invalid Entry. The percentage difference between the two amounts is the specified amount. Double—check the entered amounts.
285 — The current Cost Variance Minimum threshold is: xx%.	Invalid Entry. The minimum percentage difference between the two amounts is the specified amount, which is larger than the current variance amount. Double—check the entered amounts.
358 — Embedded Cost Total	Invalid Entry. The ACQ COST / CMPN ACQ COST

is >Acq Cost/Cmpn Acq Cost.	must be less than the Embedded Cost Total. Find a different component / complete equipment combination.
682 — Invalid UII format. Pos 1 — 50 must be alphanumeric with pos 1 — 6 mandatory.	Invalid Entry. The UII must be at least 6 alphanumeric characters, and no more than 50 characters. Re-enter the UII.

Related Topics

- Enter an Asset Receiving Record
- Asset Receiving Entry — ITRO
- Asset Receiving Entry — INPR
- Asset Receiving Entry — IAAR
- Asset Receiving Entry — IIAJ
- Asset Receiving Entry — IDNT
- Asset Receiving Entry — ILOO
- Asset Receiving Entry — ILDI
- Mass Upload Assets
- Update an Asset Receiving Record
- View the Asset Receiving Transaction Status
- Export an Asset Receiving Report
- Add an Attachment

Asset Receiving Entry — IIAJ — Inventory Adjustment

Overview

The Property Accountability module Asset Management Receiving process provides the ability to receive assets to ELMS.
The assets are either Serially managed (individual asset - one at a time), Component managed (a part of a total asset - one at a time, linked to the Higher Assemblage), or Bulk managed (group of assets - multiple assets at a time).

Navigation

Asset Management > Receiving > Asset Receiving > Type Action IIAJ — Inventory Adjustment > Asset Receiving Tabs page

Page Fields

The following fields display on the **Asset Receiving — IIAJ** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provides the list of instructions.

Basic Tab

Number	Value
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.

Catalog Tab

Number	Value

132	To search for CAGE CD, see https://cage.dla.mil.

Asset Entry Tab

Number	Value
24	(*) Asterisk identifies mandatory fields.
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.
195	Enter mandatory data, then select "Save" to populate grid.
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
197	Rows displayed from Pending TRANS, select "Edit" for each record to enter and/or update data, then select "Update".
198	When complete select "Add" to process single and/or multiple records.

Asset Receiving — IIAJ

Basic Tab

Stock Nbr
UI
Item Desc
Type Action
Qty *

Acq Dt *
Cond Cd *
Inv Nbr *
Doc Nbr *
Asset Cd *
Sys Id

End Item Serial and Component

Cptl Cd
Asset Sts
Origl In Svc Dt

Bulk

Lot Nbr
Expr Dt

Local Rcpt Dt
Rcvd By
iRAPT/WAWF Shpmt Id
Attachments
Remarks
History Remarks

Catalog Tab

Stock Nbr
UI
Item Desc
Type Action
Catalog Pilferable
Asset Pilferable
Mfr Data *
Mfr Name
Mfr Yr *
Mfr Model Nbr
License Managed
Mfr Part Nbr

End Item and Component

UII Sts Cd *

CAGE Cd
Non-Actbl

Supply Category Management Cd

Accounting Tab

Stock Nbr
UI
Item Desc
Type Action
Fund Cd/ASN *
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
LOA
Exp Cd
Dlvy Ord Nbr

Loan Cd

Loan Address
Loan Start Dt
Loan End Dt

Lease Cd

Lease Address
Lease Start Dt
Lease End Dt

Contract Tab

Stock Nbr
UI
Item Desc
Type Action
Cntr / PO Nbr
SPIIN
CLIN
SLIN
ACRN

Depreciation Tab

Stock Nbr
UI

Item Desc
Type Action
Activate Depreciation
Activation Dt *
Deprn Period *
Salvage Value
Prior Deprn SL
Prior Deprn AB
Deprn Util Svc Life
Prior Deprn Util Qty
Deprn Cost Center
Depn Cost Center Desc
Deprn Job Ord Nbr

Agency Tab

Stock Nbr
UI
Item Desc
Type Action

Asset Entry Tab

Stock Nbr
UI
Item Desc
Type Action

End Item Serial and Component

Inv by Serial Nbr
Auto Assign
Asset Id Prefix
Custodian Nbr *
UII
Serial Nbr *
DoD Serial Nbr
Loc *
Sub Loc

Bulk

Custodian Nbr *
Loc *
Sub Loc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

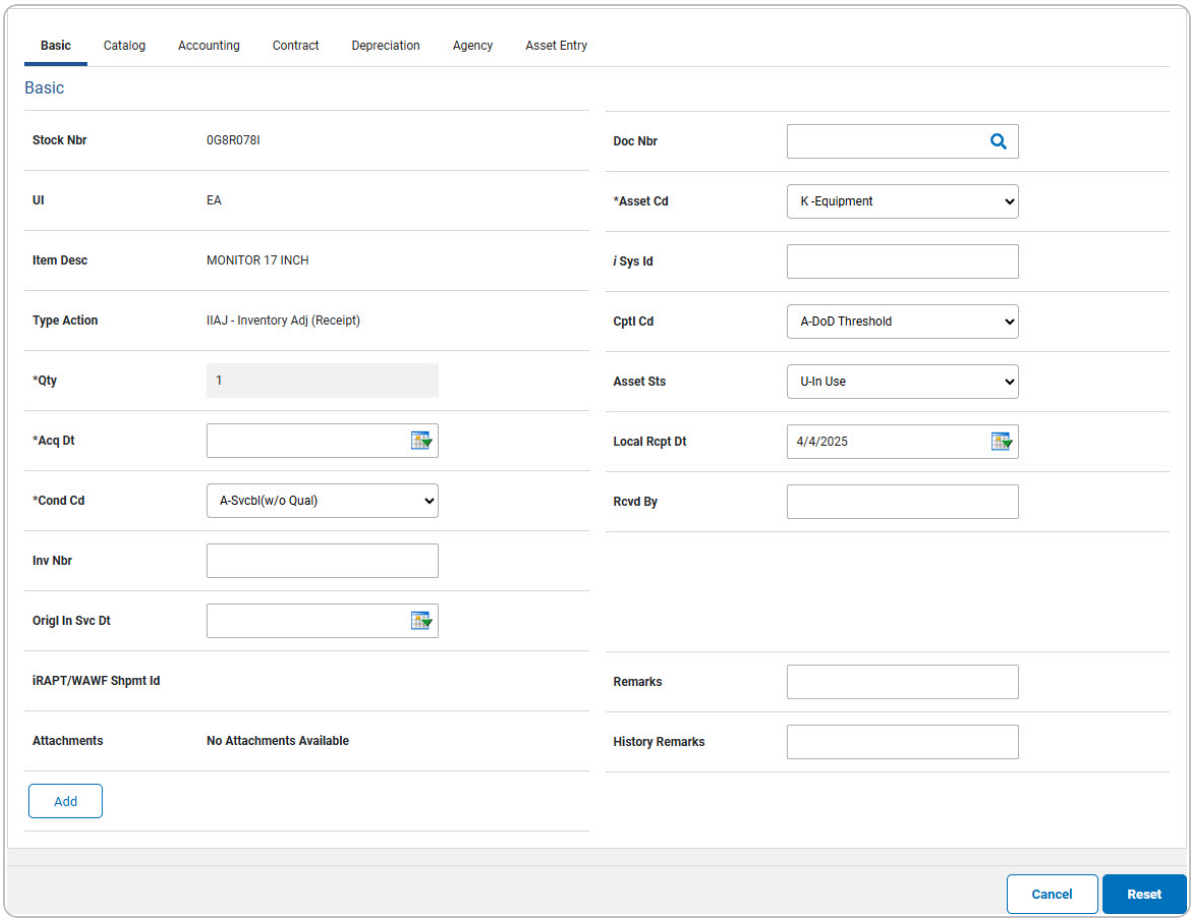
Add an Asset

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

1. In the Asset Management menu, choose Receiving. *The* ***Asset Receiving Data Entry*** *page appears.*
2. Choose Type Action ***IIAJ — Inventory Adjustment***
3. Select Continue. *The Basic tab displays.*
   - A. *The STOCK NBR automatically populates and is not editable.*
   - B. *The UI automatically populates and is not editable.*
   - C. *The ITEM DESC automatically populates and is not editable.*
   - D. *The Type Action automatically populates and is not editable.*
   - E. *The QTY field changes - see below for instructions.*
   - **F.** Use to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
   - **G.** Use to select the Cond Cd.
   - **H.** Enter the INV NBR in the field provided. *This is a 15 numeric character field.*
   - **I.** Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

     Document Number Browse
   - **J.** Use to select the Asset Cd.
   - K. Enter the SYS ID in the field provided. *This is a 30 alphanumeric character field.*

End Item Serial



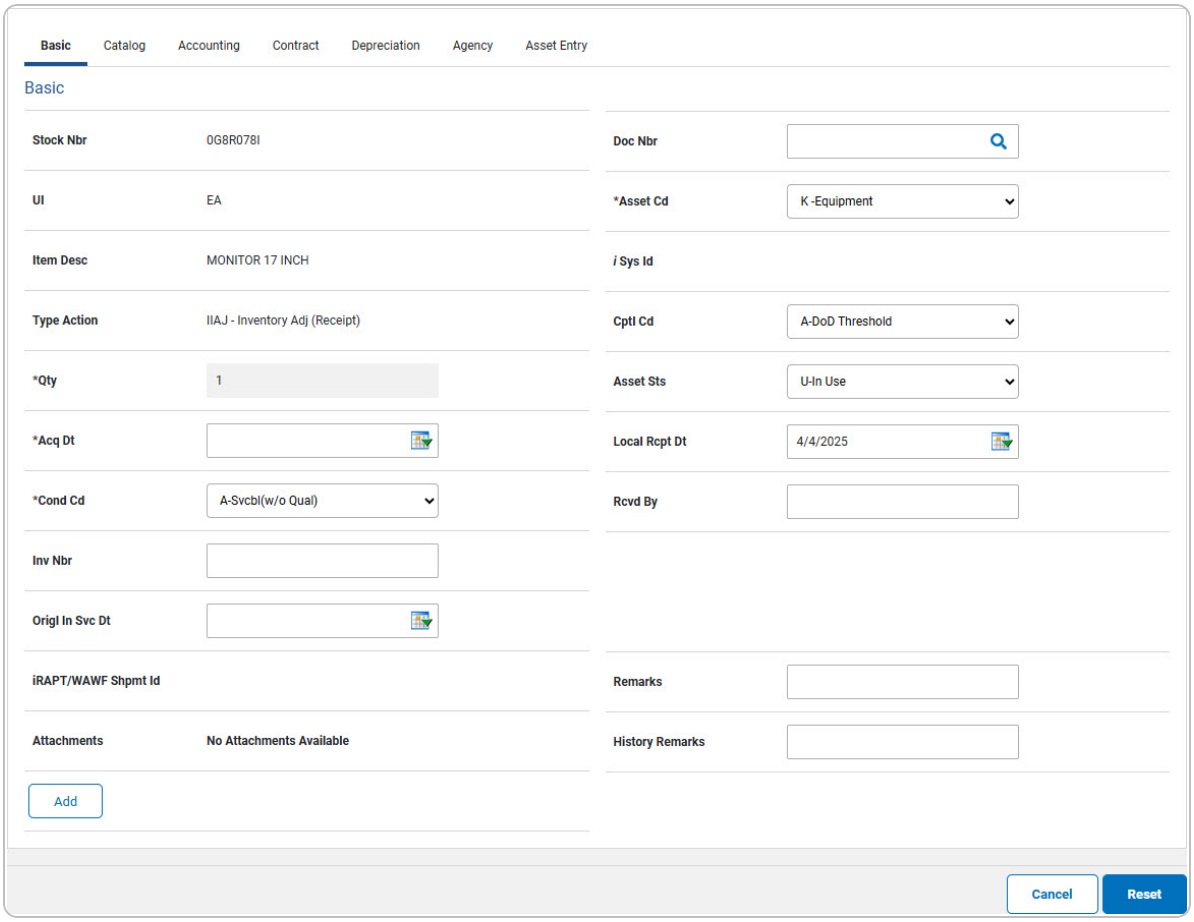
a. *The QTY automatically populates and is not editable.*

b. Use to select the Cptl Cd.

c. Use to select the Asset Sts.

d. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

Component



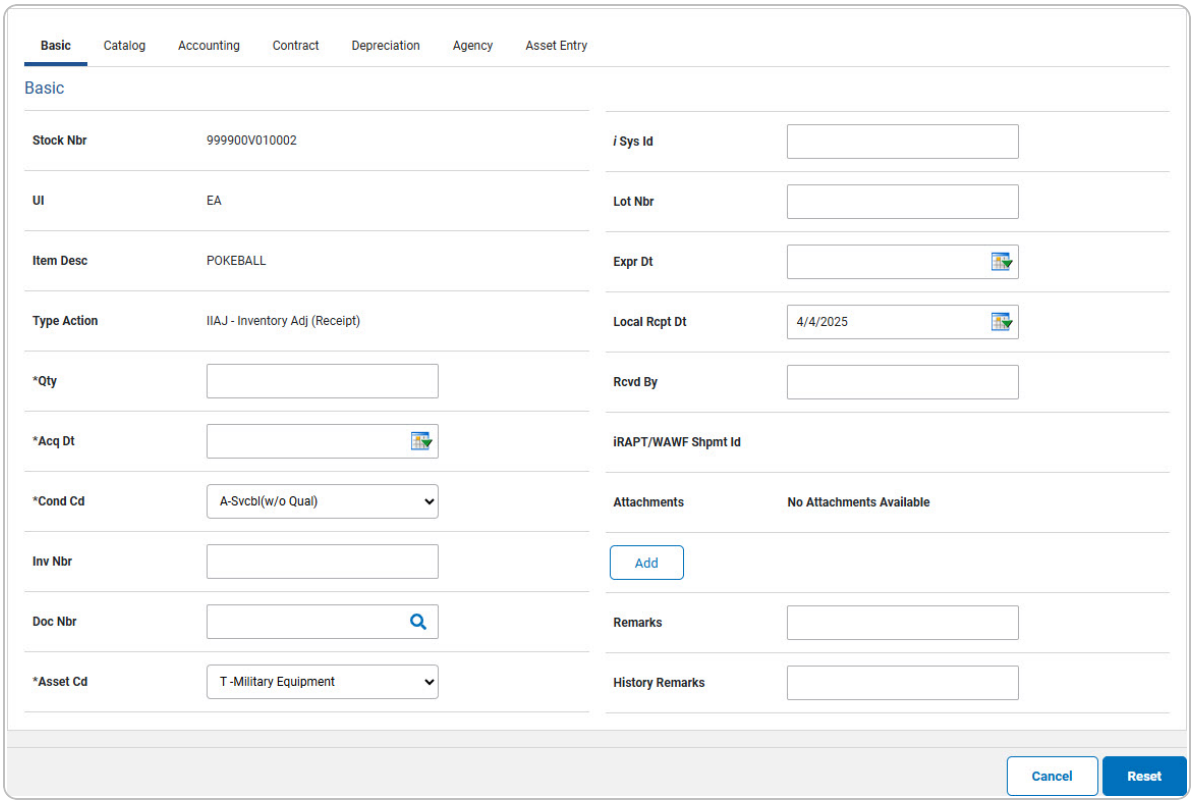
a. *The QTY automatically populates and is not editable.*

b. Use to select the Cptl Cd.

c. Use to select the Asset Sts.

d. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

Bulk



a. Enter the QTY in the field provided. *This is a 6 numeric character field.*

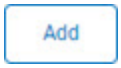
b. Enter the LOT NBR in the field provided. *This is a 20 alphanumeric character field.*

c. Use to select the EXPR DT, or enter the date (MM/DD/YYYY) in the field provided.

L. Use to select the Local RCPT DT, or enter the date (MM/DD/YYYY) in the field provided.

M. Enter the RCVD BY in the field provided. *This is a 20 alphanumeric character field.*

N. *The IRAPT/WAWF SHPMT ID automatically populates and is not editable.*

O. Select  . *The **Add an Attachment** page appears.*

P. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Q. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

4. Select Catalog. *The **Catalog Tab** displays.*

   A. *The STOCK NBR automatically populates and is not editable.*

   B. *The UI automatically populates and is not editable.*

   C. *The ITEM DESC automatically populates and is not editable.*

   D. *The Type Action automatically populates and is not editable.*

   E. *The Catalog Pilferable automatically populates and is not editable.*

   F. Click ☐ to select Asset Pilferable. *This notates that the asset is small enough to be easily stolen.*

   G. Enter the MFR DATA, or use 🔍 to browse for the entry. *This is a 36 alphanumeric character field.*

   Manufacturer Data Browse

   H. *The MFR NAME automatically populates and is not editable.*

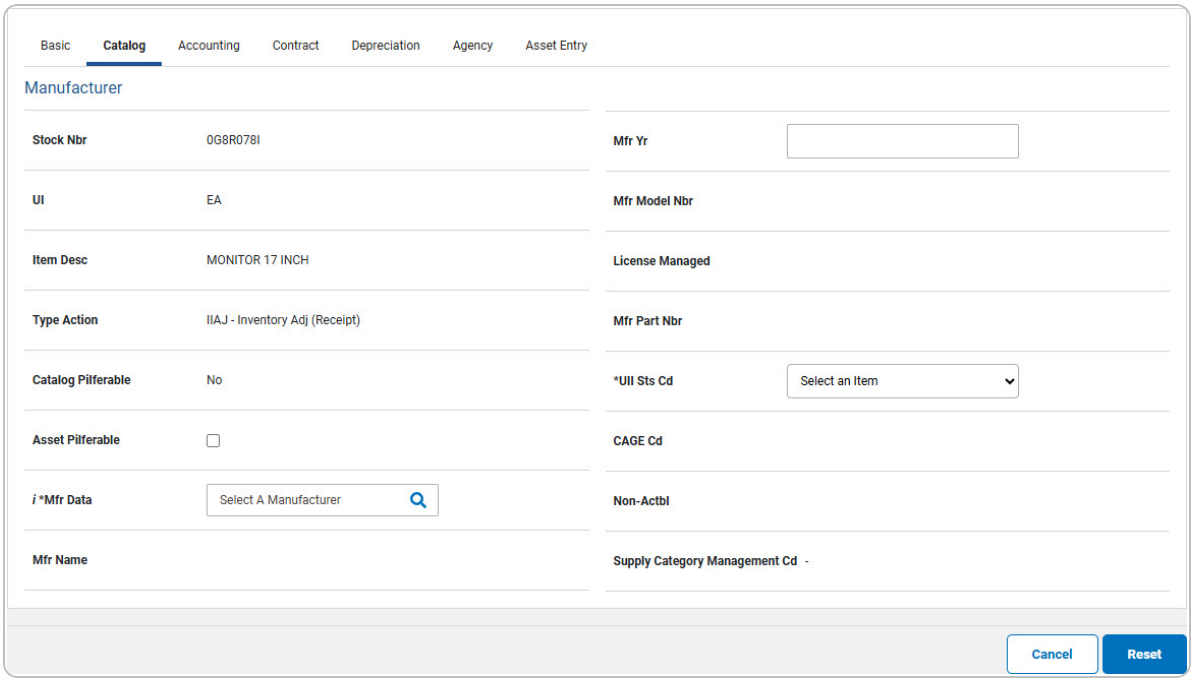
   I. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

   J. *The MFR MODEL NBR automatically populates and is not editable.*

   K. *The License Managed automatically populates and is not editable.*

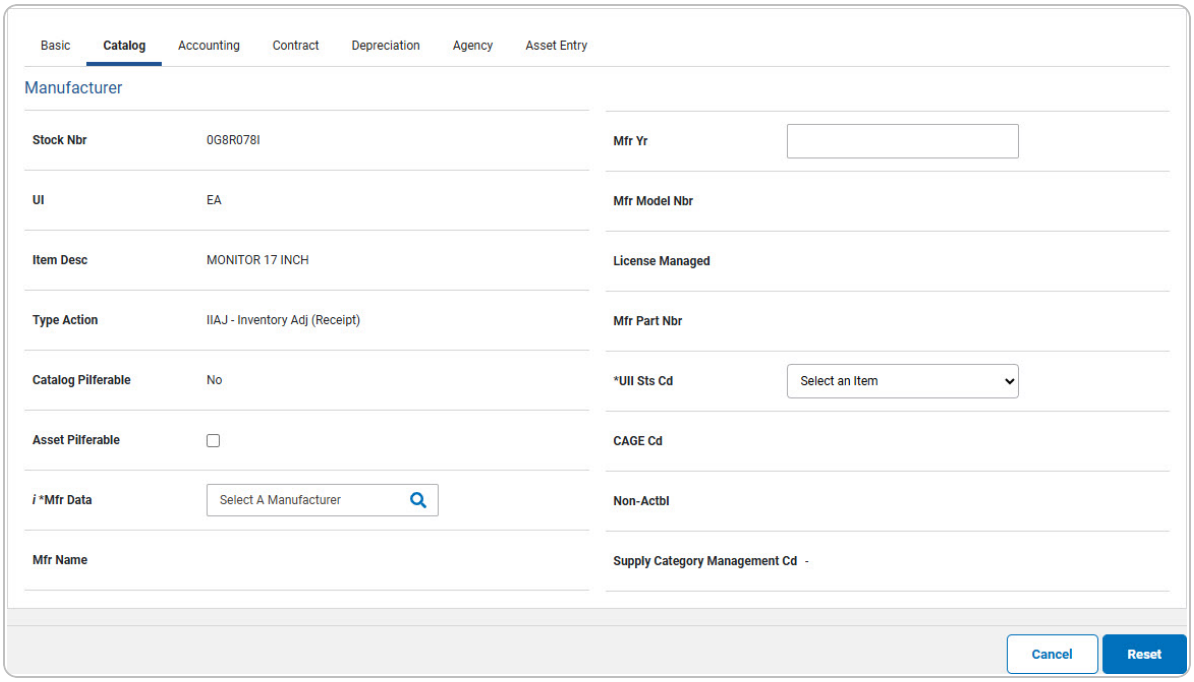
   L. *The MFR PART NBR automatically populates and is not editable.*

End Item Serial



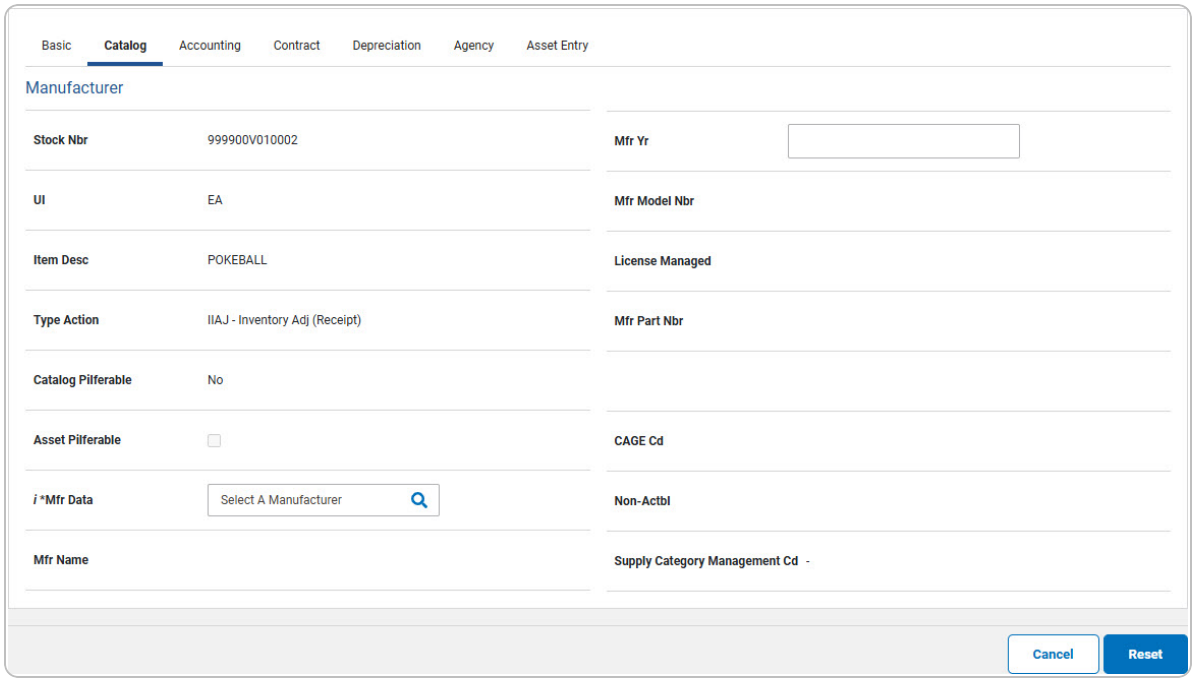
a. Use to select the UII Sts Cd.

Component



a. Use to select the UII Sts Cd.

Bulk



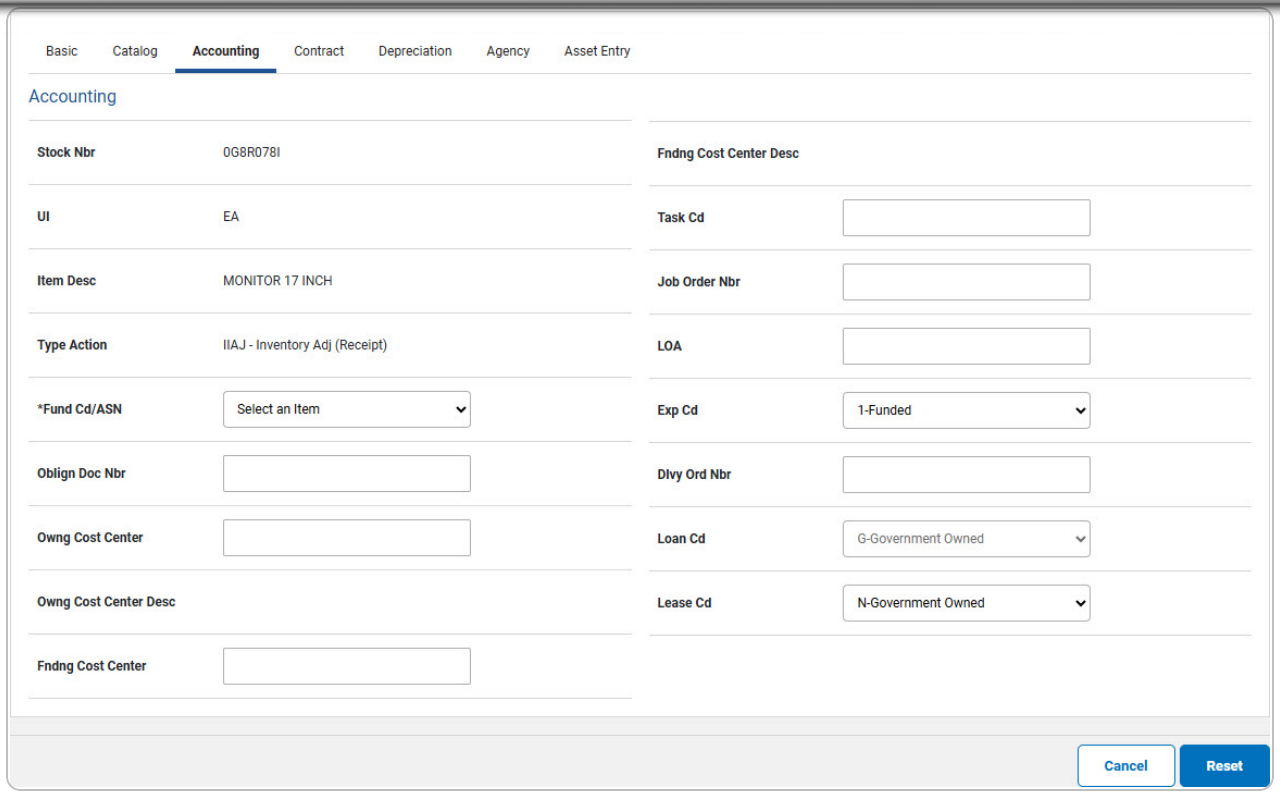
no additional fields

M. *The CAGE CD automatically populates and is not editable.*

N. *The NON-ACTBL automatically populates and is not editable.*

O. *The Supply Category Management CD automatically populates and is not editable.*

5. Select Accounting. *The **Accounting Tab** displays.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Use ⌄ to select the Fund Cd/ASN.

F. Update the OBLIGN DOC NBRentering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

G. Enter the OWNG COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

H. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

I. Enter the FNDNG COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

J. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

K. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

M. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse

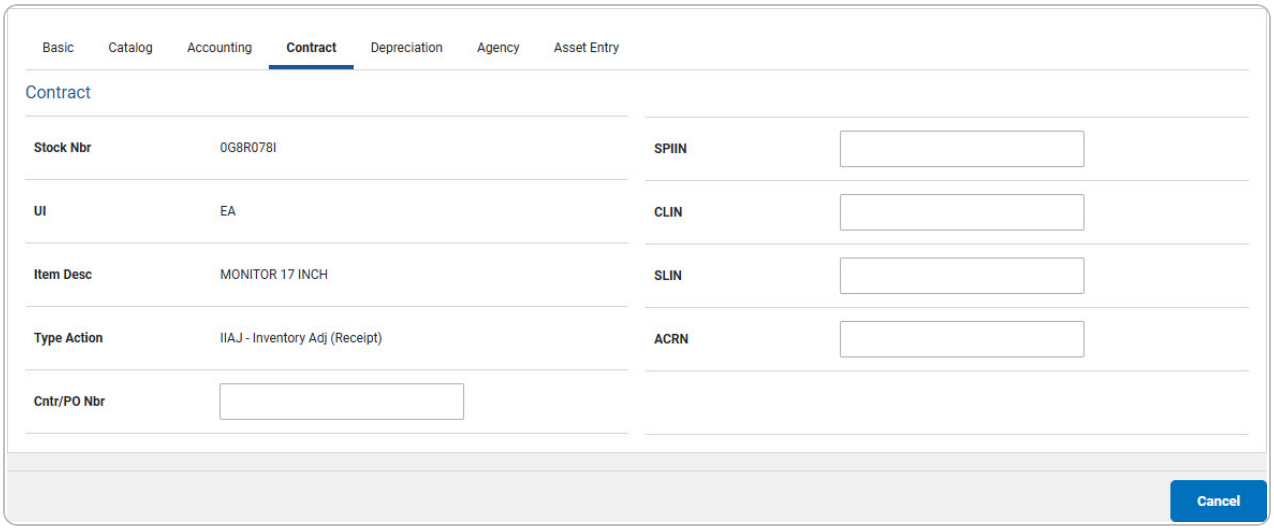
N. Use to select the Exp Cd.

O. Enter the DLVY ORD NBR in the field provided. *This is a 11 alphanumeric character field.*

P. *The Loan Cd automatically populates and is not editable.*

Q. Use to select the Lease Cd.

6. Select Contract. *The **Contract Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Enter the CNTR/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

F. Enter the SPIIN in the field provided. *This is a 6 alphanumeric character field.*

G. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

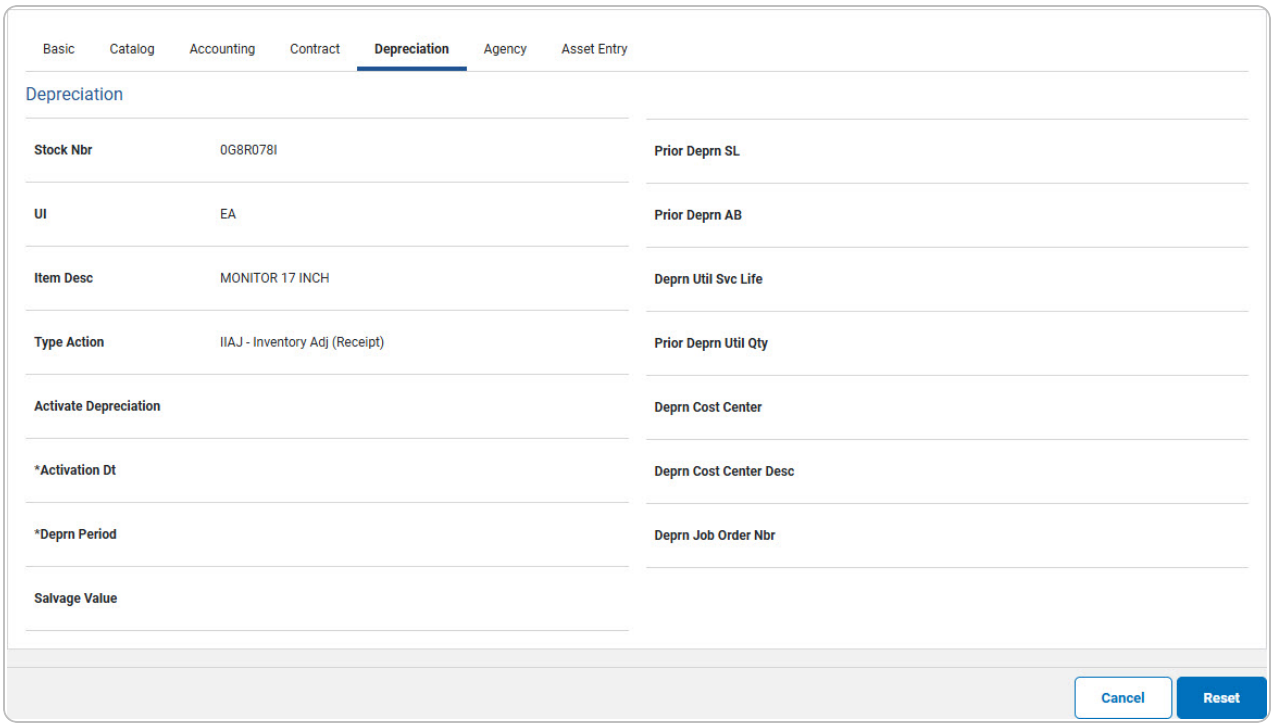
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

I. Enter the ACRN in the field provided. *This is a 2 alphanumeric character field.*

7. Select Depreciation. *The **Depreciation Tab** appears.*

Note

If this asset cannot be depreciated, the warning "Depreciation tab may only be used on depreciable assets" appears, and the fields on this tab are all read-only.



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. *The Activate Depreciation automatically populates and is not editable.*

F. Click ☐ to select Activate Depreciation. *This notates that the asset is depreciable.*

G. Use to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.

H. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*

I. Update the Salvage Value, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

Salvage Value Calculator

J. Update the PRIOR DEPRN SL, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

Prior Depreciation Calculator

K. *The PRIOR DEPRN AB automatically populates and is not editable.*

L. *The DEPRN UTIL SVC LIFE automatically populates and is not editable.*

M. *The PRIOR DEPRN UTIL QTY automatically populates and is not editable.*

N. Enter the DEPRN COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

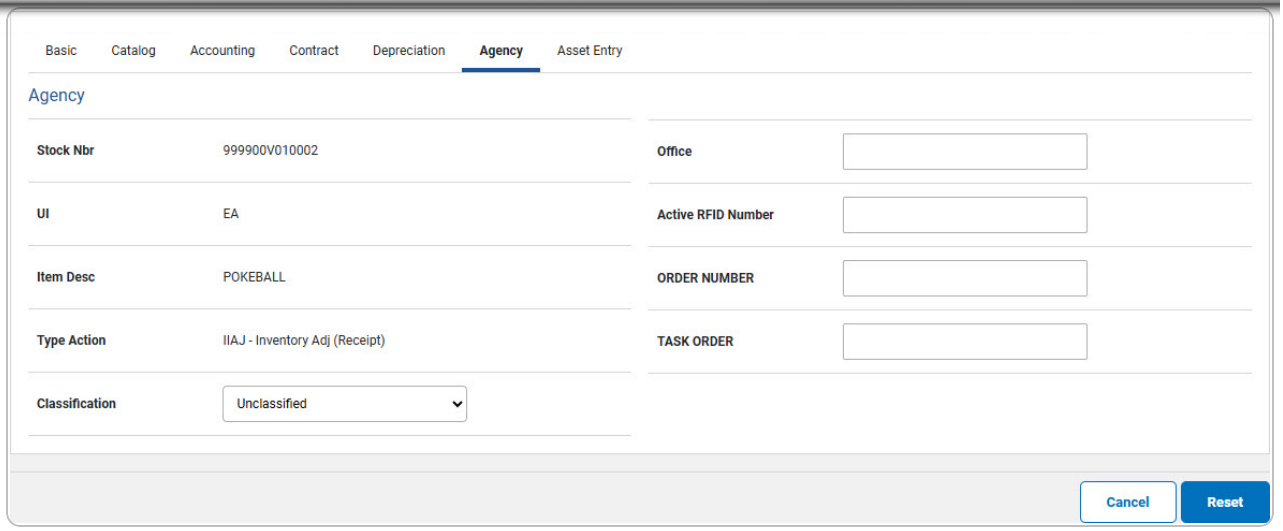
Cost Center Browse

O. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

P. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

Q. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

8. Select Agency. *The **Agency Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

Note

Any additional fields on this tab varies by agency and are not ELMS controlled.

9. Select Asset Entry. *The **Asset Entry Tab** appears.*

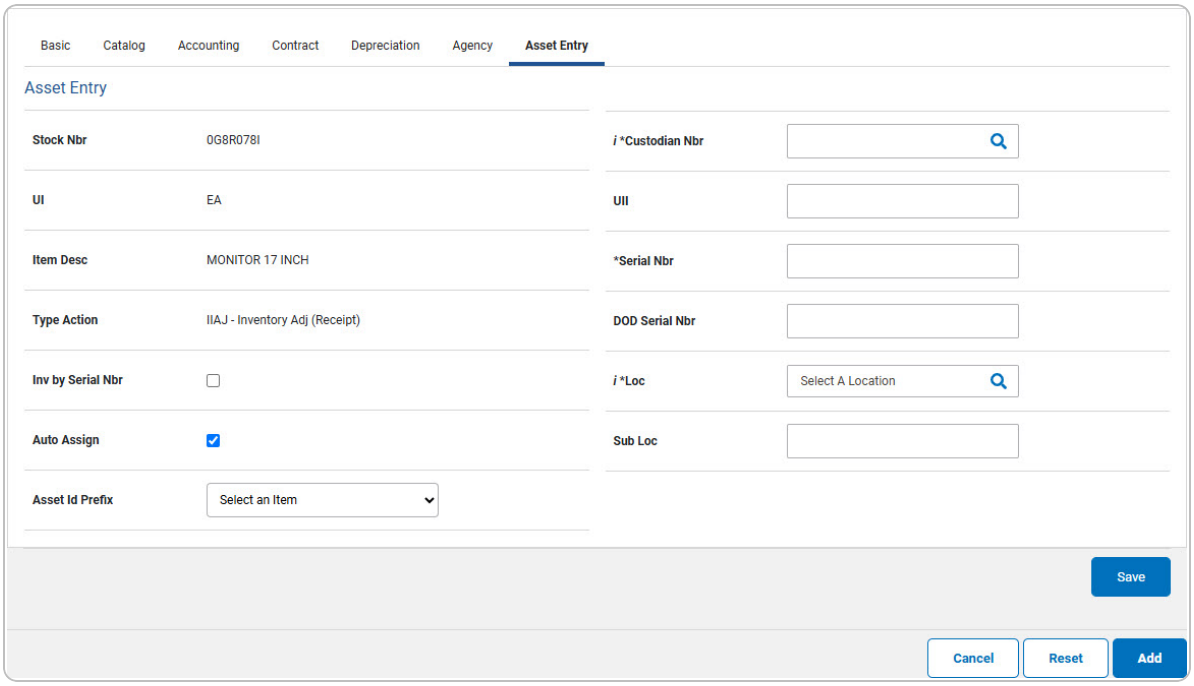
A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

End Item Serial



a. Click ☐ to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*

b. Click ☐ to select Auto Assign. *This makes the asset assigned automatically.*

c. Use ⌄ to select the Asset Id Prefix.

d. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

Custodian Browse

e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

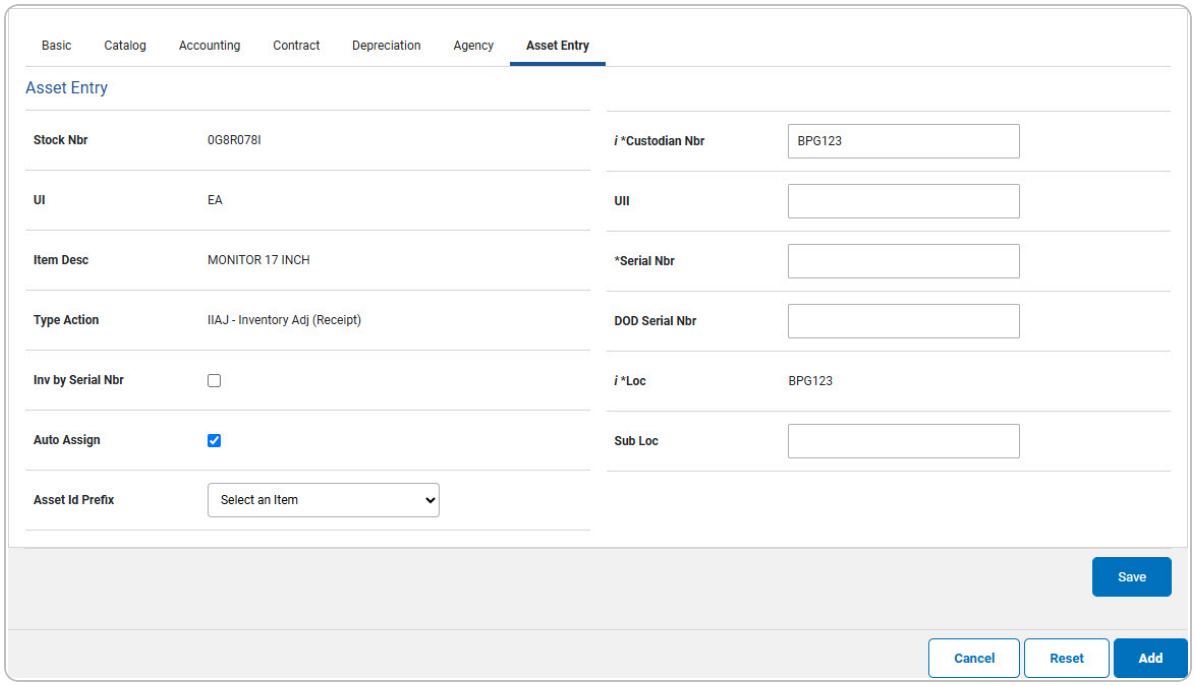
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

h. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

i. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Component



a. Click ☐ to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*

b. Click ☐ to select Auto Assign. *This makes the asset assigned automatically.*

c. Use ⌄ to select the Asset Id Prefix.

d. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

Custodian Browse

e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

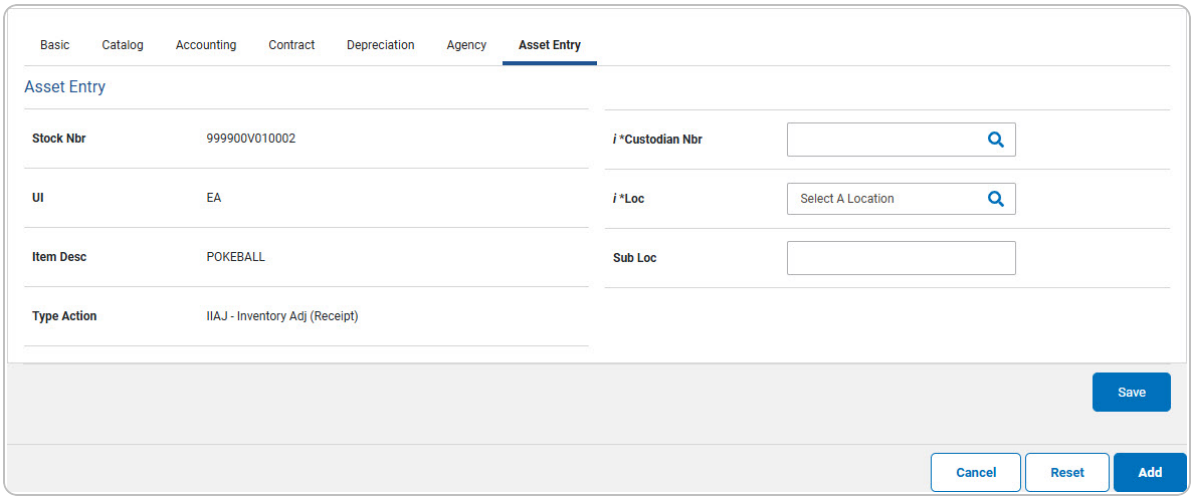
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

h. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

i. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Bulk



a. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

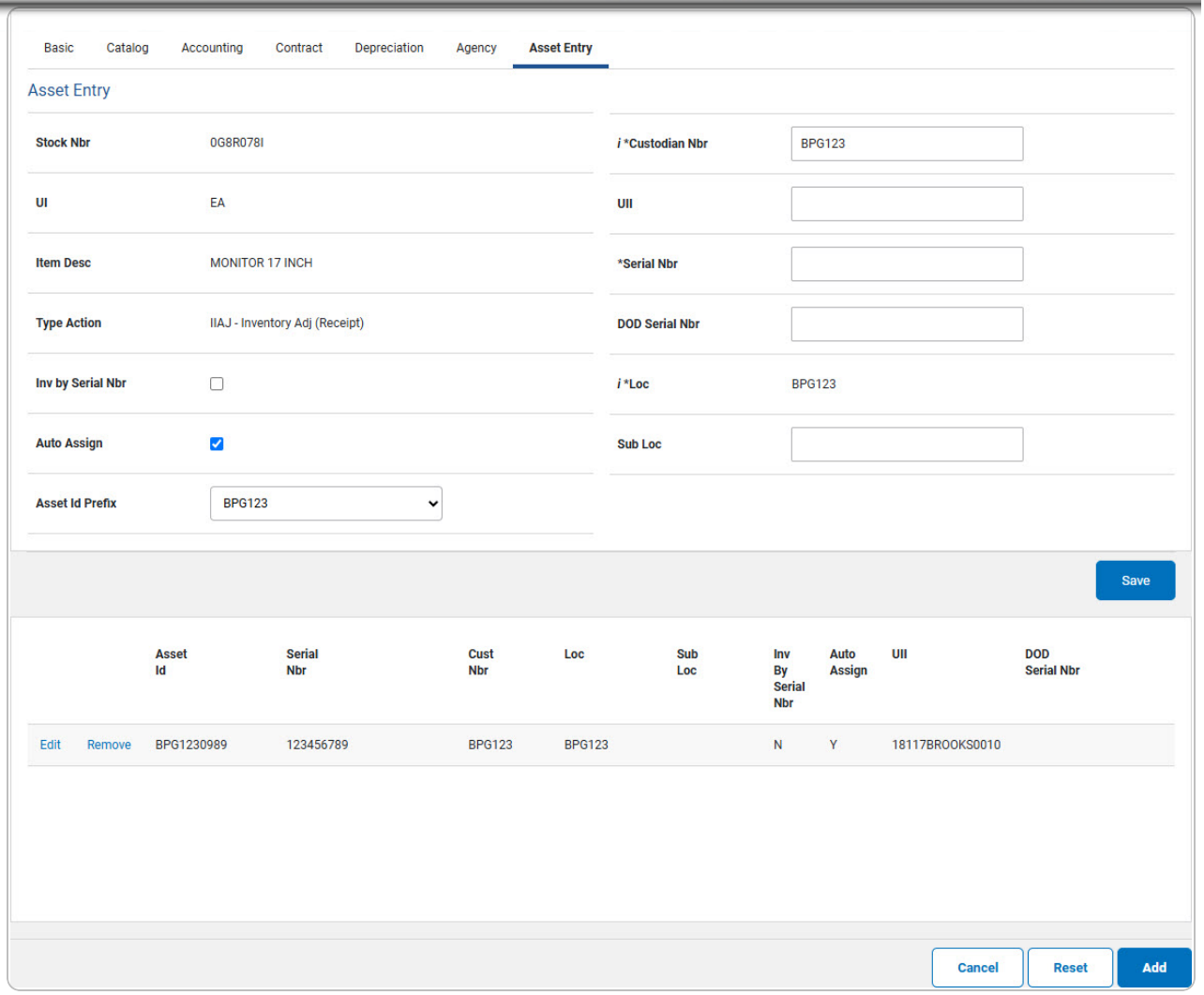
Custodian Browse

b. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

c. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

10. Select Save. *The new asset is added to the list panel.*



Choose how to proceed from here:

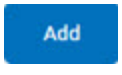
Edit the Asset

Select the Edit hyperlink. *The **Asset Receiving Update** page appears.*

Remove the Asset from the Receiving Record

Select the Remove hyperlink. *The record is removed form the Save list panel.*

Add the Asset

Select 

. *The **Asset Receiving Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
203 — STOCK NBR is bulk managed.	Invalid Entry. The STOCK NBR entered is already Bulk Managed, and cannot be changed to Serially Managed. Check to make sure the STOCK NBR is correct, and re-enter the number.
13 — Mandatory Entry: *Type Action*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry:	

STOCK NBR.	

13 — Mandatory Entry: *Acq Cost*.	
13 — Mandatory Entry: *HA Asset Id*.	
13 — Mandatory Entry: *Acq Dt*.	
13 — Mandatory Entry: *Doc Nbr*.	
13 — Mandatory Entry: *Mfr Data*.	
13 — Mandatory Entry: *Mfr Yr*.	
13 — Mandatory Entry: *Owng Cost Center*.	
13 — Mandatory Entry: *Fndng Cost Center*.	
13 — Mandatory Entry: *Fund Cd/ASN*.	
13 — Mandatory Entry: *Activation Dt*.	

194 — Entry must be > zero.	Missing Entry. The field must be a positive number. Enter the missing field.
256 — Receipt Dt cannot be > 3 years from System Dt.	Invalid Entry. The Receipt Date and System Date must be within three years of each other. Enter a valid date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
325 — Doc Nbr and Stock Nbr entered must agree with Doc Nbr and Stock Nbr of due in record.	Invalid Entry. Another due-in record exists with the same Document Number and different Stock Number. Check to make sure the Stock Nbr and Doc Nbr are correct, and re-enter the information.
261 — Job Order Nbr/ Deprn Job Order Nbr must contain a 12 - position Project and a 3 - position Sub - Project.	Missing Entry. The Job Order Nbr/Deprn Job Order Nbr cannot be empty. Enter the information in the correct format.
659 — Fndng Cost Center invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the Fndng Cost Center be a specific format to comply with regulations. Enter a valid cost center.
663 — Deprn Cost Center invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the Deprn Cost Center be a specific format to comply with regulations. Enter a valid cost center.

665 — DEPRN TASK CD invalid for LMP - must be 1, 2, or 4.	Invalid Entry. The LMP requires that the DEPRN TASK CD be a specific number (either 1, 2, or 4) to comply with regulations. Enter a valid TASK CD.
310 — DEPRN PRD must be between 24 and the maximum number of months allowed by regulation XXX.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.
302 — ACTIVATION DT must be > or = to ACQ DT.	Invalid Entry. The ACQ DT must be the same as or before the ACTIVATION DT. Re-enter the ACTIVATION DT.
283 — The ACQ COST difference from CTLG UNIT PRICE is: $xxxx.xx.	Invalid Entry. The difference between the CTLG UNIT PRICE and the ACQ COST is the specified amount. Double—check the amounts.
284 — The variance is: xx%.	Invalid Entry. The percentage difference between the two amounts is the specified amount. Double—check the entered amounts.
285 — The current Cost Variance Minimum threshold is: xx%.	Invalid Entry. The minimum percentage difference between the two amounts is the specified amount, which is larger than the current variance amount. Double—check the entered amounts.
358 — Embedded Cost Total is >ACQ COST/CMPN ACQ COST.	Invalid Entry. The ACQ COST / CMPN ACQ COST must be less than the Embedded Cost Total. Find a different component / complete equipment combination.

682 — Invalid UII format. Pos 1 — 50 must be alpha-numeric with POS 1 — 6 mandatory.	Invalid Entry. The UII must be at least 6 alpha-numeric characters, and no more than 50 characters. Re-enter the UII.

Related Topics

- Enter an Asset Receiving Record
- Asset Receiving Entry — ITRO
- Asset Receiving Entry — INPR
- Asset Receiving Entry — IAAR
- Asset Receiving Entry — IFOI
- Asset Receiving Entry — IDNT
- Asset Receiving Entry — ILOO
- Asset Receiving Entry — ILDI
- Mass Upload Assets
- Update an Asset Receiving Record
- View the Asset Receiving Transaction Status
- Export an Asset Receiving Report
- Add an Attachment

Asset Receiving Entry — ILDI — Create Local Due In

Overview

The Property Accountability module Asset Management Receiving process provides the ability to receive assets to ELMS.
A Local due-in is used to document purchase requests. Once the item is received, it can be posted directly to the property book. If the purchase request is canceled, the request can be rejected.
The assets are either Serially managed (individual asset - one at a time), Component managed (a part of a total asset - one at a time, linked to the Higher Assemblage), or Bulk managed (group of assets - multiple assets at a time).

Navigation

Asset Management > Receiving > Asset Receiving > Type Action drop-down field > Type Action ILDI — Create Local Due In > Asset Receiving Tabs page

Page Fields

The following fields display on the **Asset Receiving — ILDI** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provides the list of instructions.

Basic Tab

Number	Value
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.

Catalog Tab

Number	Value
132	To search for CAGE CD, see https://cage.dla.mil.

Asset Entry Tab

Number	Value
24	(*) Asterisk identifies mandatory fields.
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.
195	Enter mandatory data, then select "Save" to populate grid.
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
197	Rows displayed from Pending TRANS, select "Edit" for each record to enter and/or update data, then select "Update".
198	When complete select "Add" to process single and/or multiple records.

Asset Receiving — ILDI

Basic Tab

Stock Nbr
UI

Item Desc
Type Action
Qty *
Acq Dt *
Doc Nbr *
Asset Cd *

End Item Serial and Component

Cptl Cd
Asset Sts

iRAPT/WAWF Shpmt Id
Remarks
History Remarks

Catalog Tab

Stock Nbr
UI
Item Desc
Type Action
Catalog Pilferable
Asset Pilferable
Mfr Data *
Mfr Name
Mfr Yr *
Mfr Model Nbr
License Managed
Mfr Part Nbr

Component

UII Sts Cd *

CAGE Cd
Non-Actbl
Supply Category Management Cd

Accounting Tab

Stock Nbr
UI
Item Desc
Type Action
Fund Cd/ASN *
Oblign Doc Nbr

Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd *

End Item Serial

Task Desc
Project Desc

Job Order Nbr
LOA
Exp Cd
Dlvy Ord Nbr
Estimated Dlvy Dt

Loan Cd

Loan Address
Loan Start Dt
Loan End Dt

Lease Cd

Lease Address
Lease Start Dt
Lease End Dt

Contract Tab

Stock Nbr
UI
Item Desc
Type Action
Cntr / PO Nbr
SPIIN
CLIN
SLIN
ACRN

Depreciation Tab

Stock Nbr
UI
Item Desc
Type Action
Activate Depreciation

Activation Dt *
Deprn Period *
Salvage Value
Prior Deprn SL
Prior Deprn AB
Deprn Util Svc Life
Prior Deprn Util Qty
Deprn Cost Center
Depn Cost Center Desc
Deprn Job Ord Nbr

Agency Tab

Stock Nbr
UI
Item Desc
Type Action

Asset Entry Tab

Stock Nbr
UI
Item Desc
Type Action

End Item Serial

Inv by Serial Nbr
Auto Assign
Asset Id Prefix
Custodian Nbr *
Serial Nbr *
Loc *
Sub Loc

Component

Inv by Serial Nbr
Auto Assign
Asset Id Prefix
Custodian Nbr *
UII
Serial Nbr *
Loc *
Sub Loc

Bulk

Custodian Nbr *
Loc *
Sub Loc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

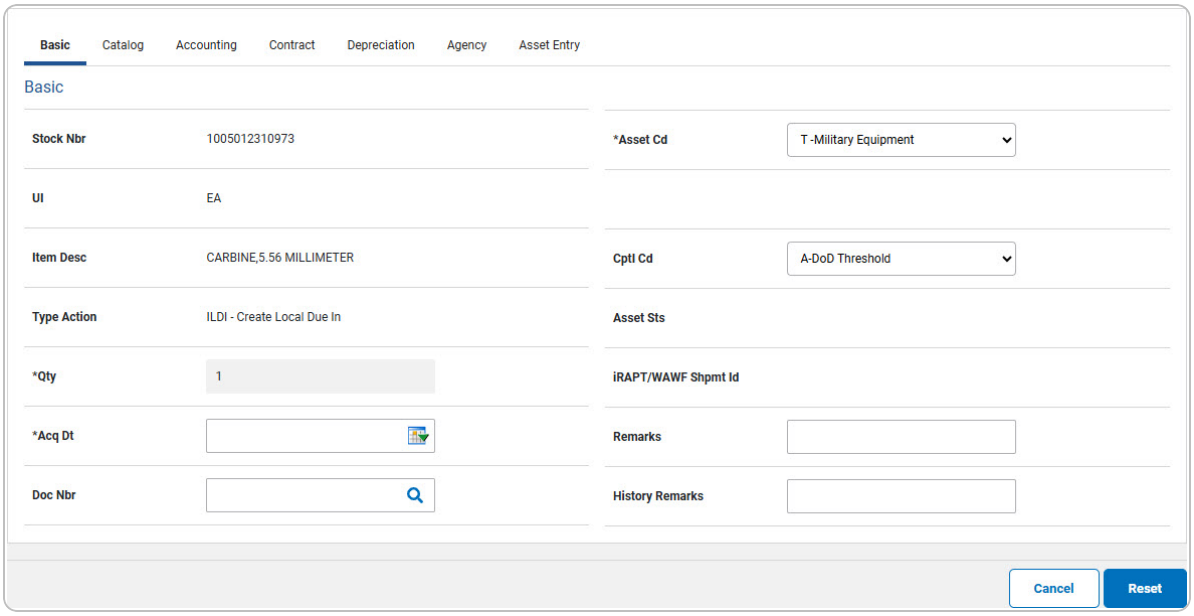
Add an Asset

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

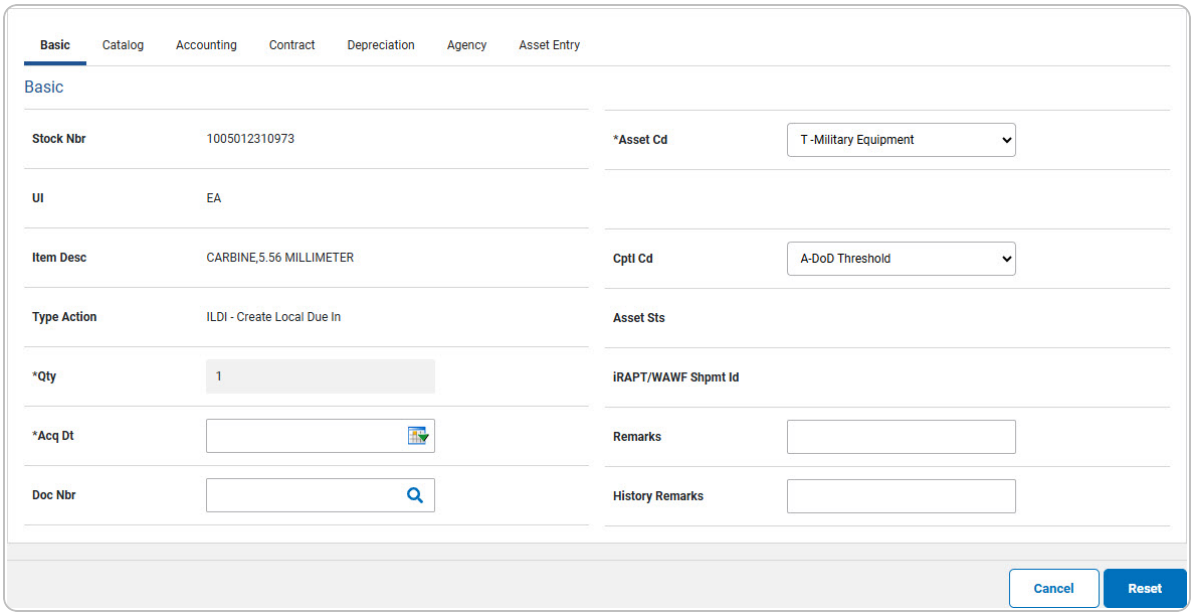
1. In the Asset Management menu, choose Receiving. *The **Asset Receiving** page appears.*
2. Use to select the Type Action ***ILDI — Create Local Due In***.
3. Select Continue. *The Basic tab displays.*
   - A. *The STOCK NBR automatically populates and is not editable.*
   - B. *The UI automatically populates and is not editable.*
   - C. *The ITEM DESC automatically populates and is not editable.*
   - D. *The Type Action automatically populates and is not editable.*
   - E. *The QTY field changes - see below for instructions.*
   - **F.** Use to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
   - **G.** Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

     Document Number Browse
   - **H.** Use to select the Asset Cd.

End Item Serial



Component

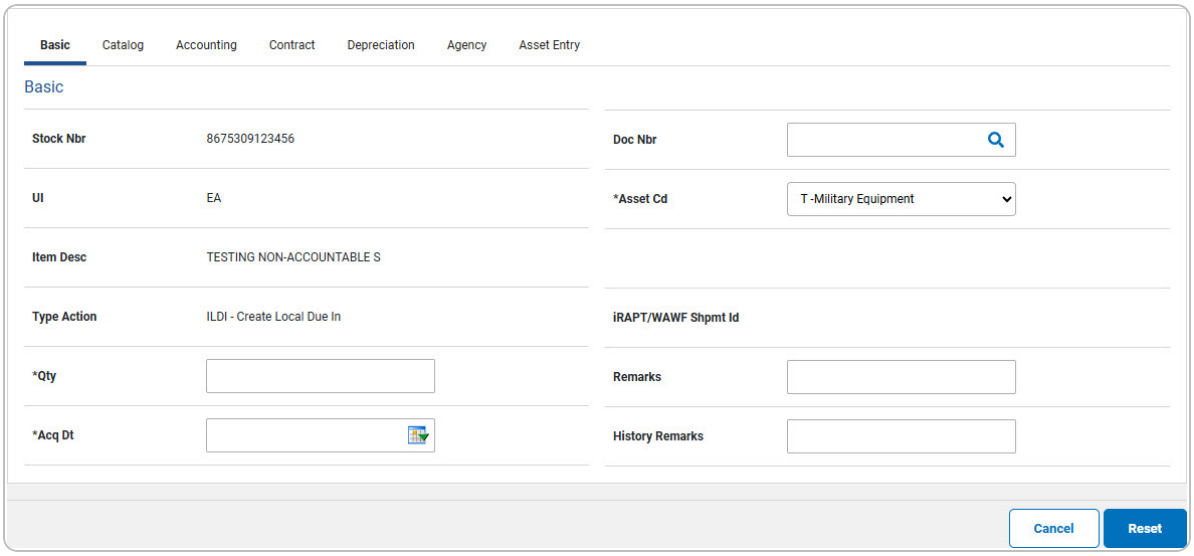


a. *The QTY automatically populates and is not editable.*

b. Use ⌄ to select the Cptl Cd.

c. Use to select the Asset Sts.

Bulk



a. Enter the QTY in the field provided. *This is a 6 numeric character field.*

I. *The IRAPT/WAWFSHPMT ID automatically populates and is not editable.*

J. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

K. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

4. Select Catalog. *The **Catalog Tab** displays.*

A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. *The Catalog Pilferable automatically populates and is not editable.*

F. Click to select Asset Pilferable. *This notates that the asset is small enough to be easily stolen.*

G. Enter the MFR DATA, or use to browse for the entry. *This is a 36 alphanumeric character field.*

Manufacturer Data Browse

H. *The MFR NAME automatically populates and is not editable.*

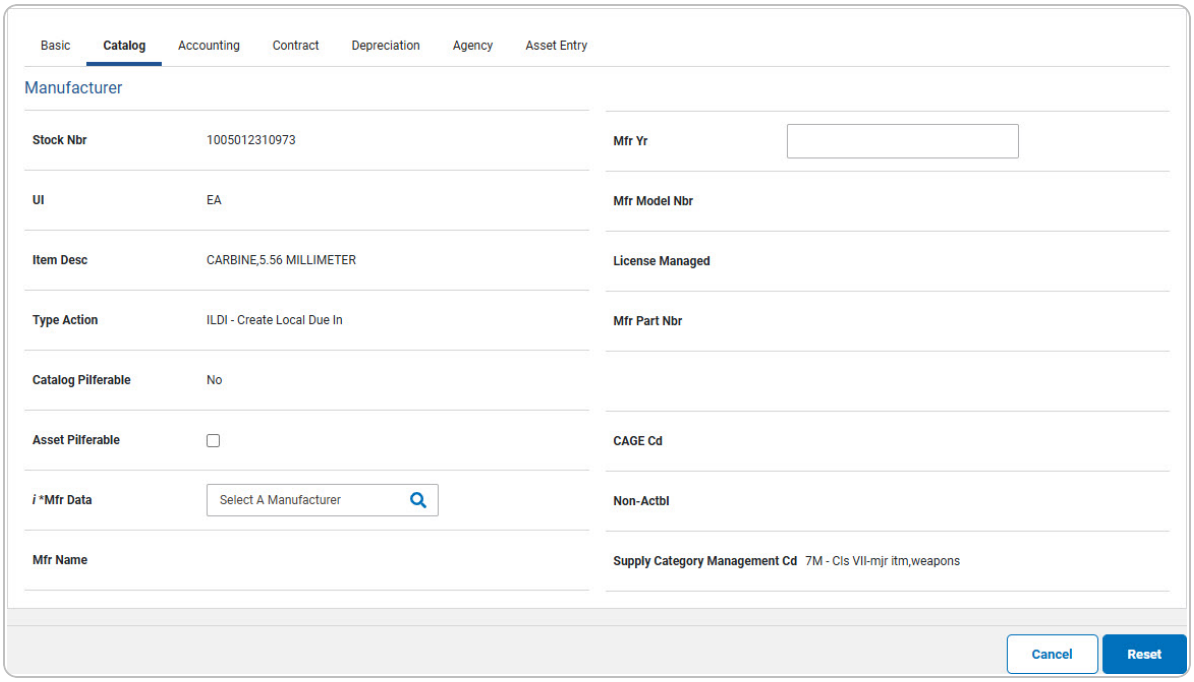
I. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

J. *The MFR MODEL NBR automatically populates and is not editable.*

K. *The License Managed automatically populates and is not editable.*

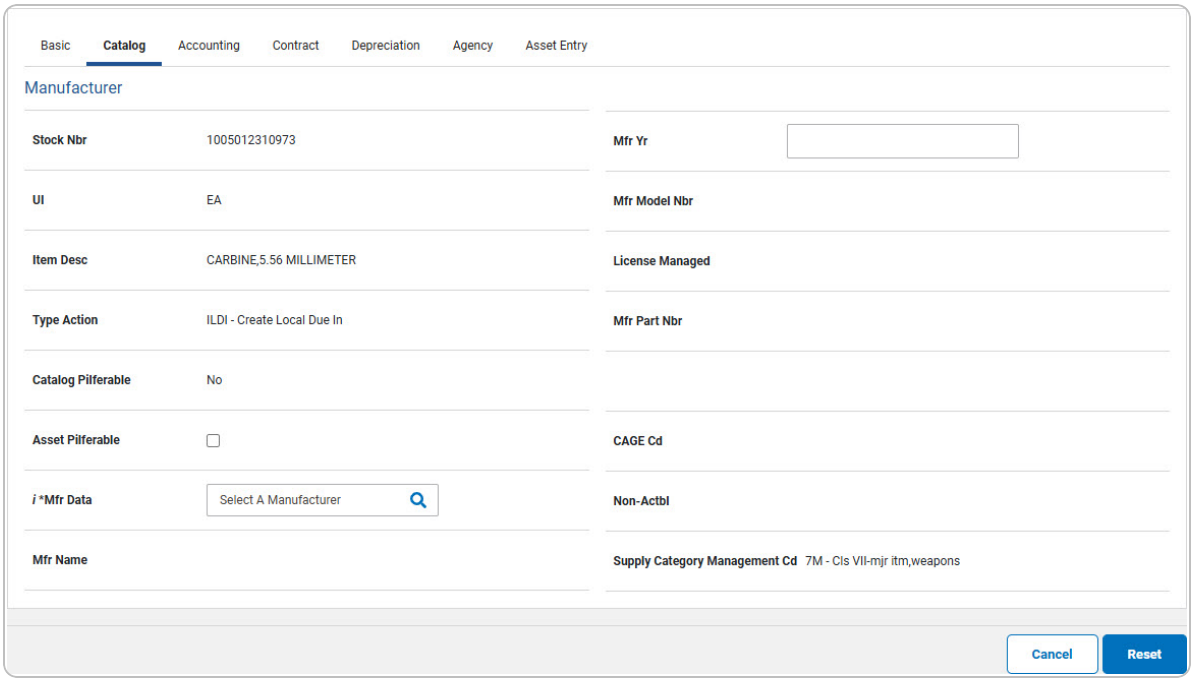
L. *The MFR PART NBR automatically populates and is not editable.*

End Item Serial



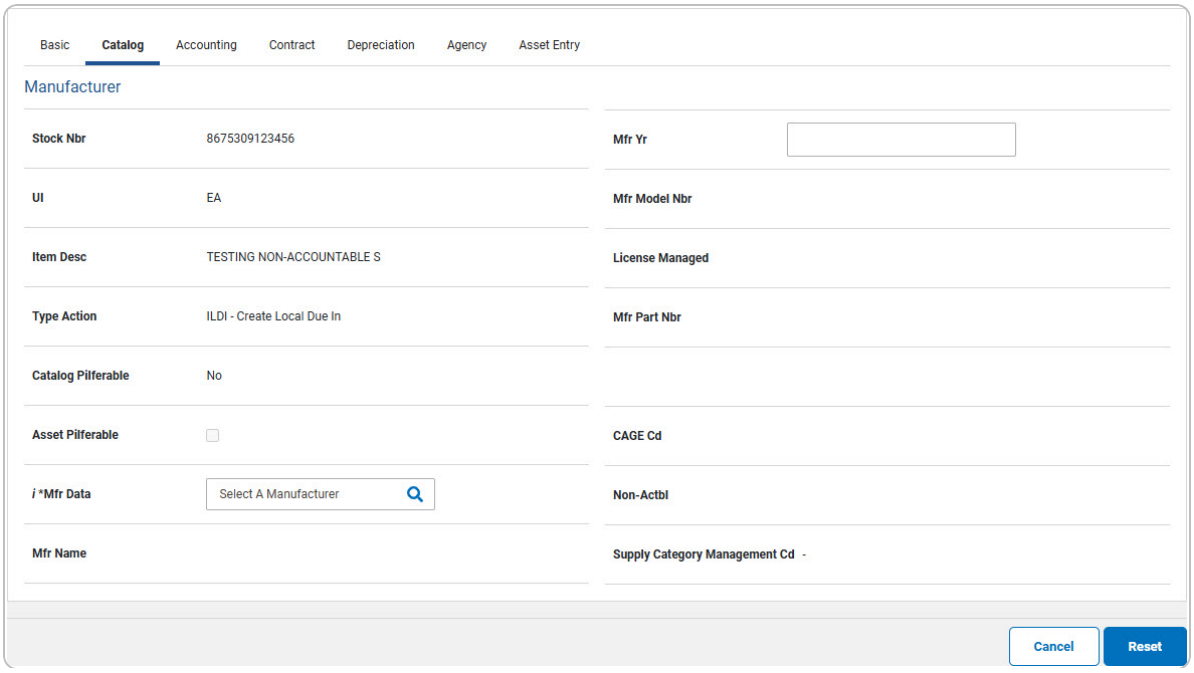
no additional fields

Component



a. Use ⌄ to select the UII Sts Cd.

Bulk



no additional fields

M. *The CAGE CD automatically populates and is not editable.*

N. *The NON-ACTBL automatically populates and is not editable.*

O. *The Supply Category Management CD automatically populates and is not editable.*

5. Select Accounting. *The **Accounting Tab** displays.*

A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Use to select the Fund Cd/ASN.

F. Update the OBLIGN DOC NBRentering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

G. Enter the OWNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

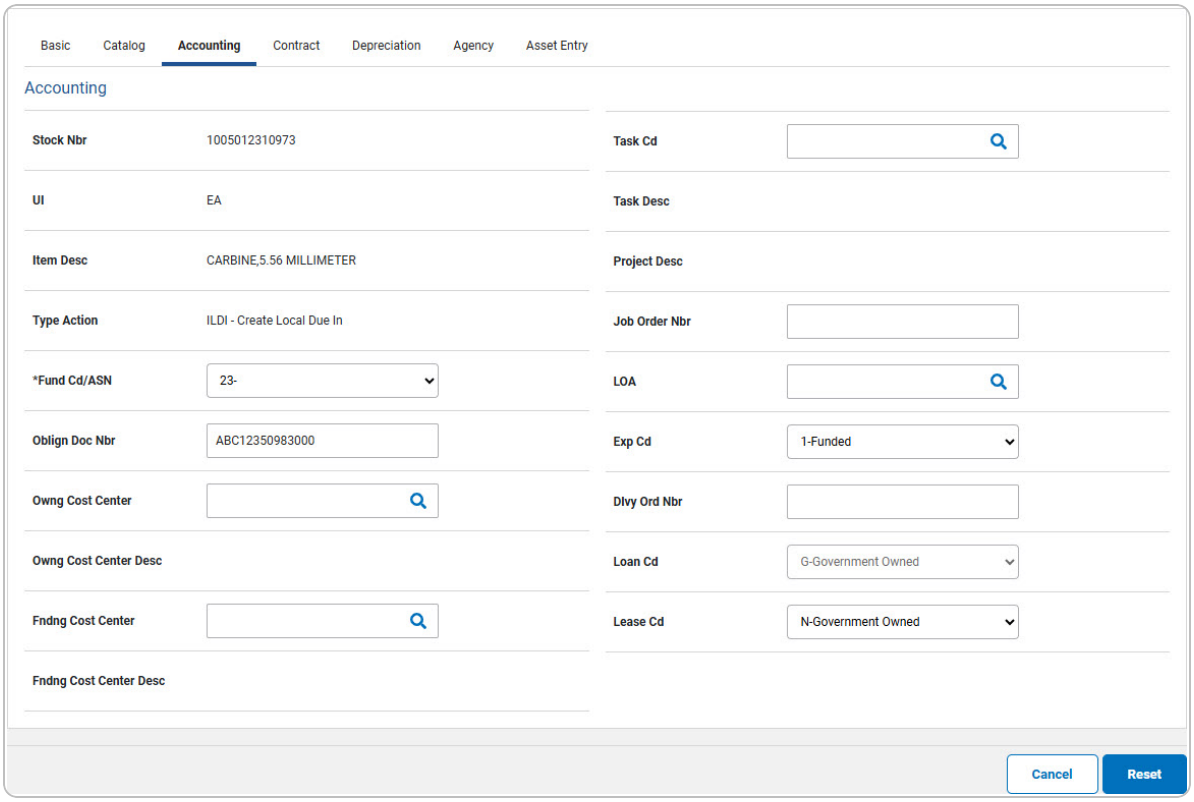
H. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

I. Enter the FNDNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

J. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

End Item Serial



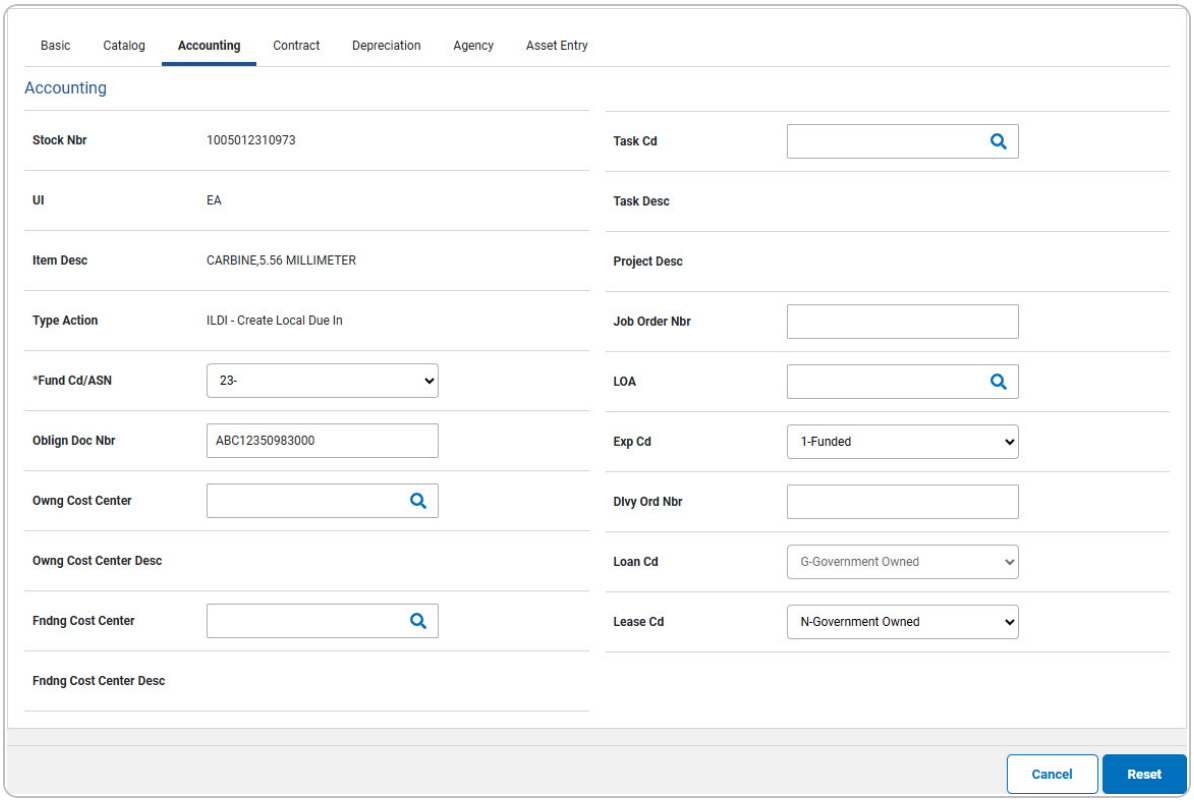
a. Enter the TASK CD, or use 🔍 to browse for the Project Number. *This is a 25 alphanumeric character field.*

Project Number Browse

b. *The Task DESC automatically populates and is not editable.*

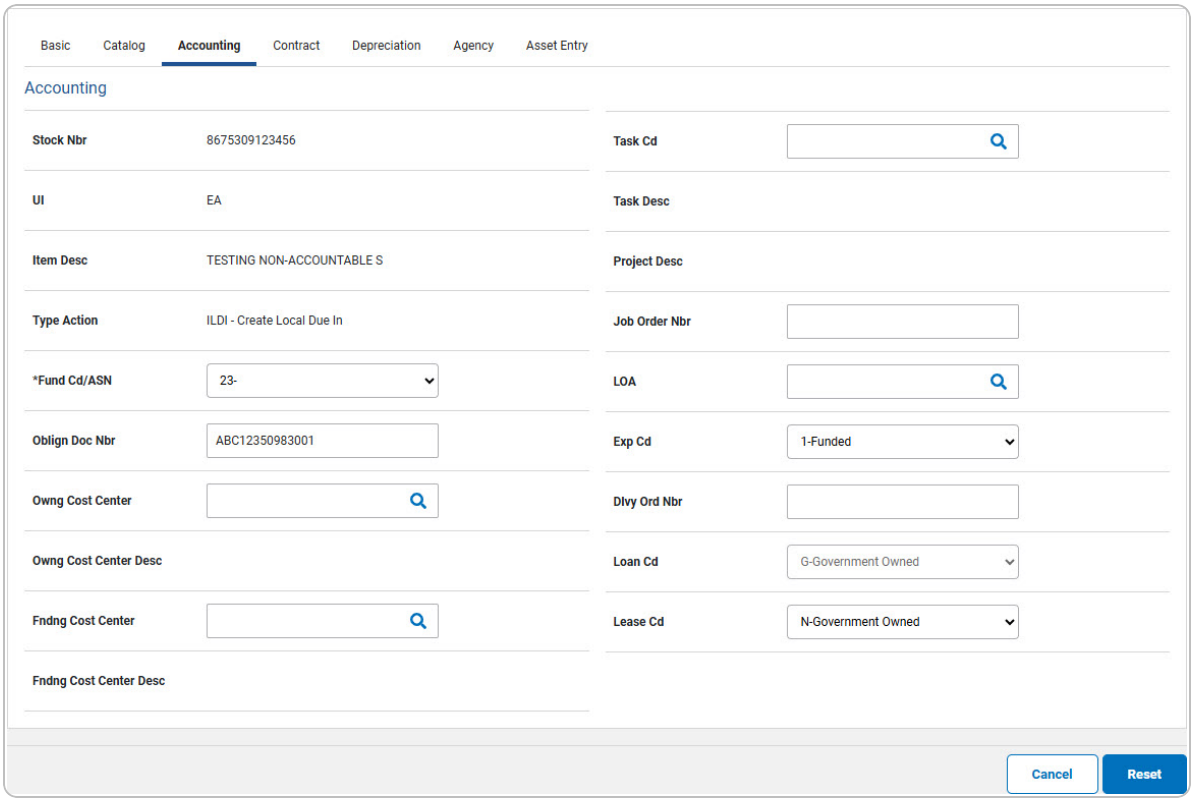
c. *The Project DESC automatically populates and is not editable.*

Component



a. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

Bulk



a. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

L. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse

M. Use to select the Exp Cd.

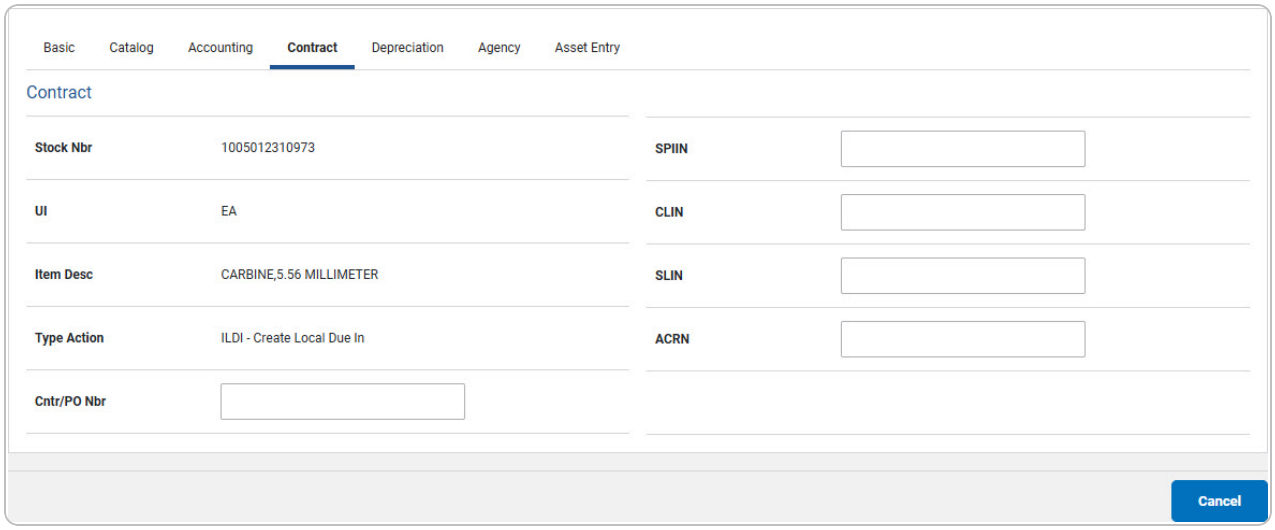
N. Enter the DLVY ORD NBR in the field provided. *This is a 11 alphanumeric character field.*

O. Use to select the ESTIMATED DLVY DT, or enter the date (MM/DD/YYYY) in the field provided.

P. *The LOAN CD automatically populates and is not editable.*

Q. Use to select the Lease Cd.

6. Select Contract. *The **Contract Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Enter the CNTR/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

F. Enter the SPIIN in the field provided. *This is a 6 alphanumeric character field.*

G. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

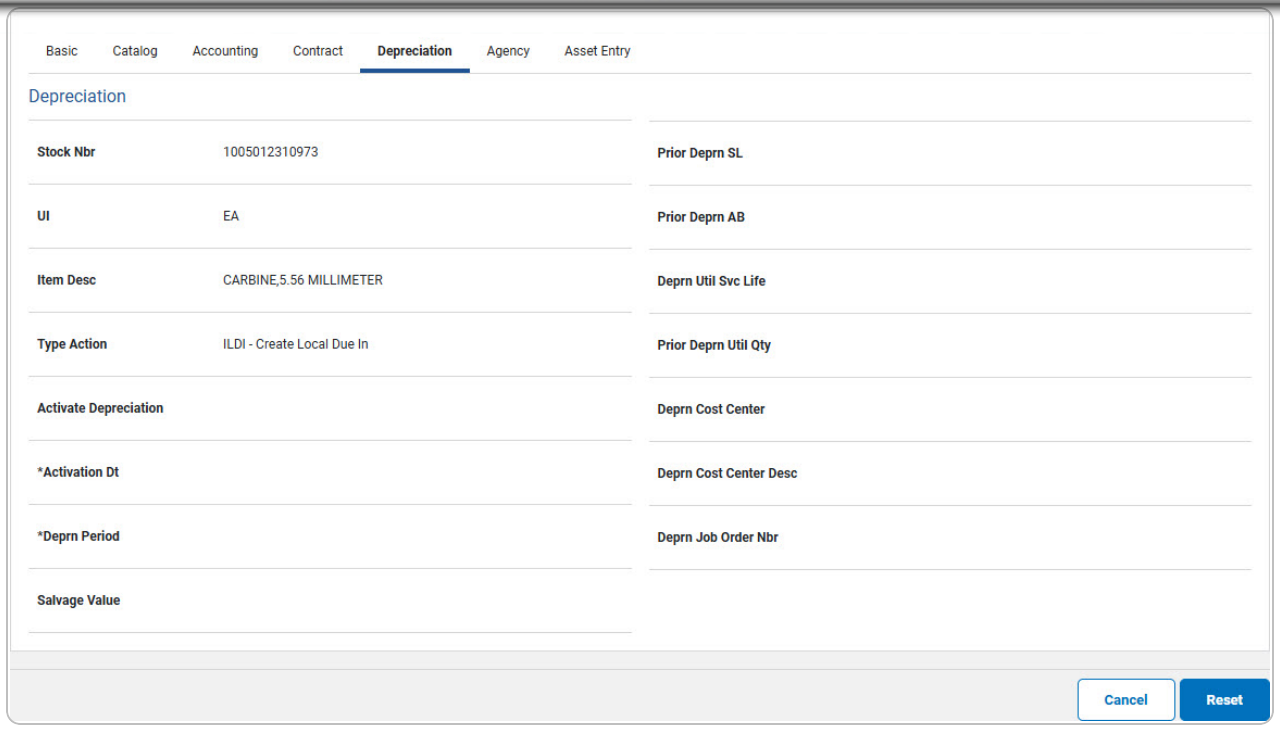
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

I. Enter the ACRN in the field provided. *This is a 2 alphanumeric character field.*

7. Select Depreciation. *The **Depreciation Tab** appears.*

Note

If the asset cannot be depreciated, the warning "Depreciation tab may only be used on depreciable assets" appears, and the fields on this tab are all read-only.



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Click ☐ to select Activate Depreciation. *This notates that the asset is depreciable.*

F. Use to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.

G. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*

H. Update the Salvage Value, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

Salvage Value Calculator

I. Update the PRIOR DEPRN SL, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

Prior Depreciation Calculator

J. *The PRIOR DEPRN AB automatically populates and is not editable.*

K. *The DEPRN UTIL SVC LIFE automatically populates and is not editable.*

L. *The PRIOR DEPRN UTIL QTY automatically populates and is not editable.*

M. Enter the DEPRN COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

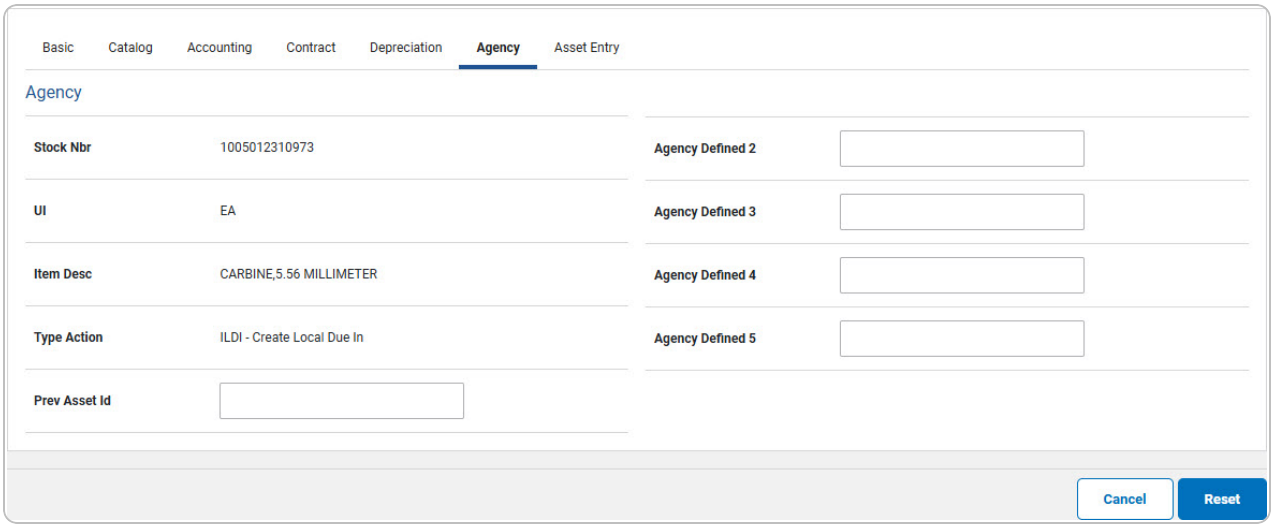
Cost Center Browse

N. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

O. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

P. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

8. Select Agency. *The **Agency Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

Note

Any additional fields on this tab varies by agency and are not ELMS controlled.

9. Select Asset Entry. *The **Asset Entry Tab** appears.*

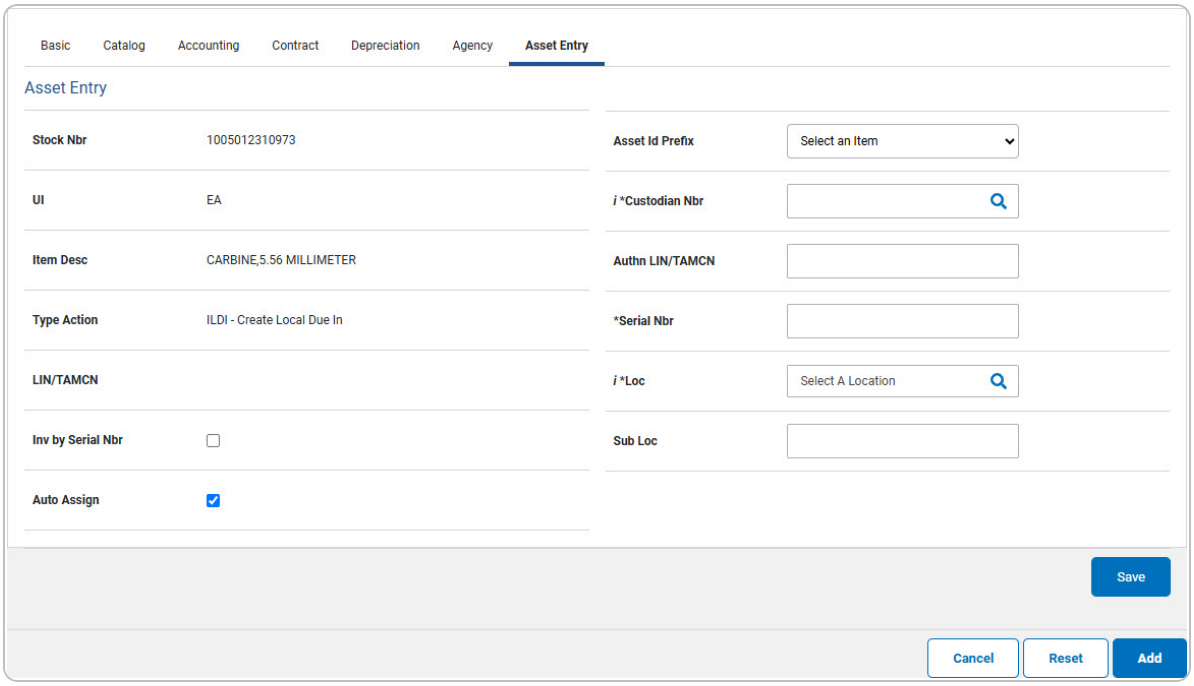
A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

End Item Serial



a. Click ☐ to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*

b. Click ☐ to select Auto Assign. *This makes the asset assigned automatically.*

c. Use ⌄ to select the Asset Id Prefix.

d. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

Custodian Browse

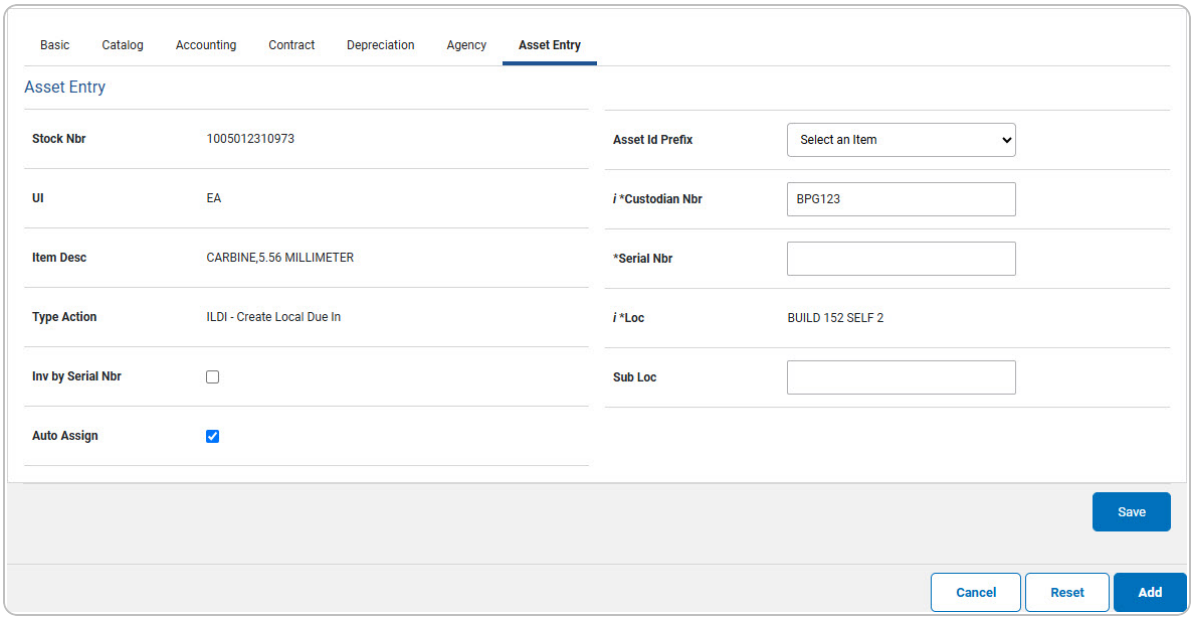
e. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

f. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

g. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Component



a. Click ☐ to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*

b. Click ☐ to select Auto Assign. *This makes the asset assigned automatically.*

c. Use ⌄ to select the Asset Id Prefix.

d. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

Custodian Number Browse

e. Enter the UIIin the field provided. *This is a 50 alphanumeric character field.*

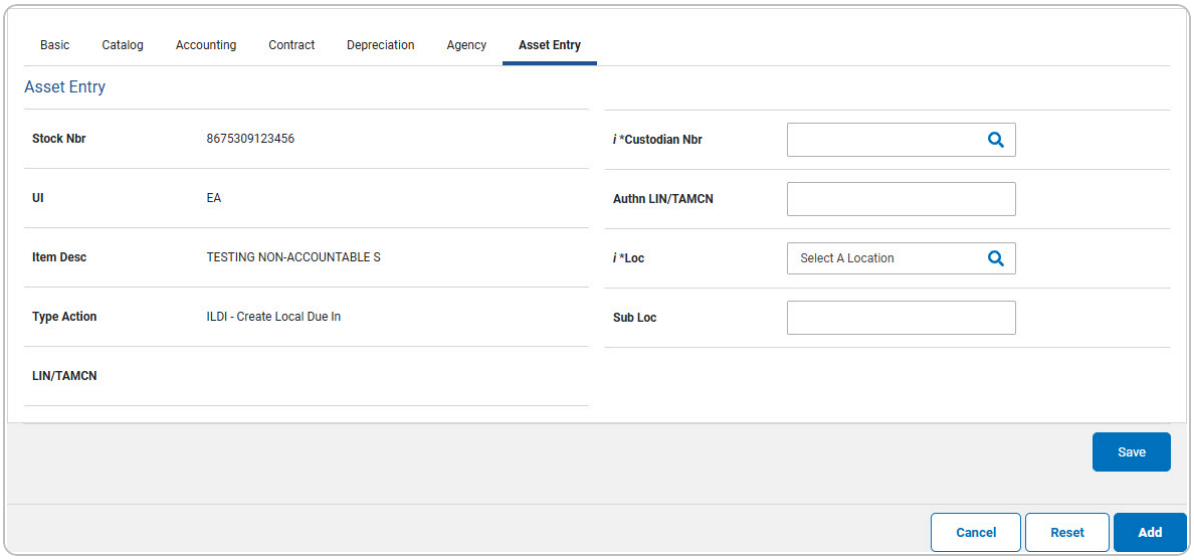
f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

g. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

h. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Bulk



a. Use i or to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

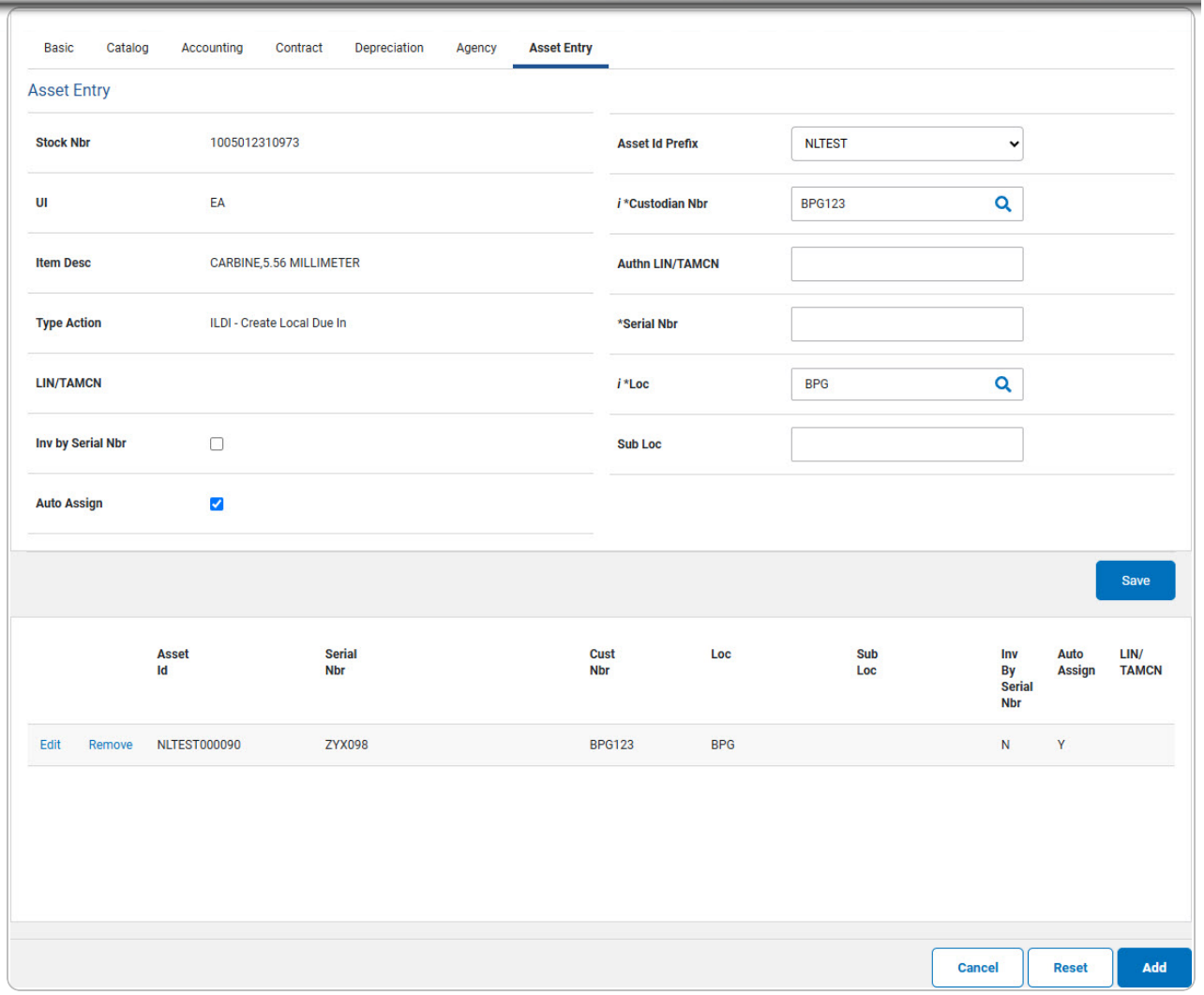
Custodian Browse

b. Use i or to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

c. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

10. Select Save. *The new asset is added to the list panel.*



Choose how to proceed from here:

Edit the Asset

Select the Edit hyperlink. *The **Update the Asset Receiving Record** page appears.*

Remove the Asset from the Receiving Record

Select the Remove hyperlink. *The record is removed form the Save list panel.*

Add the Asset

Select Add. *The **View the Asset Receiving Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
203 — STOCK NBR is bulk managed.	Invalid Entry. The STOCK NBR entered is already Bulk Managed, and cannot be changed to Serially Managed. Check to make sure the STOCK NBR is correct, and re-enter the number.
13 — Mandatory Entry: *Type Action*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry:	

STOCK NBR.	

13 — Mandatory Entry: *ACQ COST*.	
13 — Mandatory Entry: *HA ASSET ID*.	
13 — Mandatory Entry: *ACQ DT*.	
13 — Mandatory Entry: *DOC NBR*.	
13 — Mandatory Entry: *MFR DATA*.	
13 — Mandatory Entry: *MFR YR*.	
13 — Mandatory Entry: *OWNG COST CENTER*.	
13 — Mandatory Entry: *FNDNG COST CENTER*.	
13 — Mandatory Entry: *FUND CD/ASN*.	
13 — Mandatory Entry: *ACTIVATION DT*.	

194 — Entry must be > zero.	Missing Entry. The field must be a positive number. Enter the missing field.
256 — Receipt Dt cannot be > 3 years from System Dt.	Invalid Entry. The Receipt Date and System Date must be within three years of each other. Enter a valid date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
325 — Doc Nbr and Stock Nbr entered must agree with Doc Nbr and Stock Nbr of due in record.	Invalid Entry. Another due-in record exists with the same Document Number and different Stock Number. Check to make sure the Stock Nbr and Doc Nbr are correct, and re-enter the information.
261 — Job Order Nbr/ Deprn Job Order Nbr must contain a 12 - position Project and a 3 - position Sub - Project.	Missing Entry. The Job Order Nbr/Deprn Job Order Nbr cannot be empty. Enter the information in the correct format.
659 — Fndng Cost Center invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the Fndng Cost Center be a specific format to comply with regulations. Enter a valid cost center.
663 — Deprn Cost Center invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the Deprn Cost Center be a specific format to comply with regulations. Enter a valid cost center.

665 — DEPRN TASK CD invalid for LMP - must be 1, 2, or 4.	Invalid Entry. The LMP requires that the DEPRN TASK CD be a specific number (either 1, 2, or 4) to comply with regulations. Enter a valid TASK CD.
310 — DEPRN PRD must be between 24 and the maximum number of months allowed by regulation XXX.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.
302 — ACTIVATION DT must be > or = to ACQ DT.	Invalid Entry. The ACQ DT must be the same as or before the ACTIVATION DT. Re-enter the ACTIVATION DT.
283 — The ACQ COST difference from CTLG UNIT PRICE is: $xxxx.xx.	Invalid Entry. The difference between the CTLG UNIT PRICE and the ACQ COST is the specified amount. Double—check the amounts.
284 — The variance is: xx%.	Invalid Entry. The percentage difference between the two amounts is the specified amount. Double—check the entered amounts.
285 — The current Cost Variance Minimum threshold is: xx%.	Invalid Entry. The minimum percentage difference between the two amounts is the specified amount, which is larger than the current variance amount. Double—check the entered amounts.
358 — Embedded Cost Total is >ACQ COST/CMPN ACQ COST.	Invalid Entry. The ACQ COST / CMPN ACQ COST must be less than the Embedded Cost Total. Find a different component / complete equipment combination.

682 — Invalid UII format. Pos 1 — 50 must be alpha-numeric with POS 1 — 6 mandatory.	Invalid Entry. The UII must be at least 6 alpha-numeric characters, and no more than 50 characters. Re-enter the UII.

Related Topics

- Enter an Asset Receiving Record
- Asset Receiving Entry — ITRO
- Asset Receiving Entry — INPR
- Asset Receiving Entry — IAAR
- Asset Receiving Entry — IIAJ
- Asset Receiving Entry — IFOI
- Asset Receiving Entry — IDNT
- Asset Receiving Entry — ILOO
- Mass Upload Assets
- Update an Asset Receiving Record
- View the Asset Receiving Transaction Status
- Export an Asset Receiving Report
- Add an Attachment

Asset Receiving Entry — ILOO — In On Loan — Outside ELMS

Overview

The Property Accountability module Asset Management Receiving process provides the ability to receive assets to ELMS.
The assets are either Serially managed (individual asset - one at a time), Component managed (a part of a total asset - one at a time, linked to the Higher Assemblage), or Bulk managed (group of assets - multiple assets at a time).

Navigation

Asset Management > Receiving > Asset Receiving > Type Action ILOO — In On Loan — Outside ELMS > Asset Receiving Tabs page

Page Fields

The following fields display on the **Asset Receiving — ILOO** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provides the list of instructions.

Basic Tab

Number	Value
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.

Catalog Tab

Number	Value

132	To search for CAGE CD, see https://cage.dla.mil.

Asset Entry Tab

Number	Value
24	(*) Asterisk identifies mandatory fields.
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.
195	Enter mandatory data, then select "Save" to populate grid.
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
197	Rows displayed from Pending TRANS, select "Edit" for each record to enter and/or update data, then select "Update".
198	When complete select "Add" to process single and/or multiple records.

Asset Receiving — ILOO

Basic Tab

Stock Nbr
UI
Item Desc
Type Action
Qty *

Acq Dt *
Cond Cd *
Doc Nbr *
Asset Cd *
Sys Id

End Item Serial

Cptl Cd
Asset Sts

Bulk

Lot Nbr
Expr Dt

Local Rcpt Dt
Rcvd By
Origl In Svc Dt
iRAPT/WAWF Shpmt Id
Attachments
Remarks
History Remarks

Catalog Tab

Stock Nbr
UI
Item Desc
Type Action
Catalog Pilferable
Asset Pilferable
Mfr Data *
Mfr Name
Mfr Yr *
Mfr Model Nbr
License Managed
Mfr Part Nbr

End Item Serial

UII Sts Cd *

CAGE Cd
Non-Actbl
Supply Category Management Cd

Accounting Tab

Stock Nbr
UI
Item Desc
Type Action
Fund Cd/ASN *
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd *
Job Order Nbr
LOA
Exp Cd
Dlvy Ord Nbr

Loan Cd

Loan Address
Loan Start Dt
Loan End Dt

Lease Cd

Lease Address
Lease Start Dt
Lease End Dt

Contract Tab

Stock Nbr
UI
Item Desc
Type Action
Cntr / PO Nbr
SPIIN
CLIN
SLIN
ACRN

Depreciation Tab

Stock Nbr
UI
Item Desc

Type Action
Activate Depreciation
Activation Dt *
Deprn Period *
Salvage Value
Prior Deprn SL
Prior Deprn AB
Deprn Util Svc Life
Prior Deprn Util Qty
Deprn Cost Center
Depn Cost Center Desc
Deprn Job Ord Nbr

Agency Tab

Stock Nbr
UI
Item Desc
Type Action

Asset Entry Tab

Stock Nbr
UI
Item Desc
Type Action

End Item Serial

Inv by Serial Nbr
Auto Assign
Asset Id Prefix
Custodian Nbr *
UII *
Serial Nbr *
DoD Serial Nbr
Loc *
Sub Loc

Bulk

Custodian Nbr *
Loc *
Sub Loc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

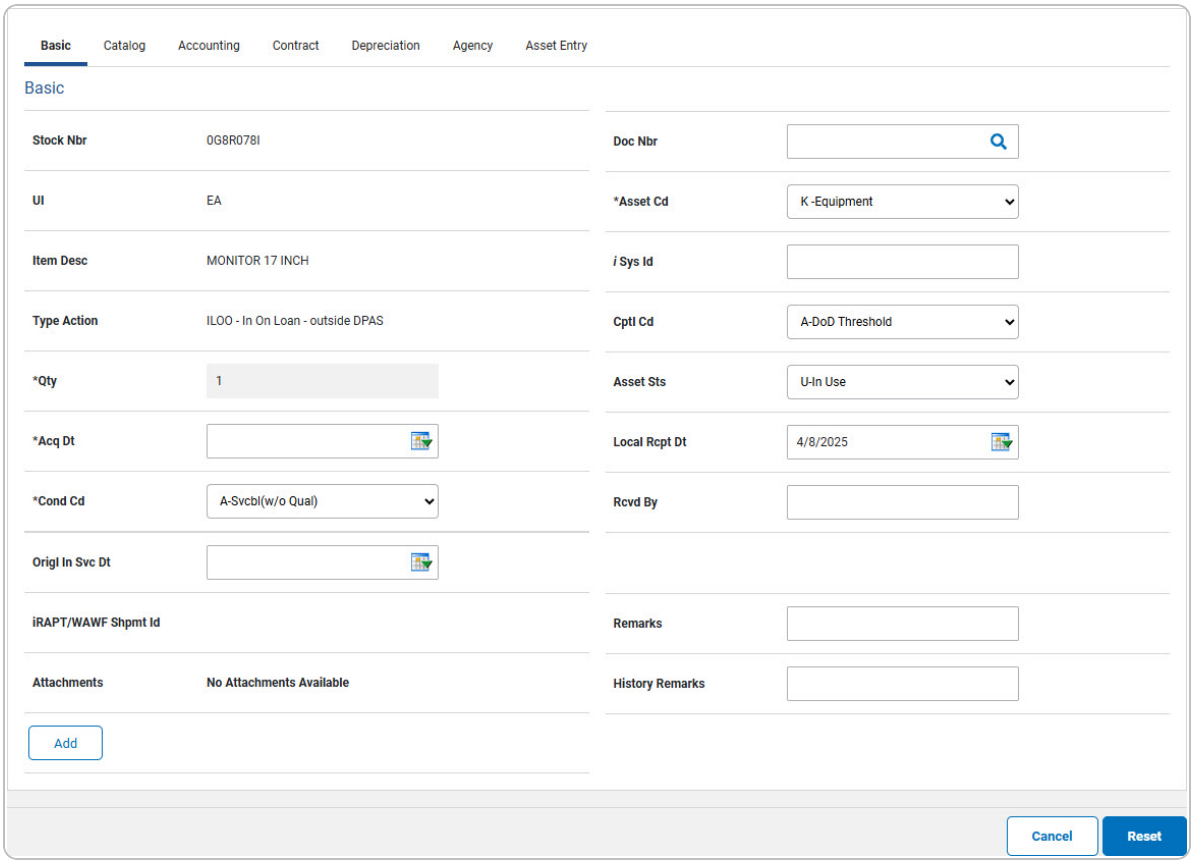
Add an Asset

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

1. In the Asset Management menu, choose Receiving. *The* ***Asset Receiving Data Entry*** *page appears.*
2. Choose Type Action ***ILOO — In On Loan — Outside ELMS***
3. Select Continue. *The Basic tab displays.*
   - A. *The STOCK NBR automatically populates and is not editable.*
   - B. *The UI automatically populates and is not editable.*
   - C. *The ITEM DESC automatically populates and is not editable.*
   - D. *The Type Action automatically populates and is not editable.*
   - E. *The QTY field changes - see below for instructions.*
   - **F.** Use to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
   - **G.** Use to select the Cond Cd.
   - **H.** Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

     Document Number Browse
   - **I.** Use to select the Asset Cd.
   - J. Enter the SYS ID in the field provided. *This is a 30 alphanumeric character field.*

End Item Serial



a. *The QTY automatically populates and is not editable.*

b. Use to select the Cptl Cd.

c. Use to select the Asset Sts.

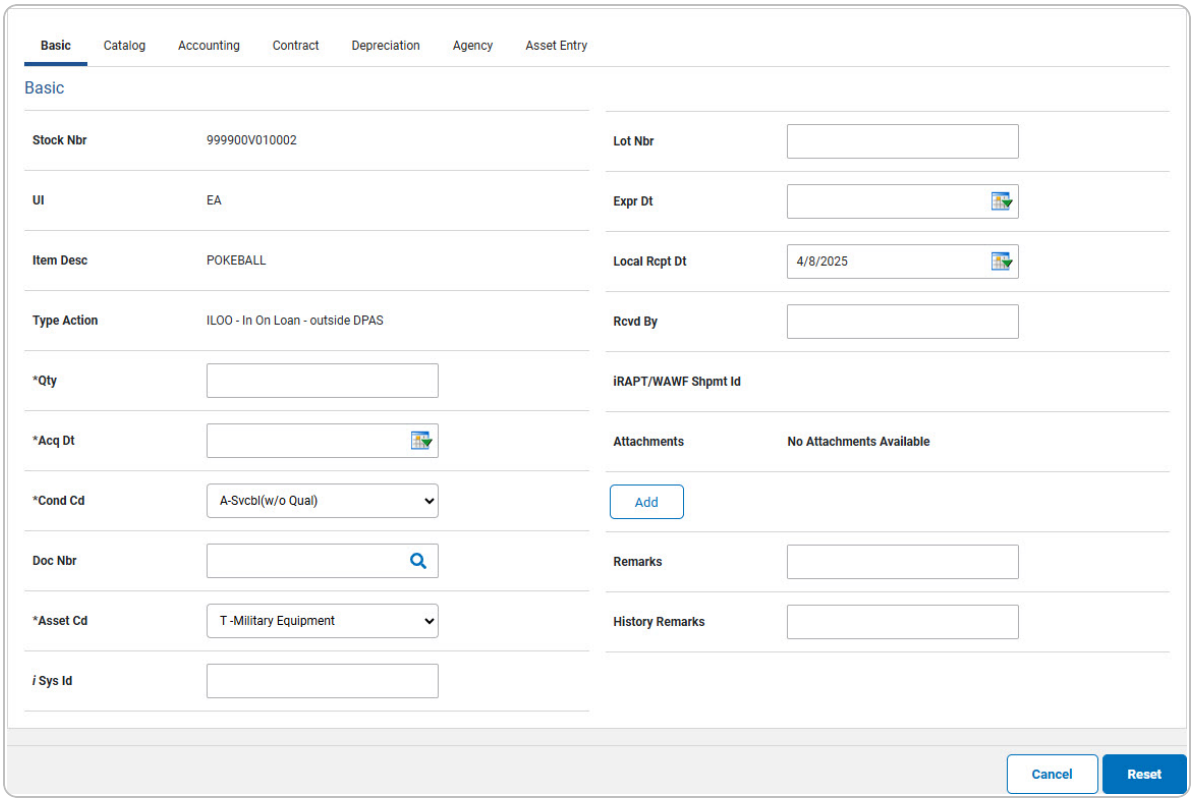
d. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

Component

Note

ILOO — In On Loan — Outside ELMS **cannot** be performed on a Component. A component cannot be loaned in or out. The loan would have to be for the higher assemblage.

Bulk



a. Enter the QTY in the field provided. *This is a 6 numeric character field.*

b. Enter the LOT NBR in the field provided. *This is a 20 alphanumeric character field.*

c. Use to select the EXPR DT, or enter the date (MM/DD/YYYY) in the field provided.

K. Use to select the Local RCPT DT, or enter the date (MM/DD/YYYY) in the field provided.

L. Enter the RCVD BY in the field provided. *This is a 20 alphanumeric character field.*

M. *The iRAPT/WAWF SHPMT ID automatically populates and is not editable.*

N. Select Add. *The **Add an Attachment** page appears.*

O. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

P. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

4. Select Catalog. *The **Catalog Tab** displays.*

A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. *The Catalog Pilferable automatically populates and is not editable.*

F. Click ☐ to select Asset Pilferable. *This notates that the asset is small enough to be easily stolen.*

G. Enter the MFR DATA, or use 🔍 to browse for the entry. *This is a 36 alphanumeric character field.*

Manufacturer Data Browse

H. *The MFR NAME automatically populates and is not editable.*

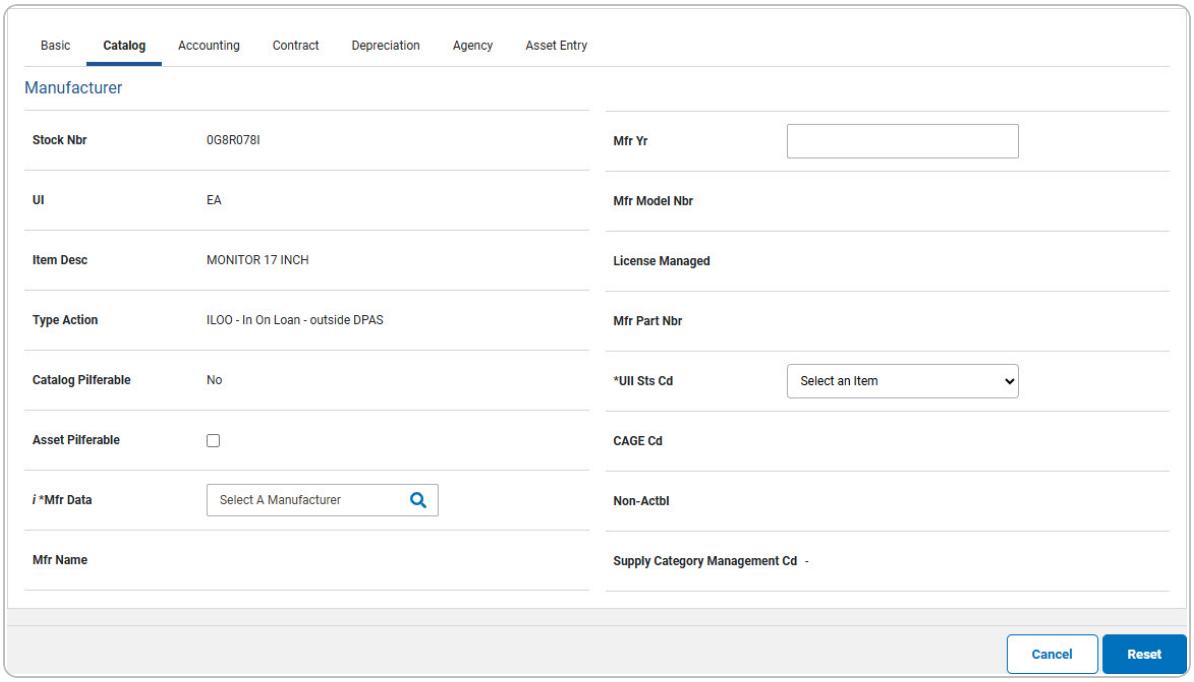
I. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

J. *The MFR MODEL NBR automatically populates and is not editable.*

K. *The License Managed automatically populates and is not editable.*

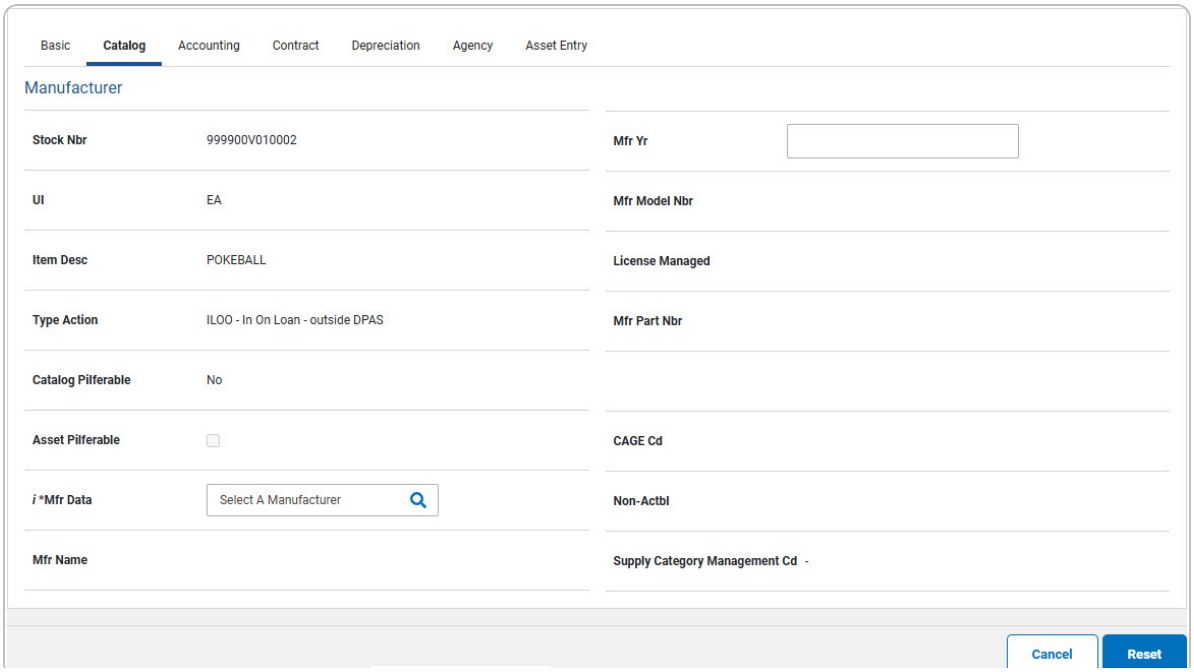
L. *The MFR PART NBR automatically populates and is not editable.*

End Item Serial



a. Use ⌄ to select the UII Sts Cd.

Bulk



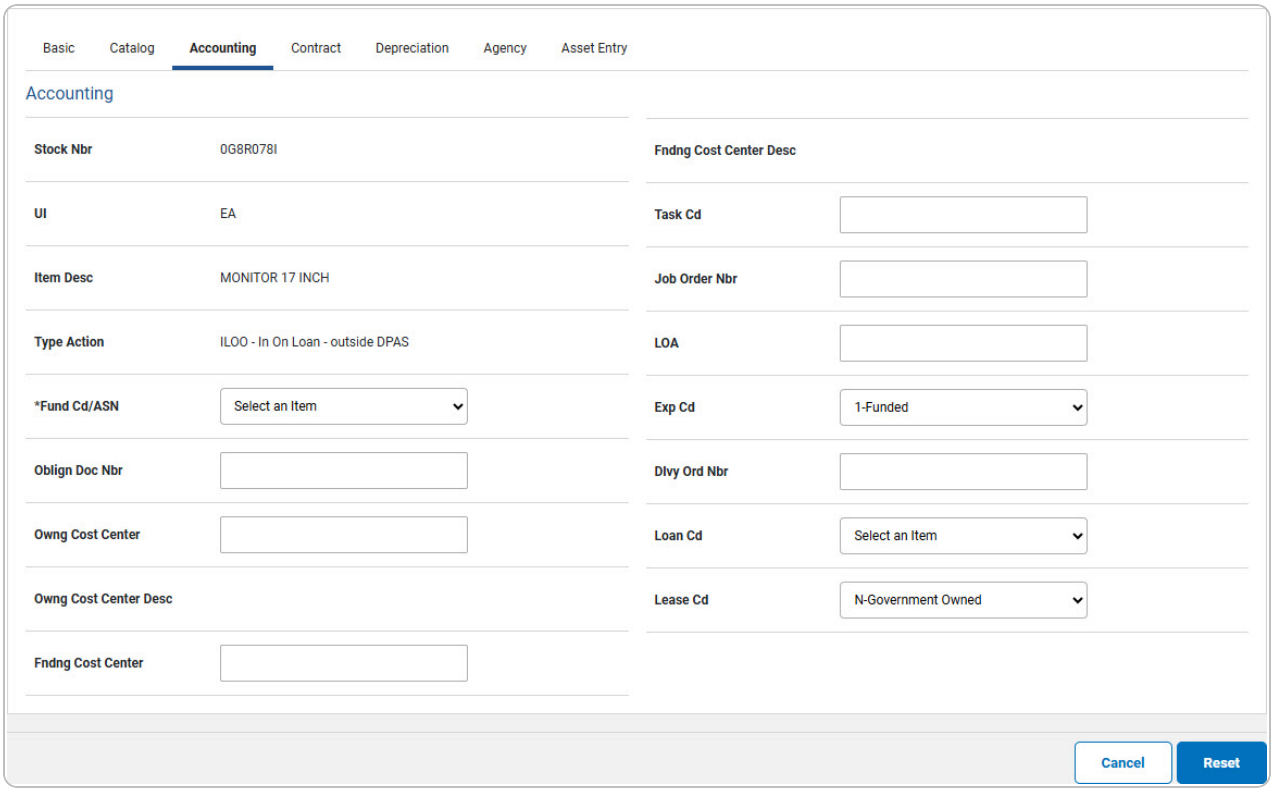
no additional fields

M. *The CAGE CD automatically populates and is not editable.*

N. *The NON-ACTBL automatically populates and is not editable.*

O. *The Supply Category Management CD automatically populates and is not editable.*

5. Select Accounting. *The **Accounting Tab** displays.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Use ⌄ to select the Fund Cd/ASN.

F. Update the OBLIGN DOC NBRentering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

G. Enter the OWNG COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

H. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

I. Enter the FNDNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

J. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

K. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

M. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse

N. Use to select the Exp Cd.

O. Enter the DLVY ORD NBR in the field provided. *This is a 11 alphanumeric character field.*

P. Use to select the Loan Cd. *The Loan Address field appears.*

a. Use to browse for the Loan Address.

Address Browse

b. Use to select the LOAN START DT, or enter the date (MM/DD/YYYY) in the field provided.

c. Use to select the LOAN END DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use to select the Lease Cd. *The Lease Address field appears.*

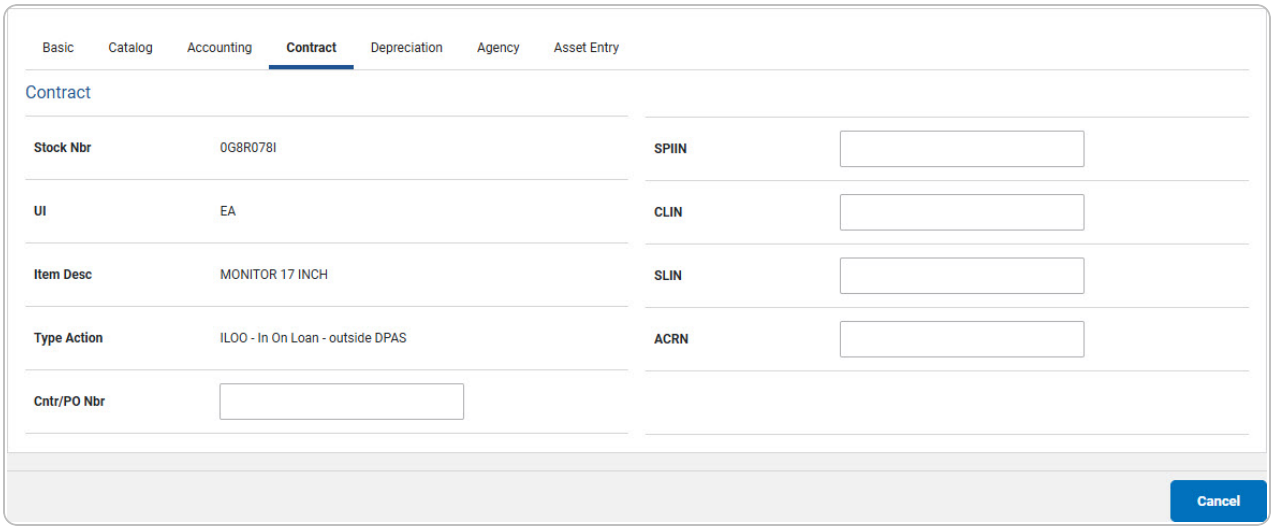
a. Use to browse for the Lease Address.

Address Browse

b. Use to select the LEASE START DT, or enter the date (MM/DD/YYYY) in the field provided.

c. Use to select the LEASE END DT, or enter the date (MM/DD/YYYY) in the field provided.

6. Select Contract. *The **Contract Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Enter the CNTR/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

F. Enter the SPIIN in the field provided. *This is a 6 alphanumeric character field.*

G. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

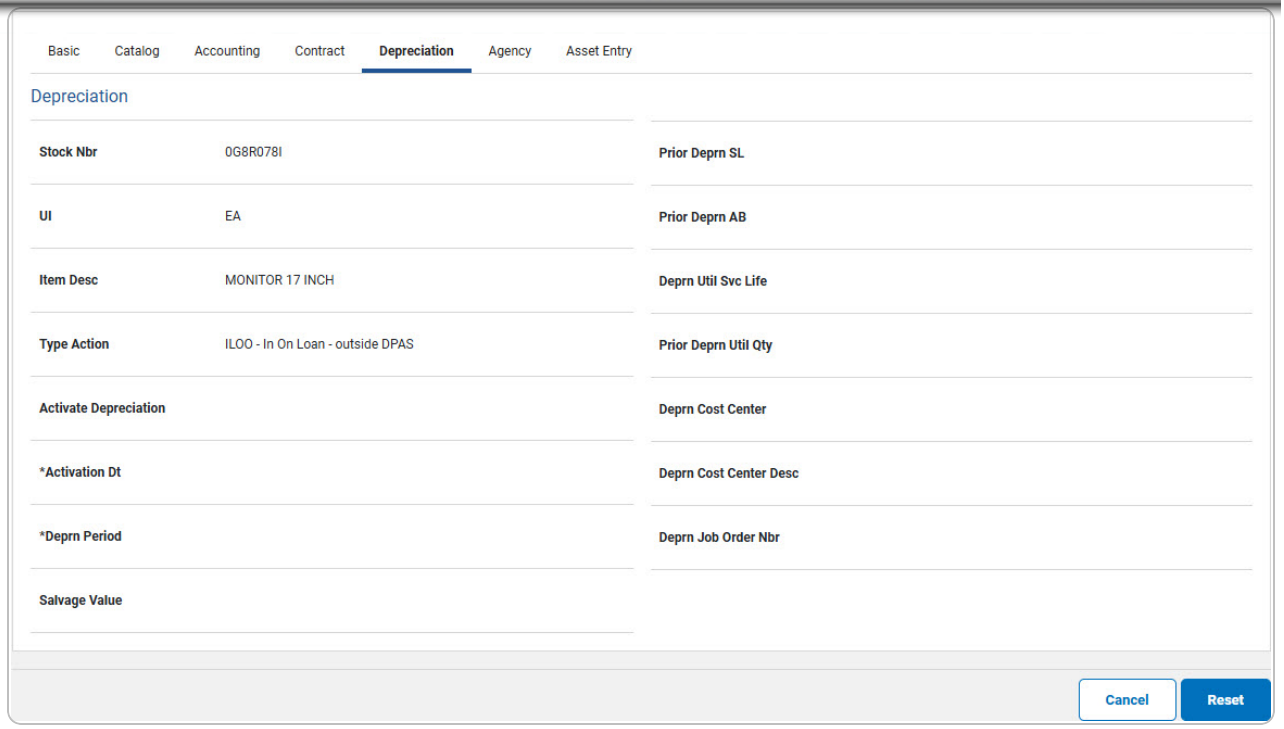
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

I. Enter the ACRN in the field provided. *This is a 2 alphanumeric character field.*

7. Select Depreciation. *The **Depreciation Tab** appears.*

Note

If this asset cannot be depreciated, the warning "Depreciation tab may only be used on depreciable assets" appears, and the fields on this tab are all read-only.



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. *The Activate Depreciation automatically populates and is not editable.*

F. *The ACTIVATION DTautomatically populates and is not editable.*

G. *The DEPRN PRD automatically populates and is not editable.*

H. *The Salvage Value automatically populates and is not editable.*

I. *The PRIOR DEPRN SL automatically populates and is not editable.*

J. *The PRIOR DEPRN AB automatically populates and is not editable.*

K. *The DEPRN UTIL SVC LIFE automatically populates and is not editable.*

L. *The PRIOR DEPRN UTIL QTY automatically populates and is not editable.*

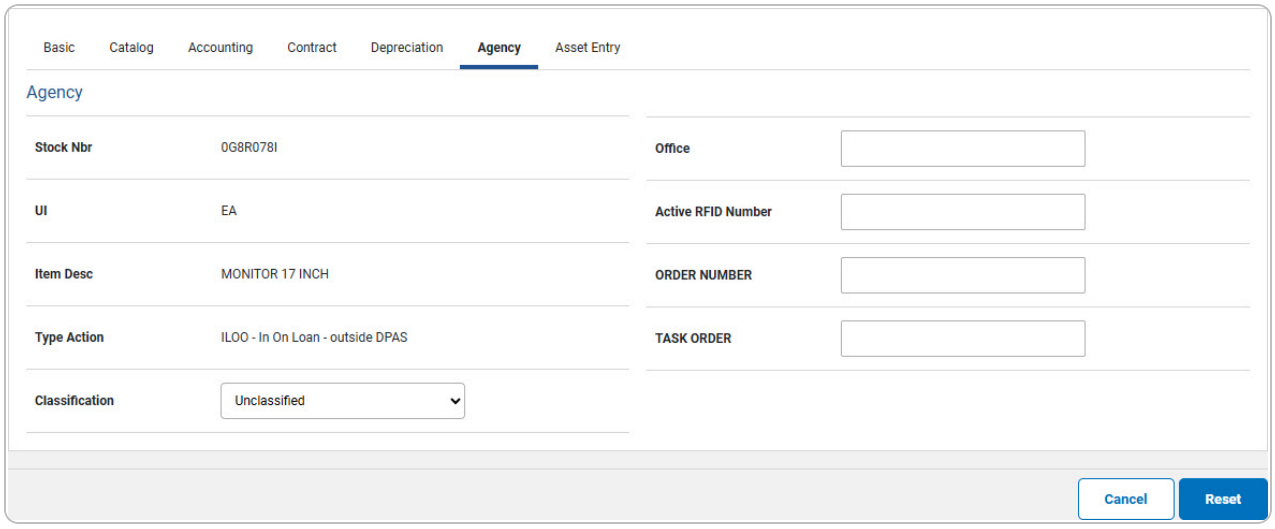
M. *The DEPRN COST CENTER automatically populates and is not editable.*

N. *The DEPRN COST CENTER DESC automatically populates and is not editable.*

O. *The DEPRN TASK CD automatically populates and is not editable.*

P. *The DEPRN JOB ORDER NBR automatically populates and is not editable.*

8. Select Agency. *The **Agency Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

Note

Any additional fields on this tab varies by agency and are not ELMS controlled.

9. Select Asset Entry. *The **Asset Entry Tab** appears.*

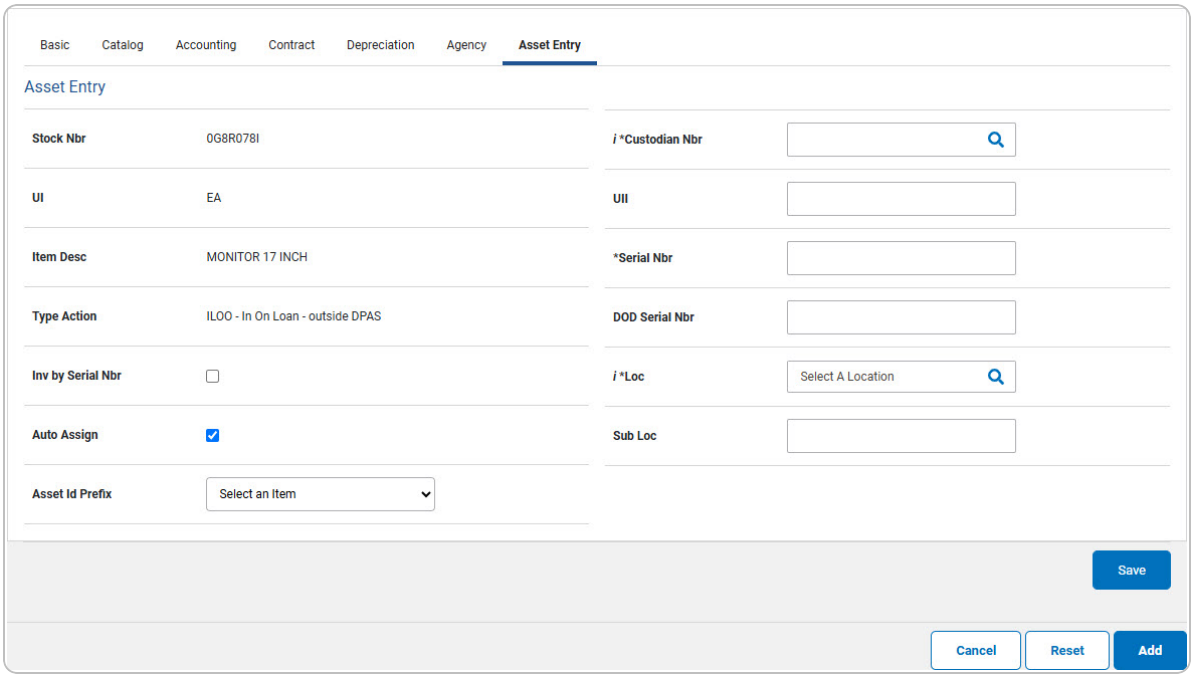
A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

End Item Serial



a. Click ☐ to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*

b. Click ☐ to select Auto Assign. *This makes the asset assigned automatically.*

c. Use ⌄ to select the Asset Id Prefix.

d. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

Custodian Browse

e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

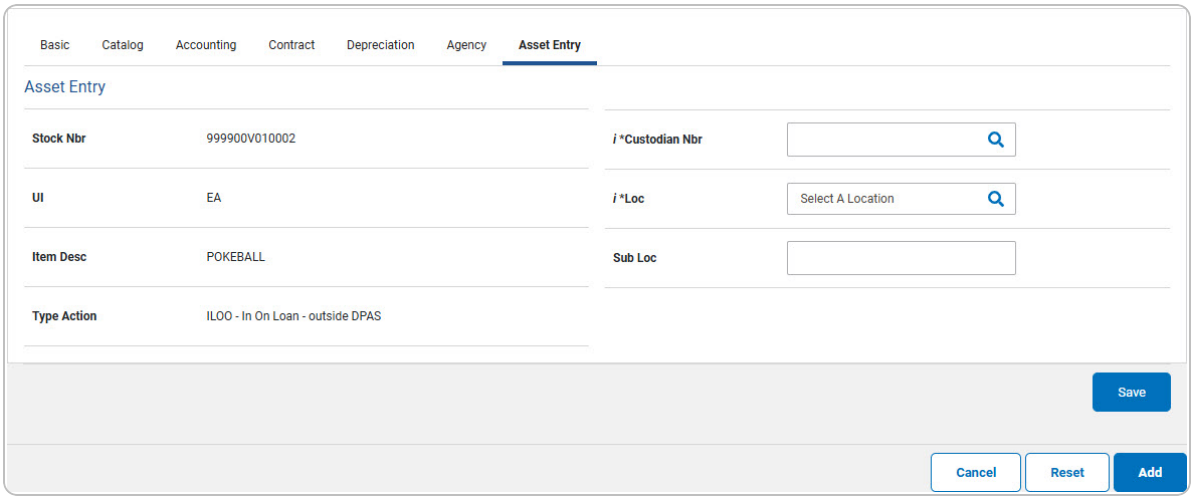
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

h. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

i. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Bulk



a. Use or to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

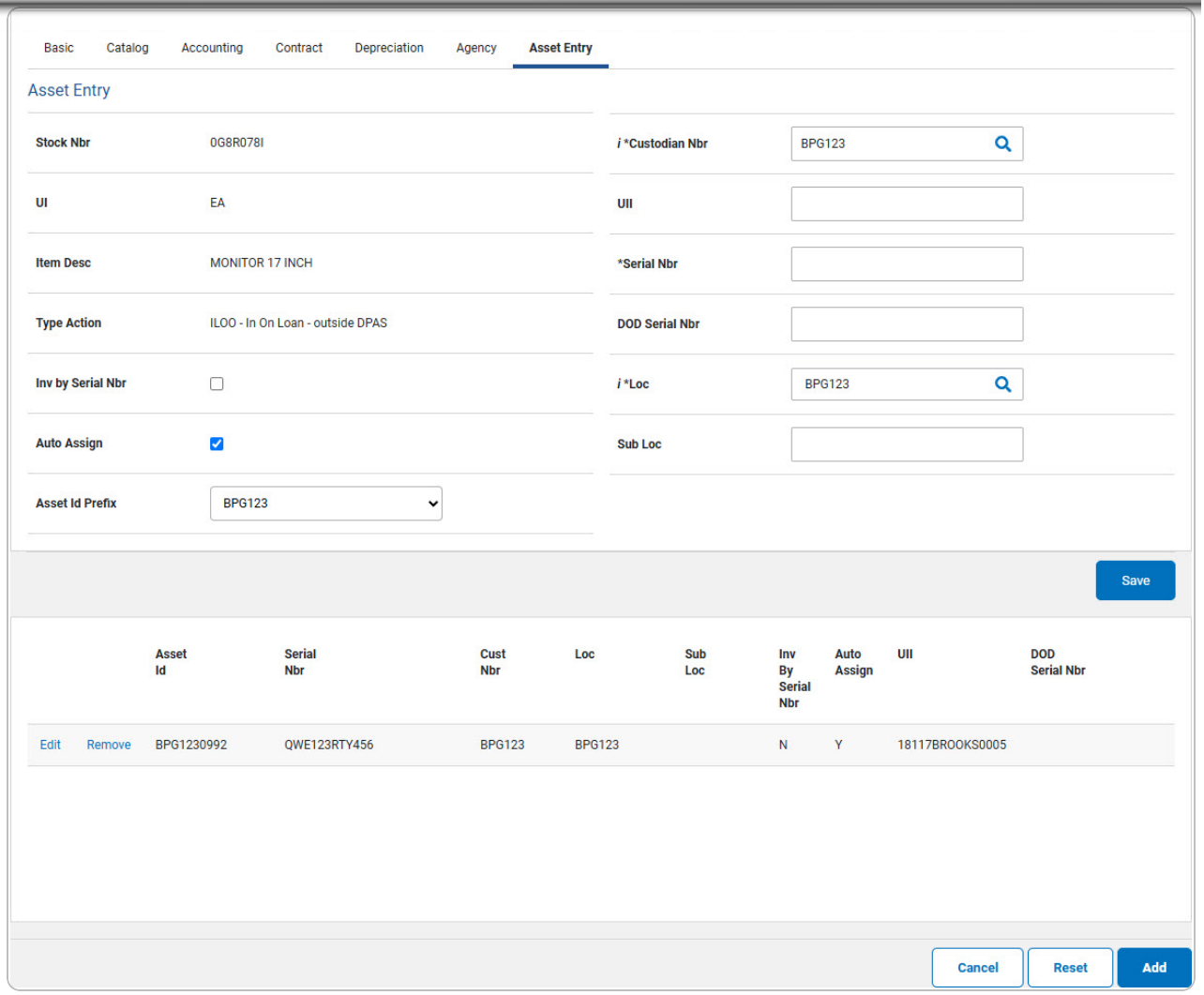
Custodian Browse

b. Use or to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

c. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

10. Select Save. *The new asset is added to the list panel.*



Choose how to proceed from here:

Edit the Asset

Select the Edit hyperlink. *The **Update the Asset Receiving Record** page appears.*

Remove the Asset from the Receiving Record

Select the Remove hyperlink. *The record is removed form the Save list panel.*

Add the Asset

Select Add. *The **View the Asset Receiving Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
203 — STOCK NBR is bulk managed.	Invalid Entry. The STOCK NBR entered is already Bulk Managed, and cannot be changed to Serially Managed. Check to make sure the STOCK NBR is correct, and re-enter the number.
13 — Mandatory Entry: *Type Action*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry:	

STOCK NBR.	

13 — Mandatory Entry: *Acq Cost*.	
13 — Mandatory Entry: *HA Asset Id*.	
13 — Mandatory Entry: *Acq Dt*.	
13 — Mandatory Entry: *Doc Nbr*.	
13 — Mandatory Entry: *Mfr Data*.	
13 — Mandatory Entry: *Mfr Yr*.	
13 — Mandatory Entry: *Owng Cost Center*.	
13 — Mandatory Entry: *Fndng Cost Center*.	
13 — Mandatory Entry: *Fund Cd/ASN*.	
13 — Mandatory Entry: *Activation Dt*.	

194 — Entry must be > zero.	Missing Entry. The field must be a positive number. Enter the missing field.
256 — Receipt Dt cannot be > 3 years from System Dt.	Invalid Entry. The Receipt Date and System Date must be within three years of each other. Enter a valid date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
325 — Doc Nbr and Stock Nbr entered must agree with Doc Nbr and Stock Nbr of due in record.	Invalid Entry. Another due-in record exists with the same Document Number and different Stock Number. Check to make sure the Stock Nbr and Doc Nbr are correct, and re-enter the information.
261 — Job Order Nbr/ Deprn Job Order Nbr must contain a 12 - position Project and a 3 - position Sub - Project.	Missing Entry. The Job Order Nbr/Deprn Job Order Nbr cannot be empty. Enter the information in the correct format.
659 — Fndng Cost Center invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the Fndng Cost Center be a specific format to comply with regulations. Enter a valid cost center.
663 — Deprn Cost Center invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the Deprn Cost Center be a specific format to comply with regulations. Enter a valid cost center.

665 — DEPRN TASK CD invalid for LMP - must be 1, 2, or 4.	Invalid Entry. The LMP requires that the DEPRN TASK CD be a specific number (either 1, 2, or 4) to comply with regulations. Enter a valid TASK CD.
310 — DEPRN PRD must be between 24 and the maximum number of months allowed by regulation XXX.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.
302 — ACTIVATION DT must be > or = to ACQ DT.	Invalid Entry. The ACQ DT must be the same as or before the ACTIVATION DT. Re-enter the ACTIVATION DT.
283 — The ACQ COST difference from CTLG UNIT PRICE is: $xxxx.xx.	Invalid Entry. The difference between the CTLG UNIT PRICE and the ACQ COST is the specified amount. Double—check the amounts.
284 — The variance is: xx%.	Invalid Entry. The percentage difference between the two amounts is the specified amount. Double—check the entered amounts.
285 — The current Cost Variance Minimum threshold is: xx%.	Invalid Entry. The minimum percentage difference between the two amounts is the specified amount, which is larger than the current variance amount. Double—check the entered amounts.
358 — Embedded Cost Total is >ACQ COST/CMPN ACQ COST.	Invalid Entry. The ACQ COST / CMPN ACQ COST must be less than the Embedded Cost Total. Find a different component / complete equipment combination.

682 — Invalid UII format. Pos 1 — 50 must be alpha-numeric with POS 1 — 6 mandatory.	Invalid Entry. The UII must be at least 6 alpha-numeric characters, and no more than 50 characters. Re-enter the UII.

Related Topics

- Enter an Asset Receiving Record
- Asset Receiving Entry — ITRO
- Asset Receiving Entry — INPR
- Asset Receiving Entry — IAAR
- Asset Receiving Entry — IIAJ
- Asset Receiving Entry — IFOI
- Asset Receiving Entry — IDNT
- Asset Receiving Entry — ILDI
- Mass Upload Assets
- Update an Asset Receiving Record
- View the Asset Receiving Transaction Status
- Export an Asset Receiving Report
- Add an Attachment

Asset Receiving Entry — INPR — New Procurement

Overview

The Property Accountability module Asset Management Receiving process provides the ability to receive assets to ELMS.
The assets are either Serially managed (individual asset - one at a time), Component managed (a part of a total asset - one at a time, linked to the Higher Assemblage), or Bulk managed (group of assets - multiple assets at a time).

Navigation

Asset Management > Receiving > Asset Receiving > Type Action drop-down field > Type Action INPR — Inventory New Procurement > Asset Receiving Tabs page

Page Fields

The following fields display on the **Asset Receiving — INPR** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provides the list of instructions.

Basic Tab

Number	Value
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.

Catalog Tab

Number	Value

132	To search for CAGE CD, see https://cage.dla.mil.

Asset Entry Tab

Number	Value
24	(*) Asterisk identifies mandatory fields.
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.
195	Enter mandatory data, then select "Save" to populate grid.
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
197	Rows displayed from Pending TRANS, select "Edit" for each record to enter and/or update data, then select "Update".
198	When complete select "Add" to process single and/or multiple records.

Asset Receiving — INPR

Basic Tab

Stock Nbr
UI
Item Desc
Type Action
Qty *

Acq Dt *
Cond Cd *
Doc Nbr *
Asset Cd *
Sys Id

End Item Serial and Component

Cptl Cd
Asset Sts

Bulk

Lot Nbr
Expr Dt

Local Rcpt Dt
Rcvd By
Origl In Svc Dt
iRAPT/WAWF Shpmt Id
Attachments
Remarks
History Remarks

Catalog Tab

Stock Nbr
UI
Item Desc
Type Action
Catalog Pilferable
Asset Pilferable
Mfr Data *
Mfr Name
Mfr Yr *
Mfr Model Nbr
License Managed
Mfr Part Nbr

End Item Serial and Component

UII Sts Cd *

CAGE Cd
Non-Actbl
Supply Category Management Cd

Accounting Tab

Stock Nbr
UI
Item Desc
Type Action
Fund Cd/ASN *
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd *
Job Order Nbr
LOA
Exp Cd
Dlvy Ord Nbr

Loan Cd

Loan Address
Loan Start Dt
Loan End Dt

Lease Cd

Lease Address
Lease Start Dt
Lease End Dt

Contract Tab

Stock Nbr
UI
Item Desc
Type Action
Cntr / PO Nbr
SPIIN
CLIN
SLIN
ACRN

Depreciation Tab

Stock Nbr
UI
Item Desc

Type Action
Activate Depreciation
Activation Dt *
Deprn Period *
Salvage Value
Prior Deprn SL
Prior Deprn AB
Deprn Util Svc Life
Prior Deprn Util Qty
Deprn Cost Center
Depn Cost Center Desc
Deprn Job Ord Nbr

Agency Tab

Stock Nbr
UI
Item Desc
Type Action

Asset Entry Tab

Stock Nbr
UI
Item Desc
Type Action

End Item Serial and Component

Inv by Serial Nbr
Auto Assign
Asset Id Prefix
Custodian Nbr *
UII
Serial Nbr *
DoD Serial Nbr
Loc *
Sub Loc

Bulk

Custodian Nbr *
Loc *
Sub Loc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

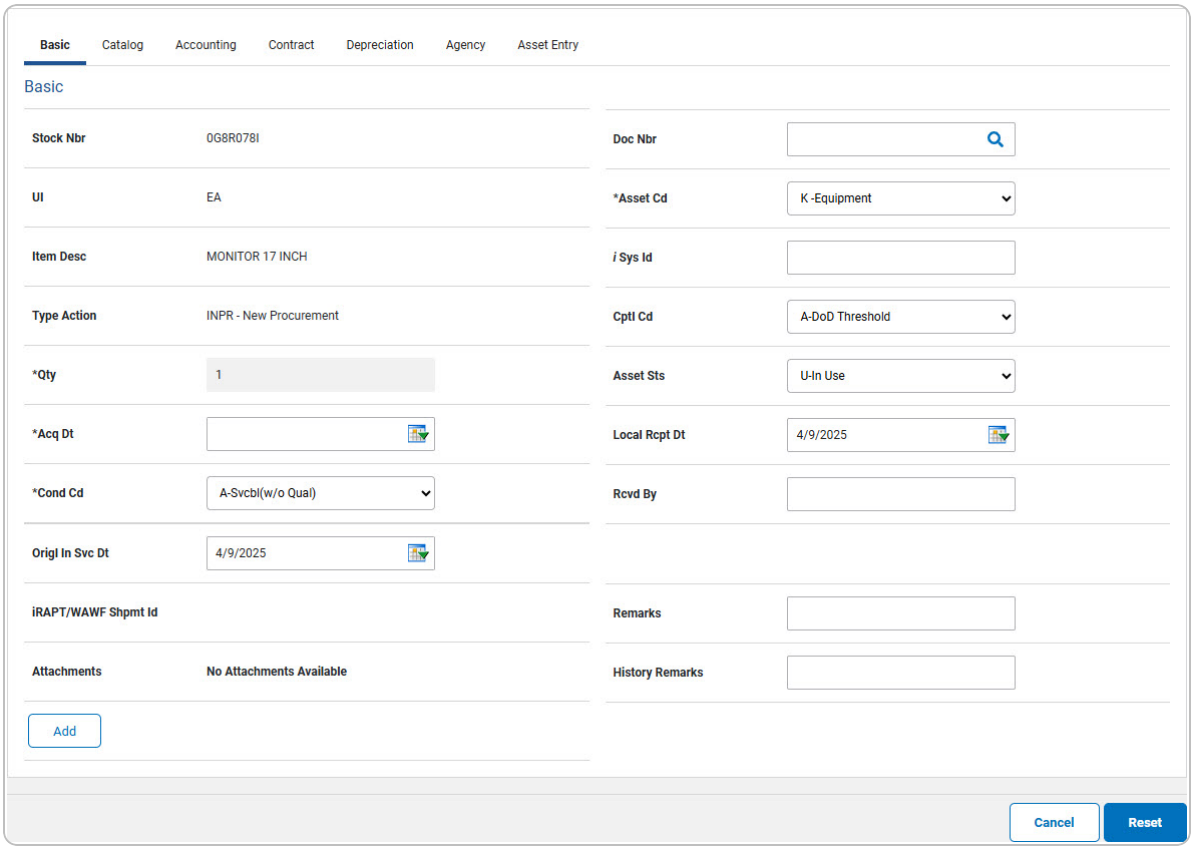
Add an Asset

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

1. In the Asset Management menu, choose Receiving. *The* ***Asset Receiving Data Entry*** *page appears.*
2. Use to select the Type Action ***INPR — Inventory New Procurement***
3. Select Continue. *The Basic tab displays.*
   - A. *The STOCK NBR automatically populates and is not editable.*
   - B. *The UI automatically populates and is not editable.*
   - C. *The ITEM DESC automatically populates and is not editable.*
   - D. *The Type Action automatically populates and is not editable.*
   - E. *The QTY field changes - see below for instructions.*
   - **F.** Use to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
   - **G.** Use to select the Cond Cd.
   - **H.** Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

     Document Number Browse
   - **I.** Use to select the Asset Cd.
   - J. Enter the SYS ID in the field provided. *This is a 30 alphanumeric character field.*

End Item Serial



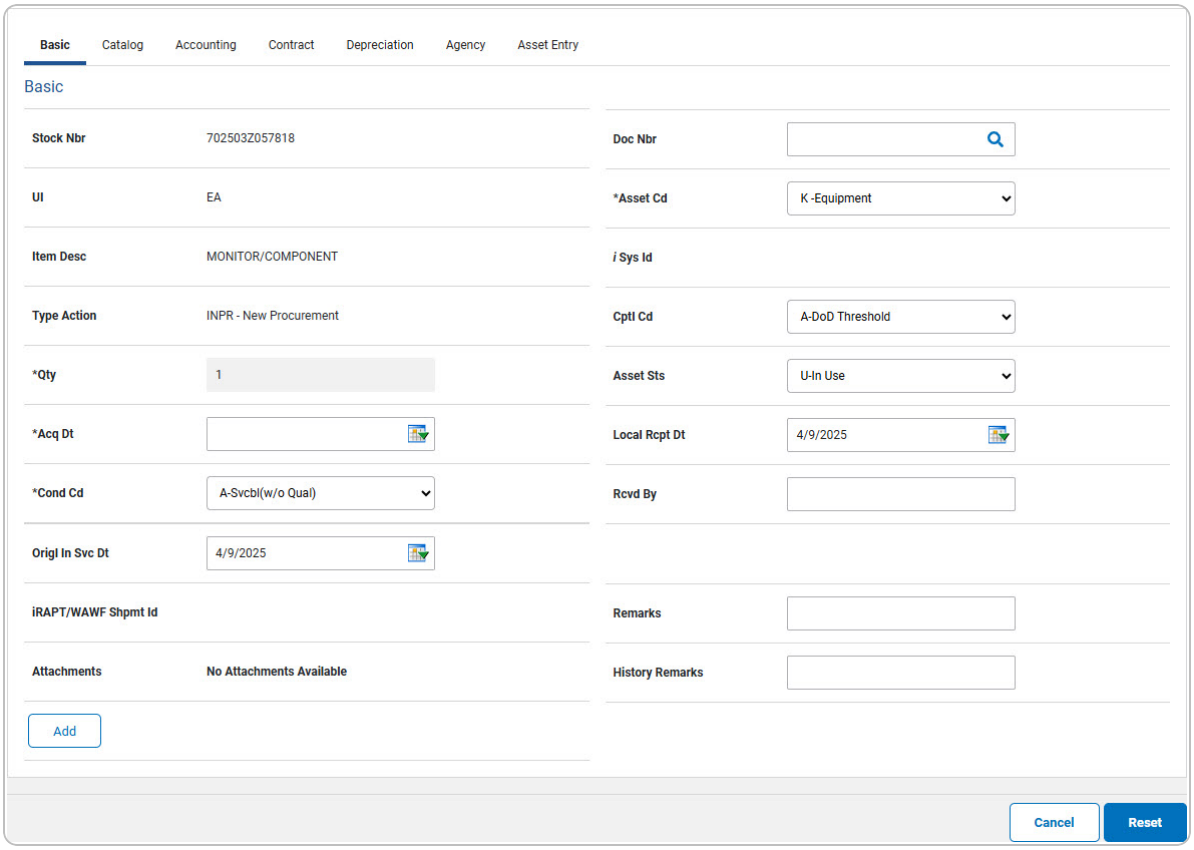
a. *The QTY automatically populates and is not editable.*

b. Use to select the Cptl Cd.

c. Use to select the Asset Sts.

d. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

Component



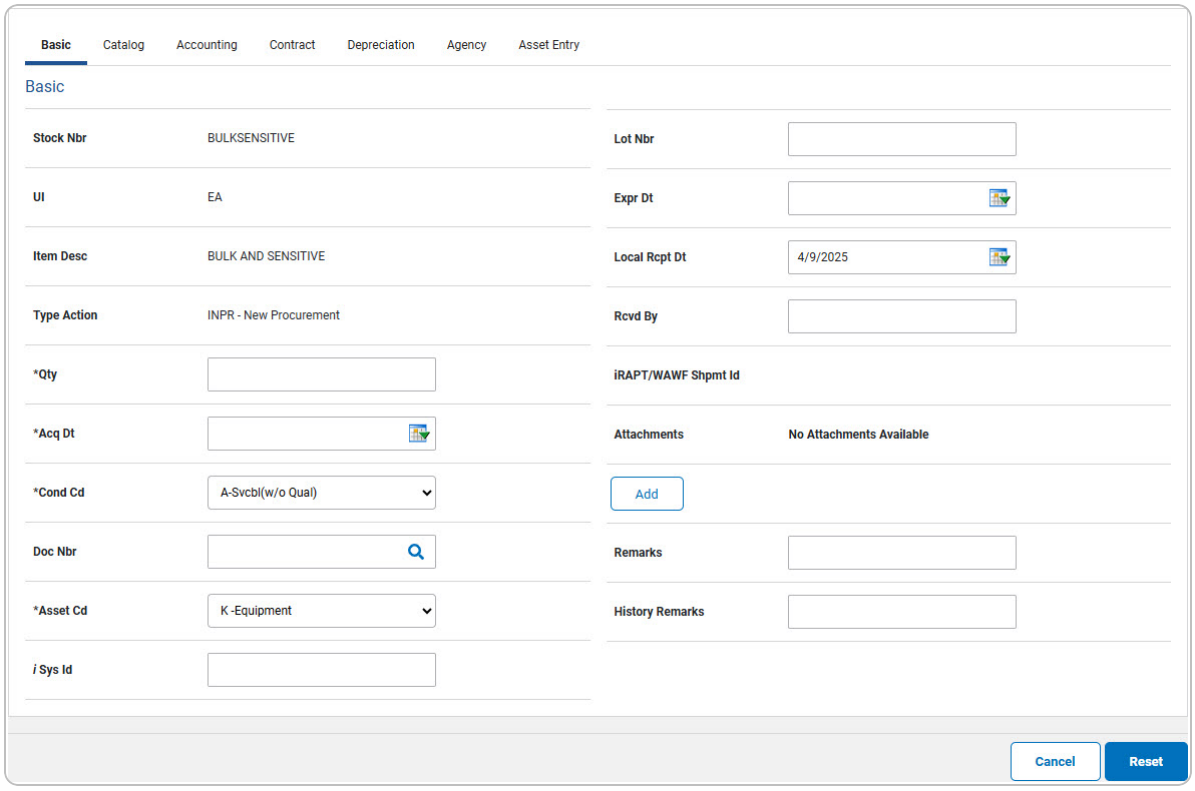
a. *The QTY automatically populates and is not editable.*

b. Use ⌄ to select the Cptl Cd.

c. Use ⌄ to select the Asset Sts.

d. Use 📅 to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

Bulk



a. Enter the QTY in the field provided. *This is a 6 numeric character field.*

b. Enter the LOT NBR in the field provided. *This is a 20 alphanumeric character field.*

c. Use to select the EXPR DT, or enter the date (MM/DD/YYYY) in the field provided.

K. Use to select the Local RCPT DT, or enter the date (MM/DD/YYYY) in the field provided.

L. Enter the RCVD BY in the field provided. *This is a 20 alphanumeric character field.*

M. *The IRAPT/WAWFSHPMT ID automatically populates and is not editable.*

N. Select Add. *The **Add an Attachment** page appears.*

O. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

P. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

4. Select Catalog. *The **Catalog Tab** displays.*

   A. *The STOCK NBR automatically populates and is not editable.*

   B. *The UI automatically populates and is not editable.*

   C. *The ITEM DESC automatically populates and is not editable.*

   D. *The Type Action automatically populates and is not editable.*

   E. *The Catalog Pilferable automatically populates and is not editable.*

   F. Click ☐ to select Asset Pilferable. *This notates that the asset is small enough to be easily stolen.*

   G. Enter the MFR DATA, or use 🔍 to browse for the entry. *This is a 36 alphanumeric character field.*

   Manufacturer Data Browse

   H. *The MFR NAME automatically populates and is not editable.*

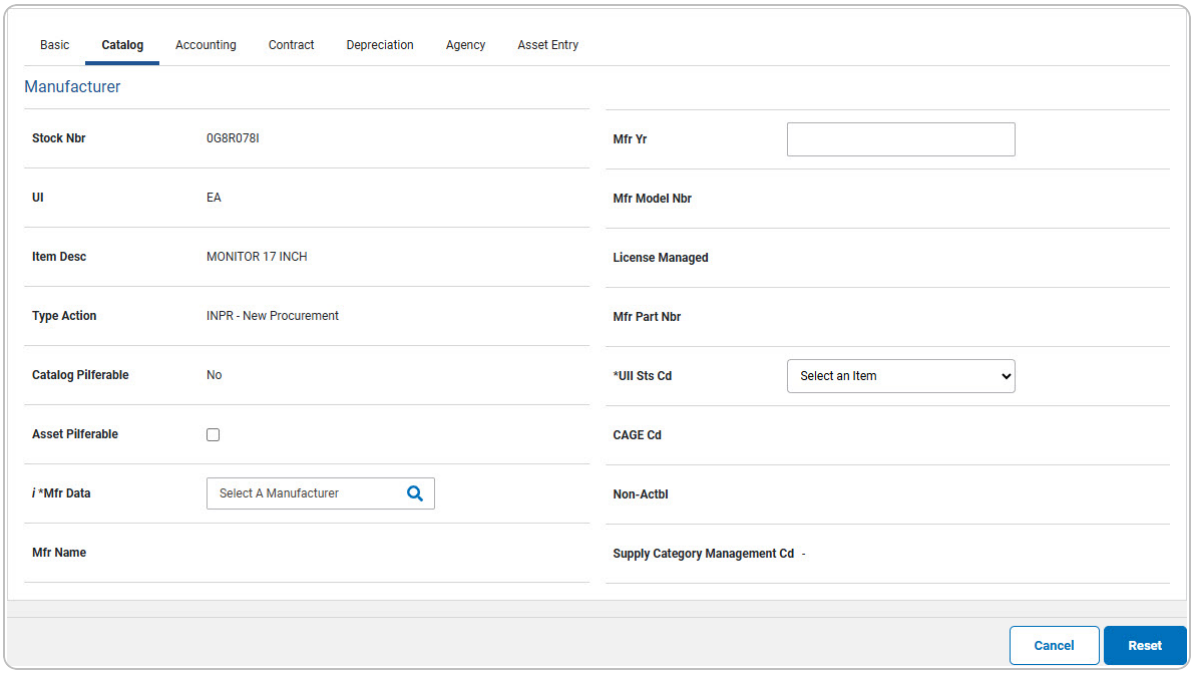
   I. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

   J. *The MFR MODEL NBR automatically populates and is not editable.*

   K. *The License Managed automatically populates and is not editable.*

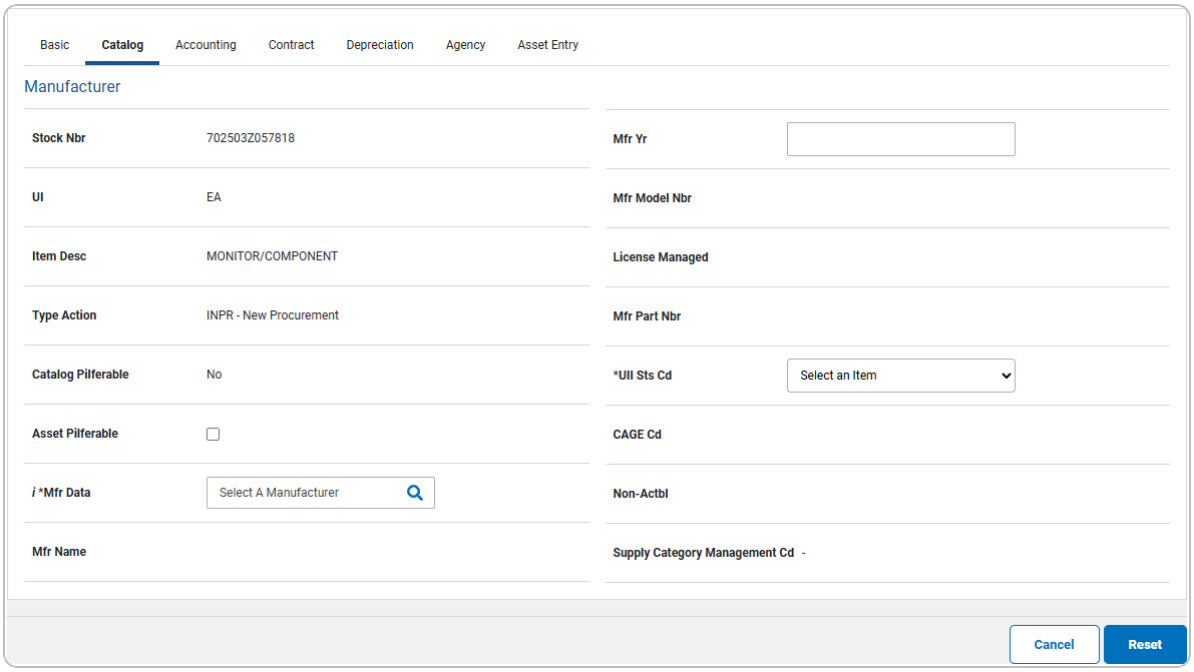
   L. *The MFR PART NBR automatically populates and is not editable.*

End Item Serial



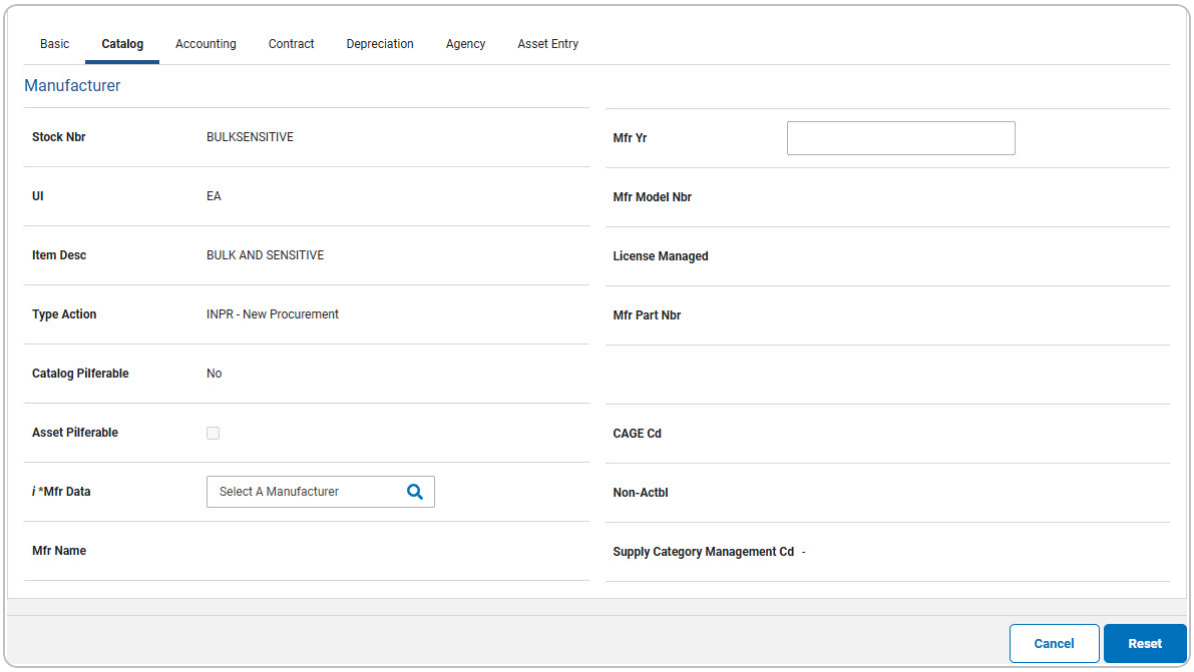
a. Use ⌄ to select the UII Sts Cd.

Component



a. Use ⌄ to select the UII Sts Cd.

Bulk



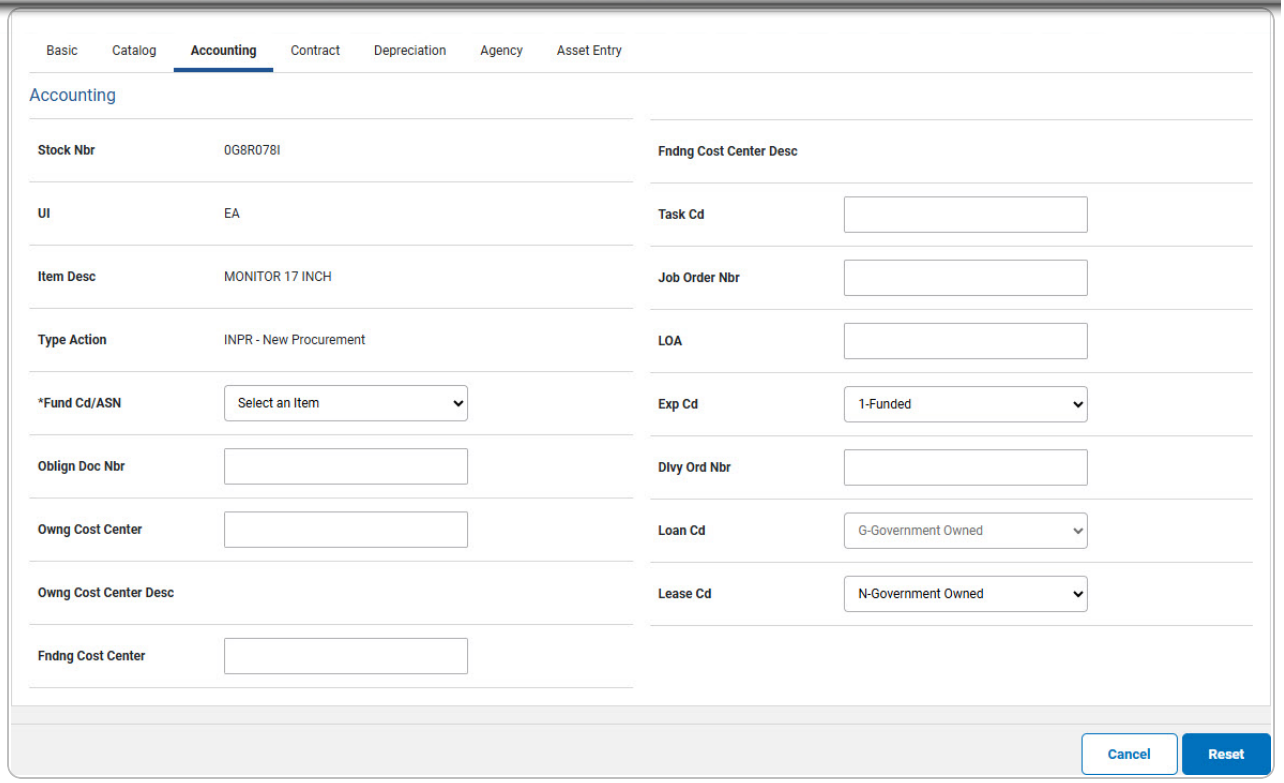
no additional fields

M. *The CAGE CD automatically populates and is not editable.*

N. *The NON-ACTBL automatically populates and is not editable.*

O. *The Supply Category Management CD automatically populates and is not editable.*

5. Select Accounting. *The **Accounting Tab** displays.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Use ⌄ to select the Fund Cd/ASN.

F. Update the OBLIGN DOC NBRentering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

G. Enter the OWNG COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

H. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

I. Enter the FNDNG COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

J. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

K. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

M. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse

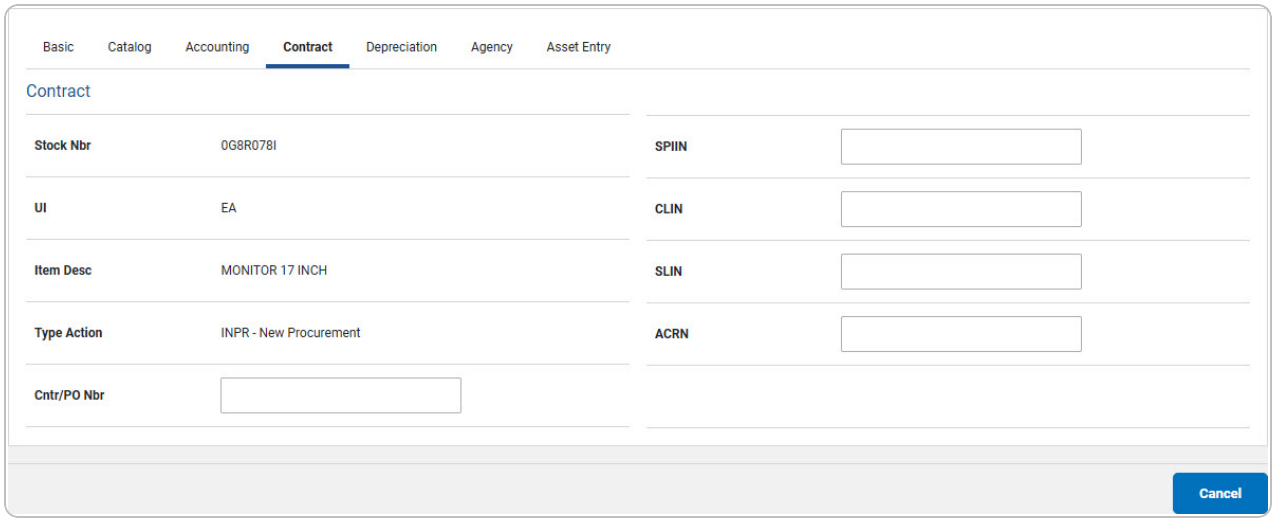
N. Use to select the Exp Cd.

O. Enter the DLVY ORD NBR in the field provided. *This is a 11 alphanumeric character field.*

P. *The LOAN CD automatically populates and is not editable.*

Q. Use to select the Lease Cd.

6. Select Contract. *The **Contract Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Enter the CNTR/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

F. Enter the SPIIN in the field provided. *This is a 6 alphanumeric character field.*

G. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

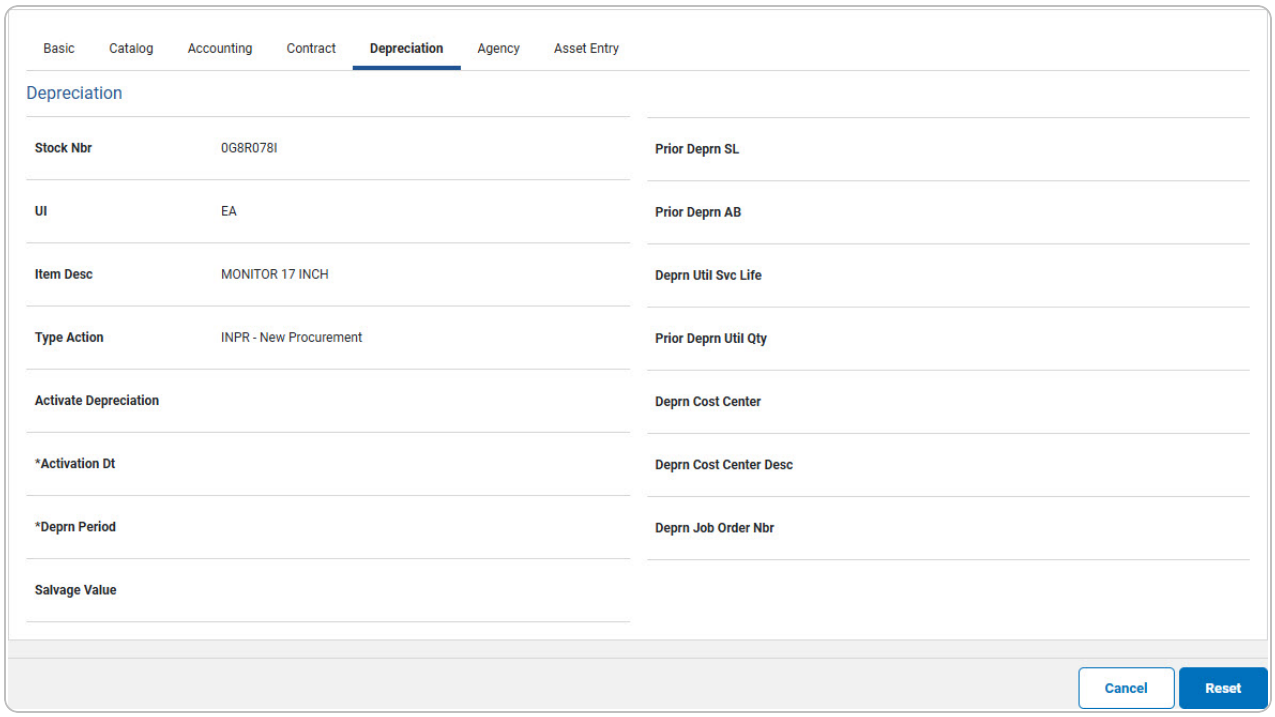
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

I. Enter the ACRN in the field provided. *This is a 2 alphanumeric character field.*

7. Select Depreciation. *The **Depreciation Tab** appears.*

Note

If the asset cannot be depreciated, the warning "Depreciation tab may only be used on depreciable assets" appears, and the fields on this tab are all read-only.



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Click ☐ to select Activate Depreciation. *This notates that the asset is depreciable.*

F. Use to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.

G. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*

H. Update the Salvage Value, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

Salvage Value Calculator

I. *The PRIOR DEPRN SL automatically populates and is not editable.*

J. *The PRIOR DEPRN AB automatically populates and is not editable.*

K. *The DEPRN UTIL SVC LIFE automatically populates and is not editable.*

L. *The PRIOR DEPRN UTIL QTY automatically populates and is not editable.*

M. Enter the DEPRN COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

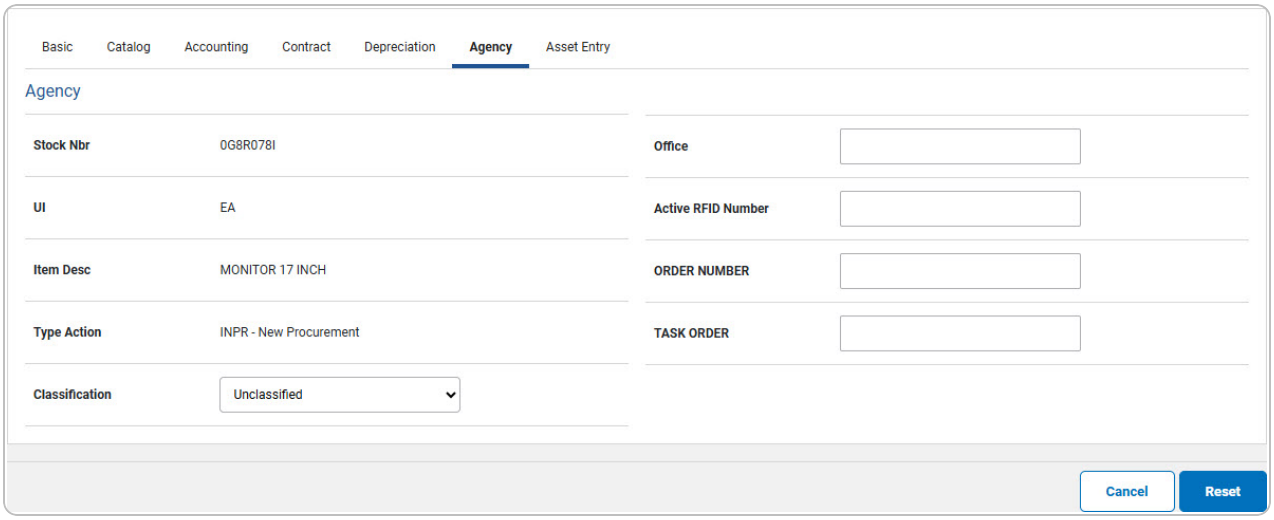
Cost Center Browse

N. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

O. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

P. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

8. Select Agency. *The **Agency Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

Note

Any additional fields on this tab varies by agency and are not ELMS controlled.

9. Select Asset Entry. *The **Asset Entry Tab** appears.*

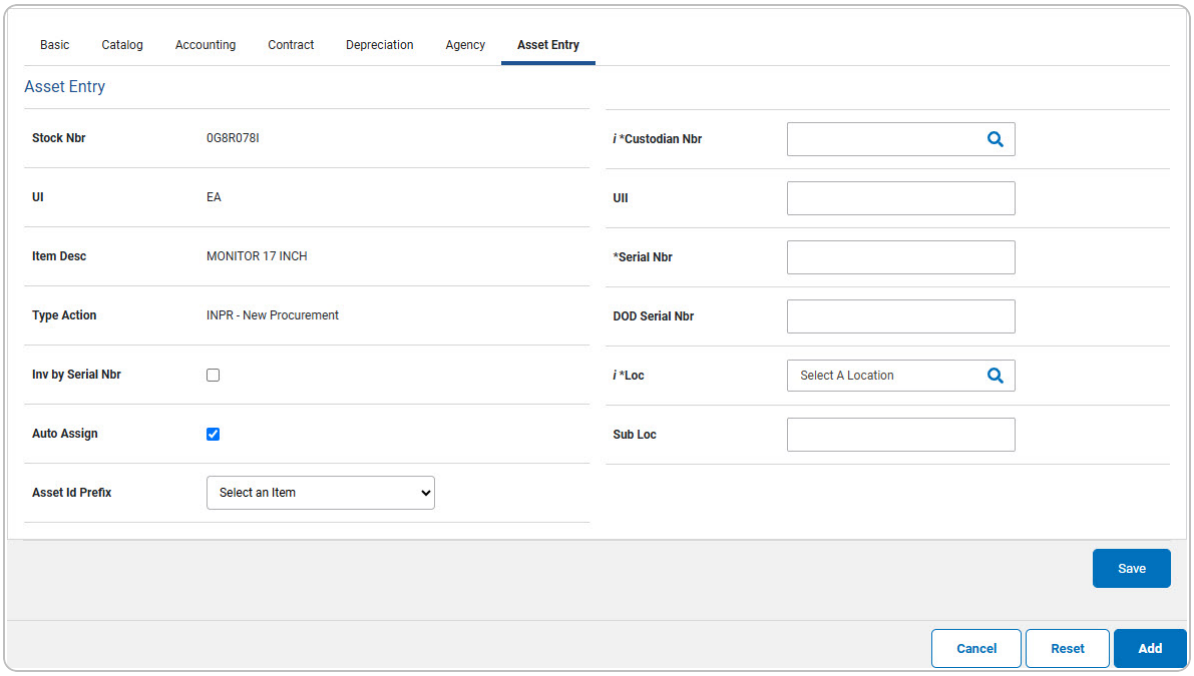
A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

End Item Serial



a. Click ☐ to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*

b. Click ☐ to select Auto Assign. *This makes the asset assigned automatically.*

c. Use ⌄ to select the Asset Id Prefix.

d. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

Custodian Browse

e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

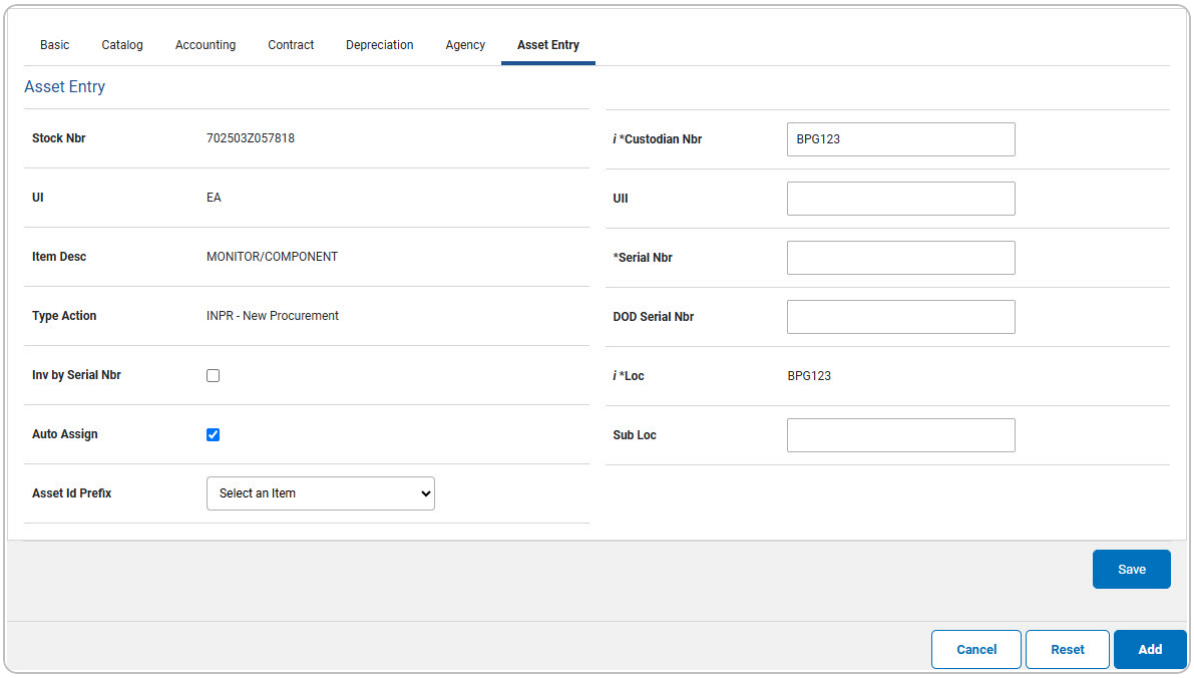
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

h. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

i. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Component



a. Click ☐ to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*

b. Click ☐ to select Auto Assign. *This makes the asset assigned automatically.*

c. Use to select the Asset Id Prefix.

d. Use or to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

Custodian Browse

e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

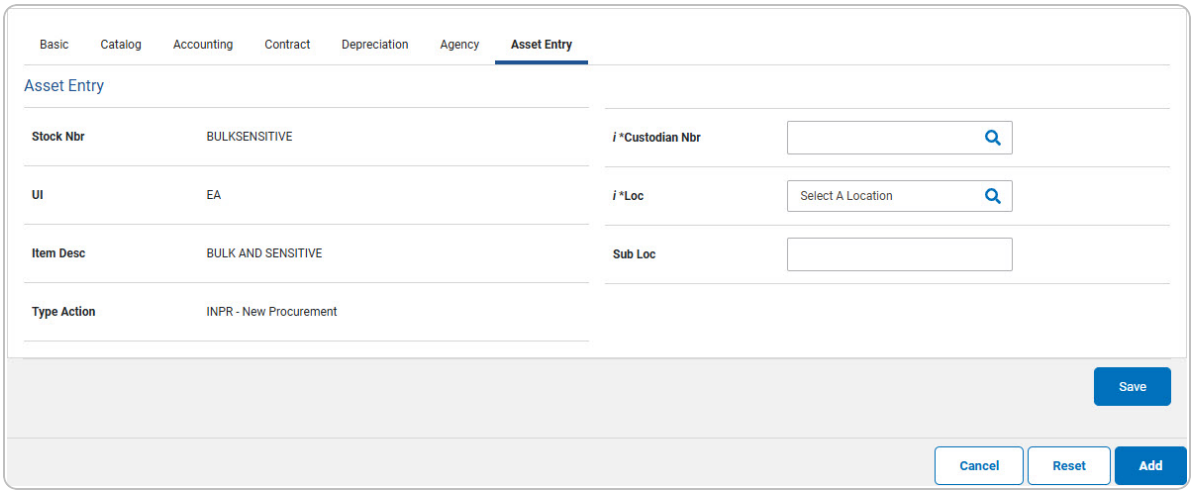
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

h. Use or to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

i. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Bulk



a. Use or to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

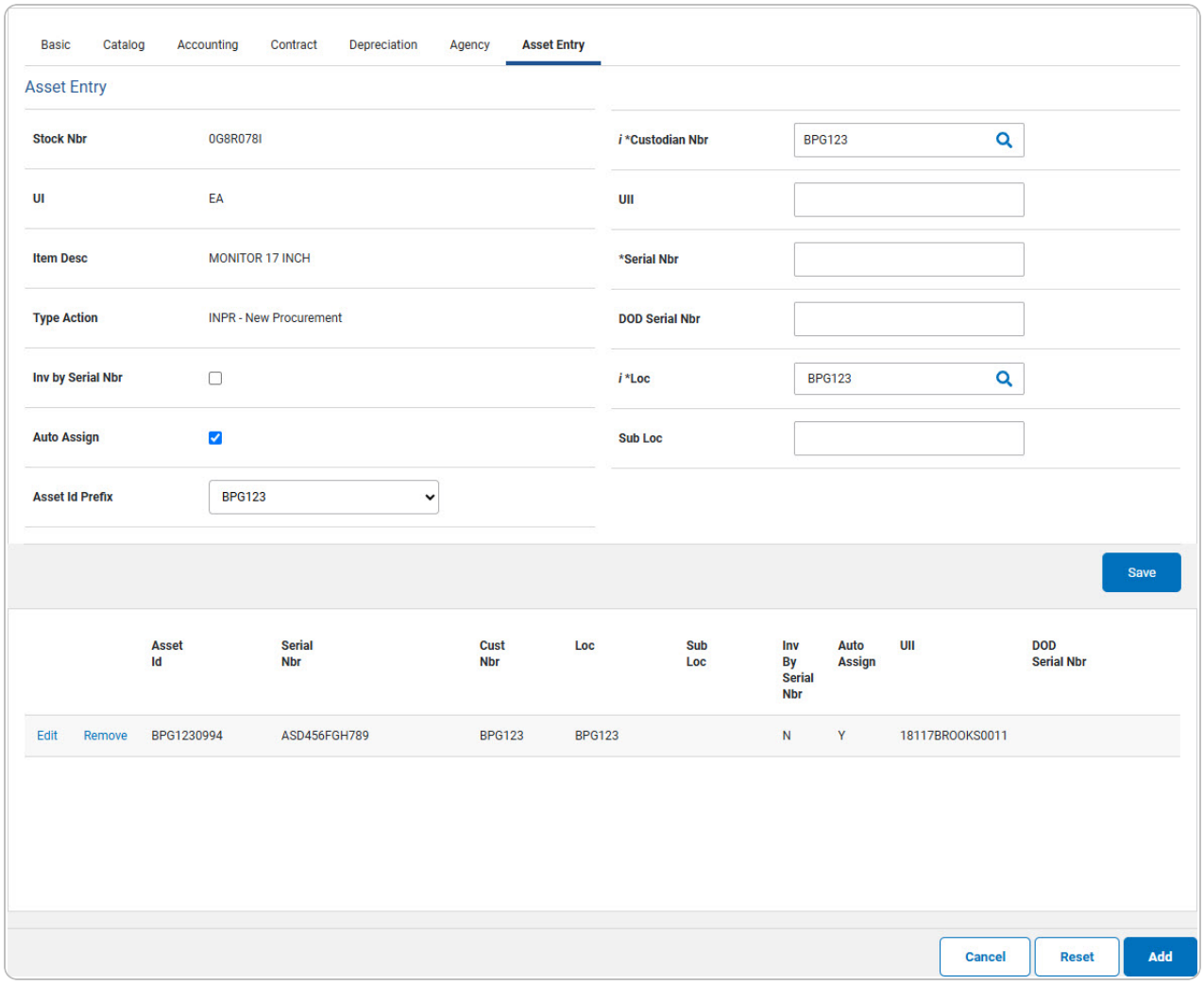
Custodian Browse

b. Use or to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

c. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

10. Select Save. *The new asset is added to the list panel.*



Choose how to proceed from here:

Edit the Asset

Select the Edit hyperlink. *The **Update the Asset Receiving Record** page appears.*

Remove the Asset from the Receiving Record

Select the Remove hyperlink. *The record is removed form the Save list panel.*

Add the Asset

Select Add. *The* ***View the Asset Receiving Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
203 — STOCK NBR is bulk managed.	Invalid Entry. The STOCK NBR entered is already Bulk Managed, and cannot be changed to Serially Managed. Check to make sure the STOCK NBR is correct, and re-enter the number.
13 — Mandatory Entry: *Type*	Missing Entry. Enter the appropriate information

***Action*.**	in the desired field.

13 — Mandatory Entry: *Stock Nbr*.	
13 — Mandatory Entry: *Acq Cost*.	
13 — Mandatory Entry: *HA Asset Id*.	
13 — Mandatory Entry: *Acq Dt*.	
13 — Mandatory Entry: *Doc Nbr*.	
13 — Mandatory Entry: *Mfr Data*.	
13 — Mandatory Entry: *Mfr Yr*.	
13 — Mandatory Entry: *Owng Cost Center*.	
13 — Mandatory Entry: *Fndng Cost Center*.	
13 — Mandatory Entry: *Fund Cd/ASN*.	

13 — Mandatory Entry: *Activation Dt*.	
194 — Entry must be > zero.	Missing Entry. The field must be a positive number. Enter the missing field.
256 — Receipt Dt cannot be > 3 years from System Dt.	Invalid Entry. The Receipt Date and System Date must be within three years of each other. Enter a valid date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
325 — Doc Nbr and Stock Nbr entered must agree with Doc Nbr and Stock Nbr of due in record.	Invalid Entry. Another due-in record exists with the same Document Number and different Stock Number. Check to make sure the Stock Nbr and Doc Nbr are correct, and re-enter the information.
261 — Job Order Nbr/ Deprn Job Order Nbr must contain a 12 - position Project and a 3 - position Sub - Project.	Missing Entry. The Job Order Nbr/Deprn Job Order Nbr cannot be empty. Enter the information in the correct format.
659 — Fndng Cost Center invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the Fndng Cost Center be a specific format to comply with regulations. Enter a valid cost center.
663 — Deprn Cost Center	Invalid Entry. The LMP requires that the Deprn

invalid for LMP - must be alphanumeric and 5 positions.	COST CENTER be a specific format to comply with regulations. Enter a valid cost center.
665 — DEPRN TASK CD invalid for LMP - must be 1, 2, or 4.	Invalid Entry. The LMP requires that the DEPRN TASK CD be a specific number (either 1, 2, or 4) to comply with regulations. Enter a valid TASK CD.
310 — DEPRN PRD must be between 24 and the maximum number of months allowed by regulation XXX.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.
302 — ACTIVATION DT must be > or = to ACQ DT.	Invalid Entry. The ACQ DT must be the same as or before the ACTIVATION DT. Re-enter the ACTIVATION DT.
283 — The ACQ COST difference from CTLG UNIT PRICE is: $xxxx.xx.	Invalid Entry. The difference between the CTLG UNIT PRICE and the ACQ COST is the specified amount. Double—check the amounts.
284 — The variance is: xx%.	Invalid Entry. The percentage difference between the two amounts is the specified amount. Double—check the entered amounts.
285 — The current Cost Variance Minimum threshold is: xx%.	Invalid Entry. The minimum percentage difference between the two amounts is the specified amount, which is larger than the current variance amount. Double—check the entered amounts.
358 — Embedded Cost Total	Invalid Entry. The ACQ COST / CMPN ACQ COST

is >Acq Cost/Cmpn Acq Cost.	must be less than the Embedded Cost Total. Find a different component / complete equipment combination.
682 — Invalid UII format. Pos 1 — 50 must be alphanumeric with pos 1 — 6 mandatory.	Invalid Entry. The UII must be at least 6 alphanumeric characters, and no more than 50 characters. Re-enter the UII.

Related Topics

- Enter an Asset Receiving Record
- Asset Receiving Entry — ITRO
- Asset Receiving Entry — IAAR
- Asset Receiving Entry — IIAJ
- Asset Receiving Entry — IFOI
- Asset Receiving Entry — IDNT
- Asset Receiving Entry — ILOO
- Asset Receiving Entry — ILDI
- Mass Upload Assets
- Update an Asset Receiving Record
- View the Asset Receiving Transaction Status
- Export an Asset Receiving Report
- Add an Attachment

Asset Receiving Entry — ITRO — Transfer In — Outside ELMS

Overview

The Property Accountability module Asset Management Receiving process provides the ability to receive assets to ELMS.
The assets are either Serially managed (individual asset - one at a time), Component managed (a part of a total asset - one at a time, linked to the Higher Assemblage), or Bulk managed (group of assets - multiple assets at a time).

Navigation

Asset Management > Receiving > Asset Receiving > Type Action drop-down field > ITRO — Transfer In — Outside ELMS > Asset Receiving Tabs page

Page Fields

The following fields display on the **Asset Receiving — ITRO** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provides the list of instructions.

Basic Tab

Number	Value
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.

Catalog Tab

Number	Value

132	To search for CAGE CD, see https://cage.dla.mil.

Asset Entry Tab

Number	Value
24	(*) Asterisk identifies mandatory fields.
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.
195	Enter mandatory data, then select "Save" to populate grid.
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
197	Rows displayed from Pending TRANS, select "Edit" for each record to enter and/or update data, then select "Update".
198	When complete select "Add" to process single and/or multiple records.

Asset Receiving — ITRO

Basic Tab

Stock Nbr
UI
Item Desc
Type Action
Qty *

Acq Dt *
Cond Cd *
Doc Nbr *
Asset Cd *
Sys Id

End Item Serial and Component

Cptl Cd
Asset Sts

Bulk

Lot Nbr
Expr Dt

Local Rcpt Dt
Rcvd By
Origl In Svc Dt
iRAPT/WAWF Shpmt Id
Attachments
Remarks
History Remarks

Catalog Tab

Stock Nbr
UI
Item Desc
Type Action
Catalog Pilferable
Asset Pilferable
Mfr Data *
Mfr Name
Mfr Yr *
Mfr Model Nbr
License Managed
Mfr Part Nbr

End Item and Component

UII Sts Cd *

CAGE Cd
Non-Actbl
Supply Category Management Cd

Accounting Tab

Stock Nbr
UI
Item Desc
Type Action
Fund Cd/ASN *
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd *
Job Order Nbr
LOA
Exp Cd
Dlvy Ord Nbr
Transfer Type *
Trading Partner Nbr
Trading Dept Cd
Trading Basic Symbol
Trading Subhead

Loan Cd

Loan Address
Loan Start Dt
Loan End Dt

Lease Cd

Lease Address
Lease Start Dt
Lease End Dt

Contract Tab

Stock Nbr
UI
Item Desc
Type Action
Cntr / PO Nbr
SPIIN
CLIN
SLIN
ACRN

Depreciation Tab

Stock Nbr
UI
Item Desc
Type Action
Activate Depreciation
Activation Dt *
Deprn Period *
Salvage Value
Prior Deprn SL
Prior Deprn AB
Deprn Util Svc Life
Prior Deprn Util Qty
Deprn Cost Center
Depn Cost Center Desc
Deprn Job Ord Nbr

Agency Tab

Stock Nbr
UI
Item Desc
Type Action

Asset Entry Tab

Stock Nbr
UI
Item Desc
Type Action

End Item Serial and Component

Inv by Serial Nbr
Auto Assign
Asset Id Prefix
Custodian Nbr *
UII
Serial Nbr *
DoD Serial Nbr
Loc *
Sub Loc

Bulk

Custodian Nbr *

Loc *
Sub Loc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Asset

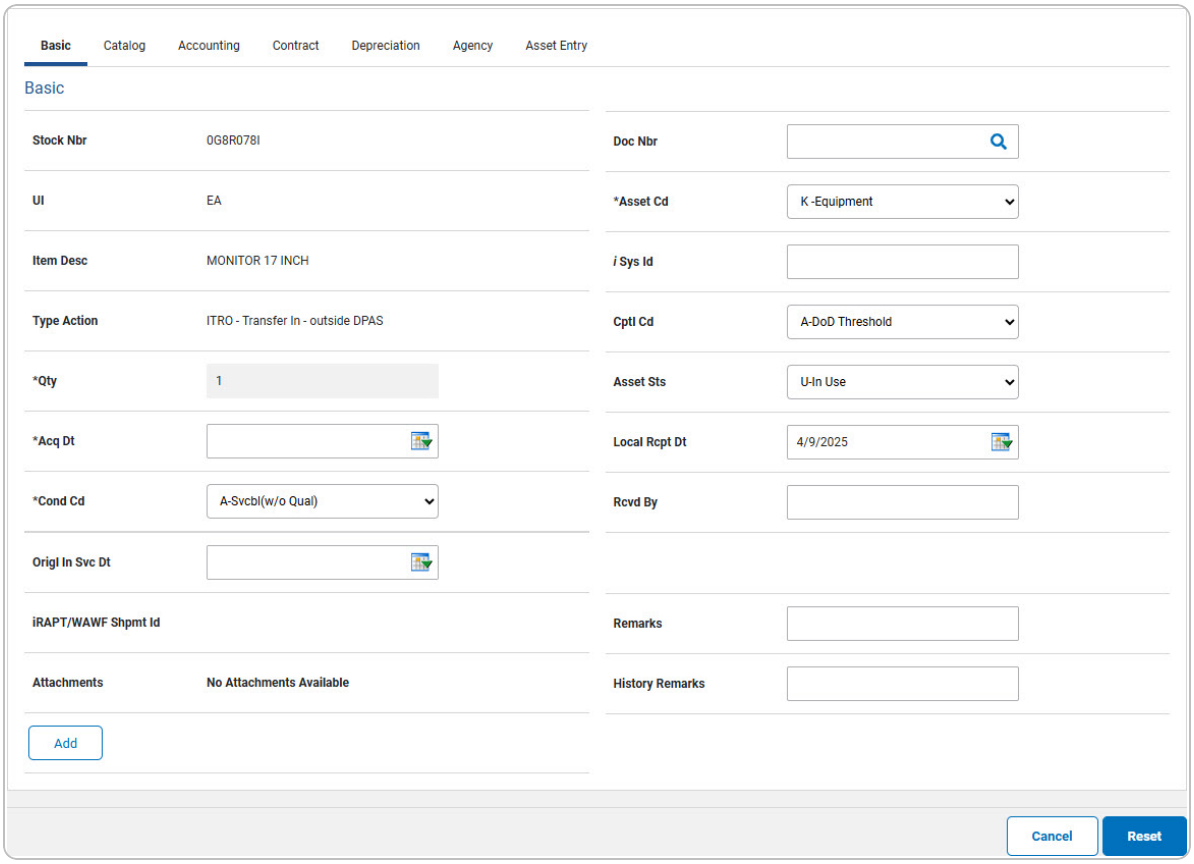
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. In the Asset Management menu, choose Receiving. *The* ***Asset Receiving Data Entry*** *page appears.*
2. Use ⌄ to select the Type Action ***ITRO — Inventory Transfer In — Outside ELMS***
3. Select Continue. *The Basic tab displays.*
   A. *The STOCK NBR automatically populates and is not editable.*
   B. *The UI automatically populates and is not editable.*
   C. *The ITEM DESC automatically populates and is not editable.*
   D. *The Type Action automatically populates and is not editable.*
   E. *The QTY field changes - see below for instructions.*
   F. Use to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
   G. Use ⌄ to select the Cond Cd.
   H. Enter the DOC NBR, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

      Document Number Browse

   I. Use ⌄ to select the Asset Cd.
   J. Enter the SYS ID in the field provided. *This is a 30 alphanumeric character field.*

End Item Serial



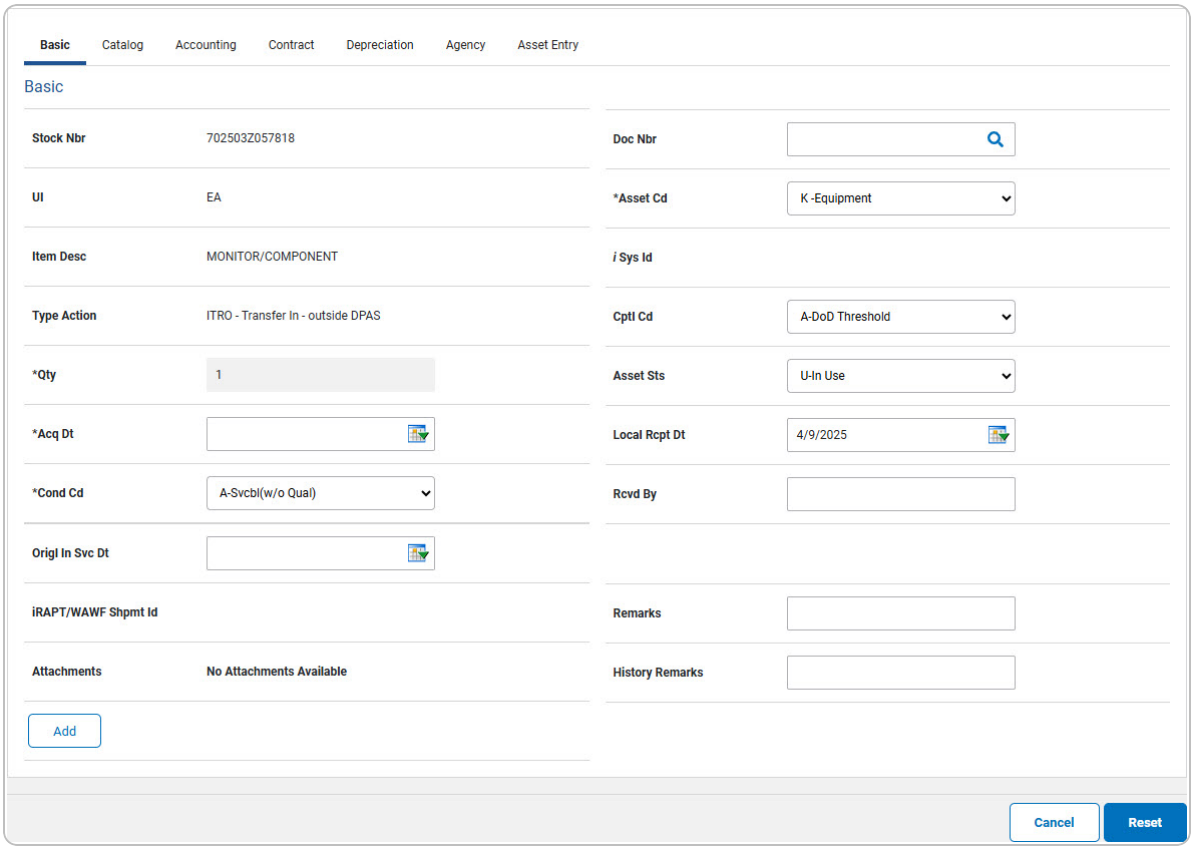
a. *The QTY automatically populates and is not editable.*

b. Use to select the Cptl Cd.

c. Use to select the Asset Sts.

d. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

Component



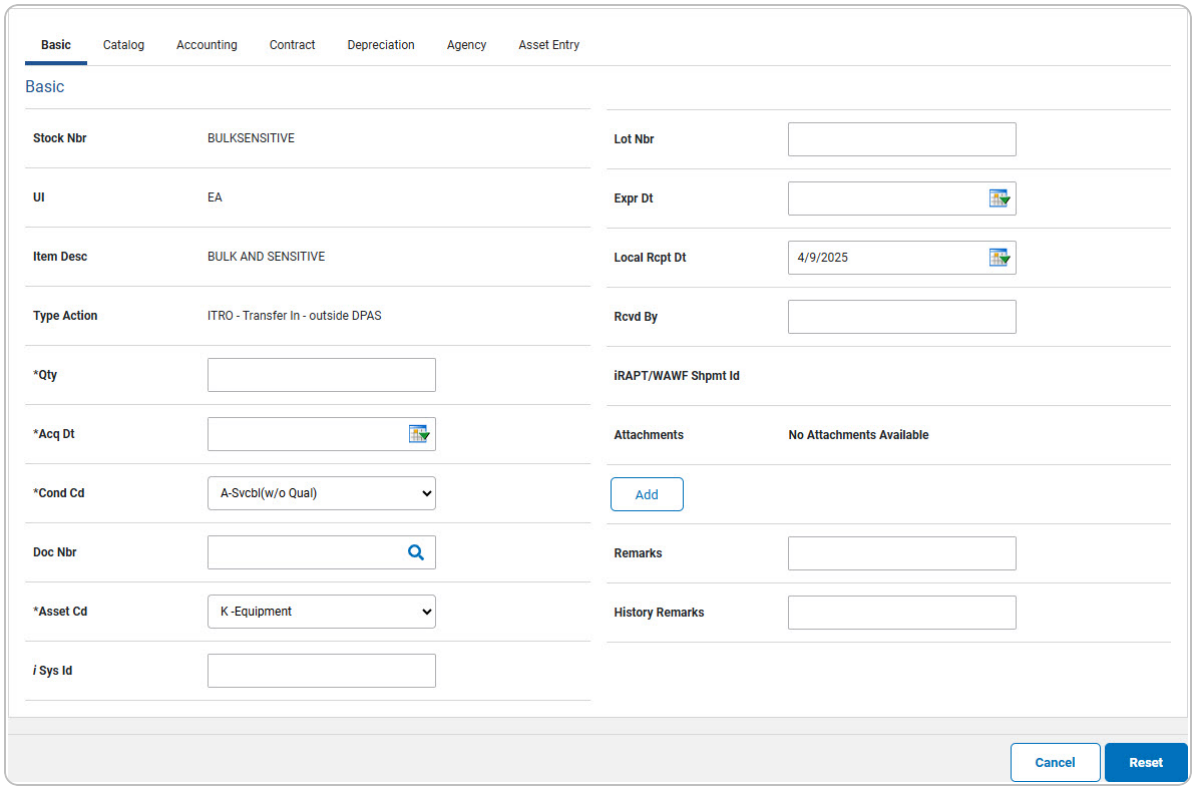
a. *The QTY automatically populates and is not editable.*

b. Use to select the Cptl Cd.

c. Use to select the Asset Sts.

d. Use to select the ORIGL IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

Bulk



a. Enter the QTY in the field provided. *This is a 6 numeric character field.*

b. Enter the LOT NBR in the field provided. *This is a 20 alphanumeric character field.*

c. Use to select the EXPR DT, or enter the date (MM/DD/YYYY) in the field provided.

K. Use to select the Local RCPT DT, or enter the date (MM/DD/YYYY) in the field provided.

L. Enter the RCVD BY in the field provided. *This is a 20 alphanumeric character field.*

M. *The IRAPT/WAWF SHPMT ID automatically populates and is not editable.*

N. Select Add. *The **Add an Attachment** page appears.*

O. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

P. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

4. Select Catalog. *The **Catalog Tab** displays.*

A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. *The Catalog Pilferable automatically populates and is not editable.*

F. Click ☐ to select Asset Pilferable. *This notates that the asset is small enough to be easily stolen.*

G. Enter the MFR DATA, or use 🔍 to browse for the entry. *This is a 36 alphanumeric character field.*

Manufacturer Data Browse

H. *The MFR NAME automatically populates and is not editable.*

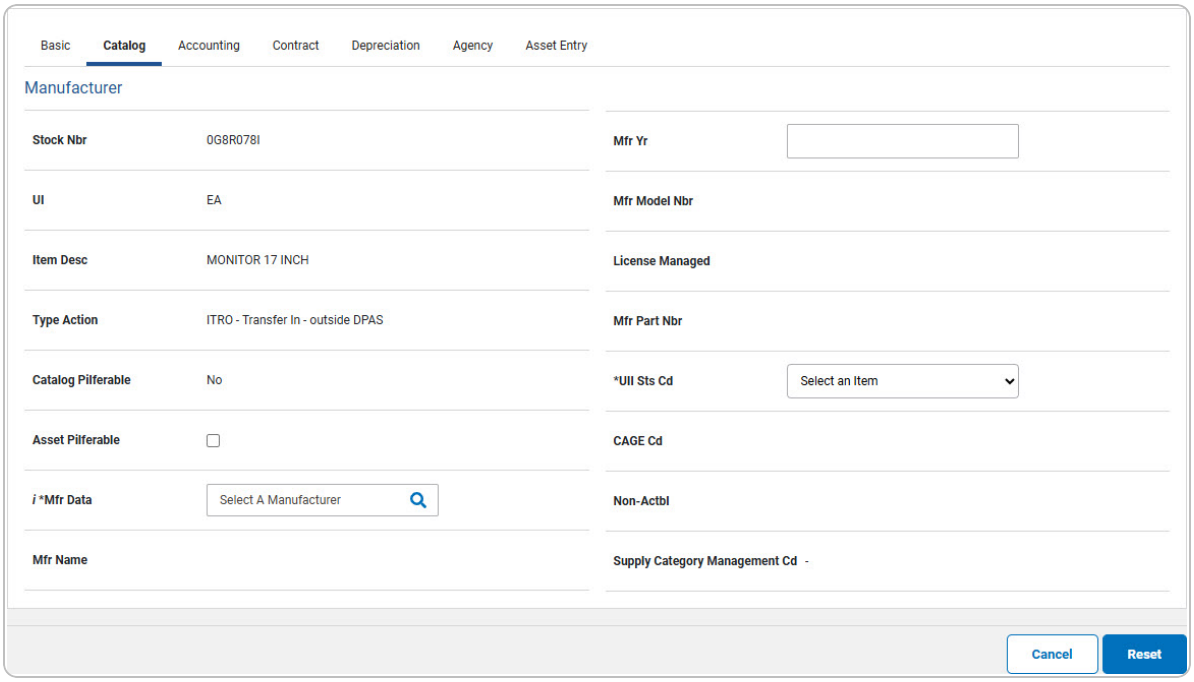
I. Enter the MFR YR in the field provided. *This is a 4 numeric character field.*

J. *The MFR MODEL NBR automatically populates and is not editable.*

K. *The License Managed automatically populates and is not editable.*

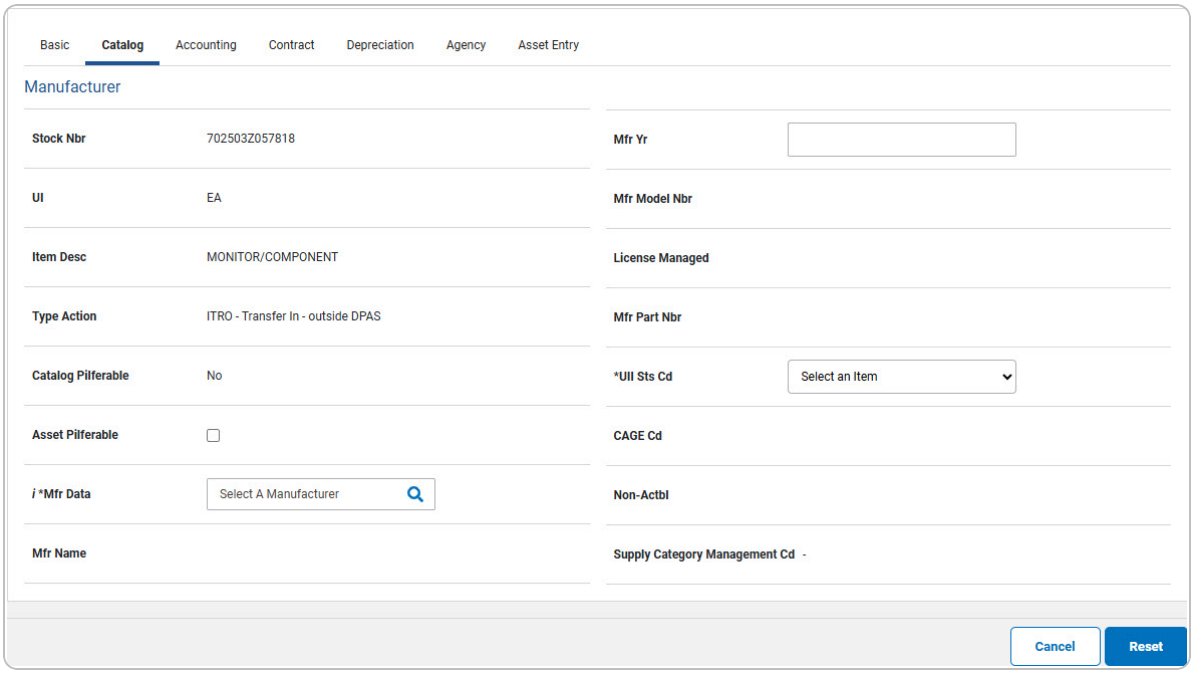
L. *The MFR PART NBR automatically populates and is not editable.*

End Item Serial



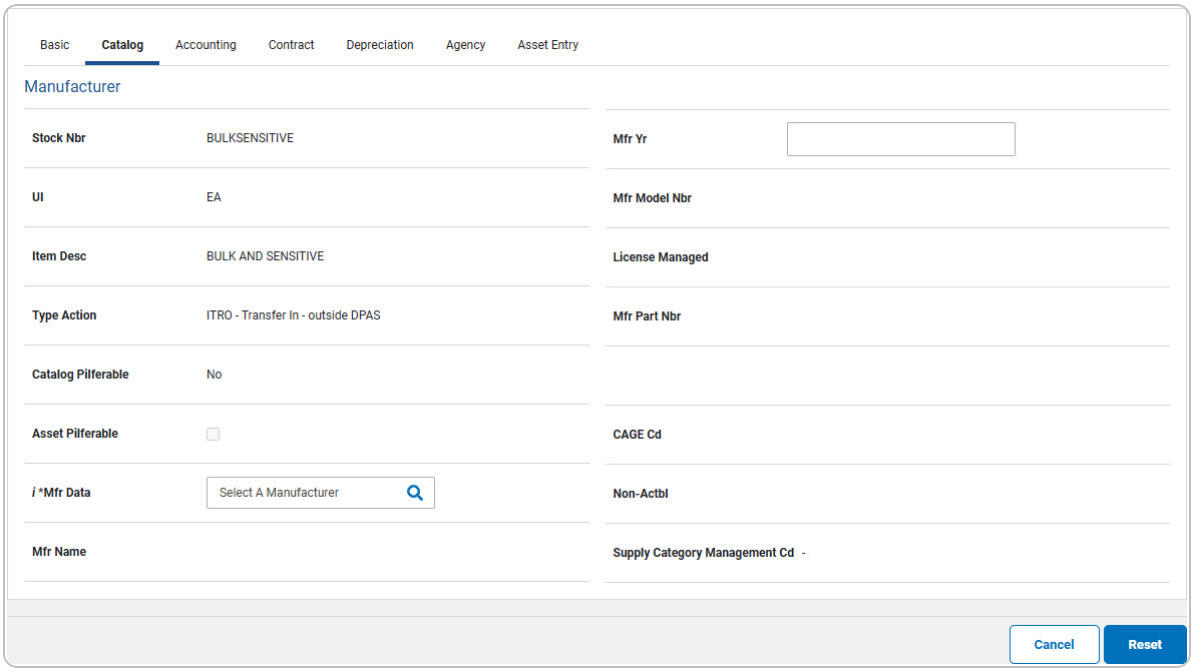
a. Use to select the UII Sts Cd.

Component



a. Use to select the UII Sts Cd.

Bulk



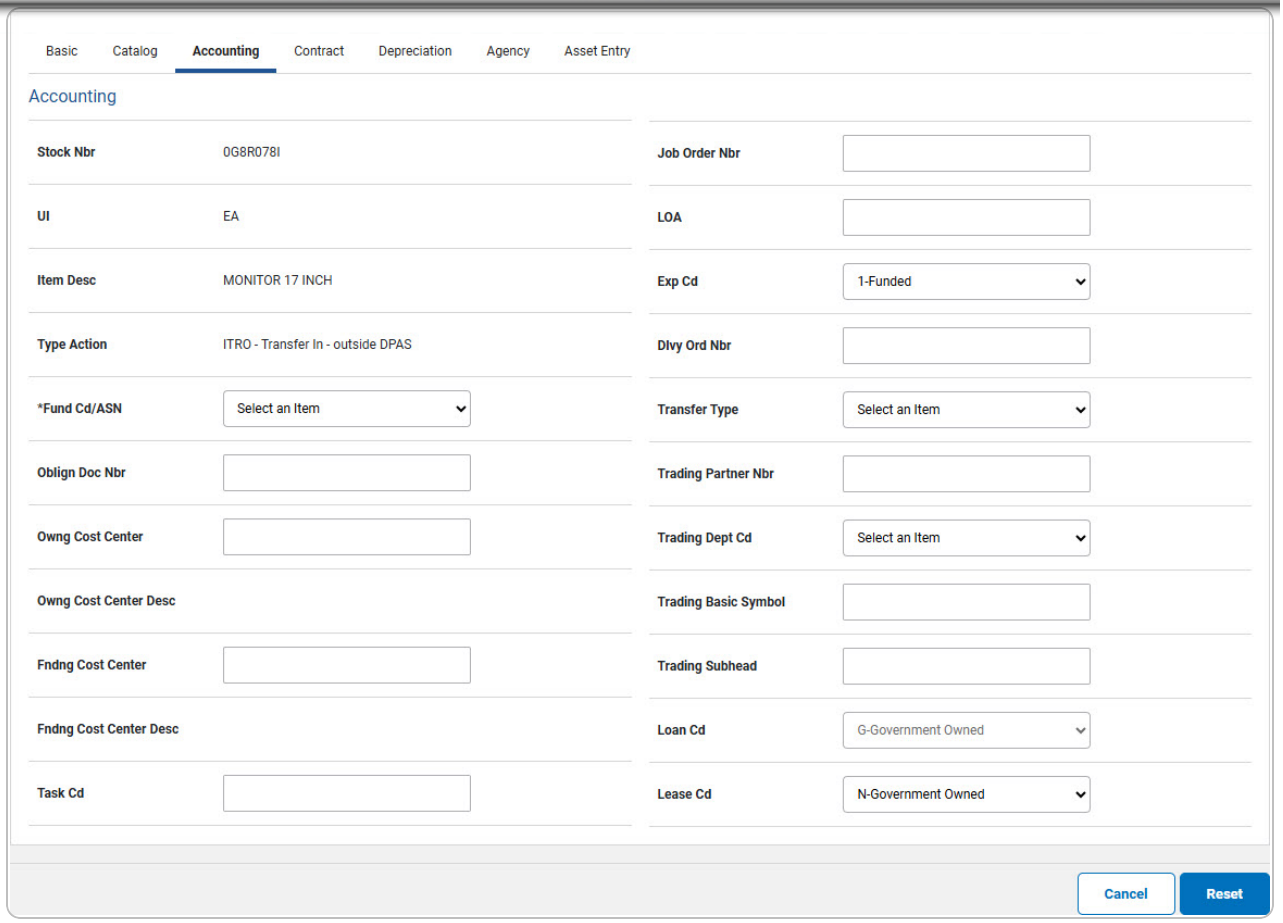
no additional fields

M. *The CAGE CD automatically populates and is not editable.*

N. *The NON-ACTBL automatically populates and is not editable.*

O. *The Supply Category Management CD automatically populates and is not editable.*

5. Select Accounting. *The **Accounting Tab** displays.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Use ⌄ to select the Fund Cd/ASN.

F. Update the OBLIGN DOC NBRentering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

G. Enter the OWNG COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

H. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

I. Enter the FNDNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse

J. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

K. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

M. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse

N. Use to select the Exp Cd.

O. Enter the DLVY ORD NBR in the field provided. *This is a 11 alphanumeric character field.*

P. Use to select the Transfer Type.

Q. Enter the TRADING PARTNER NBR in the field provided. *This is a 9 alphanumeric character field.*

R. Use to select the Trading Dept Cd.

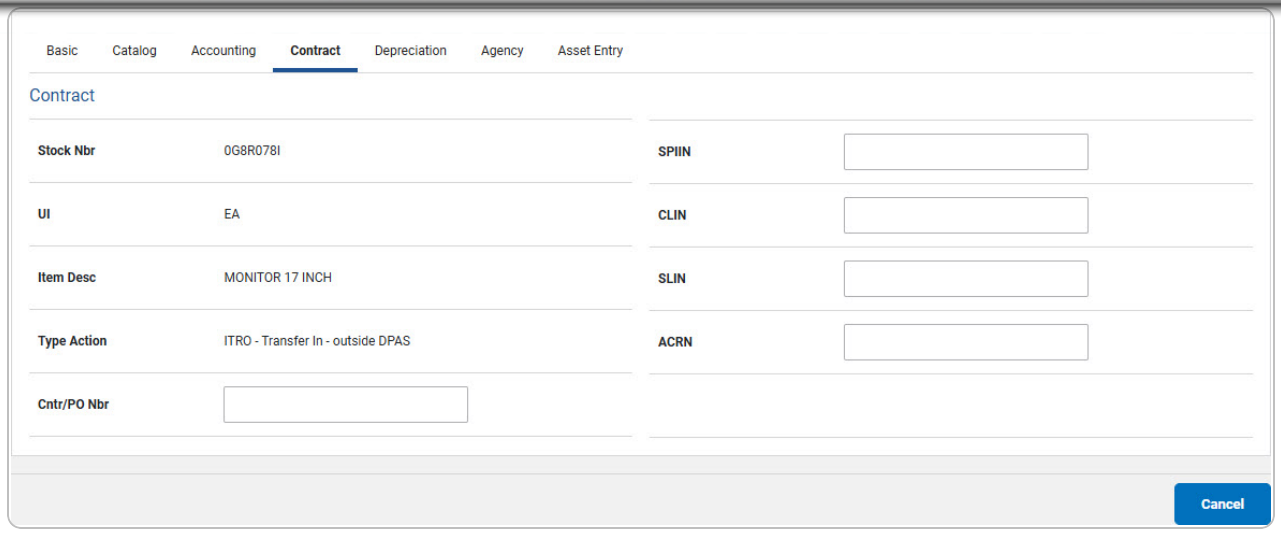
S. Enter the Trading Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

T. Enter the Trading SUBHEAD in the field provided. *This is a 4 alphanumeric character field.*

U. *The LOAN CD automatically populates and is not editable.*

V. Use to select the Lease Cd.

6. Select Contract. *The **Contract Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Enter the CNTR/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

F. Enter the SPIIN in the field provided. *This is a 6 alphanumeric character field.*

G. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

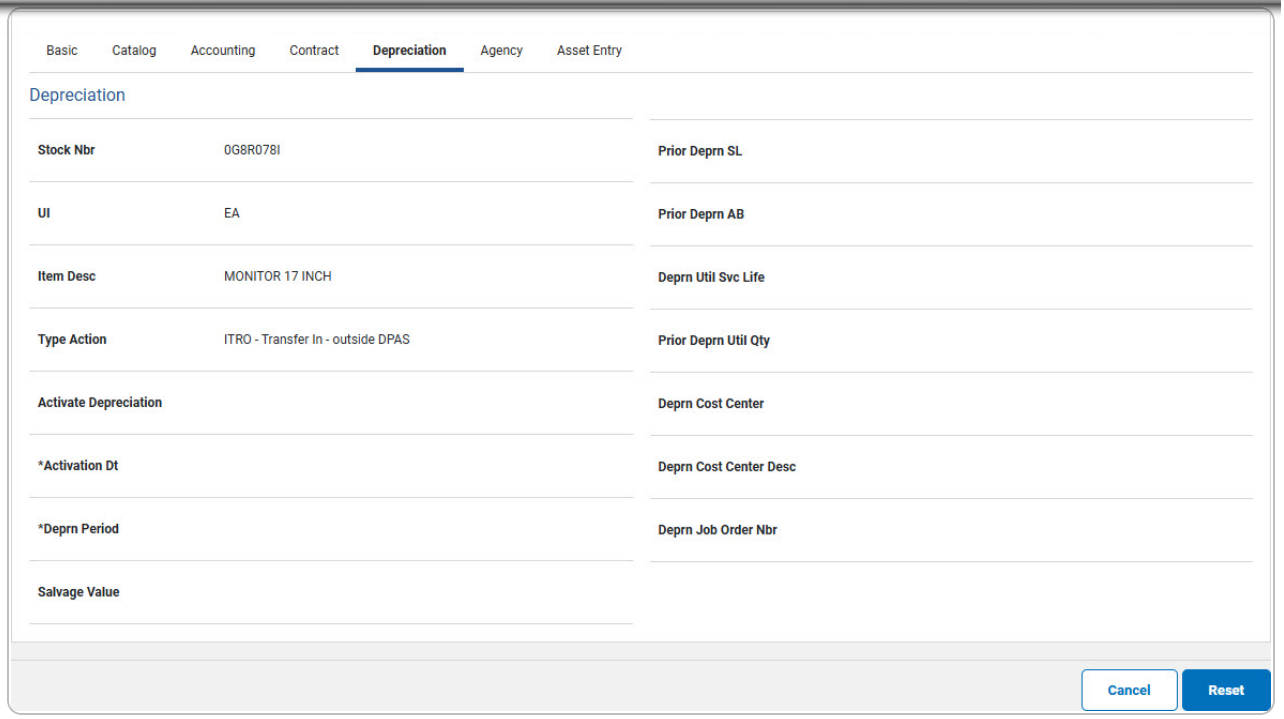
H. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

I. Enter the ACRN in the field provided. *This is a 2 alphanumeric character field.*

7. Select Depreciation. *The **Depreciation Tab** appears.*

Note

If the asset cannot be depreciated, the warning "Depreciation tab may only be used on depreciable assets" appears, and the fields on this tab are all read-only.



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

E. Click ☐ to select Activate Depreciation. *This notates that the asset is depreciable.*

F. Use to select the ACTIVATION DT, or enter the date (MM/DD/YYYY) in the field provided.

G. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*

H. Update the Salvage Value, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

Salvage Value Calculator

I. Update the PRIOR DEPRN SL, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

Prior Depreciation Calculator

J. *The PRIOR DEPRN AB automatically populates and is not editable.*

K. *The DEPRN UTIL SVC LIFE automatically populates and is not editable.*

L. *The PRIOR DEPRN UTIL QTY automatically populates and is not editable.*

M. Enter the DEPRN COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

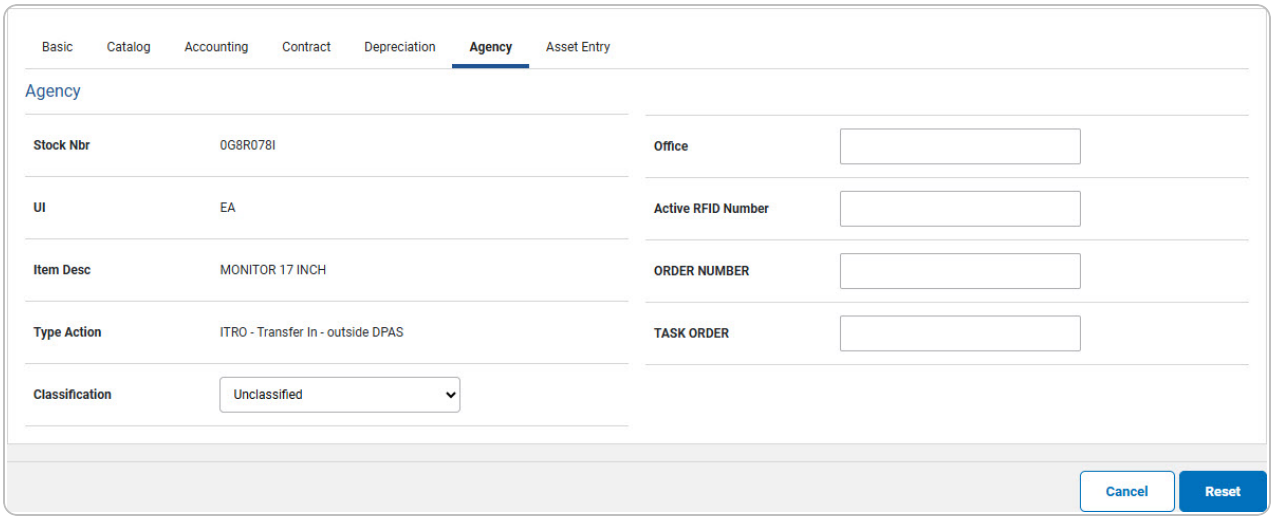
Cost Center Browse

N. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

O. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

P. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

8. Select Agency. *The **Agency Tab** appears.*



A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

Note

Any additional fields on this tab varies by agency and are not ELMS controlled.

9. Select Asset Entry. *The **Asset Entry Tab** appears.*

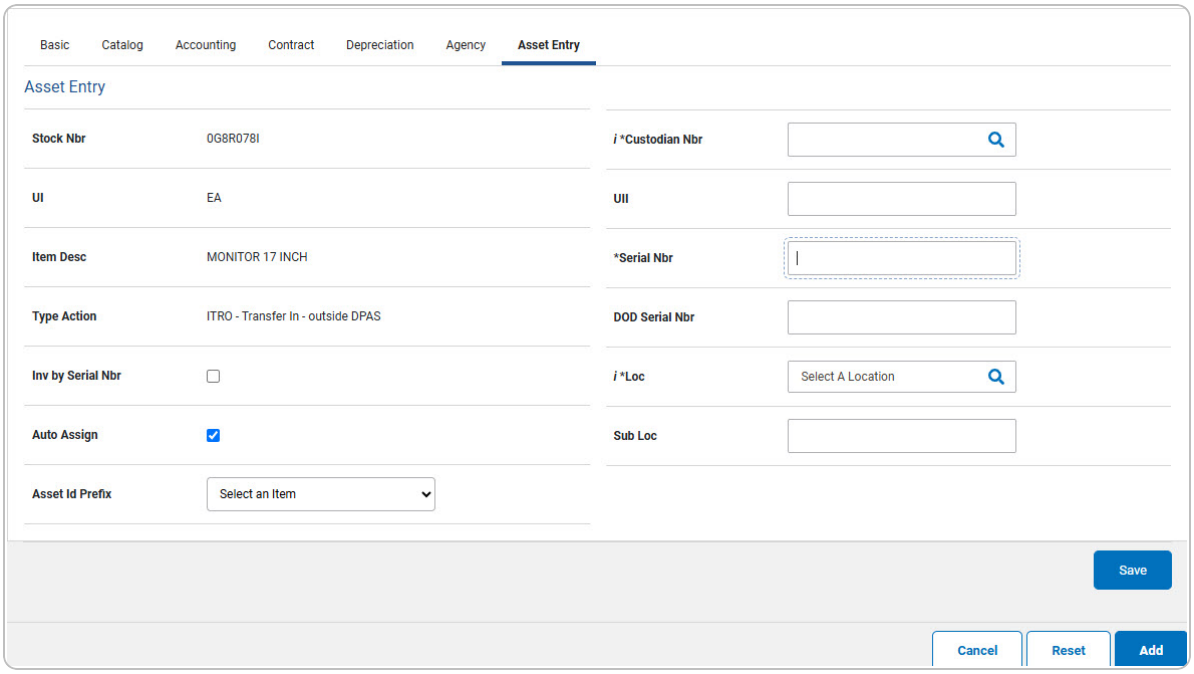
A. *The STOCK NBR automatically populates and is not editable.*

B. *The UI automatically populates and is not editable.*

C. *The ITEM DESC automatically populates and is not editable.*

D. *The Type Action automatically populates and is not editable.*

End Item Serial



a. Click ☐ to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*

b. Click ☐ to select Auto Assign. *This makes the asset assigned automatically.*

c. Use ⌄ to select the Asset Id Prefix.

d. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

Custodian Browse

e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

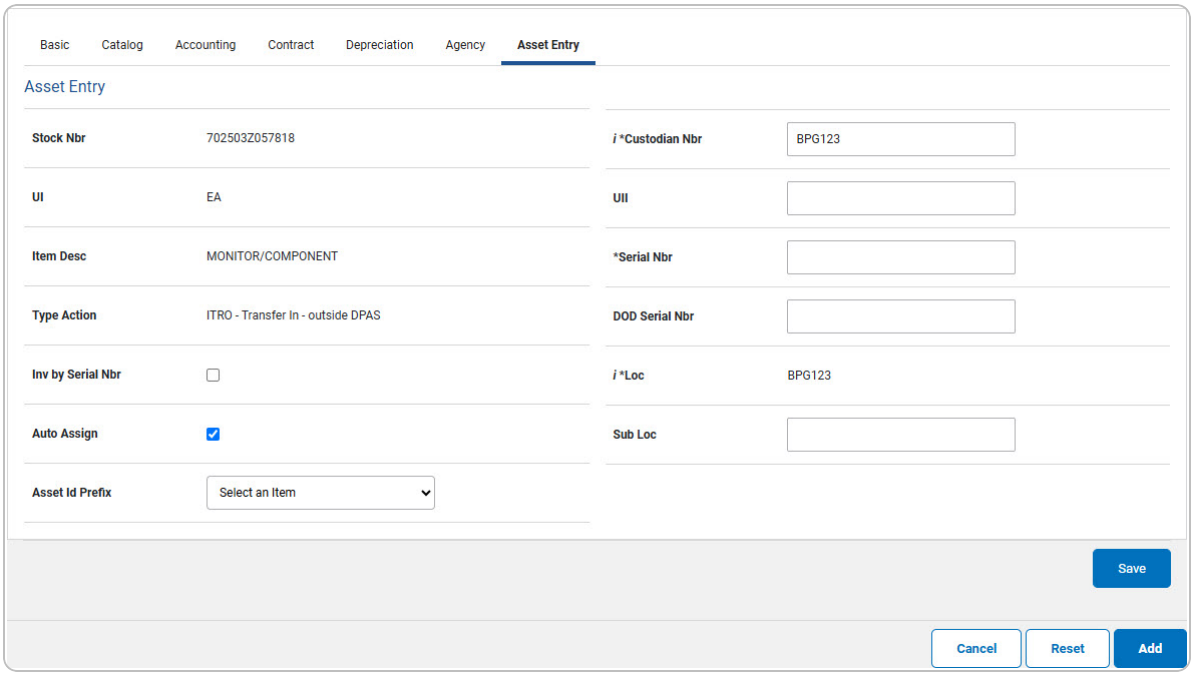
g. Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

h. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

i. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Component



a. Click ☐ to select INV BY SERIAL NBR. *This ensures the serial number is used for inventory purposes, and not any other identifying number.*

b. Click ☐ to select Auto Assign. *This makes the asset assigned automatically.*

c. Use ⌄ to select the Asset Id Prefix.

d. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

Custodian Browse

e. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

f. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

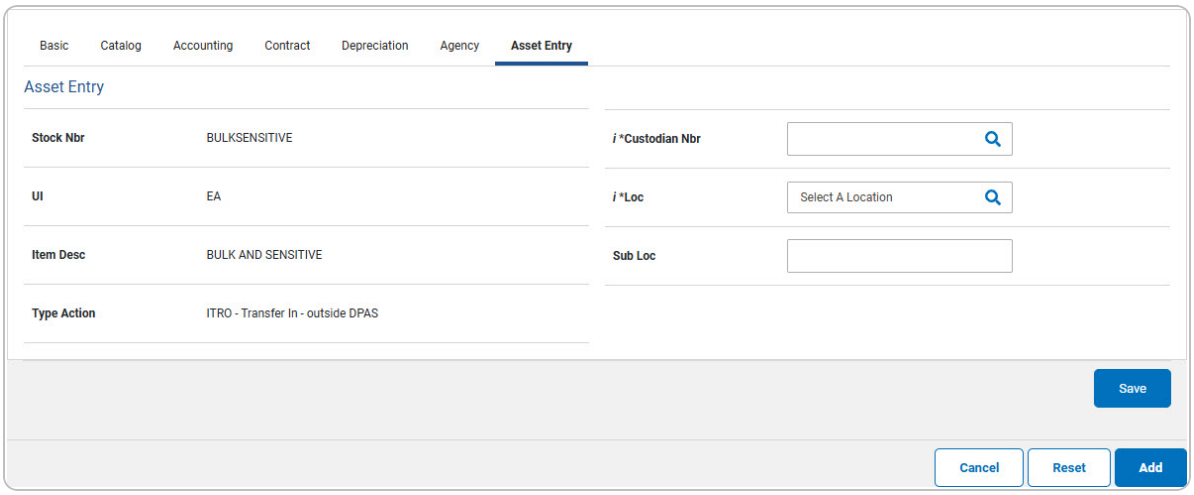
g. Enter the DoD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

h. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

i. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

Bulk



a. Use ℹ or 🔍 to browse for the CUSTODIAN NBR entry. *This is a 12 alpha-numeric character field.*

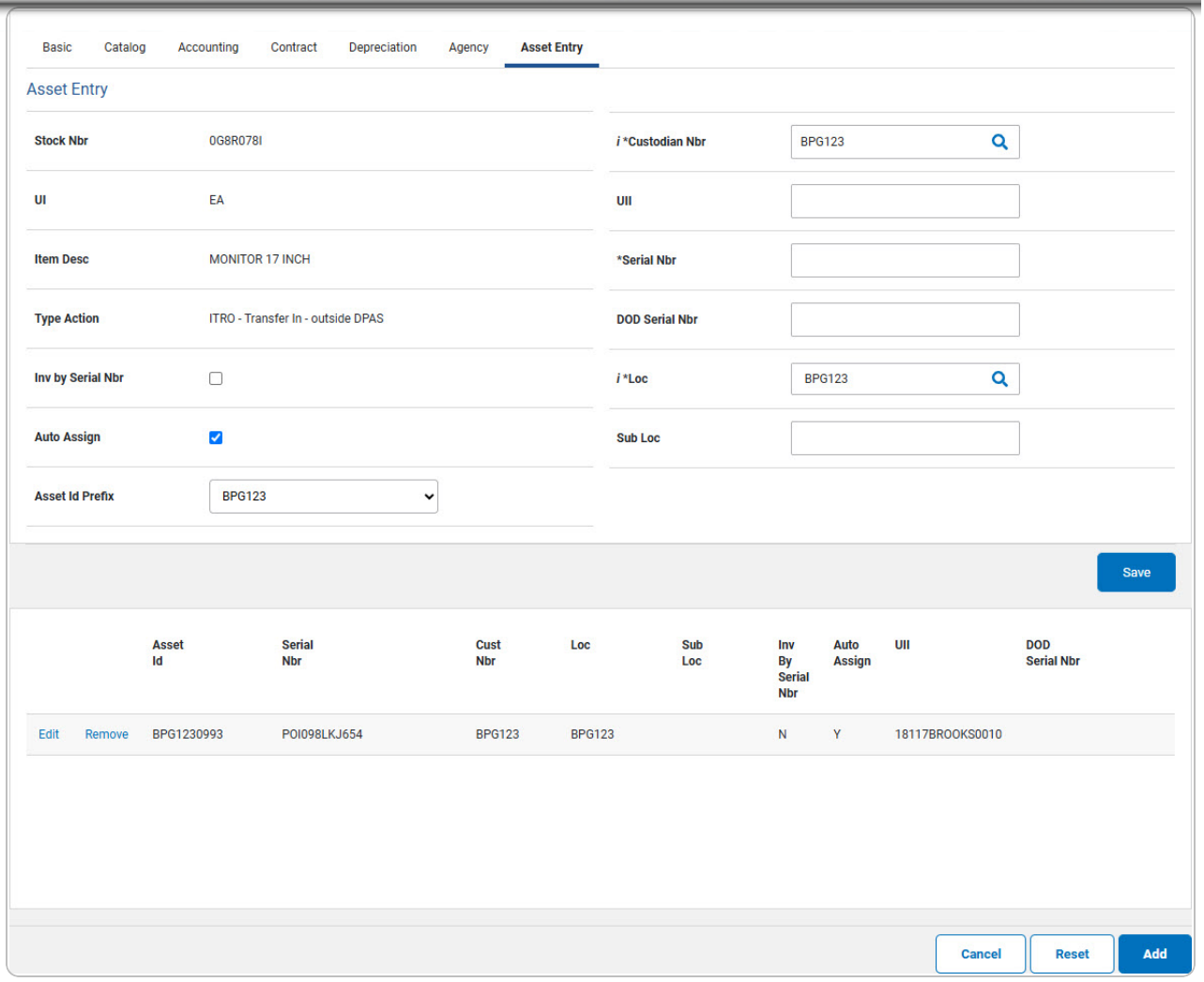
Custodian Browse

b. Use ℹ or 🔍 to assist with the LOC entry. *This is a 20 alphanumeric character field.*

Location Browse

c. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

10. Select Save. *The new asset is added to the list panel.*



Choose how to proceed from here:

Edit the Asset

Select the Edit hyperlink. *The **Update the Asset Receiving Record** page appears.*

Remove the Asset from the Receiving Record

Select the Remove hyperlink. *The record is removed from the Save list panel.*

Add the Asset

Select Add. *The **View the Asset Receiving Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
203 — STOCK NBR is bulk managed.	Invalid Entry. The STOCK NBR entered is already Bulk Managed, and cannot be changed to Serially Managed. Check to make sure the STOCK NBR is correct, and re-enter the number.
13 — Mandatory Entry: *Type Action*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry:	

STOCK NBR.	

13 — Mandatory Entry: *Acq Cost*.	
13 — Mandatory Entry: *HA Asset Id*.	
13 — Mandatory Entry: *Acq Dt*.	
13 — Mandatory Entry: *Doc Nbr*.	
13 — Mandatory Entry: *Mfr Data*.	
13 — Mandatory Entry: *Mfr Yr*.	
13 — Mandatory Entry: *Owng Cost Center*.	
13 — Mandatory Entry: *Fndng Cost Center*.	
13 — Mandatory Entry: *Fund Cd/ASN*.	
13 — Mandatory Entry: *Activation Dt*.	

194 — Entry must be > zero.	Missing Entry. The field must be a positive number. Enter the missing field.
256 — Receipt Dt cannot be > 3 years from System Dt.	Invalid Entry. The Receipt Date and System Date must be within three years of each other. Enter a valid date.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
325 — Doc Nbr and Stock Nbr entered must agree with Doc Nbr and Stock Nbr of due in record.	Invalid Entry. Another due-in record exists with the same Document Number and different Stock Number. Check to make sure the Stock Nbr and Doc Nbr are correct, and re-enter the information.
261 — Job Order Nbr/ Deprn Job Order Nbr must contain a 12 - position Project and a 3 - position Sub - Project.	Missing Entry. The Job Order Nbr/Deprn Job Order Nbr cannot be empty. Enter the information in the correct format.
659 — Fndng Cost Center invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the Fndng Cost Center be a specific format to comply with regulations. Enter a valid cost center.
663 — Deprn Cost Center invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the Deprn Cost Center be a specific format to comply with regulations. Enter a valid cost center.

665 — DEPRN TASK CD invalid for LMP - must be 1, 2, or 4.	Invalid Entry. The LMP requires that the DEPRN TASK CD be a specific number (either 1, 2, or 4) to comply with regulations. Enter a valid TASK CD.
310 — DEPRN PRD must be between 24 and the maximum number of months allowed by regulation XXX.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.
302 — ACTIVATION DT must be > or = to ACQ DT.	Invalid Entry. The ACQ DT must be the same as or before the ACTIVATION DT. Re-enter the ACTIVATION DT.
283 — The ACQ COST difference from CTLG UNIT PRICE is: $xxxx.xx.	Invalid Entry. The difference between the CTLG UNIT PRICE and the ACQ COST is the specified amount. Double—check the amounts.
284 — The variance is: xx%.	Invalid Entry. The percentage difference between the two amounts is the specified amount. Double—check the entered amounts.
285 — The current Cost Variance Minimum threshold is: xx%.	Invalid Entry. The minimum percentage difference between the two amounts is the specified amount, which is larger than the current variance amount. Double—check the entered amounts.
358 — Embedded Cost Total is >ACQ COST/CMPN ACQ COST.	Invalid Entry. The ACQ COST / CMPN ACQ COST must be less than the Embedded Cost Total. Find a different component / complete equipment combination.

682 — Invalid UII format. Pos 1 — 50 must be alpha-numeric with POS 1 — 6 mandatory.	Invalid Entry. The UII must be at least 6 alpha-numeric characters, and no more than 50 characters. Re-enter the UII.

Related Topics

- Enter an Asset Receiving Record
- Asset Receiving Entry — INPR
- Asset Receiving Entry — IAAR
- Asset Receiving Entry — IIAJ
- Asset Receiving Entry — IFOI
- Asset Receiving Entry — IDNT
- Asset Receiving Entry — ILOO
- Asset Receiving Entry — ILDI
- Mass Upload Assets
- Update an Asset Receiving Record
- View the Asset Receiving Transaction Status
- Export an Asset Receiving Report
- Add an Attachment

Update an Asset Receiving Record

Overview

The Asset Management Receiving Update process provides the ability to edit the record before receiving the assets to ELMS.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Asset Management > Receiving > Asset Receiving > *VARIOUS PROCEDURAL STEPS* > Asset Entry tab > Save > Edit hyperlink

Page Fields

The following fields display on the **Asset Receiving** pages. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provides the list of instructions.

Basic Tab

Number	Value
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.

Catalog Tab

Number	Value
132	To search for CAGE CD, see https://cage.dla.mil.

Asset Entry Tab

Number	Value
24	(*) Asterisk identifies mandatory fields.
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.
195	Enter mandatory data, then select "Save" to populate grid.
196	To update/correct grid data, select "Edit", then select "Update" to repopulate grid.
197	Rows displayed from Pending TRANS, select "Edit" for each record to enter and/or update data, then select "Update".
198	When complete select "Add" to process single and/or multiple records.

Asset Receiving — All Type Actions

Not all fields are on every tab.

Basic Tab

Stock Nbr

UI
Item Desc
Type Action
Qty *
Acq Dt *
Cond Cd *
Inv Nbr *
Doc Nbr *
Asset Cd *
Sys Id

End Item Serial and Component

Cptl Cd
Asset Sts

Bulk

Lot Nbr
Expr Dt

Local Rcpt Dt
Rcvd By
Origl In Svc Dt
iRAPT/WAWF Shpmt Id
Attachments
Remarks
History Remarks

Catalog Tab

Stock Nbr
UI
Item Desc
Type Action
Catalog Pilferable
Asset Pilferable
Mfr Data *
Mfr Name
Mfr Yr *
Mfr Model Nbr
License Managed
Mfr Part Nbr

End Item and Component

UII Sts Cd *

CAGE Cd
Non-Actbl

Accounting Tab

Stock Nbr
UI
Item Desc
Type Action
Fund Cd/ASN *
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd *

End Item Serial

Task Desc
Project Desc

Job Order Nbr
LOA
Exp Cd
Dlvy Ord Nbr
Transfer Type *
Trading Partner Nbr
Trading Dept Cd
Trading Basic Symbol
Trading Subhead

Loan Cd

Loan Address
Loan Start Dt
Loan End Dt

Lease Cd

Lease Address
Lease Start Dt
Lease End Dt

Contract Tab

Stock Nbr
UI
Item Desc
Type Action
Cntr / PO Nbr
SPIIN
CLIN
SLIN
ACRN

Depreciation Tab

Stock Nbr
UI
Item Desc
Type Action
Activate Depreciation
Activation Dt *
Deprn Period *
Salvage Value
Prior Deprn SL
Prior Deprn AB
Deprn Util Svc Life
Prior Deprn Util Qty
Deprn Cost Center
Depn Cost Center Desc
Deprn Job Ord Nbr

Agency Tab

Stock Nbr
UI
Item Desc
Type Action

Asset Entry Tab

Stock Nbr
UI
Item Desc
Type Action

End Item Serial and Component

Inv by Serial Nbr

Auto Assign
Asset Id Prefix
Custodian Nbr *
UII
Serial Nbr *
DoD Serial Nbr
Loc *
Sub Loc

Bulk

Custodian Nbr *
Loc *
Sub Loc

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Asset

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

1. Complete the procedure starting at the **Asset Receiving Entry** page.
2. Select Save. *The new asset is added to the list panel.*
3. Select the Edit hyperlink. *The fields above the Save list panel become editable.*
4. Select Basic. *The **Basic tab** displays.*

   Depending upon the Type Action chosen, follow the appropriate help topic:
   - Type Action = ITRO — Inventory Transfer In — Outside ELMS, continue with **Asset Receiving Entry — ITRO**.
   - Type Action = INPR — New Procurement, continue with **Asset Receiving Entry — INPR**.

- Type Action = IAAR — Administrative Adjustment, continue with **Asset Receiving Entry — IAAR**.
- Type Action = IIAJ — Inventory Adjustment, continue with **Asset Receiving Entry — IIAJ**.
- Type Action = IFOI — Found On Installation, continue with **Asset Receiving Entry — IFOI**.
- Type Action = IDNT — Donated (Receipt), continue with **Asset Receiving Entry — IDNT**.
- Type Action = ILOO — In On Loan — Outside ELMS, continue with **Asset Receiving Entry — ILOO**.
- Type Action = ILDI — Create Local Due In, continue with **Asset Receiving Entry — ILDI**.

5. Select Save. *The revised asset is added to the list panel. Choose how to proceed from here:*

Remove the Asset from the Receiving Record

Select the Remove hyperlink. *The record is removed form the Save list panel.*

Add the Asset

Select Add. *The **Asset Receiving Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
502 — STOCK NBR must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
203 — STOCK NBR is bulk managed.	Invalid Entry. The STOCK NBR entered is already Bulk Managed, and cannot be changed to Serially Managed. Check to make sure the STOCK NBR is correct, and re-enter the number.
13 — Mandatory Entry: *Type Action*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *STOCK NBR*.	
13 — Mandatory Entry: *ACQ COST*.	
13 — Mandatory Entry: *HA ASSET ID*.	
13 — Mandatory Entry: *ACQ DT*.	

13 — Mandatory Entry: *Doc Nbr*.	
13 — Mandatory Entry: *Mfr Data*.	
13 — Mandatory Entry: *Mfr Yr*.	
13 — Mandatory Entry: *Owng Cost Center*.	
13 — Mandatory Entry: *Fndng Cost Center*.	
13 — Mandatory Entry: *Fund Cd/ASN*.	
13 — Mandatory Entry: *Activation Dt*.	
194 — Entry must be > zero.	Missing Entry. The field must be a positive number. Enter the missing field.
256 — Receipt Dt cannot be > 3 years from System Dt.	Invalid Entry. The Receipt Date and System Date must be within three years of each other. Enter a valid date.
44 — Input date must be	Invalid Date Entry. The system date (Today's

<= system date.	Date) must be after or the same as the Input date. Re-enter the date.
325 — DOC NBR and STOCK NBR entered must agree with DOC NBR and STOCK NBR of due in record.	Invalid Entry. Another due-in record exists with the same Document Number and different Stock Number. Check to make sure the STOCK NBR and DOC NBR are correct, and re-enter the information.
261 — JOB ORDER NBR/ DEPRN JOB ORDER NBR must contain a 12 - position Project and a 3 - position Sub - Project.	Missing Entry. The JOB ORDER NBR/DEPRN JOB ORDER NBR cannot be empty. Enter the information in the correct format.
659 — FNDNG COST CENTER invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the FNDNG COST CENTER be a specific format to comply with regulations. Enter a valid cost center.
663 — DEPRN COST CENTER invalid for LMP - must be alphanumeric and 5 positions.	Invalid Entry. The LMP requires that the DEPRN COST CENTER be a specific format to comply with regulations. Enter a valid cost center.
665 — DEPRN TASK CD invalid for LMP - must be 1, 2, or 4.	Invalid Entry. The LMP requires that the DEPRN TASK CD be a specific number (either 1, 2, or 4) to comply with regulations. Enter a valid TASK CD.
310 — DEPRN PRD must be between 24 and the maximum number of months allowed by regulation XXX.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.

302 — Activation Dt must be > or = to Acq Dt.	Invalid Entry. The Acq Dt must be the same as or before the Activation Dt. Re-enter the Activation Dt.
283 — The Acq Cost difference from Ctlg Unit Price is: $xxxx.xx.	Invalid Entry. The difference between the Ctlg Unit Price and the Acq Cost is the specified amount. Double—check the amounts.
284 — The variance is: xx%.	Invalid Entry. The percentage difference between the two amounts is the specified amount. Double—check the entered amounts.
285 — The current Cost Variance Minimum threshold is: xx%.	Invalid Entry. The minimum percentage difference between the two amounts is the specified amount, which is larger than the current variance amount. Double—check the entered amounts.
358 — Embedded Cost Total is >Acq Cost/Cmpn Acq Cost.	Invalid Entry. The Acq Cost / Cmpn Acq Cost must be less than the Embedded Cost Total. Find a different component / complete equipment combination.
682 — Invalid UII format. Pos 1 — 50 must be alphanumeric with pos 1 — 6 mandatory.	Invalid Entry. The UII must be at least 6 alphanumeric characters, and no more than 50 characters. Re-enter the UII.

Related Topics

- Enter an Asset Receiving Record
- Asset Receiving Entry — ITRO

- Asset Receiving Entry — INPR
- Asset Receiving Entry — IAAR
- Asset Receiving Entry — IIAJ
- Asset Receiving Entry — IFOI
- Asset Receiving Entry — IDNT
- Asset Receiving Entry — ILOO
- Asset Receiving Entry — ILDI
- Mass Upload Assets
- View the Asset Receiving Transaction Status
- Export an Asset Receiving Report

View the Asset Receiving Transaction Status

Overview

The Asset Receiving Transaction Status page displays a verification of the add, update, or delete transaction performed.

Navigation

Asset Management > Receiving > Asset Receiving > *Various Procedural Steps* > Transaction Status page

Page Fields

The following fields display on the **Asset Receiving Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction Was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

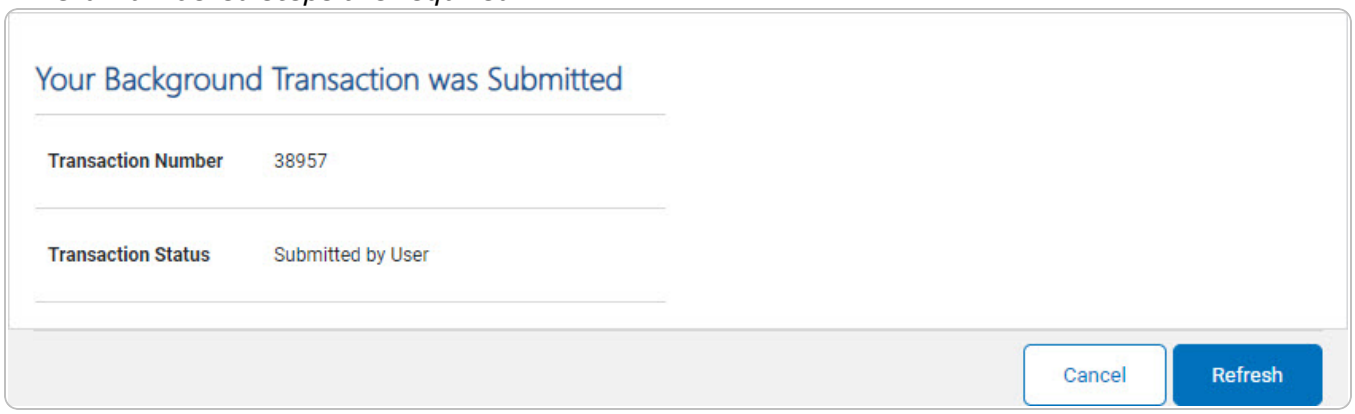
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

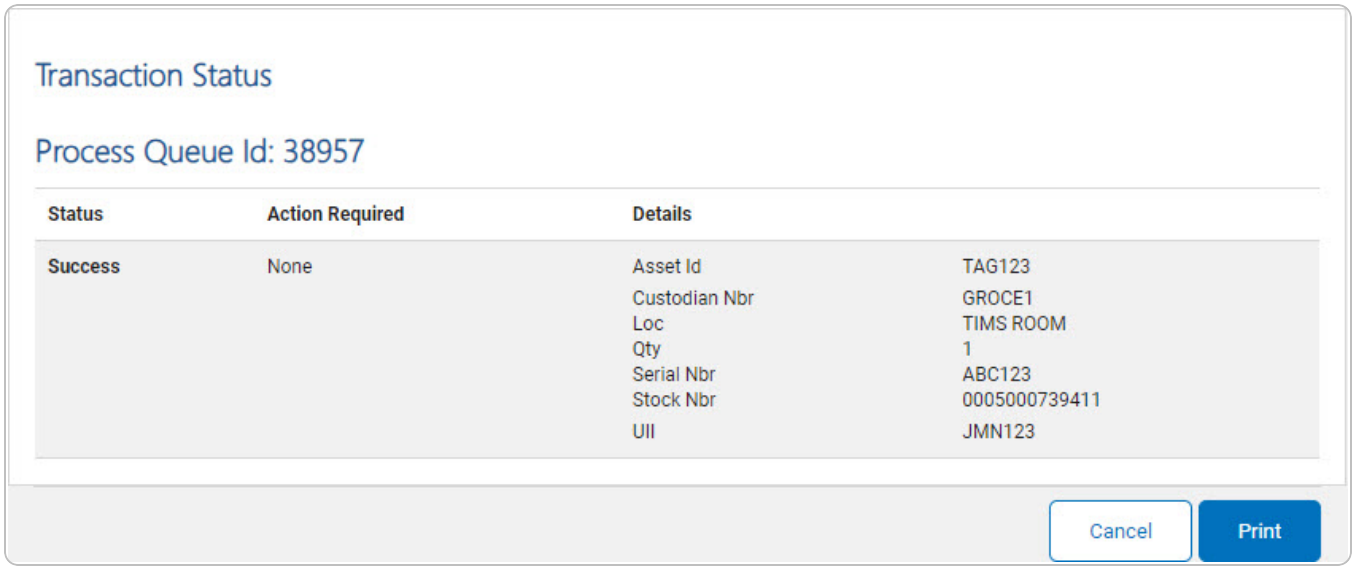
View the Asset Receiving Background Transaction Status

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



- *The Transaction Number automatically populates and is not editable.*
- *The Transaction Status automatically populates and is not editable.*
- Select Refresh to update the transaction status. *The page refreshes.*
- Select View Results once the background process is completed. *The* ***Transaction Status*** *page appears.*
- Select Cancel. *The* ***Asset Receiving Entry*** *page appears.*

View the Asset Receiving Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The **Export an Asset Transfer Report** page appears.*
- Select Cancel. *The **Search for an Asset Transfer— Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Help Desk for assistance.	Contact the ELMS Call Center

Related Topics

- Enter an Asset Receiving Record
- Asset Receiving Entry — ITRO
- Asset Receiving Entry — INPR
- Asset Receiving Entry — IAAR
- Asset Receiving Entry — IIAJ
- Asset Receiving Entry — IFOI
- Asset Receiving Entry — IDNT
- Asset Receiving Entry — ILOO
- Asset Receiving Entry — ILDI
- Mass Upload Assets
- Update an Asset Receiving Record
- Export an Asset Receiving Report

Export an Asset Receiving Report

Overview

The Export an Asset Receiving Report page provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > Receiving > Asset Receiving > *Various Procedural Steps* > Transaction Status > Print > Asset Receiving Report Export page

Page Fields

The following fields display on the **Asset Receiving Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

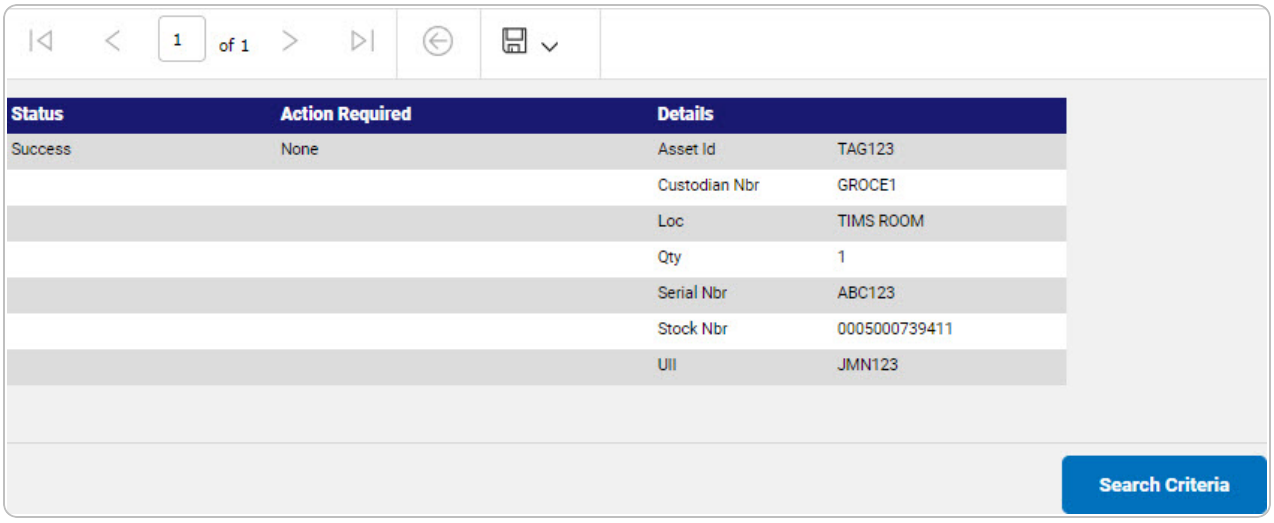
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Receiving Report

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Follow the prompts provided by the computer.
6. Select . *The **Asset Receiving Entry** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the **Asset Receiving Entry** page.

Related Topics

- Enter an Asset Receiving Record
- Asset Receiving Entry — ITRO
- Asset Receiving Entry — INPR
- Asset Receiving Entry — IAAR
- Asset Receiving Entry — IIAJ
- Asset Receiving Entry — IFOI
- Asset Receiving Entry — IDNT
- Asset Receiving Entry — ILOO
- Asset Receiving Entry — ILDI
- Mass Upload Assets
- Update an Asset Receiving Record
- View the Asset Receiving Transaction Status
- Add an Attachment

Search for an Asset Disposition — Criteria

Overview

The Property Accountability module Asset Disposition process provides the ability to get rid of assets which are no longer needed. This process disposes of both serial and bulk managed assets, as well as assets with components or improvements.

Note

The Asset Disposition process is not used to dispose of any Real Property assets; there is a separate process for Real Property within ELMS.

When the **Designate** check-box *is* selected, the following are the only valid Type Action codes:

- **DTNI — Turn-In**
  Return an asset to an intermediate activity and they decide how the asset will be disposed.
- **DTRO — Transfer Out - outside ELMS**
  Send an asset to an agency that does not use ELMS.
- **DSPL — Disposal**
  Return an asset directly to the DRMO without using an automated interface, or dispose of it locally.
- **DLNR — Loan Return**
  The asset was loaned to a UIC. This action type records the return of the property, the contact information and the condition of the asset.

When the **Designate** check-box *is not* selected, the following Type Action codes also display:

- **DLDD — Report of Survey / Lost, Damaged, Destroyed**
  The asset is no longer physically available because it was stolen, lost, or it was damaged or destroyed.
- **DSAL — Sales**
  The asset is sold. The action also records the condition of the asset, accounting and financial information and the contact information of the buyer.
- **DDNT — Donated**
  The contact information of the enterprise receiving the property, the condition of the property and the financial impact for the donating activity is recorded.
- **DAAR — AAR**
  The action records administrative disposal of property.
- **DIAJ — Inventory Adjustment**

The asset was recorded as missing during an inventory, removed from the system and documented by this action.

When an asset is disposed, all components, improvements and ancillary costs are disposed of at the same time.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Asset Management > Disposition > Asset Disposition Search Criteria page

Page Fields

The following fields display on the **Asset Disposition Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
105	Selection of "Type Action" is required.
27	A wild card is permitted using percentage (%).
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Designate
Type Action *
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

(*) Asterisk identifies mandatory fields.

Procedures

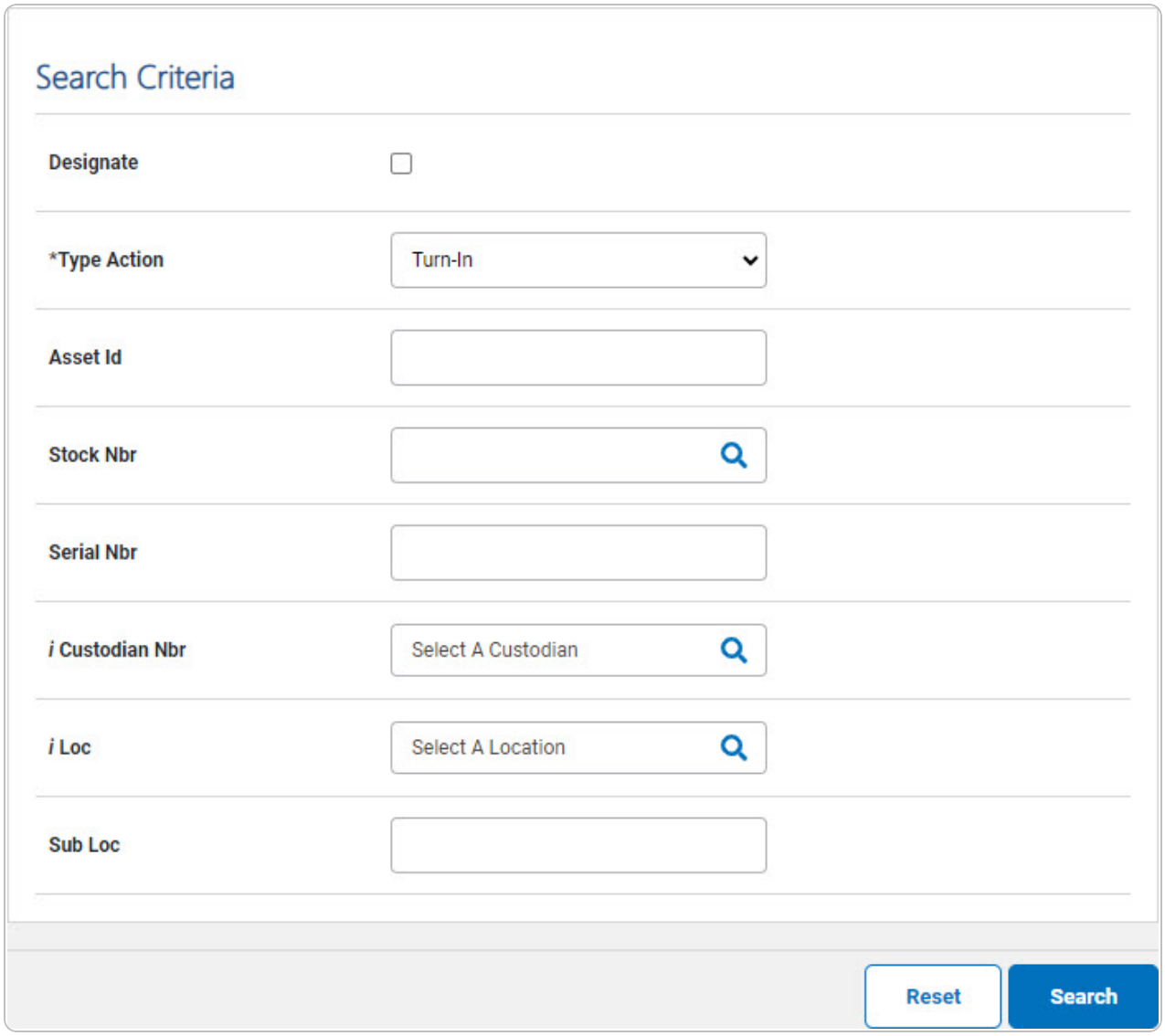
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Asset for Disposal

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 panel, narrow the results by entering one of the following fields:.



- Click ☐ to select Designate. *This reduces the Type Action availability from 9 to 4 choices.*
- Use ⌄ to select the Type Action.
- Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- Enter the STOCK NBR, or use 🔍 to browse for the number. *This is a 15 alpha-numeric character field.*

Stock Number Browse

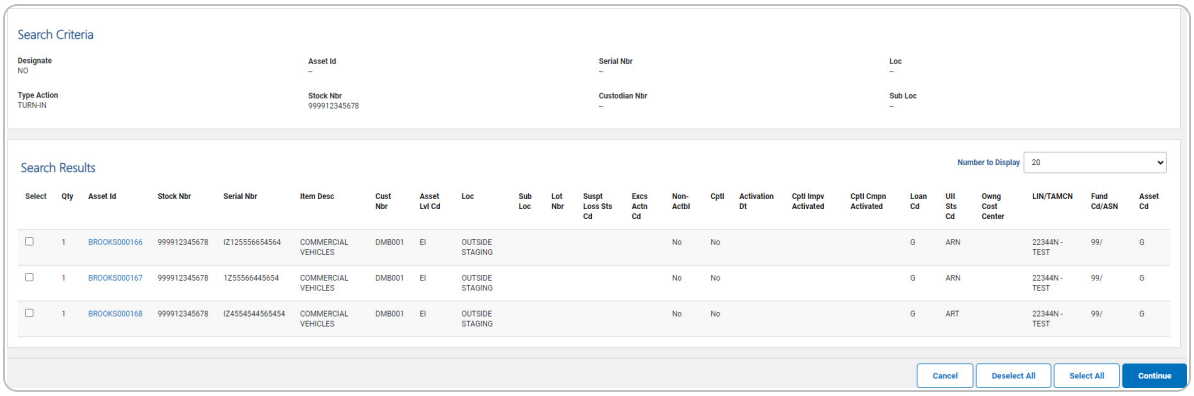
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use or to assist with the CUSTODIAN NBR. *This is a 12 alphanumeric character field.*

  Custodian Number Browse
- Use or to assist with the LOC. *This is a 20 alphanumeric character field.*

  Location Browse
- Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

2. Select Search. *The **Search for an Asset Disposition — Results** page opens.*

   A. Click ☐ next to each desired asset to select the record.



Helpful Tip

Select All checks all assets on all pages. Deselect All removes the check marks from all assets on all pages.

   B. Select Continue. *The **View the Asset Disposition Selected Rows** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Asset Disposition — Results
- View the Asset Disposition Selected Rows
- Dispose of an Asset
- View the Asset Disposition Transaction Status
- Export an Asset Disposition Report
- View the Asset Details

Search for an Asset Disposition — Results

Overview

The Asset Disposition Results page provides the ability to view and select an asset for disposal.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Disposition > Search Criteria > Search > Asset Disposition Search Results page

Page Fields

The following fields display on the **Asset Disposition Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
74	Both Serial and Bulk managed assets will be displayed.
345	Assets with Cptl Impv(s)/Cmpn(s) must have depreciation activated prior to disposition.
277	Asset must be UII marked prior to disposition

309	Selected Row(s) must have the same LOAN CD.
170	"Select All" button marks all rows, all pages for "Continue" action.
16	"Deselect All" button clears all rows, all pages.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Search Results Grid

Select
Qty
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Asset Lvl Cd
Loc
Sub Loc
Lot Nbr
Suspt Loss Sts Cd
Excs Actn Cd
Non-Actbl

Cptl
Activation Dt
Cptl Impv Activated
Cptl Cmpn Activated
Loan Cd
UII Sts Cd
Owng Cost Center
LIN/TAMCN
Fund Cd/ASN
Asset Cd

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Selected Rows

1. Select Search. *The **Search for an Asset Disposition — Results** page opens.*
2. Select Continue. *The **View the Asset Disposition Selected Rows** page opens.*

View the Asset Details

Select the ASSET ID hyperlink. *The **View the Asset Details** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
424 — Selected Row(s) must have a matching LOAN	Invalid Entry. The Loan Codes for the selected rows are different. Select rows with the same

Cd.	Loan Code. then select Continue.
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for an Asset Disposition — Criteria
- View the Asset Disposition Selected Rows
- Dispose of an Asset
- View the Asset Disposition Transaction Status
- Export an Asset Disposition Report
- View the Asset Details

Selected Rows for Asset Disposition

Overview

The Asset Disposition Selected Rows page displays records selected for disposition actions.

Note

For bulk records, the quantity must be entered for the record(s) for which the update applies. If no DISP QTY is entered, all records are updated.

Navigation

Asset Management > Disposition > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Asset Disposition Selected Rows page

Page Fields

The following fields display on the **Asset Disposition Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
76	For bulk records, enter CHG QTY for the record(s) which the update applies. If no QTY is entered, all records will be updated.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Selected Row(s) Grid

Qty
Disp Qty
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Asset Lvl Cd
Loc
Lot Nbr
Suspt Loss Sts Cd
Excs Actn Cd
Non-Actbl
Cptl
Activation Dt
Cptl Impv Activated
Cptl Cmpn Activated
Loan Cd
UII Sts Cd
Owng Cost Center
LIN/TAMCN
Fund Cd/ASN
Intrf Sys Cd

Procedures

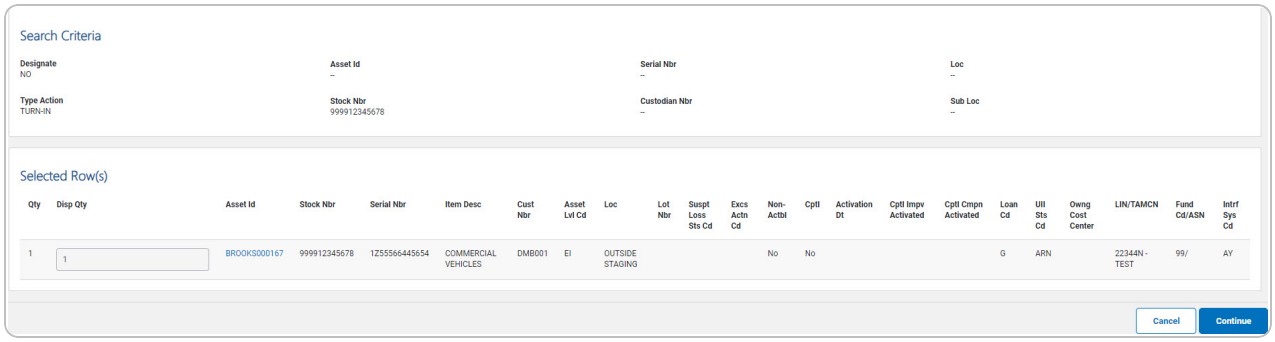
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review and Confirm Assets for Disposal

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

1. Review the asset for disposal.



Helpful Tip

For bulk records, the quantity must be entered for the record(s) for which the update applies. If no DISP QTY is entered, all records are updated.

2. Select Continue. *The* ***Dispose of an Asset — Disposition*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
209 — Negative balance will	Invalid Entry. The entered quantity is greater

exist.	than the current quantity. Enter a quantity that is less than or the same amount as the current quantity.
1176 — At least one item must be selected for disposition.	Invalid Entry. The Disposition QTY must be greater than zero. Re-enter the QTY.

Related Topics

- Search for an Asset Disposition — Criteria
- Search for an Asset Disposition — Results
- Dispose of an Asset
- View the Asset Disposition Transaction Status
- Export an Asset Disposition Report
- View the Asset Details

Dispose of an Asset

Overview

The Asset Disposition — Disposition page provides the ability to enter destination information about the asset being disposed.

Navigation

Asset Management > Disposition > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Selected Rows > Continue > Asset Disposition — Disposition page

Page Fields

The following fields display on the various **Asset Disposition — Disposition** pages. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
171	Select "Submit" button to process Disposal action.
xxxx	When selecting record(s) for EBAS Interface, all selected rows must have Intrf Sys Cd = "AN".

Turn-In

Search Criteria Grid

Designate

Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition Grid

Doc Nbr *
RIC from (DoDAAC/RIC)
Cond Cd *
Fund Cd *
Ship To Address *
Ship To POC *
DSN
Phone Nbr *
Fax Nbr
E-Mail Address *
Ship To *
Ship To Name
Ship To RIC
Address *
City *
State *
ZIP Cd *
Country Cd *
Shipment Dt
Est Shipment Dt
TCN
Mode of Shipment
History Remarks *
Attachment

Transfer Out - outside ELMS

Search Criteria Grid

Designate
Type Action
Asset Id
Stock Nbr

Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition Grid

Doc Nbr *
RIC from (DoDAAC/RIC)
Cond Cd *
Fund Cd *
Ship To Address *
Ship To POC *
DSN
Phone Nbr *
Fax Nbr
E-Mail Address *
Ship To *
Ship To Name
Ship To RIC
Address *
City *
State *
ZIP Cd *
Country Cd *
Shipment Dt
Est Shipment Dt
TCN
Mode of Shipment
History Remarks *
Attachment

Disposal

Search Criteria Grid

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc

Sub Loc

Disposition Grid

Doc Nbr *
RIC from (DoDAAC/RIC)
Retirement / Dspsl Dt *
Cond Cd *
Fund Cd *
Ship To Address *
Ship To POC *
DSN
Phone Nbr *
Fax Nbr
E-Mail Address *
Ship To *
Ship To Name
Ship To RIC
Address *
City *
State *
ZIP Cd *
Country Cd *
Event
Shipment Dt
Est Shipment Dt
TCN
Mode of Shipment
History Remarks *
Attachment

Report of Survey / Lost, Damaged, Destroyed

Search Criteria Grid

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition Grid

Doc Nbr *
RIC from (DoDAAC/RIC)
Retirement / Dspsl Dt *
Cond Cd *
Fund Cd *
APO Address *
APO POC *
DSN *
Phone Nbr *
Fax Nbr
E-Mail Address *
Address *
City *
State *
ZIP Cd *
Write Off
History Remarks *
Attachment

Sales

Search Criteria Grid

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition Grid

Doc Nbr *
RIC from (DoDAAC/RIC)
Retirement / Dspsl Dt *
Cond Cd *
Fund Cd *
Ship To Address *
Ship To POC *

DSN
Phone Nbr *
Fax Nbr
E-Mail Address *
Ship To *
Ship To Name
Ship To RIC
Address *
City *
State *
ZIP Cd *
Country Cd *
Selling Price *
Event
Recipient Cd
Recipient Id *
Shipment Dt
Est Shipment Dt
TCN
Mode of Shipment
History Remarks *
Attachment

Donated (Disposal)

Search Criteria Grid

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition Grid

Doc Nbr *
RIC from (DoDAAC/RIC)
Retirement / Dspsl Dt *
Cond Cd *
Fund Cd *

Ship To Address *
Ship To POC *
DSN
Phone Nbr *
Fax Nbr
E-Mail Address *
Ship To *
Ship To Name
Ship To RIC
Address *
City *
State *
ZIP Cd *
Country Cd *
Event
Recipient Cd
Recipient Id *
Shipment Dt
Est Shipment Dt
TCN
Mode of Shipment
History Remarks *
Attachment

Administrative Adjustment Report (AAR)

Search Criteria Grid

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition Grid

Doc Nbr *
RIC from (DoDAAC/RIC)
Retirement / Dspsl Dt *
Cond Cd *

Fund Cd *
Event

Event - Exchanged

Recipient Cd
Recipient Id *

History Remarks *
Attachment

Inventory ADJ (Disposal)

Search Criteria Grid

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition Grid

Doc Nbr *
RIC from (DoDAAC/RIC)
Retirement / Dspsl Dt *
Cond Cd *
Fund Cd *
Inv Nbr
Event
History Remarks *
Attachment

Loan Return

Search Criteria Grid

Designate
Type Action
Asset Id
Stock Nbr

Serial Nbr
Custodian Nbr
Loc
Sub Loc

Disposition Grid

Doc Nbr *
RIC from (DoDAAC/RIC)
Cond Cd *
Ship To Address *
Ship To POC *
DSN
Phone Nbr *
Fax Nbr
E-Mail Address *
Ship To *
Ship To Name
Ship To RIC
Address *
City *
State *
ZIP Cd *
Country Cd *
Shipment Dt
Est Shipment Dt
TCN
Mode of Shipment
History Remarks *
Attachment

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

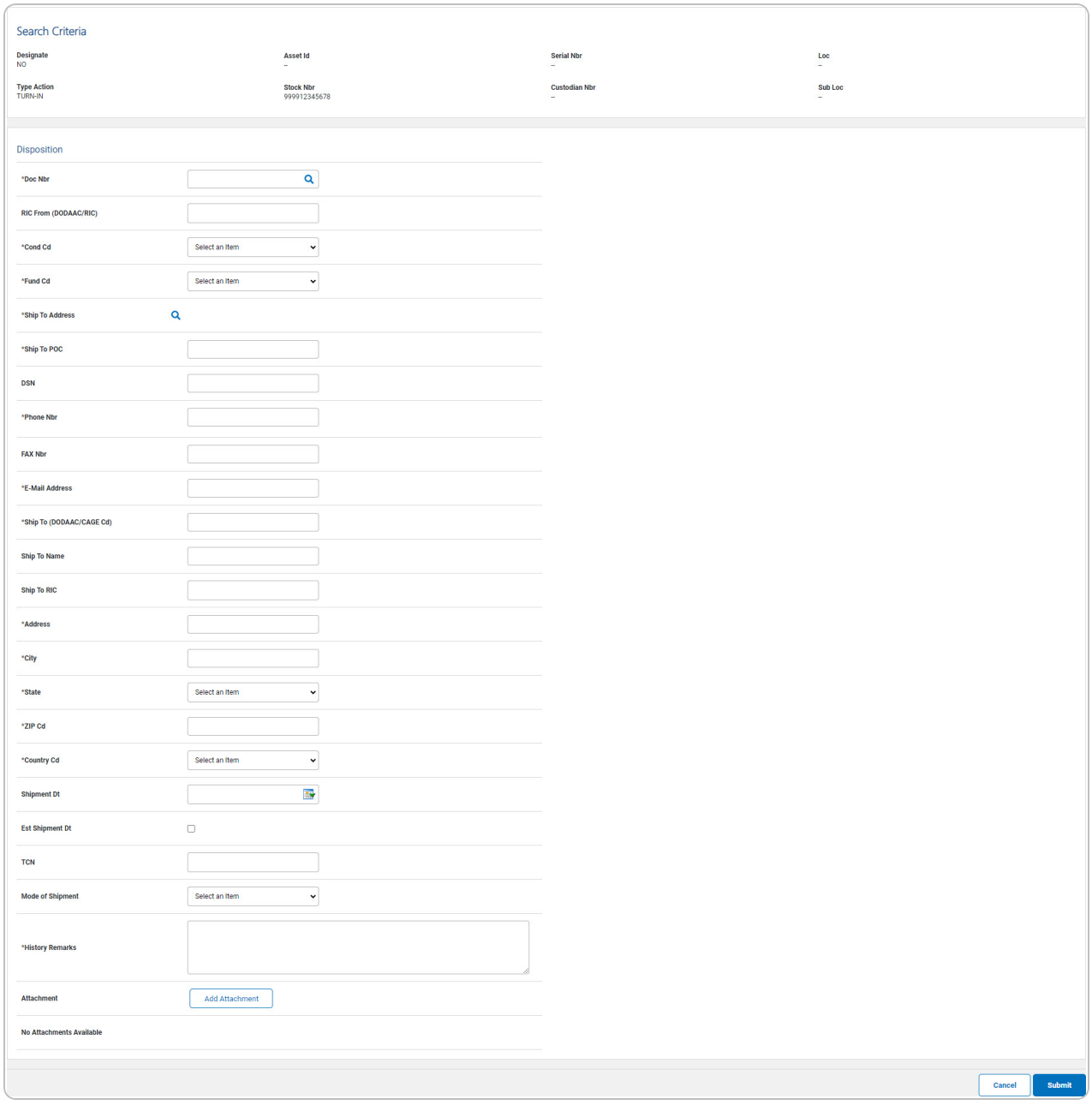
Click the following link to display PA Navigation Tips.

Dispose of an Asset

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

1. Review the fields in the Search Criteria panel:
   A. *The Designate automatically populates and is not editable.*
   B. *The Type Action automatically populates and is not editable.*
   C. *The ASSET ID automatically populates and is not editable.*
   D. *The STOCK NBR automatically populates and is not editable.*
   E. *The SERIAL NBR automatically populates and is not editable.*
   F. *The CUSTODIAN NBR automatically populates and is not editable.*
   G. *The LOC automatically populates and is not editable.*
   H. *The SUB LOC automatically populates and is not editable.*
2. Depending upon the Type Asset selected, different fields appear in the Disposition panel:

Turn-In



A. Enter the DOC NBR, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse

B. Use ☑ to select the RIC from (DoDAAC/RIC).

C. Use to select the Cond Cd.

D. Use to select the Fund Cd.

E. Use to browse for the Ship To Address.

Address Browse

F. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

G. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

H. Enter the PHONE NBR in the field provided. *This is a 19 numeric character field.*

I. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

L. Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*

M. Use to select the Ship To RIC.

N. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

O. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

P. Use to select the State.

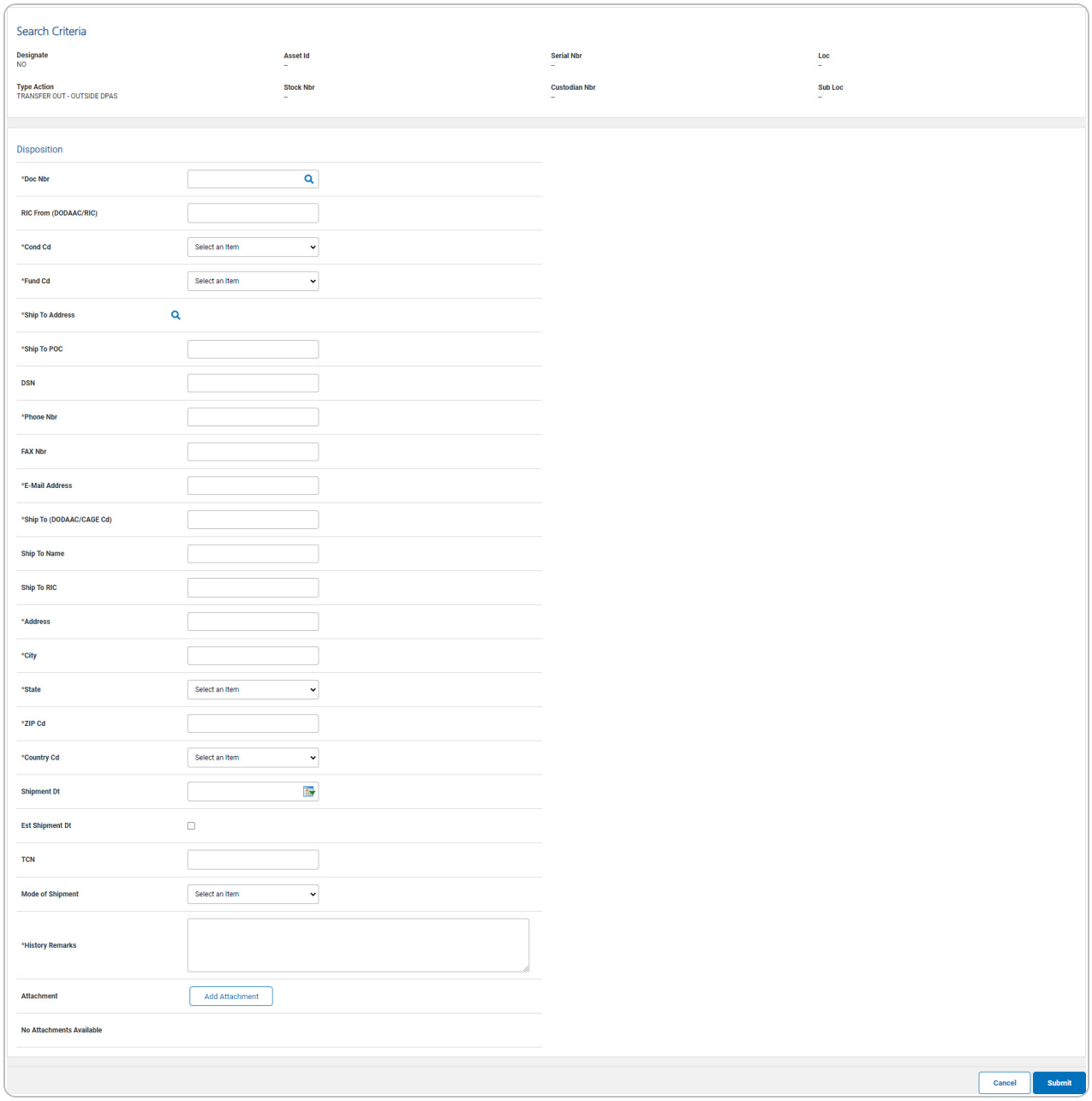
Q. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

R. Use to select the Country Cd.

S. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

T. Select Add Attachment. *The **Add an Attachment** page appears.*

Transfer Out - Outside ELMS



A. Enter the DOC NBR, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse

B. Use ☑ to select the RIC from (DoDAAC/RIC).

C. Use to select the Cond Cd.

D. Use to select the Fund Cd.

E. Use to browse for the Ship To Address.

Address Browse

F. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

G. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

H. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

L. Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*

M. Use to select the Ship To RIC.

N. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

O. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

P. Use to select the State.

Q. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

R. Use to select the Country Cd.

S. Use to select the SHIPMENT DT, or enter the date (MM/DD/YYYY) in the field provided.

T. Click to select the EST SHIPMENT DT. *This specifies the SHIPMENT DT is not an exact date.*

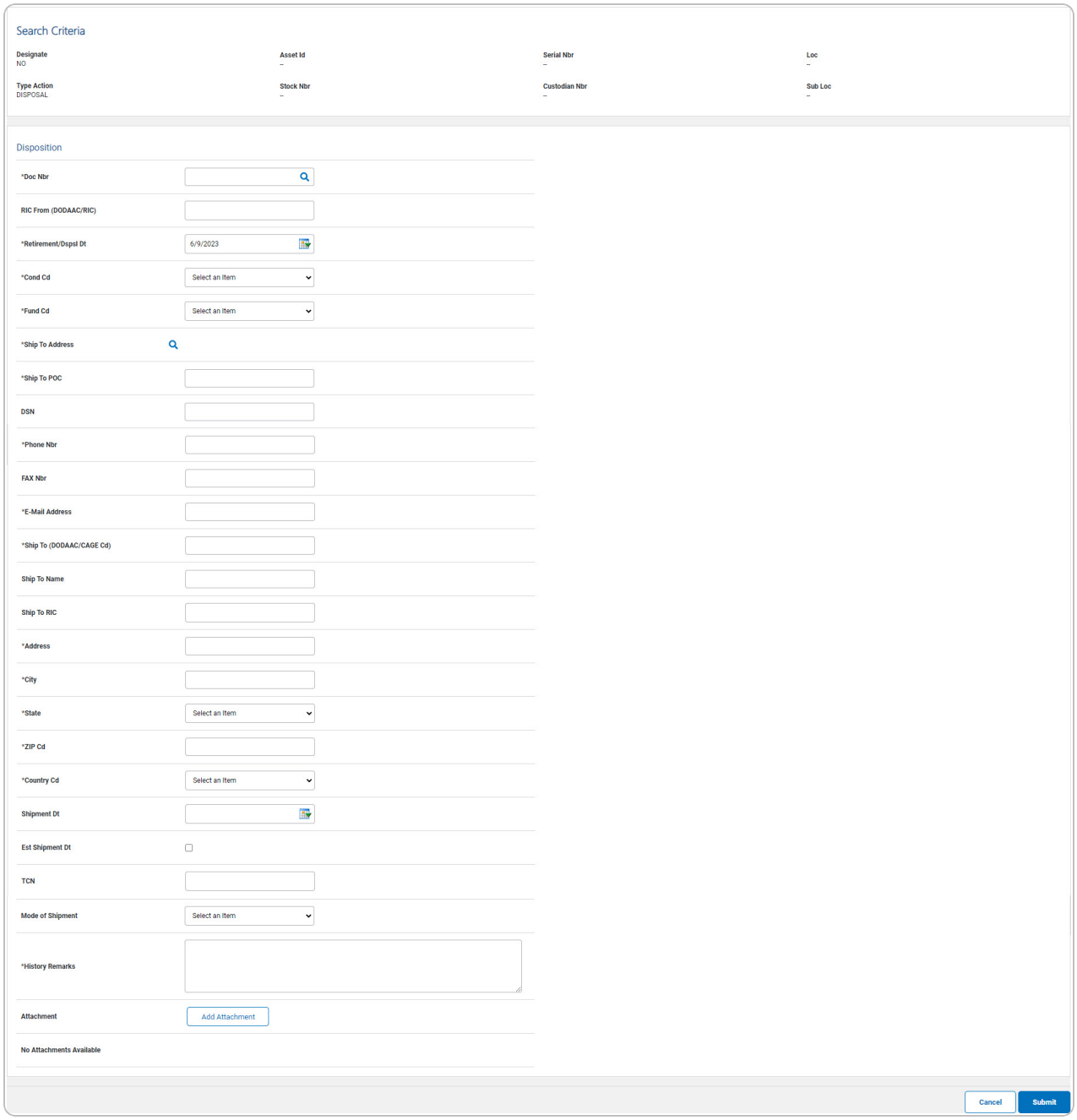
U. Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*

V. Use to select the Mode of Shipment.

W. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

X. Select Add Attachment. *The **Add an Attachment** page appears.*

Disposal



A. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse

B. Use to select the RIC from (DoDAAC/RIC).

C. Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use to select the Cond Cd.

E. Use to select the Fund Cd.

F. Use to browse for the Ship To Address.

Address Browse

G. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

H. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

I. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

M. Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*

N. Use to select the Ship To RIC.

O. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

P. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

Q. Use to select the State.

R. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

S. Use to select the Country Cd.

T. Use to select the Event.

U. Use to select the SHIPMENT DT, or enter the date (MM/DD/YYYY) in the field provided.

V. Click to select the EST SHIPMENT DT. *This specifies the SHIPMENT DT is not an exact date.*

W. Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*

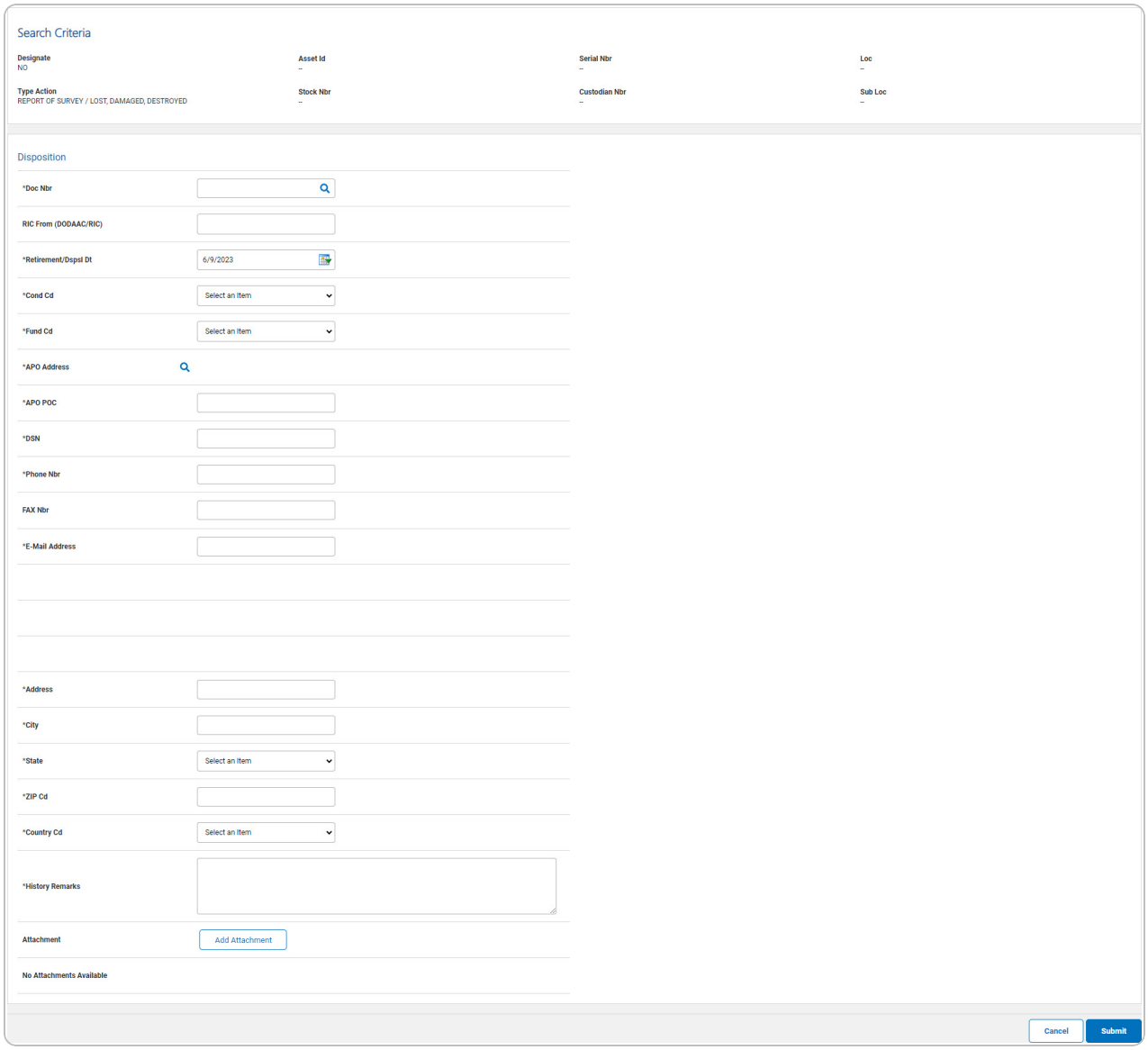
X. Use to select the Mode of Shipment.

Y. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Z. Select

. *The **Add an Attachment** page appears.*

Report of Survey / Lost, Damaged, Destroyed



A. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse

B. Use to select the RIC from (DoDAAC/RIC).

C. Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use to select the Cond Cd.

E. Use to select the Fund Cd.

F. Use to browse for the APO Address.

Address Browse

G. Enter the APO POC in the field provided. *This is a 24 alphanumeric character field.*

H. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

I. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

M. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

N. Use to select the State.

O. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

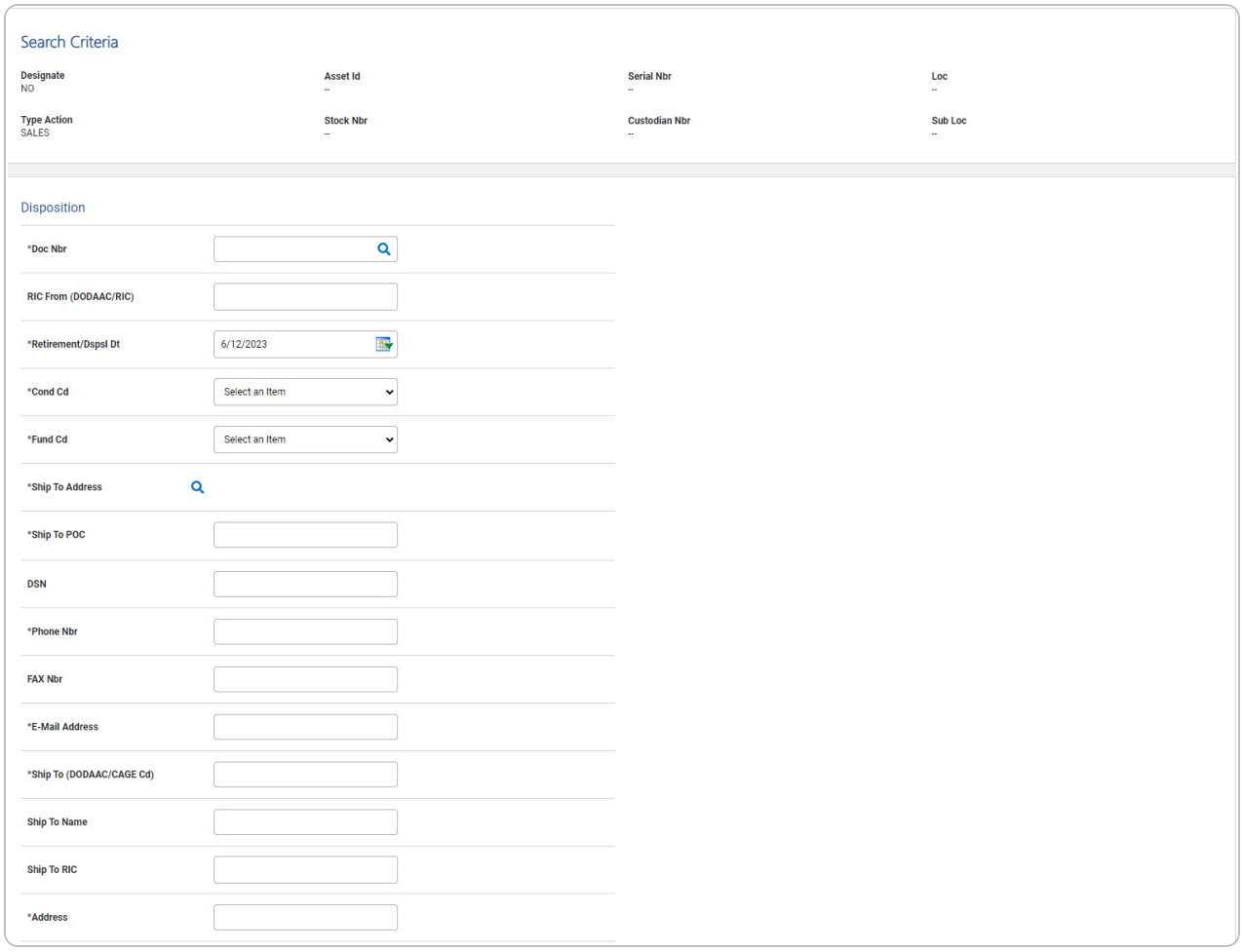
P. Use to select the Country Cd.

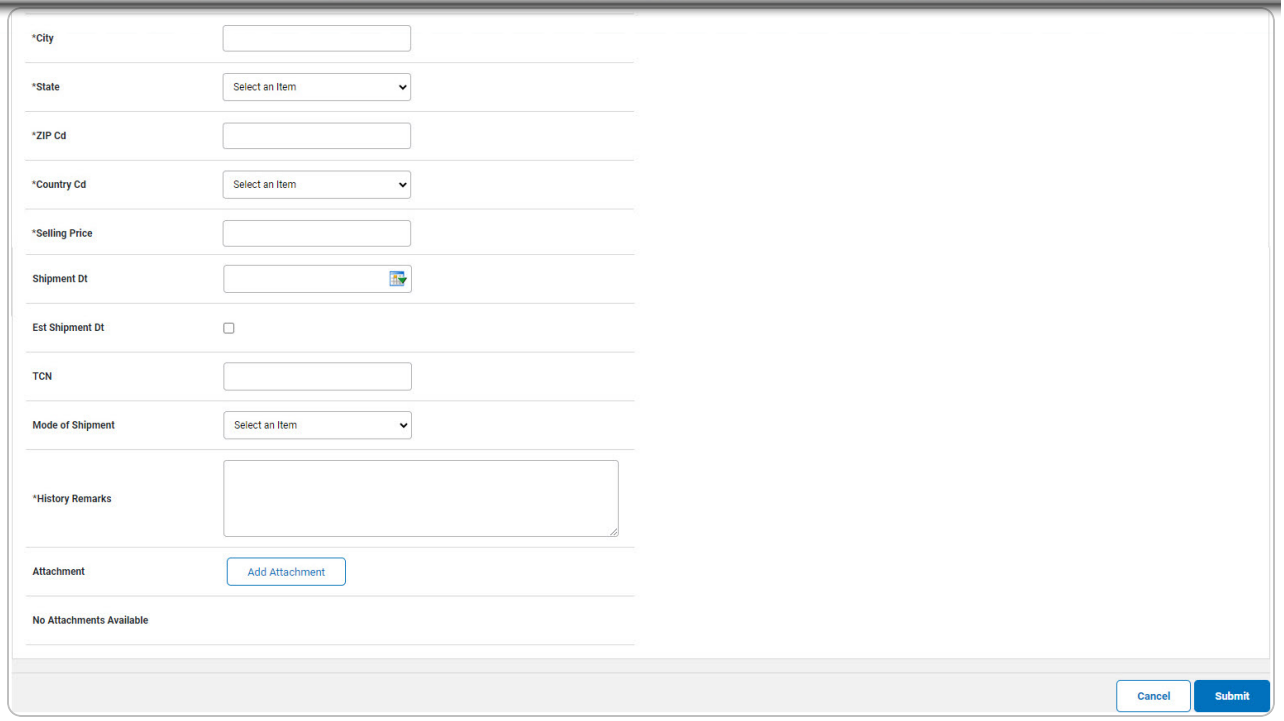
Q. *The Write Off check box automatically populates and is not editable.*

R. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

S. Select Add Attachment. *The **Add an Attachment** page appears.*

Sales


Search Criteria
Designate
NO
Asset Id
--
Serial Nbr
--
Loc
--
Type Action
SALES
Stock Nbr
--
Custodian Nbr
--
Sub Loc
--
Disposition
*Doc Nbr
RIC From (DODAAC/RIC)
*Retirement/Dspsl Dt
6/12/2023
*Cond Cd
Select an Item
*Fund Cd
Select an Item
*Ship To Address
*Ship To POC
DSN
*Phone Nbr
FAX Nbr
*E-Mail Address
*Ship To (DODAAC/CAGE Cd)
Ship To Name
Ship To RIC
*Address



A. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse

B. Use to select the RIC from (DoDAAC/RIC).

C. Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use to select the Cond Cd.

E. Use to select the Fund Cd.

F. Use to browse for the Ship To Address.

Address Browse

G. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

H. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

I. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

M. Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*

N. Use to select the Ship To RIC.

O. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

P. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

Q. Use to select the State.

R. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

S. Use to select the Country Cd.

T. Enter the Selling Price in the field provided. *This is a 15 numeric character field.*

U. Use to select the SHIPMENT DT, or enter the date (MM/DD/YYYY) in the field provided.

V. Click to select the EST SHIPMENT DT. *This specifies the SHIPMENT DT is not an exact date.*

W. Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*

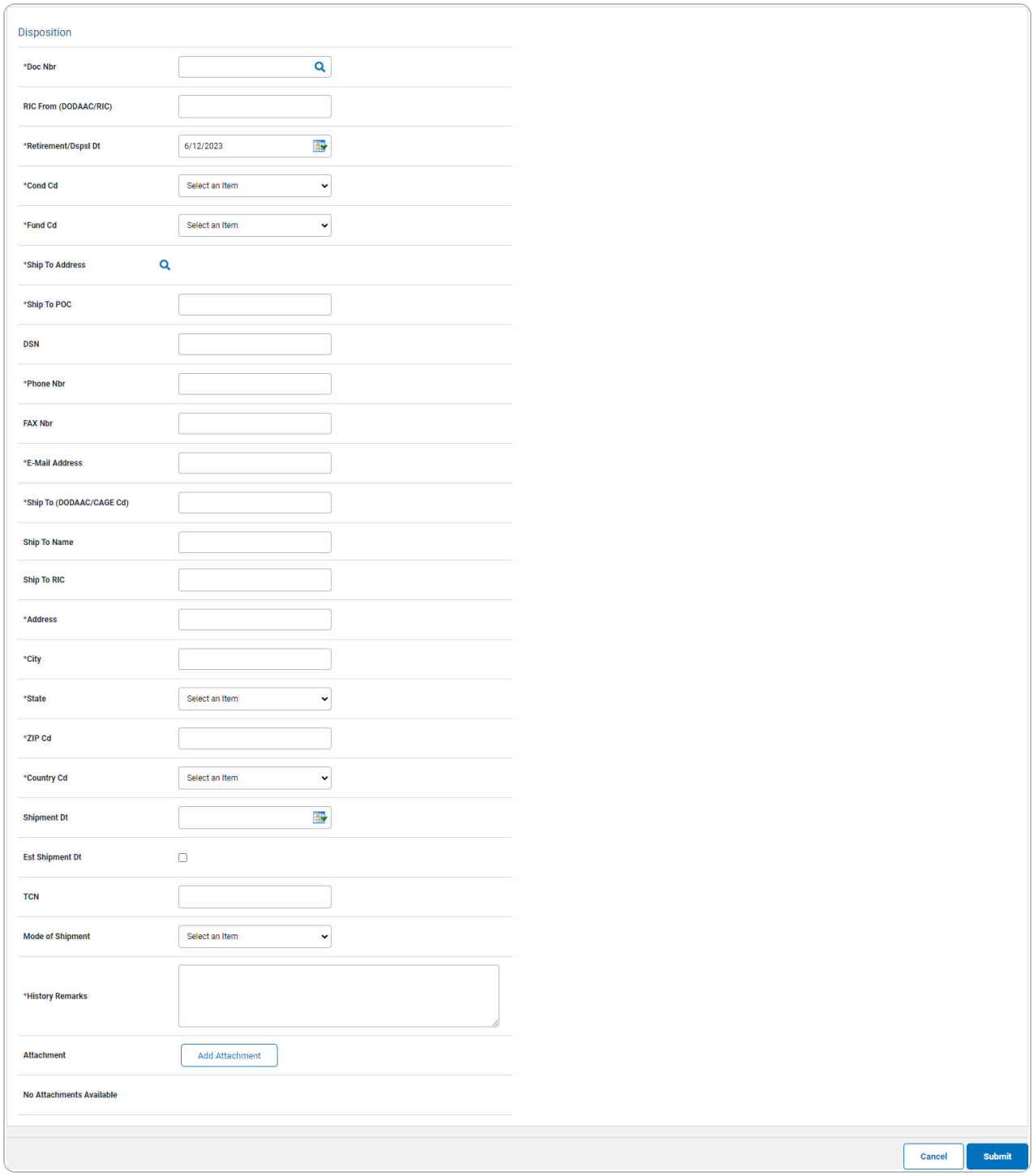
X. Use to select the Mode of Shipment.

Y. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Z. Select

. *The **Add an Attachment** page appears.*

Donated (Disposal)



A. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse

B. Use to select the RIC from (DoDAAC/RIC).

C. Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use to select the Cond Cd.

E. Use to select the Fund Cd.

F. Use to browse for the Ship To Address.

Address Browse

G. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

H. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

I. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

M. Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*

N. Use to select the Ship To RIC.

O. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

P. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

Q. Use to select the State.

R. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

S. Use to select the Country Cd.

T. *The Write Off check box automatically populates and is not editable.*

U. Use to select the SHIPMENT DT, or enter the date (MM/DD/YYYY) in the field provided.

V. Click ☐ to select the EST SHIPMENT DT. *This specifies the SHIPMENT DT is not an exact date.*

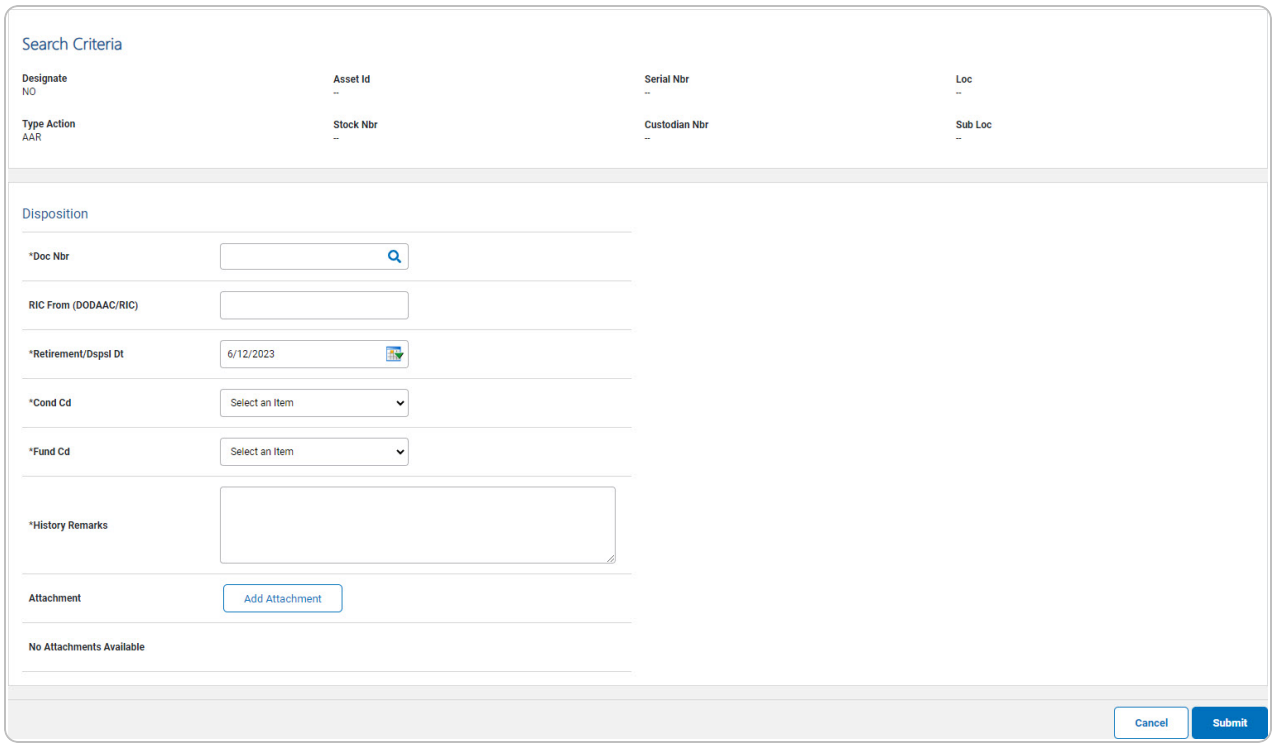
W. Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*

X. Use ☑ to select the Mode of Shipment.

Y. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Z. Select Add Attachment. *The **Add an Attachment** page appears.*

Administrative Adjustment Report (AAR)



A. Enter the DOC NBR, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse

B. Use ☑ to select the RIC from (DoDAAC/RIC).

C. Use 📅 to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

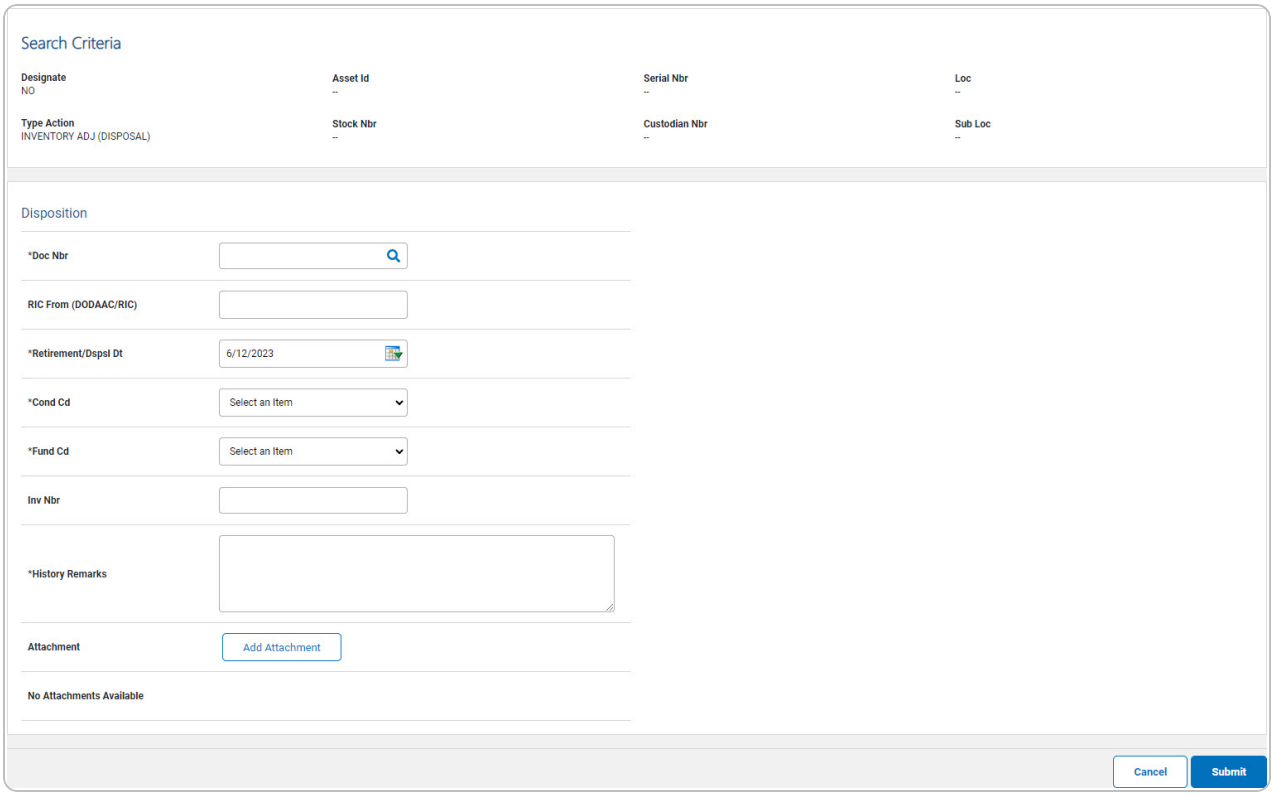
D. Use to select the Cond Cd.

E. Use to select the Fund Cd.

F. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

G. Select Add Attachment. *The **Add an Attachment** page appears.*

Inventory ADJ (Disposal)



A. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse

B. Use to select the RIC from (DoDAAC/RIC).

C. Use to select the Retirement / DSPSL DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Use ☑ to select the Cond Cd.

E. Use ☑ to select the Fund Cd.

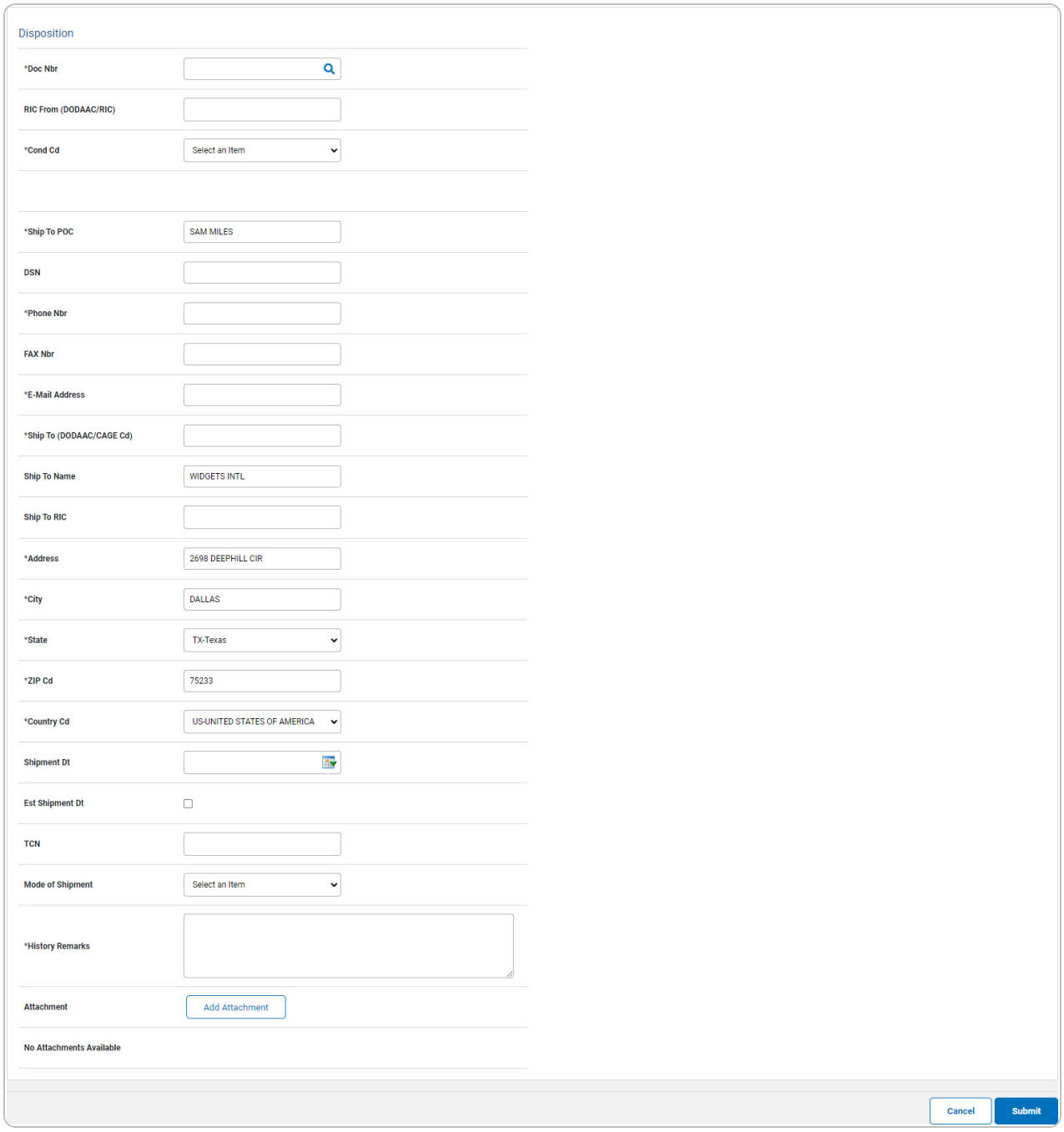
F. *The Write Off check box automatically populates and is not editable.*

G. Enter the INV NBR in the field provided. *This is a 15 numeric character field.*

H. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

I. Select Add Attachment. *The **Add an Attachment** page appears.*

Loan Return



A. Enter the DOC NBR, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse

B. Use to select the RIC from (DoDAAC/RIC).

C. Use to select the Cond Cd.

D. Enter the Ship To POC in the field provided. *This is a 24 alphanumeric character field.*

E. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

F. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

G. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

H. Enter the E-MAIL Address in the field provided. *This is a 25 alphanumeric character field.*

I. Enter the CAGE CD in the Ship To field provided. *This is a 5 alphanumeric character field.*

J. Enter the Ship To Name in the field provided. *This is a 24 alphanumeric character field.*

K. Use to select the Ship To RIC.

L. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*

M. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

N. Use to select the State.

O. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

P. Use to select the Country Cd.

Q. Use to select the SHIPMENT DT, or enter the date (MM/DD/YYYY) in the field provided.

R. Click to select the EST SHIPMENT DT. *This specifies the SHIPMENT DT is not an exact date.*

S. Enter the TCN in the field provided. *This is a 40 alphanumeric character field.*

T. Use to select the Mode of Shipment.

U. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

V. Select Add Attachment. *The **Add an Attachment** page appears.*

3. Select Submit. *The* ***View the Asset Disposition Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
434 — Selected rows for Loan Return must have been received from same loaner.	Invalid Entry. The assets being received for the selected rows are from different loaners. Select rows with the same loaners, then select Continue.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Doc Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Retirement / Dspsl Dt*.	
13 - Mandatory Entry: *Cond Cd*.	
13 - Mandatory Entry: *Fund Cd*.	

13 - Mandatory Entry: *Ship To Address*.	
13 - Mandatory Entry: *Ship To POC*.	
13 - Mandatory Entry: *PHONE NBR*.	
13 - Mandatory Entry: *E-MAIL Address*.	
13 - Mandatory Entry: *Ship To*.	
13 - Mandatory Entry: *Address*.	
13 - Mandatory Entry: *City*.	
13 - Mandatory Entry: *State*.	
13 - Mandatory Entry: *ZIP CD*.	
13 - Mandatory Entry: *COUNTRY CD*.	
13 - Mandatory Entry:	

***Selling Price*.**	
13 - Mandatory Entry: *INV NBR*.	
13 - Mandatory Entry: *Life Cycle Event*.	
13 - Mandatory Entry: *Recipient CD*.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
562 — Retirement/DSPSL	Invalid Entry. Retirement/DSPSL DT field is man-

Dt must be = or < System Date.	datory when the Type Action = AAR (Administrative Adjustment) or Disposal, and must be the same as or before the system date. Re-enter the Retirement/Dspsl Dt field.
182 — Entry must be A - Z and/or 0 - 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Search for an Asset Disposition — Criteria
- Search for an Asset Disposition — Results
- View the Asset Disposition Selected Rows
- View the Asset Disposition Transaction Status
- Export an Asset Disposition Report
- View the Asset Details
- Add an Attachment

View the Asset Disposition Transaction Status

Overview

The Asset Disposition Transaction Status page displays a verification of the disposition transaction performed.

Navigation

Asset Management > Disposition > Search Criteria > *Various Procedural Steps* > Asset Disposition Transaction Status page

Page Fields

The following fields display on the **Asset Transfer Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.

Transaction Status

Status

Action Required
Details

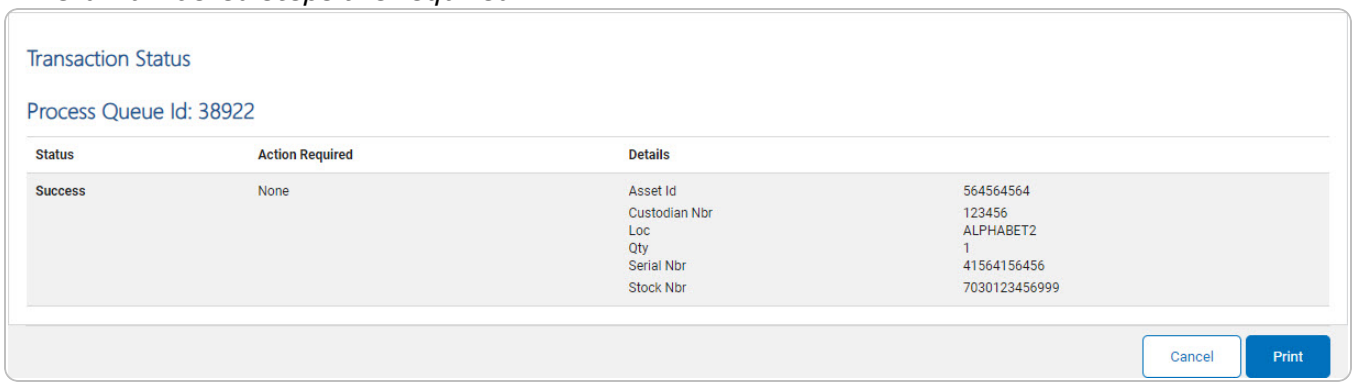
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Asset Disposition Transaction Status

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



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The* ***Export an Asset Transfer Report*** *page appears.*
- Select Cancel. *The* ***Search for an Improvement — Criteria*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for an Asset Disposition — Criteria
- Search for an Asset Disposition — Results
- View the Asset Disposition Selected Rows
- Dispose of an Asset
- Export an Asset Disposition Report
- View the Asset Details

Export an Asset Disposition Report

Overview

The Export an Asset Disposition Report page provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > Disposition > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Asset Disposition Report Export page

Page Fields

The following fields display on the **Asset Disposition Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

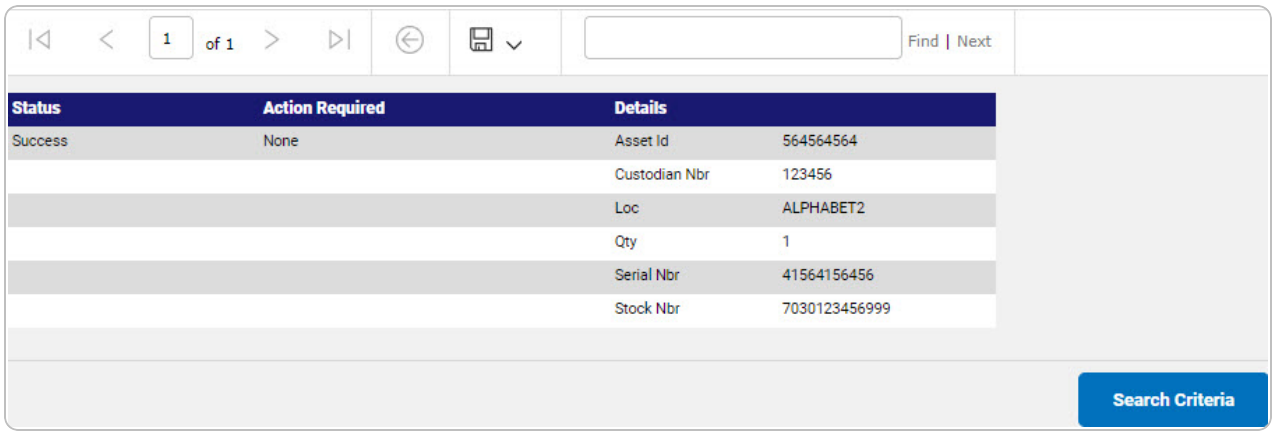
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Disposition Report

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Follow the prompts provided by the computer.
6. Select . *The* ***Search for an Asset Disposition — Criteria*** *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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the **Search for an Asset Disposition — Criteria** page.

Related Topics

- Search for an Asset Disposition — Criteria
- Search for an Asset Disposition — Results
- View the Asset Disposition Selected Rows
- Dispose of an Asset
- View the Asset Disposition Transaction Status
- View the Asset Details

Search for an Asset Transfer — Criteria

Overview

The Property Accountability module Asset Transfer process provides the ability to transfer an end item or component record (Serial or Bulk) to another Property Custodian within the same UIC, UIC-to-UIC, or SITE ID-to-SITE ID.
If a serial record has components, the Transfer process looks for the Stock Number on the gaining Catalog. If one does not exist, the Transfer process inserts the Stock Number of the component on the losing Catalog. If the manufacturer information does not exist on the gaining Catalog, the Transfer process inserts the manufacturer information of the component from the losing Catalog.
During the Transfer process, users have the capability to designate assets for a Pending Transfer. If the user does not have Security access to the gaining portion of the transaction, the assets are automatically designated as Pending.

Attention

Use the Both (Non-Capital and Capital) radio button only if all assets being transferred. Do not use the **Defense Agencies Initiative (DAI)** Accounting System Interface. For DAI, Non-Capital and Capital assets should be transferred in separate transactions.

Navigation

Asset Management > Transfer > Asset Transfer Search Criteria page

Page Fields

The following fields display on the **Asset Transfer Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

147	Select Radio Button before entering data.
382	Both radio button may require DAI INTRF Cost/DEPRN Cost CNTR, Task/DEPRN TASK CD, and Job/DEPRN JOB ORDER NBR on ACCT Tab.
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Non-Capital
Capital
Both
Non-Accountable
Accountable
End Item
Component
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc
Lot Nbr

Procedures

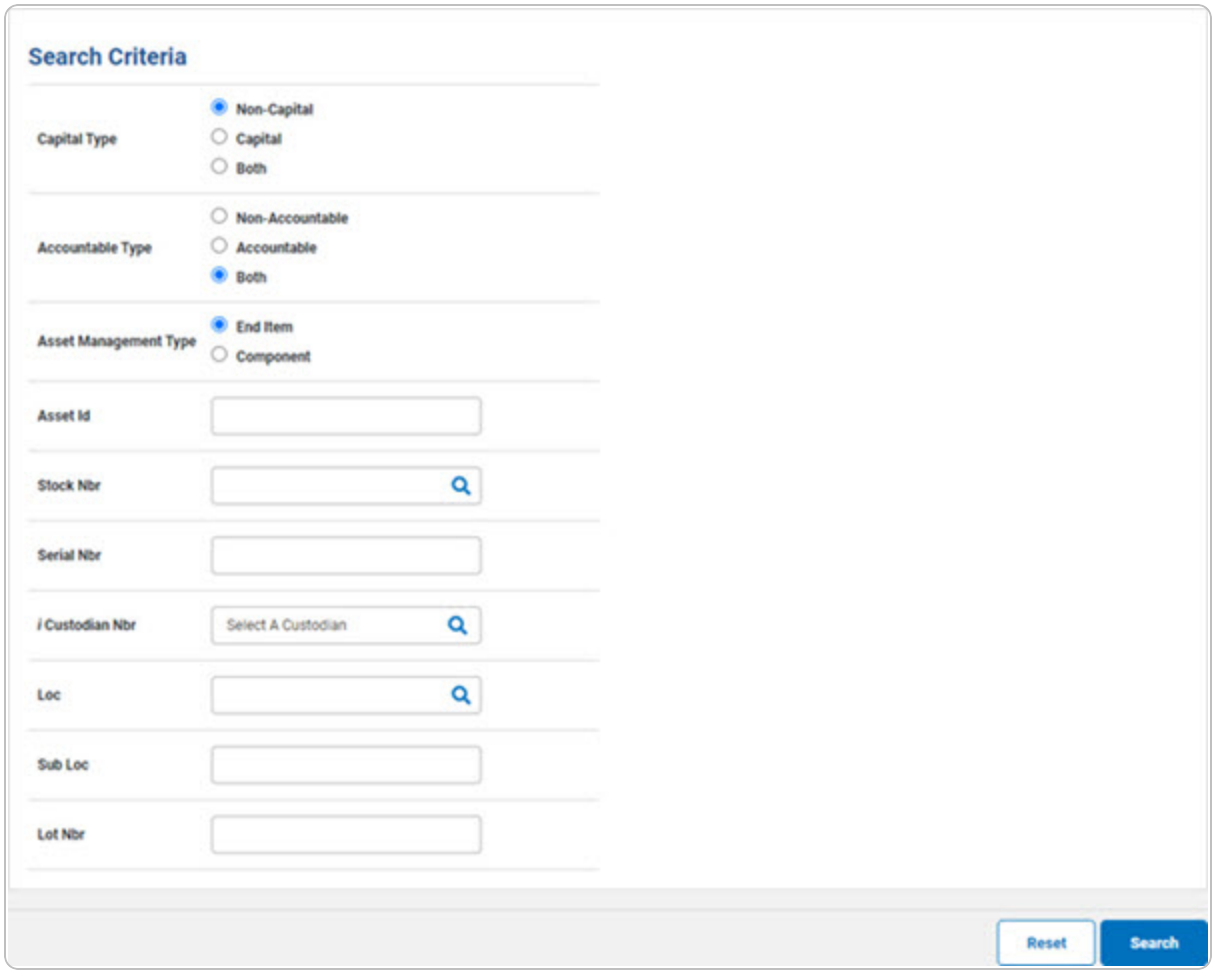
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Asset(s) to Transfer

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, narrow the results by entering one of the following optional fields:.



A. Select ◉ Non-Capital if the search is for a personal property asset.

OR

Select ◉ Capital if the search is for a real property asset.

OR

Select ○ Both. *This chooses Non-Capital and Capital.*

B. Select ◉ Accountable if the search is for the user who is obligated to keep accurate records.

OR

Select ◉ Non-Accountable if the search is for the user who is not obligated to keep accurate records.

OR

Select ○ Both. *This chooses Accountable and Non-Accountable.*

C. Select ◉ End Item if the search is for a combination of independently functioning end products, components parts, and/or Materiels.

OR

Select ◉ Component if the search is for an assembly or combination of parts, sub-assemblies and assemblies mounted together in manufacture, assembly, maintenance or rebuild.

D. Enter the ASSET ID. *This is a 12 alphanumeric character field.*

E. Enter the STOCK NBR, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse

F. Enter the SERIAL NBR. *This is a 30 alphanumeric character field.*

G. Enter the CUSTODIAN NBR, using ℹ or 🔍 to browse for the entry. *This is a 12 alphanumeric character field.*

Custodian Browse

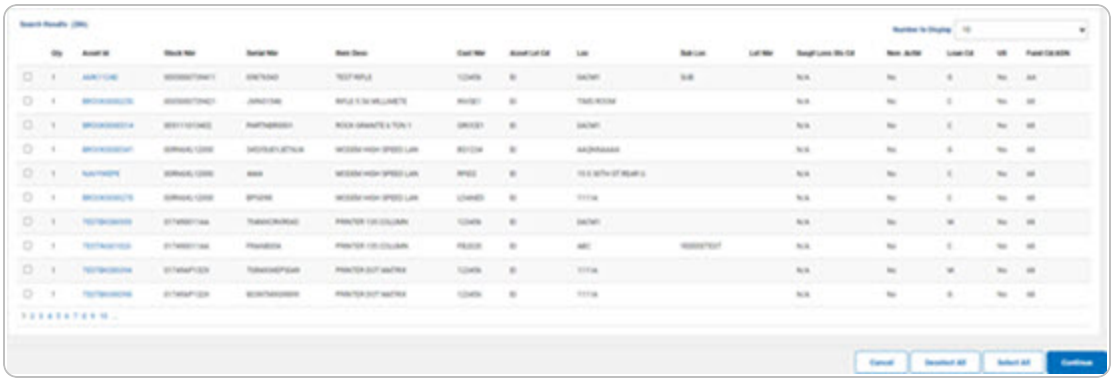
H. Enter the LOC, or use to browse for the entry. *This is a 20 alphanumeric character field.*

Location Browse

I. Enter the SUB LOC. *This is a 20 alphanumeric character field.*

J. Enter the LOT NBR. *This is a 20 alphanumeric character field.*

K. Select Search. *The **Search for the Asset Transfer - Results** page appears.*



a. Choose Continue. *The **View the Asset Transfer Selected Rows** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
114 — Enter data in either the SERIAL NBR or LOT NBR	Invalid Entry. Data must be entered in the SERIAL NBR OR LOT NBR field. Data cannot be

field.	entered in both the SERIAL NBR and LOT NBR fields. Re-enter the field to continue.
192 — The list below does not contain assets previously selected for transfer, refer to the Pending Transactions table.	Invalid Entry. The previously selected assets are not included in the list for transfer. Refer to the Pending Transaction table and re-select the asset.
xxxx — ASSET ID must be alphanumeric	Invalid Entry. Enter only letters and numbers into the ASSET ID field. Re-enter the field.
xxxx — First position of STOCK NBR must be alphanumeric with valid special character(s) $, -, /, #, &, comma, and period.	Invalid Entry. Use only characters specified. Re-enter the number.
xxxx — LOC must be alphanumeric.	Invalid Entry. Enter only letters and numbers into the Loc field. Re-enter the field.
xxxx — SUB LOC must be alphanumeric.	Invalid Entry. Enter only letters and numbers into the Sub Loc field. Re-enter the field.
xxxx — Lot Number must be alphanumeric.	Invalid Entry. Enter only letters and numbers into the Lot Nbr field. Re-enter the field.
xxxx — Enter data in either Serial Number or Lot Number fields.	Invalid Entry. Search Criteria cannot be entered into both Serial Number and Lot Number fields. Re-enter the data into one of the fields.

xxxx — The Accountable and Both radio buttons are unavailable.	Invalid Entry. The user is only assigned a Non-Accountable role. Re-select the radio buttons.

Related Topics

- Search for an Asset Transfer — Results
- View the Asset Transfer Selected Rows
- Update the Asset Transfer Destination
- View the Asset Transfer Details
- View the Asset Transfer Transaction Status
- Export the Asset Transfer Report

Search for an Asset Transfer — Results

Overview

The Asset Transfer Search Results process provides the ability to display all assets available for transfer. Select the Asset Id hyperlink to view the Details page prior to processing the transfer.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

From the displayed assets on the **Search for an Asset Transfer - Results** page, some will error at the end of the Transfer process. Assets cannot transfer if they:

- Are Marked as Excess
- Are Out on Loan
- Are in a Suspected Loss state
- Are in a Pending status
- Have associated components
- Have improvements

Navigation

Asset Management > Transfer > Search Criteria > Search > Asset Transfer Search Results page

Page Fields

The following fields display on the **Asset Transfer Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

77	Select the Check Box next to record(s) and select the "Continue" button to transfer assets.
170	"Select All" button marks all rows, all pages for "Continue" action.
16	"Deselect All" button clears all rows, all pages.
61	Select "Cancel" to return to Search Criteria page.

Search Results Grid

Select
Qty
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Asset Lvl Cd
Loc
Sub Loc
Lot Nbr
Suspt Loss Sts Cd
Non- Actbl
Loan Cd
UII
Fund Cd/ASN

Displayed Only When User Manages by Authorization

LIN/TAMCN
Para Nbr

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Selected Rows

1. Select Search. *The **Search for the Asset Transfer - Results** page appears.*
2. Choose Continue. *The **View the Asset Transfer Selected Rows** page appears.*

View the Asset Details

1. Select Search. *The **Search for the Asset Transfer - Results** page appears.*
2. Select the Asset Id hyperlink. *The **View the Asset Transfer Details** page appears.*

Update the Transfer Destination

1. Select the ASSET ID hyperlink. *The **View the Asset Transfer Details** page appears.*
2. Select Continue. *The **Update the Asset Transfer Destination** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for an Asset Transfer — Criteria
- View the Asset Transfer Selected Rows
- Update the Asset Transfer Destination
- View the Asset Transfer Details
- View the Asset Transfer Transaction Status
- Export the Asset Transfer Report

View the Asset Transfer Selected Rows

Overview

The Asset Transfer Selected Rows process displays the assets selected on the **Search for an Asset Transfer - Results** page for transfer.

Helpful Tip

The **Trfr Qty** (Transfer Quantity) field is enabled when transferring bulk assets. For a portion transfer of the bulk asset (e.g., 750 of 2500 cables), enter this amount into the **Trfr Qty** field. Otherwise, leave the field blank to transfer the full amount.

Navigation

Asset Management > Transfer > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Asset Transfer Selected Rows page

Page Fields

The following fields display on the **Asset Transfer Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
9	For bulk assets, enter the QTY being transferred. Transfer QTY cannot be > than QTY.
142	Select "Continue" to continue processing.

383	Select Cancel button to return to Search Results page.

Selected Rows Grid

Qty
Trfr Qty
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Asset Lvl Cd
Loc
Sub Loc
Lot Nbr
Suspt Loss Sts Cd
Non- Actbl
Loan Cd
UII
Fund Cd/ASN

Procedures

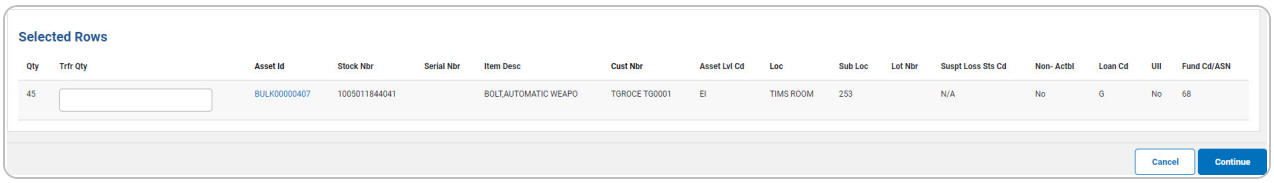
ELMS Navigation Helpful Tips

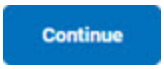
Click the following link to display PA Navigation Tips.

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

View the Asset Transfer Selected Rows

1. Select the ASSET ID hyperlink. *The **View the Asset Transfer Details** page appears.*



2. Select 

. *The **Update the Asset Transfer Destination** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
214 — Suspected Loss Assets cannot be transferred.	Invalid Entry. The Asset cannot be transferred because it is considered a suspected loss asset. Re-select the desired asset to transfer.
27 — QTY entered exceeds QTY on Hand.	Invalid Entry. The desired QTY is greater than the QTY available. Enter the QTY again.

Related Topics

- Search for an Asset Transfer - Criteria
- Search for an Asset Transfer - Results
- Update the Asset Transfer Destination
- View the Asset Transfer Details
- View the Asset Transfer Transaction Status

- Export the Asset Transfer Report

Update the Asset Transfer Destination

Overview

The Asset Transfer Destination Update process allows editing of the destination and individual for the transfer of assets. Ability to complete the Asset Transfer is dependent upon role and security level.

Helpful Tip

- If the asset has components, all components will transfer with the higher assemblage asset.
- A component cannot be on a different Custodian Nbr than the End Item.
- A Document Number is required for generation of DD Form 1150 or DD Form 1149.

When performing an Asset Transfer, keep the following in mind:

- Determine the type of transfer (UIC)
- Is a Document Number required?
- The Gaining side information MUST be entered before the Document Number is selected; otherwise, the wrong **Doc Nbr Type** (which describes the type of Document Number) may be created when
  generating a new Document Number
- Are the designating assets for a pending or approval process?

Navigation

Asset Management > Transfer > Search Criteria > Search > Search Results > Continue > Selected Rows > Continue > Asset Transfer Destination page

Page Fields

The following fields display on the **Asset Transfer Destination** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
192	DOC NBR mandatory for generation of DD FORM 1150.
142	Select "Continue" to continue processing.
383	Select Cancel button to return to Search Results page.

Transfer Destination Grid

Site Id
Site Id To
UIC *
UIC To
Custodian Nbr
Custodian Nbr To
DoDAAC
DoDAAC To
Doc Nbr
Designate Only *
Make Avail Gain Acty
Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Helpful Tip

When an asset is transferred between UICs, it goes from one custodian to another custodian in a different UIC. The originator of the transfer is referred to as the Losing side and the receiving Site, UIC or Custodian is referred to as the Gaining side.

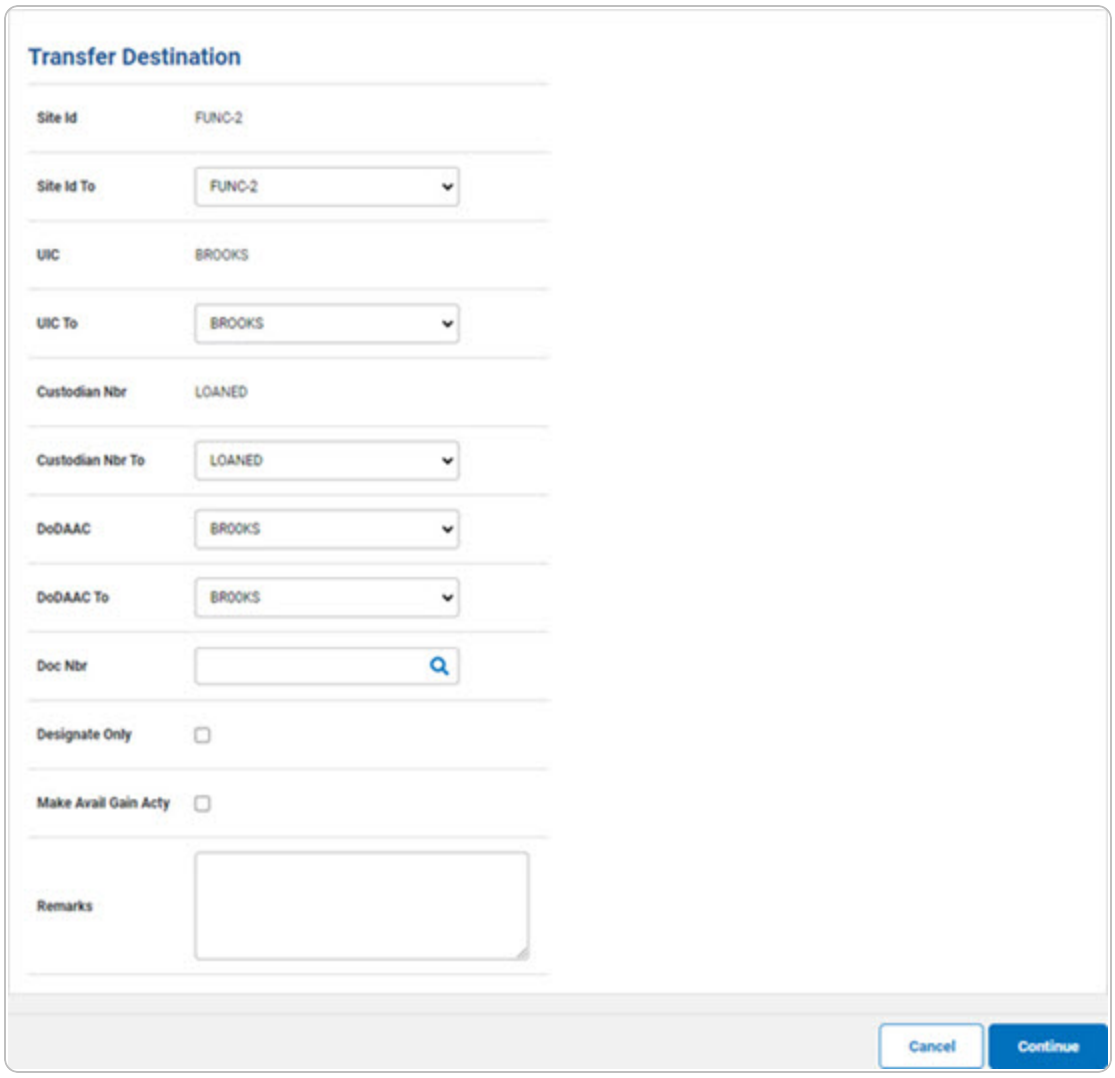
For example, if an asset is transferred from UIC HQ0001 to UIC HQ0002, then UIC HQ0001 is the Losing side and UIC HQ0002 is the Gaining side.

Attention

It is recommended to not select the **Custodian Nbr To**. If the **Custodian Nbr To** is selected, the gaining side will not be able to change it when they complete the Transfer. Transfer action is not authorized for asset(s) other than LOAN CD "G".

Update the Asset Transfer Destination

1. Update the Transfer Destination Tab.



A. *Verify the SITE ID.*

B. Update the Site Id To, using ⌄ to select the desired code.

C. *Verify the UIC.*

D. Update the UIC To, using ⌄ to select the desired code.

E. *Verify the CUSTODIAN NBR.*

F. Update the Custodian Nbr To, using to select the desired code.

G. Update the DoDAAC, using to select the desired code.

H. Update the DoDAAC To, using to select the desired code.

I. Update the DOC NBR, using to browse for the number. *This is a 15 alphanumeric character field.*

Document Number Browse

J. Verify the Designate Only contains the appropriate ☑ or ☐. *Select if asset transfer needs higher authority for approval.*

K. Verify the Make Avail Gain ACTY contains the appropriate ☑ or ☐. *Select if asset is to be immediately available to the gaining activity.*

L. Update the Remarks, entering the revised remarks in the field provided. *This is a 1024 alphanumeric character field.*

M. Select Continue. *The **View the Asset Transfer Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *LIN/TAMCN AUTH TO*.	Missing Entry. Enter the appropriate information in the desired field.

113 — UIC is mandatory.	Invalid Entry. The UIC must be included. Re-enter the UIC.
132—CUSTODIAN NBR is mandatory.	Invalid Entry. The CUSTODIAN NBR is mandatory if the SITE ID TO and UIC TO are blank. Enter the CUSTODIAN NBR.
133 — Not authorized to transfer to gaining entity; the Designate Only check box is mandatory.	Invalid Entry. The user does not have the necessary Security access. Select the "Designate Only" check box.
134 — Custodians must request approval for transfer of Capital Assets. Select Designate Only to process.	Invalid Entry. The user does not have the necessary Security access. Select the "Designate Only" check box.
4 — Proposed update matches the current record.	Invalid Entry. There were no changes made to the record. Enter actual changes, and try again.
xxxx —A component cannot be on a different CUSTODIAN NBR than the End Item.	Invalid Entry. A component cannot be assigned to a different Custodian Number than the End Item. Re-enter the entry.
xxxx—DOC NBR required for generation of DD Form 1150.	Invalid Entry. The DOC NBR is required. Enter a valid Document Number in the DOC NBR field.
431 — UIC assigned to a Contractor. Use Asset Update to loan to Contractor or Asset Disposition to	Invalid Entry. The current UIC has a CAGE CD assigned. This makes the UIC a Contractor's UIC and must follow Contractor rules for loans and returns. Re-enter the UIC.

return from Contractor.	
895 — Date entered must be > = System Date.	Invalid Date Entry. The date must be either the system date or later. Re—enter the date.
426 — Transfer action not authorized for asset(s)other than LOAN CD "G".	Invalid Entry. The transfer action can only be used for LOAN CD "G". Enter a valid transfer action.

Related Topics

- Search for an Asset Transfer - Criteria
- Search for an Asset Transfer - Results
- View the Asset Transfer Selected Rows
- View the Asset Transfer Details
- View the Asset Transfer Transaction Status
- Export the Asset Transfer Report

View the Asset Transfer Details

Overview

The Asset Transfer Details process is view only and displays the details of an Asset Transfer.

Navigation

Asset Management > Transfer > Search Criteria > Search > Search Results > Asset Id hyper-link > Asset Transfer Details page

Page Fields

The following fields display on the **Asset Transfer Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
204	For "ASSET LVL CD" "CE" or "CC", Select hyperlink to view components.
14	Select "Cancel" button to return to previous page.

Details Grid

Stock Nbr
Serial Nbr
Item Desc
LIN/TAMCN
Asset Id
UII
UIC

Custodian Nbr
Lot Nbr
Expr Dt
UI
Qty
Loc
Sub Loc
Acq Cost
Acq Dt
Total Cost
Type Asset Cd
Cond Cd
Asset Level CD
Asset Cd
Sys Id
Doc Nbr
Excs Actn Cd
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
Cage Cd
Non-Actbl
ACC-SFIS Cd
Deprn Cd
Fund Cd/ASN
Acct Rpt Nbr
Cptl Cd
iRAPT/WAWF Receipt
iRAPT/WAWF Shpmt Id
Loan Cd
Loan Contract Nbr
Loaning DODAAC/CAGE
Loan Activity Name
Loan Start Dt
Loan End Dt
Loan Rcvd By
Loan Rcvd Dt
Loan Notify Cd
Mode of Shipment
TCN
Shipment Dt
Shipment Id
Lease Cd

Lease Activity
Lease Start Dt
Lease End Dt
Oblign Doc Nbr
Cntr/PO Nbr
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
Task Cd
Deprn Task Cd
Job Ord Nbr
Deprn Job Ord Nbr
Activation Dt
Deprn Period
Deprn Util Prd
Accumd Deprn
Deprn SL Rebsin
Deprn SL Lst Rebsin
Deprn AB Rebsin
Deprn AB Lst Rebsin
Prior Deprn
Current Mnth Deprn Amt
Prr Deprn AB Rebsin
Deprn Util Svc Life
Deprn Util Qty
Prr Deprn Util Qty
Deprn Period Days
Write Down Amt
Fdcry Deprn Mthd Cd
Util Measure Cd
Authn LIN/TAMCN
Attachments
Attribute(s) Template
Attribute(s)
Software Name
License Desc
License Details
License Qty
License Type
Start Dt
End Dt
Usage Level Cd
Hosting Environment

Remarks

Procedures

ELMS Navigation Helpful Tips

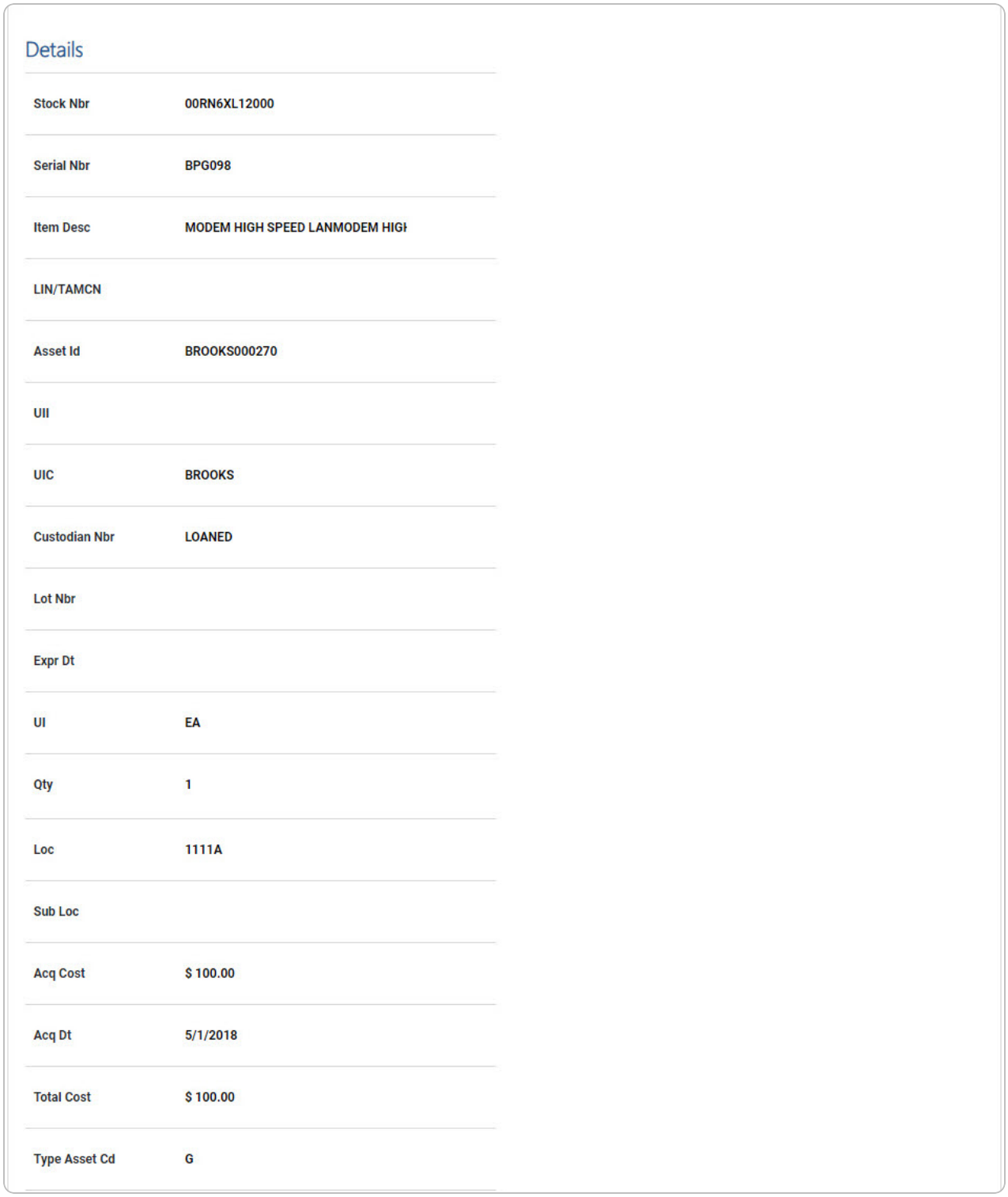
Click the following link to display PA Navigation Tips.

View the Asset Transfer's Details

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

1. Select Search to begin the query. *The* ***Search for an Asset Transfer - Results*** *page appears. Results display in the Search Results grid.*
2. Select the Asset Id hyperlink on the desired row. *The* ***View the Asset Transfer Details*** *page appears.*

3. Review the fields on the Details Tab.



Details

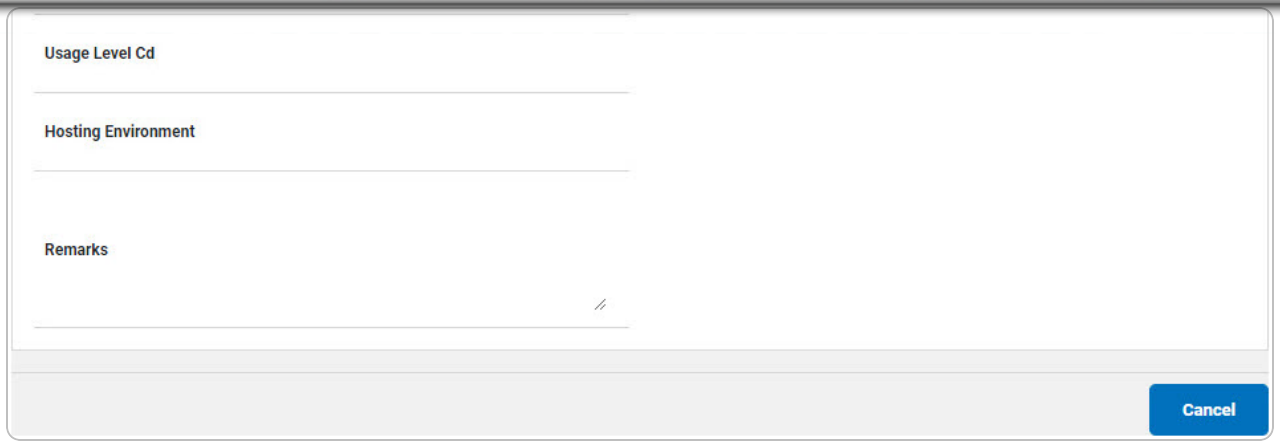
Stock Nbr	00RN6XL12000
Serial Nbr	BPG098
Item Desc	MODEM HIGH SPEED LANMODEM HIGI
LIN/TAMCN	
Asset Id	BROOKS000270
UII	
UIC	BROOKS
Custodian Nbr	LOANED
Lot Nbr	
Expr Dt	
UI	EA
Qty	1
Loc	1111A
Sub Loc	
Acq Cost	$ 100.00
Acq Dt	5/1/2018
Total Cost	$ 100.00
Type Asset Cd	G

Cond Cd	A
Asset Level Cd	EI
Asset Cd	K
Sys Id	
Doc Nbr	BR00KS90384000
Excs Actn Cd	
Mfr Name	TUT SYSTEMS INC
Mfr Model Nbr	
Mfr Part Nbr	XL12000
CAGE Cd	00RN6
Non-Actbl	NO
ACC-SFIS Cd	K 20000000000030
Deprn Cd	N
Fund Cd/ASN	68/
Acct Rpt Nbr	
Cptl Cd	A
iRAPT/WAWF Receipt	NO
iRAPT/WAWF Shpmt Id	
Loan Cd	C

Loan Contract Nbr	123ABC
Loaning DODAAC/CAGE Cd	NTPRMY
Loan Activity Name	ACME CORP
Loan Start Dt	9/28/2018
Loan End Dt	10/1/2019
Loan Rcvd By	
Loan Rcvd Dt	
Loan Notify Cd	M
Mode of Shipment	
TCN	
Shipment Dt	2/7/2019
Shipment Id	NTPRMYDPAS190381215155
Lease Cd	N
Lease Activity	
Lease Start Dt	
Lease End Dt	
Oblign Doc Nbr	BR00KS81451000
Cntr/PO Nbr	

Owng Cost Center	ABCDE
Fndng Cost Center	ABCDE
Deprn Cost Center	
Task Cd	
Deprn Task Cd	
Job Ord Nbr	
Deprn Job Ord Nbr	
Activation Dt	
Deprn Period	0
Deprn Util Prd	
Accumd Deprn	$ 0.00
Deprn SL Rebsln	
Deprn SL Lst Rebsln	
Deprn AB Rebsln	
Deprn AB Lst Rebsln	
Prior Deprn	$ 0.00
Current Mnth Deprn Amt	
Prr Deprn SL Rebsln	
Prr Deprn AB Rebsln	

Deprn Util Svc Life	
Deprn Util Qty	
Prr Deprn Util Qty	
Deprn Period Days	
Write Down Amt	
Fdcry Deprn Mthd Cd	SL
Util Measure Cd	
Authn LIN/TAMCN	
Attachments	No Attachments Available
Attribute(s) Template	
Attribute(s)	
Software Name	
License Desc	
License Details	
License Qty	
License Type	
Start Dt	
End Dt	



A. *Verify the STOCK NBR.*
B. *Verify the SERIAL NBR.*
C. *Verify the ITEM DESC.*
D. *Verify the LIN/TAMCN.*
E. *Verify the ASSET ID.*
F. *Verify the UII.*
G. *Verify the UIC.*
H. *Verify the CUST NBR.*
I. *Verify the LOT NBR.*
J. *Verify the EXPR DT.*
K. *Verify the UI.*
L. *Verify the QTY.*
M. *Verify the LOC.*
N. *Verify the SUB LOC.*
O. *Verify the ACQ COST.*
P. *Verify the ACQ DT.*
Q. *Verify the TOTAL COST.*
R. *Verify the TYPE ASSET CD.*
S. *Verify the Cond Cd.*
T. *Verify the Transfer Via Asset Level Cd.*
U. *Verify the ASSET CD.*
V. *Verify the SYS ID.*

W. *Verify the DOC NBR.*
X. *Verify the Excs Actn Cd.*
Y. *Verify the MFR NAME.*
Z. *Verify the MFR MODEL NBR.*
AA. *Verify the MFR PART NBR.*
AB. *Verify the CAGE CD.*
AC. *Verify the Non-Actbl.*
AD. *Verify the ACC—SFIS CD.*
AE. *Verify the DEPRN CD.*
AF. *Verify the Fund Cd/ASN.*
AG. *Verify the ACCT RPT NBR.*
AH. *Verify the Cptl Cd.*
AI. *Verify the IRAPT/WAWF Receipt.*
AJ. *Verify the IRAPT/WAWF SHPMT ID.*
AK. *Verify the LOAN CD.*
AL. *Verify the Loan CONTRACT NBR.*
AM. *Verify the Loaning DODAAC/CAGE.*
AN. *Verify the Loan Activity Name.*
AO. *Verify the LOAN START DT.*
AP. *Verify the LOAN END DT.*
AQ. *Verify the Loan Rcvd By.*
AR. *Verify the Loan Rcvd Dt.*
AS. *Verify the Loan Notify Cd.*
AT. *Verify the Mode of Shipment.*
AU. *Verify the TCN.*
AV. *Verify the SHIPMENT DT.*
AW. *Verify the SHPMT ID.*
AX. *Verify the LEASE CD.*
AY. *Verify the Lease Activity.*
AZ. *Verify the LEASE START DT.*
BA. *Verify the LEASE END DT.*

BB. *Verify the OBLIGN DOC NBR.*
BC. *Verify the Cntrl/PO Nbr.*
BD. *Verify the OWNG COST CENTER.*
BE. *Verify the FNDNG COST CENTER.*
BF. *Verify the DEPRN COST CENTER.*
BG. *Verify the Task Cd.*
BH. *Verify the DEPRN TASK CD.*
BI. *Verify the Job Ord Nbr.*
BJ. *Verify the DEPRN JOB ORDER NBR.*
BK. *Verify the Activation Dt.*
BL. *Verify the DEPRN PRD.*
BM. *Verify the DEPRN UTIL PERIOD.*
BN. *Verify the ACCUMD DEPRN.*
BO. *Verify the DEPRN SL REBSLN.*
BP. *Verify the DEPRN SL LST REBSLN.*
BQ. *Verify the DEPRN AB REBSLN.*
BR. *Verify the DEPRN AB LST REBSLN.*
BS. *Verify the PRIOR DEPRN.*
BT. *Verify the CURRENT MNTH DEPRN AMT.*
BU. *Verify the PRR DEPRN UTIL QTY.*
BV. *Verify the PRR DEPRN AB REBSLN.*
BW. *Verify the DEPRN UTIL SVC LIFE.*
BX. *Verify the DEPRN UTIL QTY.*
BY. *Verify the Prr Deprn Util Qty.*
BZ. *Verify the DEPRN PRD DAYS.*
CA. *Verify the Write Down Amt.*
CB. *Verify the Fdcry Deprn Mthd Cd.*
CC. *Verify the UTIL MEASURE CD.*
CD. *Verify the AUTHN LIN/TAMCN.*
CE. *Verify the Attachments.*
CF. *Verify the Attribute(s) Template.*

CG. *Verify the Attribute(s).*

CH. *Verify the Software Name.*

CI. *Verify the License Desc.*

CJ. *Verify the License Details.*

CK. *Verify the License Qty.*

CL. *Verify the License Type.*

CM. *Verify the START DT.*

CN. *Verify the END DT.*

CO. *Verify the Usage Level Cd.*

CP. *Verify the Hosting Environment.*

CQ. *Verify the Remarks.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for an Asset Transfer — Criteria
- Search for an Asset Transfer — Results
- View the Asset Transfer Selected Rows
- Update the Asset Transfer Destination
- View the Asset Transfer Transaction Status
- Export the Asset Transfer Report

View the Asset Transfer Transaction Status

Overview

The Asset Transfer Transaction Status displays a verification of the transfer transaction performed.

Navigation

Asset Management > Transfer > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Asset Transfer
Transaction Status page

Page Fields

The following fields display on the **Asset Transfer Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.

Transaction Status

Status
Action Required
Details

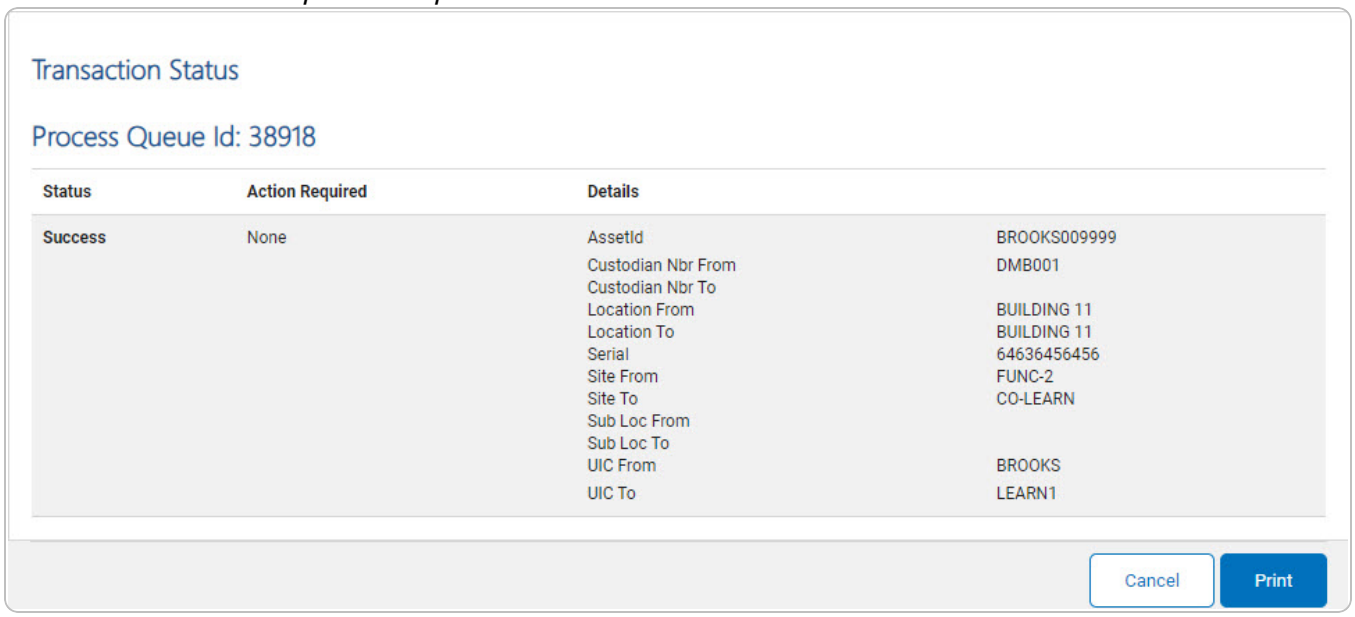
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Asset Transfer Transaction Status

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



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The* ***Export an Asset Transfer Report*** *page appears.*
- Select Cancel. *The* ***Search for an Asset Transfer— Criteria*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for an Asset Transfer — Criteria
- Search for an Asset Transfer — Results
- View the Asset Transfer Selected Rows
- Update the Asset Transfer Destination
- View the Asset Transfer Details
- Export the Asset Transfer Report

Export an Asset Transfer Report

Overview

The Export an Asset Transfer Report provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > Transfer > Search Criteria > *Various Procedural Steps* > Transaction Status page > Print > Export an Asset Transfer Report page

Page Fields

The following fields display on the **Export an Asset Transfer Report** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

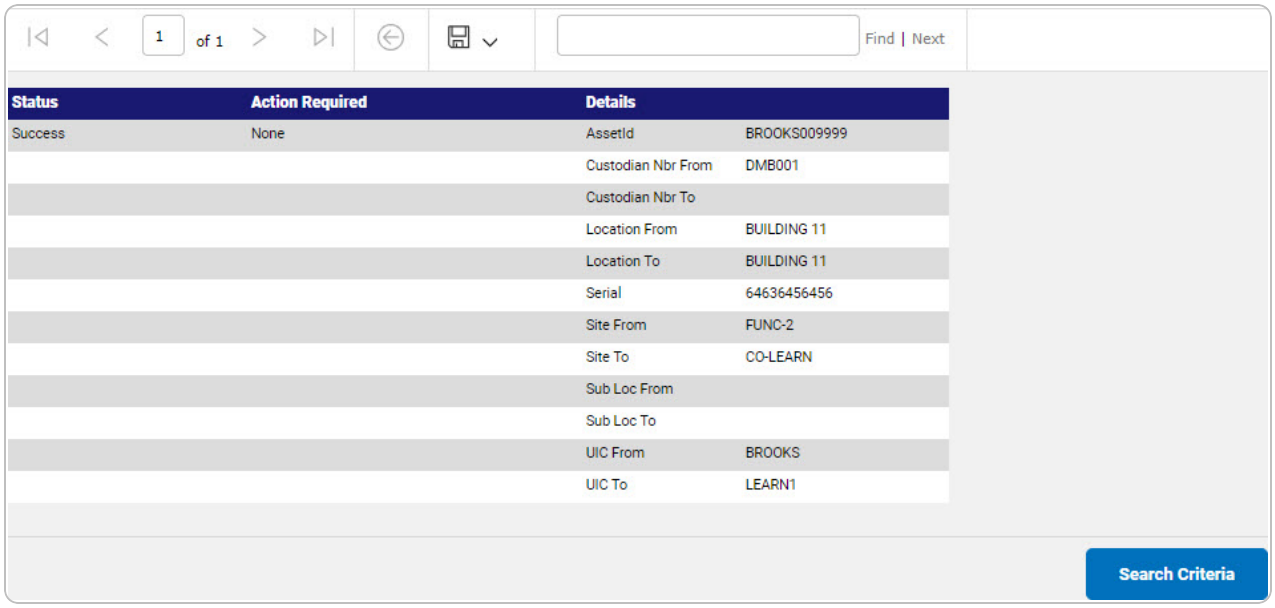
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Transfer Report

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Follow the prompts provided by the computer.
6. Select . *The* ***Search for an Asset Transfer - Criteria*** *page appears.*

Search the Results

1. Select the empty field

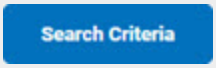
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select  to return to the **Search for an Asset Transfer - Criteria** page.

Related Topics

- Search for an Asset Transfer - Criteria
- Search for an Asset Transfer - Results
- View the Asset Transfer Selected Rows
- Update the Asset Transfer Destination
- View the Asset Transfer Details
- View the Asset Transfer Transaction Status

Search for an Asset Update — Criteria

Overview

The Property Accountability module Asset Update process provides the ability to modify data fields related to assets currently on the property book. This process updates:

- End Item / Component / Bulk Asset Updates

> **Note**
> If End Item Serial, Component and/or Bulk assets are being mass updated, this process must be repeated for each type.

- Location / Sub Location
- Manufacturer Information
- Price Update
- Loan

> **Note**
> Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.
> The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Asset Management > Update > Asset Update Search Criteria

Page Fields

The following fields display on the **Asset Update Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
79	If no Search Criteria is entered, search will be performed by UIC.
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
27	A wild card is permitted using percentage (%).

Search Criteria Grid

End Item Serial
Accountable
Component
Non-Accountable
Bulk
Both
Asset Id
Stock Number
Serial Nbr
Custodian Nbr
Loc
Sub Loc
Lot Nbr
Agency Field Name

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Asset for Updating

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 panel, narrow the results by entering one or more of the following optional fields:.

Search Criteria

Accountable Type	○ Non-Accountable ○ Accountable ◉ Both
Asset Management Type	◉ End Item Serial ○ Component ○ Bulk
Asset Id	
Stock Nbr	
Serial Nbr	
i Custodian Nbr	Select A Custodian
Loc	
Sub Loc	
Agency Field Name	Select an Item

Reset Search

- Select ○ End Item Serial if the asset is serially managed. *LOT NBR is not editable if this is checked.*
- Select ○ Accountable if the asset must legally have accurate records.
- Select ○ Component if the asset is part of another item.
- Select ○ Non-Accountable if the asset's worth is under $5,000.
- Select ○ Bulk if the asset is bulk managed. *SERIAL NBR is not editable if this is checked.*
- Select ○ Both if the asset could be either Accountable or Non-Accountable.
- Enter the ASSET ID, or use 🔍 to browse for the number. *This is a 15 alphanumeric character field.*

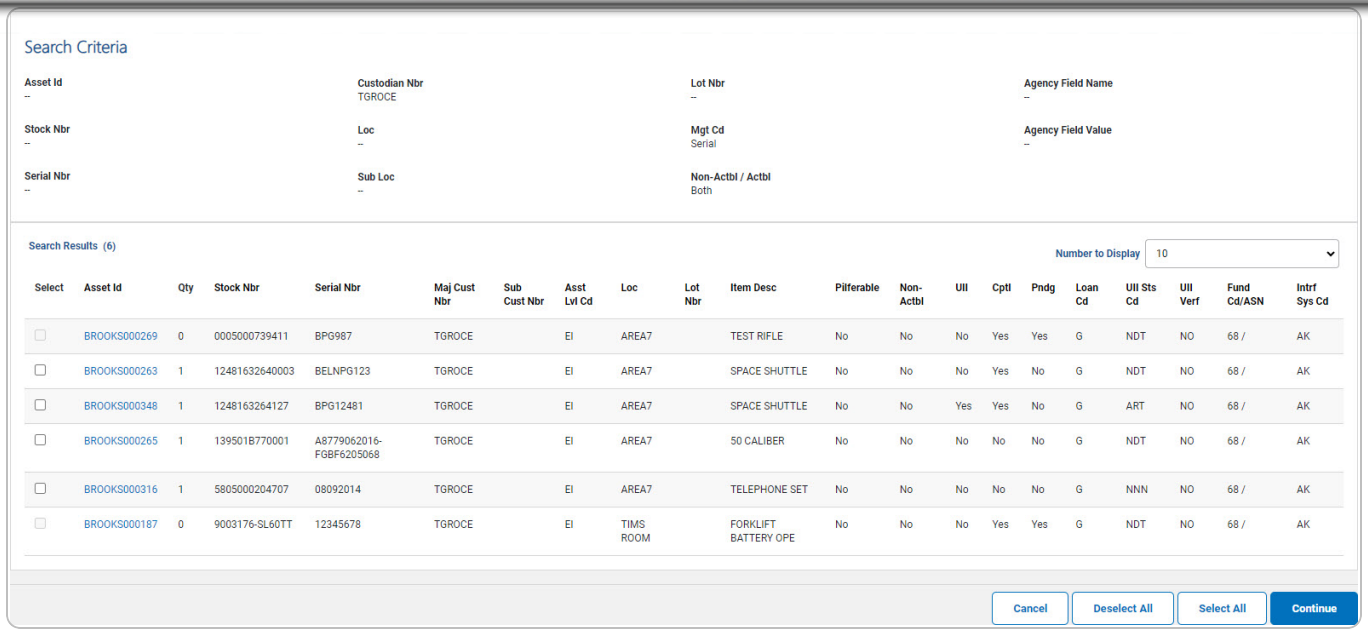
  Asset Identifier Browse
- Enter the STOCK NBR, or use 🔍 to browse for the number. *This is a 15 alphanumeric character field.*

  Stock Number Browse
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Use ℹ or 🔍 to assist with the single CUSTODIAN NBR, or the first in a range of CUSTODIAN NBRS. *This is a 12 alphanumeric character field.*

  Custodian Number Browse
- Enter the LOC, or use 🔍 to browse for the single location, or the first in the range of locations. *This is a 20 alphanumeric character field.*

  Location Browse
- Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*
- Enter the LOT NBR in the field provided. *This is a 20 alphanumeric character field.*
- Use ☑ to select the Agency Field Name.

2. Select Search. *The **Search for an Asset Update — Results** page opens.*



A. Click ☐ next to each desired asset to select the record. *The selected records are highlighted.*

Helpful Tip

Select All checks all assets on all pages. Deselect All removes the check marks from all assets on all pages.

B. Select Continue. *The **Select the Asset Update Rows** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.

Related Topics

- Search for an Asset Update — Results
- Select Asset Update Rows
- Update the Basic Asset Details
- Update the Price Asset Details
- Update the Loan Asset Details
- Update the Stock Nbr Asset Details
- Update the Mass Assets Details
- View the Asset Update Transaction Status
- Export an Asset Update Report
- View the Asset Details
- Add an Attachment

Search for an Asset Update — Results

Overview

The Asset Update Results page provides the ability to view and select an asset for updating.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Update > Search Criteria > Search > Asset Update Search Results

Page Fields

The following fields display on the **Asset Update Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
80	If an asset has Components, the Components will be updated to match the End Item.
133	To Update record(s), select the Check Box(s) or choose the "Select All" button for mass actions.
5	Select "Hyperlink" to view details for specific record.

Search Criteria Grid

Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc
Lot Nbr
Mgt Cd
Non-Actbl/Actbl
Agency Field Name
Agency Field Value

Search Results Grid

Select
Asset Id
Qty
Stock Nbr
Serial Nbr
Maj Cust Nbr
Sub Cust Nbr
Asset Lvl Cd
Loc
Lot Nbr
Item Desc
Pillferable
Non-Actbl
UII
Cptl
Pndg
Loan Cd
UII Sts Cd
UII Verf
Fund Cd/ASN
Intrf Sys Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select Records for Updating

Select Continue. *The **Select the Asset Update Rows** page opens.*

View the Asset Details

Select the ASSET ID hyperlink. *The **View the Asset Details** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a

	record, then select Continue.

Related Topics

- Search for an Asset Update — Criteria
- Select Asset Update Rows
- Update the Basic Asset Details
- Update the Price Asset Details
- Update the Loan Asset Details
- Update the Stock Nbr Asset Details
- Update the Mass Assets Details
- View the Asset Update Transaction Status
- Export an Asset Update Report
- View the Asset Details
- Add an Attachment

Select Rows for Asset Update

Overview

The Asset Update Selected Rows page displays the record(s) selected for updating. The following radio button options are available to assist with the update:

- **Basic Update**
  - Basic tab
  - Accounting tab
  - Contract tab
  - Agency tab
- **Price Update**
  - only Cost related fields

> **Note**
> **Price Update** is not available for assets which are part of an Active CIP Project.

Loan Update
- only Loan related fields

- **STOCK NBR Update**
  - Document Number tab
  - Stock Number tab
  - Manufacturer Data tab
- **Mass Update**
  - Mass Update tab
  - Agency tab

Navigation

Asset Management > Update > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Asset Update Selected Rows page

Page Fields

The following fields display on the **Asset Update Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
76	For bulk records, enter CHG QTY for the record(s) which the update applies. If no QTY is entered, all records will be updated.
172	BULK QTY CHG requires a CHG to one of the following: STK NBR, MFR, LOT NBR, LOC, SUB LOC, SYS ID, Loan or Lease CD.

Selected Row(s) Grid

Asset Id
Qty
Chg Qty
Stock Nbr
Serial Nbr
Maj Cust Nbr
Sub Cust Nbr
Asst Lvl Cd
Loc
Lot Nbr
Item Desc
Pilferable
Non-Actbl
UII
Cptl
Pndg
Loan Cd
UII Sts Cd
UII Verf

Fund Cd/ASN
Intrf Sys Cd

Action Grid

Single — End Item & Bulk

Basic Update
Price Update
Loan Update
Stock Nbr Update

Single — Component

Basic Update
Price Update
Stock Nbr Update

Multiple

Mass Update
Loan Update
Stock Nbr Update

Procedures

ELMS Navigation Helpful Tips

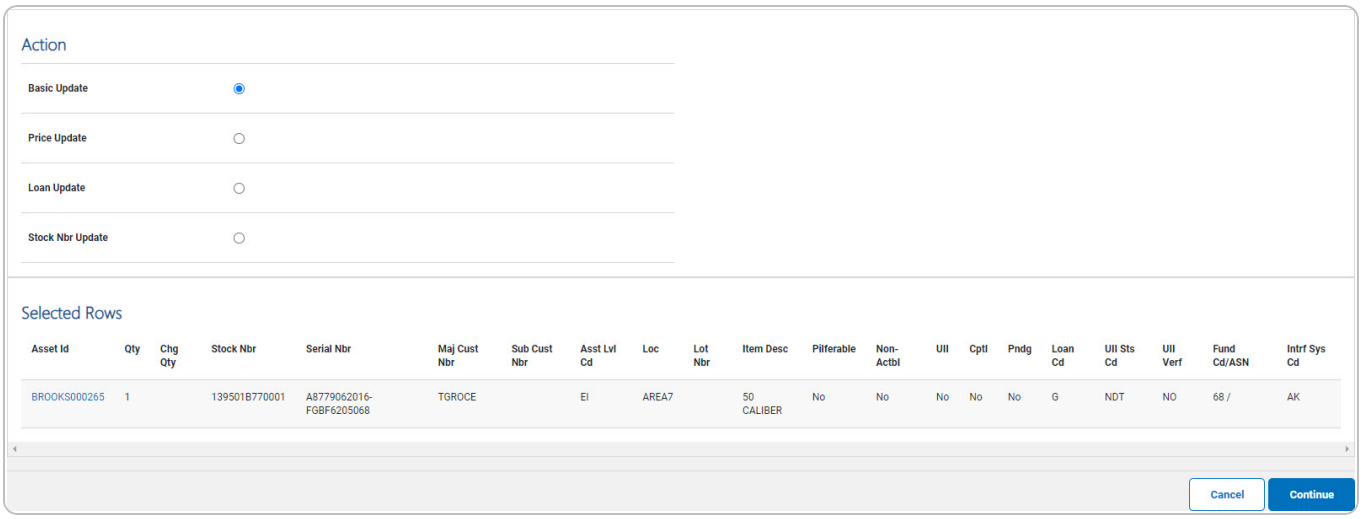
Click the following link to display PA Navigation Tips.

Update Assets

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

Single Row Update

1. Review the asset information.



A. *The ASSET ID automatically populates and is not editable.*
B. *The QTY automatically populates and is not editable.*
C. *The CHG QTY automatically populates and is not editable.*
D. *The STOCK NBR automatically populates and is not editable.*
E. *The SERIAL NBR automatically populates and is not editable.*
F. *The MAJ CUST NBR automatically populates and is not editable.*
G. *The SUB CUST NBR automatically populates and is not editable.*
H. *The ASST LVL CD automatically populates and is not editable.*
I. *The LOC automatically populates and is not editable.*
J. *The LOT NBR automatically populates and is not editable.*
K. *The ITEM DESC automatically populates and is not editable.*
L. *The Pilferable automatically populates and is not editable.*
M. *The NON—ACTBL automatically populates and is not editable.*
N. *The UII automatically populates and is not editable.*
O. *The CPTL automatically populates and is not editable.*
P. *The PNDG automatically populates and is not editable.*
Q. *The LOAN CD automatically populates and is not editable.*
R. *The UII STS CD automatically populates and is not editable.*

S. *The UII VERF automatically populates and is not editable.*

T. *The FUND CD / ASN automatically populates and is not editable.*

U. *The INTRF SYS CD automatically populates and is not editable.*

V. Select ○ Basic Update if the update regards typical details. *The **Update the Basic Asset Details** page appears.*

W. Select ○ Price Update if the update regards costs. *The **Update the Price Asset Details** page appears.*

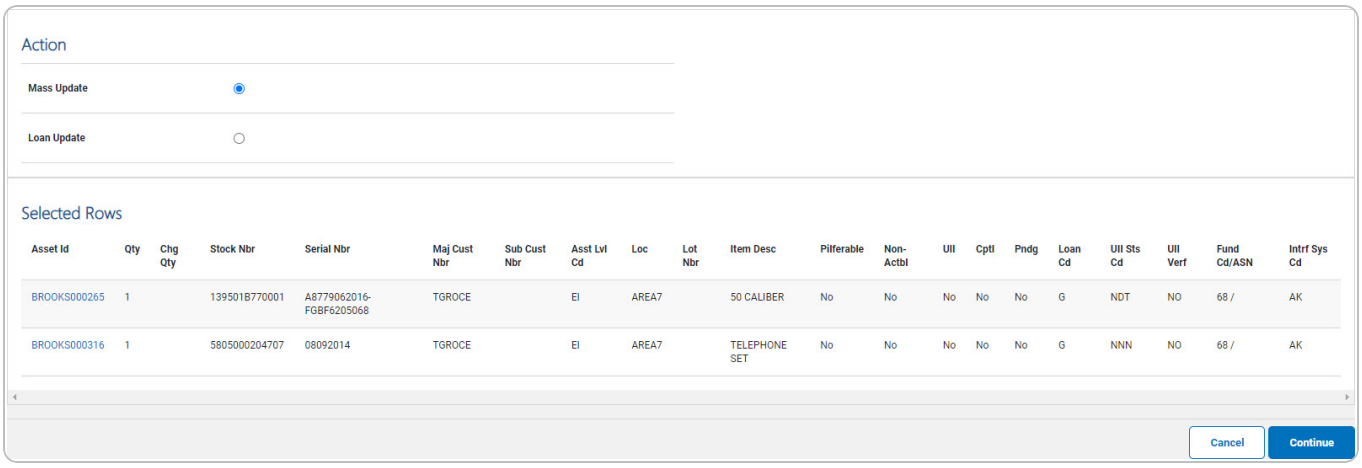
X. Select ○ Loan Update if the update regards loan details. *The **Update the Loan Asset Details** page appears.*

Y. Select ○ STOCK NBR Update if the update regards Stock Number details. *The **Update the Stock Nbr Asset Details** page appears.*

2. Select Continue. *The appropriate **Update the Asset Details** page appears.*

Multiple Rows Update

1. Review the asset information.



A. *The ASSET ID automatically populates and is not editable.*

B. *The QTY automatically populates and is not editable.*

C. *The CHG QTY automatically populates and is not editable.*

D. *The STOCK NBR automatically populates and is not editable.*

E. *The SERIAL NBR automatically populates and is not editable.*

F. *The MAJ CUST NBR automatically populates and is not editable.*

G. *The SUB CUST NBR automatically populates and is not editable.*

H. *The ASST LVL CD automatically populates and is not editable.*

I. *The LOC automatically populates and is not editable.*

J. *The LOT NBR automatically populates and is not editable.*

K. *The ITEM DESC automatically populates and is not editable.*

L. *The Pilferable automatically populates and is not editable.*

M. *The NON—ACTBL automatically populates and is not editable.*

N. *The UII automatically populates and is not editable.*

O. *The CPTL automatically populates and is not editable.*

P. *The PNDG automatically populates and is not editable.*

Q. *The LOAN CD automatically populates and is not editable.*

R. *The UII STS CD automatically populates and is not editable.*

S. *The UII VERF automatically populates and is not editable.*

T. *The FUND CD / ASN automatically populates and is not editable.*

U. *The INTRF SYS CD automatically populates and is not editable.*

V. Select ○ Mass Update if the updates regard typical details. *The **Update the Mass Assets Details** page appears.*

W. Select ○ Loan Update if the updates regard loan details. *The **Update the Loan Asset Details** page appears.*

X. Select ○ STOCK NBR Update if the updates regard Stock Number details. *The **Update the Stock Nbr Asset Details** page appears.*

2. Select Continue. *The appropriate **Update the Asset Details** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	access. Enter different Search Criteria and try the Search again.
115 — Asset Id already exists.	Invalid Entry. The Asset Id matches an existing Asset Id for the same Stock Nbr associated to the ICN. Re-enter the Asset Id.
116 —Stock Nbr already exists.	Invalid Entry. First Search for the Stock Number. If it is not found, enter the number again.
117 —Stock Nbr Serial Nbr combination already exists.	Invalid Entry. The item entered already exists in the inventory. Re-enter the Stock Number or Serial Number.
85 — Record has been changed since retrieving record from the database, record cannot be updated.	Invalid Entry. The update cannot happen, two users are updating the record at the same time. Select Cancel and retrieve the record again.
317 — Bulk Qty Chg requires a Chg to one of the following: Stk Nbr, Mfr, Lot Nbr, Loc, Sub Loc, Sys Id, Loan or Lease Cd.	Invalid Entry. A partial bulk quantity was entered without changing any other fields. Change one of the listed fields (Stk Nbr, Mfr, Lot Nbr, Loc, Sub Loc, Sys Id, Loan or Lease Cd) and try again.
4 — Proposed update matches the current record.	Invalid Entry. There were no changes made to the record. Enter actual changes, and try again.
15 — Invalid Doc Nbr Type for this transaction.	Invalid Entry. The document number entered cannot be used for an update. Enter a new doc-

	ument number, making sure that the type = CHG.

Related Topics

- Search for an Asset Update — Criteria
- Search for an Asset Update — Results
- Update the Basic Asset Details
- Update the Price Asset Details
- Update the Loan Asset Details
- Update the Stock Nbr Asset Details
- Update the Mass Assets Details
- View the Asset Update Transaction Status
- Export an Asset Update Report
- View the Asset Details
- Add an Attachment

Asset Update Basic Update

Overview

The Asset Update Basic Update process allows editing of the asset's overall record.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Asset Management > Update > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Continue > ○ Basic Update > Continue > Asset Update Basic Update page

Page Fields

The following fields display on the **Asset Update Basic Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

Basic Tab

Number	Value
20	Enter data in the field(s) you want to update.
37	For Multi row process, type the word "Delete" in the field(s)

	to delete the value(s) in the database.
78	Enter a "DOC NBR" or select the "DOC NBR" browse button to either view or generate a new DOC NBR.
xxxx	Select "Update" button to revise selected fields in record(s).
379	To update selected field(s) in record(s), use the Update button on the Mass Update tab.

Accounting Tab

Number	Value
20	Enter data in the field(s) you want to update.
xxxx	Select "Update" button to revise selected fields in record(s).

Agency Tab

Number	Value
20	Enter data in the field(s) you want to update.
379	To update selected field(s) in record(s), use the Update button on the Mass Update tab.

14	Select "Cancel" button to return to previous page.

Basic Tab

Asset Id
Stock Nbr
Asset Id Prefix
Auto Assign
Asset Id
Serial Nbr
Inv by Serial Nbr
Chg Qty
Loc
Sub Loc
Cond Cd *
Sys Id
Doc Nbr
Lot Nbr
Expr Dt
Local Rcpt Dt *
Rcvd By
Origl In Svc Dt *
DOD Serial Nbr
Attachments
Remarks
History Remarks

Accounting Tab

Asset Id
Stock Nbr
Cptl Cd *
Acq Dt
Rctpt Doc Nbr
Asset Cd *
Asset Sts Cd *
Oblign Doc Nbr
Fund Cd/ASN *
Owng Cost Center

Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
LOA
Transfer Type Cd *
Trading Partner Nbr

End Item Serial

Trading Dept Cd
Trading Basic Symbol
Trading Subhead

Loan

Loan Cd

non-G Loan Cd

Loan Address
Loan Start Dt
Loan End Dt

Lease

Lease Cd *

non-G Lease Cd

Lease Address
Lease Activity
Lease Start Dt
Lease End Dt

Contract Tab

Stock Nbr
UI
Item Desc
Type Action
Cntr / PO Nbr
SPIIN
CLIN
SLIN
ACRN

Agency Tab

Asset Id
Stock Nbr

(*) Asterisk identifies mandatory fields.

Procedures

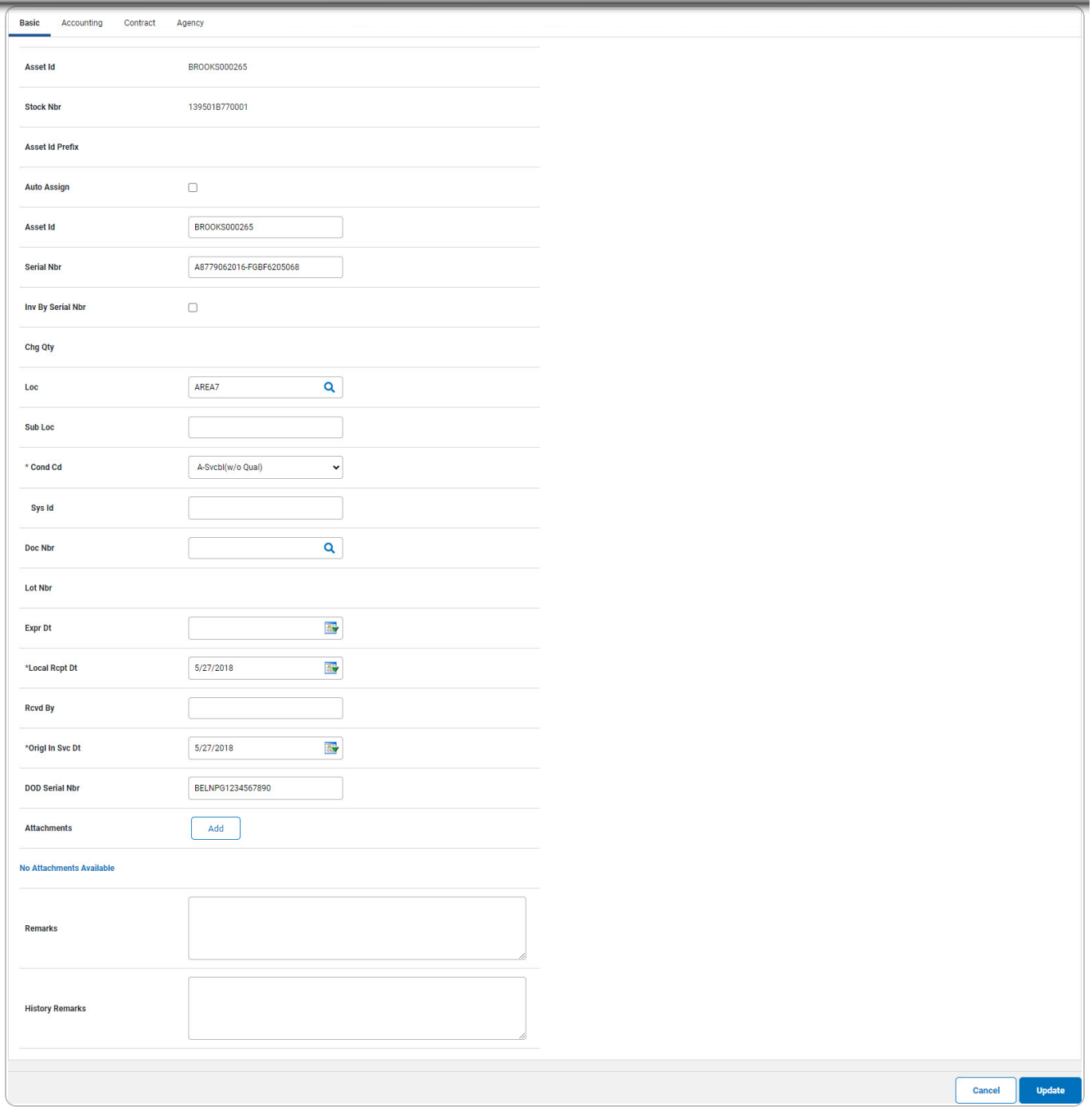
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update the Basic Asset information

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

1. From the Selected Rows page, select Continue. *The* ***Asset Update Basic Update*** *page appears.*
2. *Verify the* ASSET ID.
3. *Verify the* STOCK NBR.
4. Update the fields in the Basic panel.



A. *Verify the ASSET ID Prefix.*

B. Verify the Auto Assign contains the appropriate ☐ or ☑. *When checked, the ASSET ID Prefix becomes a drop-down option, and the ASSET ID becomes not editable.*

C. Update the ASSET ID, entering the revised identifier in the field provided. *This is a 12 alpha-numeric character field.*

D. Update the SERIAL NBR, entering the revised identifier in the field provided. *This is a 30 alphanumeric character field.*

E. Verify the INV BY SERIAL NBR contains the appropriate ☐ or ☑. *When checked, the inventory is not preformed by ASSET ID, but by SERIAL NBR.*

F. *Verify the CHG QTY.*

G. Update the LOC, using 🔍 to browse for the revised location. *This is a 20 alphanumeric character field.*

Location Browse

H. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alpha-numeric character field.*

I. Update the Cond Cd, using ⌄ to select the desired code.

J. Update the SYS ID, using 🛈 to assist with the revised identifier. *This is a 10 alphanumeric character field.*

K. Update the DOC NBR, using 🔍 to browse for the revised number. *This is a 14 alpha-numeric character field.*

Document Number Browse

L. *Verify the LOT NBR.*

M. Update the EXPR DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

N. Update the Local RCPT DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

O. Update the RCVD BY, entering the revised name in the field provided. *This is a 20 alpha-numeric character field.*

P. Update the ORIGL IN SVC DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the DOD SERIAL NBR, entering the revised identifier in the field provided. *This is a 20 alphanumeric character field.*

R. Select Add Attachment. *The **Attachment Add** page appears.*

S. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

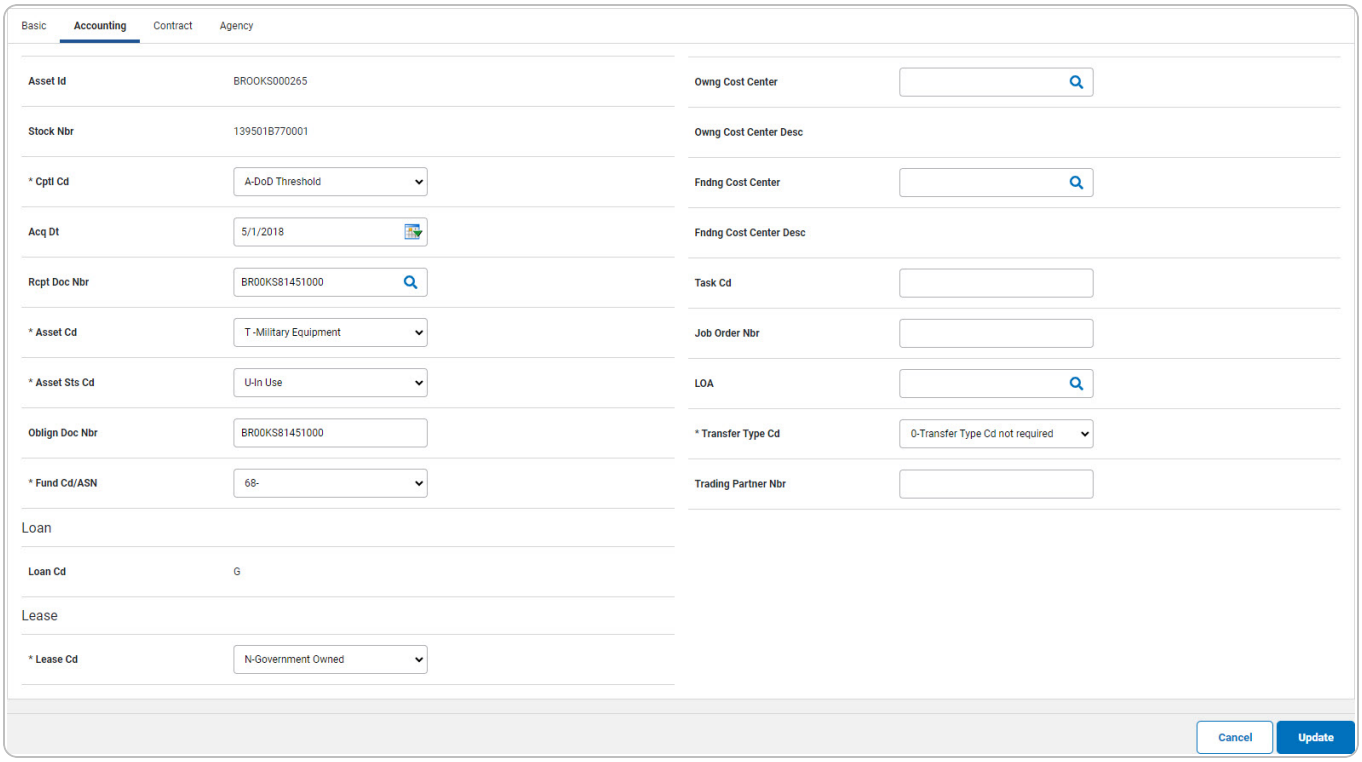
T. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

Select Update. *The **View the Asset Update Transaction Status** page appears.*

5.

OR

Select the Accounting tab to continue updating the asset.



A. *Verify the ASSET ID.*

B. *Verify the STOCK NBR.*

C. Update the Cptl Cd, using ⌄ to select the desired code.

D. Update the ACQ DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

E. Update the RCPT DOC NBR, using 🔍 to browse for the revised number. *This is a 15 alpha-numeric character field.*

Document Number Browse

F. Update the Asset Cd, using ⌄ to select the desired code.

G. Update the Asset Sts Cd, using to select the desired code.

H. Update the OBLIGN DOC NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

I. Update the Fund Cd /ASN, using to select the desired code.

J. Enter the OWNG COST CENTER, or use to browse for the number. *This is an 11 alpha-numeric character field.*

Cost Center Browse

K. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

L. Enter the FNDNG COST CENTER, or use to browse for the number. *This is an 11 alpha-numeric character field.*

Cost Center Browse

M. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

N. Update the TASK CD, entering the revised code in the field provided. *This is a 25 alpha-numeric character field.*

O. Update the JOB ORDER NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

P. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse

Q. Update the Transfer Type Cd, using to select the desired code.

R. Update the TRADING PARTNER NBR, entering the revised identifier in the field provided. *This is a 9 alphanumeric character field.*

S. *Verify the LOAN CD.*
If the LOAN CD **is** G-Government Owned, no additional fields appear.
If the LOAN CD **is not** G-Government Owned, these fields appear:

a. *Verify the Loan Address.*

b. *Verify the LOAN START DT.*

c. *Verify the LOAN END DT.*

T. Update the Lease Cd, using to select the desired code.
If the LEASE CD **is**N-Government Owned, no additional fields appear.
If the LEASE CD **is not** N-Government Owned, these fields appear:

a. Update the Lease Address, using to browse for the revised address. *This is a 35 alphanumeric character field.*

Address Browse

b. *Verify the Lease Activity.*

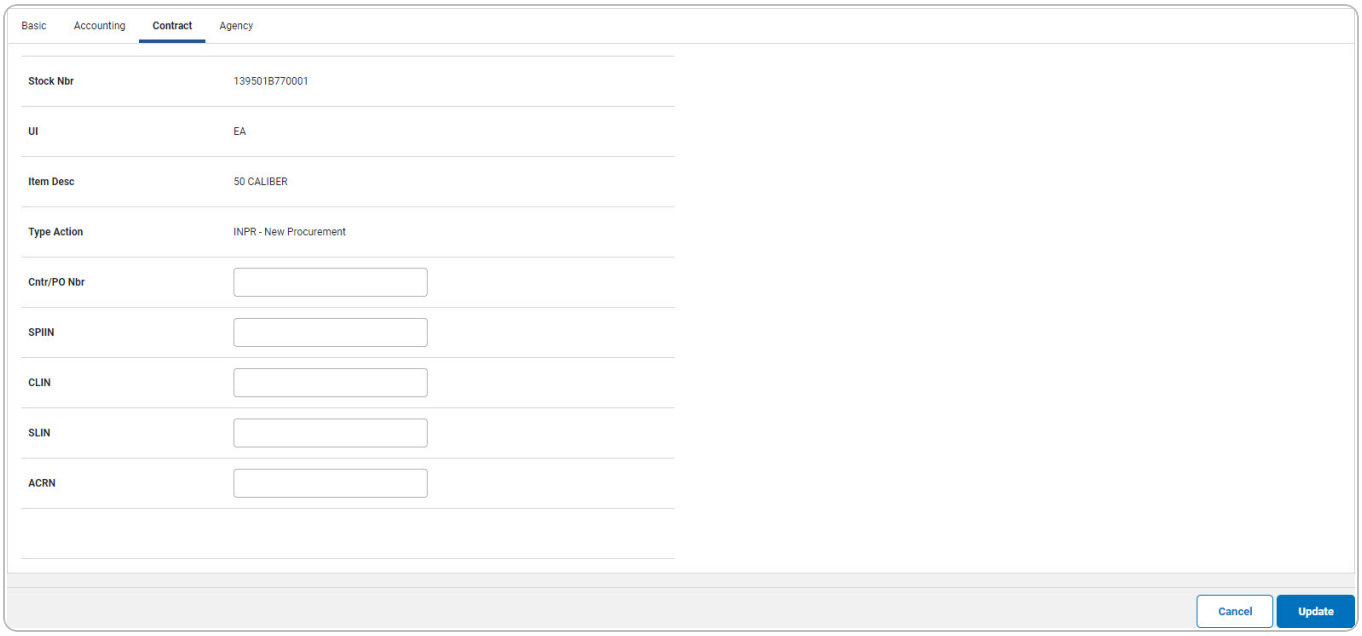
c. Update the LEASE START DT, using or entering the date (MM/DD/YYYY) in the field provided.

d. Update the LEASE END DT, using or entering the date (MM/DD/YYYY) in the field provided.

6. Select Update. *The **View the Asset Update Transaction Status** page appears.*

OR

Select the Contract tab to continue updating the asset.



A. *Verify the STOCK NBR.*

B. *Verify the UI.*

C. *Verify the ITEM DESC.*

D. *Verify the Type Action.*

E. Update the CNTR/PO NBR, entering the revised identifier in the field provided. *This is a 13 alphanumeric character field.*

F. Update the SPIIN, entering the revised identifier in the field provided. *This is a 6 alpha-numeric character field.*

G. Update the CLIN, entering the revised identifier in the field provided. *This is a 4 alpha-numeric character field.*

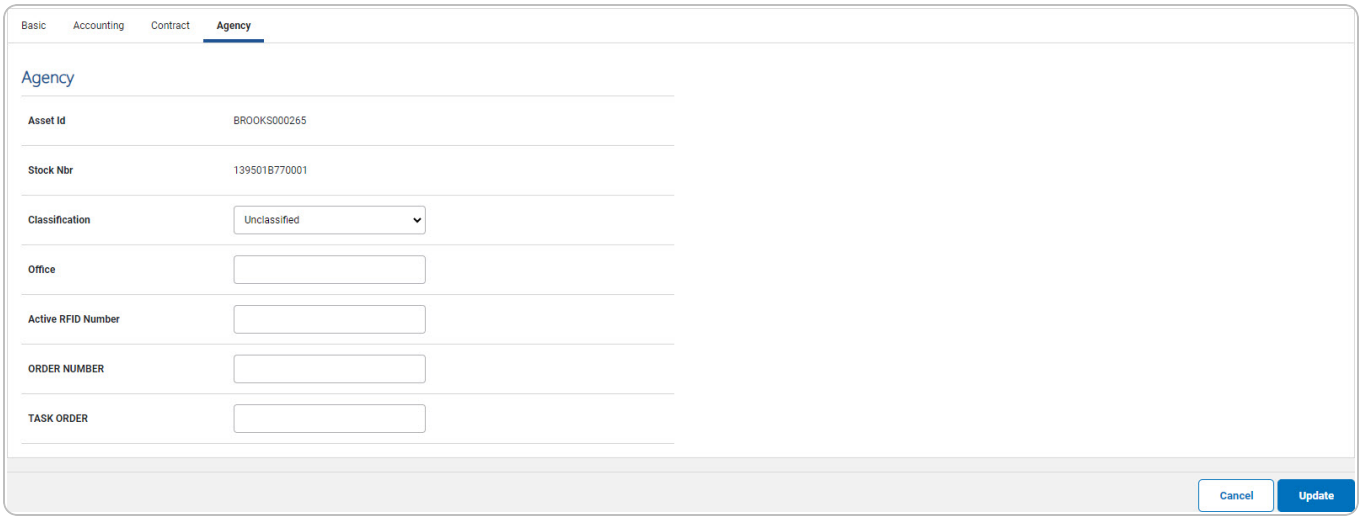
H. Update the SLIN, entering the revised identifier in the field provided. *This is a 2 alpha-numeric character field.*

I. Update the ACRN, entering the revised identifier in the field provided. *This is a 2 alpha-numeric character field.*

7. Select Update. *The **Asset Update Transaction Status** page appears.*

OR

Select the Agency tab to continue updating the asset.



A. *Verify the ASSET ID.*

B. *Verify the STOCK NBR.*

Note

Any additional fields on this tab varies by agency and are not ELMS controlled.

8. Select Update. *The* ***Asset Update Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
408 — Asset Id cannot contain special character(s).	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like $, ! or @ are prohibited.
294 — Asset Id for serial assets cannot begin with Bulk.	Invalid Entry. The End Item Serial or Component radio button was checked, not the Bulk radio button. Either choose a different Asset Id or choose the Bulk radio button.
13 — Mandatory Entry: *Asset Id*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Serial Nbr*.	
13 — Mandatory Entry:	

COND CD.	
13 — Mandatory Entry: *Local RCPT DT.*	
13 — Mandatory Entry: *ORIGL IN SVC DT.*	
13 — Mandatory Entry: *ACQ DT.*	
293 — CNTR/PO NBR is required for ASSET CD "G" = Assets Under Capital Lease.	Missing Entry. The ASSET CD is set such that it requires the CNTR/PO NBR. Enter the CNTR/PO NBR in the field.
195 — SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
270 — Unit Cost must be <$100,000 for bulk managed assets.	Invalid Entry. The total amount of cost for bulk items must be $99,999.99 or less. Re-enter the unit price.
302 — ACTIVATION DT must be > or = to ACQ DT.	Invalid Entry. The ACQ DT must be the same as or before the ACTIVATION DT. Re-enter the ACTIVATION DT.
750 — Cost Center does not	Invalid Entry. The entered Cost Center is not cur-

exist.	rently in the system. Enter a valid Cost Center.
749 — Cost Center invalid for cost center type.	Invalid Entry. The type of cost center entered does not match the type of cost center expected (OWNG, FNDNG, DEPRN, etc.). Enter a valid cost center.
751 — Cost Center is either frozen or outside of date range.	Invalid Entry. The cost center entered is not currently available. Enter a valid cost center.
341 — CMPN ACQ COST is > End Item ACQ COST.	Invalid Entry. The embedded total cost is more than the overall total cost. Enter the ACQ COST again.

Related Topics

- Search for an Asset Update — Criteria
- Search for an Asset Update — Results
- Select Asset Update Rows
- Update the Price Asset Details
- Update the Loan Asset Details
- Update the Stock Nbr Asset Details
- Update the Mass Assets Details
- View the Asset Update Transaction Status
- Export an Asset Update Report
- View the Asset Details
- Add an Attachment

Asset Update Loan Update

Overview

The Asset Update Loan Update process allows editing of the Loan information for an asset or multiple assets.
There are primarily two types of Loans: Within ELMS and Outside ELMS.
All loans within ELMS should utilize a Department of Defense Activity Address Code (DoDAAC); however, there may be some instances where a Government Activity may use a Commercial and Government Entity Code (CAGE Cd).
Loans outside ELMS may use a DoDAAC or a CAGE Cd.
There are five types of Loan Codes:

- **C — Out on Loan to a Non-Government Activity**
  The asset is not currently in the property book; it is being loaned outside of the DoD.
- **G — Government Owned**
  The asset is currently in the property book; it is not out on loan. *The natural state of the asset.*
- **L — In on Loan from a Government Activity**
  The asset is currently in the property book; it is on loan from elsewhere in the DoD. *This Loan Code is not editable from this screen.*
- **M — Out on Loan to a Government Activity**
  The asset is not currently in the property book; it is being loaned from elsewhere within the DoD.
- **N — In on Loan from a Non-Government Activity**
  The asset is currently in the property book; it is on loan from outside of the DoD. *This Loan Code is not editable from this screen.*

Note

The Loan Update process is available only for End Items. It is **not** available for Components or Bulk Items.

Navigation

Asset Management > Update > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Continue > ○ Loan Update > Continue > Asset Update Loan Update page

Page Fields

The following fields display on the **Asset Update Loan Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
xxxx	Select "Update" button to revise selected fields in record(s).

Loan Update Grid

Asset Id
Stock Nbr
Loan Cd
Quantity

Loan Change Grid

Loan Code C

Loan Cd *
DoDAAC/CAGE Cd *
Doc Nbr
Asset Sts Cd *
Cntr Nbr *
Cntr Start Dt
Cntr End Dt
Loan Address
Activity Name
Loan Start Dt
Loan End Dt
Loc

Sub Loc
TCN
Shipment ID*
Shipment Dt *
Estimated Shipment Dt
Mode of Shipment

Loan Code G

Loan Cd *
DoDAAC/CAGE Cd *
Doc Nbr
Asset Sts Cd *
Loc
Sub Loc
TCN
Shipment Dt *
Estimated Shipment Dt
Mode of Shipment

Loan Code L

Loan Cd *
DoDAAC/CAGE Cd *
Doc Nbr
Asset Sts Cd *
Loan Address
Activity Name
Loan Start Dt
Loan End Dt
Loc
Sub Loc
TCN
Shipment Dt *
Estimated Shipment Dt
Mode of Shipment

Loan Code M

Loan Cd *
DoDAAC/CAGE Cd *
Doc Nbr
Asset Sts Cd *

Loan Address
Activity Name
Loan Start Dt
Loan End Dt
Loc
Sub Loc
TCN
Shipment Dt *
Estimated Shipment Dt
Mode of Shipment

Loan Code N

Loan Cd *
DoDAAC/CAGE Cd *
Doc Nbr
Asset Sts Cd *
Loan Address
Activity Name
Loan Start Dt
Loan End Dt
Loc
Sub Loc
TCN
Shipment Dt *
Estimated Shipment Dt
Mode of Shipment

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update the Loan Information for an Asset

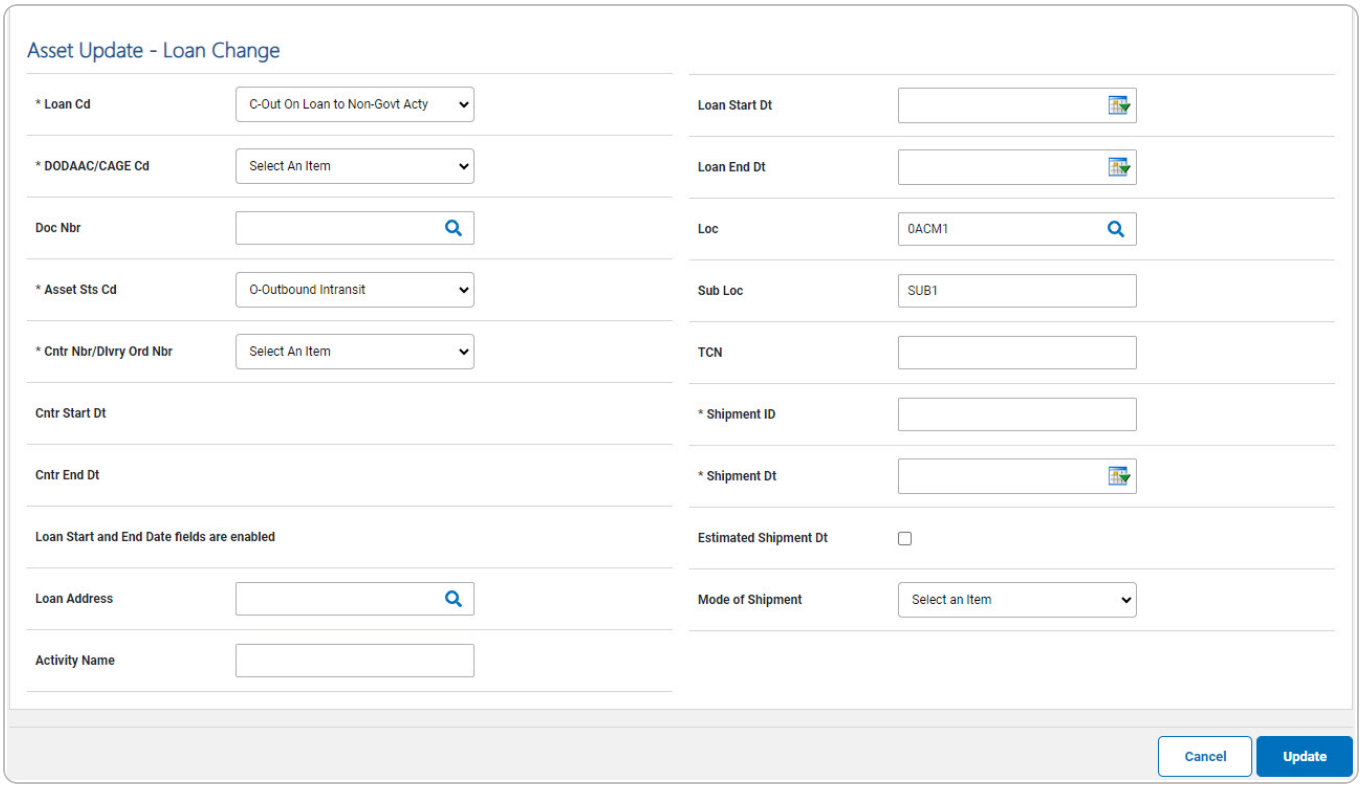
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

Note

The **LOAN CD** selected from the drop-down list determines the data fields displayed on the page.

1. From the Selected Rows page, select Continue. *The **Asset Update Loan Update** page appears.*
2. *Verify the ASSET ID.*
3. *Verify the STOCK NBR.*
4. *Verify the LOAN CD.*
5. *Verify the Quantity.*
6. *Depending upon the LOAN CD above, the fields are different:*

Loan Code C — Out on Loan to Non-GOVT ACTY



A. Update the Loan Cd, using to select the desired code.

B. Update the DoDAAC/CAGE Cd, using to select the desired code.

C. Update the DOC NBR, using to browse for the revised number. *This is a 14 alpha-numeric character field.*

Document Number Browse

D. Update the Asset Sts Cd, using to select the desired code.

E. Update the Cntr Nbr, using to select the desired identifier.

F. *Verify the CNTR START DT.*

G. *Verify the CNTR END DT.*

H. Update the Loan Address, using to browse for the revised address. *This is a 35 alpha-numeric character field.*

Address Browse

I. Update the Activity Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

J. Update the LOAN START DT, using or entering the date (MM/DD/YYYY) in the field provided.

K. Update the LOAN END DT, using or entering the date (MM/DD/YYYY) in the field provided.

L. Update the LOC, using to browse for the revised entry. *This is a 20 alphanumeric character field.*

Location Browse

M. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alpha-numeric character field.*

N. Update the TCN, entering the revised location in the field provided. *This is a 40 alpha-numeric character field.*

O. Enter the SHIPMENT ID in the field provided. *This is a 30 alphanumeric character field.*

Helpful Tip

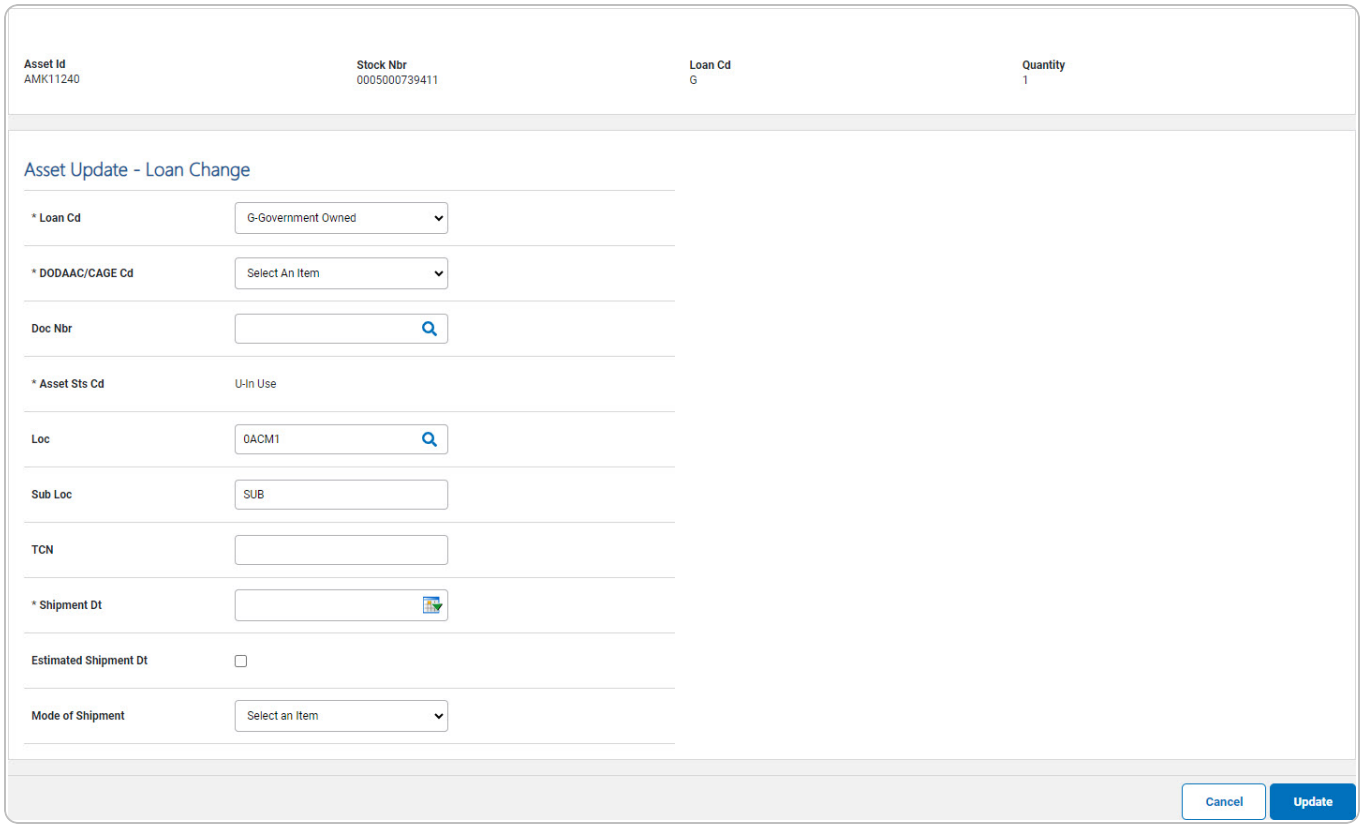
To transmit information to the GFP module in PIEE, a new SHIPMENT ID is required. It is recommended to use a carrier-provided tracking number, if applicable.

P. Update the SHIPMENT DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Verify the Estimated SHIPMENT DT contains the appropriate ☑ or ☐. *This specifies the SHIPMENT DT is not an exact date.*

R. Update the Mode of Shipment, using to select the desired method.

Loan Code G — Government Owned



A. Update the Loan Cd, using ⌄ to select the desired code.

B. Update the DoDAAC/CAGE Cd, using ⌄ to select the desired code.

C. Update the DOC NBR, using 🔍 to browse for the revised number. *This is a 14 alpha-numeric character field.*

Document Number Browse

D. *Verify the ASSET STS CD.*

E. Update the LOC, using 🔍 to browse for the revised entry. *This is a 20 alphanumeric character field.*

Location Browse

F. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alpha-numeric character field.*

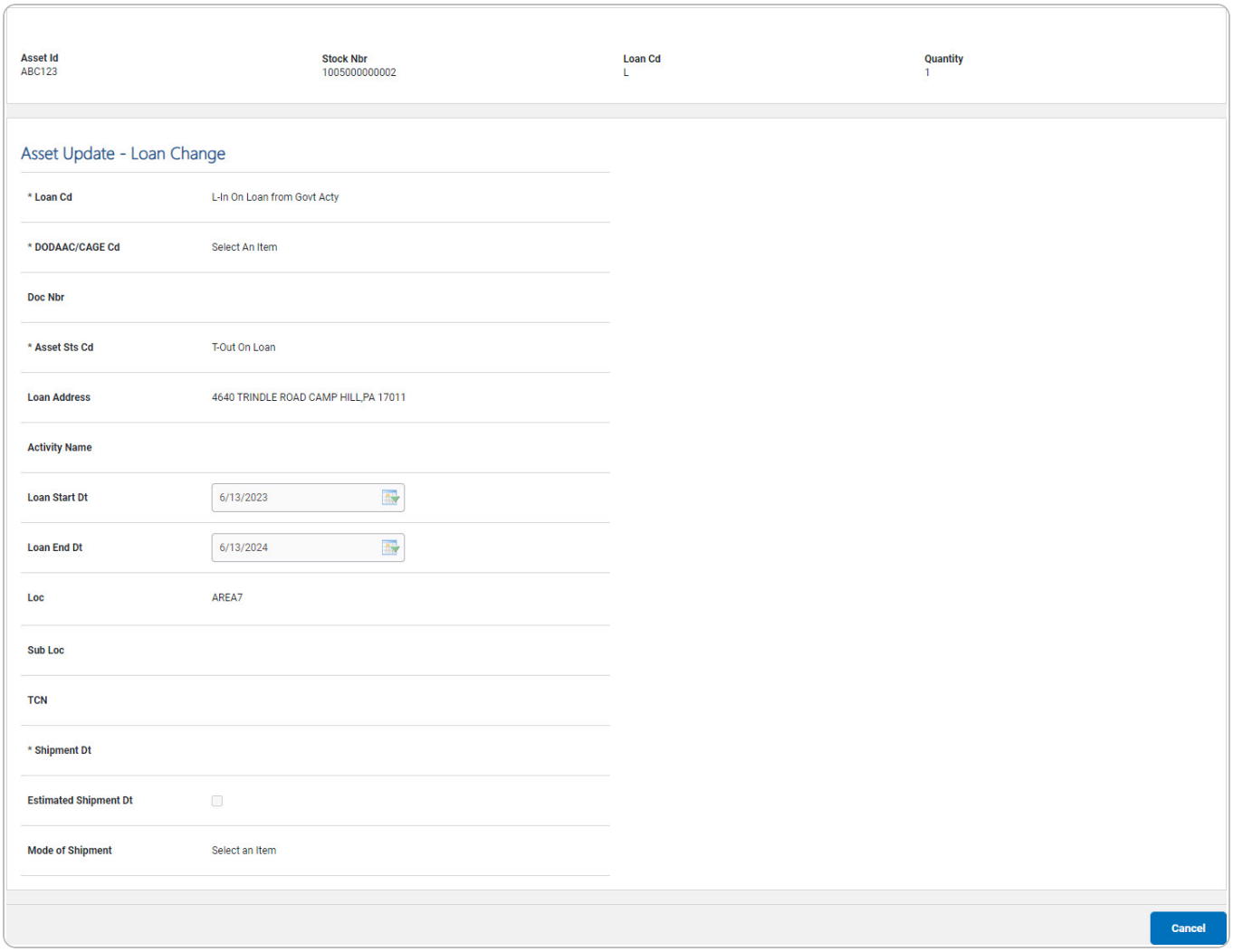
G. Update the TCN, entering the revised location in the field provided. *This is a 40 alpha-numeric character field.*

H. Update the SHIPMENT DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

I. Verify the EST SHIPMENT DT contains the appropriate ☑ or ☐. *This specifies the SHIPMENT DT is not an exact date.*

J. Update the Mode of Shipment, using ⌄ to select the desired method.

Loan Code L — In on Loan from a Govt Acty



A. *Verify the Loan Cd.*

B. *Verify the DoDAAC / CAGE Cd.*

C. *Verify the Doc Nbr.*

D. *Verify the Asset Sts Cd.*

E. *Verify the Loan Address.*

F. *Verify the Activity Name.*

G. *Verify the Loan Start Dt.*

H. *Verify the Loan End Dt.*

I. *Verify the Loc.*

J. *Verify the SUB LOC.*

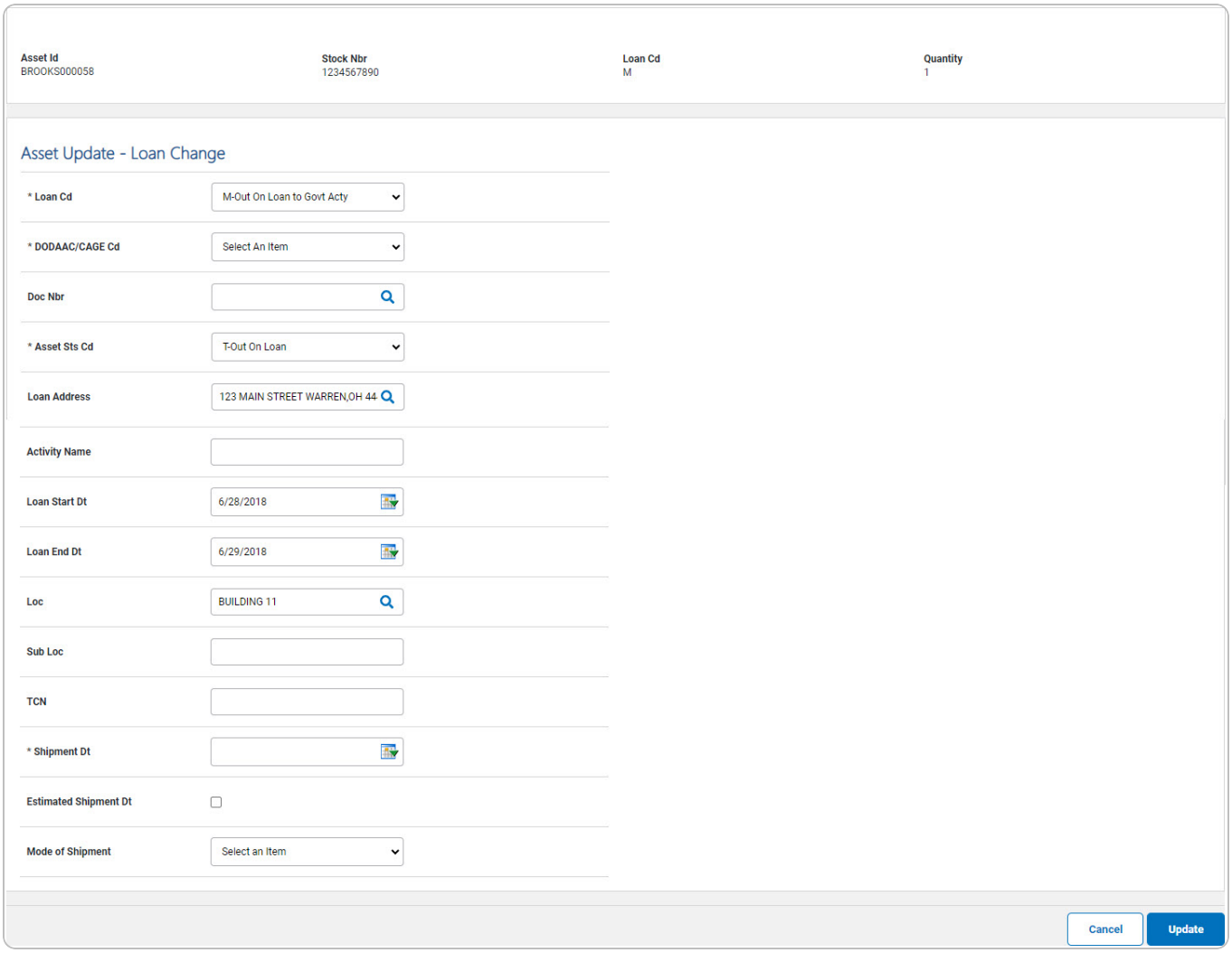
K. *Verify the TCN.*

L. *Verify the SHIPMENT DT.*

M. *Verify the Estimated SHIPMENT DT.*

N. *Verify the Mode of Shipment.*

Loan Code M — Out on Loan to GOVT ACTY



A. Update the Loan Cd, using to select the desired code.

B. Update the DoDAAC/CAGE Cd, using to select the desired code.

C. Update the DOC NBR, using to browse for the revised number. *This is a 14 alpha-numeric character field.*

Document Number Browse

D. Update the Asset Sts Cd, using to select the desired code.

E. Update the Loan Address, using to browse for the revised address. *This is a 35 alpha-numeric character field.*

Address Browse

F. Update the Activity Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

G. Update the LOAN START DT, using or entering the date (MM/DD/YYYY) in the field provided.

H. Update the LOAN END DT, using or entering the date (MM/DD/YYYY) in the field provided.

I. Update the LOC, using to browse for the revised entry. *This is a 20 alphanumeric character field.*

Location Browse

J. Update the SUB LOC, entering the revised location in the field provided. *This is a 20 alpha-numeric character field.*

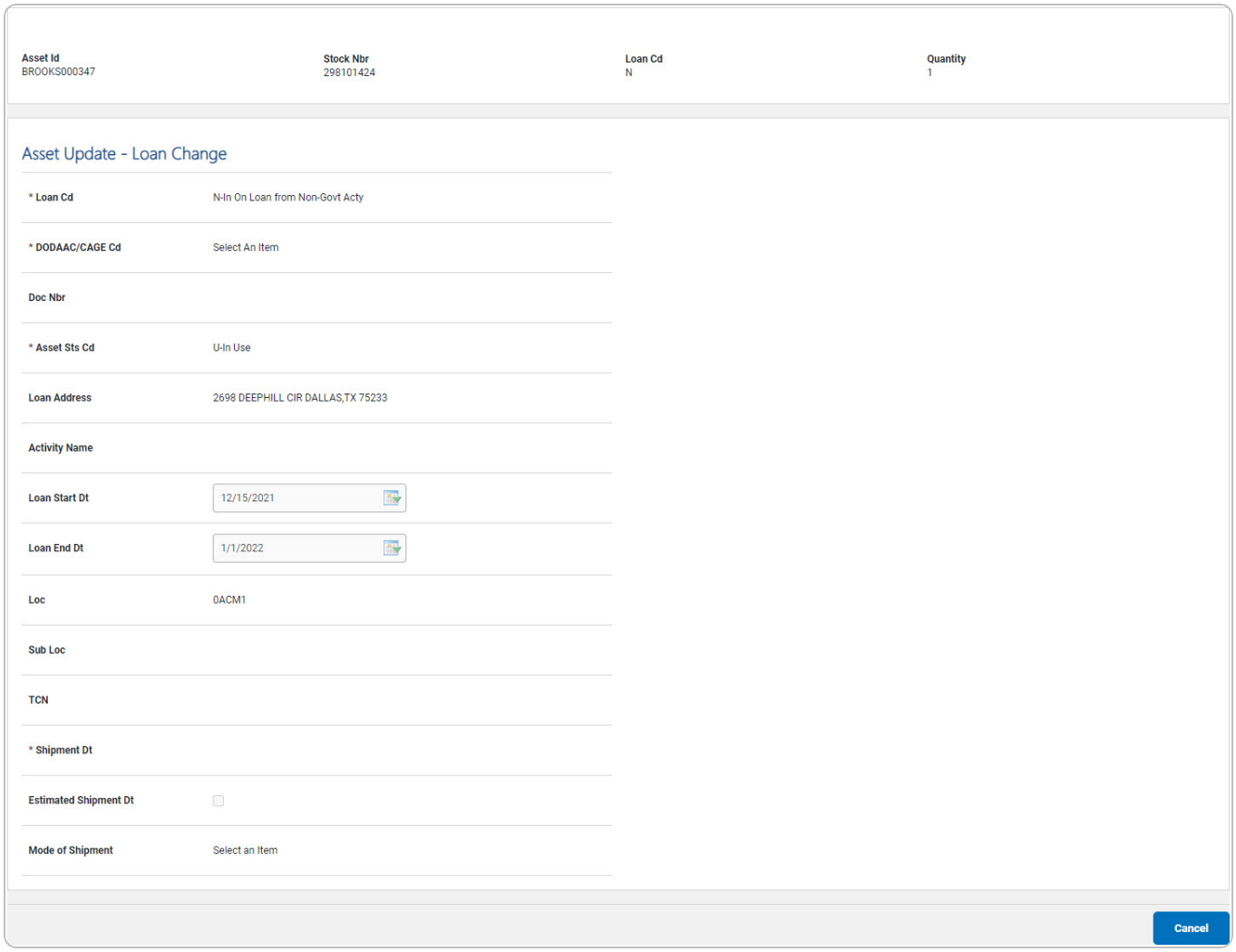
K. Update the TCN, entering the revised location in the field provided. *This is a 40 alpha-numeric character field.*

L. Update the SHIPMENT DT, using or entering the date (MM/DD/YYYY) in the field provided.

M. Verify the Estimated SHIPMENT DT contains the appropriate ☑ or ☐. *This specifies the SHIPMENT DT is not an exact date.*

N. Update the Mode of Shipment, using to select the desired method.

Loan Code N — In on Loan from a Non-Govt Acty



A. *Verify the Loan Cd.*

B. *Verify the DoDAAC / CAGE Cd.*

C. *Verify the Doc Nbr.*

D. *Verify the Asset Sts Cd.*

E. *Verify the Loan Address.*

F. *Verify the Activity Name.*

G. *Verify the Loan Start Dt.*

H. *Verify the Loan End Dt.*

I. *Verify the Loc.*

J. *Verify the SUB LOC.*

K. *Verify the TCN.*

L. *Verify the SHIPMENT DT.*

M. *Verify the Estimated SHIPMENT DT.*

N. *Verify the Mode of Shipment.*

7. Select Update. *The* ***Asset Update Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
423 — One or more selected row(s) does not have an assigned, recorded, and tagged UII.	Invalid Entry. A UII must be associated with the asset(s) for the Loan Change to occur. Double-check the identifiers of the assets, and try again.
13 — Mandatory Entry: *DODAAC / CAGE CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *DOC NBR*.	
13 — Mandatory Entry: *Loan Address*.	
13 — Mandatory Entry: *LOAN START DT*.	

13 — Mandatory Entry: *Loan End Dt*.	
13 — Mandatory Entry: *Mode of Shipment*.	
121 — Loan/Lease End Date must be > Start Date.	Invalid Entry. The Loan Start Dt / Lease Start Dt must be earlier than the Loan End Dt / Lease End Dt. Re-enter the dates again.
xxx — Screen is locked - asset cannot be loaned out by any loan custodian.	Invalid Entry. This asset is already in on loan, and must remain here. Choose another asset to loan out.
432 — Asset is already out On Loan through ELMS.	Invalid Entry. This asset cannot be loaned out, as it is already out on loan. Choose another asset to loan out.
341 — Cmpn Acq Cost is > End Item Acq Cost.	Invalid Entry. The embedded total cost is more than the overall total cost. Enter the Acq Cost again.

Related Topics

- Search for an Asset Update — Criteria
- Search for an Asset Update — Results
- Select Asset Update Rows
- Update the Basic Asset Details
- Update the Price Asset Details
- Update the Stock Nbr Asset Details
- Update the Mass Assets Details
- View the Asset Update Transaction Status
- Export an Asset Update Report

- View the Asset Details
- Add an Attachment

Asset Update Mass Update

Overview

The Asset Update Mass Update process allows editing of multiple records.

Note

To perform a Mass Accounting Update action, all selected rows must have matching Stock Number and Fund Code/Allotment Serial Number.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Asset Management > Update > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > ○ Mass Update > Continue > Asset Update Mass Update page

Page Fields

The following fields display on the **Asset Update Mass Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.

37	For Multi row process, type the word "Delete" in the field(s) to delete the value(s) in the database.
78	Enter a "DOC NBR" or select the "DOC NBR" browse button to either view or generate a new DOC NBR.
xxxx	Select "Update" button to revise selected fields in record(s).
279	Select "Attachments" to view an Attachment
379	To update selected field(s) in record(s), use the Update button on the Mass Update tab.

Mass Update Tab

Stock Nbr
Doc Nbr
Oblign Doc Nbr
Loc
Sub Loc
Cond Cd
Sys Id
Cntr/PO Nbr
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
Trading Partner Nbr
Trading Dept Cd
Trading Basic Symbol
Trading Subhead
LOA
Attachments

Remarks
History Remarks

Agency Tab

Asset Id
Stock Nbr

Procedures

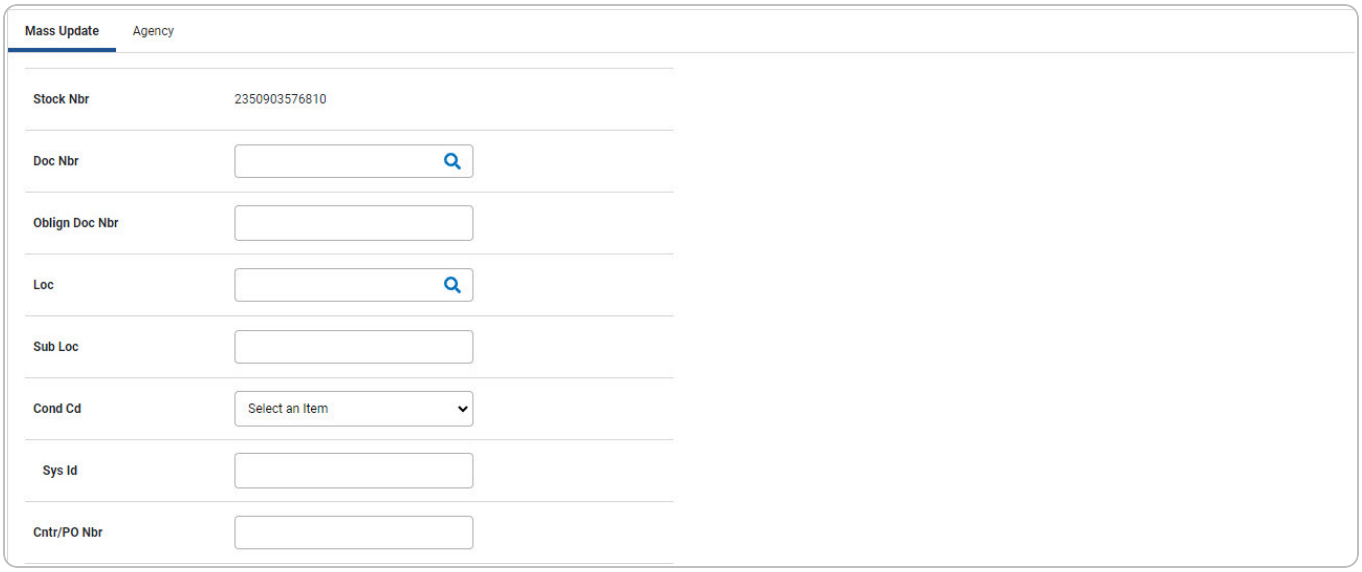
ELMS Navigation Helpful Tips

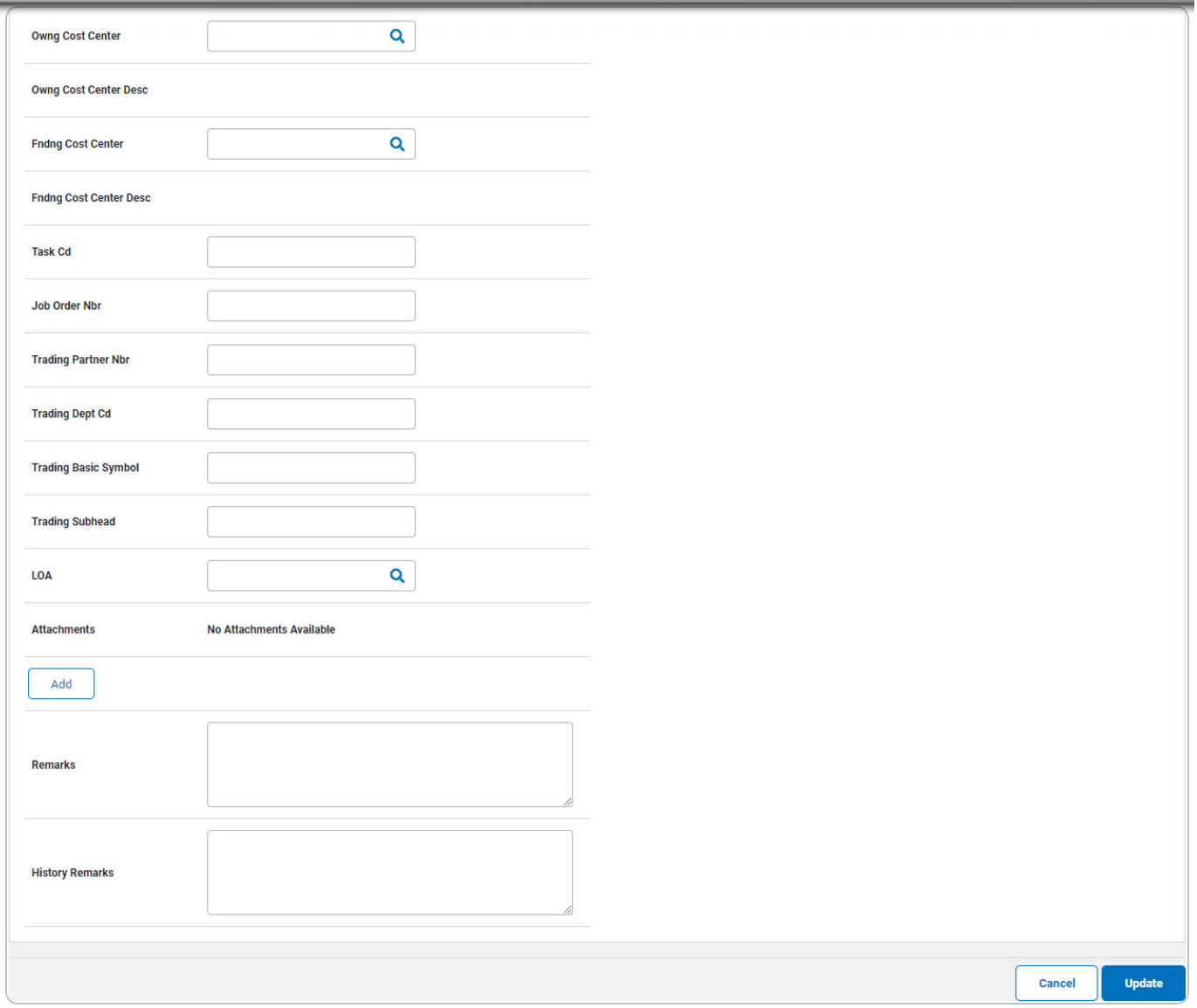
Click the following link to display PA Navigation Tips.

Update Multiple Records

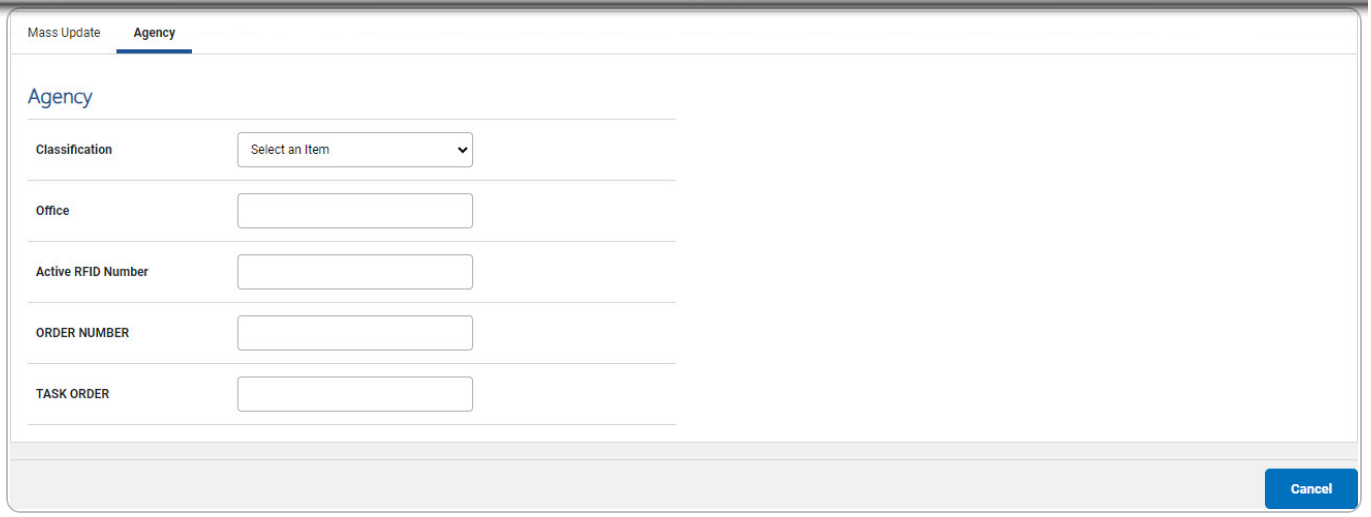
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. From the **Selected Rows** page, select Continue. *The* ***Asset Update Mass Update*** *page appears.*
2. Update the fields in the Mass Update Tab.





3. Update the fields in the Agency tab.



Note

Any fields on this tab varies by agency and are not ELMS controlled.

4. Select Update. *The* ***View the Asset Update Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
317 — Bulk Qty Chg requires a Chg to one of the following: Stk Nbr, Mfr, Lot Nbr, Loc, Sub Loc, Sys Id, Loan or Lease Cd.	Invalid Entry. A partial bulk quantity was entered without changing any other fields. Change one of the listed fields (Stk Nbr, Mfr, Lot Nbr, Loc, Sub Loc, Sys Id, Loan or Lease Cd) and try again.
143 — Selection of Action button is required.	Invalid Entry. The button must be selected to process the changes. Select the button.

341 — CMPN ACQ COST is > End Item ACQ COST.	Invalid Entry. The embedded total cost is more than the overall total cost. Enter the ACQ COST again.

Related Topics

- Search for an Asset Update — Criteria
- Search for an Asset Update — Results
- Select Asset Update Rows
- Update the Basic Asset Details
- Update the Price Asset Details
- Update the Stock Nbr Asset Details
- Update the Loan Asset Details
- View the Asset Update Transaction Status
- Export an Asset Update Report
- View the Asset Details
- Add an Attachment

Asset Update Price Update

Overview

The Asset Update Price Update process allows editing of the Acquisition Cost of an asset due to an error or a revaluation.

Navigation

Asset Management > Update > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Continue > ○ Price Update > Continue > Asset Update Price Update page

Page Fields

The following fields display on the **Asset Update Price Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
xxxx	Select "Update" button to revise selected fields in record(s).

Price Update Grid

Asset Id
Stock Nbr
Cost Correction
Asset Revaluation

End Item Serial & Bulk

Acq Cost

Component

Cost
Cost Embedded

Cptl Cd *
Total Cost
Remarks
History Remarks *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update the Asset Price

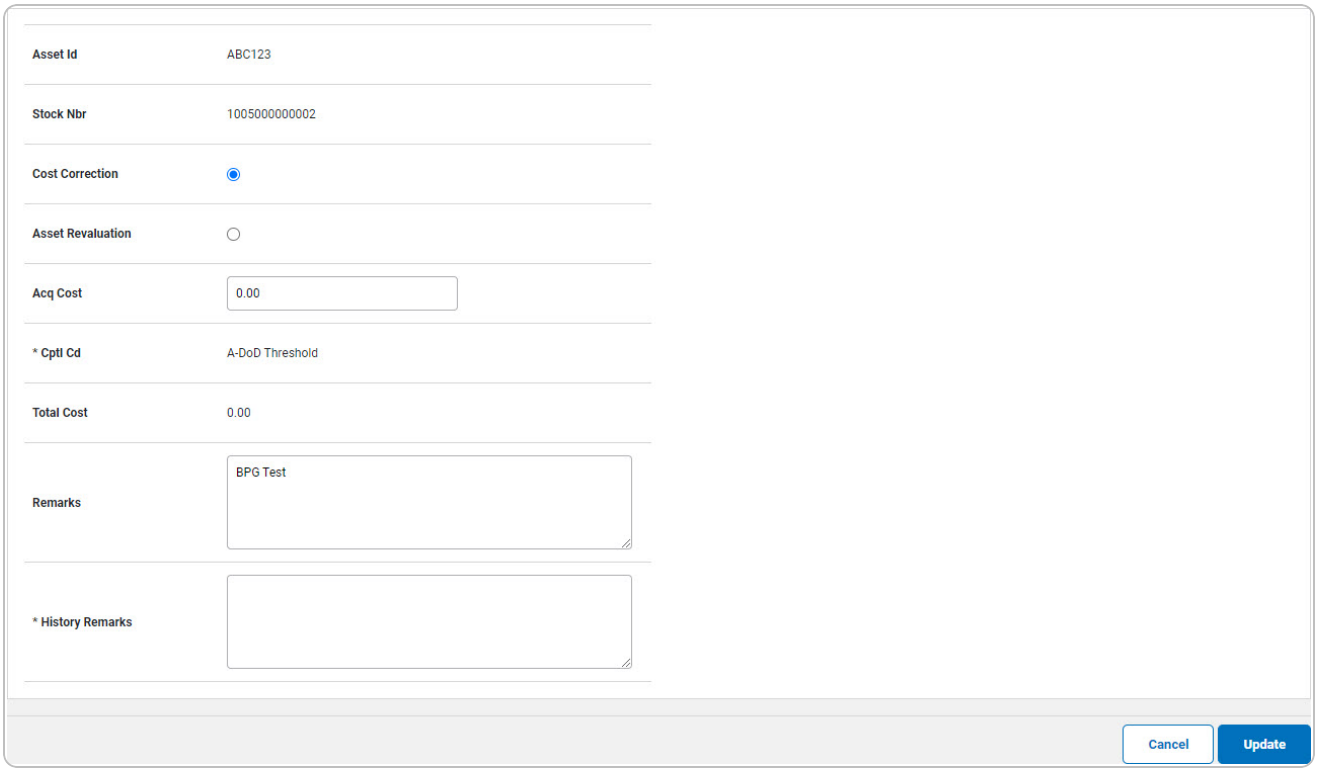
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

1. From the Selected Rows page, select Continue. *The **Asset Update Price Update** page appears.*
2. *Verify the ASSET ID.*
3. *Verify the STOCK NBR.*
4. Select ☐ Cost Correction if the asset price was originally entered incorrectly.

   OR

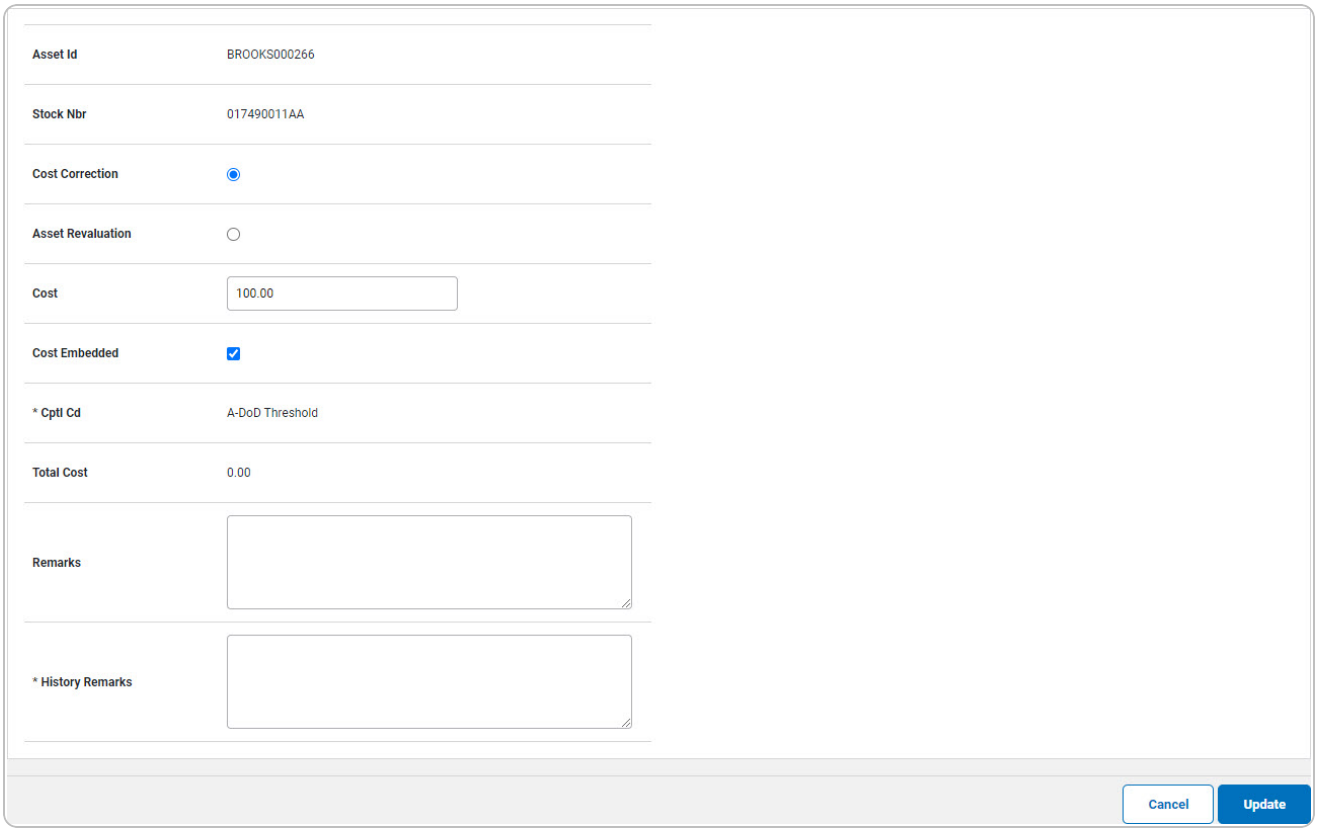
   Select ☐ Asset Revaluation if the asset price has changed since it was entered.

End Item Serial



A. Update the ACQ COST, entering the revised amount in the field provided. *This is a 15 numeric character field.*

Component



A. Update the Cost, entering the revised amount in the field provided. *This is a 15 numeric character field.*

B. Verify the Cost Embedded contains the appropriate ☑ or ☐. *This specifies Cost of the Component is already factored into the overall Cost of the Higher Assemblage.*

5. Update the Cptl Cd, using ☑ to select the desired code.

6. *Verify the Total Cost.*

7. Enter the Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

8. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

9. Select Update. *The **View the Asset Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
283 — The ACQ COST difference from CTLG UNIT PRICE is: $xxxx.xx.	Invalid Entry. The difference between the CTLG UNIT PRICE and the ACQ COST is the specified amount. Double-check the amounts.
13 — Mandatory Entry: *CPTL CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *History Remarks*.	
284 — The variance is: xx%.	Invalid Entry. The percentage difference between the two amounts is the specified amount. Double-check the entered amounts.
285 — The current Cost Variance Minimum threshold is: xx%.	Invalid Entry. The minimum percentage difference between the two amounts is the specified amount, which is larger than the current variance amount. Double-check the entered amounts.
287 — If ACQ COST is correct select "Continue" or enter the correct ACQ COST to Continue.	Invalid Entry. Double-check the entered amounts. If the entered amounts are correct, select Continue. If they are incorrect, enter the correct amount.

286 — The current Cost Variance Maximum threshold is: xx%.	Invalid Entry. The maximum percentage difference between the two amounts is the specified amount, which is smaller than the current variance amount. Double-check the entered amounts.
271 — Asset Cd is not valid for Stock Nbr.	Invalid Entry. The entered Stock Nbr does not match the entered Asset Cd. Enter the Asset Cd again.
341 — Cmpn Acq Cost is > End Item Acq Cost.	Invalid Entry. The embedded total cost is more than the overall total cost. Enter the Acq Cost again.

Related Topics

- Search for an Asset Update — Criteria
- Search for an Asset Update — Results
- Select Asset Update Rows
- Update the Basic Asset Details
- Update the Loan Asset Details
- Update the Stock Nbr Asset Details
- Update the Mass Assets Details
- View the Asset Update Transaction Status
- Export an Asset Update Report
- View the Asset Details
- Add an Attachment

Asset Update Stock Number Update

Overview

The Asset Update Stock Number Update process allows editing of the document number, stock number, manufacturer data, and authorizations (where applicable) assigned to assets.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Asset Management > Update > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Continue > ○ STOCK NBR Update > Continue > Asset Update Stock Number Update page

Page Fields

The following fields display on the **Asset Update Stock Number Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
xxxx	Select "Update" button to revise selected fields in record(s).

Selected Assets Grid

Asset Id
Serial Nbr
Stock Nbr
Custodian Nbr

Original Values Grid *(not for Mass Updates)*

Asset Id
Stock Nbr
LIN/TAMCN
Quantity

Document Number Grid

Doc Nbr

Stock Number Grid

Stock Nbr
Type Asset Cd
Asset Cd

Manufacturer Data Grid

Mfr Data
Non-Actbl
Mfr Name
Mfr Part Nbr
Mfr Model Nbr
CAGE Cd
Mfr Yr
Catalog Pilferable
Asset Pilferable

Procedures

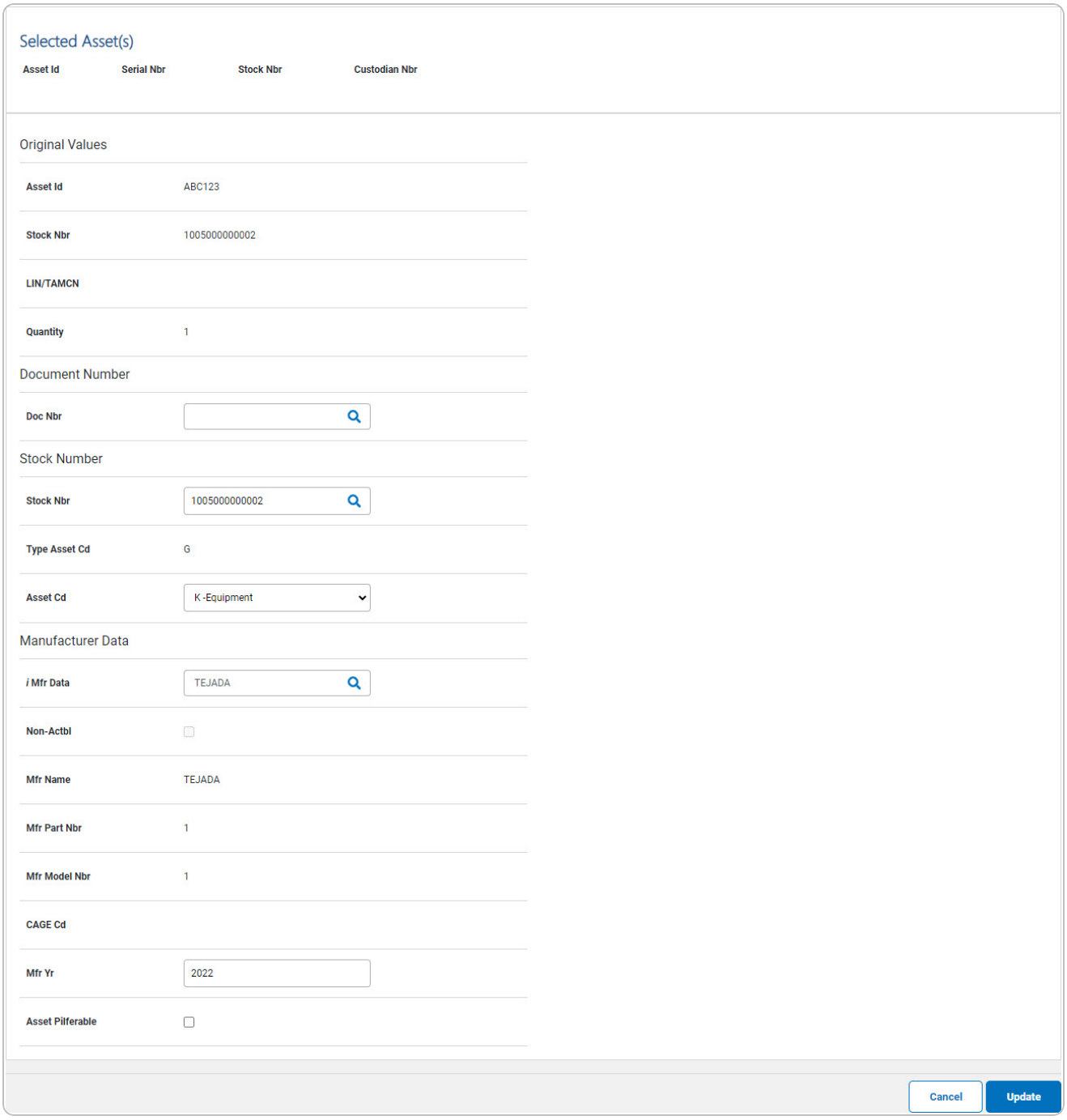
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update the Stock Number Data

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

1. From the Selected Rows page, select Continue. *The* ***Asset Update Stock Number Update*** *page appears.*



2. Review the fields in the Selected Assets grid:.

A. *Verify the ASSET ID.*

B. *Verify the SERIAL NBR.*

C. *Verify the STOCK NBR.*

D. *Verify the CUSTODIAN NBR.*

3. Review the fields in the Original Values grid:.

A. *Verify the ASSET ID.*

B. *Verify the STOCK NBR.*

C. *Verify the LIN/TAMCN.*

D. *Verify the Quantity.*

4. Review the field in the Document Number grid:.

A. Update the DOC NBR, using to browse for the revised number. *This is a 14 alpha-numeric character field.*

Document Number Browse

5. Review the fields in the Stock Number grid:

A. Update the STOCK NBR, using to browse for the revised number. *This is a 15 alpha-numeric character field.*

Stock Number Browse

B. *Verify the TYPE ASSET CD.*

C. Update the Asset Cd, using to select the desired code.

6. Review the fields in the Manufacturer Data grid:.

A. Update the MFR DATA, using or to assist with the revised name. *This is a 36 alphanumeric character field.*

Manufacturer Data Browse

B. Verify the NON-ACTBL contains the appropriate or . *This specifies the asset is not worth enough or lasts long enough to be accountable.*

C. *Verify the MFR NAME.*

D. *Verify the MFR PART NBR.*

E. *Verify the MFR MODEL NBR.*

F. *Verify the CAGE CD.*

G. Update the MFR YR, entering the revised year in the field provided. *This is a 4 numeric character field.*

H. *Verify the Catalog Pilferable.*

I. Verify the Asset Pilferable contains the appropriate ☑ or ☐. *This specifies the asset is small enough that it can be easily stolen.*

7. Select Update. *The **View the Asset Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
362 — MFR DATA does not match data assigned to selected STOCK NBR. Update "MFR DATA".	Invalid Entry. The Stock Number does not match the Manufacturer Data entered. Enter the MFR DATA again.
342 — Enter year > 1699	Invalid Date Entry. The year is earlier than the first year of the system. Enter a year that the system recognizes.
343 — Entry exceeds maximum year allowed, current year + 2.	Invalid Date Entry. The year entered is too far into the future. Enter a year that is no more than 2 years after the current year.
341 — CMPN ACQ COST is > End Item ACQ COST.	Invalid Entry. The embedded total cost is more than the overall total cost. Enter the ACQ COST again.

Related Topics

- Search for an Asset Update — Criteria
- Search for an Asset Update — Results

- Select Asset Update Rows
- Update the Basic Asset Details
- Update the Price Asset Details
- Update the Loan Asset Details
- Update the Mass Assets Details
- View the Asset Update Transaction Status
- Export an Asset Update Report
- View the Asset Details
- Add an Attachment

View the Asset Update Transaction Status

Overview

The Asset Update Transaction Status Transaction Status page displays a verification of the add or update transaction performed.

Navigation

Asset Management > Update > Search Criteria > *Various Procedural Steps* > Asset Update Transaction Status page

Page Fields

The following fields display on the **Asset Update Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

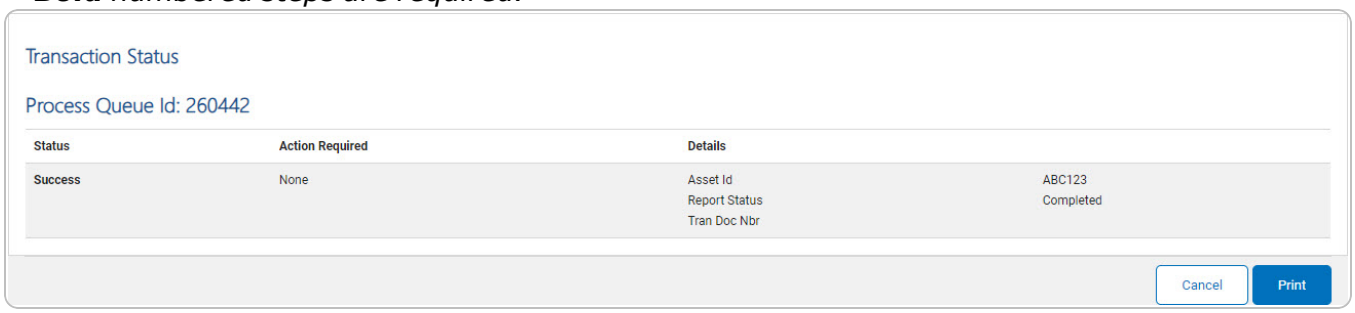
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Asset Update Transaction Status

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



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The* ***Export an Asset Update Report*** *page appears.*
- Select Cancel. *The* ***Search for an Asset Update — Criteria*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for an Asset Update — Criteria
- Search for an Asset Update — Results
- Select Asset Update Rows
- Update the Basic Asset Details

- Update the Price Asset Details
- Update the Loan Asset Details
- Update the Stock Nbr Asset Details
- Update the Mass Assets Details
- Export an Asset Update Report
- View the Asset Details
- Add an Attachment

Export an Asset Update Report

Overview

The Export an Asset Update Report page provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > Update > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Asset Update Report Export page

Page Fields

The following fields display on the **Asset Receiving Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

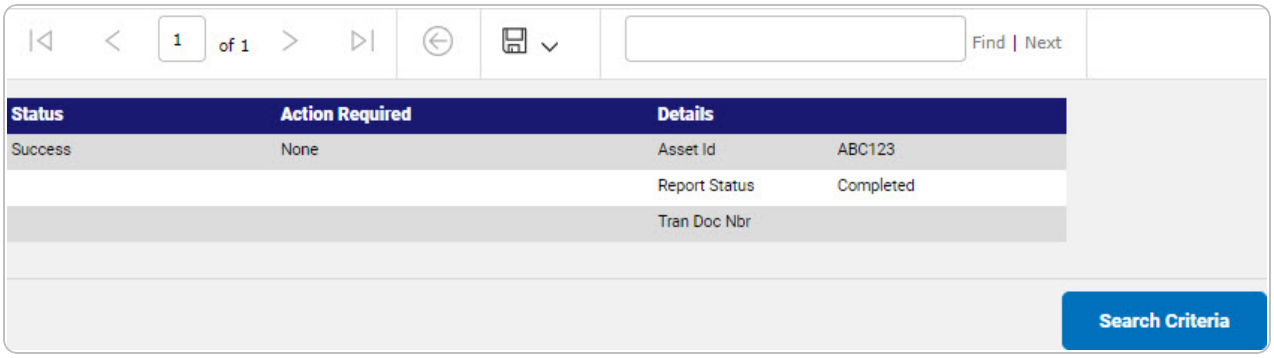
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Update Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Search for an Asset Update — Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

xxxx — Unable to get off page.	Select Search Criteria. *The **Search for an Asset Update — Criteria** page appears.*

Related Topics

- Search for an Asset Update — Criteria
- Search for an Asset Update — Results
- Select Asset Update Rows
- Update the Basic Asset Details
- Update the Price Asset Details
- Update the Loan Asset Details
- Update the Stock Nbr Asset Details
- Update the Mass Assets Details
- View the Asset Update Transaction Status
- View the Asset Details
- Add an Attachment

Search For a Custodian — Criteria

Overview

The Property Accountability module Custodian process provides the ability to manage individuals assigned as being responsible for property assets for a specific area. The Custodian Search Criteria page begins the process and provides means to search for existing Custodian Number records and create new records.

When creating a new Custodian Number record, be sure to adhere to the following rules:

- Use up to 6 alphanumeric characters for a MAJ CUSTODIAN NBR.
- Use up to 6 alphanumeric characters for a SUB CUSTODIAN NBR.
- Do not use with a space or special character.
- At least one character must be used.
- If LIN/TAMCN authorizations are available for the UIC, users have the option to assign/unassign Paragraph Numbers to the Custodian.
- A MAJ CUSTODIAN NBR must be created before a SUB CUSTODIAN NBR.
- When adding a MAJ CUSTODIAN NBR, select the Transfer Authority ☑ to grant the Custodian the authority to transfer items.

Navigation

Asset Management > Custodian > Search Criteria

Page Fields

The following fields display on the **Custodian Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
79	If no Search Criteria is entered, search will be performed by UIC.

Search Criteria

Maj Custodian Nbr
Sub Custodian Nbr

Procedures

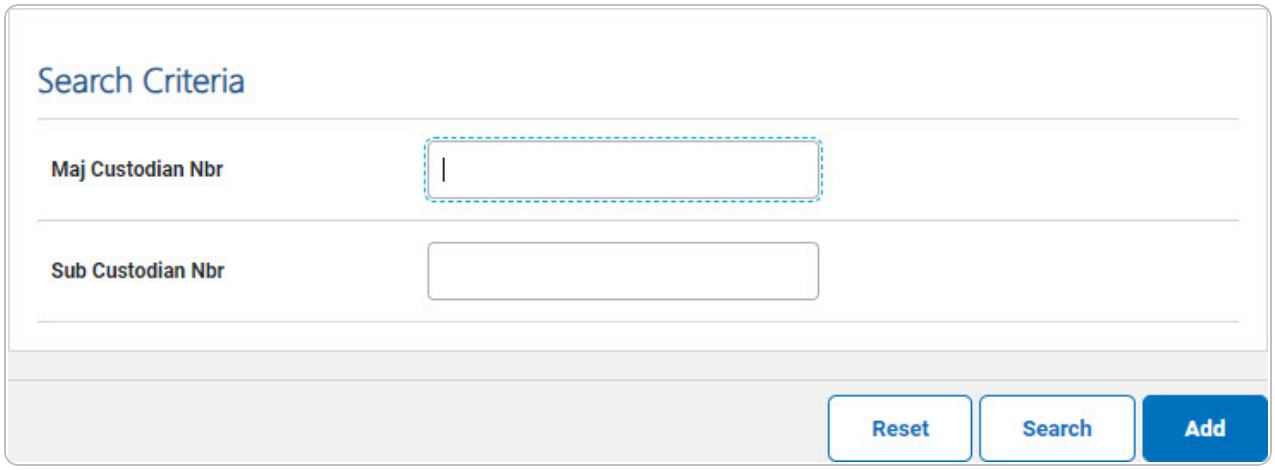
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Existing Custodian

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, narrow the results by entering one of the following optional fields:.



   - Enter the MAJ CUSTODIAN NBR in the field provided.
   - Enter the SUB CUSTODIAN NBR in the field provided.

2. Click Search. *The **Custodian Search Results** page appears.*

Add a New Major Custodian

Selecting Reset *at any point of this procedure clears the fields.* ***Bold*** *numbered steps are mandatory.*

1. Enter the desired MAJ CUSTODIAN NBR. *This is a 6 alphanumeric character field.*

2. Select Add to create the new record. *The* ***Custodian Add*** *page appears.*

Add a New Subordinate Custodian

Selecting Reset *at any point of this procedure clears the fields.* ***Bold*** *numbered steps are mandatory.*

1. Enter the desired MAJ CUSTODIAN NBR. *This is a 6 alphanumeric character field.*

2. Enter the desired SUB CUSTODIAN NBR. *This is a 6 alphanumeric character field.*

3. Select Add to create the new record. *The* ***Custodian Add*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
62 — CUSTODIAN NBR (Maj/Sub) contains special characters or embedded spaces.	Invalid Entry. MAJ CUSTODIAN NBR and SUB CUSTODIAN NBR records cannot use a space or special characters. Remove all spaces and/or special characters.

13 — Mandatory Entry: MAJ CUSTODIAN NBR.	Missing Entry. When attempting to add a Sub Custodian Number, a Major Custodian Number must be established. When attempting to add a Major Custodian Number with no entry, a Major Custodian Number must be established.
154 — CUSTODIAN NBR already exists.	Invalid Entry. The CUSTODIAN NBR Add request already exist within the Logistics Program. Reset page and enter a new Custodian Number.

Related Topics

- Search for a Custodian - Results
- Add a Custodian
- Update a Custodian
- Delete a Custodian
- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- View the Custodian Transaction Status
- Export a Custodian Report

Search For a Custodian — Results

Overview

The Custodian Search Results process displays records from a Custodian search. Custodian records can be updated or deleted from this page.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Custodian > Search Criteria > Search > Custodian Search Results

Page Fields

The following fields display on the **Custodian Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
61	Select "Cancel" to return to Search Criteria page.

Search Criteria

Maj Custodian Nbr
Sub Custodian Nbr

Search Results

Cust Nbr
Cust Name
Office
Loc
Sub Loc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Custodian Number Record

Select the Update hyperlink. *The **Custodian Update** page appears.*

Delete a Custodian Number Record

Select the Delete hyperlink. *The **Custodian Delete** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Delete Action invalid. Custodian record still has assets assigned.	Invalid Deletion. Assets exist on the Custodian record. Assets must be reassigned to a different Custodian record in order to delete this record.

Related Topics

- Search for a Custodian - Criteria
- Add a Custodian
- Update a Custodian

- Delete a Custodian
- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- View the Custodian Transaction Status
- Export a Custodian Report

Add a Custodian

Overview

The Custodian Add process provides the ability to create a MAJ CUSTODIAN NBR or a SUB CUSTODIAN NBR record. A MAJ CUSTODIAN is the person responsible for the equipment and is assigned by the Accountable Property Officer (APO) or Property Administrator (PA). The SUB CUSTODIAN is the person associated with the equipment assigned to the MAJ CUSTODIAN.
If authorizations are tracked down to the Custodian level, there must be a unique Paragraph Number assigned, regardless of the type of authorization.
Follow these rules to create a new Custodian Number record:

- Use up to six alphanumeric characters for a MAJ CUSTODIAN NBR.
- Use up to six alphanumeric characters for a SUB CUSTODIAN NBR.
- Do not use with a space or special character.
- At least one character must be used.
- If LIN/TAMCN authorizations are available for the UIC, users have the option to assign/unassign Paragraph Numbers to the Custodian.
- A MAJ CUSTODIAN NBR must be created before a SUB CUSTODIAN NBR.
- When adding a MAJ CUSTODIAN NBR, select the Transfer Authority ☑ to grant the Custodian the authority to transfer items.

Navigation

Asset Management > Custodian > Search Criteria > Add > Custodian Add page

Page Fields

The following fields display on the **Custodian Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

24	(*) Asterisk identifies mandatory fields.
393	When available, select Add button to create a new record.
61	Select "Cancel" to return to Search Criteria page.

Basic Tab

Maj Custodian Nbr
Sub Custodian Nbr
Custodian Name *
Address 1
Address 2
City
State *
Zip Cd *
Country Cd *
Phone Nbr
DSN
FAX Nbr
E-Mail Address
Office Id
Office Name
Order Dt
Loc
Sub Loc
Transfer Authority
Alt Custodian Name
Alt Phone Nbr
Alt Order Dt
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

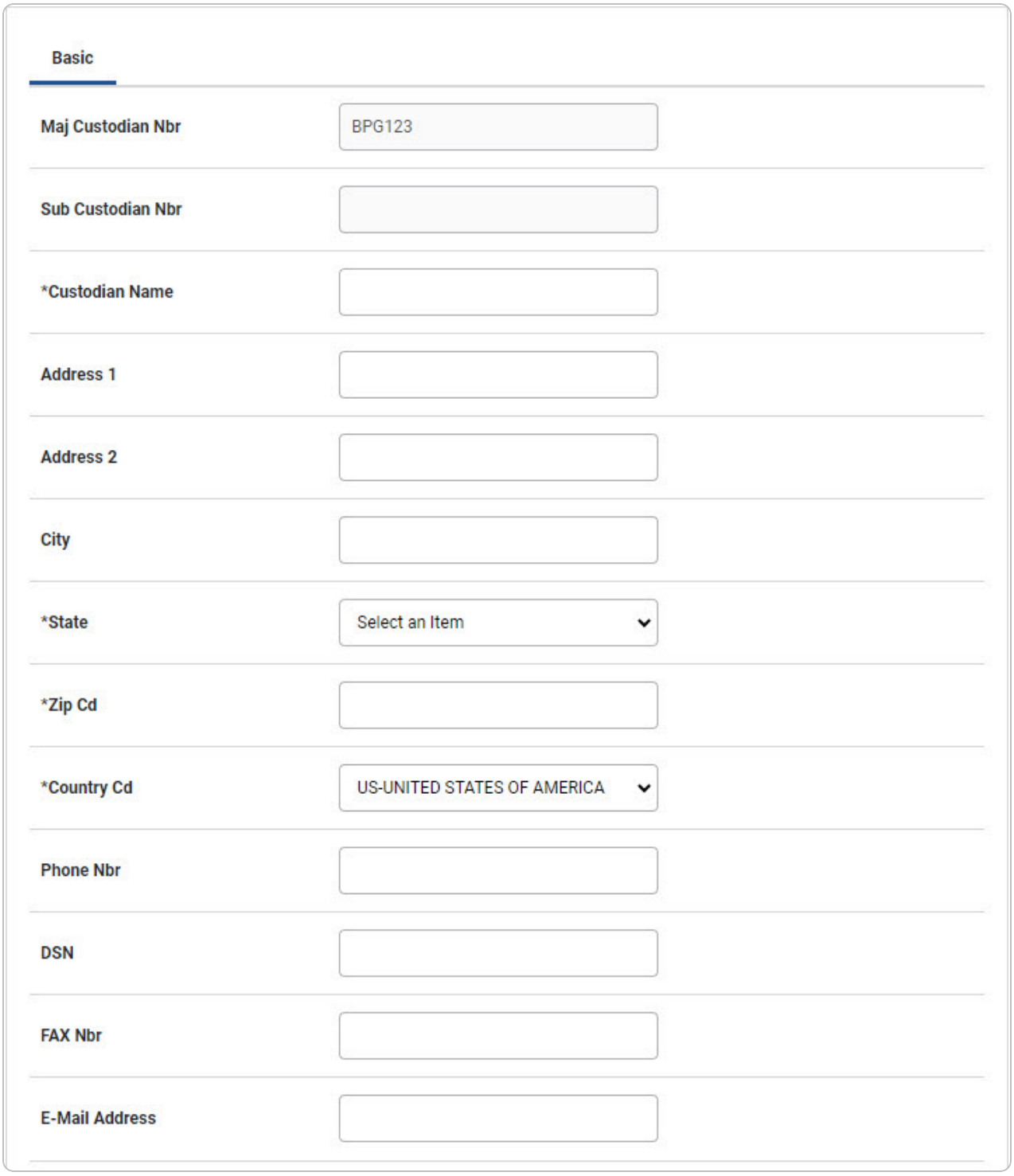
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Maj Custodian Nbr or Sub Custodian Nbr

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

1. Select Add. *The **Custodian Add** page appears.*



Office Id	
Office Name	
Order Dt	
Loc	
Sub Loc	
Transfer Authority	☐
Alt Custodian Name	
Alt Phone Nbr	
Alt Order Dt	
Remarks	
History Remarks	

Cancel Add

2. *The MAJ CUSTODIAN NBR automatically populates and is not editable.*
3. *The SUB CUSTODIAN NBR automatically populates and is not editable.*
4. Enter the Custodian Name in the field provided. *This is a 50 alphanumeric character field.*
5. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*
6. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*
7. Enter the City in the field provided. *This is a 25 alphanumeric character field.*
8. Use to select the State.
9. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*
10. Use to select the COUNTRY CD. *The default is set at "US-UNITED STATES OF AMERICA".*
11. Enter the PHONE NBR in the field provided. *This is a 19 numeric character field.*
12. Enter the DSN in the field provided. *This is an 8 numeric character field.*
13. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
14. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*
15. Enter the Office ID in the field provided. *This is a 11 alphanumeric character field.*
16. Enter the Office Name in the field provided. *This is a 20 alphanumeric character field.*
17. Use to select the ORDER DT, or enter the date (MM/DD/YYYY) in the field provided. *Date must be less than or equal to the present date.*
18. Enter the LOC, or use to browse for the place. *This is a 20 alphanumeric character field.*

    Location Browse
19. Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*
20. Click to select the Transfer Authority. *This grants authority to the Custodian.*
21. Enter the ALT CUSTODIAN NAME in the field provided. *This is a 50 alphanumeric character field.*
22. Enter the ALT PHONE NBR in the field provided. *This is a 19 numeric character field.*
23. Use to select the ALT ORDER DT, or enter the date (MM/DD/YYYY) in the field provided.
24. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*
25. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

26. Click the PARA NBR tab to advance to the Para Nbr tab. *This step is for Logistic Programs using PARA NBR Authorizations only.*

27. Select Add. *The **Custodian Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Name*.	Missing Entry. Enter the appropriate information in the desired field.
44 — Input date must be < = system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

56 — Loc and/or Sub Loc contains special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results
- Update a Custodian
- Delete a Custodian
- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- View the Custodian Transaction Status
- Export a Custodian Report

Update a Custodian

Overview

The Custodian Update process allows editing of an individual custodian records. It is important to keep Custodian records current for the purpose of maintaining reliable property book information.

Navigation

Asset Management > Custodian > Search Criteria > Search > Search Results page > Update hyperlink > Custodian Update page

Page Fields

The following fields display on the **Custodian Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
394	When available, select Update button to revise selected field(s) in record(s).
61	Select "Cancel" to return to Search Criteria page.

Basic Tab

Maj Custodian Nbr
Sub Custodian Nbr

Custodian Name *
Address 1
Address 2
City
State *
Zip Cd *
Country Cd *
Phone Nbr
DSN
FAX Nbr
E-Mail Address
Office Id
Office Name
Order Dt
Loc
Sub Loc
Transfer Authority
Alt Custodian Name
Alt Phone Nbr
Alt Order Dt
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

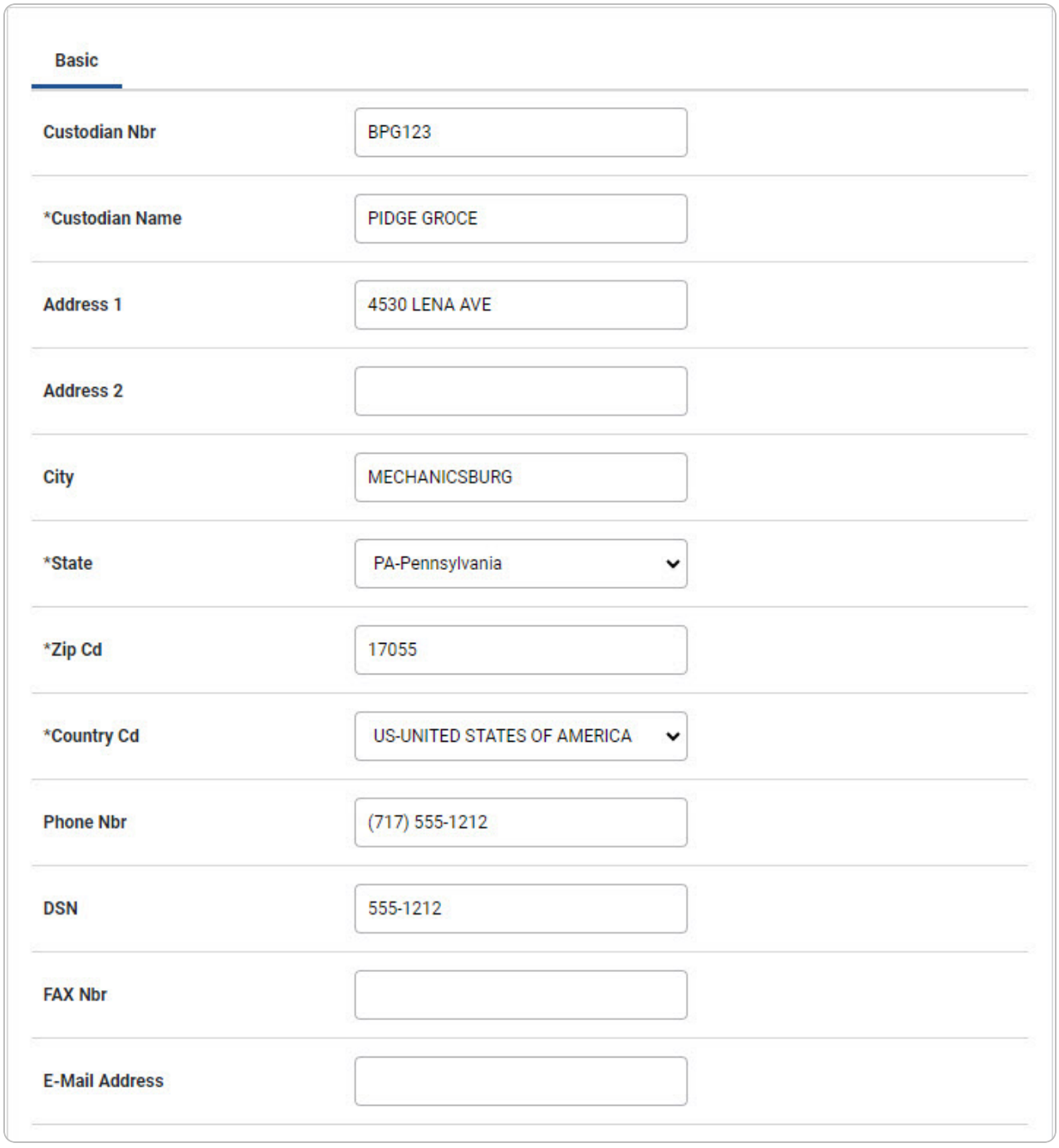
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a MAJ CUSTODIAN NBR or SUB CUSTODIAN NBR

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

1. Select the Update hyperlink. *The **Custodian Update** page appears.*



Office Id	
Office Name	
Order Dt	9/18/2023
Loc	BPG123
Sub Loc	
Transfer Authority	☑
Alt Custodian Name	
Alt Phone Nbr	
Alt Order Dt	
Remarks	BPG TEST
History Remarks	

Cancel Update

2. Update the MAJ CUSTODIAN NBR, entering the revised identifier in the field provided. *This is a 6 alphanumeric character field.*
3. Update the SUB CUSTODIAN NBR, entering the revised identifier in the field provided. *This is a 6 alphanumeric character field.*
4. Update the Custodian Name, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*
5. Update the Address 1, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
6. Update the Address 2, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
7. Update the City, entering the revised place in the field provided. *This is a 25 alphanumeric character field.*
8. Update the State, using to select the desired place.
9. Update the ZIP CD, entering the revised identifier in the field provided. *This is a 10 alphanumeric character field.*
10. Update the Country Cd, using to select the desired place.
11. Update the PHONE NBR, entering the revised identifier in the field provided. *This is a 19 numeric character field.*
12. Update the DSN, entering the revised identifier in the field provided. *This is an 8 numeric character field.*
13. Update the FAX NBR, entering the revised identifier in the field provided. *This is a 25 alphanumeric character field.*
14. Update the E-MAIL Address, entering the revised identifier in the field provided. *This is a 65 alphanumeric character field.*
15. Update the Office ID, entering the revised identifier in the field provided. *This is a 11 alphanumeric character field.*
16. Update the Office Name, entering the revised identifier in the field provided. *This is a 20 alphanumeric character field.*
17. Update the ORDER DT, using or entering the date (MM/DD/YYYY) in the field provided. *Date must be less than or equal to the present date.*
18. Update the LOC, or use to browse for the revised place. *This is a 20 alphanumeric character field.*

Location Browse

19. Update the SUB LOC, entering the revised place in the field provided. *This is a 20 alpha-numeric character field.*
20. Verify the Transfer Authority contains the appropriate ☑ or ☐. *This grants authority to the Custodian.*
21. Update the ALT CUSTODIAN NAME, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*
22. Update the ALT PHONE NBR, entering the revised identifier in the field provided. *This is a 19 numeric character field.*
23. Update the ALT ORDER DT, using or entering the date (MM/DD/YYYY) in the field provided.
24. Update the Remarks, entering the revised information in the field provided. *This is a 1024 alphanumeric character field.*
25. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
26. Click the PARA NBR tab to advance to the Para Nbr tab. *This step is for Logistic Programs using PARA NBR Authorizations only.*
27. Select Update. *The **Custodian Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Name*.	Missing Entry. Enter the appropriate information in the desired field.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.

323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
56 — Loc and/or Sub Loc contains special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results
- Add a Custodian
- Delete a Custodian
- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- View the Custodian Transaction Status
- Export a Custodian Report

Delete a Custodian

Overview

The Custodian Delete process allows the removal of a Custodian record. When Custodians change positions or leave the organization, it is imperative the custodian account is removed or reassigned. Prior to deleting a record, the system verifies that no assets exist for this Custodian/Sub Custodian. Assets cannot be assigned to a deleting Custodian record. Assets must be assigned to a different Custodian record.

Navigation

Asset Management > Custodian > Search Criteria > Search > Search Results > Delete hyperlink > Custodian Delete page

Page Fields

The following fields display on the **Custodian Delete** page. Only the History Remarks field is editable. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Basic Tab

Custodian Nbr
Custodian Name *
Address 1
Address 2
City
State
Zip Cd
Country Cd
Phone Nbr

DSN
FAX Nbr
E-Mail Address
Office Id
Office Name
Order Dt
Loc
Sub Loc
Transfer Authority
Alt Custodian Name
Alt Phone Nbr
Alt Order Dt
Remarks
History Remarks

Procedures

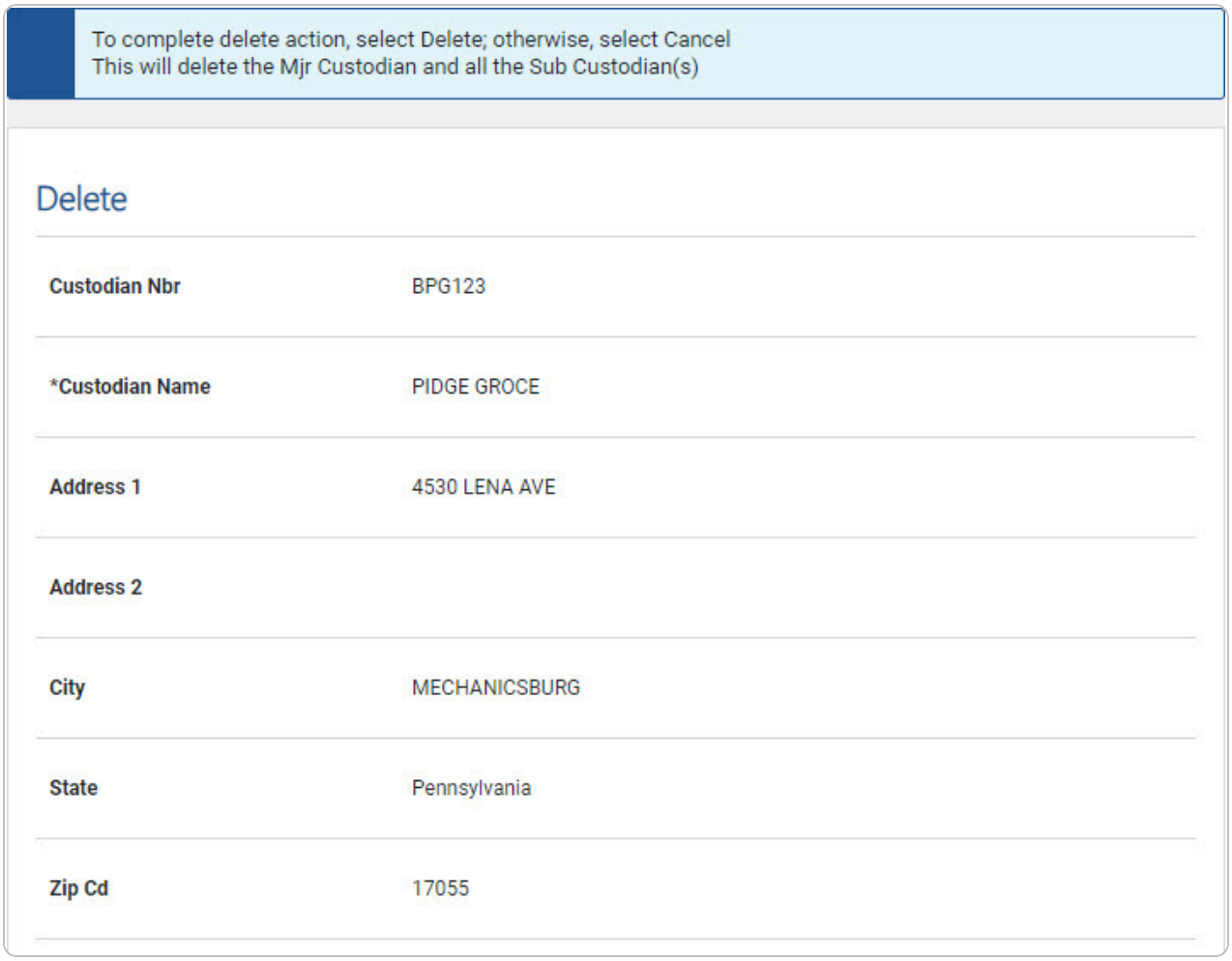
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

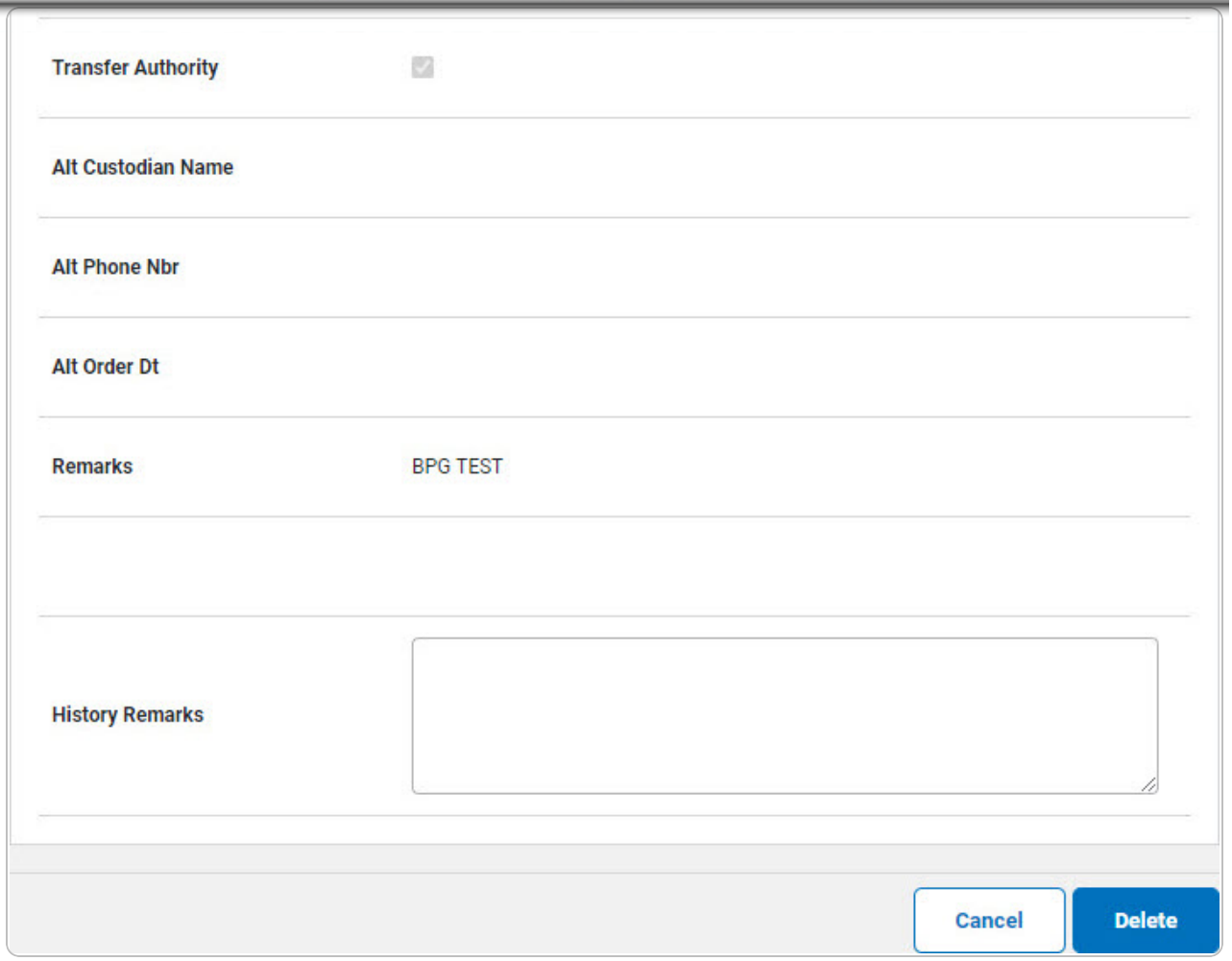
Delete a Custodian Record

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

1. Select the Delete hyperlink. *The **Custodian Delete** page appears.*



Country Cd	UNITED STATES OF AMERICA
Phone Nbr	(717) 555-1212
DSN	555-1212
FAX Nbr	
E-Mail Address	
Office Id	
Office Name	
Order Dt	9/18/2023
Loc	BPG123
Sub Loc	



2. Verify the CUSTODIAN NBR.
3. Verify the Custodian Name.
4. Verify the Address 1.
5. Verify the Address 2.
6. Verify the City.
7. Verify the State.
8. Verify the ZIP CD.
9. Verify the Country Cd.
10. Verify the PHONE NBR.
11. Verify the DSN.
12. Verify the FAX NBR.

13. Verify the E-MAIL Address.
14. Verify the Office ID.
15. Verify the Office Name.
16. Verify the ORDER DT.
17. Verify the LOC.
18. Verify the SUB LOC.
19. Verify the Transfer Authority contains the appropriate ☑ or ☐. *This grants authority to the Custodian.*
20. Verify the ALT CUSTODIAN NAME.
21. Verify the ALT PHONE NBR.
22. Verify the ALT ORDER DT.
23. Verify the Remarks.
24. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
25. Select Delete. *The **Custodian Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Delete Action invalid. Custodian record still has assets assigned.	Invalid Deletion. Assets exist on the Custodian record. Assets must be reassigned to a different Custodian record in order to delete this record.

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results
- Add a Custodian
- Update a Custodian

- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- View the Custodian Transaction Status
- Export a Custodian Report

Add a Custodian Paragraph Number

Overview

The Custodian Paragraph Number Add page provides the ability to add one or more Paragraph Numbers to a Custodian record. If using LIN/TAMCN authorizations, the Custodian Paragraph Number tab displays and allows associations of Paragraph Numbers to a Custodian.

Helpful Tip

The Paragraph Number must be unique for each Custodian. However, the use of the Paragraph Number is NOT mandatory.

Navigation

Asset Management > Custodian > Search Criteria > Add > Add Custodian page > PARA NBR tab > Paragraph Number page

Page Fields

The following fields display on the **Paragraph Number** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

PARA NBR

Maj Custodian Nbr
Sub Custodian Nbr
Para Nbr

Procedures

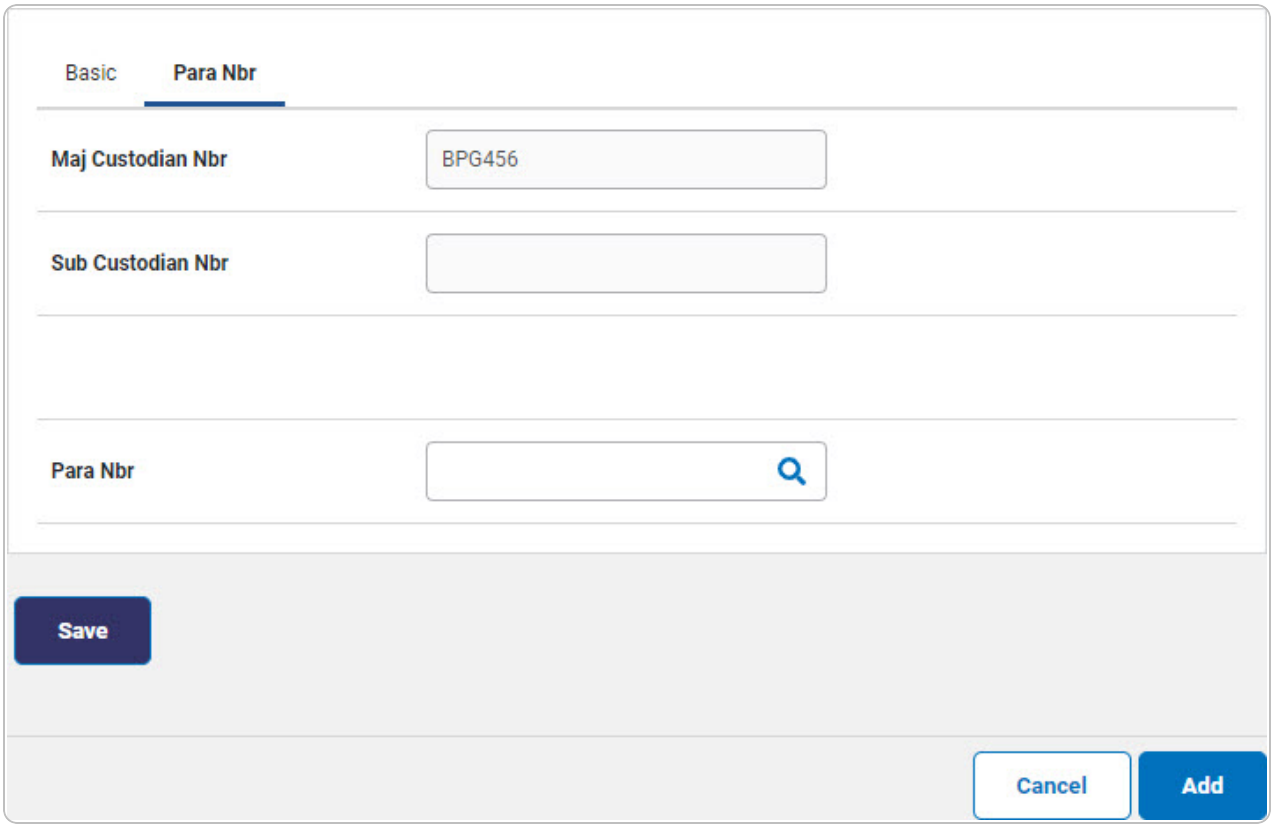
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Paragraph Number(s) to a Custodian

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

1. Select the PARA NBR tab. *The* ***Custodian Paragraph Number*** *page appears.*



2. *The MAJ CUSTODIAN NBR automatically populates and is not editable.*
3. *The SUB CUSTODIAN NBR automatically populates and is not editable.*
4. Enter the PARA NBR, or use 🔍 to browse and select the desired number. *This is a 4 alpha-numeric character field.*

Paragraph Number Browse

5. Select Save to save the PARA NBR to the record. *The saved PARA NBR appears below.*

6. Repeat Steps 2 and 3 to add more PARA NBR entries to the CUSTODIAN NBR record.

7. Select Add. *The **Custodian Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Name*.	Missing Entry. Enter the appropriate information in the desired field.
44 — Input date must be < = system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

56 — Loc and/or Sub Loc contains special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results
- Add a Custodian
- Update a Custodian
- Delete a Custodian
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- View the Custodian Transaction Status
- Export a Custodian Report

Update a Custodian Paragraph Number

Overview

The Custodian Paragraph Number Update process allows editing of one or more Paragraph Numbers on a Custodian record. If using LIN/TAMCN authorizations, the Custodian Paragraph Number tab displays and allows associations of Paragraph Numbers to a Custodian.

Navigation

Asset Management > Custodian > Search Criteria > Search > Search Results page > Update hyperlink > Custodian Update page > PARA NBR tab

Page Fields

The following fields display on the **Paragraph Number** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

PARA NBR

Maj Custodian Nbr
Sub Custodian Nbr
Para Nbr

PARA NBR Grid

Para Nbr
Para Nbr Desc

Procedures

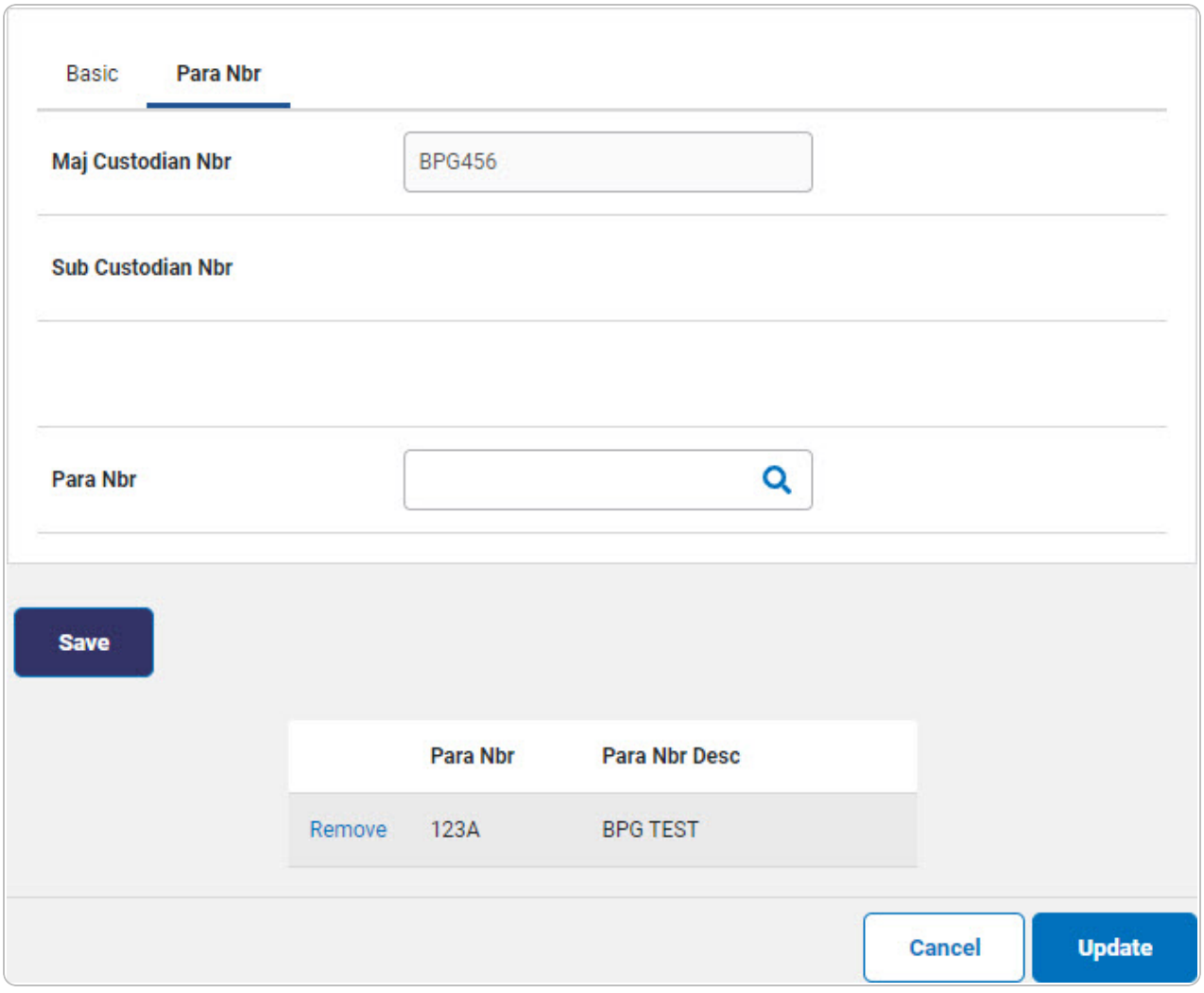
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Paragraph Number(s) for a Custodian

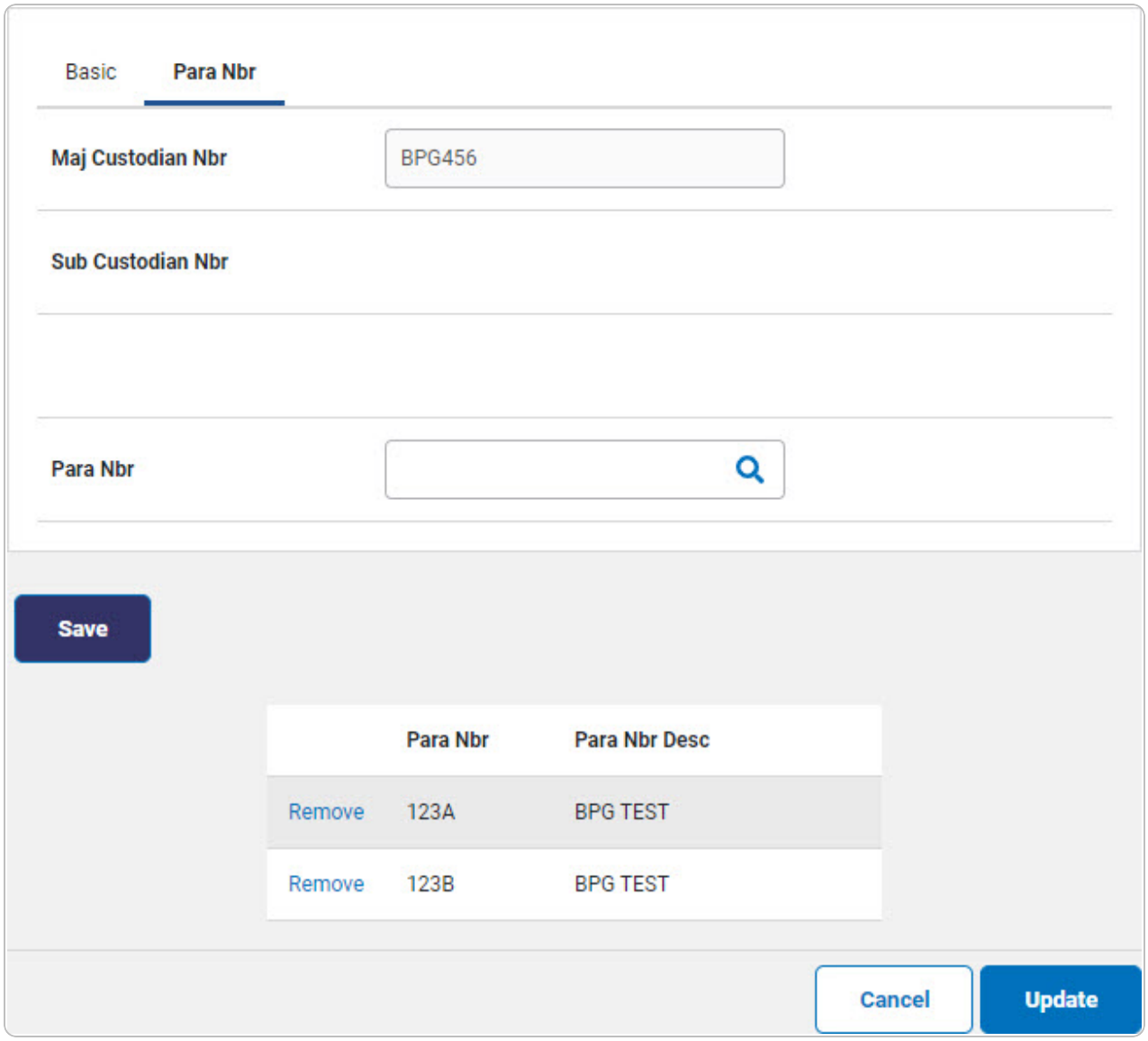
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the PARA NBR tab. *The* ***Custodian Paragraph Number*** *page appears.*



2. *The MAJ CUSTODIAN NBR automatically populates and is not editable.*
3. *The SUB CUSTODIAN NBR automatically populates and is not editable.*
4. Enter the PARA NBR, or use to browse and select the desired number. *This is a 4 alpha-numeric character field.*

   Paragraph Number Browse
5. Select Save to save the PARA NBR to the record. *The saved PARA NBR appears below.*



6. Repeat Steps 2 and 3 to add more PARA NBR entries to the CUSTODIAN NBR record.

7. Select Update. *The **Custodian Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Name*.	Missing Entry. Enter the appropriate information in the desired field.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
56 — Loc and/or Sub Loc contains special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter

	alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters, or the following permitted special characters: —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results
- Add a Custodian
- Update a Custodian
- Delete a Custodian
- Add a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- View the Custodian Transaction Status
- Export a Custodian Report

Delete a Custodian Paragraph Number

Overview

The Custodian Paragraph Number Delete process allows the removal of the assignment of the PARA NBR entry from the custodian record.

Navigation

Asset Management > Custodian > Search Criteria > Search > Search Results page > Update hyperlink > Custodian Update page > PARA NBR tab

Page Fields

The following fields display on the **Paragraph Number** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

PARA NBR

Maj Custodian Nbr
Sub Custodian Nbr
Para Nbr

PARA NBR Grid

Para Nbr
Para Nbr Desc

Procedures

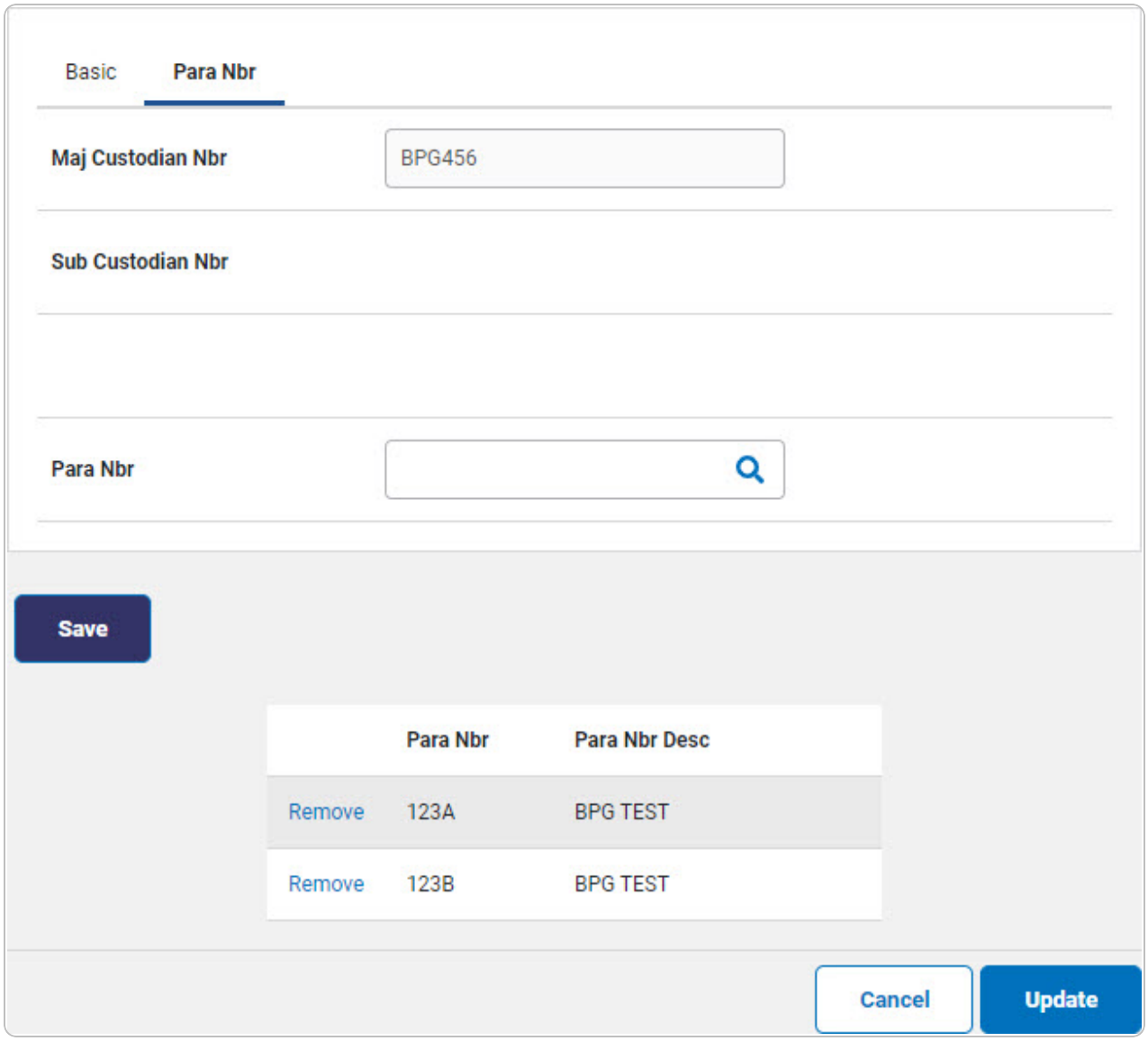
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

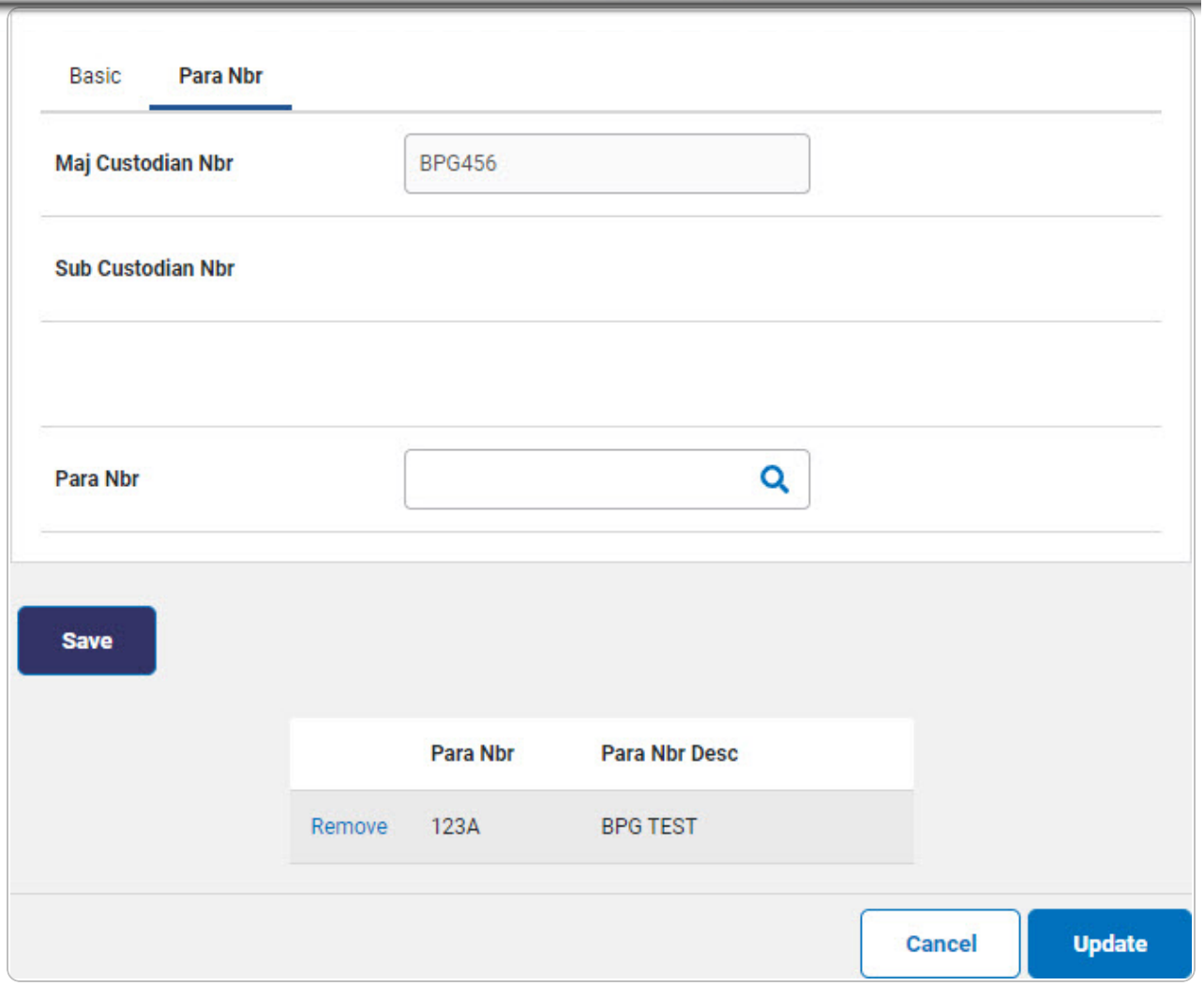
Delete a Paragraph Number(s) from a Custodian

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

1. Select the PARA NBR tab. *The **Custodian Paragraph Number** page appears.*



2. Select the Remove hyperlink. *The PARA NBR is removed from the Custodian.*



3. Repeat Step 2 to remove more PARA NBR entries.

4. Select Update. *The **Custodian Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results
- Add a Custodian
- Update a Custodian
- Delete a Custodian
- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- View the Custodian Transaction Status
- Export a Custodian Report

View the Custodian Transaction Status

Overview

The Custodian Transaction Status page displays a verification of the custodian transaction performed.

Navigation

Asset Management > Custodian > Search Criteria > *Various Procedural Steps* > Custodian Transaction Status page

Page Fields

The following fields display on the **Custodian Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Custodian Transaction Status

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

- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The* ***Export a Custodian Report*** *page appears.*
- Select Search Criteria to return to the **Search for a Custodian — Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results

- Add a Custodian
- Update a Custodian
- Delete a Custodian
- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- Export a Custodian Report

Export a Custodian Report

Overview

The Export a Custodian Report page provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > Custodian > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > Custodian Report Export page

Page Fields

The following fields display on the **Export a Custodian Report** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

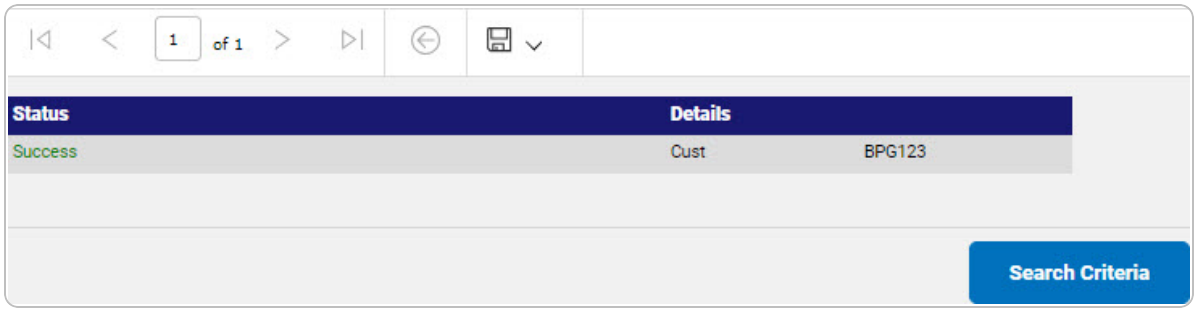
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Custodian Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Search for an Asset Transfer - Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

xxxx — Unable to get off page.	Select Search Criteria to return to the **Search for a Custodian - Criteria** page.

Related Topics

- Search for a Custodian - Criteria
- Search for a Custodian - Results
- Add a Custodian
- Update a Custodian
- Delete a Custodian
- Add a Custodian Paragraph Number
- Update a Custodian Paragraph Number
- Delete a Custodian Paragraph Number
- View the Custodian Transaction Status

Search for Pending Transactions — Criteria

Overview

The Property Accountability module Pending Transactions Search Criteria process provides the ability to review the incoming and outgoing assets.
The types of pending transaction processes available for reviewing are:

- Receipt
- Disposition
- Transfer
- Pending
- Loan Within ELMS
- Loan Return

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Asset Management > Pending TRAN > Pending Transactions Search Criteria page

Page Fields

The following fields display on the **Pending Transaction Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria

Process

Process Action
Doc Nbr
Asset Id
Serial Nbr
Stock Nbr
Custodian Nbr
UII

Procedures

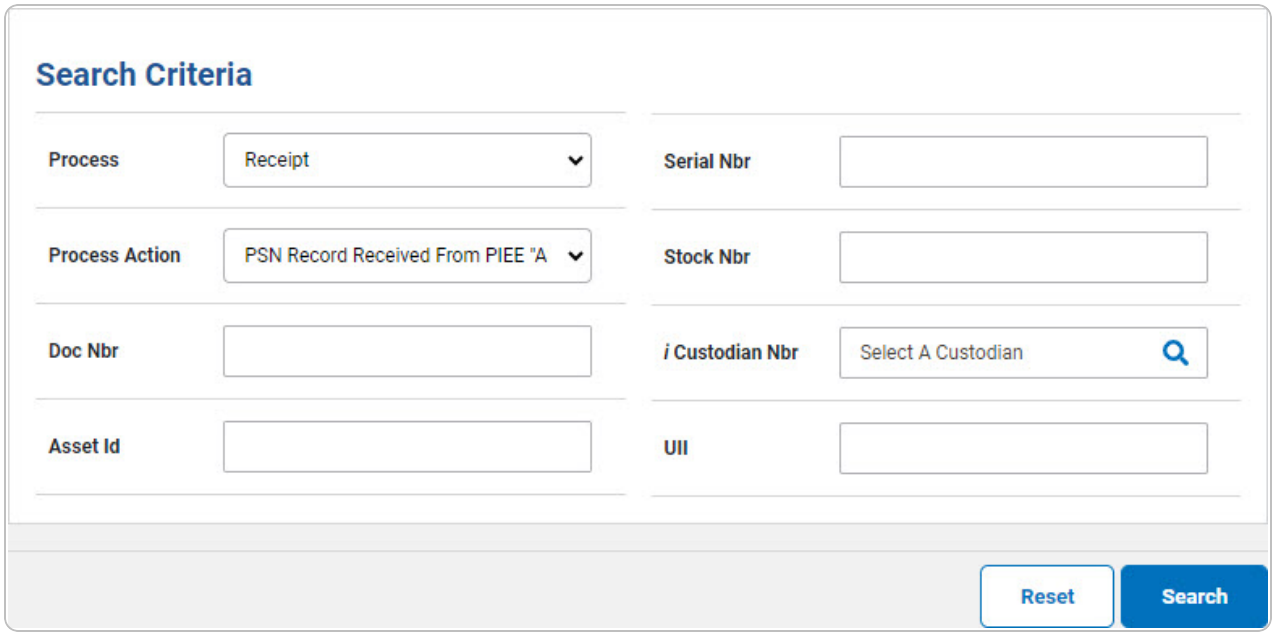
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Pending Transaction

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 panel, narrow the results by entering one of the following optional fields:.



A. Use to select the Process.

B. Use to select the Process Action.

C. Enter the DOC NBR in the field provided. *This is a 14 alphanumeric character field.*

D. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*

E. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

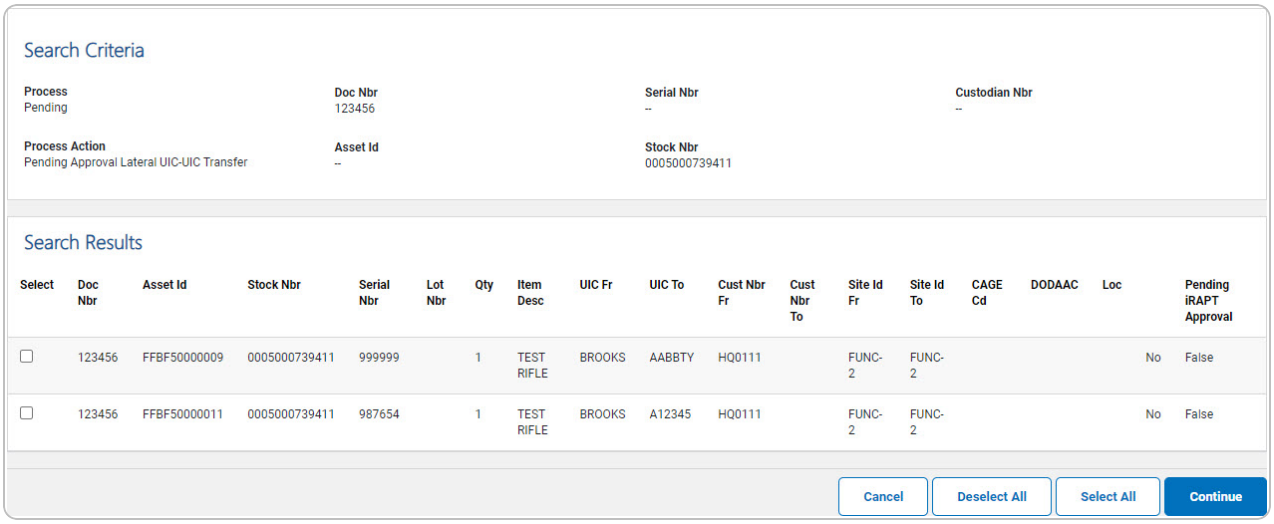
F. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

G. Use or to assist with the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*

Custodian Number Browse

H. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The **Search for Pending Transactions - Results** page opens.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
268 — Process Action is mandatory.	Missing Entry. The Process drop-down must be populated before searching. Choose an option in the Process drop-down and try again.

Related Topics

- Search for Pending Transactions - Results
- Pending Transactions Selected Rows
- Approve Pending Transactions
- Reject Pending Transactions
- Update the Receiving Pending Transaction
- Pending Transactions Transaction Status
- Export the Pending Transactions Report

Search for Pending Transactions — Results

Overview

The Pending Transaction Results page provides the ability to view and select an asset that has a transaction pending against it.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Note

Only the highest level component is displayed. The lower level components do not display but process with the higher assemblage automatically.

Navigation

Asset Management > Pending TRAN > Search Criteria > Search > Pending Transactions Search Results page

Page Fields

The following fields display on the **Pending Transactions Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria

Process
Process Action

Doc Nbr
Asset Id
Serial Nbr
Stock Nbr
Custodian Nbr
UII

Search Results

Select
Doc Nbr
Asset Id
Stock Nbr
Serial Nbr
Qty
Item Desc
UIC Fr
UIC To
Cust Nbr Fr
Cust Nbr To
Site Id Fr
Site Id To
CAGE Cd
DoDAAC
Loc
Status
Acq Cost
UII
Pending iRAPT Approval

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Pending Transaction Selected Rows

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

1. Click ☐ to select the pending transaction. *A check mark appears in the box, selecting the asset.*

Helpful Tip

Select All checks all assets on all pages. Deselect All removes the check marks from all assets on all pages.

2. Select Continue. *The **Pending Transactions Selected Rows** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
339 — Selected Rows must contain the same Doc Nbr and Stock Nbr.	Invalid Entry. Multiple rows were selected and the Stock Nbrs and Doc Nbrs did not match. Select different rows and try again.
490 — Selected rows must contain the same Doc Nbr, Stock Nbr and Acq Cost.	Invalid Entry. Multiple rows were selected and the Stock Nbrs, Acq Costs, and Doc Nbrs did not match. Select different rows and try again.
240 — Selected rows must	Invalid Entry. Multiple rows were selected and

contain the same Doc Nbr.	the Doc Nbrs did not match. Select different rows and try again.
429 — Multiple Row Select is not allowed for process action "Loan Return" or "Loan within ELMS".	Invalid Entry. More than one record was selected. Choose one record and try again.

Related Topics

- Search for Pending Transactions - Criteria
- Pending Transactions Selected Rows
- Approve Pending Transactions
- Reject Pending Transactions
- Update the Receiving Pending Transaction
- Pending Transactions Transaction Status
- Export the Pending Transactions Report

View the Pending Transactions Selected Rows

Overview

The Pending Transactions Selected Rows page displays the records selected that have a transaction pending.

Navigation

Asset Management > Pending TRAN > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Pending Transactions Selected Rows page

Page Fields

The following fields display on the **Pending Transactions Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

Receipt

The table below provides the list of instructions.

Number	Value
211	Status "MP" or "CP" requires the "Add" of STOCK NBR or MFR DATA before continuing.
329	Select a single row to "Add" CIP COST or Asset/Improvement record.
142	Select "Continue" to continue processing.

62	Select "Update" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Disposition

The table below provides the list of instructions.

Number	Value
76	For bulk records, enter CHG QTY for the record(s) which the update applies. If no QTY is entered, all records will be updated.
14	Select "Cancel" button to return to previous page.

Transfer

The table below provides the list of instructions.

Number	Value
9	For bulk assets, enter the QTY being transferred. Transfer QTY cannot be > than QTY.
142	Select "Continue" to continue processing.
383	Select Cancel button to return to Search Results page.

Pending

The table below provides the list of instructions.

Number	Value
211	Status "MP" or "CP" requires the "Add" of STOCK NBR or MFR DATA before continuing.
329	Select a single row to "Add" CIP COST or Asset/Improvement record.
142	Select "Continue" to continue processing.
62	Select "Update" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Loan within ELMS

The table below provides the list of instructions.

Number	Value
211	Status "MP" or "CP" requires the "Add" of STOCK NBR or MFR DATA before continuing.
329	Select a single row to "Add" CIP COST or Asset/Improvement record.
142	Select "Continue" to continue processing.

62	Select "Update" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Loan Return

The table below provides the list of instructions.

Number	Value
211	Status "MP" or "CP" requires the "Add" of STOCK NBR or MFR DATA before continuing.
329	Select a single row to "Add" CIP COST or Asset/Improvement record.
142	Select "Continue" to continue processing.
62	Select "Update" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Receipt Grid

Search Criteria

Process
Process Action
Doc Nbr
Asset Id
Serial Nbr
Stock Nbr

Custodian Nbr
UII

Selected Rows

Qty
Trans Qty
Doc Nbr
Asset Id
Stock Nbr
Serial Nbr
Lot Nbr
Item Desc
Cust Nbr Fr
Cust Nbr To
UIC Fr
UIC To
Site Id Fr
Site Id To
CAGE Cd
DoDAAC
Loc
Status
UII

Disposition Grid

Search Criteria

Designate
Type Action
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Sub Loc

Selected Rows Grid

Qty
Disp Qty
Asset Id
Stock Nbr
Serial Nbr

Item Desc
Cust Nbr
Asset Lvl Cd
Loc
Lot Nbr
Suspt Loss Sts Cd
Non-Actbl
Cptl
Activation Dt
Cptl Impv Activated
Cptl Cmpn Activated
Loan Cd
UII Sts Cd
Owng Cost Center
LIN/TAMCN
FUND Cd/ASN
Intrf Sys Cd

Transfer Grid

Qty
Trfr Qty
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Asset Lvl Cd
Excs Actn Cd
Loc
Sub Loc
Suspt Loss Sts Cd
Non-Actbl
Loan Cd
UII
Fund Cd/ASN

Pending Grid

Search Criteria

Process
Process Action

Doc Nbr
Asset Id
Serial Nbr
Stock Nbr
Custodian Nbr

Selected Rows

Qty
Trans Qty
Doc Nbr
Asset Id
Stock Nbr
Serial Nbr
Lot Nbr
Item Desc
Cust Nbr Fr
Cust Nbr To
UIC Fr
UIC To
Site Id Fr
Site Id To
CAGE Cd
DoDAAC
Loc
Status

Procedures

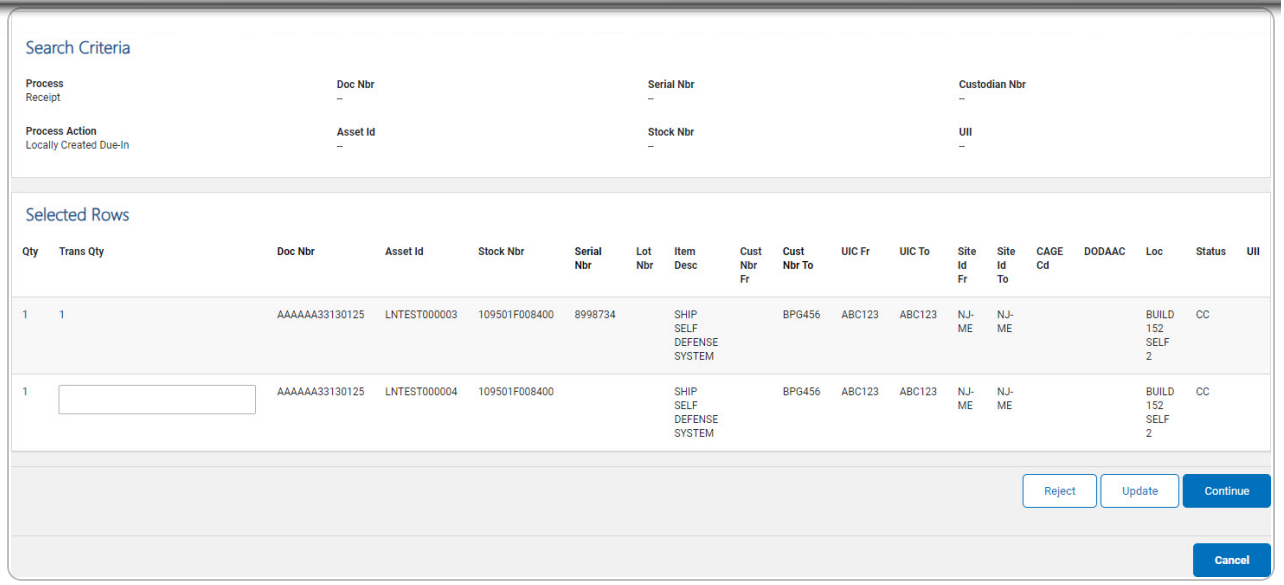
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

View the Pending Transactions - Receipt

1. Click ☐ to select the desired row(s). *The desired pending transaction(s) is selected.*
2. Select Continue. The ***View the Selected Rows*** page appears.



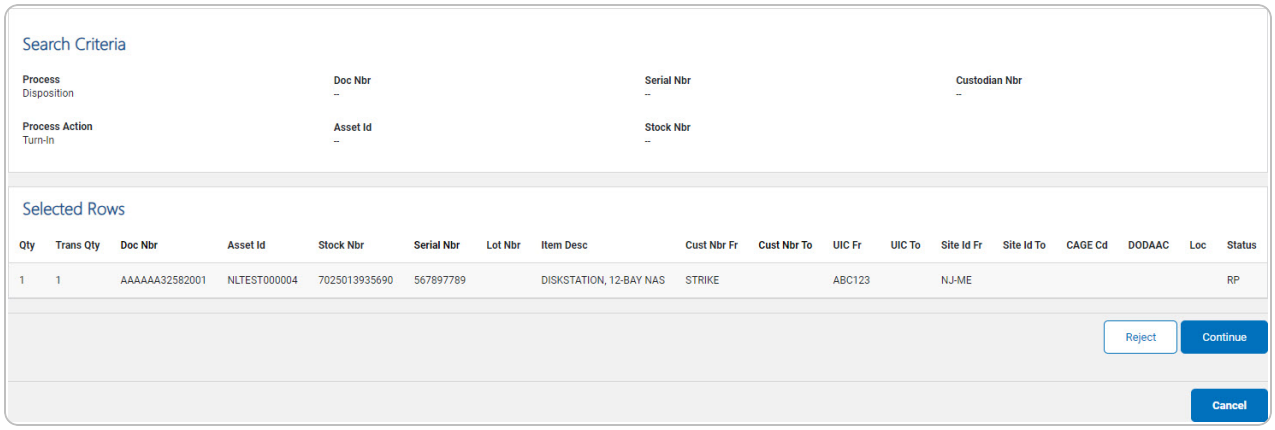
A. Select Reject. *The **Reject the Pending Transaction** page appears.*

B. Select Update. *The **Pending Transactions Receiving Update** page appears.*

C. Select Continue. *The **Asset Receiving Entry** page appears.*

View the Pending Transactions - Disposition

1. Click ☐ to select the desired row(s). *The desired pending transaction(s) is selected.*
2. Select Continue. The ***View the Selected Rows page*** appears.

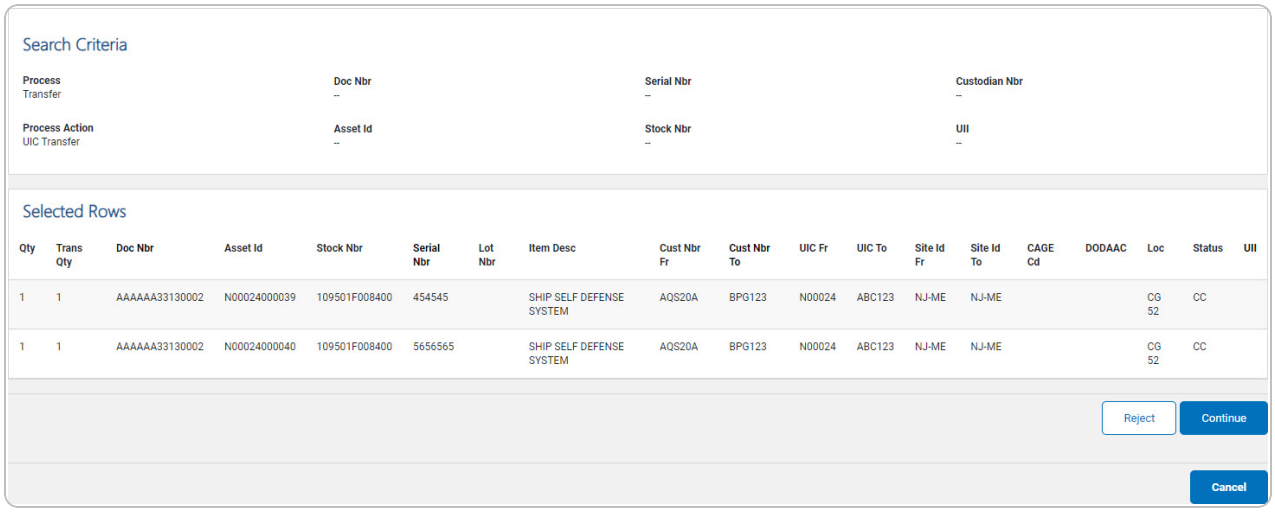


A. Select Reject. *The **Reject the Pending Transaction** page appears.*

B. Select Continue. *The **Asset Disposition** page appears.*

View the Pending Transactions - Transfer

1. Click ☐ to select the desired row(s). *The desired pending transaction(s) is selected.*

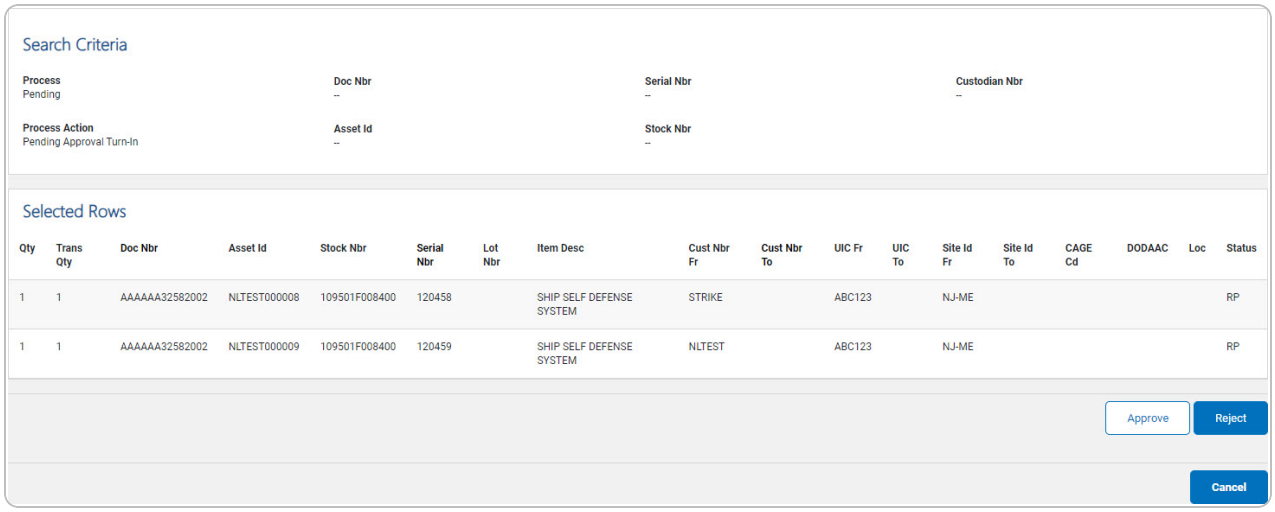


A. Select Reject. *The **Reject the Pending Transaction** page appears.*

B. Select Continue. *The **Asset Transfer** page appears.*

View the Pending Transactions - Pending

1. Click ☐ to select the desired row(s). *The desired pending transaction(s) is selected.*



A. Select Approve. *The **Approve the Pending Transaction** page appears.*

B. Select Reject. *The **Reject the Pending Transaction** page appears.*

Loan Within ELMS

- Select Continue. *The **Asset Receiving** page appears.*
- Select Update. *The Pending Transactions Receiving Update page appears.*
- Select Reject. *The **Pending Transactions Reject** page appears.*

Loan Return

- Select Continue. *The **Pending Transactions Transaction Status** page appears.*
- Select Update. *The Pending Transactions Receiving Update page appears.*
- Select Reject. *The **Pending Transactions Reject** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
911 — Quantity exceeds "On Hand QTY" for this item.	Invalid Entry. The QTY ON HAND cannot be less than the quantity entered. Re-enter the quantity.
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for Pending Transactions - Criteria
- Search for Pending Transactions - Results
- Approve Pending Transactions
- Reject Pending Transactions
- Update the Receiving Pending Transaction
- Pending Transactions Transaction Status
- Export the Pending Transactions Report

Approve Pending Transactions

Overview

The Pending Transactions Approve page provides a secondary check of transactions that are good and ready to go.

Navigation

Asset Management > Pending TRAN > Search Criteria > Search > Search Results > Continue > *VARIOUS PROCEDURAL STEPS* > Pending Transactions Approve page

Page Fields

The following fields display on the **Pending Transactions Approve** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Approve

Qty
Doc Nbr
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr Fr
UIC Fr
UIC To
Site Id Fr
Site Id To

CAGE Cd
DoDAAC
Loc
Source

Procedures

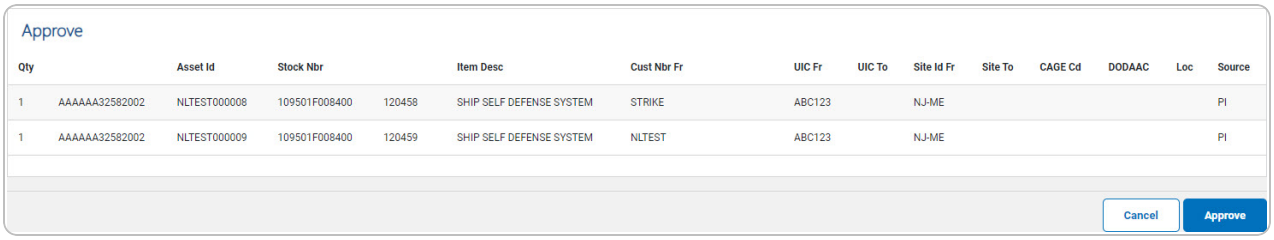
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Approve Pending Transactions Request

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

1. Select Approve. *The* ***Approve the Pending Transaction*** *page appears.*



A. *Verify the QTY.*
B. *Verify the DOC NBR.*
C. *Verify the ASSET ID.*
D. *Verify the STOCK NBR.*
E. *Verify the SERIAL NBR.*
F. *Verify the ITEM DESC.*
G. *Verify the CUST NBR FR.*
H. *Verify the UIC FR.*
I. *Verify the UIC TO.*
J. *Verify the SITE ID FR.*
K. *Verify the SITE ID TO.*
L. *Verify the CAGE CD.*

M. *Verify the DoDAAC.*

N. *Verify the Loc.*

O. *Verify the Source.*

2. Select Approve. *The **Pending Transactions Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for Pending Transactions - Criteria
- Search for Pending Transactions - Results
- Pending Transactions Selected Rows
- Update the Receiving Pending Transaction
- Reject Pending Transactions
- Pending Transactions Transaction Status
- Export the Pending Transactions Report

Update a Receiving Pending Transaction

Overview

The Pending Transactions Receiving Update page allows editing of Receiving Pending Transactions.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Asset Management > Pending TRAN > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Update > Pending Transactions Receiving Update page

Page Fields

The following fields display on the **Pending Transactions Receiving Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Update

Doc Nbr
UIC To
Custodian Nbr To

Stock Nbr
Qty
Mfr Data
Mfr Model Nbr
Mfr Name
Mfr Part Nbr
CAGE Cd
Non-Actbl
Estimated Dlvy Dt

Procedures

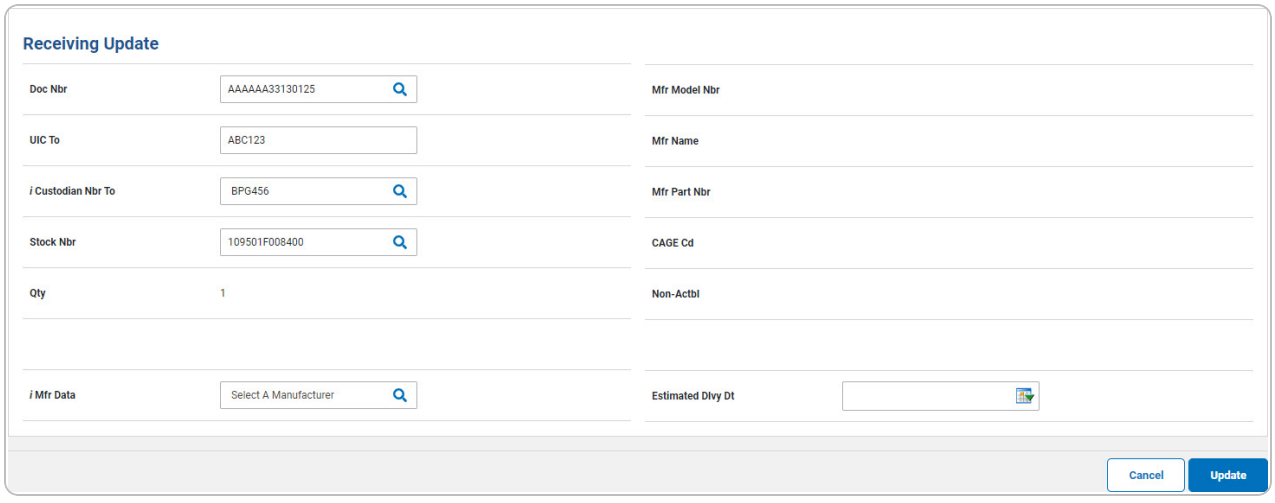
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update the Receiving Pending Transaction

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

1. Select Update. *The* ***Pending Transactions Receiving Update*** *page appears.*



2. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse

3. Update the UIC TO, entering the revised code in the field provided. *This is a 6 alpha-numeric character field.*
4. Update the CUSTODIAN NBR, using or to assist with the revised identifier. *This is a 12 alphanumeric character field.*

   Custodian Browse
5. Update the STOCK NBR, using to browse for the revised number. *This is a 15 alpha-numeric character field.*

   Stock Number Browse
6. Update the QTY, entering the revised amount in the field provided. *This is a 6 numeric character field.*
7. Update the MFR DATA, using or to assist with the revised manufacturer information. *This is a 36 alphanumeric character field.*

   Manufacturer Data Browse
8. *Verify the MFR MODEL NBR.*
9. *Verify the MFR NAME.*
10. *Verify the MFR PART NBR.*
11. *Verify the CAGE CD.*
12. *Verify the NON-ACTBL.*
13. Update the ESTIMATED DLVRY DT, using or entering the date (MM/DD/YYYY) in the field provided.
14. Select Update. *The **Pending Transactions Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS	Contact the ELMS Call Center.

Call Center for assistance.	

Related Topics

- Search for Pending Transactions - Criteria
- Search for Pending Transactions - Results
- Pending Transactions Selected Rows
- Approve Pending Transactions
- Reject Pending Transactions
- Pending Transactions Transaction Status
- Export the Pending Transactions Report

Reject Pending Transactions

Overview

The Pending Transactions Reject page provides a secondary check of transactions that are wrong and need to be fixed.

Navigation

Asset Management > Pending TRAN > Search Criteria > Search > Search Results > Continue > Selected Rows > Reject > Pending Transactions Reject page

Page Fields

The following fields display on the **Pending Transactions Reject** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Reject

Qty
Doc Nbr
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr Fr
UIC Fr
UIC To
Site Id Fr
Site Id To

CAGE Cd
DoDAAC
Loc
Source

Procedures

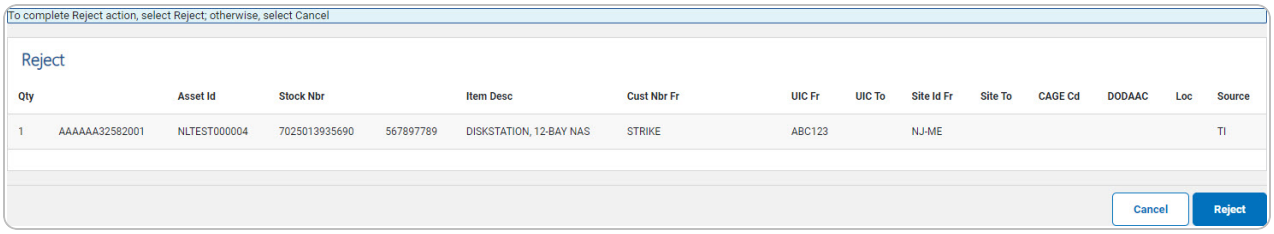
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reject Pending Transactions

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

1. Select Reject. *The* ***Reject the Pending Transaction*** *page appears.*

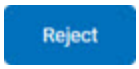


A. *Verify the QTY.*
B. *Verify the DOC NBR.*
C. *Verify the ASSET ID.*
D. *Verify the STOCK NBR.*
E. *Verify the SERIAL NBR.*
F. *Verify the ITEM DESC.*
G. *Verify the CUST NBR FR.*
H. *Verify the UIC FR.*
I. *Verify the UIC TO.*
J. *Verify the SITE ID FR.*
K. *Verify the SITE ID TO.*
L. *Verify the CAGE CD.*

M. *Verify the DoDAAC.*

N. *Verify the Loc.*

O. *Verify the Source.*

2. Select 

. *The **Pending Transactions Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for Pending Transactions - Criteria
- Search for Pending Transactions - Results
- Pending Transactions Selected Rows
- Approve Pending Transactions
- Update the Receiving Pending Transaction
- Pending Transactions Transaction Status
- Export the Pending Transactions Report

View the Pending Transactions Transaction Status

Overview

The Pending Transactions Transaction Status page displays information concerning the transaction just completed.

Navigation

Asset Management > Pending TRAN > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page

Page Fields

The following fields display on the **Pending Transactions Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

Status
Action Required
Details

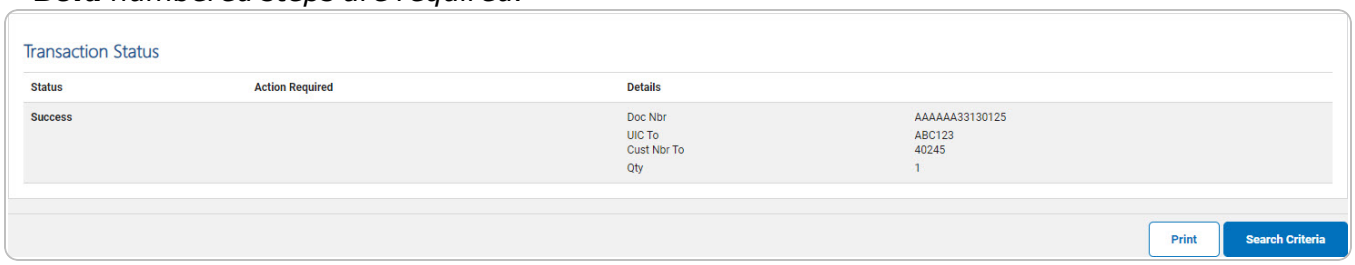
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Pending Transactions Transaction Status

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



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The* ***Export the Pending Transactions Report*** *page appears.*
- Select Search Criteria. *The* ***Search for Pending Transactions - Criteria*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for Pending Transactions - Criteria
- Search for Pending Transactions - Results
- Pending Transactions Selected Rows
- Update the Receiving Pending Transaction
- Approve Pending Transactions
- Reject Pending Transactions

- Export the Pending Transactions Report

Export a Pending Transactions Report

Overview

The Export a Pending Transactions Report page provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > Pending TRAN > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > Pending Transactions Report Export page

Page Fields

The following fields display on the **Pending Transactions Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

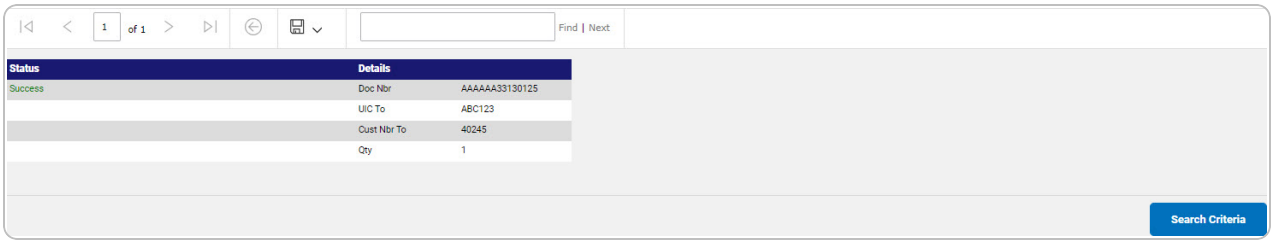
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Pending Transactions Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Search for the Pending Transactions - Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

xxxx — Unable to get off page.	Select Search Criteria. *The **Search for the Pending Transactions - Criteria** page appears.*

Related Topics

- Search for Pending Transactions - Criteria
- Search for Pending Transactions - Results
- Pending Transactions Selected Rows
- Update the Receiving Pending Transaction
- Approve Pending Transactions
- Reject Pending Transactions
- Pending Transactions Transaction Status

Search for an Authorization — Criteria

Overview

The Property Accountability module Authorization process provides the ability to maintain authorizations created in ELMS. Authorizations are maintained at the Unit Identification Code (UIC) / Stock Number level.

Navigation

Asset Management > Authorization > Authorization Search Criteria page

Page Fields

The following fields display on the **Authorization Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.
27	A wild card is permitted using percentage (%).

Search Criteria

UIC *
Stock Nbr
Authn Ref Nbr

(*) Asterisk identifies mandatory fields.

Procedures

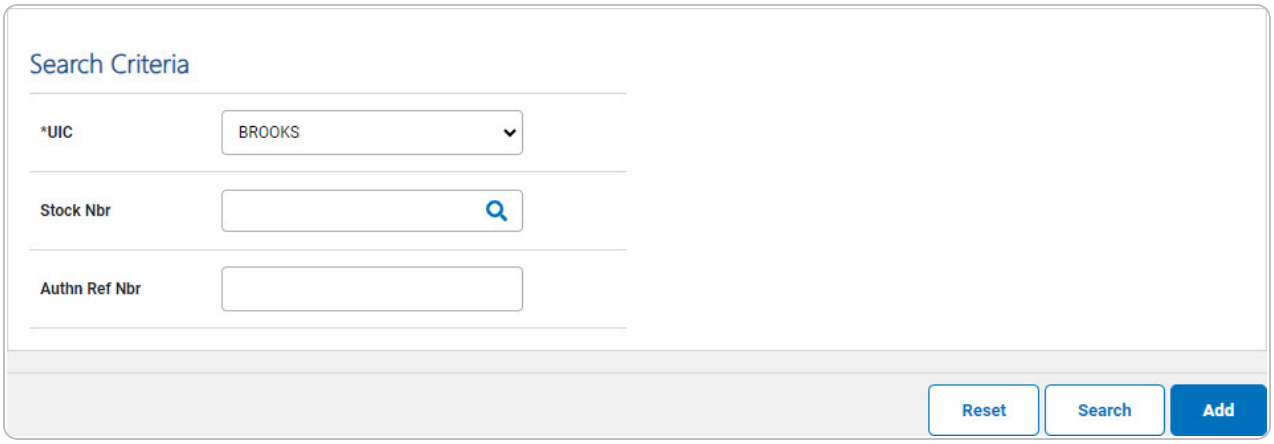
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Authorization

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 panel, narrow the results by entering one or more of the following fields:.



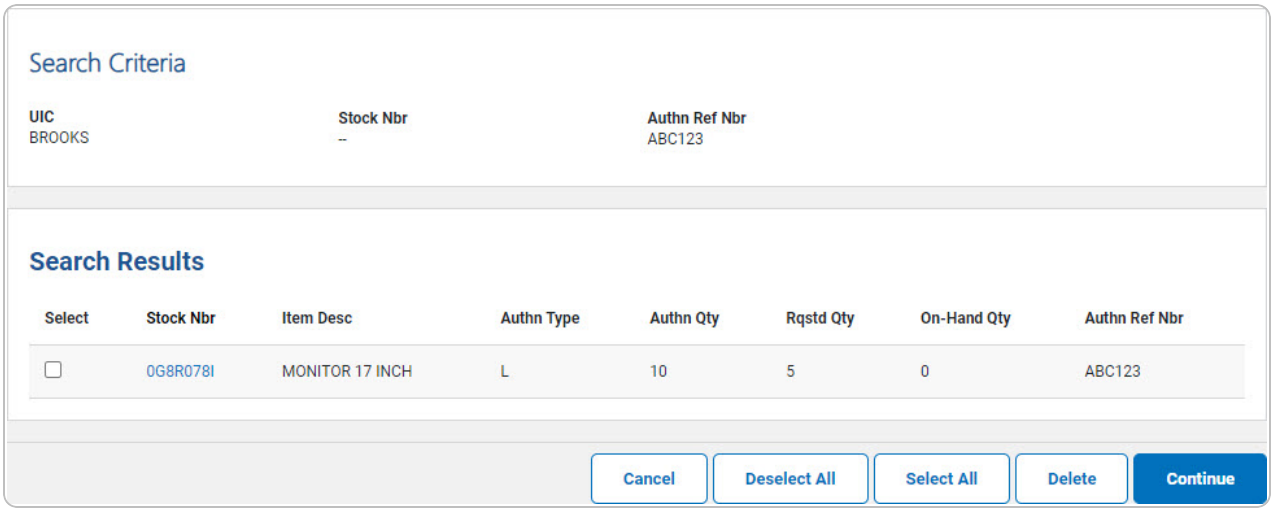
A. Use to select the UIC.

B. Enter the STOCK NBR, or use to browse for the number. *This is a 15 alpha-numeric character field.*

Stock Number Browse

C. Enter the AUTHN REF NBR in the field provided. *This is a 15 alphanumeric character field.*

2. Select Search. *The **Search for an Authorization — Results** page appears.*



Add an Authorization

Select Add. *The **Add an Authorization** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.

502 — Stock Nbr must be added to the Catalog Table.	Invalid Entry. The Stock Number entered is not in the catalog. Check to make sure the Stock Number is in the catalog, and re-enter the number.
530 — Agency does not manage by Authorizations.	Invalid Entry. The Authorization is not managed on this level. Contact the Agency Coordinator.
531 — Data integrity error — Function Codes are not set properly. Contact Help Desk.	Contact the ELMS Call Center

Related Topics

- Search for an Authorization - Results
- Add an Authorization
- View the Authorization Selected Rows
- View the Authorization Details
- Delete an Authorization
- Update an Authorization
- View the Authorization Transaction Status
- Export an Authorization Report

Search for an Authorization — Results

Overview

The Authorizations Search Results page provides the ability to select individual or multiple records to be updated or deleted.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Authorization > Search Criteria > Search > Authorization Search Results page

Page Fields

The following fields display on the **Authorization Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
71	Select Check Box next to record for "Update" or "Delete" or "Select All" button for mass actions.
266	Records with an "On Hand Qty" > 0 cannot be deleted.

5	Select "Hyperlink" to view details for specific record.

Search Criteria

UIC *
Stock Nbr
Authn Ref Nbr

Search Results

Select
Stock Nbr
Item Desc
Authn Type
Authn Qty
Rqstd Qty
On-Hand Qty
Authn Ref Nbr

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Authorization Selected Rows

1. Click ☐ to select the desired authorization.
2. Select Continue. *The **View the Authorization Selected Rows** page appears.*

Delete an Authorization

Note

Records with an On-Hand QTY greater than zero cannot be deleted.

1. Click ☐ to select the desired authorization.
2. Select Delete. *The **Delete an Authorization** page appears.*

View Authorization Details

1. Click ☐ to select the desired authorization.
2. Select the STOCK NBR hyperlink. *The **Details of an Authorization** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Authorization - Criteria
- Add an Authorization
- View the Authorization Selected Rows
- View the Authorization Details
- Delete an Authorization
- Update an Authorization
- View the Authorization Transaction Status
- Export an Authorization Report

Add an Authorization

Overview

The Authorization Add process provides the ability to create a new authorization or update an existing authorization. To create an authorization, first establish a UIC and a Stock Number for the authorization.

Navigation

Asset Management > Authorization > Search Criteria > Add > Add an Authorization page

Page Fields

The following fields display on the **Authorization Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
267	To remove the "AUTHN REF NBR", type the word "delete" in the "AUTHN REF NBR" field.
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.

268	Data entered will "Update" row(s) previously selected.
14	Select "Cancel" button to return to previous page.
332	Attachments can only be added in the Update process.

Add

UIC *
Stock Nbr *
Item Desc
Authn Type
Authn Ref Nbr
Authn Qty
Rqstd Qty
On-Hand Qty
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

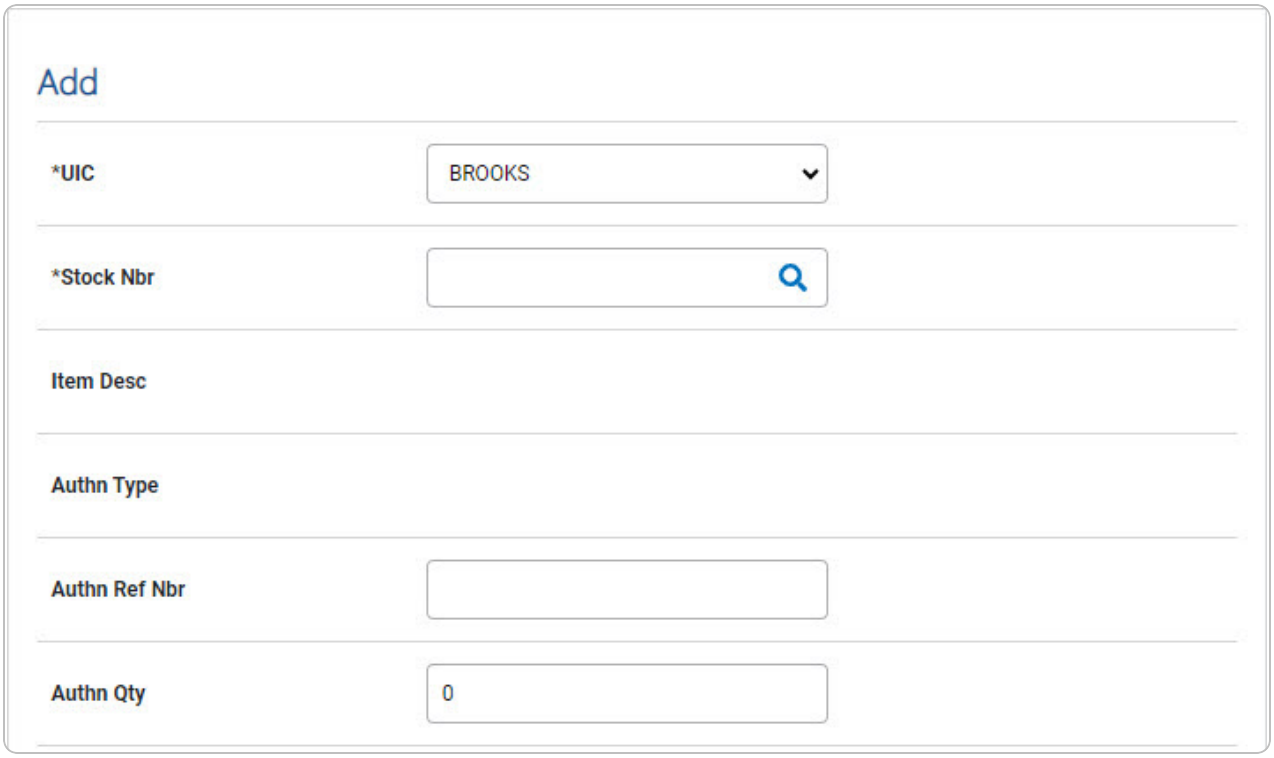
ELMS Navigation Helpful Tips

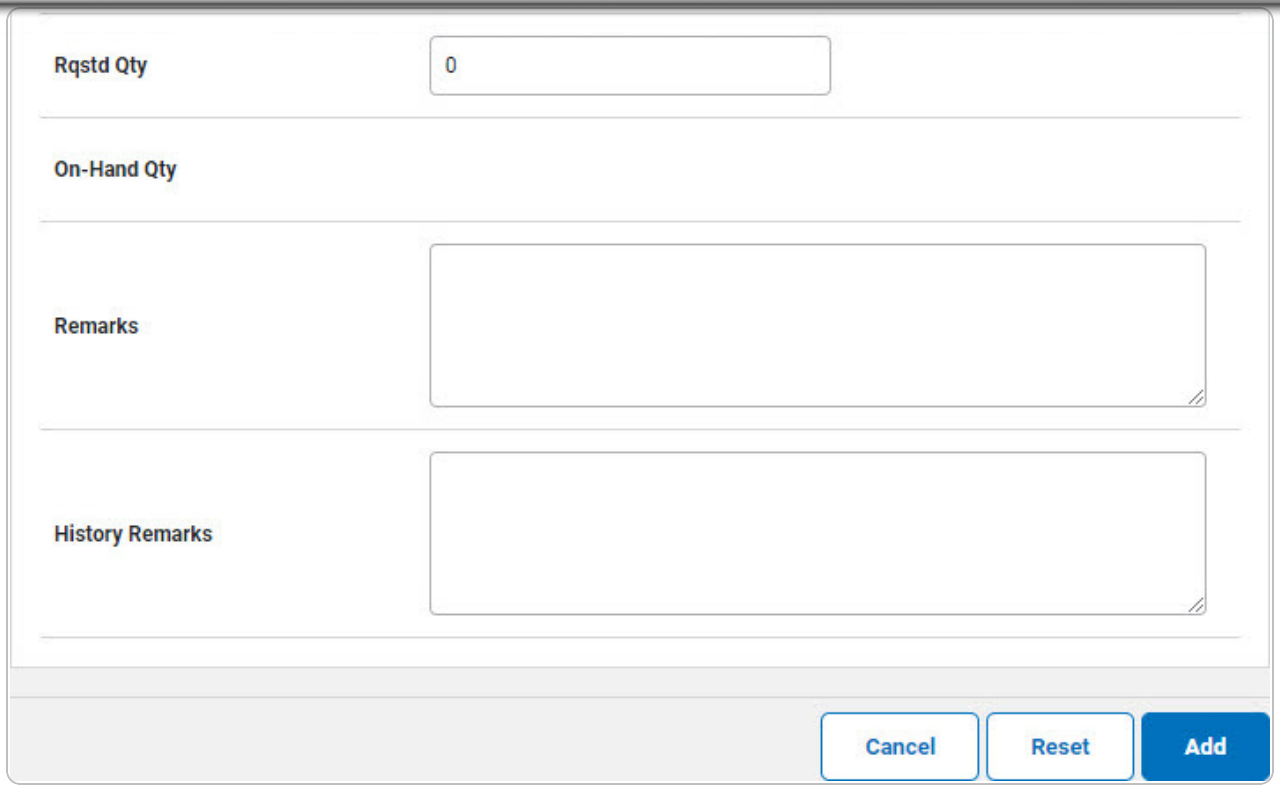
Click the following link to display PA Navigation Tips.

Add an Authorization

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

1. Select Add. *The **Add an Authorization** page appears.*





2. Use ☑ to select the UIC.
3. Enter the STOCK NBR, or use 🔍 to browse for the number. *This is a 15 alphanumeric character field.*

   Stock Number Browse
4. *The ITEM DESC automatically populates and is not editable.*
5. *The AUTHN TYPE automatically populates and is not editable.*
6. Enter the AUTHN REF NBR in the field provided. *This is a 15 alphanumeric character field.*
7. Enter the AUTHN QTY in the field provided. *This is a 10 numeric character field.*
8. Enter the RQSTD QTY in the field provided. *This is a 10 numeric character field.*
9. *The ON-HAND QTY automatically populates and is not editable.*
10. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*
11. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

12. Select Add. *The **Authorization Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *STOCK NBR*.	
968 — STOCK NBR does not exist. Notify Master Catalog POC for action.	Invalid Entry. The STOCK NBR entered does not exist in the catalog. Check to make sure the STOCK NBR is correct, and re-enter the number.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re-enter the field.

Related Topics

- Search for an Authorization - Criteria
- Search for an Authorization - Results
- View the Authorization Selected Rows
- View the Authorization Details
- Delete an Authorization
- Update an Authorization

- View the Authorization Transaction Status
- Export an Authorization Report

Select Authorization Rows

Overview

The Authorizations Selected Rows process displays the records based on the selections on the Search Results page.

Navigation

Asset Management > Authorization > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Authorization Selected Rows page

Page Fields

The following fields display on the **Authorization Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
5	Select "Hyperlink" to view details for specific record.
142	Select "Continue" to continue processing.
14	Select "Cancel" button to return to previous page.

Search Criteria

UIC
Stock Nbr
Authn Ref Nbr

Selected Rows

Stock Nbr
Item Desc
Authn Type
Authn Qty
Rqstd Qty
On-Hand Qty
Authn Ref Nbr

Procedures

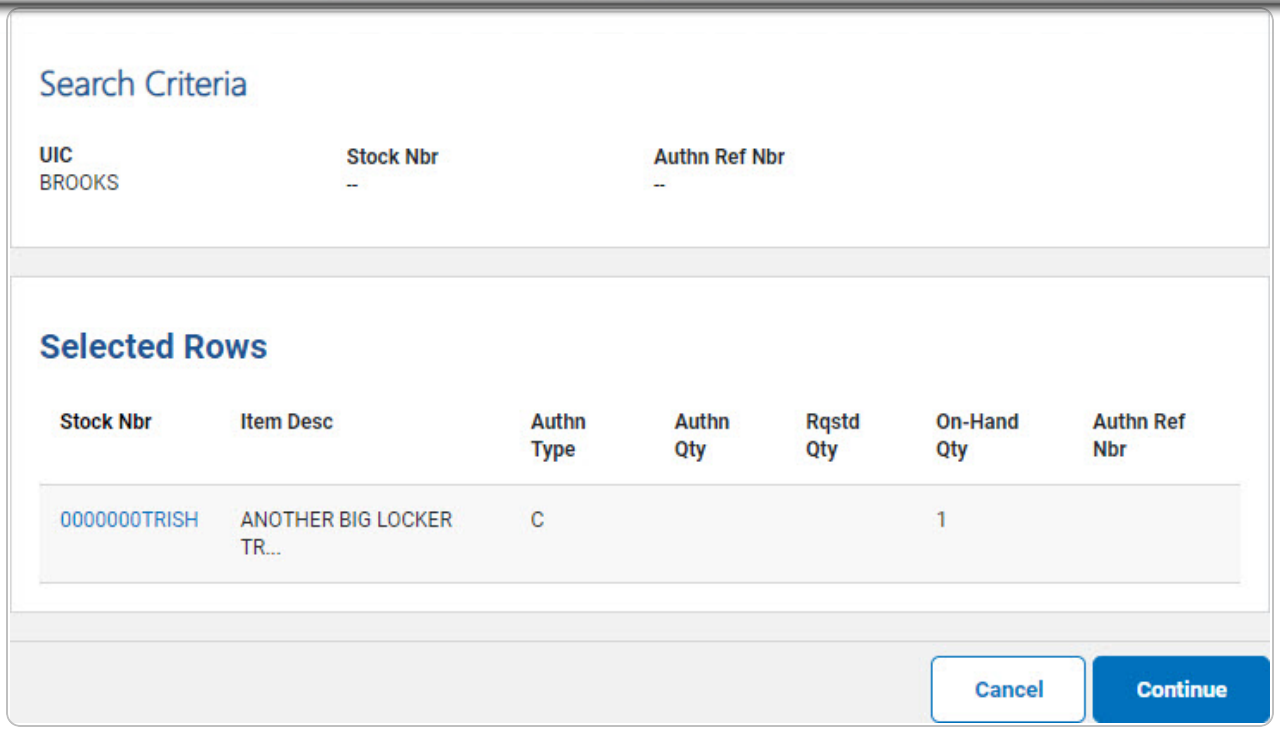
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View Authorization Record(s) Selected

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

1. Click ☐ to select the desired record.
2. Select Continue. *The* ***Authorization Selected Rows*** *page appears.*



3. Select the Stock Number hyperlink. *The **Authorizations Details** page appears.*
   OR
   Select Continue. *The **Update an Authorization** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for an Authorization - Criteria
- Search for an Authorization - Results
- Add an Authorization

- View the Authorization Details
- Delete an Authorization
- Update an Authorization
- View the Authorization Transaction Status
- Export an Authorization Report

Update an Authorization

Overview

The Authorization Update process allows editing of an existing authorization.

Navigation

Asset Management > Authorization > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Selected Rows > Continue > Update an Authorization page

Page Fields

The following fields display on the **Authorization Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
267	To remove the "AUTHN REF NBR", type the word "delete" in the "AUTHN REF NBR" field.
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.

268	Data entered will "Update" row(s) previously selected.
14	Select "Cancel" button to return to previous page.
332	Attachments can only be added in the Update process.

Update

UIC *
Stock Nbr *
Item Desc
Authn Type
Authn Ref Nbr
Authn Qty *
Rqstd Qty *
On-Hand Qty
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

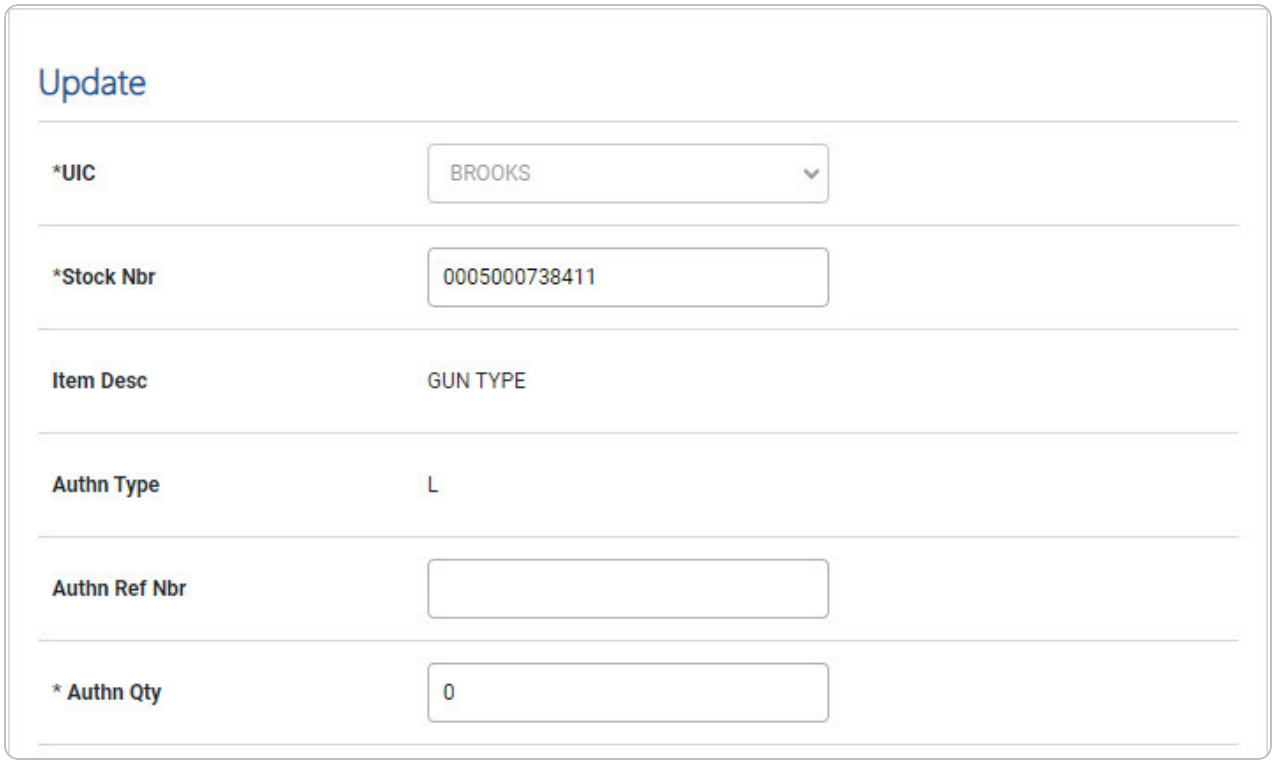
ELMS Navigation Helpful Tips

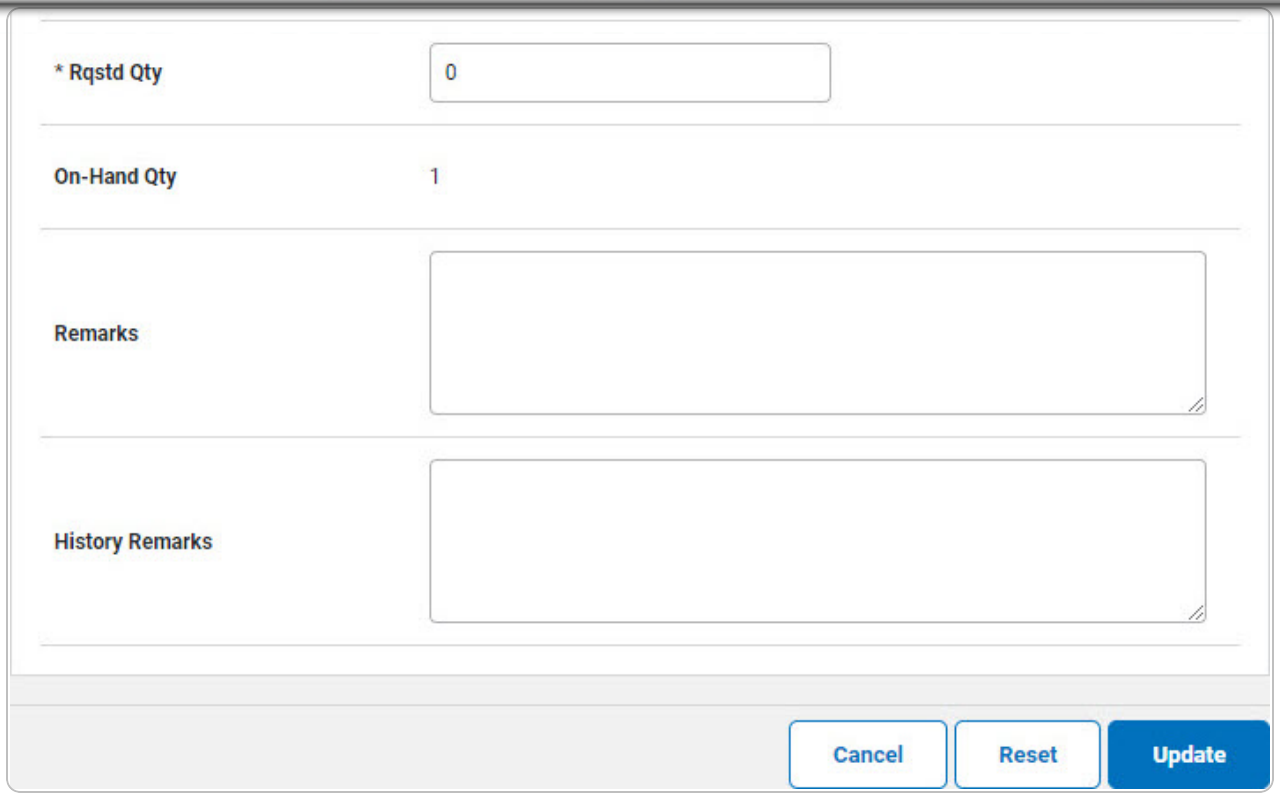
Click the following link to display PA Navigation Tips.

Update an Authorization

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

1. Select Continue. *The **Update an Authorization** page appears.*





2. Update the UIC, using ☑ to select the desired code.

3. Update the STOCK NBR, using 🔍 to browse for the revised number. *This is a 15 alpha-numeric character field.*

Stock Number Browse

4. *Verify the ITEM DESC.*
5. *Verify the AUTHN TYPE.*
6. Update the AUTHN REF NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*

7. Update the AUTHN QTY, entering the revised amount in the field provided. *This is a 10 numeric character field.*

8. Update the RQSTD QTY, entering the revised amount in the field provided. *This is a 10 numeric character field.*

9. *Verify the ON-HAND QTY.*
10. Update the Remarks, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*

11. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

12. Select Update. *The* ***Authorization Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *STOCK NBR*.	
968 — STOCK NBR does not exist. Notify Master Catalog POC for action.	Invalid Entry. The STOCK NBR entered does not exist in the catalog. Check to make sure the STOCK NBR is correct, and re-enter the number.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re-enter the field.

Related Topics

- Search for an Authorization - Criteria
- Search for an Authorization - Results
- Add an Authorization
- View the Authorization Selected Rows

- View the Authorization Details
- Delete an Authorization
- View the Authorization Transaction Status
- Export an Authorization Report

Delete an Authorization

Overview

The Authorization Delete process allows removal of the authorizations from ELMS.

Navigation

Asset Management > Authorization > Search Criteria > Search > Search Results > ☐ (desired record) > Delete > Delete an Authorization page

Page Fields

The following fields display on the **Authorization Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Search Criteria

UIC
Stock Nbr
Authn Ref Nbr

Search Results

UIC
Stock Nbr
Item Desc
Authn Type

Authn Ref Nbr
Authn Qty
Rqstd Qty
On-Hand Qty
Record Type
Remarks
History Remarks

Procedures

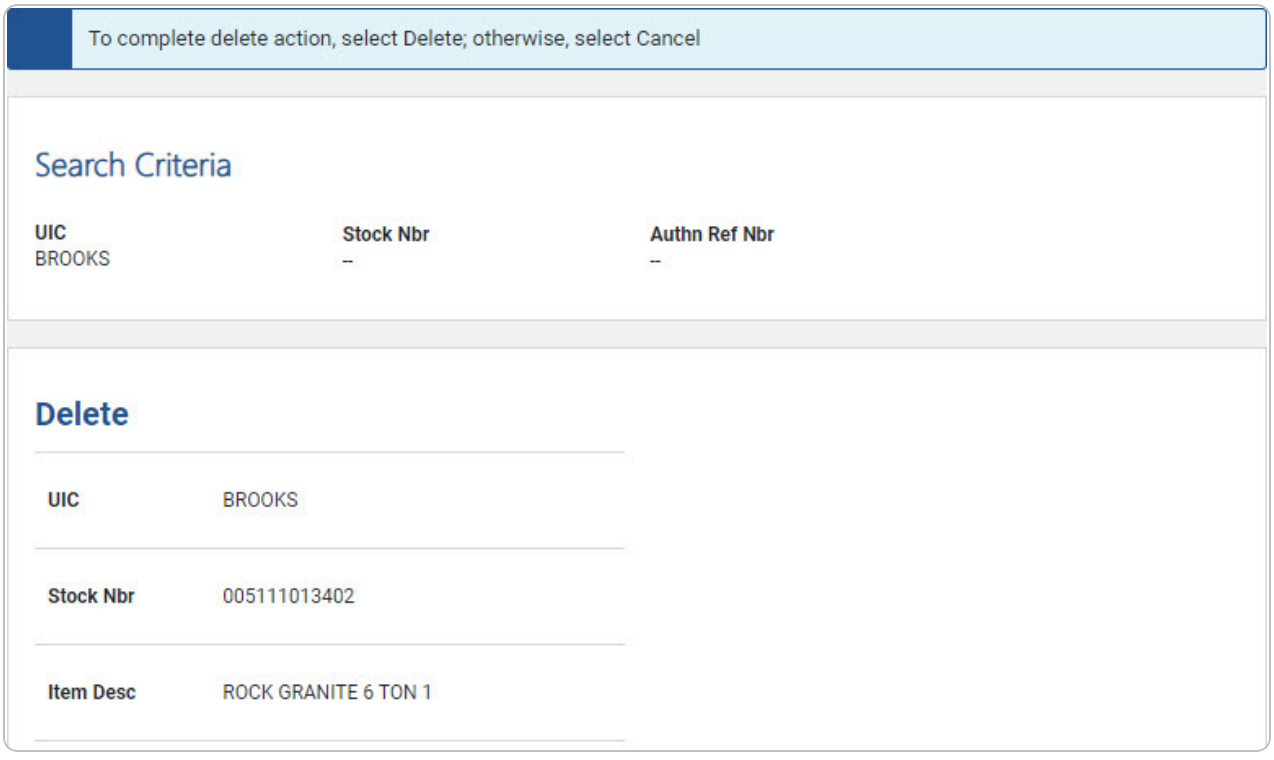
ELMS Navigation Helpful Tips

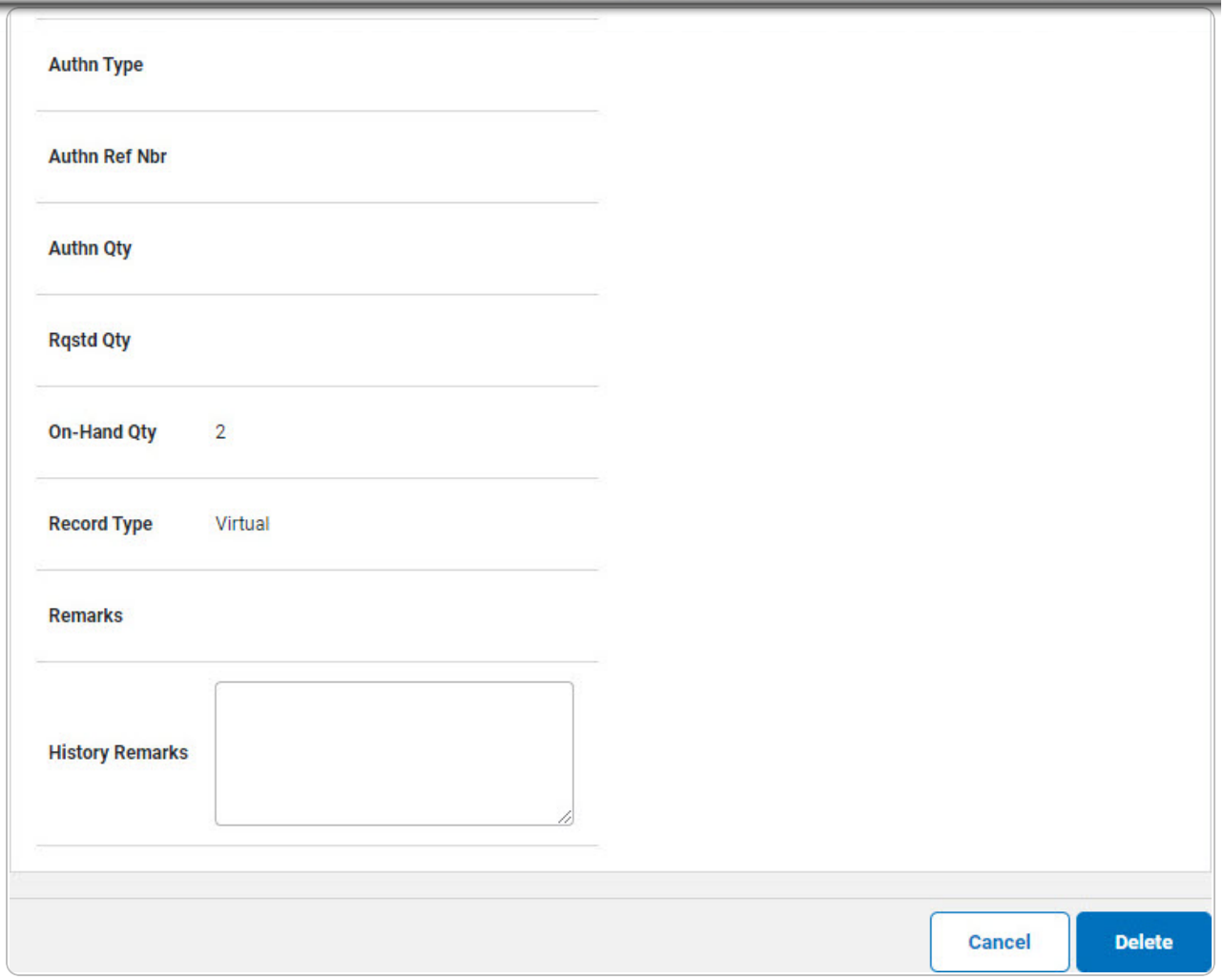
Click the following link to display PA Navigation Tips.

Delete an Authorization

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

1. Select Delete. *The* ***Delete an Authorization*** *page appears.*





2. *Verify the UIC.*
3. *Verify the STOCK NBR.*
4. *Verify the ITEM DESC.*
5. *Verify the AUTHN TYPE.*
6. *Verify the AUTHN REF NBR.*
7. *Verify the AUTHN QTY.*
8. *Verify the RQSTD QTY.*
9. *Verify the ON-HAND QTY.*
10. *Verify the Record Type.*
11. *Verify the Remarks.*

12. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

13. Select Delete. *The **Authorization Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Cannot delete the authorization when On-Hand Qty is greater than 0.	Verify record for deletion is correct and On-Hand Qty is not greater than 0.

Related Topics

- Search for an Authorization - Criteria
- Search for an Authorization - Results
- Add an Authorization
- View the Authorization Selected Rows
- View the Authorization Details
- Update an Authorization
- View the Authorization Transaction Status
- Export an Authorization Report

View the Authorization Details

Overview

The Authorizations Details process is view only and displays the data for a specific record.

Navigation

Asset Management > Authorization > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Selected Rows > STOCK NBR hyperlink > Authorization Details page

Page Fields

The following fields display on the **Authorization Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Details

UIC
Stock Nbr
Item Desc
Authn Type
Authn Ref Nbr
Authn Qty
Rqstd Qty
On-Hand Qty
Record Type

Remarks

Procedures

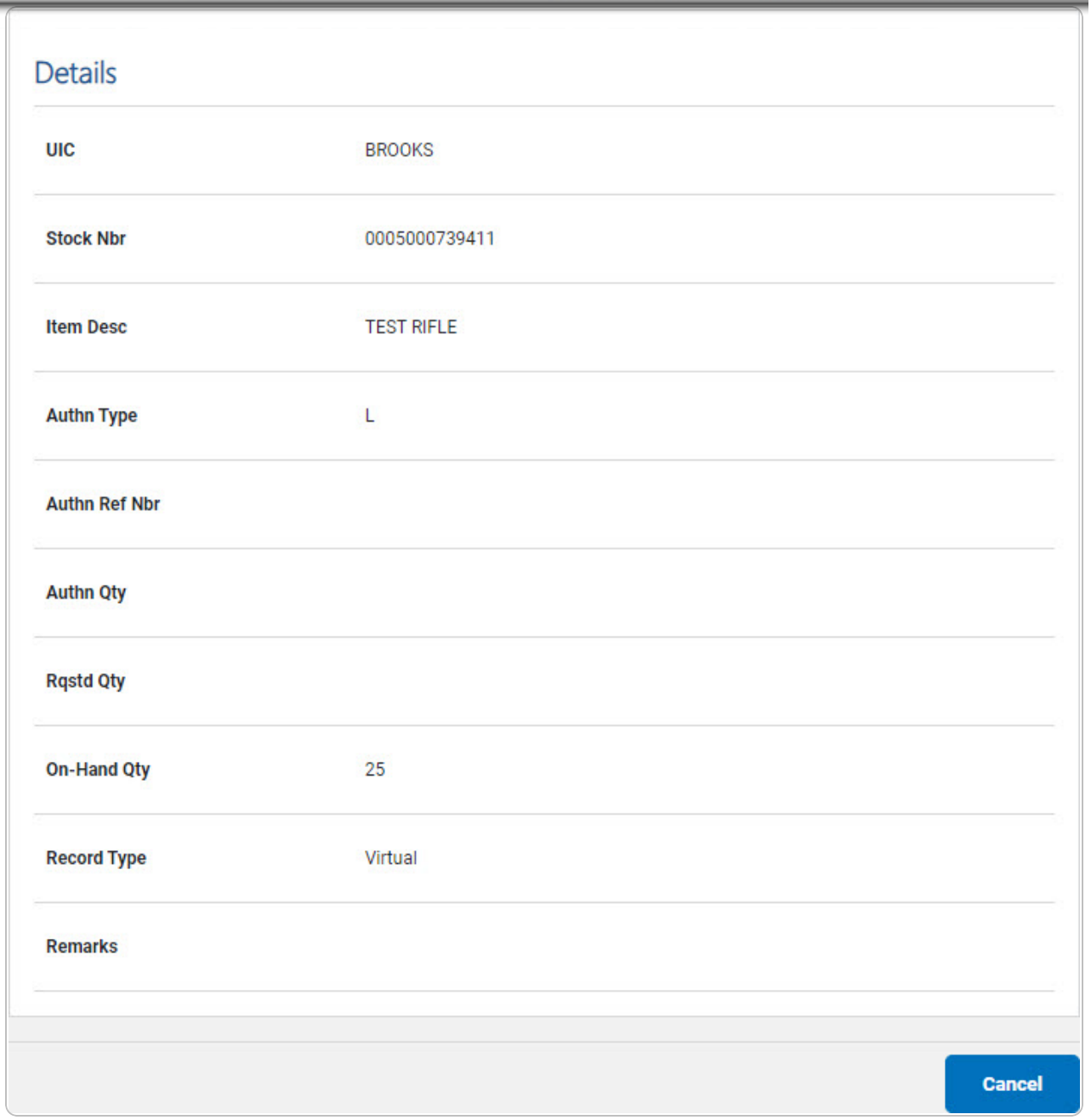
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Details

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

1. Select the desired STOCK NBR hyperlink. *The* ***View the Authorization Details*** *page appears.*



2. *Verify the UIC.*
3. *Verify the STOCK NBR.*
4. *Verify the ITEM DESC.*
5. *Verify the AUTHN TYPE.*

6. *Verify the AUTHN REF NBR.*
7. *Verify the AUTHN QTY.*
8. *Verify the RQSTD QTY.*
9. *Verify the ON-HAND QTY.*
10. *Verify the Record Type.*
11. *Verify the Remarks.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for an Authorization - Criteria
- Search for an Authorization - Results
- Add an Authorization
- View the Authorization Selected Rows
- Delete an Authorization
- Update an Authorization
- View the Authorization Transaction Status
- Export an Authorization Report

View the Authorization Transaction Status

Overview

The Authorization Transaction Status page displays a verification of the authorization transaction performed.

Navigation

Asset Management > Authorization > Search Criteria > *Various Procedural Steps* > Authorization Transaction Status page

Page Fields

The following fields display on the **Authorization Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.

Transaction Status

Status

Action Required
Details

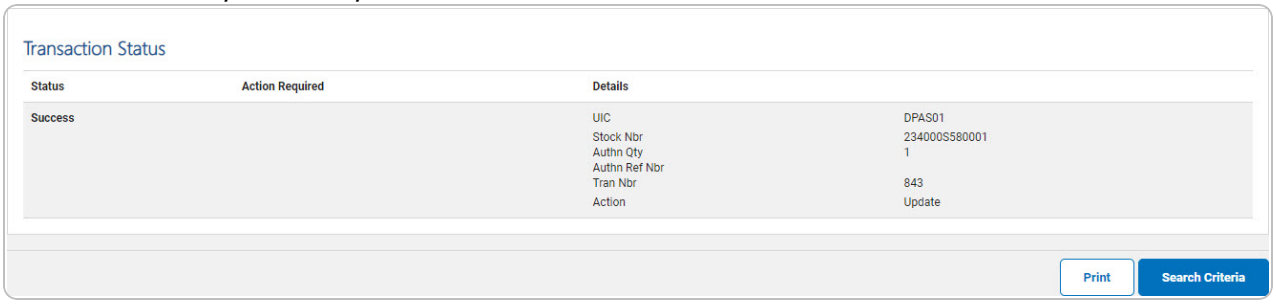
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Authorization Transaction Status

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



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The* ***Export an Authorization Report*** *page appears.*
- Select Search Criteria to return to the **Search for an Authorization — Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error	Contact the ELMS Call Center

encountered, contact ELMS Call Center for assistance.	

Related Topics

- Search for an Authorization - Criteria
- Search for an Authorization - Results
- Add an Authorization
- View the Authorization Selected Rows
- View the Authorization Details
- Delete an Authorization
- Update an Authorization
- Export an Authorization Report

Export an Authorization Report

Overview

The Export an Authorization Report page provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > Authorization > Search Criteria > *Various Procedural Steps* > Transaction Status page > Print > Export an Authorization Report page

Page Fields

The following fields display on the **Export an Authorization Report** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

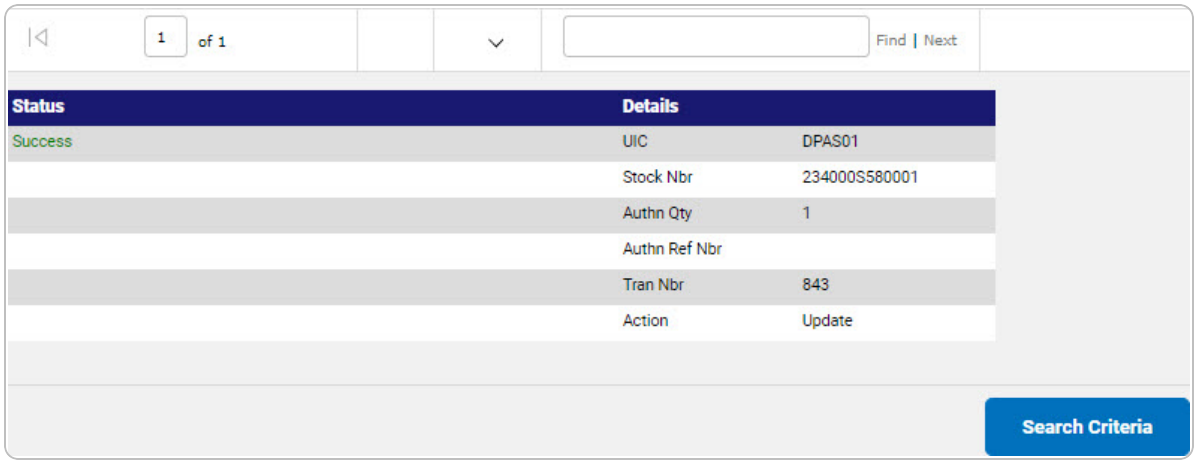
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Transfer Report

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Follow the prompts provided by the computer.
6. Select Search Criteria. *The* ***Search for an Asset Transfer - Criteria*** *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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria to return to the **Search for an Authorization — Criteria** page.

Related Topics

- Search for an Authorization - Criteria
- Search for an Authorization - Results
- Add an Authorization
- View the Authorization Selected Rows
- View the Authorization Details
- Delete an Authorization
- Update an Authorization
- View the Authorization Transaction Status

Search for Authorizations Pending — Criteria

Overview

The Property Accountability module Authorizations Pending process provides the ability to approve, disapprove or delete a pending authorization. As a Local user or Requesting Official, the Authorization Request is submitted to the Approving Official. These requests may be for the establishment of a new authorization or the modification of an existing Authorization.

Navigation

Asset Management > Authorizations PNDG > Authorizations Pending Search Criteria page

Page Fields

The following fields display on the **Authorizations Pending Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
269	"UIC" and "AUTHN RQST STS" are required.

Search Criteria Grid

UIC *
Stock Nbr
Authn Rqst Sts *

(*) Asterisk identifies mandatory fields.

Procedures

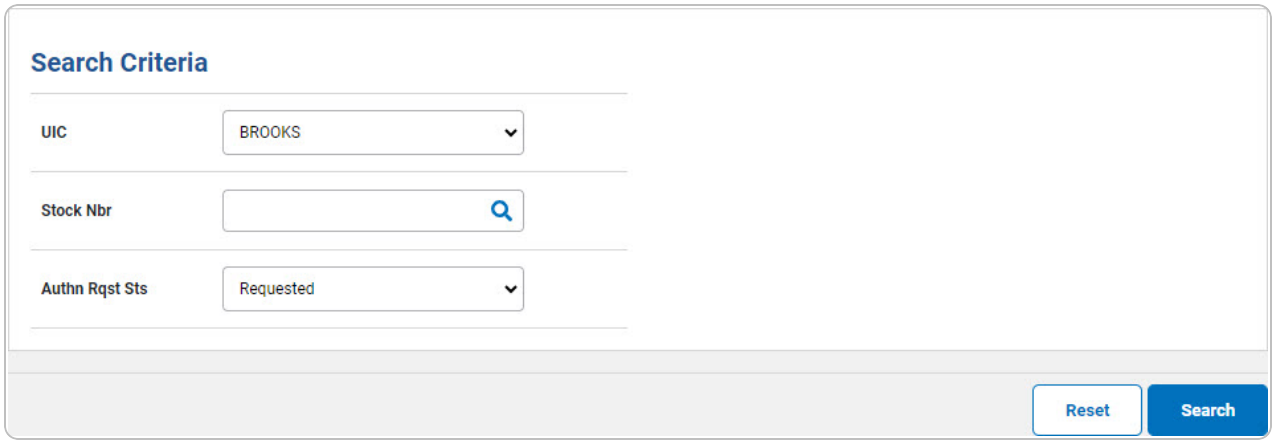
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Pending Authorization

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.*

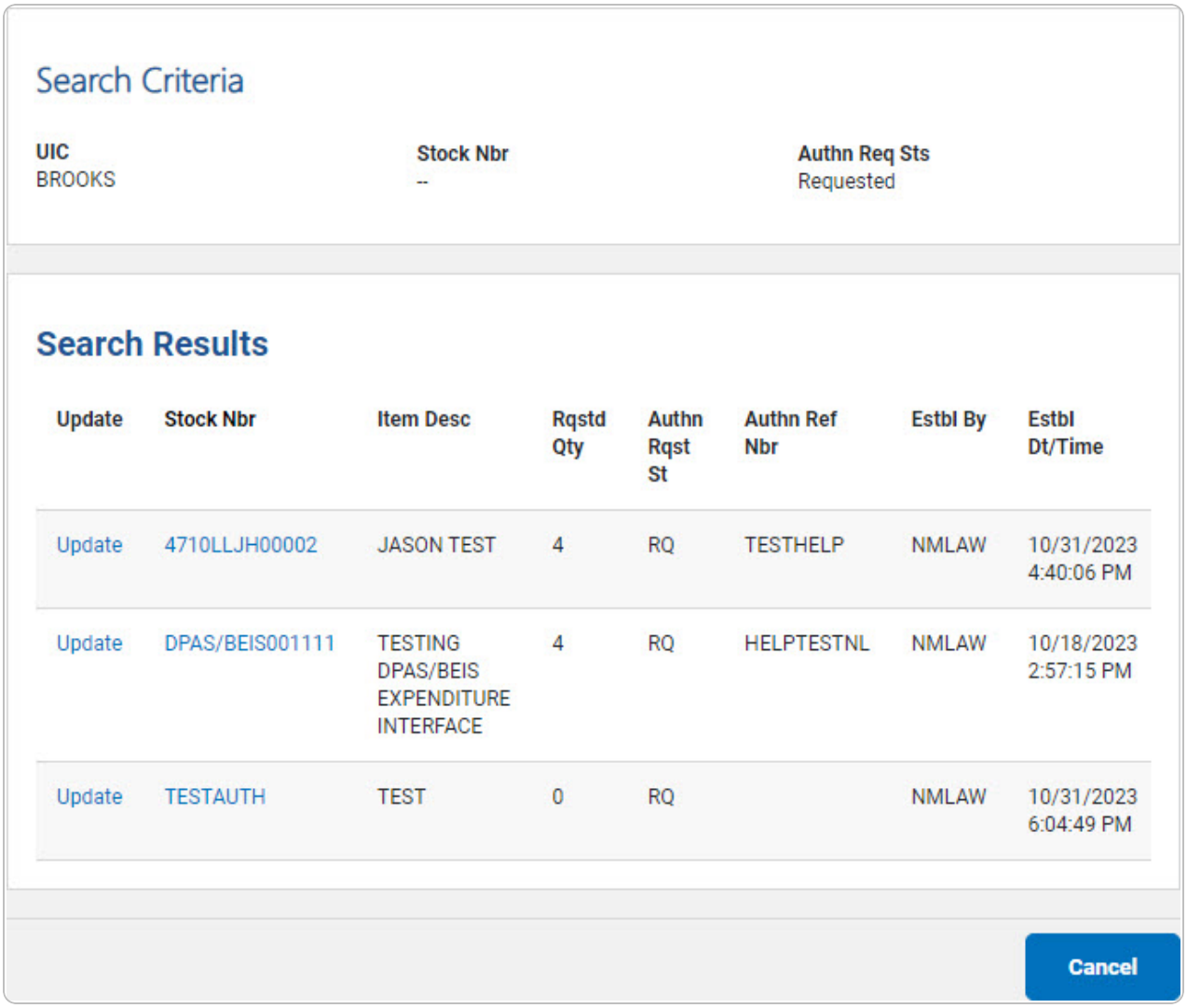
1. In the Search Criteria panel, narrow the results by entering one of the following fields:.



- Use to select the UIC.
- Enter the STOCK NBR, or use to browse for the number. *This is a 15 alpha-numeric character field.*

  Stock Number Browse
- Use to select the Authn Rqst Sts.

2. Select Search. *The **Search for Authorizations Pending - Results** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — UIC and AUTHN RQST STS are required.	Missing Entry. Use the drop-down lists to select an available UIC and AUTHN RQST STS.
xxxx — Approver's do not add authorization requests.	Invalid Entry. The Approver cannot approve and add an authorization request. ELMS provides role separation of duty in this process.

Related Topics

- Search for Authorizations Pending - Results
- View the Authorizations Pending Selected Rows
- View the Authorizations Pending Details
- Update the Authorizations Pending
- View the Authorizations Pending Transaction Status
- Export the Authorizations Pending Report

Search for Authorizations Pending — Results

Overview

The Authorizations Pending Results process provides the ability to update or delete an authorization.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Authorizations PNDG > Search Criteria > Search > Authorizations Pending Search Results page

Page Fields

The following fields display on the **Authorizations Pending Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
269	"UIC" and "AUTHN RQST STS" are required.

Search Criteria Grid

UIC
Authn Rqst Sts

Search Results Grid

Update / Select
Stock Nbr
Item Desc
Rqstd Qty
Authn Rqst St
Authn Ref Nbr
Estbl By
Estbl Dt/Time

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update Requested Authorizations

Choose the Update hyperlink. *The **Update the Authorizations Pending** page appears.*

View the Stock Number Details

Choose the Stock Number hyperlink. *The **Authorizations Pending Details** page appears.*

Add an Attachment

Select

. *The **Add Attachment** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for Authorizations Pending - Criteria
- View the Authorizations Pending Selected Rows
- View the Authorizations Pending Details
- Update the Authorizations Pending
- View the Authorizations Pending Transaction Status
- Export the Authorizations Pending Report

View the Authorizations Pending Selected Rows

Overview

The Authorizations Pending Selected Rows process displays the disapproved authorizations prior to a delete action.

Navigation

Asset Management > Authorizations PNDG > Search Criteria > Search Results > ☐ (desired record(s)) > Selected Rows

Page Fields

The following fields display on the **Authorizations Pending Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
269	"UIC" and "AUTHN RQST STS" are required.

Search Criteria

UIC
Authn Rqst Sts
Stock Nbr

Selected Rows

Stock Nbr
Item Desc
Rqstd Qty
Authn Ref Nbr

Estbl By
Estbl Dt/Tm

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select Disapproved Authorization(s) for Deletion

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

1. Prior to deletion you can select the **STOCK NBR** hyperlink to display the **Details** page for a specific record. To return to the previous page, select Cancel.
2. Select Delete to remove the record.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for Authorizations Pending - Criteria
- Search for Authorizations Pending - Results
- View the Authorizations Pending Details
- Update the Authorizations Pending
- View the Authorizations Pending Transaction Status
- Export the Authorizations Pending Report

Update an Authorizations Pending

Overview

The Authorizations Pending Update process allows editing o the Authorization Request Status:

- **Requested**
- **Approved**
- **Disapproved**

When the Approving Official processes a request, the Requestor is notified by email.

Navigation

Asset Management > Authorizations PNDG > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the **Authorizations Pending Update** page. For more information on each field, select the the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
269	"UIC" and "AUTHN RQST STS" are required.

Search Criteria

UIC
Item Desc
Authn Qty
Stock Nbr
O/H Qty

Approved Qty

Update

Rqstd Qty
Rqst Remarks
Authn Rqst Sts
Authn Ref Nbr
Approval Remarks
Attachment

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Pending Authorization

1. Select one of the following from the **AUTHN RQST STS**drop-down list

Note

When the Approving Official processes a request, the Requestor is notified by email.

2. The **AUTHN REF NBR** is an optional field which can be used as an identification number assigned to a request for authorization.
3. You can modify the **APPROVED QTY** at this time or accept the quantity displayed.
4. It is recommended you enter **Approval Remarks** to add additional comments for your action.
5. In the **Update** process, you can add an Attachment to the authorization record. By selecting the Add Attachment, you can access your local workstation or shared drive to attach one of the following:
6. Select Update to process the transaction or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - AUTHN QTY failed internal validation.	The APPROVED QTY field must be a numeric character greater than or equal to zero.
xxxx - AUTHN REMARKS failed internal validation.	The Approval Remarks field cannot contain more than 1024 characters including spaces.
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters..

Related Topics

- Search for Authorizations Pending - Criteria
- Search for Authorizations Pending - Results
- View the Authorizations Pending Selected Rows
- View the Authorizations Pending Details
- View the Authorizations Pending Transaction Status
- Export the Authorizations Pending Report

Authorizations Pending Detail

Overview

The Authorizations Pending Details process is view only and displays the detailed information for a request to include attachments if available.

Navigation

Asset Management > Authorization PNDG > Search Criteria > Search Results > Detail page

Page Fields

The following fields display on the **Authorization Pending Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
269	"UIC" and "AUTHN RQST STS" are required.

Search Criteria

UIC
Item Desc
Authn Qty
Stock Nbr
On-Hand Qty

Details

Rqstd Qty
Rqst Remarks
Authn Ref Nbr

Authn Rqst Status
Approval Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Authorizations Pending Details

1. The **Request Process Details** page is view only.
2. To return to the previous page, select Cancel.

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for Authorizations Pending - Criteria
- Search for Authorizations Pending - Results
- View the Authorizations Pending Selected Rows
- Update the Authorizations Pending
- View the Authorizations Pending Transaction Status
- Export the Authorizations Pending Report

View the Authorizations Pending Transaction Status

Overview

The Authorizations Transaction Status process displays a verification of the updates and deletes performed.

Navigation

Asset Management > Authorizations PNDG > Search Criteria > Search Results > Update page > Transaction Status page

Page Fields

The following fields display on the **Authorizations Pending Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.

Transaction Status

Status

Action Required
Details

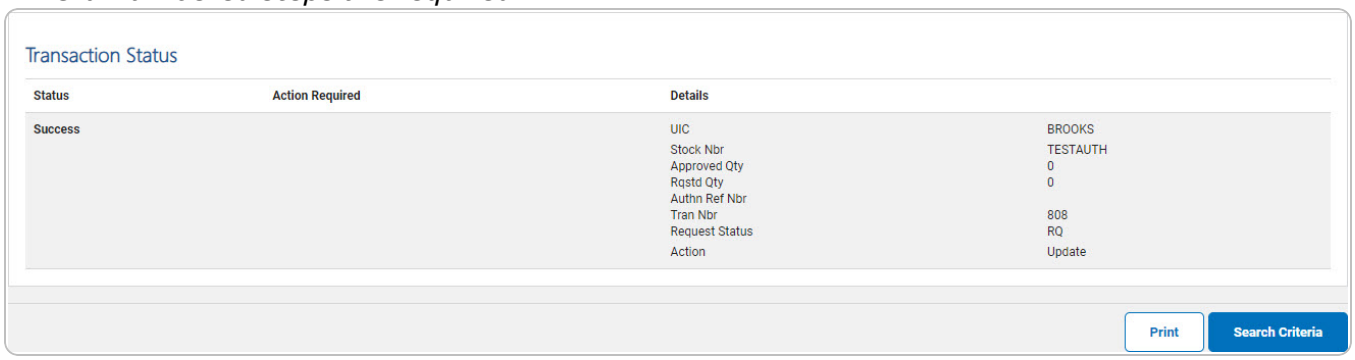
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Asset Transfer Transaction Status

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



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The* ***Export an Asset Transfer Report*** *page appears.*
- Select Cancel. *The* ***Search for an Asset Transfer— Criteria*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for Authorizations Pending - Criteria
- Search for Authorizations Pending - Results
- View the Authorizations Pending Selected Rows
- View the Authorizations Pending Details
- Update the Authorizations Pending
- Export the Authorizations Pending Report

Export an Authorizations Pending Report

Overview

The Export an Authorizations Pending Report provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > Authorizations PNDG > Search Criteria > Search Results > Update page > Transaction Status page > Report Export page

Page Fields

The following fields display on the **Export an Authorizations Pending Report** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

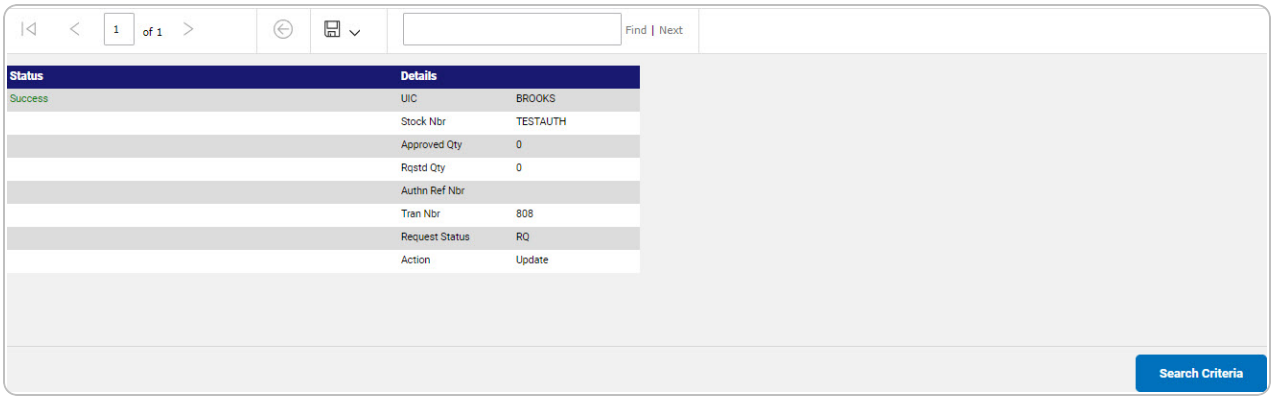
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Authorizations Pending Report

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



2. Follow the prompts provided by the computer.
3. Select . *The **Authorizations Pending Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria to return to the **Search for Authorizations Pending - Criteria** page.

Related Topics

- Search for Authorizations Pending - Criteria
- Search for Authorizations Pending - Results
- View the Authorizations Pending Selected Rows
- View the Authorizations Pending Details
- Update the Authorizations Pending
- View the Authorizations Pending Transaction Status

Search for an Authorization Request — Criteria

Overview

The Property Accountability module Authorization Request process provides the ability to search for Authorization Request records. The two types of Authorizations are Command Authorization and Local Authorization. The process allows a Local Authority to request a Command Authorization and attaches the Authority Documentation to the request. The types of Authority Documentation include a DD250, DD1342, or Modification of Allowance (MOA) letter.
Requests are for the establishment of a new authorization, the removal of an existing authorization, or the modification of an allowance for an existing authorization. When submitting an Authorization Request or a Change in Request, the Approving Official is notified by email, which contains a subject line (Request for Authorization) and a body (A Request for Authority is submitted for (Append UIC, Stock Number, requested quantity, Request Remarks, and AUTHN REF NBR).

Navigation

Asset Management > Authorization RQST > Authorization Request Search Criteria page

Page Fields

The following fields display on the **Authorization Request Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
133	To Update record(s), select the Check Box(s) or choose the "Select All" button for mass actions.
275	"STOCK NBR" is mandatory to process an "Add".

Search Criteria Grid

UIC
Stock Nbr
Authn Rqst Sts

Procedures

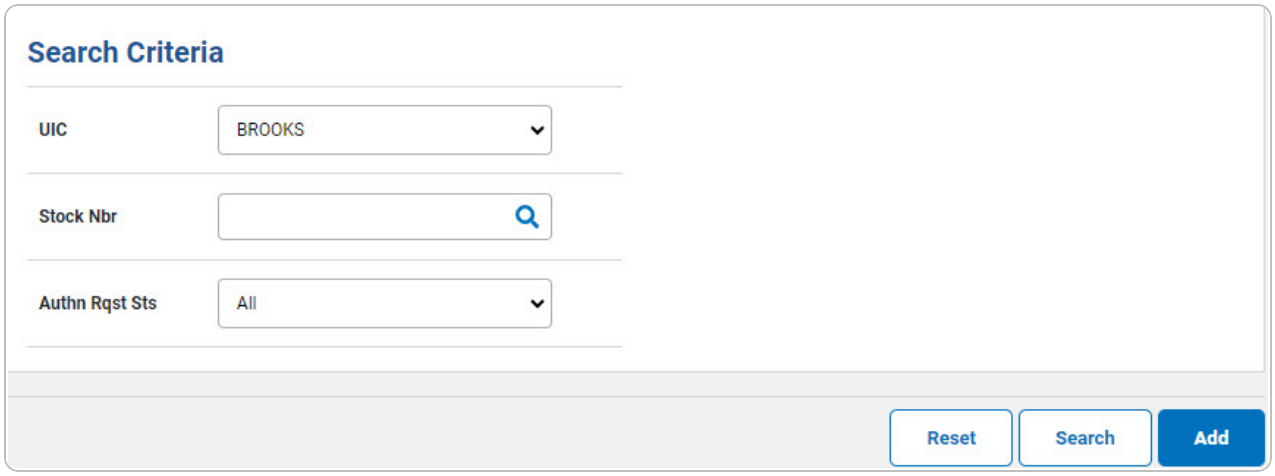
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Authorization Request — 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 panel, narrow the results by entering one or more of the following optional fields:.



- Use ⌄ to select the UIC.
- Enter the STOCK NBR, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

Stock Number Browse

- Use to select the Authn Rqst Sts.

2. Select Search. *The **Authorization Request Search Results** page appears.*

Add an Authorization Request:

1. Use to select the UIC.
2. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

   Stock Number Browse
3. Use to select the Authn Rqst Sts.
4. Select Add. *The **Authorization Request** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
273 — STOCK NBR is mandatory for an add.	Missing Entry. The STOCK NBR must be entered. The STOCK NBR field is a 15 character alphanumeric field.

Related Topics

- Search for an Authorization Request — Results
- View the Authorization Request Details
- Add an Authorization Request
- View the Authorization Request Transaction Status
- Export an Authorization Request Report

Search for an Authorization Request — Results

Overview

The Authorization Request Results process provides the ability to view an authorization request details record(s).

Navigation

Asset Management > Authorization RQST > Search Criteria > Search > Authorization Request Search Results page

Page Fields

The following fields display on the **Authorization Request Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
133	To Update record(s), select the Check Box(s) or choose the "Select All" button for mass actions.
275	"STOCK NBR" is mandatory to process an "Add".

Search Criteria Grid

UIC
Stock Nbr
Authn Rqst Sts

Search Results Grid

Stock Nbr
Item Desc
Rqstd Qty
Authn Rqst Sts
Estbl By
Estbl Dt/Time

Procedures

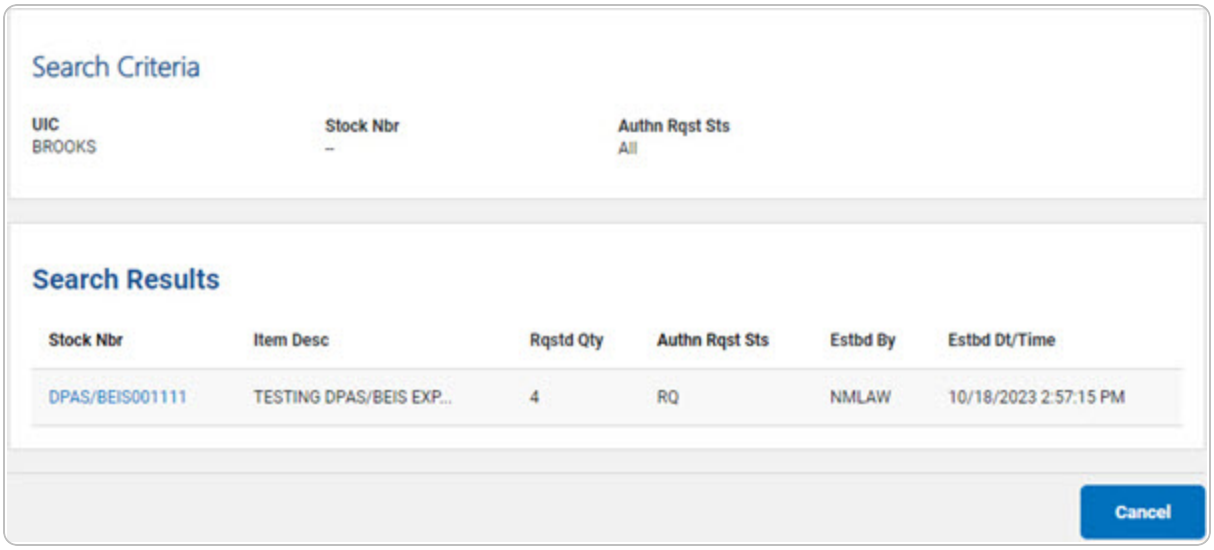
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Authorization Request Details

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

1. Select Search. *The* ***Authorization Request Search Results*** *page appears.*



Note

The deletion or modification of a request is not available. Requests requiring correction are disapproved and must be resubmitted. Submit a new request prior to the disapproval of an old request.

2. Select the STOCK NBR hyperlink. *The **Authorization Request Details** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Authorization Request — Criteria
- Add an Authorization Request
- View the Authorization Request Details
- View the Authorization Request Transaction Status
- Export an Authorization Request Report

Add an Authorization Request

Overview

The Authorization Request Add process provides the ability to create new authorization request records.

Navigation

Asset Management > Authorization RQST > Search Criteria > Add > Authorization Request Add page

Page Fields

The following fields display on the **Authorization Request Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
269	"UIC" and "AUTHN RQST STS" are required.
275	"STOCK NBR" is mandatory to process an "Add".

Search Criteria Grid

UIC
Stock Nbr
Item Desc
On-Hand Qty
Auth Qty

Add Grid

Rqstd Qty
Rqst Remarks
Authn Ref Nbr
Attachment

Procedures

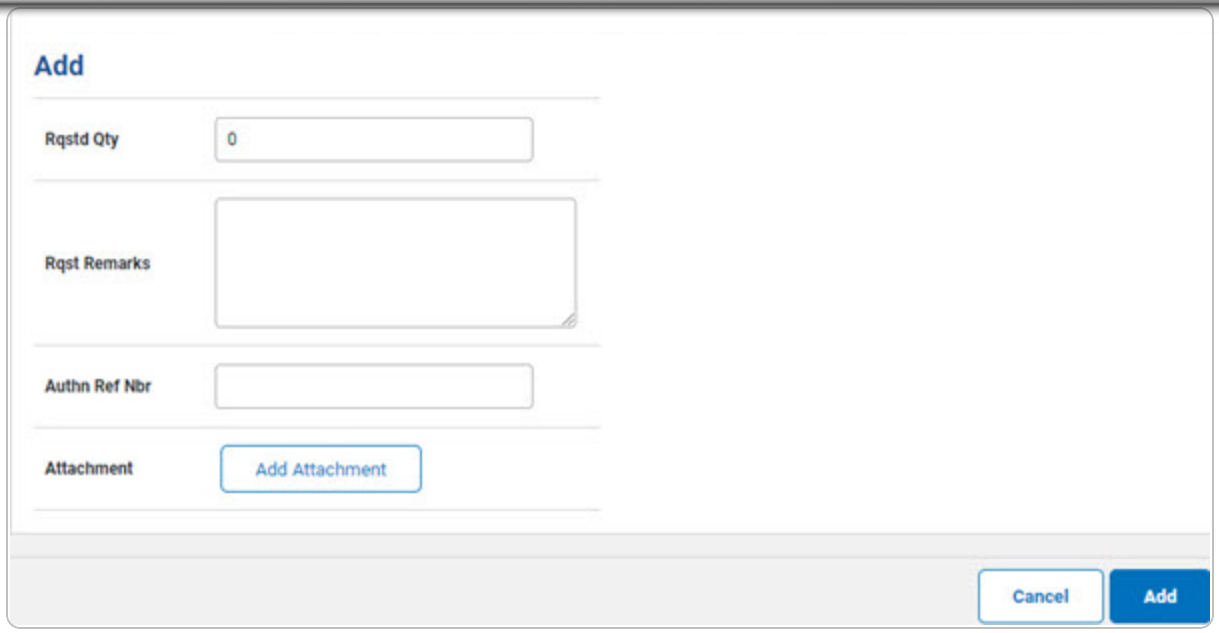
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Authorization Request

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

1. Select Add. *The* ***Authorization Request Add*** *page appears.*



2. *Verify the Search Criteria grid.*
   A. *Verify the UIC.*
   B. *Verify the STOCK NBR.*
   C. *Verify the ITEM DESC.*
   D. *Verify the On-Hand QTY.*
   E. *Verify the AUTHN QTY.*
3. *Complete the Add grid.*
   A. Enter the RQSTD QTY in the field provided. *This is a 10 numeric character field.*

> **Note**
> The Requested Quantity is the total number of items needed for this UIC and Stock Number.

   B. Enter the RQST Remarks in the field provided. *This is a 1026 alphanumeric character field.*
   C. Enter the AUTHN REF NBR in the field provided. *This is a 15 alphanumeric character field.*
   D. Select Add Attachment. *The **Attachment Add** page appears.*

Helpful Tip

The attached documents include the DD250, DD1342, or other forms related to the requested transaction in the form of a Portable Document Format (.PDF).

4. Select Add. *The **Authorization Request Transaction Status** page appears.*

Note

Once a request is submitted, deletions or modifications of the request are not available. Notification of authorization request or change in request status is accomplished by email. When you submit a request, the Approving official is notified by email. The email contains the following:

- Subject Line: Request for Authorization
- Body: A request for authority is submitted for (Append UIC, Stock Number, requested quantity, Request Remarks, and AUTHN REF NBR

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Authorization Request — Criteria
- Search for an Authorization Request — Results
- View the Authorization Request Details
- View the Authorization Request Transaction Status
- Export an Authorization Request Report

View the Authorization Request Details

Overview

The Authorization Request Details process is view only and displays the authorization request record details.

Navigation

Asset Management > Authorization RQST > Search Criteria > Search > Search Results > STOCK NBR hyperlink > Authorization Request Details page

Page Fields

The following fields display on the **Authorization Request Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
276	Enter the total "AUTHN QTY" requested.

Search Criteria Grid

UIC
Stock Nbr
Item Desc
On-Hand Qty
Authn Qty

Details Grid

Rqstd Qty
Rqst Remarks

Authn Ref Nbr
Authn Rqst Status
Approval Remarks

Procedures

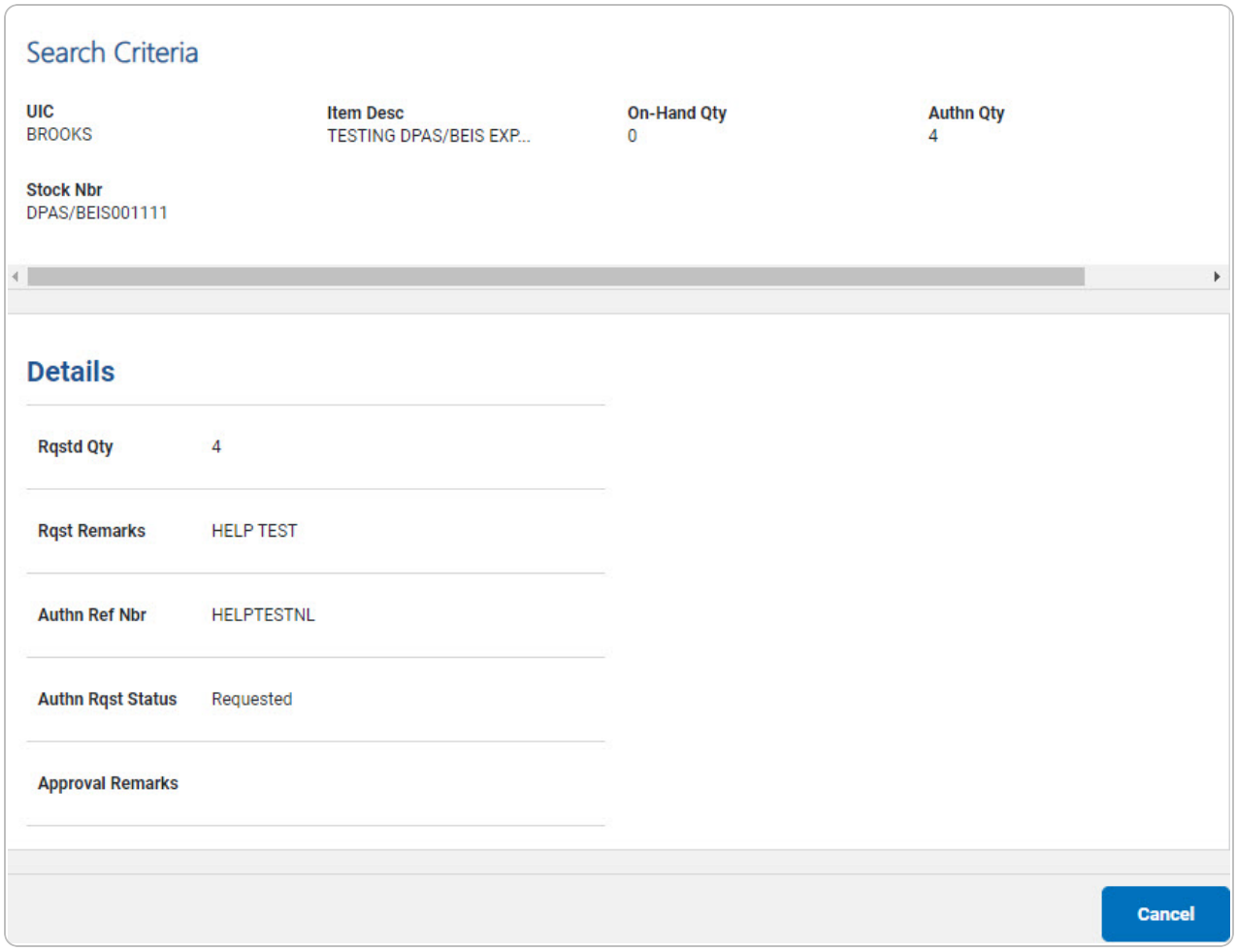
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Authorization Request Details

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

1. Select the STOCK NBR hyperlink . *The **Authorization Request Details** page appears.*



2. *Verify the Search Criteria grid.*
   A. *Verify the UIC.*
   B. *Verify the STOCK NBR.*
   C. *Verify the ITEM DESC.*
   D. *Verify the On-Hand QTY.*
   E. *Verify the AUTHN QTY.*
3. *Verify the Details grid.*
   A. *Verify the RQSTD QTY.*
   B. *Verify the RQST Remarks.*
   C. *Verify the AUTHN REF NBR.*

D. *Verify the AUTHN RQST STS.*

E. *Verify the Approval Remarks.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Help Desk for assistance.	Contact the ELMS Call Center

Related Topics

- Search for an Authorization Request — Criteria
- Search for an Authorization Request — Results
- Search for an Authorizations Pending — Results
- Add an Authorization Request
- View the Authorization Request Transaction Status
- Export an Authorization Request Report

View the Authorization Request Transaction Status

Overview

The Authorization Request Transaction Status process displays a verification of the additions performed.

Navigation

Asset Management > Authorization RQST > Search Criteria > Add > Add > Add > Authorization Request Transaction Status page

Page Fields

The following fields display on the **Authorization Request Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
276	Enter the total "AUTHN QTY" requested.

Transaction Status Grid

Status
Action Required
Details

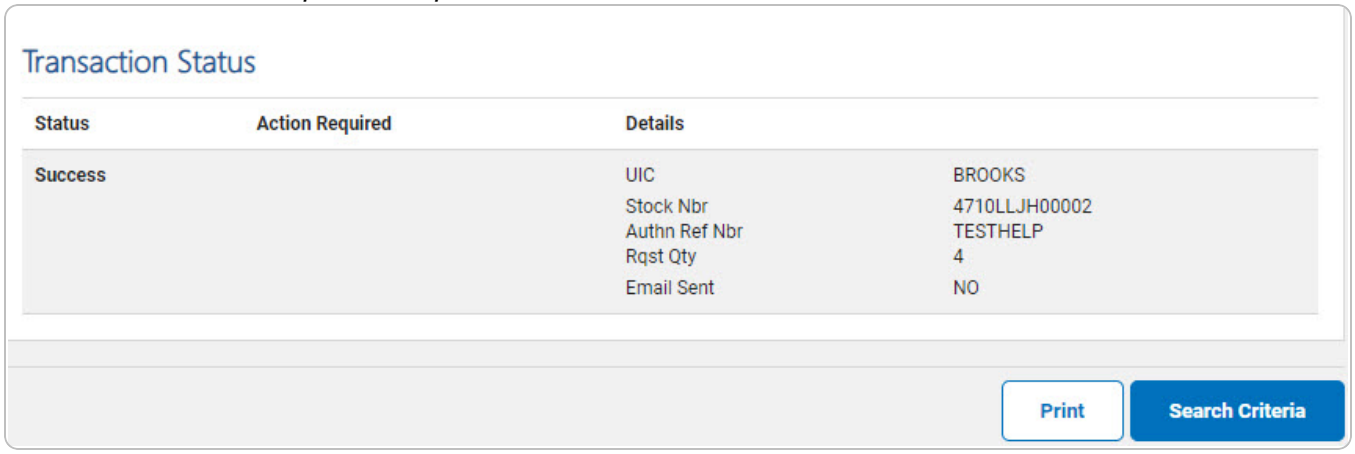
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Authorization Request Transaction Status

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



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print. *The* ***Authorization Request Report Export*** *page appears.*
- Select Search Criteria. *The* ***Authorization Request Search Criteria*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS Help Desk for assistance.	Contact the ELMS Call Center

Related Topics

- Search for an Authorization Request — Criteria
- Search for an Authorization Request — Results
- View the Authorization Request Details
- Add an Authorization Request
- Export an Authorization Request Report

Export an Authorization Request Report

Overview

The Authorization Request Report Export provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > Authorization RQST > Search Criteria > Add > Add > Add > Transaction Status > Authorization Request Report Export page

Page Fields

The following fields display on the **Authorization Request Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
xxxx	Select "Update" button to revise selected fields in record(s).

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

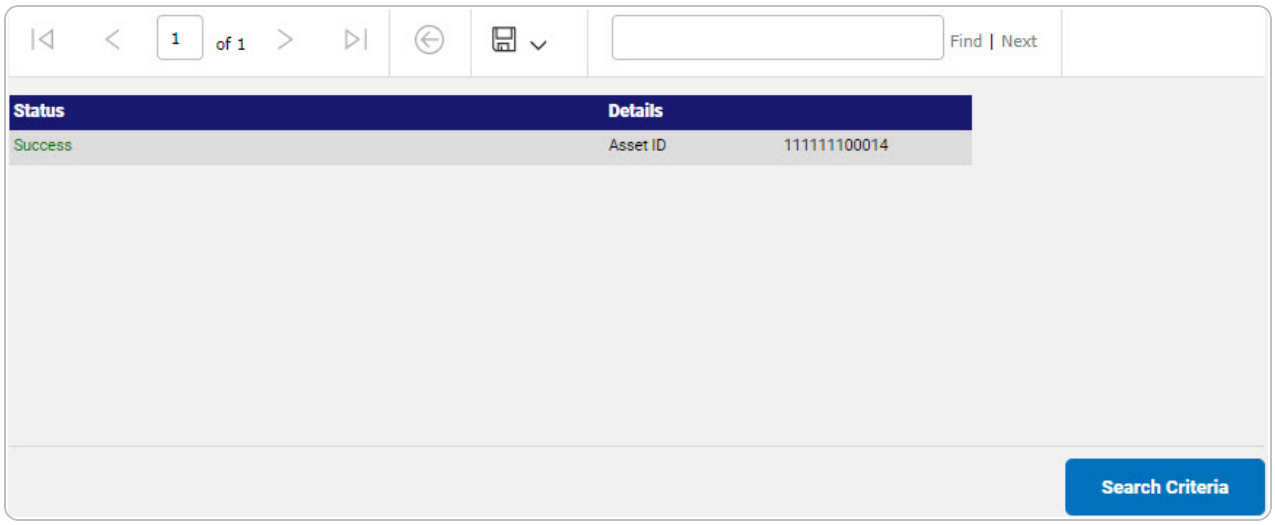
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Authorization Request Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. *Follow the prompts provided by the computer.*
5. Select . *The* ***Authorization Request Search Criteria*** *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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Authorization Request Search Criteria** page appears.*

Related Topics

- Search for an Authorization Request — Criteria
- Search for an Authorization Request — Results
- View the Authorization Request Details
- Add an Authorization Request
- View the Authorization Request Transaction Status

Search for an Excess Asset — Criteria

Overview

The Property Accountability module Excess Asset Search Criteria process provides the ability to select assets which are no longer needed and identify them as available to other ELMSsites or to be reported to an excess system. Currently the ELMSinterface for excess is the Defense Reutilization and Marketing Service (DRMS) Asset Redistribution Table known as Defense Reutilization and Marketing Service Automated Information System (DAISY).
The Type Action selected is used to identify assets which will be:

- **Pre-notifications**
  — available in the future
- **Excess**
  — available now
- **Withdraw**
  — previously marked as being or becoming available

The Excess process works in conjunction with the Disposition process to remove an asset from ELMS. Assets which are unavailable to Excess are:

- Assets under Suspected Loss
- Assets on the Due-Out Table
- Bulk assets on Pre-notification
- Assets On-Loan
- Leased Assets

Navigation

Asset Management > Excess > Excess Asset Search Criteria page

Page Fields

The following fields display on the **Excess Asset Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
105	Selection of "Type Action" is required.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Type Action *
Asset Id
Stock Nbr
Serial Nbr

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

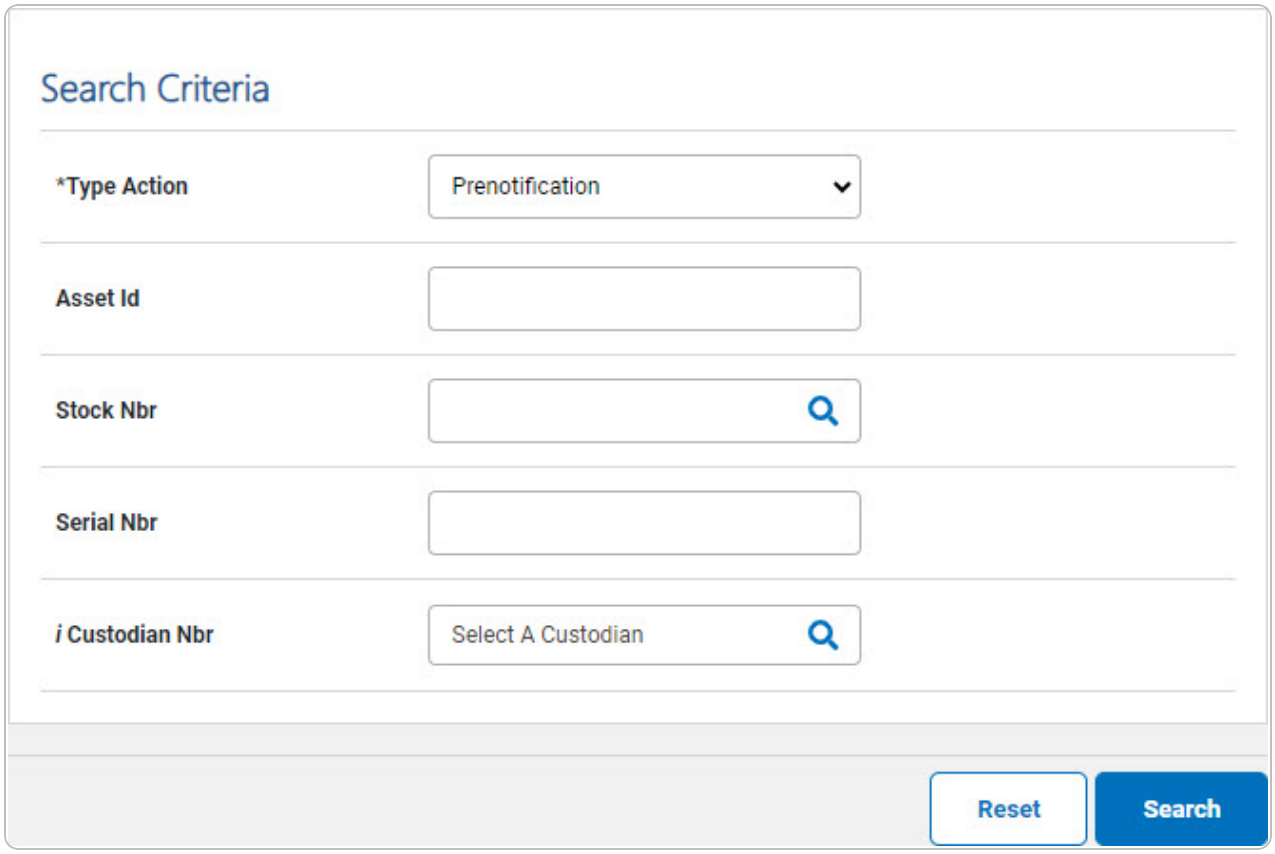
Search for an Asset to Excess

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.*

Note

The user role(s) determine what Type Action options display.

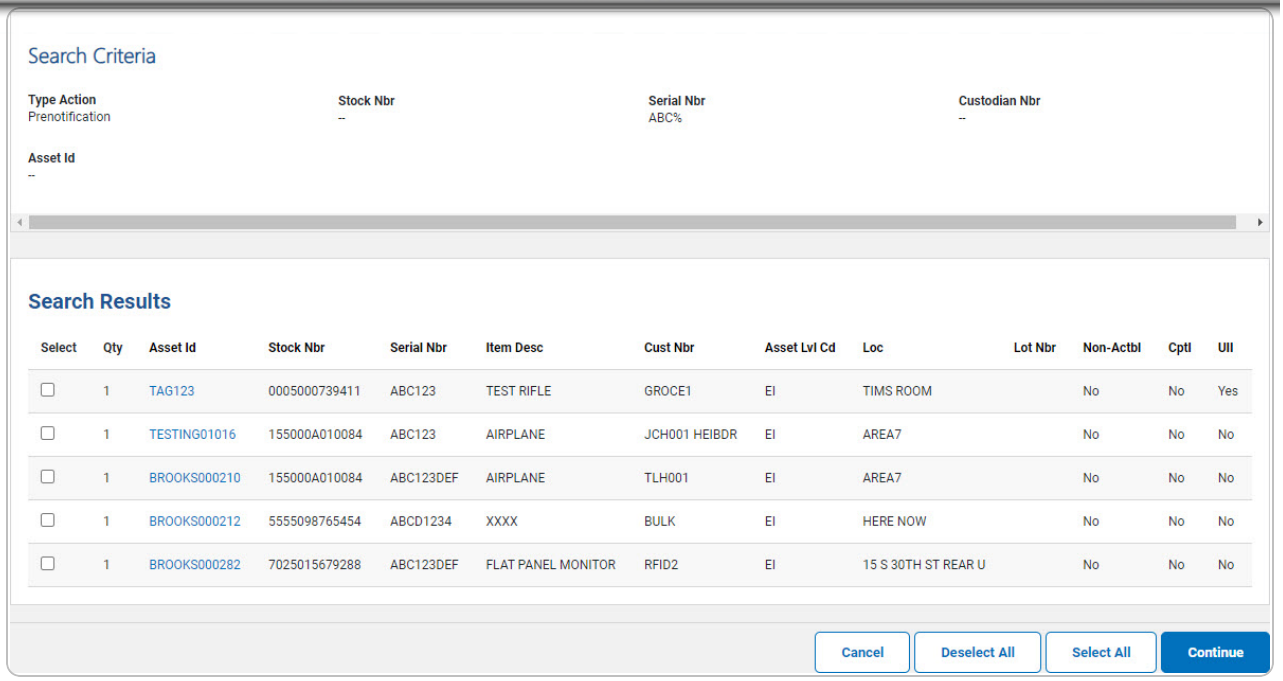
1. In the Search Criteria box, narrow the results by entering one of the following fields:.



2. Use to select the Type Action.
3. Enter the ASSET ID in the field provided. *This is a 15 alphanumeric character field.*
4. Enter the Stock Number, or use to browse for the entry. *This is a 15 alphanumeric character field.*

   Stock Number Browse
5. Enter the SERIAL NBR. *This is a 30 alphanumeric character field.*
6. Use or to browse for the CUSTODIAN NBR entry. *This is a 12 alphanumeric character field.*

   Custodian Browse
7. Select Search. *The **Search for an Excess Asset — Results** page opens.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Type Action*.	Missing Entry. Enter the appropriate information in the desired field.
1 — Record must exist.	Invalid Entry. The Record needs to match the entries. Re-enter the entry.
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

xxxx — Selected rows must have matching STOCK NBRS.	Invalid Entry. Stock Numbers must match within the selected rows. Re-enter the Stock Numbers.
291 — Pre-Notification action invalid, STK NBR is bulk managed.	Invalid Entry. Stock Number must be serially managed for pre-notifications. Re-enter the Stock Number.
82 — STOCK NBR must be alphanumeric with valid special character(s) $, — , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Excess Asset — Results
- View the Excess Asset Selected Rows
- Update an Excess Asset
- View the Excess Asset Transaction Status
- Export Excess Asset Report

Search for an Excess Asset — Results

Overview

The Excess Asset Search Results process provides the ability to display all assets available to be excessed.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Excess > Search Criteria > Search > Excess Asset Search Results page

Page Fields

The following fields display on the **Excess Asset Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
74	Both Serial and Bulk managed assets will be displayed.
156	Selections must have matching STOCK NBRS.

15	"Select All" button marks all rows, all pages for Mass Update/Delete actions.
16	"Deselect All" button clears all rows, all pages.

Search Criteria

Type Action
Stock Nbr
Serial Nbr
Custodian Nbr
Asset Id

Search Results

Select
Qty
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Asset Lvl Cd
Loc
Lot Nbr
Non-Actbl
Cptl
UII

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Deselect All *deselects the checked entries. Selecting* Select All *selects all present*

entries.

View the Asset Details

Select the ASSET ID hyperlink. *The **View the Asset Details** page appears.*

View the Excess Asset Selected Rows

1. Click ☐ to select the desired Asset record(s).
2. Select Continue. *The **View the Excess Asset Selected Rows** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
xxxx — Selected rows must have matching STOCK NBRS.	Invalid Entry. Stock Numbers must match within the selected rows. Re-enter the Stock Numbers.
xxxx — Unable to get off page.	Select Search Criteria to return to the **Search for an Excess Asset — Criteria** page.

Related Topics

- Search for an Excess Asset — Criteria
- View the Excess Asset Selected Rows
- Update an Excess Asset

- View the Excess Asset Transaction Status
- Export Excess Asset Report

Select the Excess Asset Rows

Overview

The Excess Asset Selected Rows process displays the assets marked for Prenotification, Excess or Withdraw.
For bulk records, the Change Quantity is required for the updated record(s). If no Quantity is entered, all records are updated. The quantity displays for bulk managed assets only.

Navigation

Asset Management > Excess > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Excess Asset Selected Rows page

Page Fields

The following fields display on the **Excess Asset Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
76	For bulk records, enter CHG QTY for the record(s) that the update applies. If no QTY is entered, all records will be updated.
14	Select "Cancel" button to return to previous page.

Search Criteria

Type Action
Stock Nbr

Serial Nbr
Custodian Nbr
Asset Id

Selected Rows

Qty
Excs Qty
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Asset Lvl Cd
Loc
Lot Nbr
Non-Actbl
Cptl
UII

Procedures

ELMS Navigation Helpful Tips

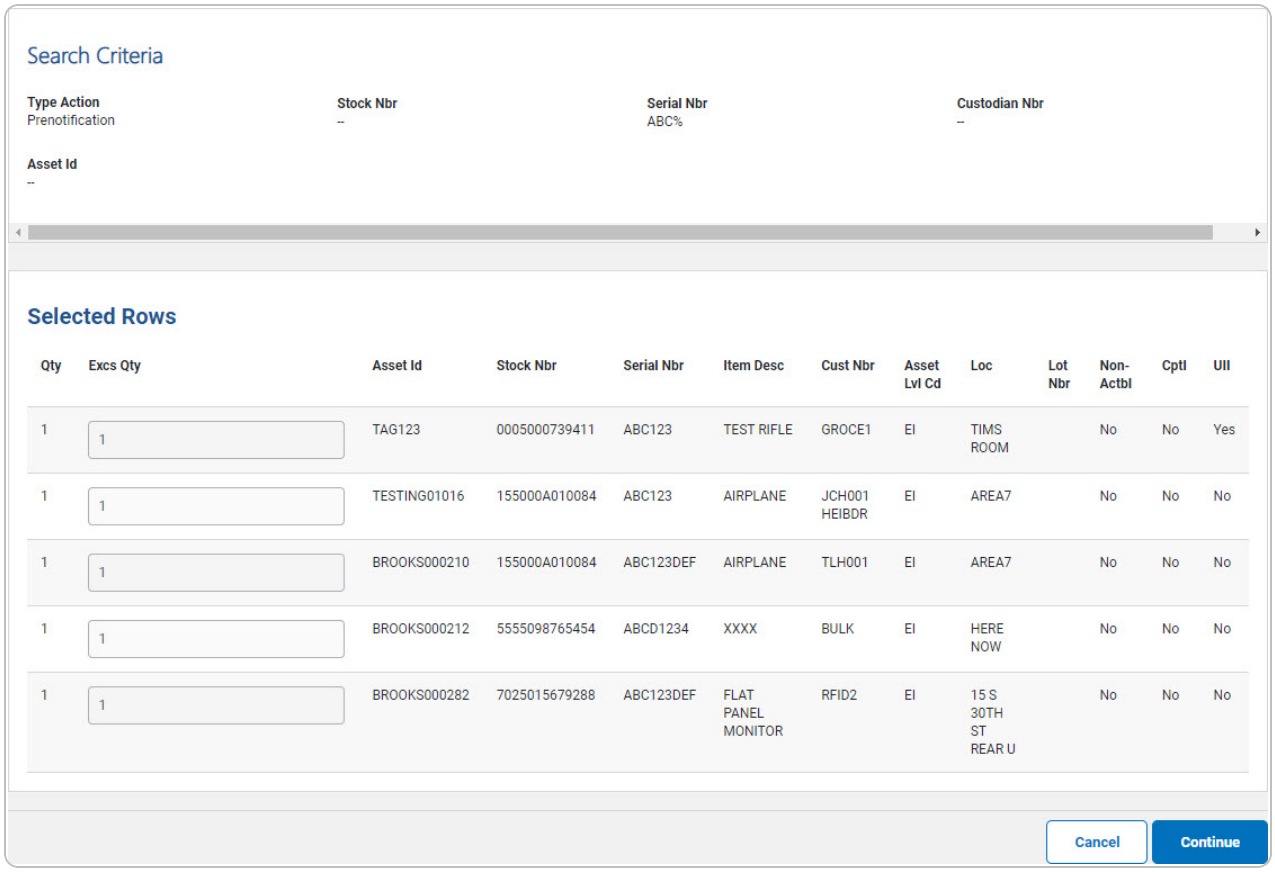
Click the following link to display PA Navigation Tips.

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

View the Excess Asset Selected Rows

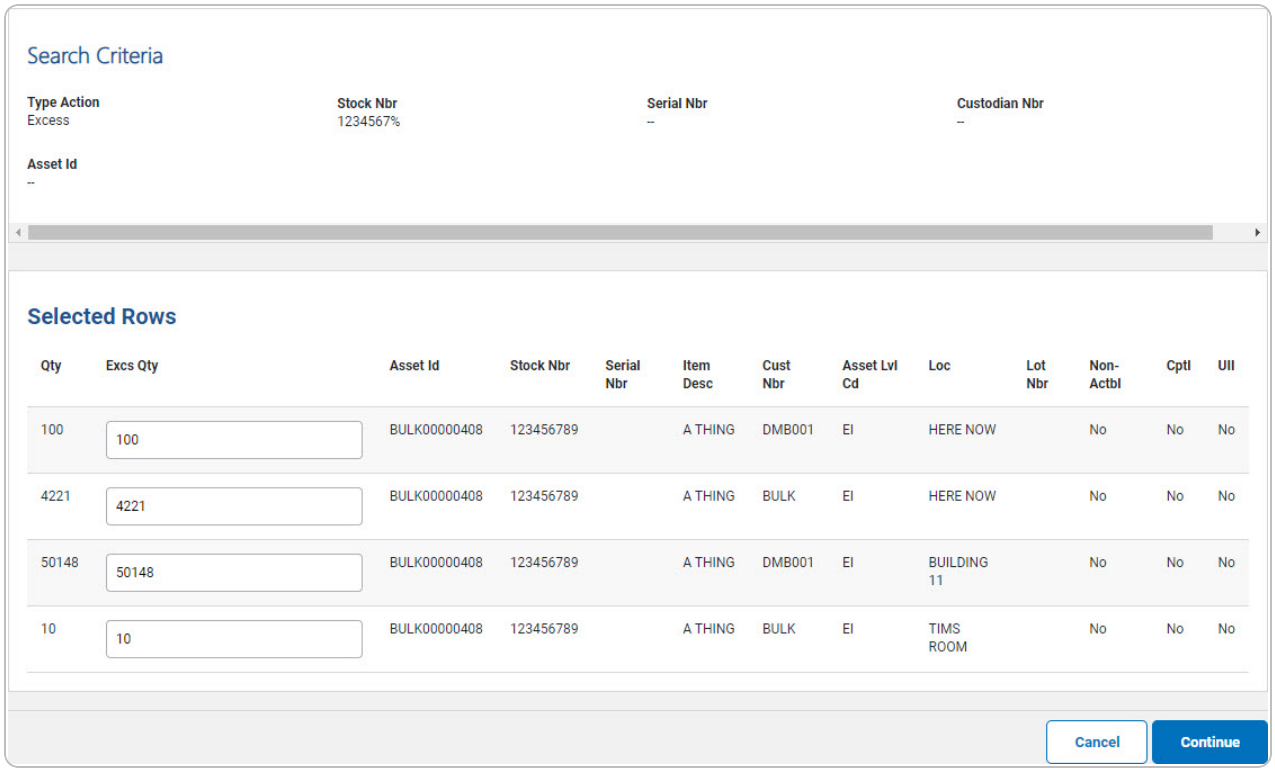
1. Select Continue. *The* ***View the Excess Asset Selected Rows*** *page appears.*

Serial Asset



Qty	Excs Qty	Asset Id	Stock Nbr	Serial Nbr	Item Desc	Cust Nbr	Asset Lvl Cd	Loc	Lot Nbr	Non-Actbl	Cptl	UII
1	1	TAG123	0005000739411	ABC123	TEST RIFLE	GROCE1	EI	TIMS ROOM		No	No	Yes
1	1	TESTING01016	155000A010084	ABC123	AIRPLANE	JCH001 HEIBDR	EI	AREA7		No	No	No
1	1	BROOKS000210	155000A010084	ABC123DEF	AIRPLANE	TLH001	EI	AREA7		No	No	No
1	1	BROOKS000212	5555098765454	ABCD1234	XXXX	BULK	EI	HERE NOW		No	No	No
1	1	BROOKS000282	7025015679288	ABC123DEF	FLAT PANEL MONITOR	RFID2	EI	15 S 30TH ST REAR U		No	No	No

Bulk Asset



Go to the next step for Serial Assets.

2. **OR**

   Enter the Excess Quantity for the Bulk Assets.

3. Select Continue. *The **Update an Excess Asset** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
27 — QTY entered exceeds	Invalid Entry. The desired QTY is greater than

QTY on Hand.	the QTY available. Enter the QTY again.

Related Topics

- Search for an Excess Asset — Criteria
- Search for an Excess Asset — Results
- Update an Excess Asset
- View the Excess Asset Transaction Status
- Export Excess Asset Report

Update an Excess Asset

Overview

The Excess Asset Update process allows editing of the Disposal Activity, Condition Code and Available Date among other key data fields for Prenotification, Excess or Withdrawal of an asset.

Navigation

Asset Management > Excess > Search Criteria > Search > Search Results > Continue > Selected Rows > Continue > Excess Asset Update page

Page Fields

The following fields display on the **Excess Asset Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Search Criteria

Type Action
Stock Nbr
Serial Nbr
Custodian Nbr
Asset Id

Update

Dspsl Activity *
Avail Dt *
Cond Cd *
RIC From *
Rpt Address *
POC *
DSN
Phone Nbr *
FAX Nbr
E-Mail Address *
DoDAAC *
Activity Name
Address *
Address 2
City
State
ZIP Cd
Country Cd *
Holding DoDAAC *
Holding POC *
Holding Loc *
Holding Sub Loc
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

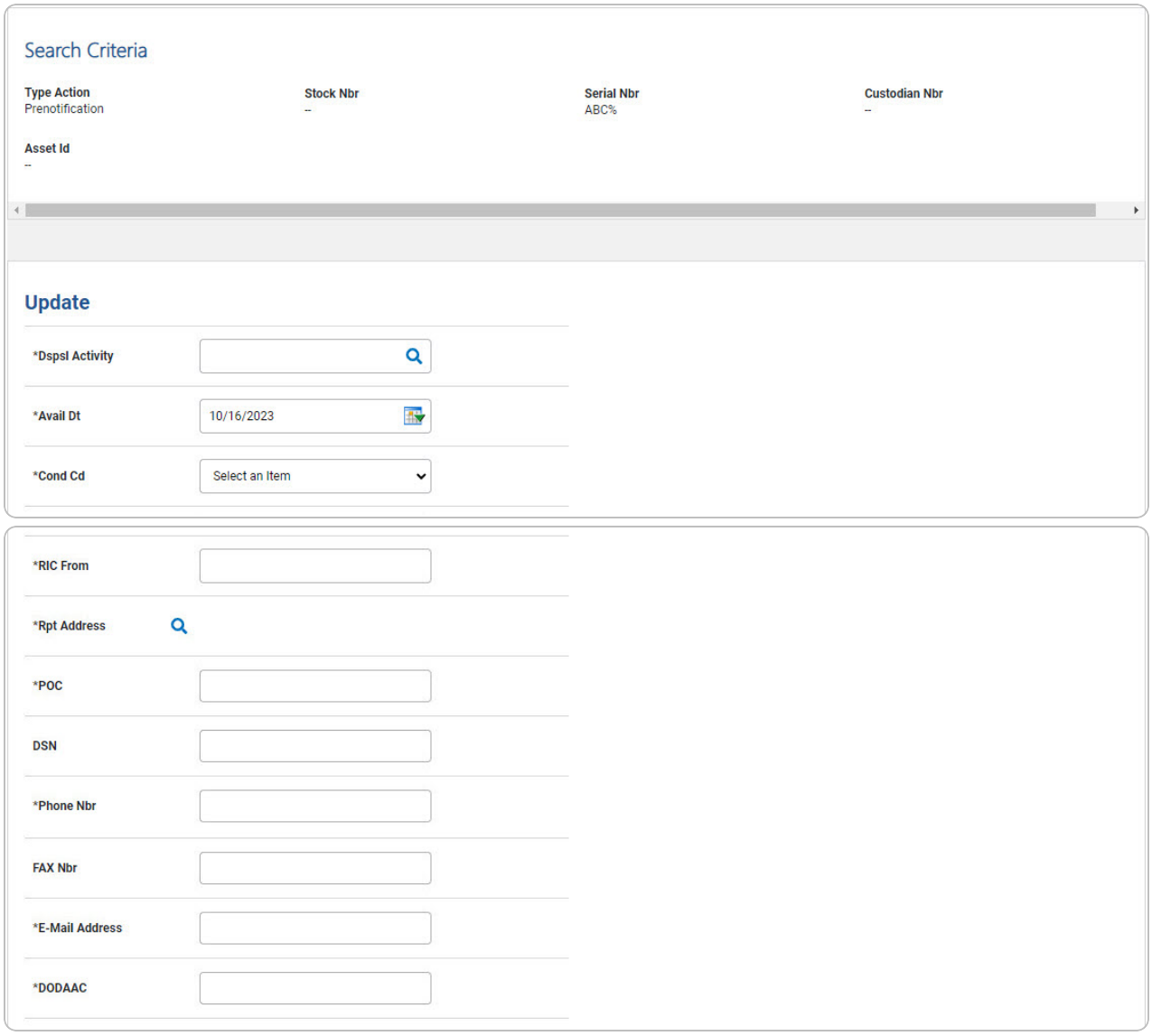
ELMS Navigation Helpful Tips

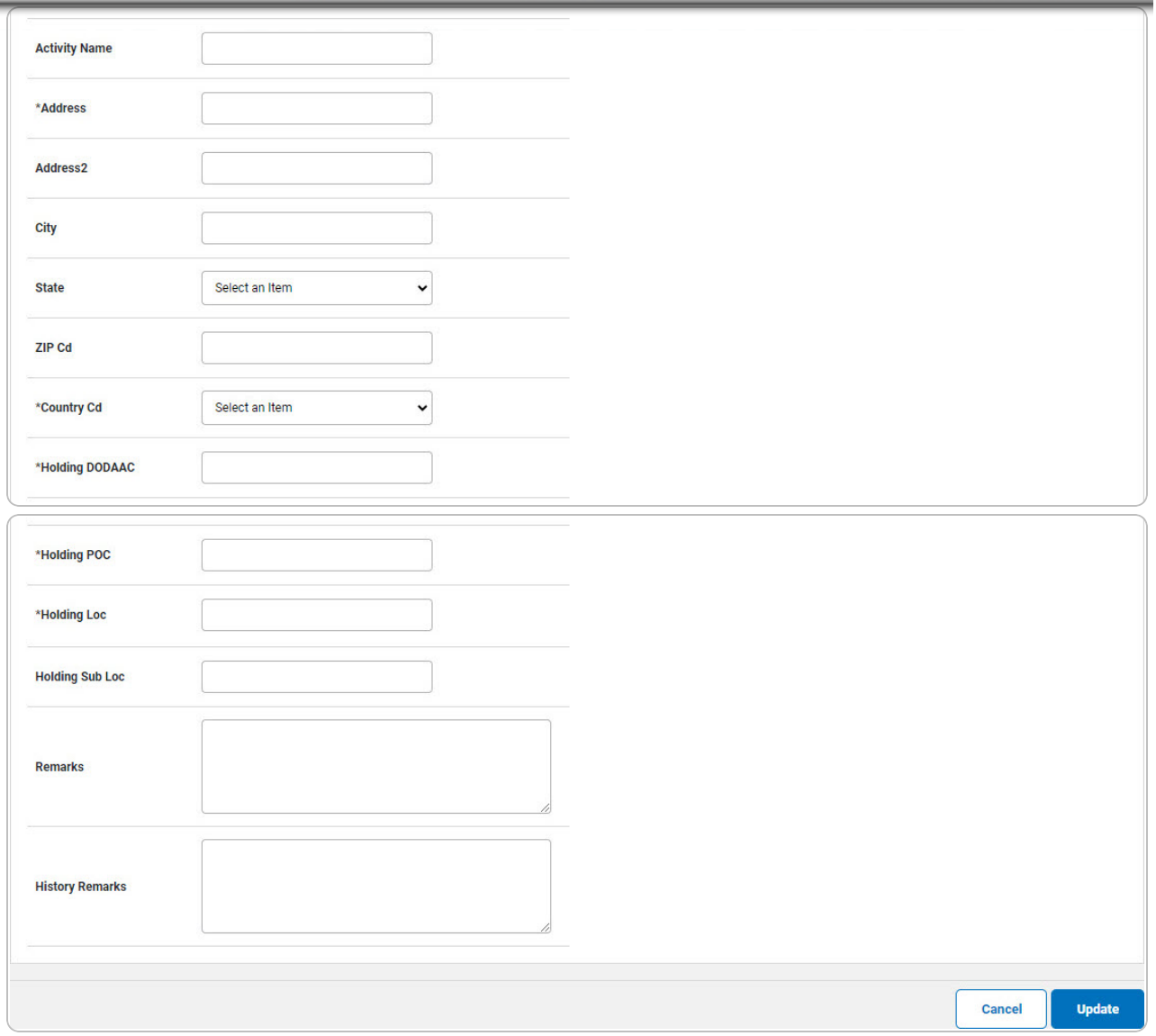
Click the following link to display PA Navigation Tips.

Update an Excess Asset

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

1. From the Selected Rows page, select Continue. *The **Update an Excess Asset** page appears.*





2. Enter the DSPSL ACTIVITY, or use to browse for the activity. *This is a 6 alphanumeric character field.*

   Disposal Activity Browse

3. Use to select the AVAIL DT, or enter the date (MM/DD/YYYY) in the field provided.

4. Use to select the Cond Cd.

5. Enter the RIC From in the field provided. *This is a 3 alphanumeric character field.*

6. Use to browse for the RPT ADDRESS.

   Reporting Address Browse

7. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*
8. Enter the DSN in the field provided. *This is an 8 numeric character field.*
9. Enter the PHONE NBR in the field provided. *This is a 19 numeric character field.*
10. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*
11. Enter the E-MAIL Address in the field provided. *This is an 80 alphanumeric character field.*
12. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*
13. Enter the Activity Name in the field provided. *This is a 50 alphanumeric character field.*
14. Enter the Address in the field provided. *This is a 35 alphanumeric character field.*
15. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*
16. Enter the City in the field provided. *This is a 22 alphanumeric character field.*
17. Use to select the State.
18. Enter the ZIP code in the field provided. *This is a 10 alphanumeric character field.*
19. Use to select the Country Cd.
20. Enter the Holding DODAAC in the field provided. *This is a 6 alphanumeric character field.*
21. Enter the Holding POC in the field provided. *This is a 65 alphanumeric character field.*
22. Enter the Holding LOC in the field provided. *This is a 20 alphanumeric character field.*
23. Enter the Holding SUB LOC in the field provided. *This is a 20 alphanumeric character field.*
24. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*
25. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
26. Select Update. *The **View the Excess Asset Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *DSPSL ACTIVITY*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *AVAIL DT*.	
13 — Mandatory Entry: *COND CD*.	
13 — Mandatory Entry: *RPT ADDRESS*.	
13 — Mandatory Entry: *RIC From*.	
13 — Mandatory Entry: *RPT ADDRESS*.	
13 — Mandatory Entry: *POC*.	
13 — Mandatory Entry: *PHONE NBR*.	
13 — Mandatory Entry: *E-MAIL Address*.	
13 — Mandatory Entry: *DODAAC*.	

13 — Mandatory Entry: *Address*.	
13 — Mandatory Entry: *Country Cd*.	
13 — Mandatory Entry: *Holding DoDAAC*.	
13 — Mandatory Entry: *Holding POC*.	
13 — Mandatory Entry: *Holding Loc*.	
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
895 — Date entered must be > = System Date.	Invalid Date Entry. The date must be either the system date or later. Re—enter the date.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.

1 — Record must exist.	Invalid Entry. The Record needs to match the entries. Re-enter the entry.

Related Topics

- Search for an Excess Asset — Criteria
- Search for an Excess Asset — Results
- View the Excess Asset Selected Rows
- View the Excess Asset Transaction Status
- Export Excess Asset Report

View the Excess Asset Transaction Status

Overview

The Excess Asset Transaction Status process displays a verification of the Prenotification, Excess or Withdrawal performed.

Navigation

Asset Management > Excess > Search Criteria > *Various Procedural Steps* > Excess Asset Transaction Status page

Page Fields

The following fields display on the **Excess Asset Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction Was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

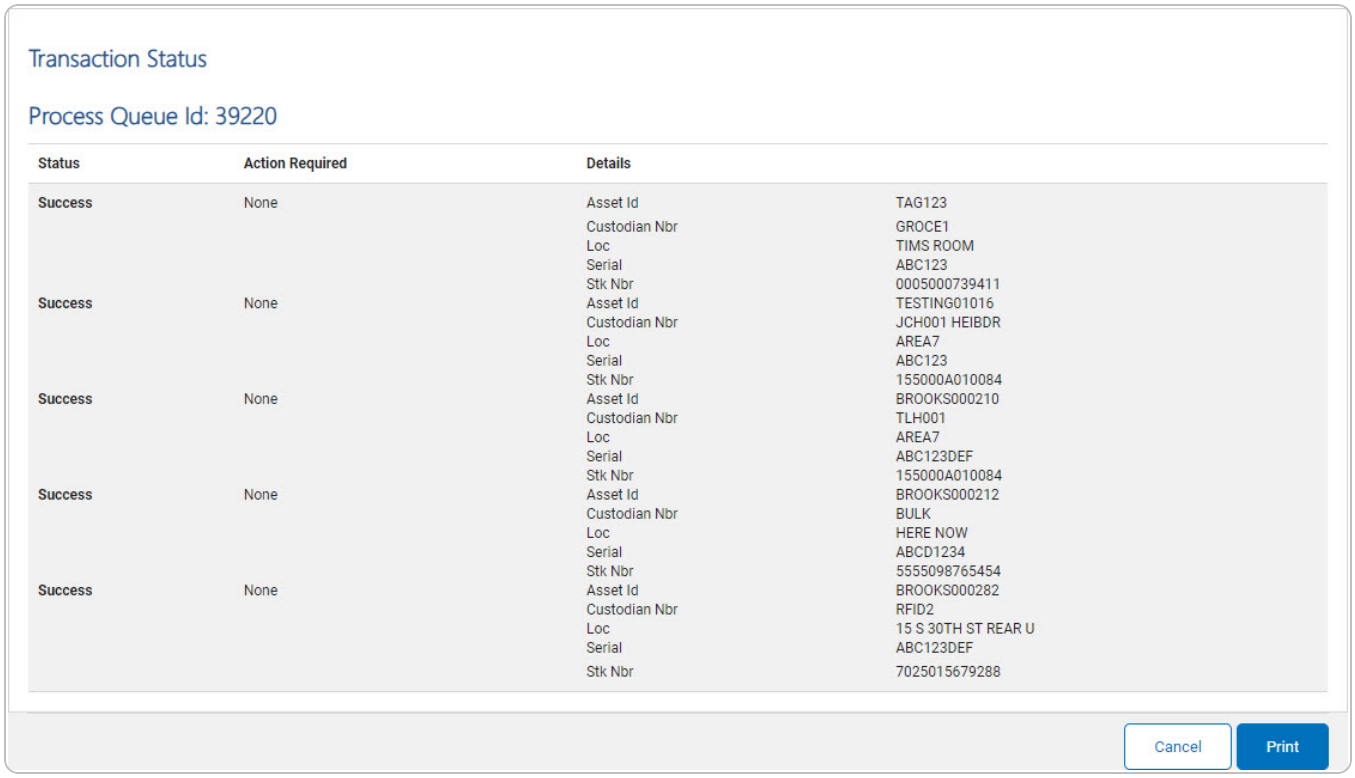
Click the following link to display PA Navigation Tips.

View the Excess Asset Background Transaction Status

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

- *The Transaction Number automatically populates and is not editable.*
- *The Transaction Status automatically populates and is not editable.*
- Select Refresh to update the transaction status. *The page refreshes.*
- Select View Results once the background process is completed. *The* ***Transaction Status*** *page appears.*
- Select Cancel. *The* ***Search for an Excess Asset — Criteria*** *page appears.*

View the Excess Asset Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The **Export an Excess Asset Report** page appears.*
- Select Cancel. *The **Search for an Excess Asset — Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for an Excess Asset — Criteria
- Search for an Excess Asset — Results
- View the Excess Asset Selected Rows
- Update an Excess Asset
- Export Excess Asset Report

Export an Excess Asset Report

Overview

The Export an Excess Asset Report provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > Excess > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Excess Asset Report Export page

Page Fields

The following fields display on the **Excess Asset Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

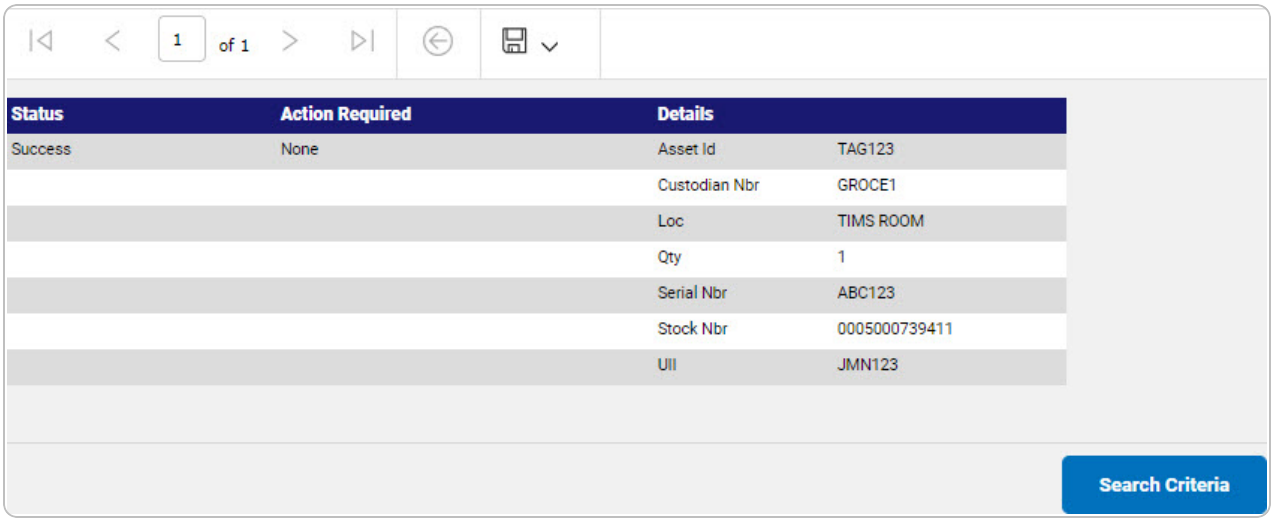
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Excess Asset Report

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Follow the prompts provided by the computer.
6. Select . *The* ***Search for an Excess Asset — Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for an Excess Asset — Criteria
- Search for an Excess Asset — Results
- View the Excess Asset Selected Rows
- Update an Excess Asset
- View the Excess Asset Transaction Status

Search for an Excess In Place Delete — Criteria

Overview

The Property Accountability module Excess in Place Delete Search Criteria process provides the ability to delete the excess in place asset(s) which have been turned in to the Defense Reutilization and Marketing Office (DRMO) and have been reissued/sold by DRMO.
Assets for deletion are entered into the Excess Asset or Excess Non-Property process and identified as Excess In Place.

Navigation

Asset Management > Excess In Place DEL > Excess In Place Delete Search Criteria page

Page Fields

The following fields display on the **Excess In Place Delete Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
79	If no Search Criteria is entered, search will be performed by UIC.
27	A wild card is permitted using percentage (%).
128	Disposal Turn-In DOC NBR(s) with Excess Action CD "E" is not displayed.
12	Select "Search" button to view Search Results page.

13	Select "Reset" button to clear data.

Search Criteria

Dspsl Doc Nbr

Procedures

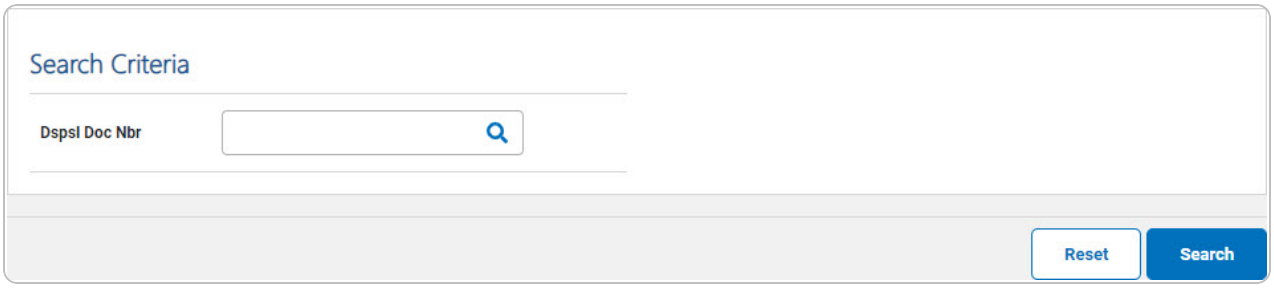
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Excess in Place Delete

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, narrow the results by entering the following field:.



2. Enter the DSPSL DOC NBR, or use to browse for the entry.
3. Select Search.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Excess In Place Delete - Results
- Delete an Excess In Place Delete
- View the Excess In Place Transaction Status
- Report an Excess In Place Export

Search for an Excess In Place Delete — Results

Overview

You are on the Excess In Place Delete Search Results page displaying records for deletion. Review Search Results and designate records for deletion by using the checkboxes provided.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Excess In Place DEL > Search Criteria > Excess In Place Delete Search Results page

Page Fields

The following fields display on the **Excess In Place Delete Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
141	Select the Check Box next to record(s) you want to delete and select "Continue".
15	"Select All" button marks all rows, all pages for Mass Update/Delete actions.

16	"Deselect All" button clears all rows, all pages.
14	Select "Cancel" button to return to previous page.

Search Criteria

Dspsl Doc Nbr

Search Results

Select
Qty
Asset Id
Stock Nbr
Serial Nbr
Lot Nbr
Loc
Dspsl Doc Nbr
Item Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select Excess In Place Records to Delete

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Deselect All *deselects the checked entries. Selecting* Select All *selects all present entries.*

1. Select the record(s) you want to delete using the checkboxes.

- Select All marks all rows, all pages for **Mass Update/Delete** actions.
- Deselect All clears all rows, all pages.

2. Select Continue to continue or choose Cancel to return to previous page

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for an Excess in Place Delete - Criteria
- Delete an Excess In Place Delete
- View the Excess In Place Transaction Status
- Report an Excess In Place Export

Excess In Place Delete - Delete

Overview

On the **Excess In Place Delete**page, records selected for deletion display at the top of the page. The **History Remarks** is a mandatory field. If no remarks are entered, an error message displays.

Navigation

Asset Management > Excess In Place DEL > Search Criteria > Search Results > Delete page

Page Fields

The following fields display on the **Excess In Place Delete** page. For more information on each field, select the appropriate hyperlink.

History Remarks

Procedures

To Perform the Excess In Place Delete Action:

1. Verify the record to be deleted.
2. Select Delete; otherwise, choose Cancel to return to previous menu.

Upon completion of this process, the assets are dropped and a history record is written to the **Asset Redistribution History Table** for each asset affected by the delete action.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

13 — Mandatory Entry: *History Remarks*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for an Excess in Place Delete - Criteria
- Search for an Excess In Place Delete - Results
- View the Excess In Place Transaction Status
- Report an Excess In Place Export

Excess In Place Delete Transaction Status

Overview

The **Excess In Place Delete Transaction Status** page is a batch process transaction. The process runs in the background and may take a few seconds to finish. Once the batch is complete, a **Review Results** button is provided to display the outcome of your transaction.

Navigation

Asset Management > Excess In Place DEL > Search Criteria > Search Results > Delete page > Transaction Status page

Page Fields

The following fields display on the **Excess Asset Transaction Status** page.

Status
Action Required
Details

Procedures

From the Transaction Status page, you have two options.

1. Select Search Criteria to return to the **Search Criteria** page.
2. Select Print to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Excess In Place Delete Search Criteria
- Excess In Place Delete Search Results
- Excess In Place Delete - Delete
- Excess In Place Delete Report Export

PageID Ref: WFHRN4004_11

Export an Excess In Place Delete Report

Overview

The Export an Excess In Place Delete Report provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > Excess In Place Delete > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > Export an Excess In Place Delete page

Page Fields

The following fields display on the **Export an Excess In Place Delete Report** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Excess In Place Delete Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Follow the prompts provided by the computer.
6. Select

to return to the **Excess In Place Delete Search Criteria** page.

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

xxxx - Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for an Excess in Place Delete - Criteria
- Search for an Excess In Place Delete - Results
- Delete an Excess In Place Delete
- View the Excess In Place Transaction Status

UIT Reconciliation Request

Overview

The UIT Reconciliation Request process is used to run an out-of-cycle reconciliation for either all UIC's under one Accountable UIC or a single UIC. Prior approval is required from LOGSA (Logistics Support Activity) to run an out-of-cycle reconciliation.
When a selection is made on the page, a record is written to the Batch Queue. A separate record is written to the Batch Queue Table for each UICselected in the UIT Reconciliation Request program. The UIT Reconciliation Process then processes the batch record.

Navigation

Asset Management > UIT Recon Request > UIT Reconciliation Request page

Page Fields

The following fields display on the **UIT Reconciliation Request** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
13	Select "Reset" button to clear data.
374	Select Submit button to submit transaction to batch queue.

Search Criteria

UIC

Procedures

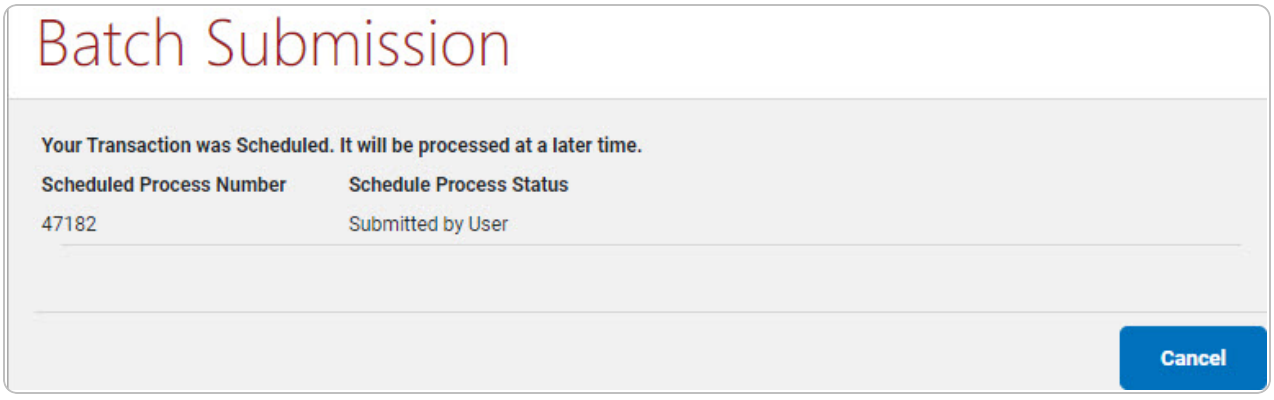
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit a Reconciliation Request

1. Use to select the UIC.

2. Select Submit. *The Batch Submission is scheduled.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

No Common Links

Search for a UII Update / Assignment — Criteria

Overview

The Property Accountability module UII Update / Assignment process provides the ability to create or update an assigned Unique Item Identifier (UII) for a serialized asset. A requirement in ELMS is a UII must be assigned either by the manufacturer or by a ELMS Virtual UII.

Navigation

Asset Management > UII Update/Assign > UII Update / Assignment Search Criteria page

Page Fields

The following fields display on the **UII Update / Assignment Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

UII Sts Cd
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc

Procedures

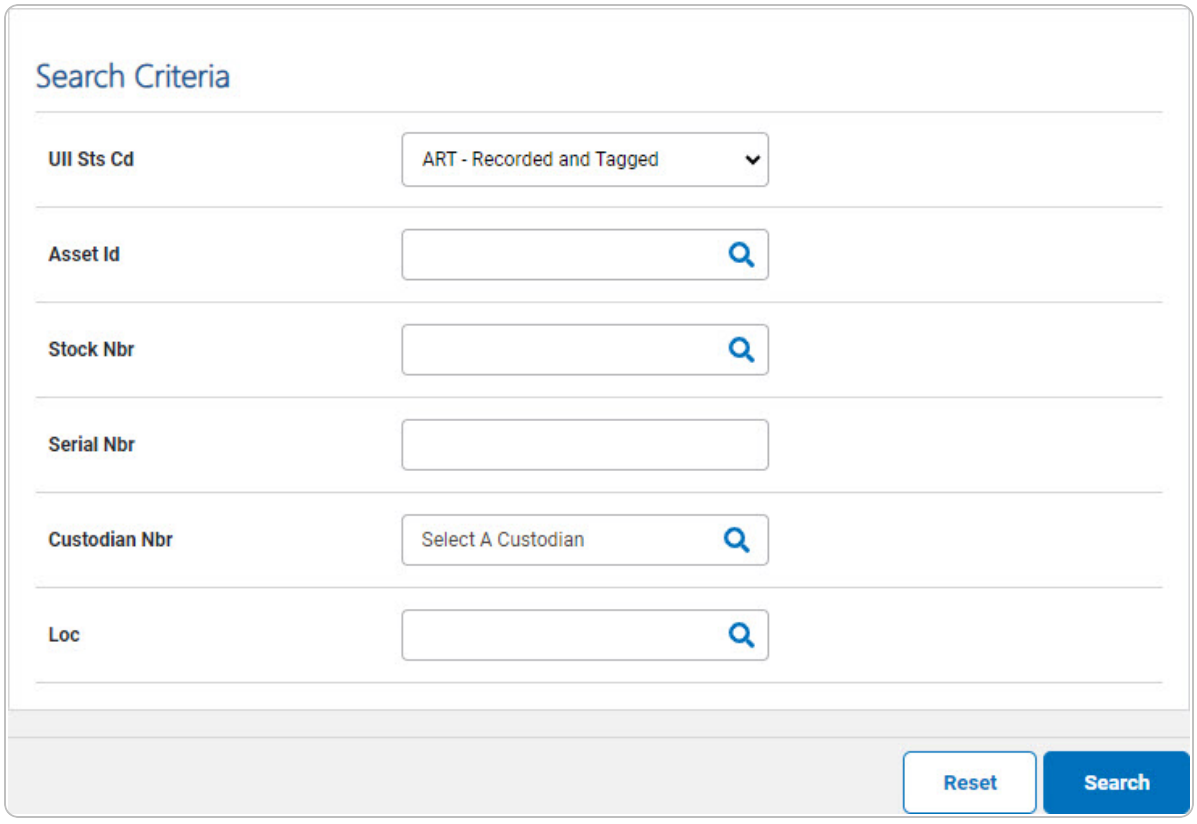
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a UII Update / Assignment

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. Use to select the UII Sts Cd.



2. Enter the ASSET ID, or use to browse for the entry. *This is a 12 alphanumeric character field.*

Asset Identifier Browse

3. Enter the STOCK NBR, or use to browse for the number. *This is a 15 alphanumeric character field.*

   Stock Number Browse

4. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

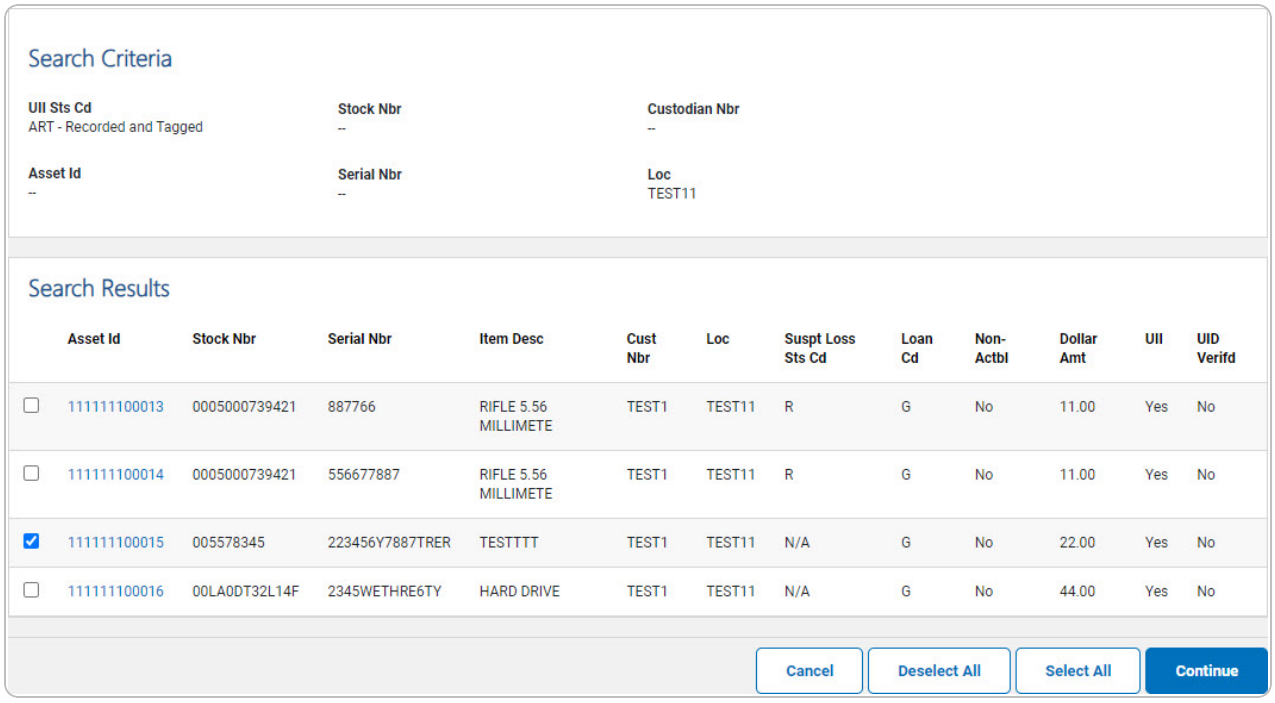
5. Enter the CUSTODIAN NBR, or use to browse for the entry. *This is a 12 alphanumeric character field.*

   Custodian Number Browse

6. Enter the LOC, or use to browse for the entry. *This is a 20 alphanumeric character field.*

   Location Browse

7. Select Search. *The **Search for a UII Update / Assignment — Results** page appears. Results display in the Search Results grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *UII Status Cd*.	Missing Entry. Enter the appropriate information in the desired field.
501 — Refine Search Criteria to retrieve the allowable maximum of {x}.	Invalid Search Entry. The performed search returned more than 500 rows. Refine the search criteria.

Related Topics

- Search for a UII Update / Assignment — Results
- Select the UII Update / Assignment Rows
- View the UII Update / Assignment Asset Details
- Update a UII Update/Assignment
- View the UII Update/Assignment Transaction Status
- Export a UII Update/Assignment Report

Search for a UII Update / Assignment — Results

Overview

The UII Update/Assignment Search Results page provides checkboxes to select a specific record or select all records for update or assignment.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > UII Update/Assign > Search Criteria > Search > UII Update / Assignment Search Results page

Page Fields

The following fields display on the **UII Update / Assignment Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
16	"Deselect All" button clears all rows, all pages.
170	"Select All" button marks all rows, all pages for "Continue" action.

Search Criteria

UII Sts Cd
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc

Search Results

All
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Loc
Suspt Loss Sts Cd
Loan Cd
Non-Actbl
Dollar Amt
UII
UID Verifd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select a Single Asset to have the UII Updated / Assigned

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

1. Click ☐ to select the desired asset records. *The checkbox changes to* ☑ *and the record is highlighted.*
2. Select Continue. *The* ***Selected Rows*** *page appears.*

Select Multiple Assets to have the UII Updated / Assigned

1. Select Select All. *All the checkboxes change to* ☑ *and all the records are highlighted.*
2. Select Continue. *The **Selected Rows** page appears.*

View the Asset Details

Select the ASSET ID hyperlink. *The **UII Update / Assignment Asset Details** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for a UII Update / Assignment — Criteria
- Select the UII Update / Assignment Rows
- View the UII Update / Assignment Asset Details
- Update a UII Update/Assignment
- View the UII Update/Assignment Transaction Status
- Export a UII Update/Assignment Report

Select UII Update / Assignment Rows

Overview

The UII Update / Assignment Selected Rows page displays the assets available for update or assignment.

Navigation

Asset Management > UII Update/Assign > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > UII Update / Assignment Select Rows page

Page Fields

The following fields display on the **UII Update / Assignment Select Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
142	Select "Continue" to continue processing.

Search Criteria

UII Sts Cd
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc

Selected Row(s)

Asset Id
Stock Nbr
Serial Nbr
Item Desc
Cust Nbr
Loc
Suspt Loss Sts Cd
Loan Cd
Non-Actbl
Dollar Amt
UII
UID Verifd

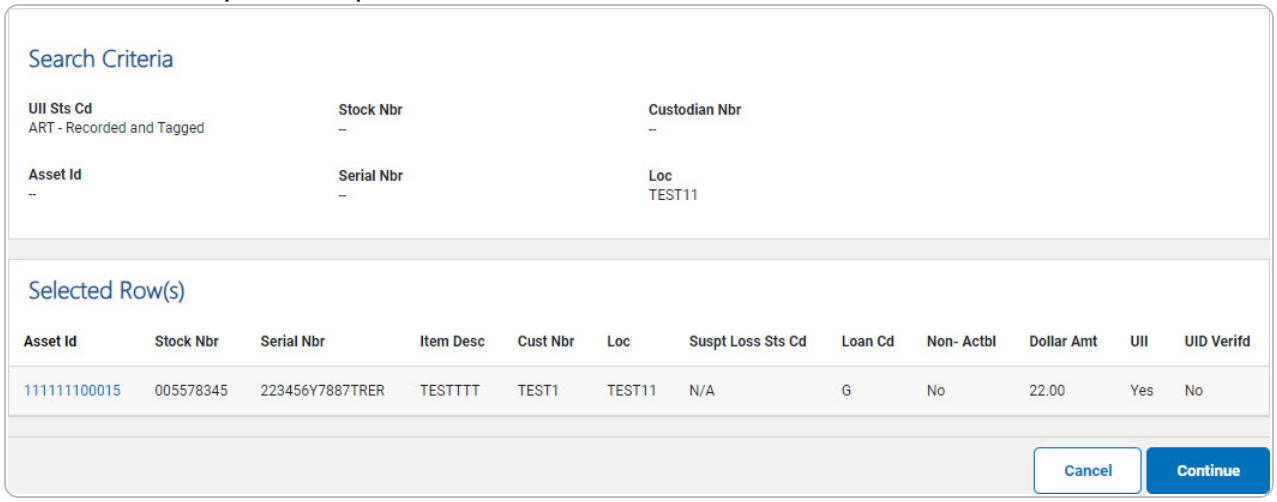
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

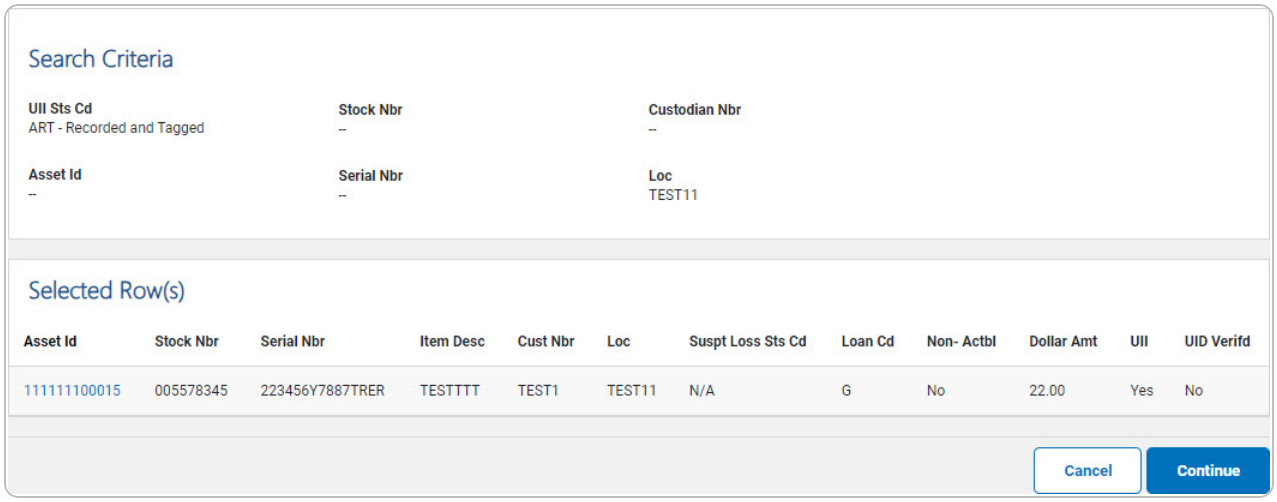
View the Asset Details

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



Select the ASSET ID hyperlink. *The* ***UII Update / Assignment Asset Details*** *page appears.*

Update the UII Status Code



Select Continue. *The **Update a UII Update / Assignment** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a UII Update / Assignment — Criteria
- Search for a UII Update / Assignment — Results
- View the UII Update / Assignment Asset Details
- Update a UII Update/Assignment
- View the UII Update/Assignment Transaction Status
- Export a UII Update/Assignment Report

View the UII Update / Assignment Details

Overview

The UII Update / Assignment Details page is View Only and displays information for a specific record. In addition, any attachments added to the record are available for display.

Navigation

Asset Management > UII Update/Assign > Search Criteria > Search > Search Results > Asset Id hyperlink > UII Update / Assignment Detail page

Page Fields

The following fields display on the **UII Update / Assignment Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
204	For "ASSET LVL CD" "CE" or "CC", Select hyperlink to view components.
14	Select "Cancel" button to return to previous page.

Details

Stock Nbr
Serial Nbr
Item Desc
LIN/TAMCN
Asset Id
UII

UIC
Custodian Nbr
Lot Nbr
Expr Dt
UI
Qty
Loc
Sub Loc
Acq Cost
Acq Dt
Total Cost
Type Asset Cd
Cond Cd
Asset Level Cd
Asset Cd
Sys Id
Doc Nbr
Excs Actn Cd
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd
Non-Actbl
ACC-SFIS Cd
Deprn Cd
Fund Cd/ASN
Acct Rpt Nbr
Cptl Cd
iRAPT/WAWF Receipt
iRAPT/WAWF Shpmt Id
Loan Cd
Loan Contract Nbr
Loaning DoDAAC/CAGE Cd
Loan Activity Name
Loan Start Dt
Loan End Dt
Loan Rcvd By
Loan Rcvd Dt
Loan Notify Cd
Mode of Shipment
TCN
Shipment Dt
Shipment Id

Lease Cd
Lease Activity
Lease Start Dt
Lease End Dt
Oblign Doc Nbr
Cntr/PO Nbr
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
Task Cd
Deprn Task Cd
Job Order Nbr
Deprn Job Order Nbr
Activation Dt
Deprn Period
Deprn Util Prd
Accumd Deprn
Deprn SL Rebsin
Deprn SL Lst Rebsin
Deprn AB Rebsin
Deprn AB Lst Rebsin
Prior Deprn
Current Mth Deprn Amt
Prr Deprn SL Rebsin
Prr Deprn AB Rebsin
Deprn Util Svc Life
Deprn Util Qty
Prr Deprn Util Qty
Deprn Period Days
Write Down Amt
Fdcry Deprn Mthd Cd
Util Measure Cd
Authn LIN/TAMCN
Attachments
Attribute(s) Template
Attribute(s)
Software Name
License Desc
License Details
License Qty
License Type
Start Dt
End Dt

Usage Level Cd
Hosting Environment
Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review the UII Update / Assignment Details

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

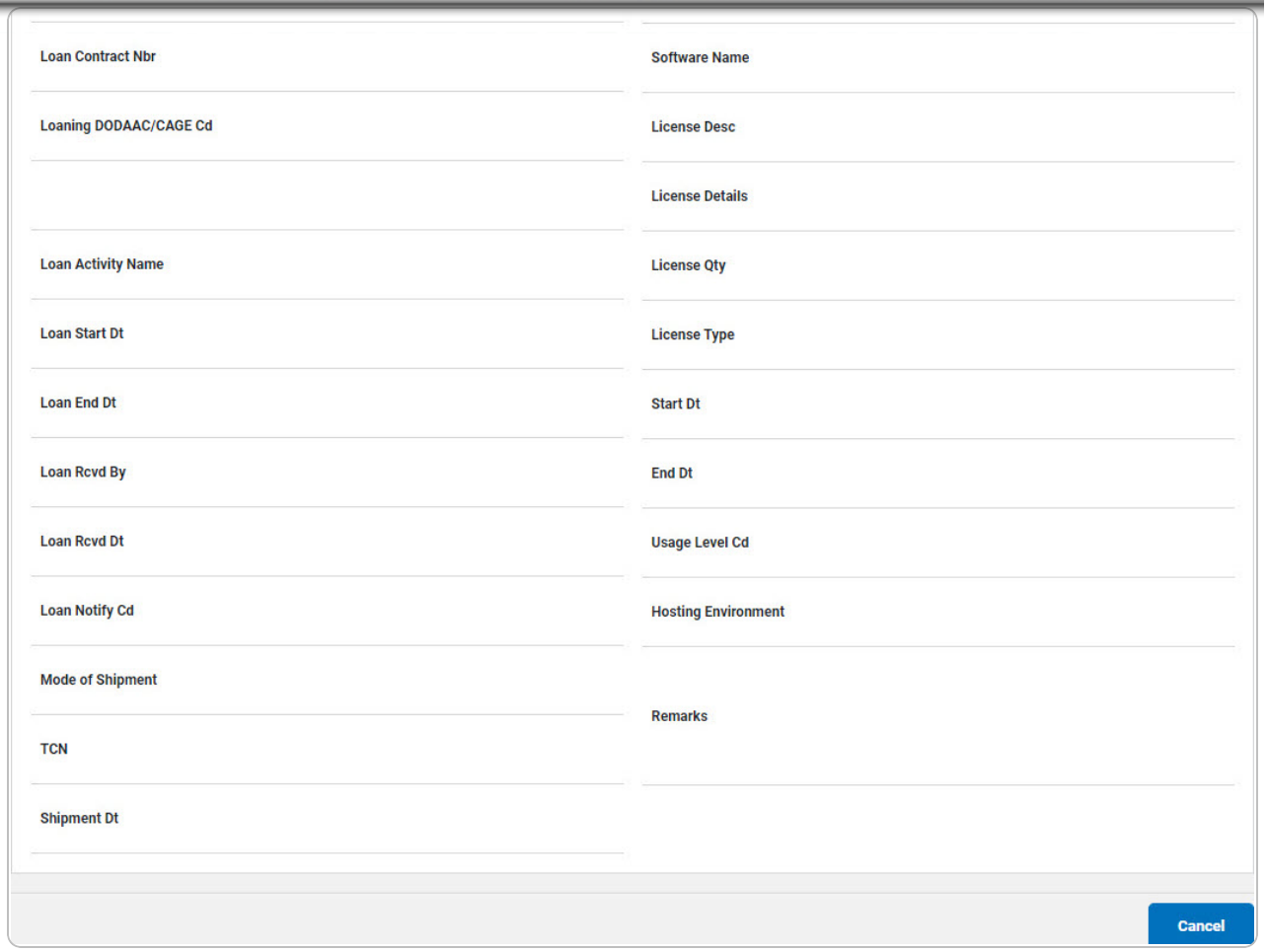
1. Select the ASSET ID hyperlink. *The UII Update / Assignment Asset Details page appears.*

Details

Stock Nbr	005578345	Shipment Id	
Serial Nbr	223456Y7887TRER	Lease Cd	N
Item Desc	TESTTTT	Lease Activity	
LIN/TAMCN		Lease Start Dt	
Asset Id	111111100015	Lease End Dt	
UII	445566	Oblign Doc Nbr	
UIC	BROOKS	Cntr/PO Nbr	
Custodian Nbr	TEST1	Owng Cost Center	
Lot Nbr		Fndng Cost Center	
Expr Dt		Deprn Cost Center	
UI	EA	Task Cd	
Qty	1	Deprn Task Cd	

Loc	TEST11	Job Ord Nbr	
Sub Loc		Deprn Job Ord Nbr	
Acq Cost	$ 22.00	Activation Dt	
Acq Dt	6/28/2023	Deprn Period	0
Total Cost	$ 22.00	Deprn Util Prd	
Type Asset Cd	M	Accumd Deprn	$ 0.00
Cond Cd	A	Deprn SL Rebsln	
Asset Level Cd	EI	Deprn SL Lst Rebsln	
Asset Cd	T	Deprn AB Rebsln	
Sys Id		Deprn AB Lst Rebsln	
Doc Nbr		Prior Deprn	$ 0.00
Excs Actn Cd		Current Mnth Deprn Amt	
Mfr Name	TEST	Prr Deprn SL Rebsln	
Mfr Model Nbr	00000000	Prr Deprn AB Rebsln	

Mfr Part Nbr		Deprn Util Svc Life	
CAGE Cd		Deprn Util Qty	
Supply Category Management Cd	-	Prr Deprn Util Qty	
Non-Actbl	NO	Deprn Period Days	
ACC-SFIS Cd	0 10000000000014	Write Down Amt	
Deprn Cd	N	Fdcry Deprn Mthd Cd	SL
Fund Cd/ASN	68/	Util Measure Cd	
Acct Rpt Nbr		Authn LIN/TAMCN	
Cptl Cd	A	Attachments	No Attachments Available
iRAPT/WAWF Receipt	NO	Attribute(s) Template	
iRAPT/WAWF Shpmt Id		Attribute(s)	
Loan Cd	G		



2. Review the available fields:.
   A. *Verify the STOCK NBR.*
   B. *Verify the SERIAL NBR.*
   C. *Verify the ITEM DESC.*
   D. *Verify the LIN/TAMCN.*
   E. *Verify the ASSET ID.*
   F. *Verify the UII.*
   G. *Verify the UIC.*
   H. *Verify the CUSTODIAN NBR.*
   I. *Verify the LOT NBR.*
   J. *Verify the EXPR DT.*

K. *Verify the UI.*
L. *Verify the QTY.*
M. *Verify the LOC.*
N. *Verify the SUB LOC.*
O. *Verify the ACQ COST.*
P. *Verify the ACQ DT.*
Q. *Verify the Total Cost.*
R. *Verify the TYPE ASSET CD.*
S. *Verify the COND CD.*
T. *Verify the ASSET LEVEL CD.*
U. *Verify the ASSET CD.*
V. *Verify the SYS ID.*
W. *Verify the DOC NBR.*
X. *Verify the EXCS ACTN CD.*
Y. *Verify the MFR NAME.*
Z. *Verify the MFR MODEL NBR.*
AA. *Verify the MFR PART NBR.*
AB. *Verify the CAGE CD.*
AC. *Verify the NON—ACTBL.*
AD. *Verify the ACC-SFIS CD.*
AE. *Verify the DEPRN CD.*
AF. *Verify the FUND CD / ASN.*
AG. *Verify the ACCT RPT NBR.*
AH. *Verify the CPTL CD.*
AI. *Verify the IRAPT/WAWF Receipt.*
AJ. *Verify the IRAPT/WAWF SHPMT ID.*
AK. *Verify the LOAN CD.*
AL. *Verify the Loan Contract NBR.*
AM. *Verify the Loaning DODAAC/CAGE CD.*
AN. *Verify the Loan Activity Name.*
AO. *Verify the Loan START DT.*

AP. *Verify the Loan END DT.*
AQ. *Verify the Loan RCVD BY.*
AR. *Verify the Loan RCVD DT.*
AS. *Verify the Loan Notify CD.*
AT. *Verify the Mode Of Shipment.*
AU. *Verify the TCN.*
AV. *Verify the SHIPMENT DT.*
AW. *Verify the SHIPMENT ID.*
AX. *Verify the LEASE CD.*
AY. *Verify the Lease Activity.*
AZ. *Verify the LEASE START DT.*
BA. *Verify the LEASE END DT.*
BB. *Verify the OBLIGN DOC NBR.*
BC. *Verify the CNTR/PO NBR.*
BD. *Verify the OWNG COST CENTER.*
BE. *Verify the FNDNG COST CENTER.*
BF. *Verify the DEPRN COST CENTER.*
BG. *Verify the TASK CD.*
BH. *Verify the DEPRN TASK CD.*
BI. *Verify the JOB ORDER NBR.*
BJ. *Verify the DEPRN JOB ORDER NBR.*
BK. *Verify the ACTIVATION DT.*
BL. *Verify the DEPRN PERIOD.*
BM. *Verify the DEPRN UTIL PRD.*
BN. *Verify the ACCUMD DEPRN.*
BO. *Verify the DEPRN SL REBSLN.*
BP. *Verify the DEPRN SL LST REBSLN.*
BQ. *Verify the DEPRN AB REBSLN.*
BR. *Verify the DEPRN AB LST REBSLN.*
BS. *Verify the PRIOR DEPRN.*
BT. *Verify the CURRENT MNTH DEPRN AMT.*

BU. *Verify the PRR DEPRN SL REBSLN.*

BV. *Verify the PRR DEPRN AB REBSLN.*

BW. *Verify the DEPRN UTIL SVC LIFE.*

BX. *Verify the DEPRN UTIL QTY.*

BY. *Verify the PRR DEPRN UTIL QTY.*

BZ. *Verify the DEPRN Period Days.*

CA. *Verify the WRITE DOWN AMT.*

CB. *Verify the FDCRY DEPRN MTHD CD.*

CC. *Verify the UTIL MEASURE CD.*

CD. *Verify the AUTHN LIN/TAMCN.*

CE. *Verify the Attachments.*

CF. *Verify the Attribute(s) Template.*

CG. *Verify the Attribute(s).*

CH. *Verify the Software Name.*

CI. *Verify the License DESC.*

CJ. *Verify the License Details.*

CK. *Verify the License QTY.*

CL. *Verify the License Type.*

CM. *Verify the START DT.*

CN. *Verify the END DT.*

CO. *Verify the Usage Level CD.*

CP. *Verify the Hosting Environment.*

CQ. *Verify the Remarks.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No common errors have been identified for this page.

Related Topics

- Search for a UII Update / Assignment — Criteria
- Search for a UII Update / Assignment — Results
- Select the UII Update / Assignment Rows
- Update a UII Update/Assignment
- View the UII Update/Assignment Transaction Status
- Export a UII Update/Assignment Report

Update a UII

Overview

The UII Update / Assignment Update process allows editing of the UII Status Code.

Navigation

Asset Management > UII Update/Assign > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Select Rows > Continue > Update a UII page

Page Fields

The following fields display on the **UII Update / Assignment Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
14	Select "Cancel" button to return to previous page.
330	When UII Sts Cd is updated from "DMC" or "NDT", generated UIIs only will appear on the Print Label.

Search Criteria

UII Sts Cd
Asset Id
Stock Nbr

Serial Nbr
Custodian Nbr
Loc

Update

UII Sts Cd
Print Label

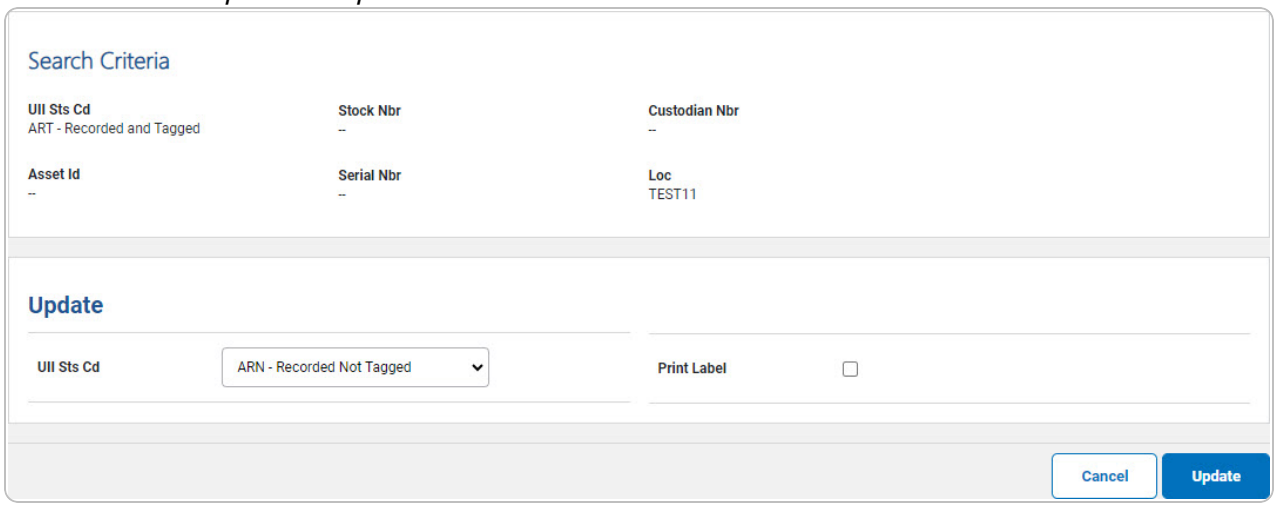
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a UII

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



1. Use ☑ to select the UII Sts Cd.
2. Click ☐ to select the Print Label. *This indicates that the UII STATUS CD prints on a pre-pared label.*
3. Select Update. *The* ***UII Update / Assignment Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
681 — Asset does not meet the criteria for UII assignment.	Invalid Entry. Confirm the UII STS CD is correct for the action required. Re—enter the UII STS CD.

Related Topics

- Search for a UII Update / Assignment — Criteria
- Search for a UII Update / Assignment — Results
- Select the UII Update / Assignment Rows
- View the UII Update / Assignment Asset Details
- View the UII Update/Assignment Transaction Status
- Export a UII Update/Assignment Report

View the UII Update / Assignment Transaction Status

Overview

The UII Update / Assignment Transaction Status page displays a verification of the change of the UII status.

Navigation

Asset Management > UII Update / Assign > Search Criteria > Search > *VARIOUS PROCEDURAL STEPS* > UII Update / Assignment Transaction Status page

Page Fields

The following fields display on the **UIIUpdate / Assignment Transaction Status page** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status
Action Required
Details

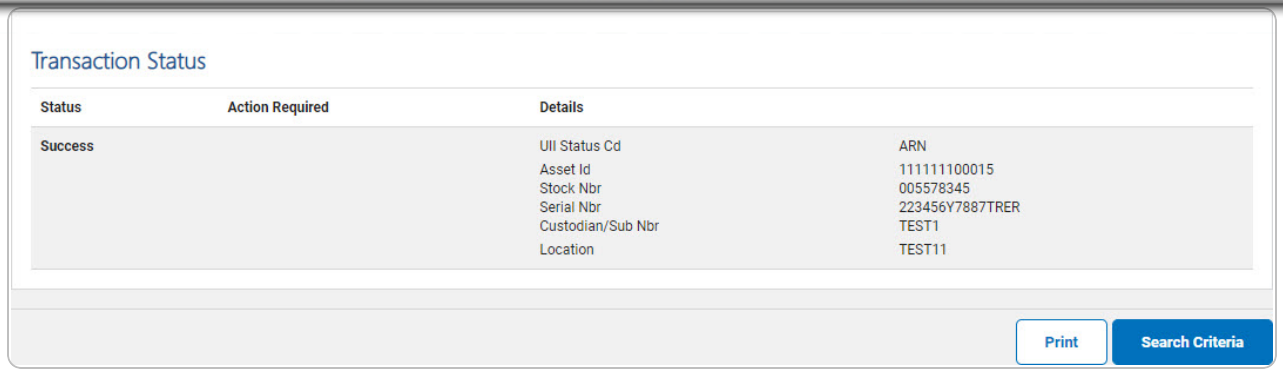
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the UIIUpdate / Assignment Transaction Status

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



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The **Export a UII Update/Assignment Report** page appears.*
- Select Search Criteria to return to the **Search for a UII Update / Assignment — Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a UII Update / Assignment — Criteria
- Search for a UII Update / Assignment — Results
- Select the UII Update / Assignment Rows
- View the UII Update / Assignment Asset Details
- Update a UII Update/Assignment
- Export a UII Update/Assignment Report

Export a UII Update / Assignment Report

Overview

The Export a UII Update / Assignment Report provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > UII Update / Assign > Search Criteria > Search > *VARIOUS PROCEDURAL STEPS* > Transaction Status > UII Update / Assignment Report Export page

Page Fields

The following fields display on the **Export a UII Update / Assignment Report** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

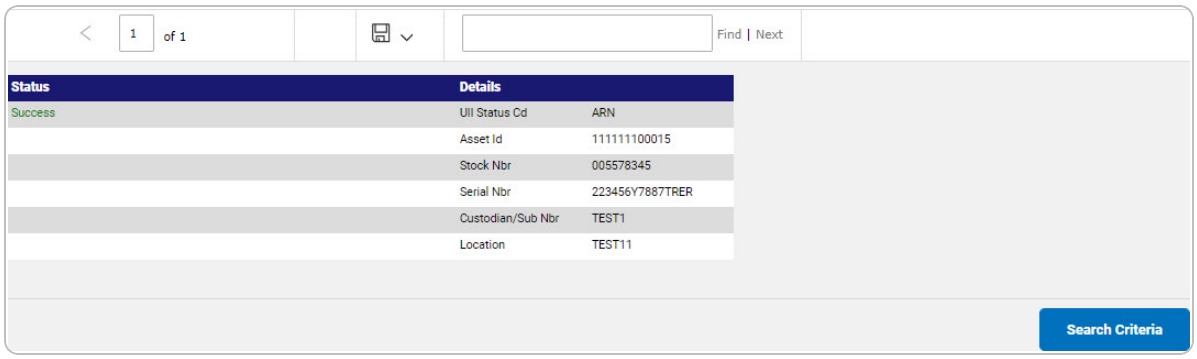
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the UII Update / Assignment Report

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Follow the prompts provided by the computer.
6. Select to return to the **UII Update / Assignment Search Criteria** page.

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the **UII Update / Assignment Search Criteria** page.

Related Topics

- Search for a UII Update / Assignment — Criteria
- Search for a UII Update / Assignment — Results
- Select the UII Update / Assignment Rows
- View the UII Update / Assignment Asset Details
- Update a UII Update/Assignment
- View the UII Update/Assignment Transaction Status

Search for a Unique Item Identifier (UII) Registry Query — Criteria

Overview

The Property Accountability module UII Registry Search Criteria process provides the ability to search for a valid ASSET ID and use the resulting information to query the IUID Registry for a valid UII. When the UII is found, it provides the capability to associate the UII with the asset.

Navigation

Asset Management > UII Registry Query > UII Registry Query Search Criteria page

Page Fields

The following fields display on the **UII Registry Query Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
285	Enter ASSET ID and select "Search" button
286	After display of ASSET ID data, UII entry is required
13	Select "Reset" button to clear data.

Search Criteria

Asset Id *
Stock Nbr
Item Desc

UII Status
UII *
Serial Nbr
Mfr Part Nbr

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

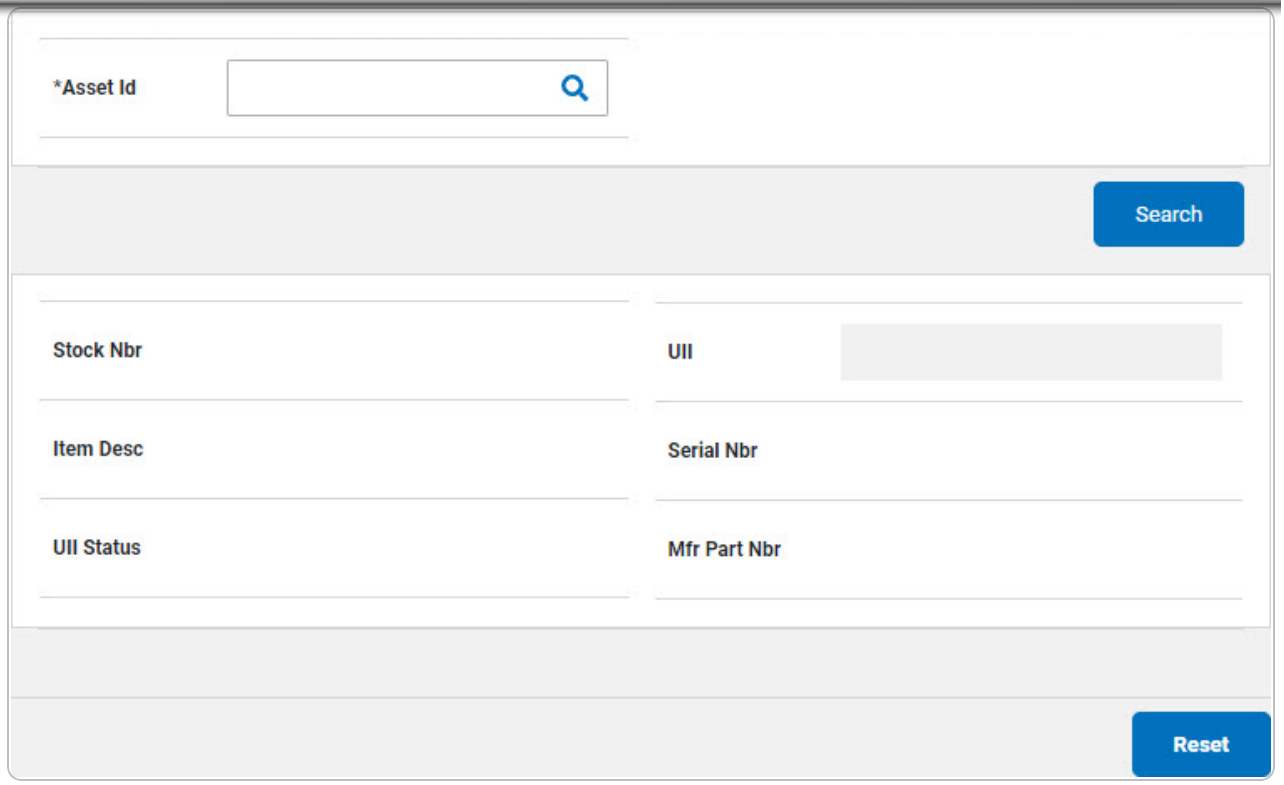
Click the following link to display PA Navigation Tips.

Query for a UII Registry Asset Id

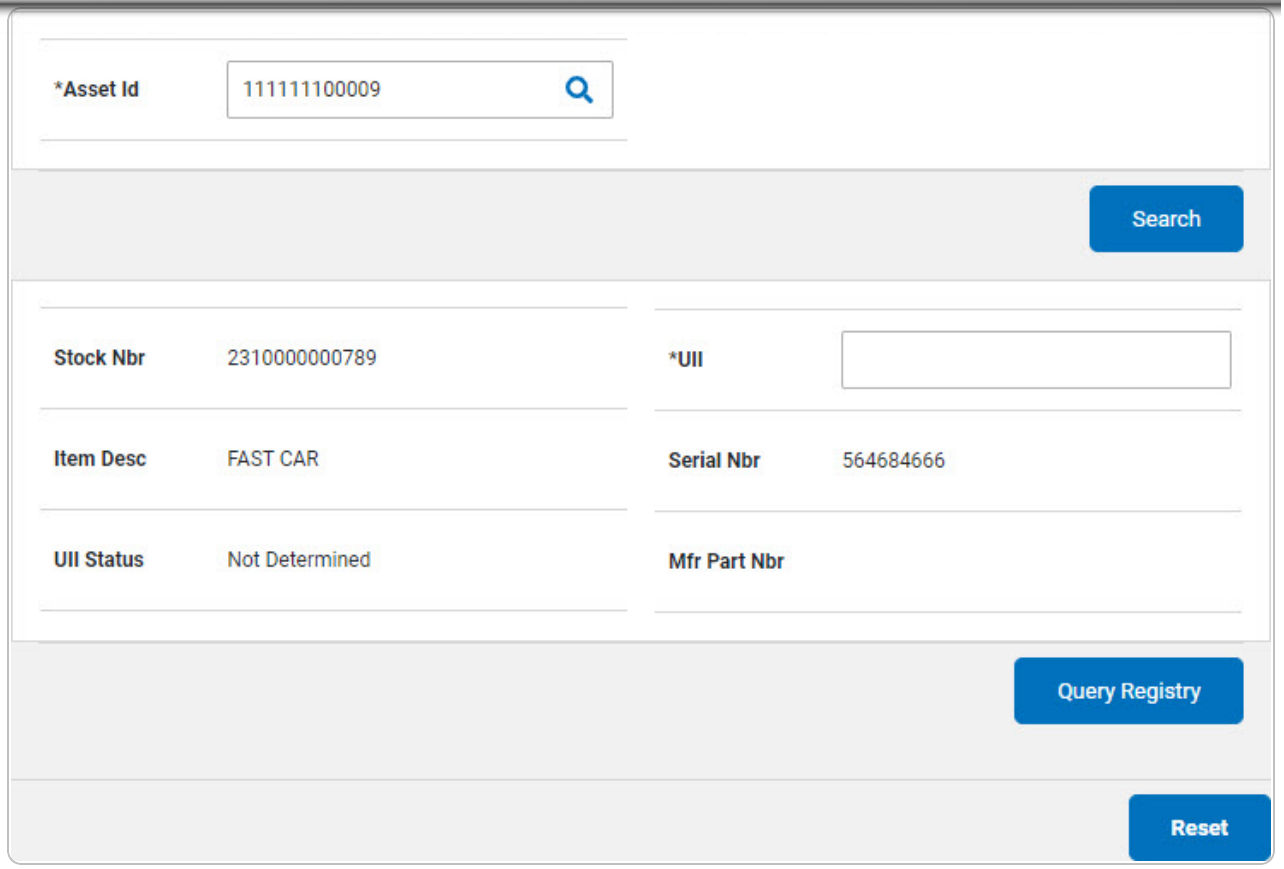
Selecting Reset *at any point of this procedure returns all fields to the default setting.* ***Bold*** *numbered steps are required.*

1. Enter the Asset Id or use to browse for the identifier.

Asset ID Browse



2. Select the Search *The ASSET ID information displays in the next grid.*



3. Select Query Registry to query the IUID Registry for a matching UII.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
685 — No record exists for ASSET ID.	Invalid Entry. The ASSET ID entered does not exist. Re-enter correct ASSET ID .
13 — Mandatory Entry: *UII*.	Missing Entry. Enter the appropriate information in the desired field.

682 — Invalid UII format. Pos 1 — 50 must be alphanumeric with pos 1 — 6 mandatory.	Invalid Entry. The UII must be at least 6 alphanumeric characters, and no more than 50 characters. Re-enter the UII.
683 — UII does not exist on Registry.	Invalid Entry. The UII entered was not found. Re-enter the correct UII.
xxxx — IUID is currently offline, please try again later.	Invalid Entry. The IUID table was not found. Contact the ELMS Call Center.

Related Topics

- Unique Item Identifier (UII) Update/Assignment Search Criteria

Search for an Asset Reversal — Criteria

Overview

The Property Accountability module Asset Reversal process provides the ability to return assets which were inadvertently disposed from the ELMS system. This returns the property book to the same condition prior to the executed action. All appropriate business partner events (accounting events, UIT, IUID, etc.) are processed as well.
This process only handles Personal Property end items without component(s) assets which were inadvertently disposed and need to be returned to the ELMS system. The process does not handle the reversing of any receipts into ELMS, the reversing of any end items with components, nor any reverses of Real Property (either receipts or dispositions).

Note

On a reversal of an asset which has been deleted and the Cost Center has been marked as Deleted, the Cost Center will be reinstated.

Navigation

Asset Management > Reversal > Asset Reversal Search Criteria page

Page Fields

The following fields display on the **Asset Reversal Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
320	Search is allowed in all fields separately or enter either ASSET ID/Custodian, STOCK NBR/SERIAL NBR combination.

280	Personal Property "Reversal" action applies to only serial managed assets
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Reversal Type
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Document Nbr

Procedures

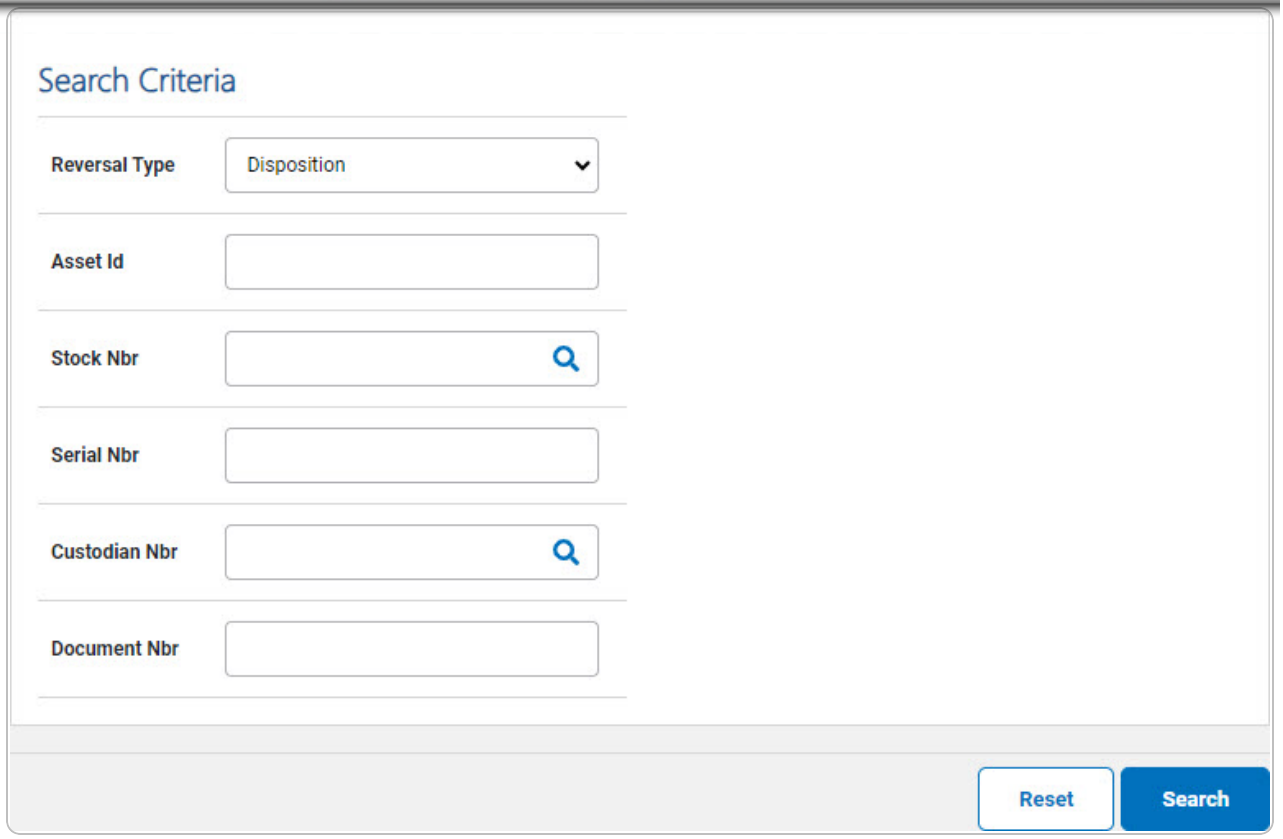
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Asset for Reversing

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 panel, narrow the results by entering one or more of the following optional fields:.

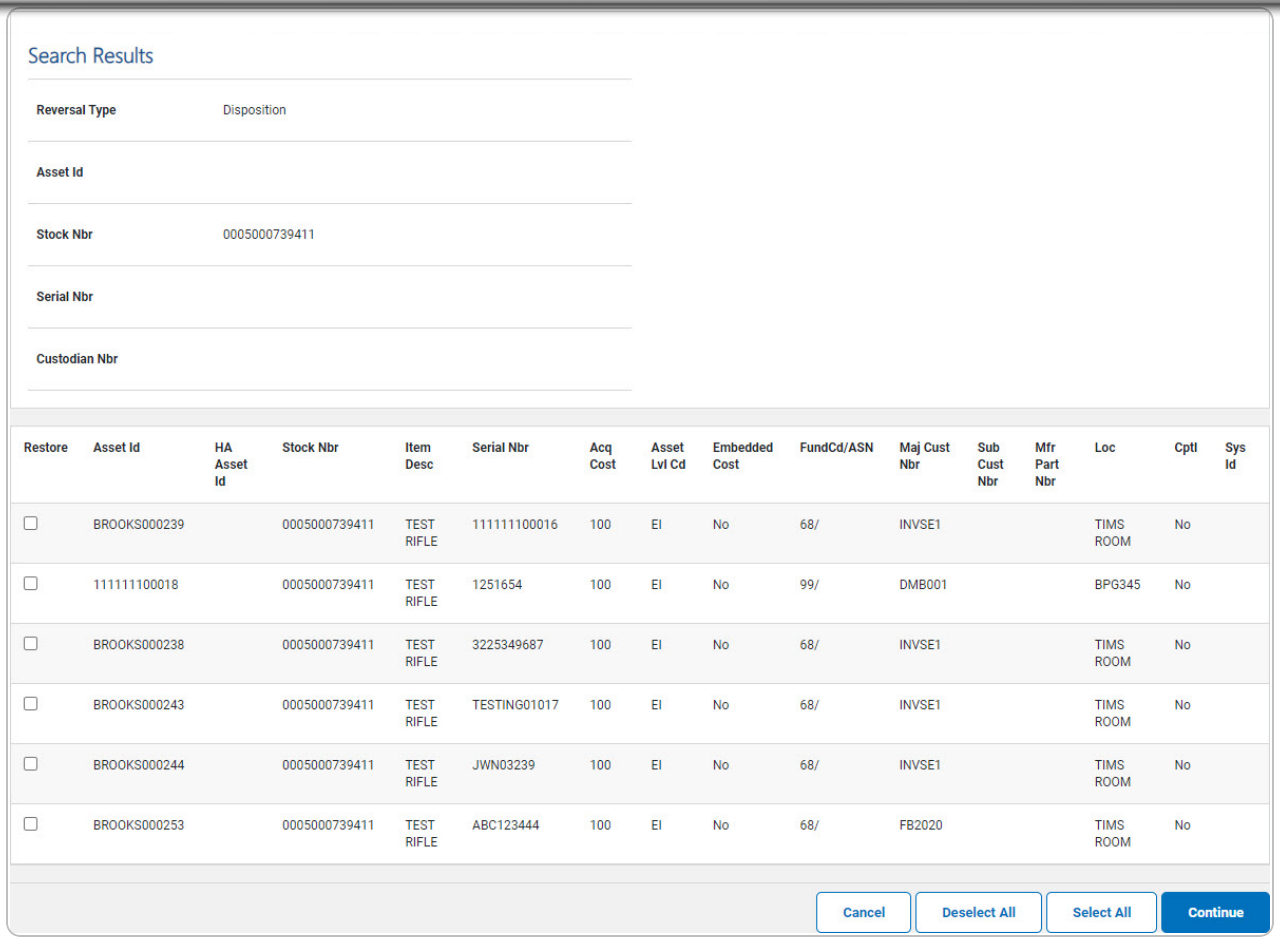


- Use to select the Reversal Type.
- Enter the ASSET ID. *This is a 12 alphanumeric character field.*
- Enter the STOCK NBR, or use to browse for the number. *This is a 15 alpha-numeric character field.*

  Stock Number Browse
- Enter the SERIAL NBR. *This is a 30 alphanumeric character field.*
- Enter the CUSTODIAN NBR, or use to browse for the entry. *This is a 12 alpha-numeric character field.*

  Custodian Browse
- Enter the DOCUMENT NBR. *This is a 14 alphanumeric character field.*

2. Select Search. *The **Search for an Asset Reversal — Results** page opens.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
38 — First position must = A — Z and/or 0 — 9.	Invalid Entry. The Stock Number's first position must be alphanumeric. Enter the Stock Number again.

Related Topics

- Search for an Asset Reversal — Results
- View the Asset Reversal Selected Rows
- View the Asset Reversal Transaction Status
- Export a Asset Reversal Report

Search for an Asset Reversal — Results

Overview

The Asset Reversal Search Results process provides the ability to display all assets available for reversal.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Reversal > Search Criteria > Search > Asset Reversal Search Results page

Page Fields

The following fields display on the **Asset Reversal Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
281	Select record(s) for reversal action then select "Continue" button to process
170	"Select All" button marks all rows, all pages for "Continue" action.

16	"Deselect All" button clears all rows, all pages.
280	Personal Property "Reversal" action applies to only serial managed assets
xxxx	Cannot reverse records which contain validation errors, Red "!". User must correct the condition(s) prior to proceeding with the reversal.
61	Select "Cancel" to return to Search Criteria page.

Search Criteria Grid

Reversal Type
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr

Search Results Grid

Restore
Asset Id
HA Asset Id
Stock Nbr
Item Desc
Serial Nbr
Acq Cost
Asset Lvl Cd
Embedded Cost
Fund Cd/ASN
Maj Cust Nbr
Sub Cust Nbr
Mfr Part Nbr
Loc
Cptl

Sys Id

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reverse a Single Asset

1. Click ☐ to select the desired asset.
2. Select Continue. *The **Select the Asset Reversal Rows** page appears.*

Reverse Multiple Assets

1. Select Select All to select all of the assets.

   OR

   Click ☐ to select the desired assets.
2. Select Continue. *The **Select the Asset Reversal Rows** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Cancel. *The **Search for an Asset Reversal — Criteria** page appears.*

Related Topics

- Search for an Asset Reversal — Criteria
- Select the Asset Reversal Rows
- View the Asset Reversal Transaction Status
- Export a Asset Reversal Report

Select Asset Reversal Rows

Overview

The Asset Reversal Selected Rows process displays the Asset Id selected for restoring.

Navigation

Asset Management > Reversal > Search Criteria > Search > Search Results > Continue > Asset Reversal Selected Rows page

Page Fields

The following fields display on the **Asset Reversal Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
322	Select "Restore" button to continue processing.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Reversal Type
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
History Remarks

Selected Rows Grid

Asset Id
Stock Nbr
Item Desc
Serial Nbr
Acq Cost
Asset Lvl Cd
Embedded Cost
Fund Cd/ASN
Maj Cust Nbr
Sub Cust Nbr
Mfr Part Nbr
Loc
Cptl
Sys Id

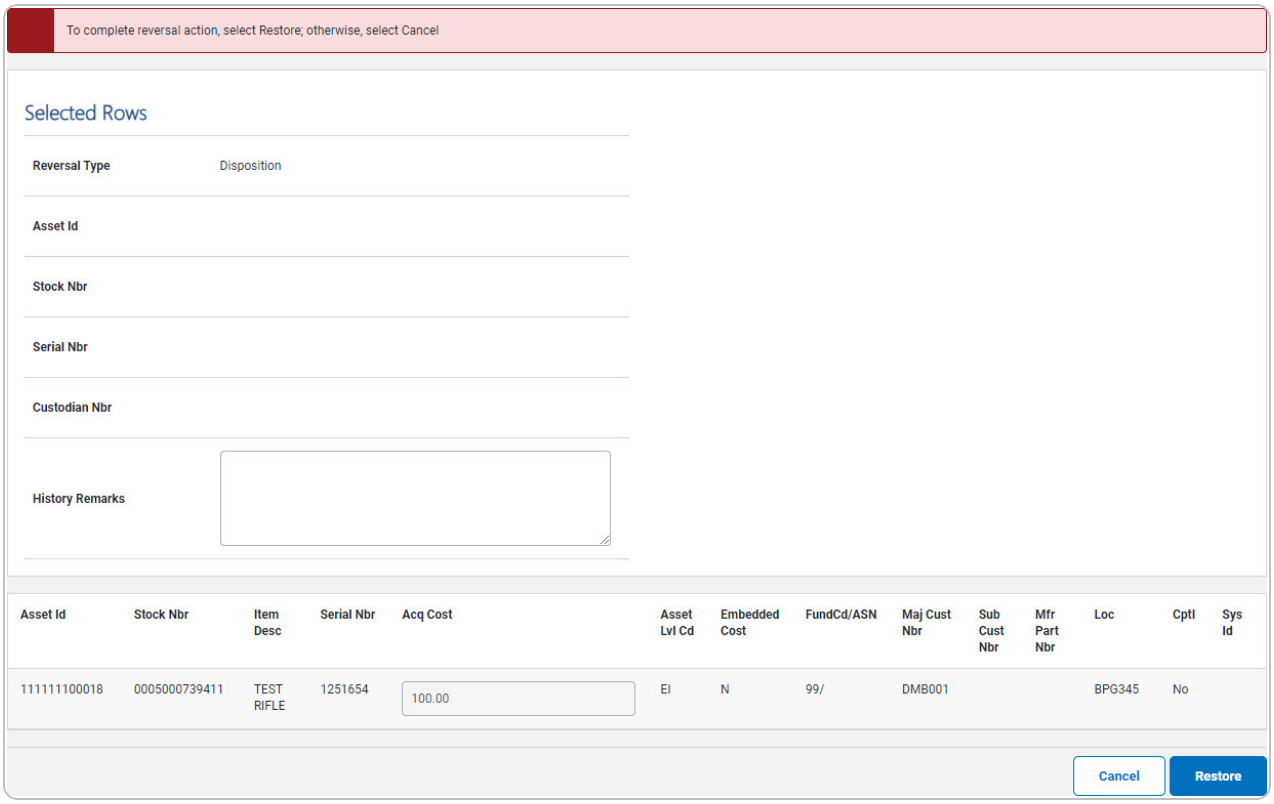
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reverse a Single Asset

1. Verify the Search Criteria panel:

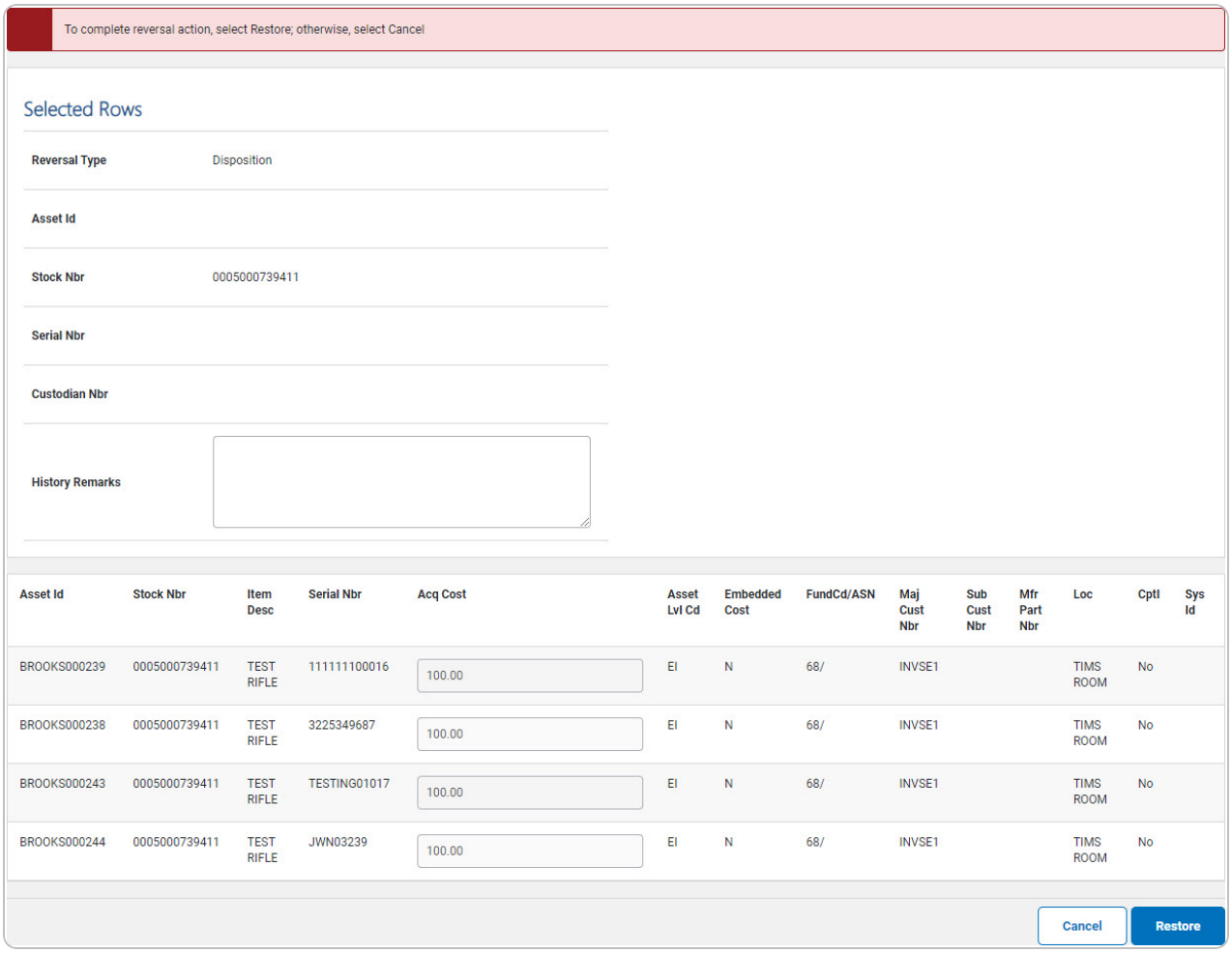


   A. *Verify the Reversal Type.*
   B. *Verify the ASSET ID.*
   C. *Verify the STOCK NBR.*
   D. *Verify the SERIAL NBR.*
   E. *Verify the CUSTODIAN NBR.*
   F. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
   G. When available, enter the ACQ COSTin the field provided. *This is a 15 numeric character field.*

2. Select Restore. *The **View the Asset Reversal Transaction Status** page appears.*

Reverse Multiple Assets

1. Verify the Search Criteria panel:



A. *Verify the Reversal Type.*

B. *Verify the ASSET ID.*

C. *Verify the STOCK NBR.*

D. *Verify the SERIAL NBR.*

E. *Verify the CUSTODIAN NBR.*

F. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

G. When available, enter any ACQ COSTS in the fields provided. *These are 15 numeric character fields.*

2. Select Restore. *The **View the Asset Reversal Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Cancel. *The **Search for an Asset Reversal — Criteria** page appears.*

Related Topics

- Search for an Asset Reversal — Criteria
- Search for an Asset Reversal — Results
- View the Asset Reversal Transaction Status
- Export a Asset Reversal Report

View the Asset Reversal Transaction Status

Overview

The Asset Reversal Transaction Status page displays information concerning the reversal transaction performed.

Navigation

Asset Management > Reversal > Search Criteria > Search > Search Results > Continue > Selected Rows > Restore > Asset Reversal Transaction Status page

Page Fields

The following fields display on the **Asset Reversal Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction Was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

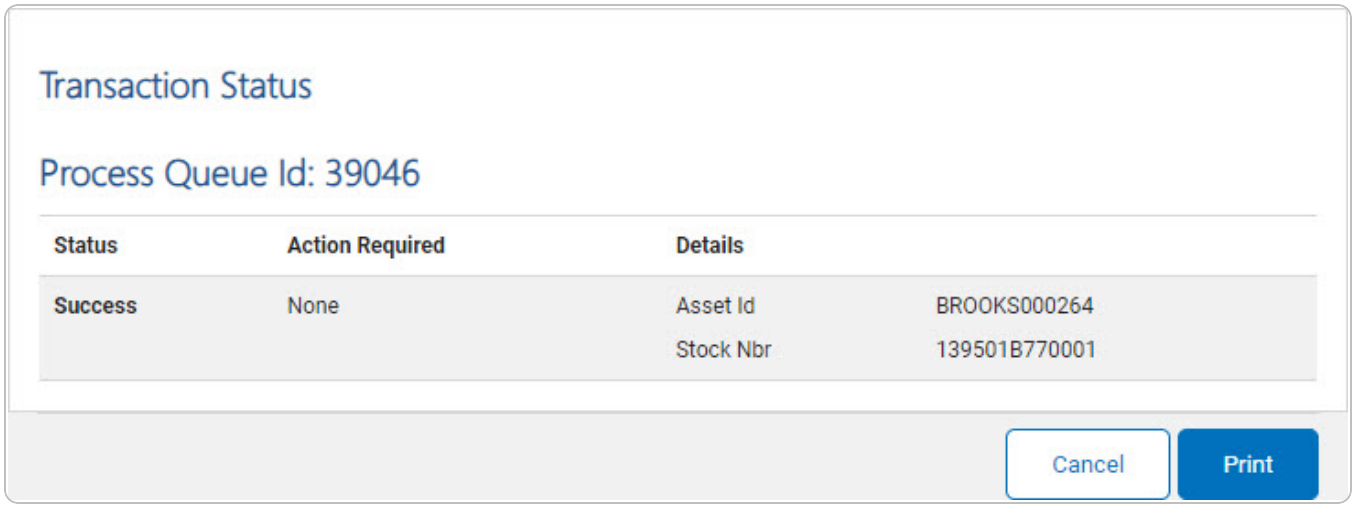
Click the following link to display PA Navigation Tips.

View the Asset Reversal Background Transaction Status

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

- *The Transaction Number automatically populates and is not editable.*
- *The Transaction Status automatically populates and is not editable.*
- Select Refresh to update the transaction status. *The page refreshes.*
- Select View Results once the background process is completed. *The* ***Asset Reversal Transaction Status*** *page appears.*
- Select Cancel. *The* ***Search for an Asset Reversal — Criteria*** *page appears.*

View the Asset Reversal Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The Export an Asset Transfer Report page appears.*
- Select Cancel. *The* ***Search for an Asset Reversal — Criteria*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for an Asset Reversal — Criteria
- Search for an Asset Reversal — Results
- Select the Asset Reversal Rows
- Export a Asset Reversal Report

Export an Asset Reversal Report

Overview

The Export an Asset Reversal Report provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > Reversal > Search Criteria > Search > Search Results > Continue > Selected Rows > Restore > Transaction Status > Print > Asset Reversal Report Export page

Page Fields

The following fields display on the **Export an Asset Reversal Report** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Export Grid

Status

Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

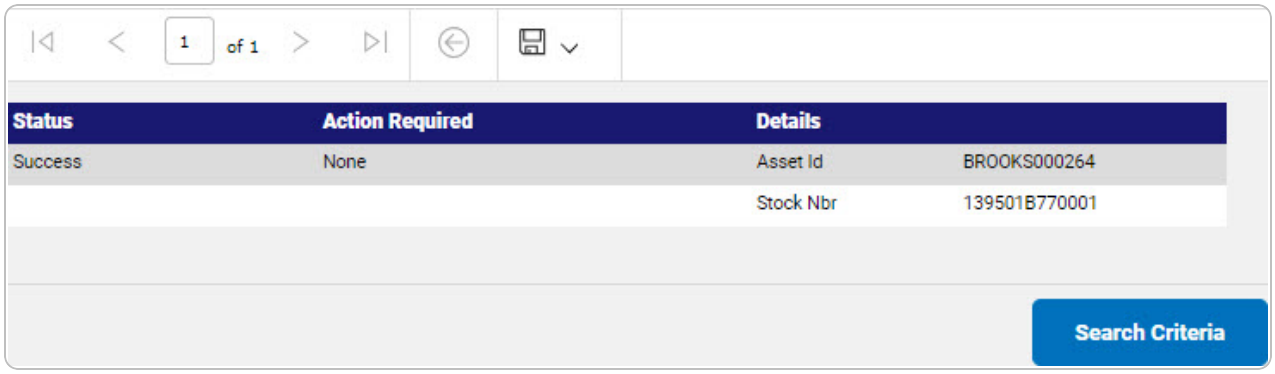
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Reversal Report

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Follow the prompts provided by the computer.
6. Select . *The **Asset Receiving Entry** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The* ***Search for an Asset Reversal - Criteria*** *page appears.*

Related Topics

- Search for an Asset Reversal — Criteria
- Search for an Asset Reversal — Results
- Select the Asset Reversal Rows
- View the Asset Reversal Transaction Status

File Upload

Overview

The Property Accountability module File Upload process provides the ability to insert new records into the Online Data Table Upload program using a browser upload.

Navigation

Asset Management > File Upload > File Upload page

Page Fields

The following fields display on the **File Upload** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Download the Template

Download Template

File Upload

Upload File Path

Select the template that matches the file contents

Template

Match file contents to available columns

Asset Id
Device Name

Software Name
Software Version
Manufacturer Name
Service Tag Serial Number

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Step 0 — Download the Template

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

1. Select . *The Download Template grid appears.*
2. Use to select Download Template. *The template downloads to the user's computer.*

Step 1 — Select a File to Upload

1. Select the Upload File Path Browse... . *The Windows* ***Choose File To Upload*** *pop-up window appears.*
2. Browse for the desired file to upload.
3. Select the file. *The file is highlighted.*
4. Select Open or double-click to select. *The file is downloaded and automatically proceeds to the next step.*

Step 2 — Pick the File Upload Template

1. Use to select Template. *The template is applied to the uploaded file.*

Step 3 — Map the File Columns to the Template

1. ELMS automatically detects columns from the first row of the uploaded file. Select the check box for File Does not have a header if no column headers were specified in the first row of the uploaded file.
2. From left to right order match the column name and the template columns by selecting the appropriate drop-down values for each column.
3. Select Continue to validate the file upload or Cancel to return to the previous page.

Validate the Columns

1. Choose one of the following tabs:
   - **Software**
   - **Asset**
   - **License**
2. Select Update to check for upload errors or Cancel to return to the previous page.

Finalize - Process the File

1. Once the file has been validated free of errors select the Upload File button to process the file.
2. Select Print to print the Transaction Status.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Note

Each error has a button that directs to the appropriate screen to resolve the error.

If it is an asset error, the user is directed to the IT Asset Characteristics. Once the ASSET ID is identified and the record is updated, the user is returned to the IT Error Resolution screen.

If there is an error for the software, the user is directed to IT Device Software process. The correct asset is pre-populated and the search grid is enabled to allow adding the correct software. When the update is complete, the user is brought back to the IT Error Resolution screen.

If there is an error for both the asset and the software, the asset is fixed first.

The errors are removed from the screen once corrected. If the errors are corrected via the process versus this screen the Ignore check box allows the errors to be cleared from the screen.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- IT Management Errors

IT MGT ERRORS Overview

Overview

The Property Accountability module IT Management Error Resolution process provides the ability to resolve any errors that occur during processing of uploaded files.
An error is displayed under two circumstances:

- The asset does not exist in the catalog.
- The software in the file does not match to the software in the software catalog.

For example, an error displays when the process is unable to match the asset in the file to the IT asset on the property book.

Navigation

Asset Management > File Upload > IT MGT ERRORS > IT Asset Software Upload Errors page

Page Fields

The following fields display on the **IT Asset Software Upload Errors** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

IT Asset Software Upload Errors

Ignore Grouping
Asset Id
Ignore Row
IT Device Name
Serial Nbr
Sftwr Name

Sftwr Ver
Mfr Name
File Path
Failure Reason
Action

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Resolve an Error

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

1. Select Fix to display the appropriate page to resolve the error.

   Helpful Tip

   The error is removed from the screen when corrected.

2. Select the Ignore Grouping check box to clear the error from the page when errors have been corrected via the correct process instead of the IT Management Errors page.
3. Choose Tran Results to view the Transaction Results page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- File Upload

Location Update Exception Search Criteria

Overview

Enterprise Logistics Management System (ELMS) allows you to manage location change exceptions reported by the Real Time Location System (RTLS). When an asset with pRFTag is moved within the monitored RTLS perimeter fence, a change location alert is sent to ELMS to ensure that the location in the ELMS database is reflected. Consequently, if an asset is moving or moved several times during the day, the RTLS detects these changes as location changes and each change is transmitted to ELMS.

ELMS creates filter criteria to avoid or minimize the constant updating of the location in the ELMS database. For example, if an asset such as projector is carried to different conference rooms for presentation use, the user may not want to update the location of the asset as it moves to different locations. It may, however, just update the last location at the end of the day.

ELMS defines an exception base filtering that can be used as a temporary measure to prevent the constant updating of a moving asset. The exception filtering is at the individual asset; therefore, you must identify the asset from the ELMS **Asset Id** to be filtered.

Navigation

Asset Management > Location Update Exception> Search Criteria

Page Fields

The following fields display on the **Location Exception Search Criteria** page. All data fields are optional on the **Search Criteria** page. For more information on each field, select the appropriate hyperlink.

*Location Update Exception
Active Exception

Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Location

Procedures

To Search for Assets to Manage the Location Update Exception:

1. The **Location Update Exception** drop-down list defaults to *All*. Search Criteria can be selected and/or entered to reduce the number of Search Results returned. Leaving the Search Criteria blank returns all results
2. Select Search to display the **Search Results** page or choose Reset to clear all data entered and remain on the **Search Criteria** page.

Common Errors

No common errors have been identified for this page.

Related Topics

- Location Update Exception Search Results
- Location Update Exception Selected Results
- Location Update Exception Delete

Page ID Ref: WFUTN4201_5

Location Update Exception Search Results

Overview

Enterprise Logistics Management System (ELMS) allows you to manage location change exceptions reported by the Real Time Location System (RTLS). You are able to select individual or multiple assets to process exception assignments.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > Location Update Exception> Search Criteria > Search Results

Page Fields

The following fields display on the **Location Exception Search Results** page. All data fields are optional on the **Search Criteria** screen. For more information on each field, select the appropriate hyperlink.

Selected Records
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Custodian Nbr
Location
Amount
Update Exception
Active Exception
Effective Date
Start Date
End Date

Exception Assignment
Location Update Exception
*Effective Date

Range Start Date
Range End Date
Active
Inactive
History Remarks

Procedures

To Select Assets to Manage Their Location Update Exception:

1. Use the **Select** checkbox to select individual records or choose Select All to select all records on all pages.
2. To display a **Details** page, select the **ASSET ID** hyperlink for the record to view. To return to the **Search Results** page, select Cancel.
3. Select Continue to display the **Selected Results** page or choose Cancel to return to **Search Criteria** page.

Helpful Tip

You may have several pages returned from your search criteria. To sort the rows, select the underlined column header. The information is sorted in ascending order. Select the column header again to sort your table in descending order. An underlined column header sort affects ALL rows on every page of your results, not just those seen on the currently active page.

Note

To clear your selections, Deselect All.

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No record(s) match search criteria or	Results for the search criteria you entered do not exist, you

you do not have the appropriate security access.	are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Location Update Exception Search Criteria
- Location Update Exception Selected Results
- Location Update Exception Delete

Page ID Ref: WFUTN4202_6

Location Update Exception Selected Results

Overview

Enterprise Logistics Management System (ELMS) allows you to manage location change exceptions reported by the Real Time Location System (RTLS). You can select to never report location exceptions for an asset or to report once a day at the end of the day.

Navigation

Asset Management > Location Update Exception> Search Criteria > Search Results > ☐ (desired record(s)) > Selected Results

Page Fields

The following fields display on the **Location Exception Selected Results** page. All data fields are optional on the **Search Criteria** screen. For more information on each field, select the appropriate hyperlink.

Selected Records
Asset Id
Stock Nbr
Serial Nbr
Item Desc
Custodian Nbr

Location
Amount
Update Exception
Active Exception
Effective Date
Start Date
End Date

Exception Assignment
Location Update Exception
*Effective Date
Range Start Date
Range End Date
Active
Inactive
History Remarks

Procedures

To Delete the Exception Assignment:

1. Review the selected record(s) you are going to process.
2. Select the **Location Update Exception** from the drop-down list. You can choose:

- Not Applicable
- Never update locations
- Updated once a day (at the end of the day)

1. If the **Location Update Exception** is set to *N - Never update locations* or *D - Updated once a day (at the end of the day)*, the **Effective Date** becomes a mandatory field. Input when this exception assignment becomes effective.
2. Enter a **Range Start Date** and **Range End Date** to specify a range. Leaving these fields blank will continue to exception assignment indefinitely.
3. By default the exception assignment is set to *Active*. Select the *Inactive* radio button to turn the exception assignment off.

4. The **History Remarks** is an optional field. It is recommended you enter comments to further document the update action.
5. Select Submit to process the transaction or choose Cancel to return to the **Search Criteria** page.

Common Errors

No common errors have been identified for this page.

Related Topics

- Location Update Exception Search Criteria
- Location Update Exception Search Results
- Location Update Exception Delete

Page ID Ref: WFUTN4203_6

Location Update Exception Delete

Overview

The Enterprise Logistics Management System (ELMS) allows you to manage location change exceptions reported by the Real Time Location System (RTLS). You can select to never report location exceptions for an asset or to report once a day at the end of the day.

Navigation

Asset Management > Location Update Exception> Search Criteria > Search Results > Selected Results > Delete

Page Fields

The following fields display on the **Location Exception Delete** page. For more information on each field, select the appropriate hyperlink.

Selected Records

Asset ID
Stock Nbr
Serial Nbr
Item Desc
Custodian Nbr
Location
Amount
Update Exception
Active Exception
Effective Date
Start Date
End Date

Exception Assignment
Location Update Exception
Effective Date
Range Start Date
Range End Date
Active
Inactive
History Remarks

Procedures

To Manage the Exception Assignment:

1. Review the selected record(s) you are going to process.
2. Select the **Location Update Exception** from the drop-down list. You can choose Not Application, Never report location exceptions, or report once daily, at the end of the day.
3. If the **Location Update Exception** is set to *N - Never update location* or *D-Updated once a day (end of day)*, the **Effective Date** becomes a mandatory field. Input when this exception assignment becomes effective.
4. Enter a **Range Start Date** and **Range End Date** to specify a date range. Leaving these fields blank will continue to exception assignment indefinitely.
5. By default the exception assignment is set to *Active*. Select the *Inactive* radio button to turn the exception assignment off.

6. The **History Remarks** is an optional field. It is recommended you enter comments to further document the update action.
7. Select Delete to process the transaction or choose Cancel to return to the **Search Criteria** page.

Common Errors

No common errors have been identified for this page.

Related Topics

- Location Update Exception Search Criteria
- Location Update Exception Search Results
- Location Update Exception Selected Results

Page ID Ref: WFUTN42_04

IT Management Dashboard

Overview

The Property Accountability module IT Management Dashboard process provides the ability to view and track the usage, compliance, and expenditures of software licenses. The Dashboard is a reporting and analytical tool used to manage the software and assets. It provides the ability to view summary data for assets, licenses, and software. The information is summed and rolled from the Accountable Unit Identification Code (ACTBL UIC) level to an Agency level.

Note

The ELMS account must have Accountable, Site, or Agency level inquiry access to view the IT Management Dashboard.

Navigation

Asset Management > IT Management > IT Management Dashboard page

Page Fields

The following fields display on the **Information Technology (IT) Management Dashboard** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Compliance

License Allocation
Allocation by License Type (in Dollars)
Expiring Software Licenses (with Cost)
Licenses Initiated (with Dollars Allocated)

Summary

Software Type
IT Device Class
License Type

Expired

Expired Licenses

Search

Software

Software Name
Software Version
Manufacturer Name
Software Type

IT Device

Asset ID

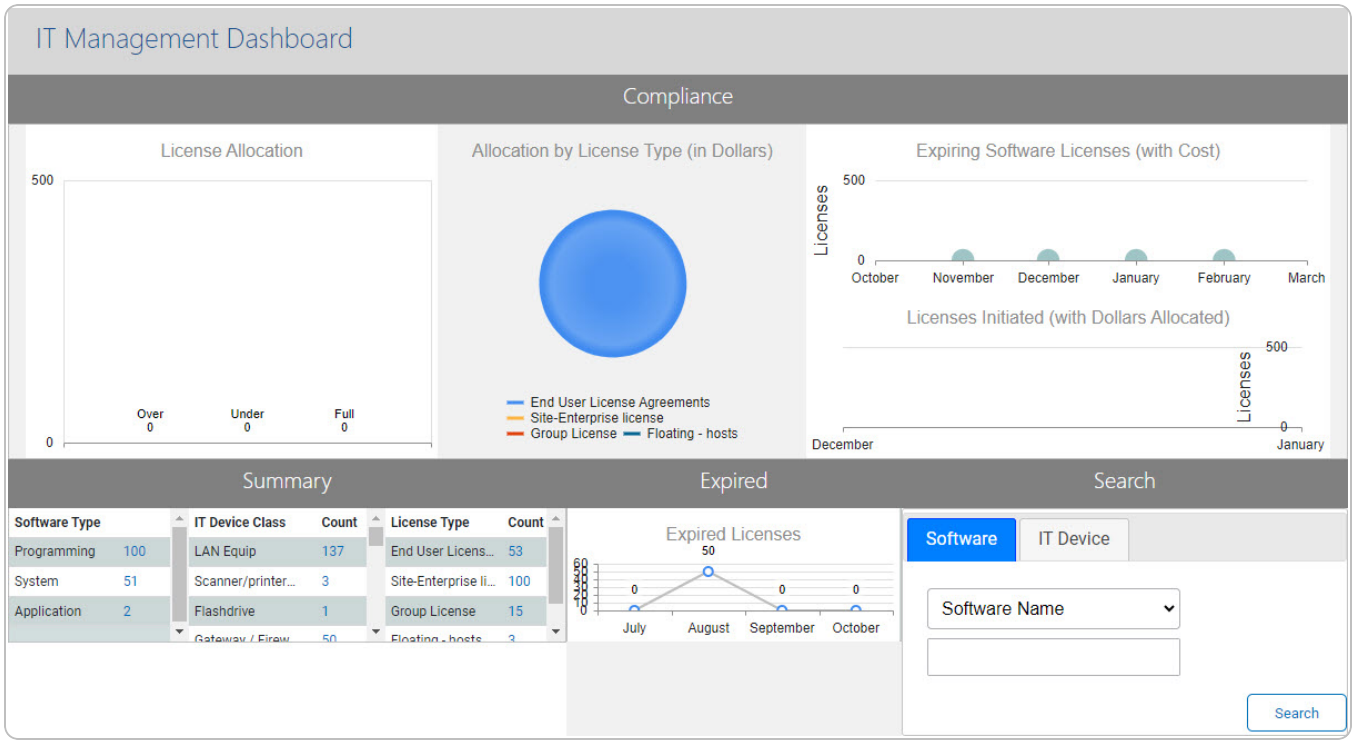
(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

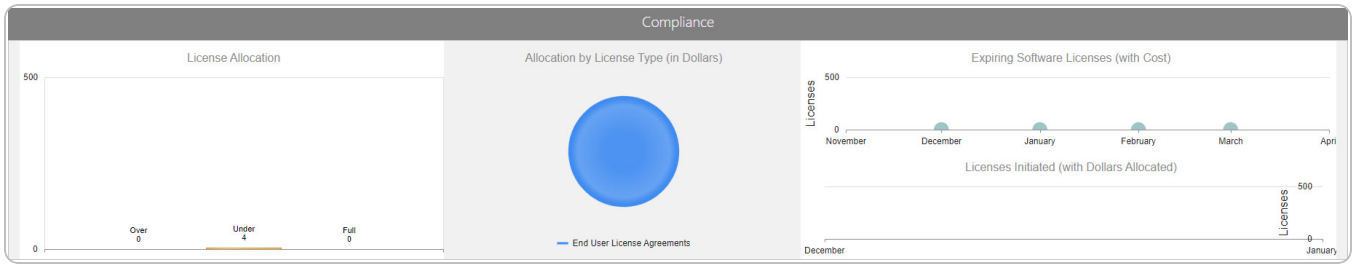
Click the following link to display PA Navigation Tips.

IT Management Dashboard



There are four sections of the Dashboard:

Compliance



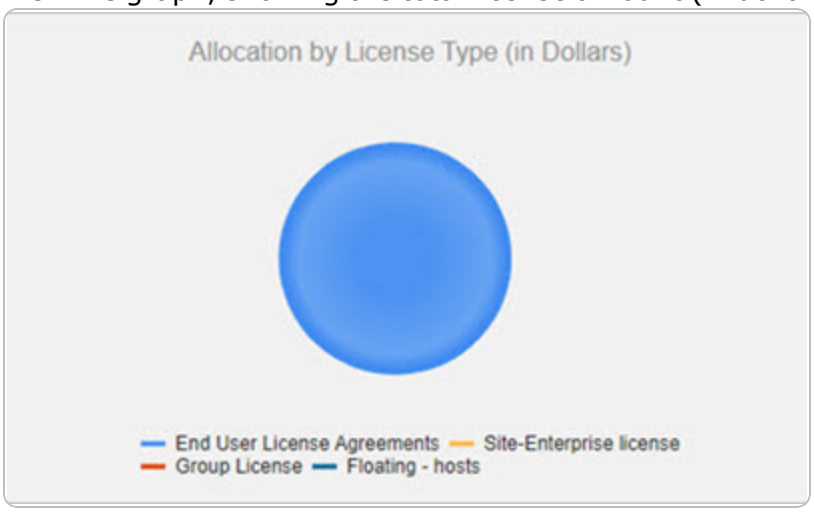
1. Compliance consists of:

   A. **License Allocation**

   A Bar graph, comparing the software licenses associated with the asset to the software license quantity assigned to the IT devices.

B. **Allocation by License Type (in Dollars)**

A 3D Pie graph, showing the total license amount (in dollars).



C. **Expiring Licenses (with Cost)**

A Bubble graph, showing the cost of expiring licenses, by month.

D. **Licenses Initiated (with Dollars Allocated)**

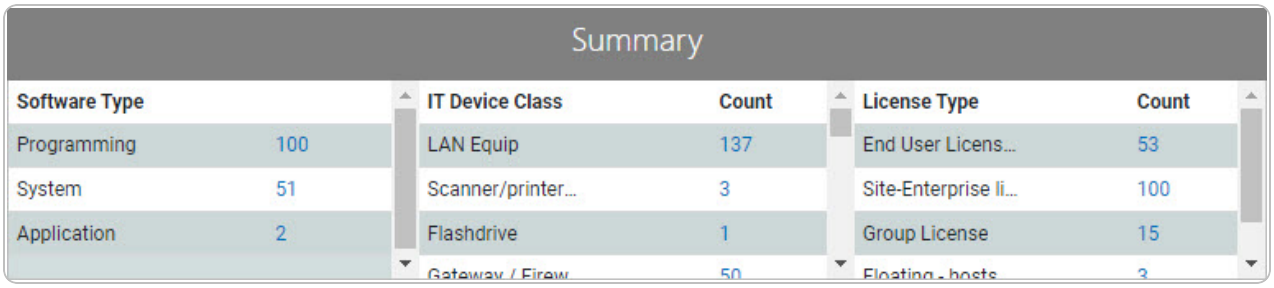
A Bubble graph, showing the new licenses purchased, by month.

Summary

Note

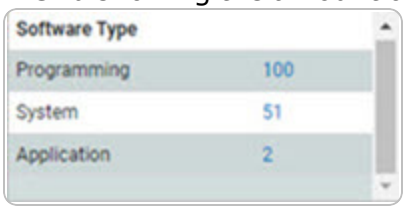
Clicking the Count hyperlink next to the listed item brings up the Results list for that item.

1. Summary consists of:



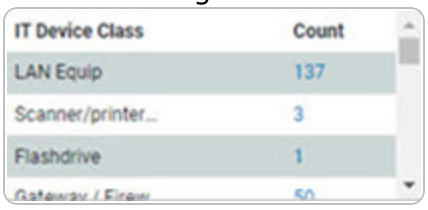
A. Software Type

A Grid showing the amount of each kind of software.



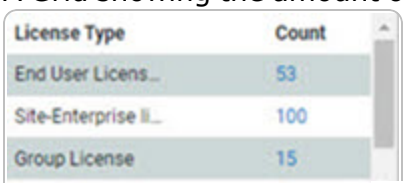
B. IT Device Class

A Grid showing the amount of each kind of IT asset.



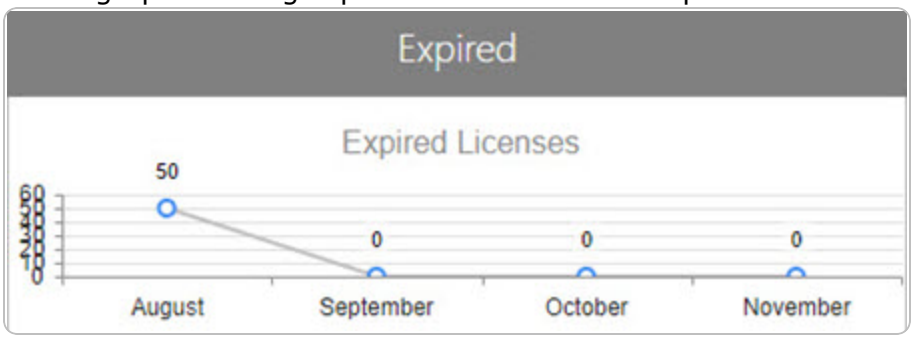
C. License Type

A Grid showing the amount of each kind of License.



Expired

A Line graph showing expired licenses within the past 4 months.



Search

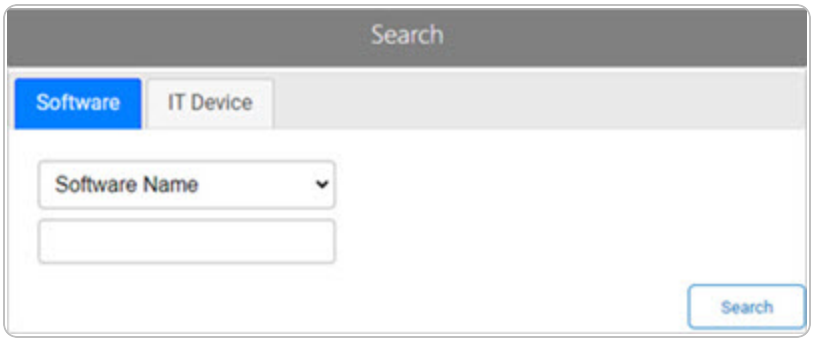
1. Search consists of:

A. **Software**

a. Software consists of:

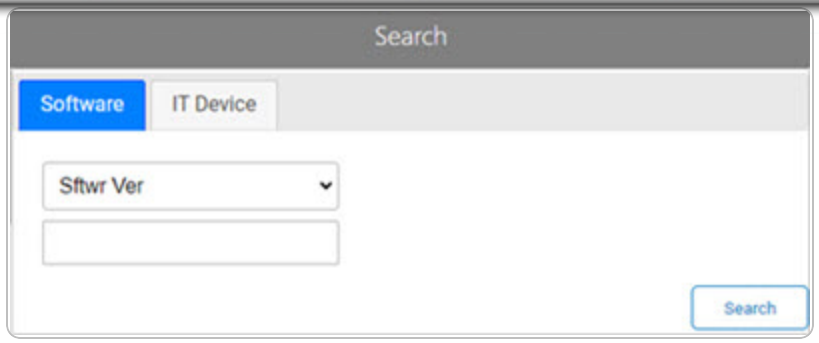
I. **Software Name**

Enter the Software Name in the field provided. *This is a 100 alpha-numeric character field.*



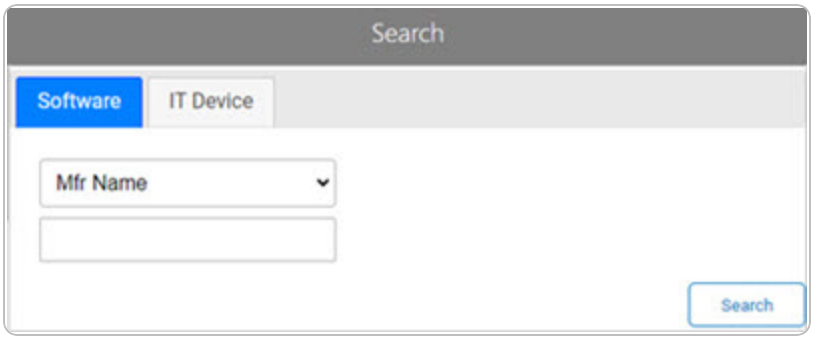
II. **Software Version**

Enter the Software Version in the field provided. *This is a 100 alpha-numeric character field.*



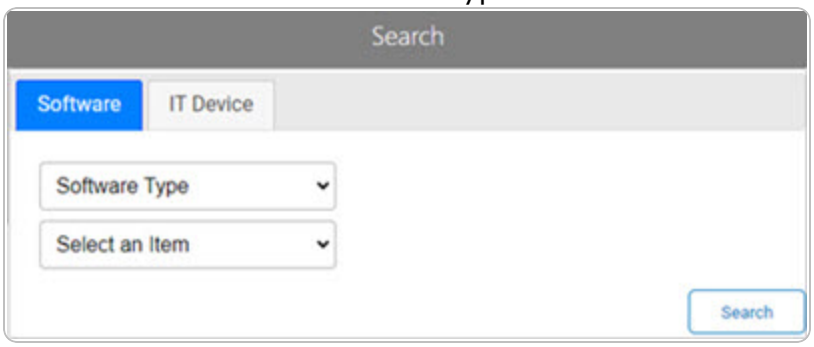
III. **Manufacturer Name**

Enter the Manufacturer Name in the field provided. *This is a 36 alpha-numeric character field.*

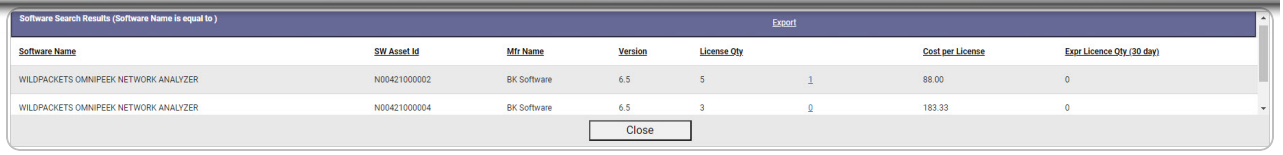


IV. **Software Type**

Use ⌄ to select the Software Type.

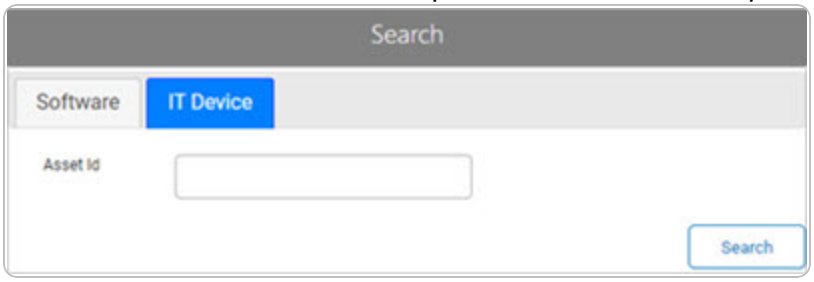


b. Select Search. *The Software Search Results grid appears.*



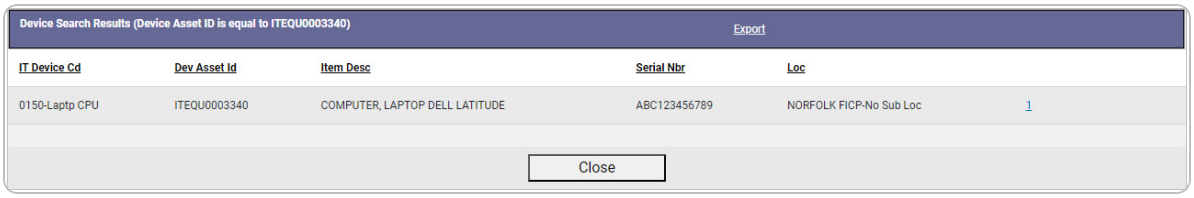
B. **IT Device**

Enter the ASSET ID in the field provided.*This is a 12 alphanumeric character field.*



a. Select

. *The Device Search Results grid appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for IT Asset Characteristics — Criteria
- Search for an IT Device Software — Criteria
- Search for Software License Association — Criteria
- Search for Software — Criteria

Search for an IT Device Software — Criteria

Overview

The Property Accountability module IT Device Software process provides the ability to add and have visibility of software currently loaded on the Information Technology (IT) Devices. It provides the ability to view loaded software, add software from the catalog, or remove software that is loaded on a selected IT device and no longer needed.

Navigation

Asset Management > IT Management > IT Device Software > IT Device Software Search Criteria page

Page Fields

The following fields display on the **Information Technology (IT) Device Software Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

IT Device
Stock Nbr
IT Device Class
IT Device Cd
Sftwr Nm

Search Results

Select
IT Device
Stock Nbr
Item Desc
Serial Nbr
IT Device Cd
IT Device Class
Software QTY

(*) Asterisk identifies mandatory fields.

Procedures

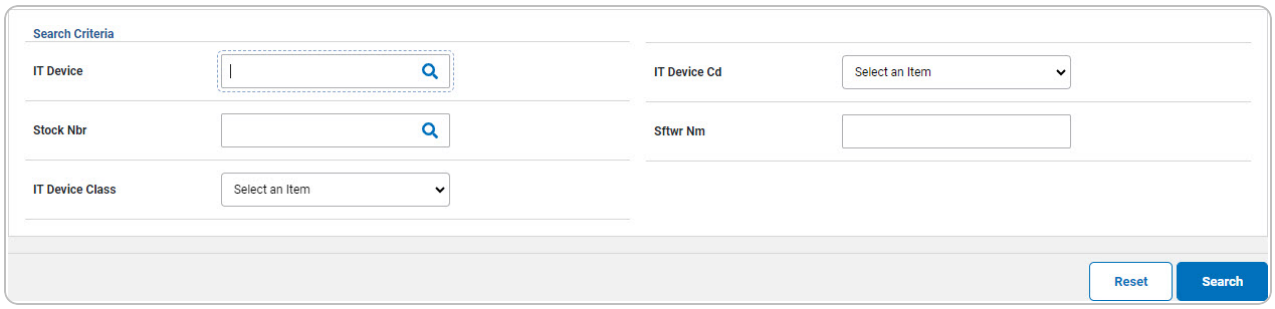
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an IT Device

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, narrow the results by entering one of the following optional fields:.



A. Enter the IT DEVICE, or use to browse for the asset. *This is a 12 alphanumeric character field.*

Asset Identifier Browse

B. Enter the STOCK NBR, or use to browse for the number. *This is a 15 alpha-numeric character field.*

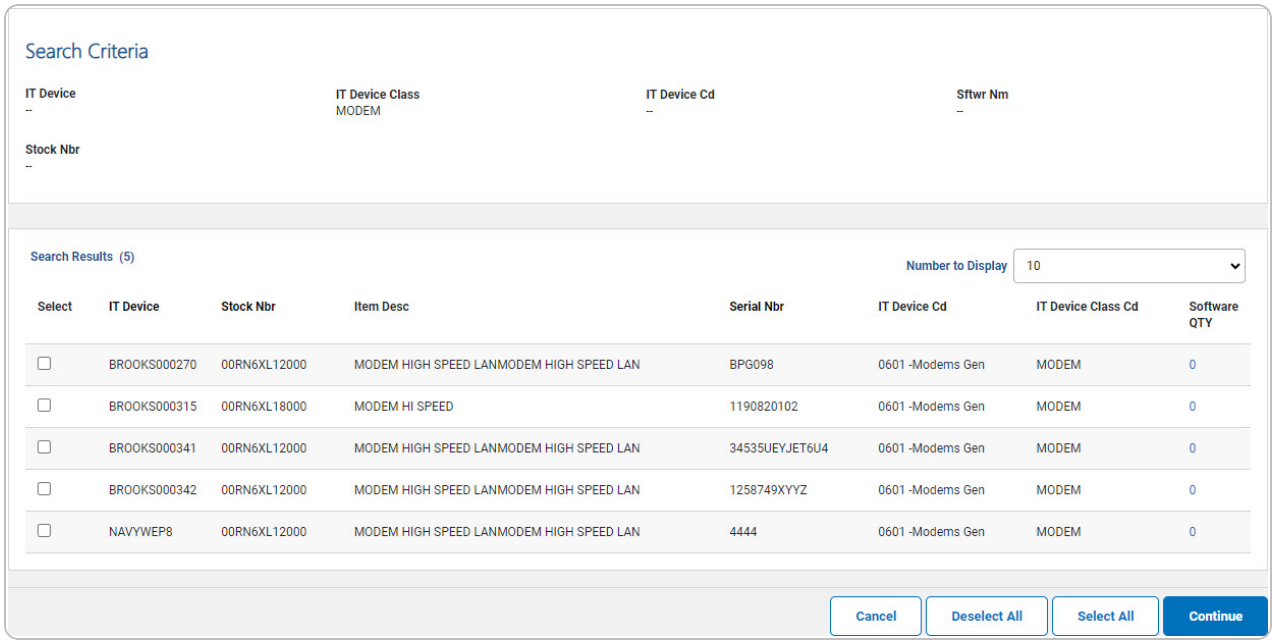
Stock Number Browse

C. Use to select the IT Device Class.

D. Use to select the IT Device Cd.

E. Enter the IT Device Name in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The **Search for an IT Device Software - Results** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — Assets must contain an ACC equal to K.	Invalid Entry. The Stock Number must have an ACC of "K". Choose a different Stock Number.

Related Topics

- Search for an IT Device Software - Results
- Add Software to an IT Device
- Delete an IT Device Software
- View the IT Device Software Transaction Status
- Export an IT Device Software Report

Search in the IT Software Catalog — Criteria

Overview

The Property Accountability module IT Device Software process provides the ability to select the Information Technology (IT) Device(s) to associate software or remove the software association.

Navigation

Asset Management > IT Management > IT Device Software > Search Criteria > Search > Search Results > Continue > Software Catalog Data Search Criteria page

Page Fields

The following fields display on the **Software Catalog Data Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

Software Catalog Data

Search Results

Select
Sftwr Nm
Sftwr Ver
Mfr Name
IUS Asset Id
License Desc
License Qty
Start Date
End Date

(*) Asterisk identifies mandatory fields.

Procedures

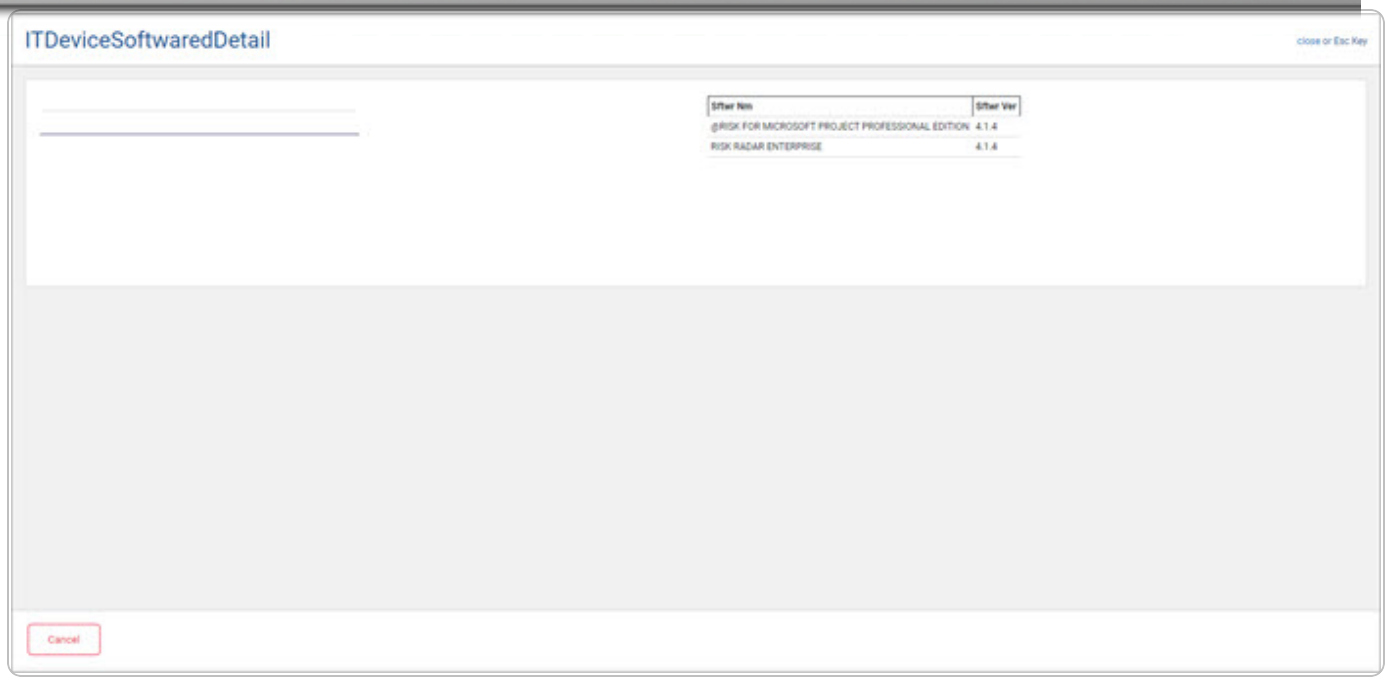
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Software Detail

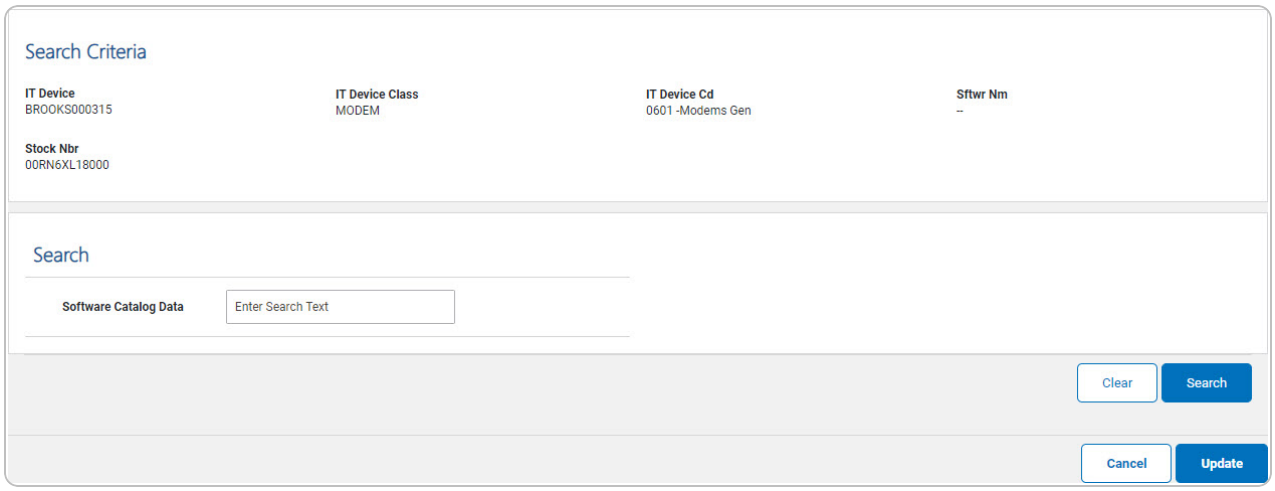
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select Search. *The* ***Search for an IT Device Software - Results*** *page appears.*
2. Select the Software QTY hyperlink. *The IT Device Software Detail pop-up window appears.*



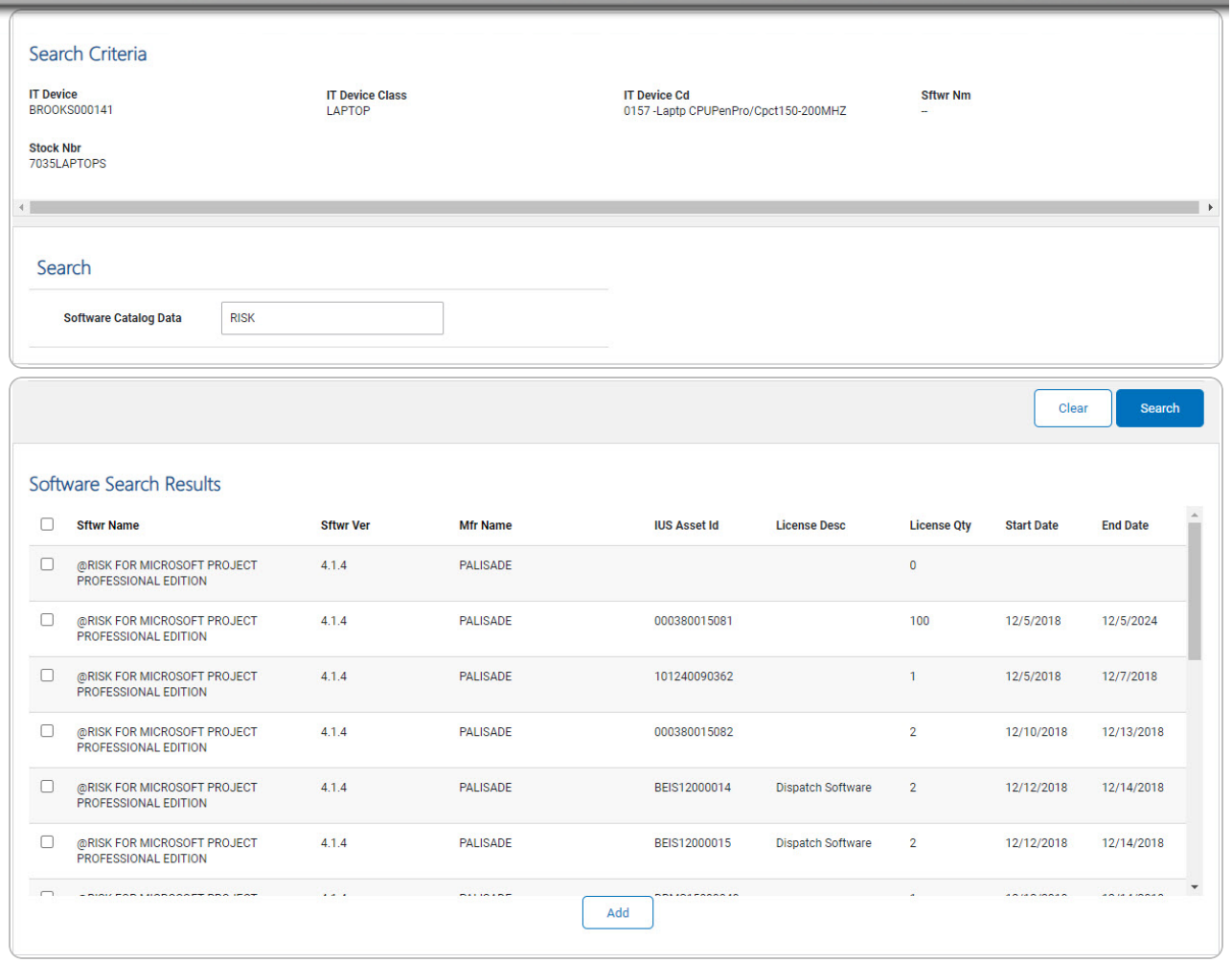
Search the Software Data Catalog

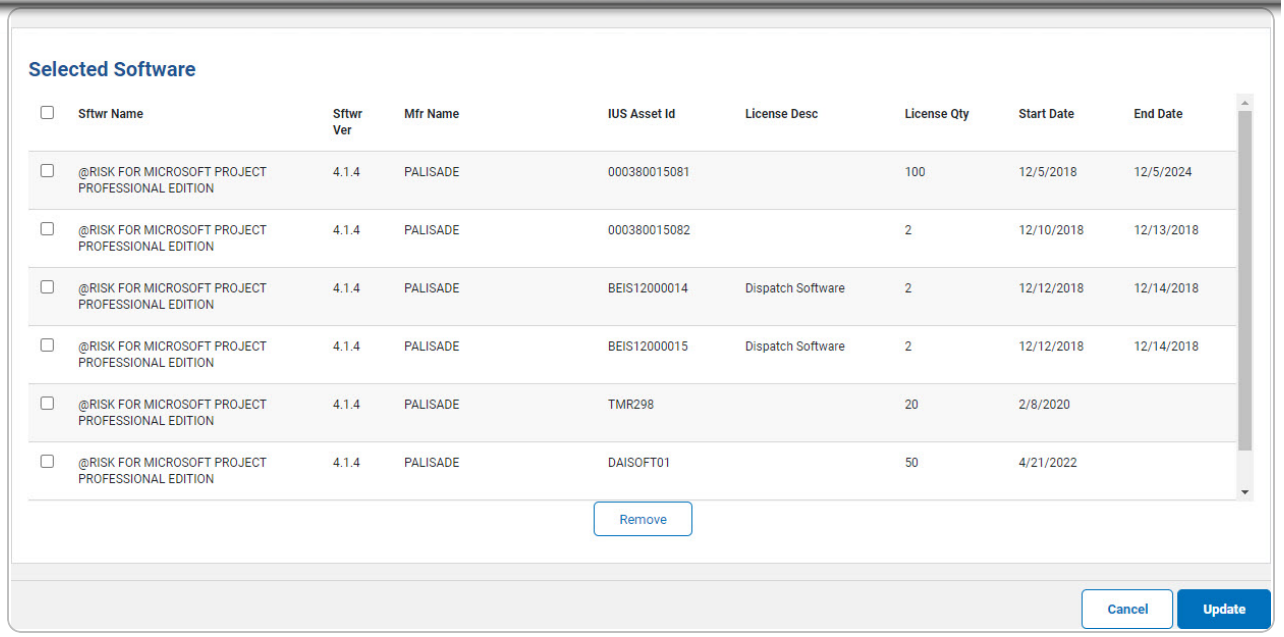
1. In the Search Criteria box, narrow the results by entering the following optional field:.



2. Enter the Software Catalog Data in the field provided. *This is a 100 alphanumeric character field.*

3. Select Search. *The **Search in the IT Software Catalog — Results** page appears.*


Search Criteria
IT Device
BROOKS000141
IT Device Class
LAPTOP
IT Device Cd
0157 -Laptp CPUPenPro/Cpct150-200MHZ
Sftwr Nm
--
Stock Nbr
7035LAPTOPS
Search
Software Catalog Data
RISK
Clear
Search
Software Search Results
Sftwr Name
Sftwr Ver
Mfr Name
IUS Asset Id
License Desc
License Qty
Start Date
End Date
@RISK FOR MICROSOFT PROJECT PROFESSIONAL EDITION
4.1.4
PALISADE
0
@RISK FOR MICROSOFT PROJECT PROFESSIONAL EDITION
4.1.4
PALISADE
000380015081
100
12/5/2018
12/5/2024
@RISK FOR MICROSOFT PROJECT PROFESSIONAL EDITION
4.1.4
PALISADE
101240090362
1
12/5/2018
12/7/2018
@RISK FOR MICROSOFT PROJECT PROFESSIONAL EDITION
4.1.4
PALISADE
000380015082
2
12/10/2018
12/13/2018
@RISK FOR MICROSOFT PROJECT PROFESSIONAL EDITION
4.1.4
PALISADE
BEIS12000014
Dispatch Software
2
12/12/2018
12/14/2018
@RISK FOR MICROSOFT PROJECT PROFESSIONAL EDITION
4.1.4
PALISADE
BEIS12000015
Dispatch Software
2
12/12/2018
12/14/2018
Add



Add Software to the IT Device

1. Click ☐ to select the desired software.
2. Select Add. *The **Add Software to an IT Device** page appears.*

Remove Software from the IT Device

1. Click ☐ to select the desired software.
2. Select Remove. *The **Remove Software to an IT Device** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
762 — Special character(s) is not acceptable.	Invalid Entry. Only use alphanumeric characters in the (field name) field. Re-enter the field.

Related Topics

- Search for an IT Device Software - Criteria
- Add Software to an IT Device
- Delete an IT Device Software
- View the IT Device Software Transaction Status
- Export an IT Device Software Report

Add Software to an IT Device

Overview

The IT Device Software Add process provides the ability to create a new software association to an IT Device.

Navigation

Asset Management > IT Management > IT Device Software > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Search Criteria > Search Results > IT Device Selected Software page > ☐ (desired record(s)) > Add

Page Fields

The following fields display on the **Information Technology (IT) Device Selected Software** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
18	Select "Update" button to process transaction(s).
xxxx	Select "Search" button to search the Software Catalog Search Utility Program.

xxxx	Select "Add" button to load software on the IT Device.
xxxx	Select "Remove" button to remove software.

Selected Software

Select
Sftwr Nm
Sftwr Ver
Mfr Name
IUS Asset Id
License Desc
License Qty
Start Date
End Date

(*) Asterisk identifies mandatory fields.

Procedures

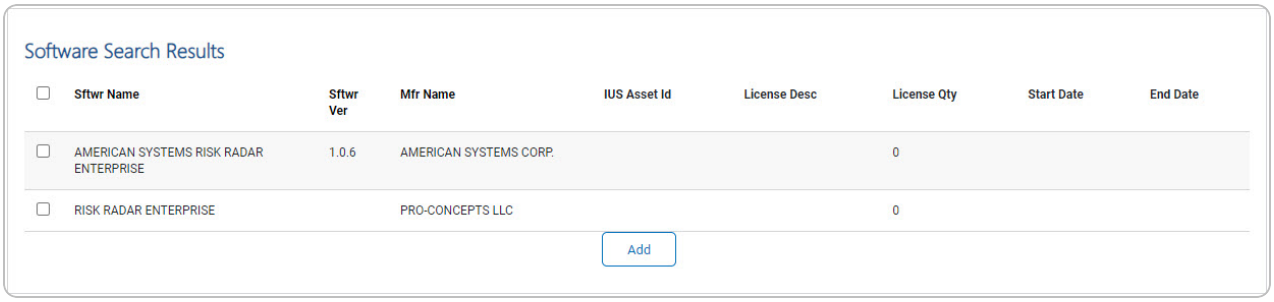
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add Software to an IT Device

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

1. Click ☐ to select the desired software.



2. Select Add. *The software is added to the IT Device.*

3. Select Update. *The **IT Device Software Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for an IT Device Software - Criteria
- Search for an IT Device Software - Results
- Delete an IT Device Software
- View the IT Device Software Transaction Status
- Export an IT Device Software Report

Delete Software from an IT Device

Overview

The IT Device Software Delete process provides the ability to remove a software association from an IT Device.

Navigation

Asset Management > IT Management > IT Device Software > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Search Criteria > Search Results > IT Device Selected Software page > ☐ (desired record(s)) > Remove

Page Fields

The following fields display on the **Information Technology (IT) Device Selected Software** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
18	Select "Update" button to process transaction(s).
xxxx	Select "Search" button to search the Software Catalog Search Utility Program.

xxxx	Select "Add" button to load software on the IT Device.
xxxx	Select "Remove" button to remove software.

Selected Software

Select
Sftwr Nm
Sftwr Ver
Mfr Name
IUS Asset Id
License Desc
License Qty
Start Date
End Date

(*) Asterisk identifies mandatory fields.

Procedures

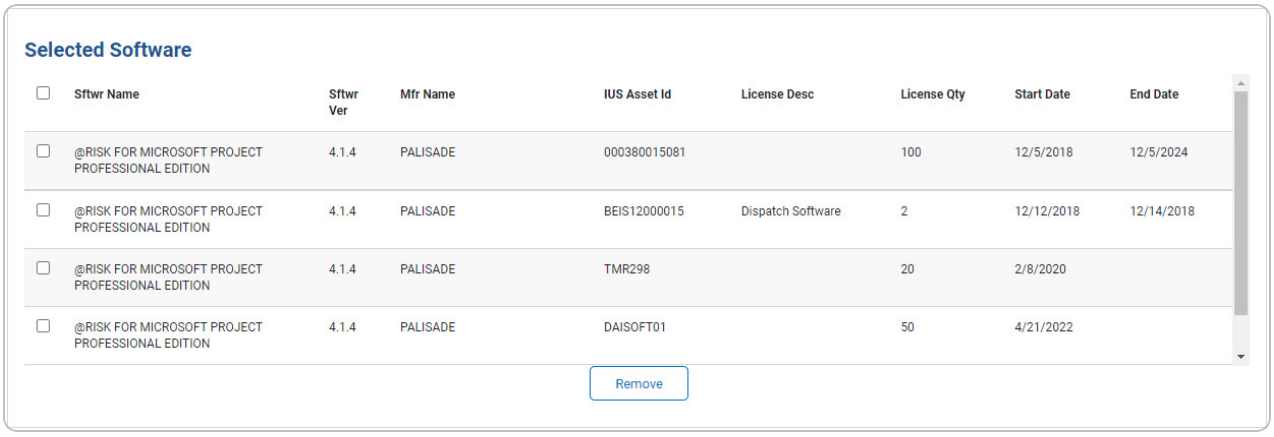
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete Software from an IT Device

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

1. Click ☐ to select the desired software.



2. Select Remove. *The software is removed from the IT Device.*

3. Select Update. *The **IT Device Software Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for an IT Device Software - Criteria
- Search for an IT Device Software - Results
- Add Software to an IT Device
- View the IT Device Software Transaction Status
- Export an IT Device Software Report

View the IT Device Software Transaction Status

Overview

The IT Device Software Transaction Status page displays a verification of the update transaction performed.

Navigation

Asset Management > IT Management > IT Device Software > Search Criteria > *VARIOUS PROCEDURAL STEPS* > IT Device Software Transaction Status page

Page Fields

The following fields display on the **Information Technology (IT) Device Software Transaction Status** page. For more information on each field, select the appropriate hyper-link.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

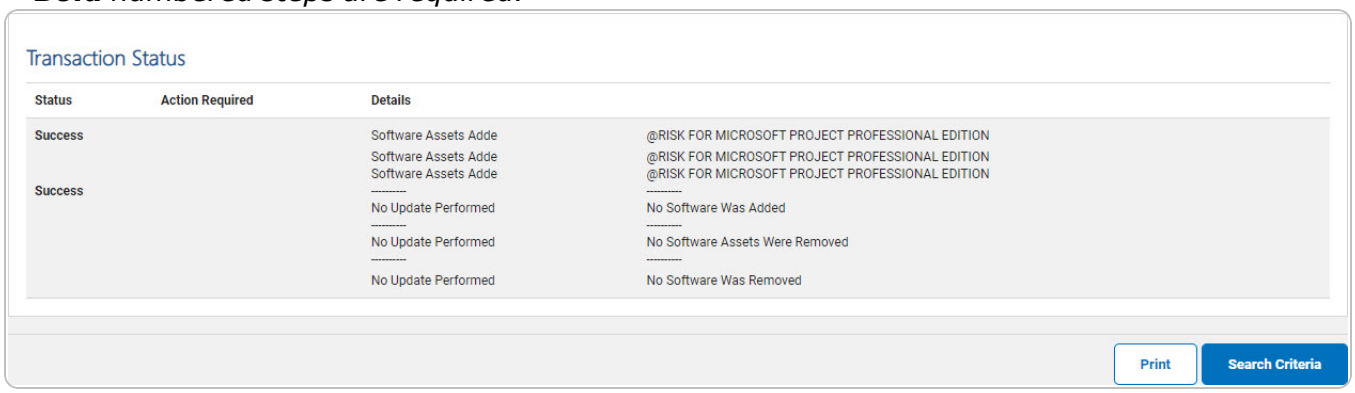
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the IT Device Software Transaction Status

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



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The* ***Export an IT Device Software Report*** *page appears.*
- Select Search Criteria. *The* ***Search for IT Device Software - Criteria*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for an IT Device Software - Criteria
- Search for an IT Device Software - Results

- Add Software to an IT Device
- Delete an IT Device Software
- Export an IT Device Software Report

Export an IT Device Software Report

Overview

The Export an IT Device Software Report page provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > IT Management > IT Device Software > Search Criteria > *VARIOUS PROCEDURAL STEPS* > IT Device Software Transaction Status > Print > IT Device Software Report Export page

Page Fields

The following fields display on the **Information Technology (IT) Device Software Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

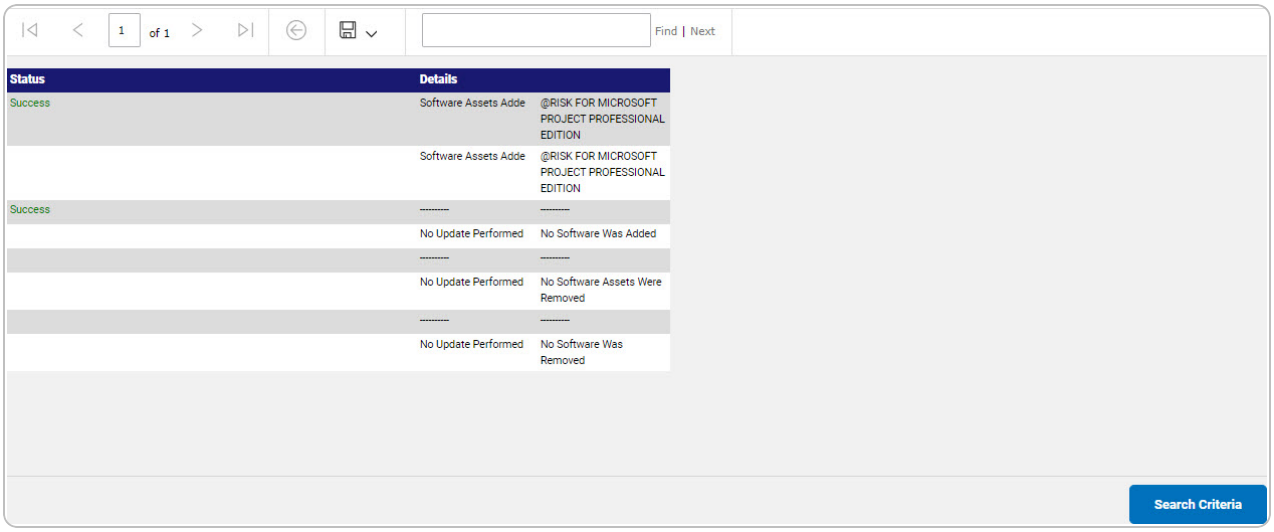
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the IT Device Software Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Search for IT Device Software - Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Search for IT Device Software - Criteria** page appears.*

Related Topics

- Search for an IT Device Software - Criteria
- Search for an IT Device Software - Results
- Add Software to an IT Device
- Delete an IT Device Software
- View the IT Device Software Transaction Status

Request New Software

Overview

The Software Request process provides the ability to request software not currently listed in the catalog.

Navigation

Asset Management > IT Management > Software Request Submit / Request History > Create Request > Software Request page

Page Fields

The following fields display on the **Software Request** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Software Request

Sftwr Name *
Sftwr Ver *
Mfr Name *
DADM Id
Sftwr Type *
Func Area *
Website
Sftwr Desc

Requestor Information

Name *
Phone *

E-mail *
Remarks

(*) Asterisk identifies mandatory fields.

Procedures

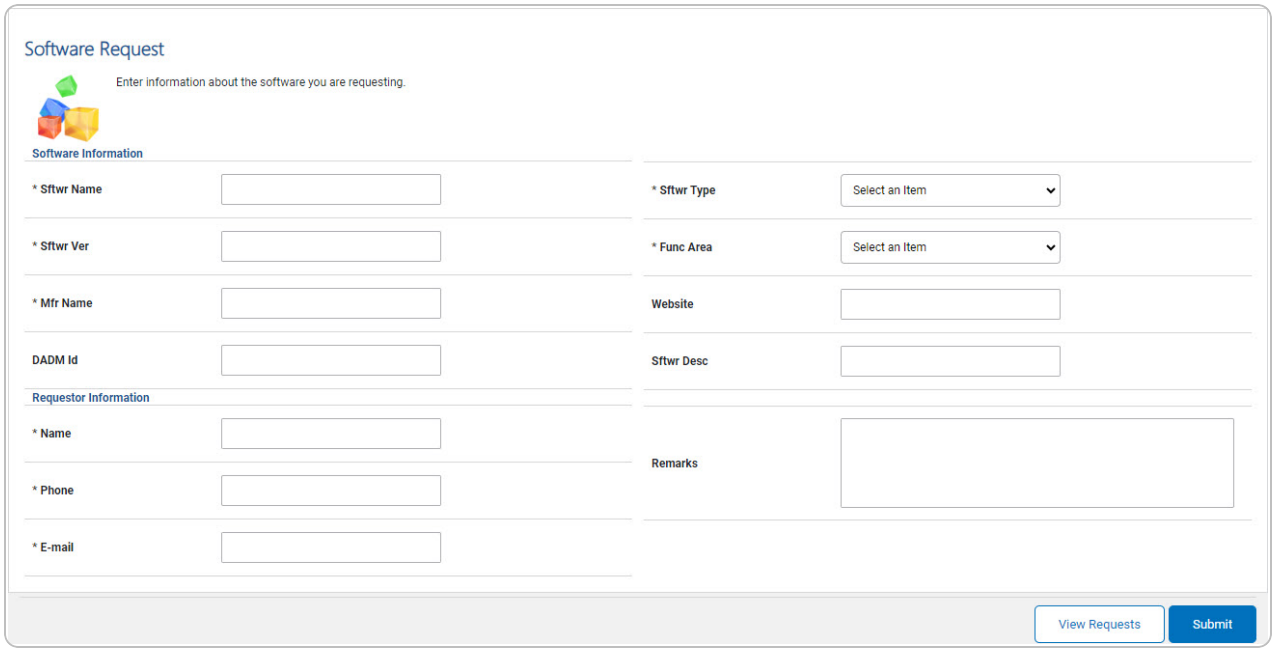
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Create a Software Request

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

1. Select Create Request. *The **Software Request** page appears.*



2. Enter the SFTWR NAME in the field provided. *This is a 100 alphanumeric character field.*
3. Enter the SFTWR VER in the field provided. *This is a 100 alphanumeric character field.*
4. Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
5. Enter the DADM ID in the field provided. *This is a 100 alphanumeric character field.*

6. Use ⌄ to select the Sftwr Type.
7. Use ⌄ to select the Func Area.
8. Enter the Website in the field provided. *This is a 256 alphanumeric character field.*
9. Enter the SFTWR DESC in the field provided. *This is a 30 alphanumeric character field.*
10. Enter the Name in the field provided. *This is a 50 alphanumeric character field.*
11. Enter the Phone in the field provided. *This is a 19 alphanumeric character field.*
12. Enter the E-MAIL in the field provided. *This is an 80 alphanumeric character field.*
13. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*
14. Select Submit. *The **Software Request Details** page appears, and the request goes to the Production Support Administrator.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *SFTWR NAME*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SFTWR VER*.	
13 — Mandatory Entry: *MFR NAME*.	
13 — Mandatory Entry: *SFTWR TYPE*.	

13 — Mandatory Entry: *FUNC AREA*.	
13 — Mandatory Entry: *Name*.	
13 — Mandatory Entry: *Phone*.	
13 — Mandatory Entry: *E-MAIL*.	

Related Topics

- Software Request Overview
- Software Request Details

Software Request Details

Overview

The Software Request Details process is view only and displays the details of a software request.

Navigation

Asset Management > IT Management > Software Request > Submit > Software Request Details page

Page Fields

The following fields display on the **Software Request Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Request Details

Sftwr Name
Sftwr Ver
Mfr Name
DADMS Id
Rqestg Contact

Procedures

ELMS Navigation Helpful Tips

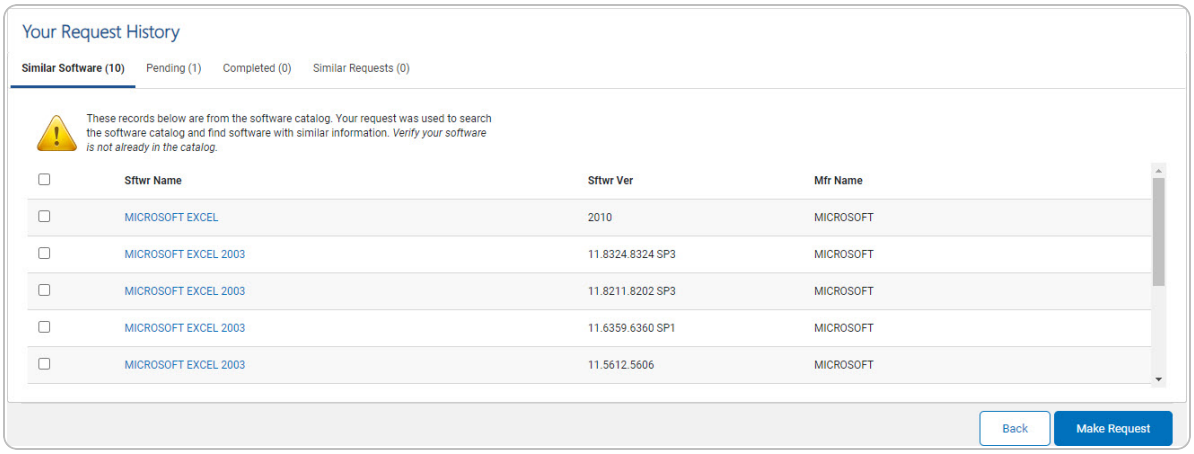
Click the following link to display PA Navigation Tips.

View a Software Request

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

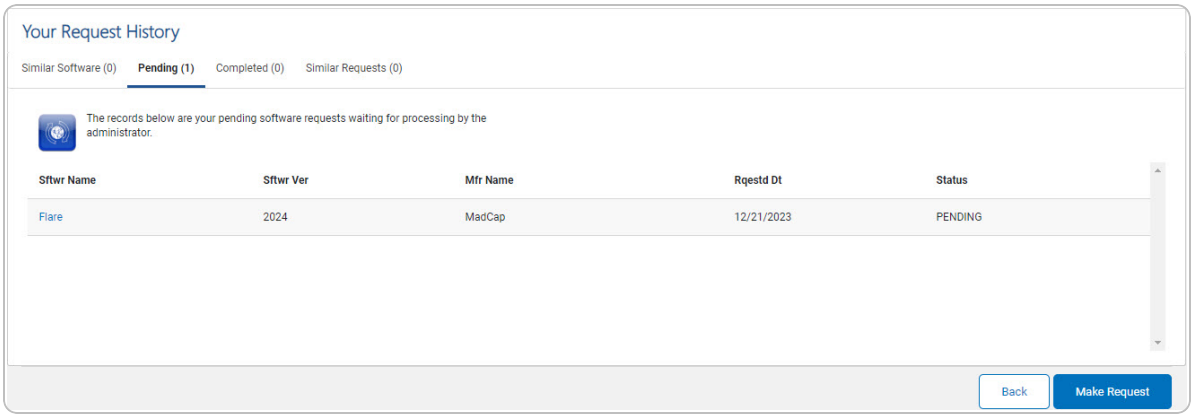
1. Select Submit. *The* ***Software Request Details*** *page appears, and the request goes to the Production Support Administrator.*

2. Review the Request Details grid.
   A. *Verify the SFTWR NAME.*
   B. *Verify the SFTWR VER.*
   C. *Verify the MFR NAME.*
   D. *Verify the DADMS ID.*
   E. *Verify the RQESTG CONTACT.*
3. Review the Your Request History grid.
   A. View the Similar Software tab.



   A. *Verify the SFTWR NAME.*
   B. *Verify the SFTWR VER.*
   C. *Verify the MFR NAME.*

B. View the Pending tab.



A. *Verify the SFTWR NAME.*

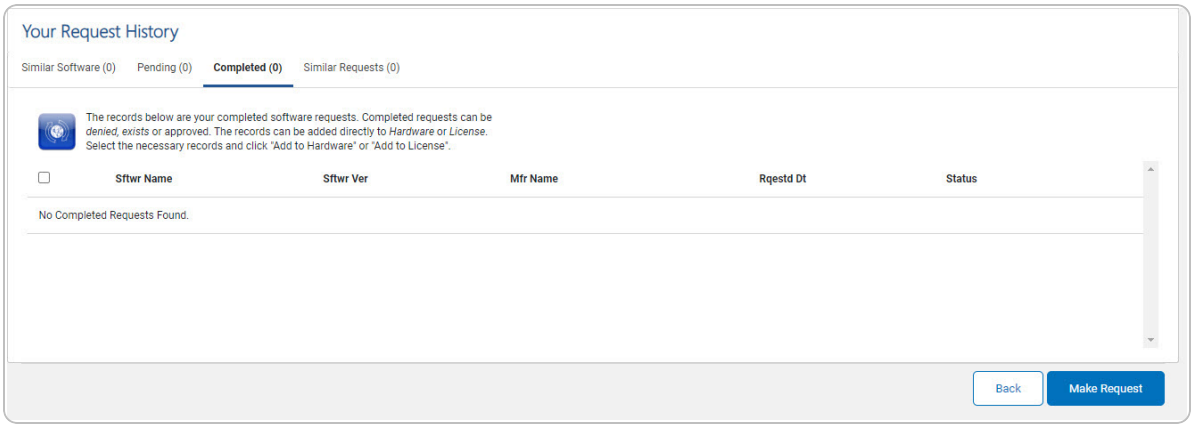
B. *Verify the SFTWR VER.*

C. *Verify the MFR NAME.*

D. *Verify the RQESTD DT.*

E. *Verify the Status.*

C. View the Completed tab.



A. *Verify the SFTWR NAME.*

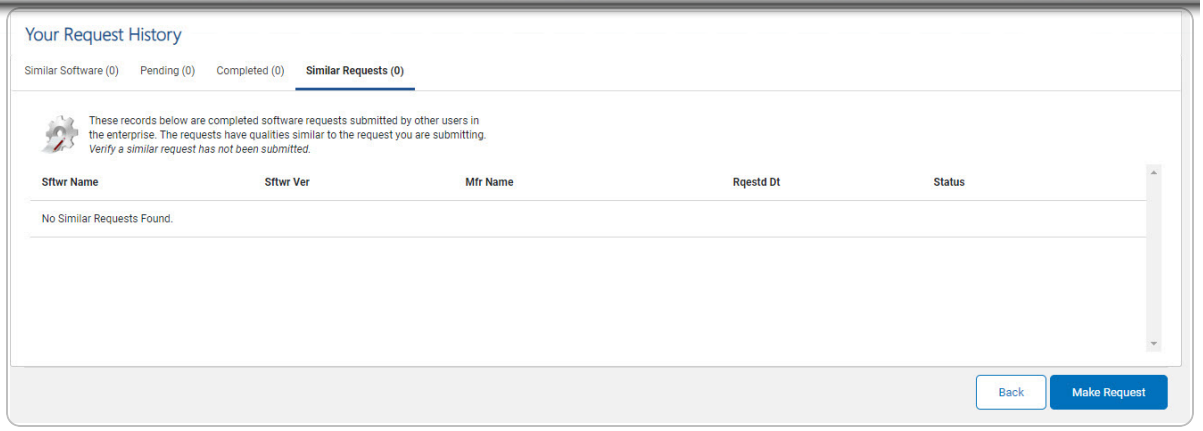
B. *Verify the SFTWR VER.*

C. *Verify the MFR NAME.*

D. *Verify the RQESTD DT.*

E. *Verify the Status.*

D. View the Similar Requests tab.



A. *Verify the SFTWR NAME.*

B. *Verify the SFTWR VER.*

C. *Verify the MFR NAME.*

D. *Verify the RQESTD DT.*

E. *Verify the Status.*

E. Select Make Request. *The **Software Request Overview** page appears, with the new request at the bottom.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Software Request Overview
- Software Request

Software Request Overview

Overview

The Property Accountability module Software Request process provides the ability to request software not currently listed in the catalog.

Navigation

Asset Management > IT Management > Software Request > Software Request Submit / Request History page

Page Fields

The following fields display on the **Software Request Submit / Request History** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Pending tab

Sftwr Name
Sftwr Ver
Mfr Name
Rqestd Dt
Status

Completed tab

Select
Sftwr Name
Sftwr Ver
Mfr Name
Rqestd Dt

Status

Procedures

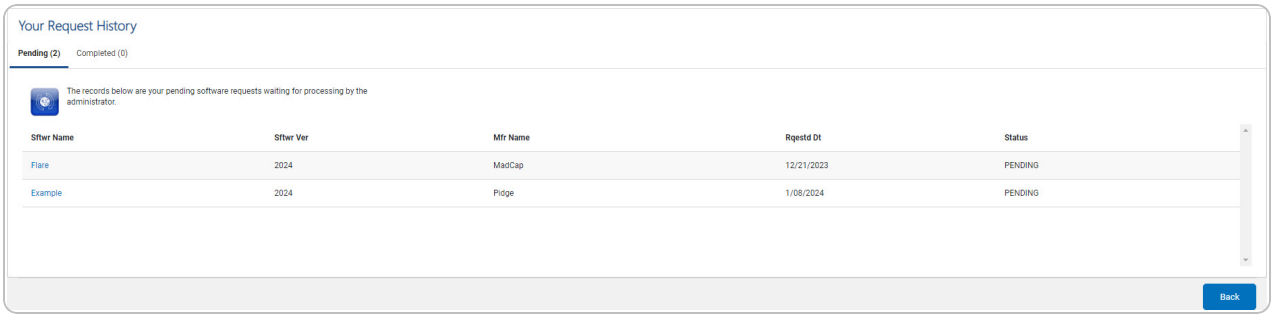
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

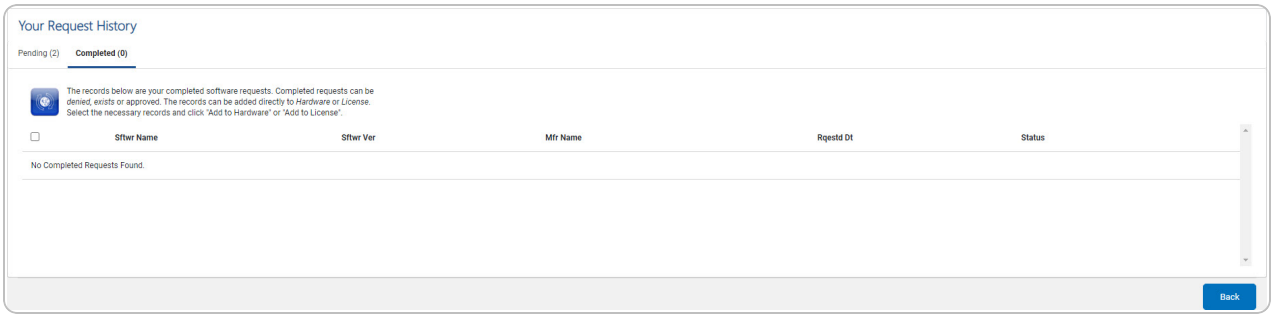
Create a Software Request

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

1. Select the Software Request hyperlink. *The Your Request History grid appears.*



2. View the Pending tab.
   A. *Verify the SFTWR NAME.*
   B. *Verify the SFTWR VER.*
   C. *Verify the MFR NAME.*
   D. *Verify the RQESTD DT.*
   E. *Verify the Status.*
3. View the Completed tab.



A. *Verify the SFTWR NAME.*
B. *Verify the SFTWR VER.*
C. *Verify the MFR NAME.*
D. *Verify the RQESTD DT.*
E. *Verify the Status.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *SFTWR NAME*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SFTWR VER*.	
13 — Mandatory Entry: *MFR NAME*.	
13 — Mandatory Entry: *SFTWR TYPE*.	
13 — Mandatory Entry: *FUNC AREA*.	
13 — Mandatory Entry: *Name*.	

13 — Mandatory Entry: *Phone*.	
13 — Mandatory Entry: *E-MAIL*.	

Related Topics

- Software Request
- Software Request Details

Search for IT Asset Characteristics — Criteria

Overview

The Property Accountability module IT Asset Characteristics process provides the ability to add additional information to property book assets identified as IT assets such as IP address and Device Name. This enables assets on the property book within ELMS to be correctly associated with assets coming in from a automated data collection tool or file upload.

Navigation

Asset Management > IT Management > IT Asset Char Update > IT Asset Characteristics Search Criteria page

Page Fields

The following fields display on the **Information Technology (IT) Asset Characteristics Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

Asset Id
IT Device Class
IT Device Cd
IT Device Name

(*) Asterisk identifies mandatory fields.

Procedures

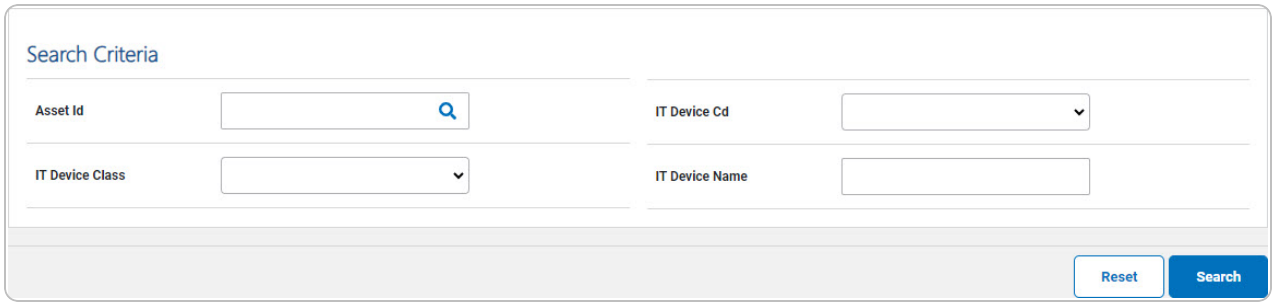
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an IT Device

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, narrow the results by entering one of the following optional fields:.



   A. Enter the ASSET ID, or use to browse for the asset. *This is a 12 alphanumeric character field.*

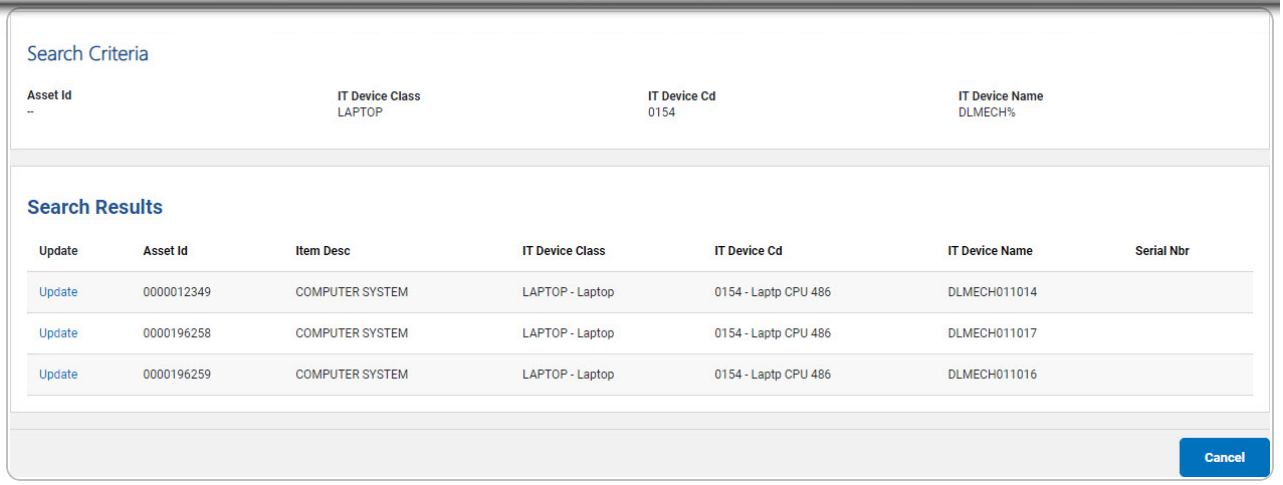
      Asset Identifier Browse

   B. Use to select the IT Device Class.

   C. Use to select the IT Device Cd.

   D. Enter the IT Device Name in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The **IT Asset Characteristics Search Results** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for IT Asset Characteristics - Results
- Update the IT Asset Characteristics
- View the IT Asset Characteristics Transaction Status
- Export an IT Asset Characteristics Report

Search for IT Asset Characteristics — Results

Overview

The IT Asset Characteristics Results process provides the ability to update information to property book assets identified as IT assets such as IP address and Device Name.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Asset Management > IT Management > IT Device Characteristics > Search Criteria > Search > IT Asset Characteristics Search Results page

Page Fields

The following fields display on the **Information Technology (IT) Asset Characteristics Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
562	Select "Cancel" to return to the previous page.
232	Select "Update" hyperlink to process an Update Action.

Search Criteria

Asset Id

IT Device Class
IT Device Cd
IT Device Name

Search Results

Update
Asset Id
Item Desc
IT Device Class
IT Device Cd
IT Device Name
Serial Nbr

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update Characteristics for an IT Device

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

1. Select Search. *The **IT Asset Characteristics Search Results** page appears.*
2. Select the Update hyperlink. *The **Update the IT Asset Characteristics** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for IT Asset Characteristics - Criteria
- Update the IT Asset Characteristics
- View the IT Asset Characteristics Transaction Status
- Export an IT Asset Characteristics Report

Update the IT Asset Characteristics

Overview

The IT Asset Characteristics Results process provides the ability to update information to property book assets identified as IT assets such as IP address and Device Name.

Navigation

Asset Management > IT Management > IT Device Characteristics > Search Criteria > Search > Search Results > Update hyperlink > IT Asset Characteristics Update page

Page Fields

The following fields display on the **Information Technology (IT) Asset Characteristics Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
13	Select "Reset" button to clear data.
562	Select "Cancel" to return to the previous page.

Update

Asset Id *
IT Device Name *
Service Tag/Serial Nbr
IP Address
Domain Name
Login User
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

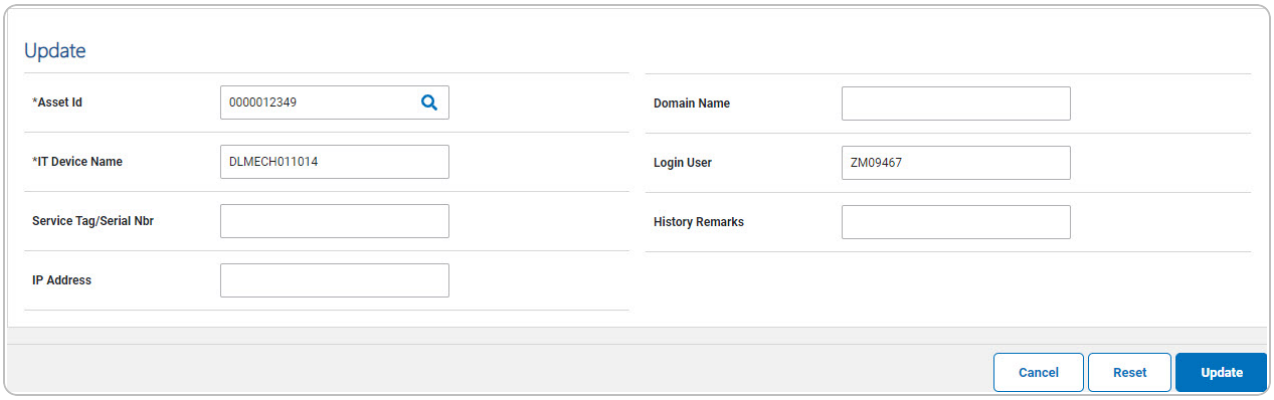
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update Characteristics for an IT Asset

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

1. Select the Update hyperlink. *The* ***Update the IT Asset Characteristics*** *page appears.*



A. Update the ASSET ID, using 🔍 to browse for the revised asset. *This is a 12 alpha-numeric character field.*

Asset Identifier Browse

B. Update the IT Device Name, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*

C. Enter the Service Tag/Serial Nbr in the field provided. *This is a 20 alphanumeric character field.*

D. Enter the IP Address in the field provided. *This is a 15 alphanumeric character field.*

E. Enter the Domain Name in the field provided. *This is a 125 alphanumeric character field.*

F. Update the Login User, entering the revised identifier in the field provided. *This is a 125 alphanumeric character field.*

G. Enter the History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

2. Select Update. *The **View the IT Asset Characteristics Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry:	Missing Entry. Enter the appropriate information

***Asset Id*.**	in the desired field.
13 — Mandatory Entry: *IT Device Name.*	
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, (,), comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for IT Asset Characteristics - Criteria
- Search for IT Asset Characteristics - Results
- View the IT Asset Characteristics Transaction Status
- Export an IT Asset Characteristics Report

View the IT Asset Characteristics Transaction Status

Overview

The IT Asset Characteristics Transaction Status page displays a verification of the update transaction performed.

Navigation

Asset Management > IT Management > Search Criteria > *Various Procedural Steps* > IT Asset Characteristics Transaction Status page

Page Fields

The following fields display on the **Information Technology (IT) Asset Characteristics Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

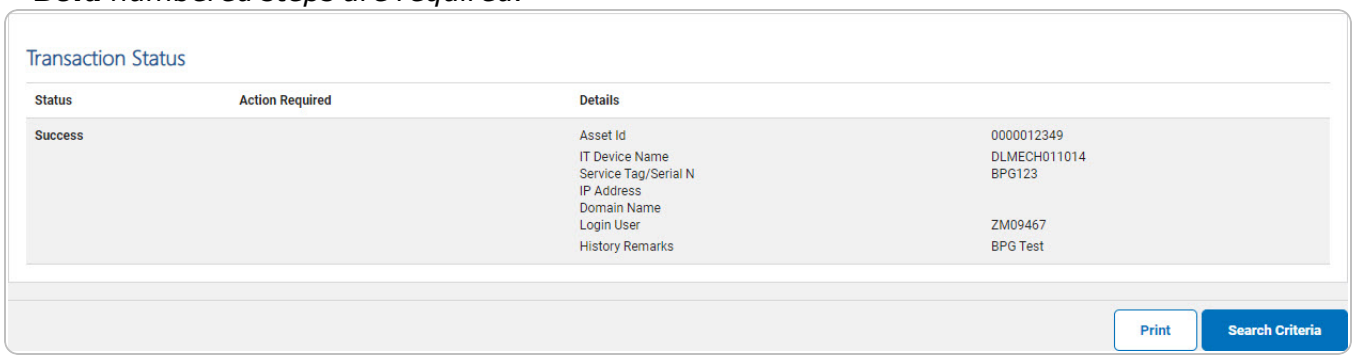
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the IT Asset Characteristics Transaction Status

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



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The* ***Export an IT Asset Characteristics Report*** *page appears.*
- Select Cancel. *The* ***Search for IT Asset Characteristics - Criteria*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for IT Asset Characteristics - Criteria
- Search for IT Asset Characteristics - Results
- Update the IT Asset Characteristics

- Export an IT Asset Characteristics Report

Export an IT Asset Characteristics Report

Overview

The Export an IT Asset Characteristics Report page provides the ability to save the Transaction Status in different formats.

Navigation

Asset Management > Update > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > IT Asset Characteristics Report Export page

Page Fields

The following fields display on the **Information Technology (IT) Asset Characteristics Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

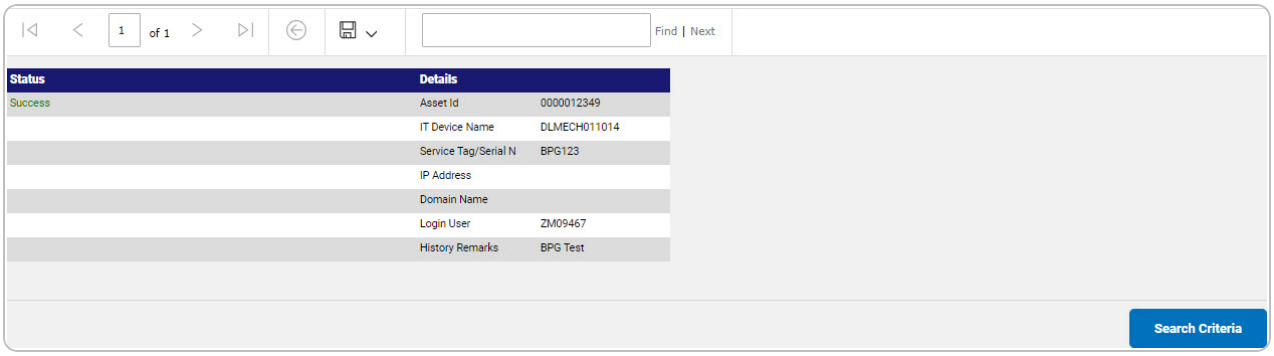
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the IT Asset Characteristics Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Search for IT Asset Characteristics - Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Search for IT Asset Characteristics - Criteria** page appears.*

Related Topics

- Search for IT Asset Characteristics - Criteria
- Search for IT Asset Characteristics - Results
- Update the IT Asset Characteristics
- View the IT Asset Characteristics Transaction Status

Search for Reconcile Inventory Data — Criteria

Overview

The Property Accountability module Manage Inventories - Reconcile Inventory Data process provides the ability to reconcile both manual (paper report) and automated (scanned) inventories in ELMS.

- For Automated inventories, this process works off discrepancies (overages/shortages generated during the automated inventory) using a Portable Data Collection Device (PDCD).
- For Manual inventories, once the exceptions are updated, all remaining records are updated en masse using the Reconciliation process.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Manage Inventories - Reconcile Inventory Data Search Criteria page

Page Fields

The following fields display on the **Reconcile Inventory Data Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Inventory Grid

Inv Nbr
Inv Process

Search Criteria Grid

Serial Asset
Bulk Asset
Asset Id
Inv Asset Sts Cd

Procedures

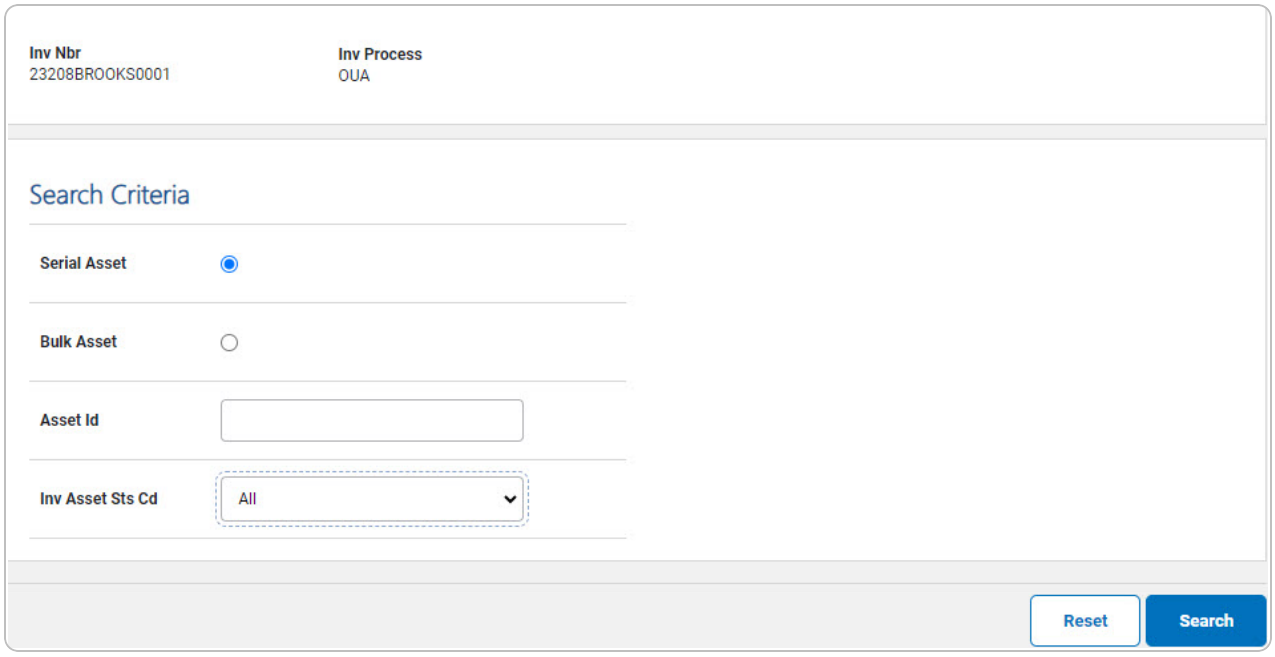
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reconcile Serial Assets

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. Review the inventory to reconcile.

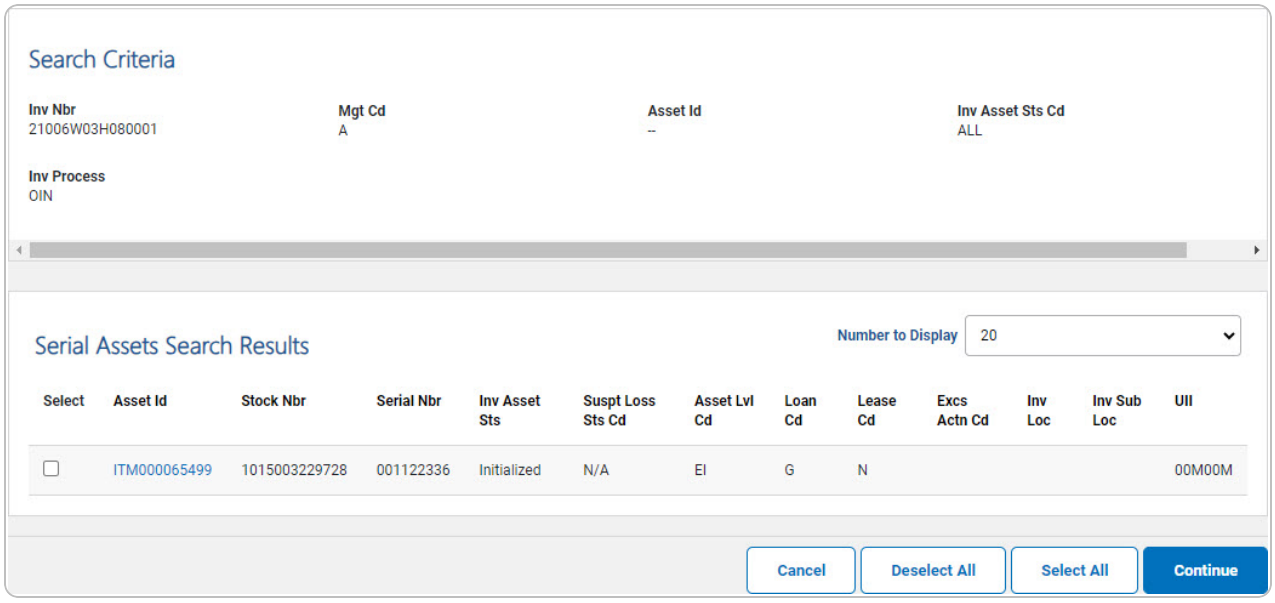


- *Verify the INV NBR.*
- *Verify the INV PROCESS CD.*

2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.
   - Choose Serial Asset.
   - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
   - Use to select the Inv Asset Sts Cd.

   Note
   When reconciling an inventory by using a PDCD, the INV ASSET STS CD field is available. For manual inventories, this field is unavailable.

3. Select Search. *The **Reconcile Inventory Data Serial Asserts Search Results** page appears.*

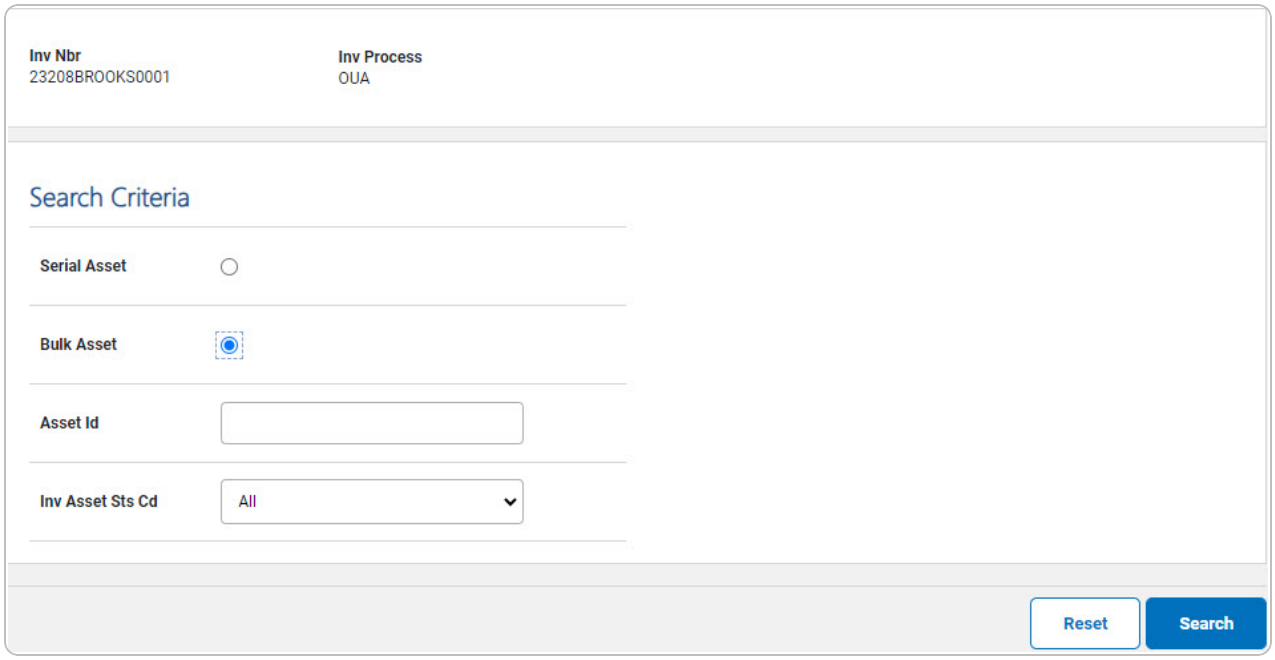


Reconcile Bulk Assets

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. Review the inventory to reconcile.



- *Verify the INV NBR.*
- *Verify the INV PROCESS CD.*

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

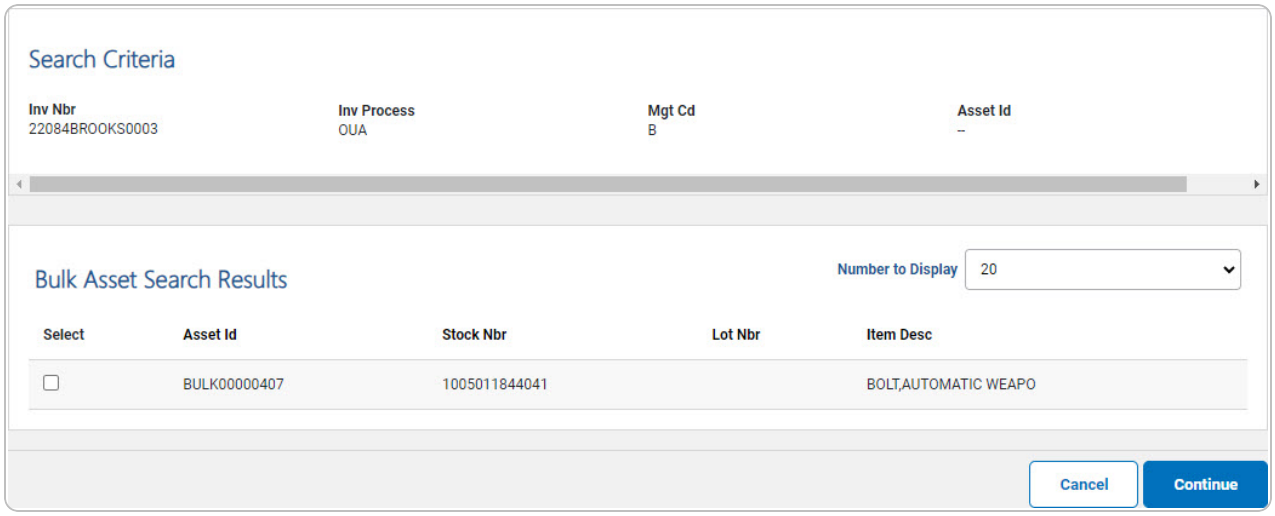
- Choose Bulk Asset.
- Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- Use to select the Inv Asset Sts Cd.

Note

When reconciling an inventory by using a PDCD, the INV ASSET STS CD field is available. For manual inventories, this field is unavailable.

3. Select Search. *The **Reconcile Inventory Data Bulk Asset Search Results** page*

appears.



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
408 — Asset Id cannot contain special character(s).	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like $, ! or @ are prohibited.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Serial Inventory Data — Results
- Search for Reconcile Bulk Inventory Data — Results
- View the Serial Asset Details
- View the Reconcile Bulk Inventory Data
- View the Reconcile Serial Inventory Data Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Update the Reconcile Bulk Inventory Data — Over-age

Overview

The Reconcile Inventory Data Bulk Overage Update process allows editing of bulk assets for reconciliation that **were not** part of the inventory, but found during the inventory.

Attention

This page is specific to AIT. It **cannot** be accessed without a PDCD.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > ◉ Bulk Asset > Search > Search Results > ☐ (desired record(s)) > Continue > Reconcile Bulk Inventory > (Inventoried) Update hyperlink > Reconcile Bulk Overage Inventory Data page

Page Fields

The following fields display on the **Reconcile Inventory Data — Bulk Overage Update** page. For more information on each field, appropriate hyperlink.

Instructions

Number	Value

Inventory Details Grid

Asset Id

Inv Nbr
Stock Nbr
Serial Nbr
Item Desc
Suspt Loss Sts Cd
Inv Asset Sts

Bulk Overage Update Grid

Inv Qty
Inv Loc
Inv Sub Loc
Inv Dt
Inv User Id
Item Desc
Rsltn Cd

Procedures

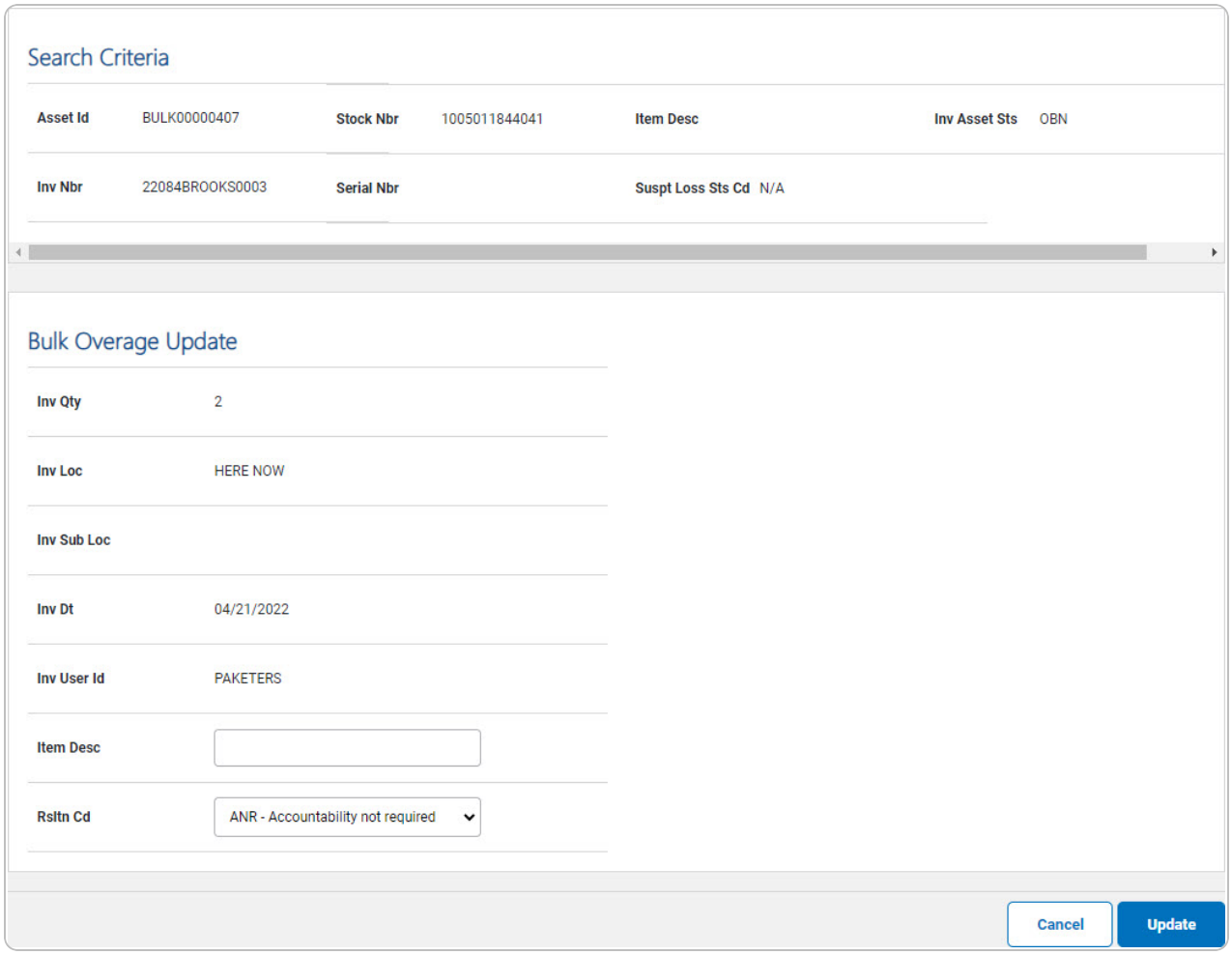
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reconcile a Bulk Overage

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

1. Review the Inventory Details.



- *Verify the ASSET ID.*
- *Verify the INV NBR.*
- *Verify the STOCK NBR.*
- *Verify the SERIAL NBR.*
- *Verify the ITEM DESC.*
- *Verify the SUSPT LOSS STS CD.*
- *Verify the INV ASSET STS.*

2. *Verify the INV QTY.*

3. *Verify the INV LOC.*
4. *Verify the INV SUB LOC.*
5. *Verify the INV DT.*
6. *Verify the INV USER ID.*
7. Update the ITEM DESC, entering the revised amount in the field provided. *This is a 256 alphanumeric character field.*
8. Update the Rsltn Cd, using to select the desired code.
9. Select

. *The **Reconcile Inventory Data Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
818 — Invalid USER ID.	Invalid Entry. The USER ID is not in the system. Enter a valid USER ID.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
2107 — Must be alphabetic with supported special characters -, ', `, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphabetic "A" through "Z" characters, or the following permitted special characters: -, ', ` , and space. Numbers "0" through "9" and special characters like $, ! or @ are prohibited.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Search for Reconcile Serial Inventory Data — Results
- Search for Reconcile Bulk Inventory Data — Results
- View the Serial Asset Details
- View the Reconcile Bulk Inventory Data
- View the Reconcile Serial Inventory Data Selected Rows
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Reconcile Bulk Inventory Data

Overview

The Reconcile Bulk Inventory Data process displays the bulk assets selected for reconciliation.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Reconcile Bulk Inventory Data page

Page Fields

The following fields display on the **Reconcile Bulk Inventory Data** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value
255	You may reconcile multiple Initialized rows to one Inventoried row, or multiple Inventoried rows to one Initialized row.

Inventory Details Grid

Inv Nbr
Inv Process
Mgt Cd
Asset Id
Inv Asset Sts Cd

Item Desc

Bulk Reconciliation Grid

Initialized

Update
Qty
Prc Qty
Suspt Loss Sts Cd
Loc
Sub Loc
Loan Cd
Lease Cd
Excs Actn Cd
Sys Id
Custdn
Sub Custdn

Inventoried

Update
Qty
Prc Qty
Loc
Sub Loc

Reconciled

Loc
Sub Loc
Sys Id
Excs Actn Cd
Loan Cd
Lease Cd
Suspt Loss Sts Cd
Rcl Qy

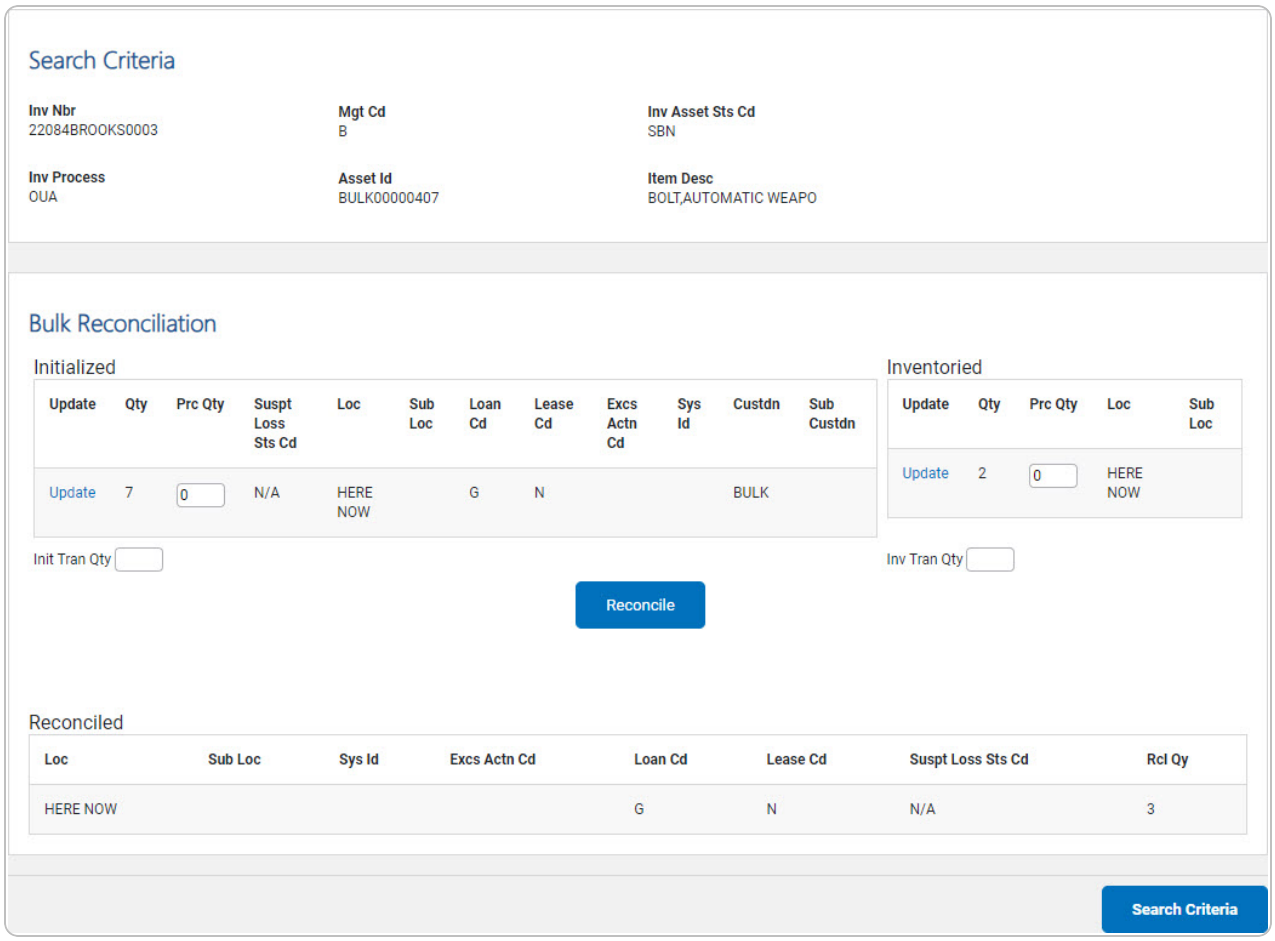
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reconcile the Bulk Assets

1. Review the Bulk Asset Details.



- *Verify the INV NBR.*
- *Verify the INV PROCESS.*
- *Verify the MGT CD.*
- *Verify the ASSET ID.*
- *Verify the INV ASSET STS CD.*
- *Verify the ITEM DESC.*

2. Review the Initialized panel.

A. Select the Update hyperlink. *The **Reconcile Inventory Data Bulk Shortage Update** page appears.*

B. *The QTY automatically populates and is not editable.*

C. Enter the PRC QTY in the field provided. *This is a 10 numeric character field.*

> **Note**
> The PRC QTY in the Initialized and Inventoried grids must match.

D. *The SUSPT LOSS STS CD automatically populates and is not editable.*

E. *The LOC automatically populates and is not editable.*

F. *The SUB LOC automatically populates and is not editable.*

G. *The LOAN CD automatically populates and is not editable.*

H. *The LEASE CD automatically populates and is not editable.*

I. *The EXCS ACTN CD automatically populates and is not editable.*

J. *The SYS ID automatically populates and is not editable.*

K. *The CUSTDN automatically populates and is not editable.*

L. *The SUB CUSTDN automatically populates and is not editable.*

3. Review the Inventoried panel.

A. Select the Update hyperlink. *The **Update a Reconcile Inventory Data Bulk Overage** page appears.*

B. *The QTY automatically populates and is not editable.*

C. Enter the PRC QTY in the field provided. *This is a 10 numeric character field.*

> **Note**
> The PRC QTY in the Initialized and Inventoried grids must match.

D. *The LOC automatically populates and is not editable.*

E. *The SUB LOC automatically populates and is not editable.*

4. Select Reconcile. *The Initialized and Inventoried Data moves to the Reconciled grid. The PRC QTY adjusts based on the input quantity.*

5. Review the Reconciled panel.

A. *The LOC automatically populates and is not editable.*
B. *The SUB LOC automatically populates and is not editable.*
C. *The SYS ID automatically populates and is not editable.*
D. *The EXCS ACTN CD automatically populates and is not editable.*
E. *The LOAN CD automatically populates and is not editable.*
F. *The LEASE CD automatically populates and is not editable.*
G. *The SUSPT LOSS STS CD automatically populates and is not editable.*
H. *The RCL QY automatically populates and is not editable.*

6. Select Search Criteria. *The **Reconcile Inventory Data Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
404 — The INIT TRAN QTY must = INV TRAN QTY.	Invalid Entry. The Initialized QTY and the Inventoried QTY must be the same. Enter the Initialized QTY in the Initialized PRC QTY and in the Inventoried PRC QTY fields.
405 — You may reconcile multiple Initialized rows to one Inventoried row, or multiple Inventoried rows to one Initialized row.	Invalid Entry. The reconciliation was not done properly. Enter the amount in the PRC QTY fields.
402 — PRC QTY must be <= QTY.	Invalid Entry. The Quantity must be more or the same as the PRC QTY. Type in the same amount or less, in the INIT PRC QTY and INIT TRAN QTY fields.

7 — Loc must exist on Location Table.	Invalid Entry. The Location entered does not exist. Enter an existing Location to continue.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Search for Reconcile Serial Inventory Data — Results
- Search for Reconcile Bulk Inventory Data — Results
- View the Serial Asset Details
- View the Reconcile Serial Inventory Data Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Search for Reconcile Bulk Asset Inventory Data — Results

Overview

The Manage Inventories - Reconcile Bulk Assets Inventory Data Search Results process provides the ability to view and select the bulk inventories for reconciliation.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > Search > Manage Inventories - Reconcile Bulk Asset Inventory Data Search Results page

Page Fields

The following fields display on the **Reconcile Bulk Asset Inventory Data Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Search Criteria Grid

Inv Nbr
Inv Process
Mgt Cd
Asset Id

Search Results Grid

Select
Asset Id
Stock Nbr
Lot Nbr
Item Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reconcile Bulk Assets

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

1. Click ☐ next to each desired inventory to select the record.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

2. Select Continue. *The* ***Reconcile Bulk Inventory Data*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Search for Reconcile Serial Inventory Data — Results
- View the Serial Asset Details
- View the Reconcile Bulk Inventory Data
- View the Reconcile Serial Inventory Data Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Update the Reconcile Bulk Inventory Data — Shortage

Overview

The Reconcile Inventory Data Bulk Shortage Update process allows editing of bulk assets for reconciliation that **were** part of the inventory but **not** found.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > ◉ Bulk Asset > Search > Search Results > ☐ (desired record(s)) > Continue > Reconcile Bulk Inventory > (Initialized) Update hyperlink > Reconcile Bulk Shortage Inventory Data page

Page Fields

The following fields display on the **Reconcile Inventory Data — Bulk Shortage Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Inventory Details Grid

Asset Id
Inv Nbr
Stock Nbr
Serial Nbr
Item Desc

Suspt Loss Sts Cd

Bulk Shortage Update Grid

Initlzd Qty
Inv Qty
Initlzd Loc
Inv Loc *
Initlzd Sub Loc
Inv Sub Loc
Inv Dt
Inv User Id
Suspt Loss Sts Cd

(*) Asterisk identifies mandatory fields.

Procedures

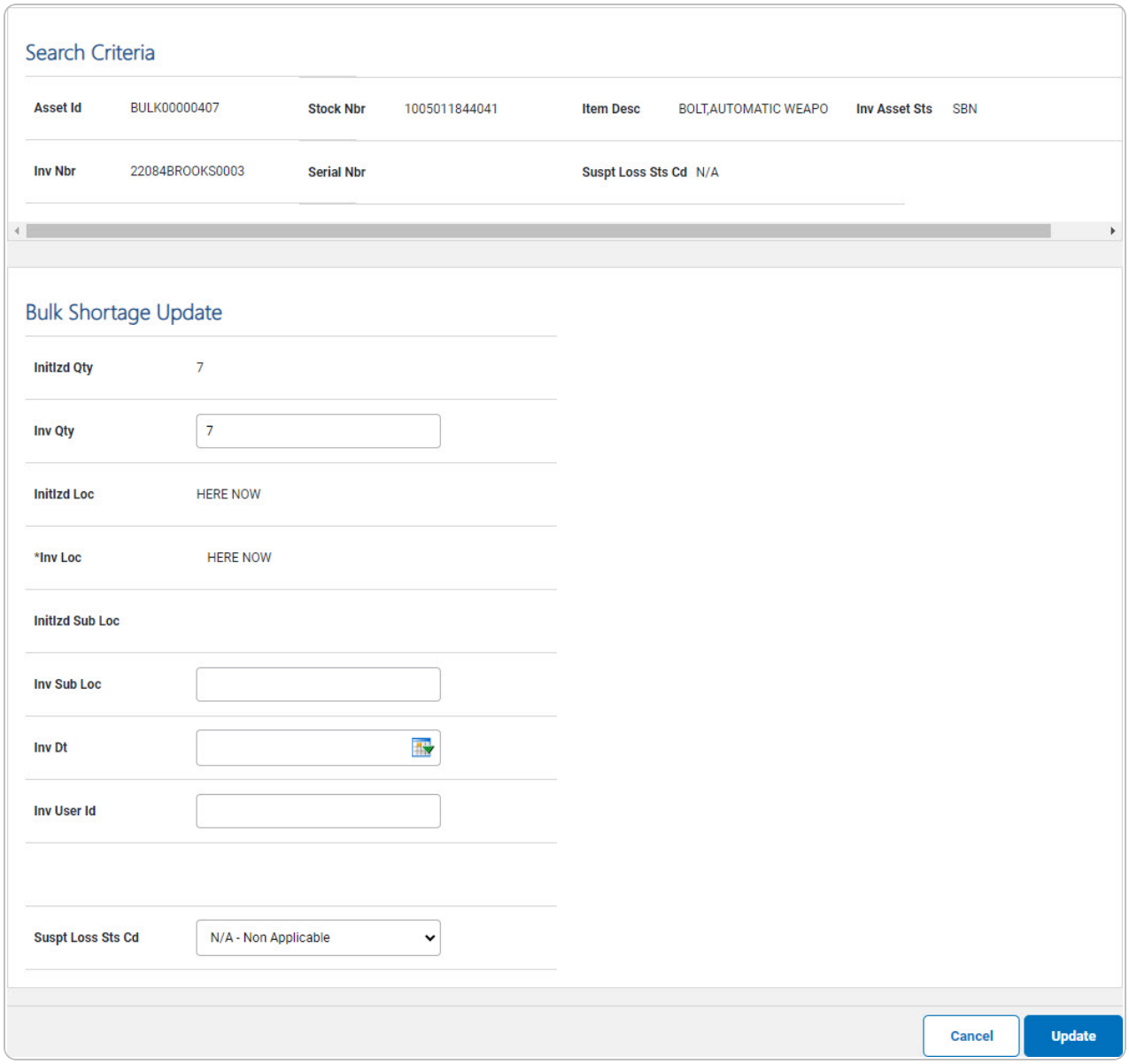
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reconcile a Bulk Shortage

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

1. Review the Inventory Details.



- *Verify the ASSET ID.*
- *Verify the INV NBR.*
- *Verify the STOCK NBR.*
- *Verify the SERIAL NBR.*

- *Verify the ITEM DESC.*
- *Verify the SUSPT LOSS STS CD.*

2. *Verify the INITLZD QTY.*
3. Update the INV QTY, entering the revised amount in the field provided. *This is a 5 numeric character field.*
4. *Verify the INITLZD LOC.*
5. Update the INV LOC, entering the revised amount in the field provided. *This is a 20 alpha-numeric character field.*
6. *Verify the INITLZD SUB LOC.*
7. Update the INV SUB LOC, entering the revised amount in the field provided. *This is a 20 alphanumeric character field.*
8. Update the INV DT, using to enter the date (MM/DD/YYYY) in the field provided.
9. Update the INV USER ID, entering the revised amount in the field provided. *This is an 8 alphanumeric character field.*
10. Update the Suspt Loss Sts Cd, using to select the desired code.
11. Select Update. *The **Reconcile Inventory Data Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
818 — Invalid USER ID.	Invalid Entry. The USER ID is not in the system. Enter a valid USER ID.
328 — INV DT must be <= to System DT and >INITLZN DT.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Inventory date, and the Initialization Date must be before the Inventory date. Re-enter the date.

2107 — Must be alphabetic with supported special characters -, ', `, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphabetic "A" through "Z" characters, or the following permitted special characters: -, ', ` , and space. Numbers "0" through "9" and special characters like $, ! or @ are prohibited.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Search for Reconcile Serial Inventory Data — Results
- Search for Reconcile Bulk Inventory Data — Results
- View the Serial Asset Details
- View the Reconcile Bulk Inventory Data
- View the Reconcile Serial Inventory Data Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Export a Reconcile Inventory Data Report

Overview

The Reconcile Inventory Data Report Export process provides the ability to save the Transaction Status in different formats.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > Reconcile Inventory Data Report Export page

Page Fields

The following fields display on the **Reconcile Inventory Data Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

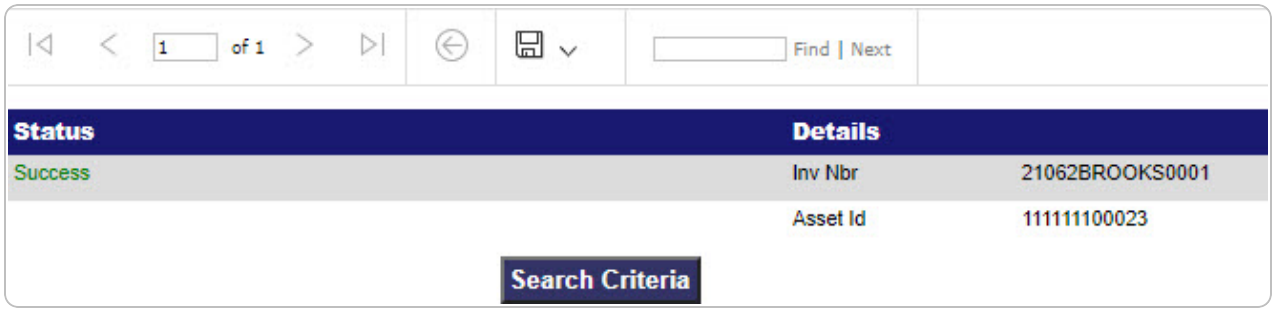
Procedures

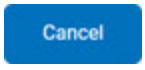
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Reconcile Inventory Data Report

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



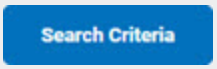
2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select  . *The* ***Reconcile Inventory Data Search Criteria*** *page appears.*

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select  . *The **Reconcile Inventory Data Search Criteria** page appears..*

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Search for Reconcile Serial Inventory Data — Results
- Search for Reconcile Bulk Inventory Data — Results
- View the Serial Asset Details
- View the Reconcile Bulk Inventory Data
- View the Reconcile Serial Inventory Data Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status

View the Serial Asset Details for Reconcile Inventory Data

Overview

The Reconcile Serial Inventory Data Serial Asset Details process provides the ability to view the details of a Serial Asset record.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > Search > Search Results > Asset Id hyperlink > Reconcile Inventory Data — Serial Asset Details page

Page Fields

The following fields display on the **Reconcile Inventory Data — Serial Asset Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Inventory Details Grid

Inv Nbr
Inv Line Itm
Asset Id
Desc

Serial Asset Details Grid

Labels Column

UIC
Cust Nbr
Sub Cust Nbr
Loc
Sub Loc
Qy
Usr Id
Inv Dt
Input Type
Cause Lst Rcl Dt Chg
Cond Cd

Current Column

Previous Rcl Column

Previous Inv Column

Initlzd Column

Procedures

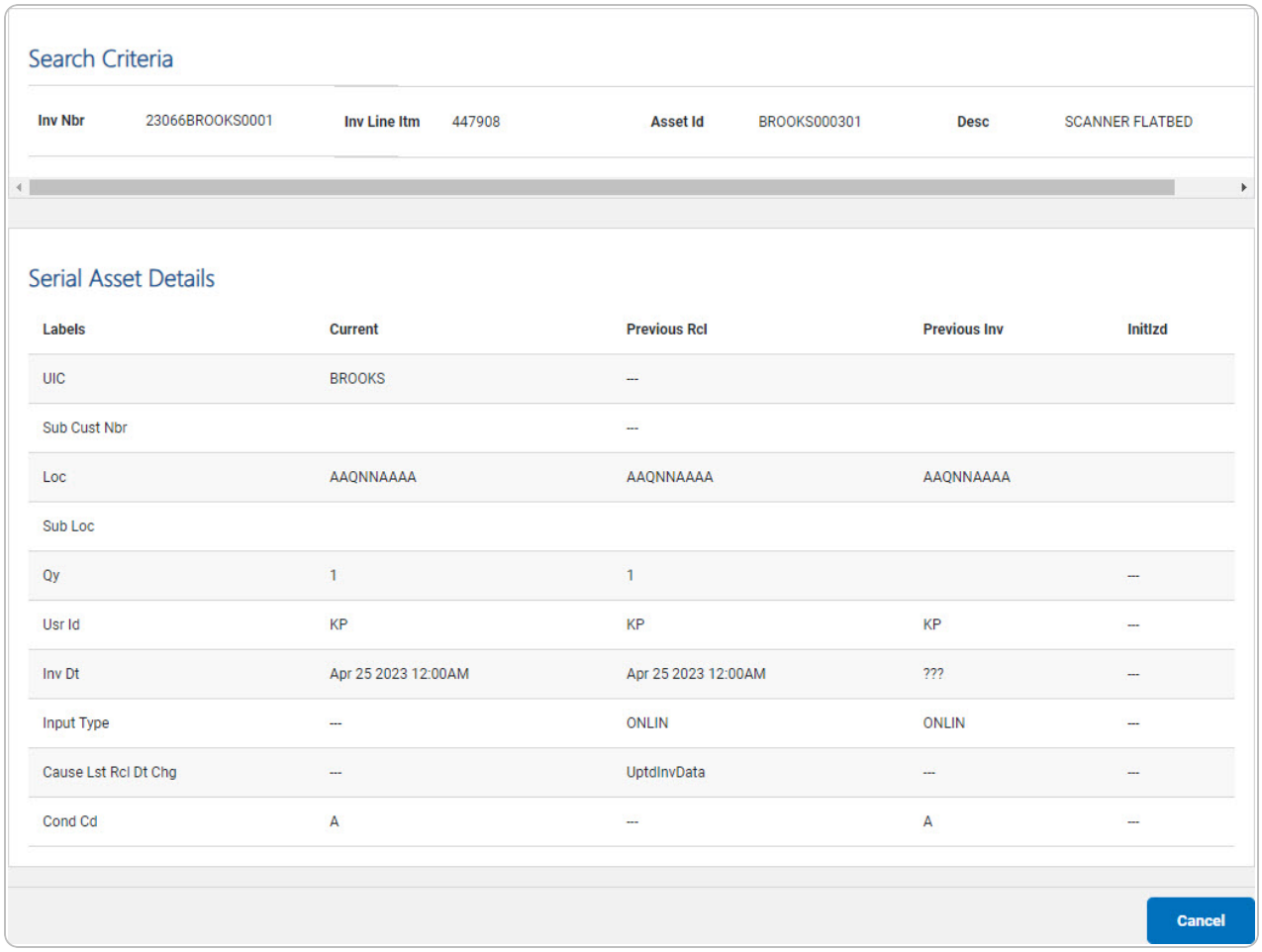
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Serial Asset Details

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

1. Select the ASSET ID hyperlink. *The **Serial Asset Details** page appears.*



Note

The fields are read-only and cannot be edited.

2. *Verify the INV NBR.*
3. *Verify the INV LINE ITM.*
4. *Verify the ASSET ID.*
5. *Verify the DESC.*
6. Review the information in the Serial Asset Details grid.

A. *The Labels column contains the kind of information in the other four columns.*

B. *The Current column contains the latest information about the asset.*

   a. *Verify the Current UIC.*

   b. *Verify the Current CUST NBR.*

   c. *Verify the Current SUB CUST NBR.*

   d. *Verify the Current LOC.*

   e. *Verify the Current SUB LOC.*

   f. *Verify the Current QY.*

   g. *Verify the Current USR ID.*

   h. *Verify the Current INV DT.*

   i. *Verify the Current Input Type.*

   j. *Verify the Current CAUSE LST RCL DT CHG.*

   k. *Verify the Current COND CD.*

C. *The Previous RCL column contains the prior reconciliation information about the asset.*

   a. *Verify the Previous RCL UIC.*

   b. *Verify the Previous RCL CUST NBR.*

   c. *Verify the Previous RCL SUB CUST NBR.*

   d. *Verify the Previous RCL LOC.*

   e. *Verify the Previous RCL SUB LOC.*

   f. *Verify the Previous RCL QY.*

   g. *Verify the Previous RCL USR ID.*

   h. *Verify the Previous RCL INV DT.*

   i. *Verify the Previous RCL Input Type.*

   j. *Verify the Previous RCL CAUSE LST RCL DT CHG.*

   k. *Verify the Previous RCL COND CD.*

D. *The Previous INV column contains the prior inventory information about the asset.*

   a. *Verify the Previous INV UIC.*

   b. *Verify the Previous INV CUST NBR.*

   c. *Verify the Previous INV SUB CUST NBR.*

   d. *Verify the Previous INV LOC.*

e. *Verify the Previous INV SUB LOC.*
f. *Verify the Previous INV QY.*
g. *Verify the Previous INV USR ID.*
h. *Verify the Previous INV INV DT.*
i. *Verify the Previous INV Input Type.*
j. *Verify the Previous INV CAUSE LST RCL DT CHG.*
k. *Verify the Previous INV COND CD.*

E. *The INITLZD column contains the initial information entered about the asset.*
a. *Verify the INITLZD UIC.*
b. *Verify the INITLZD CUST NBR.*
c. *Verify the INITLZD SUB CUST NBR.*
d. *Verify the INITLZD LOC.*
e. *Verify the INITLZD SUB LOC.*
f. *Verify the INITLZD QY.*
g. *Verify the INITLZD USR ID.*
h. *Verify the INITLZD INV DT.*
i. *Verify the INITLZD Input Type.*
j. *Verify the INITLZD CAUSE LST RCL DT CHG.*
k. *Verify the INITLZD COND CD.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results

- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Search for Reconcile Serial Inventory Data — Results
- Search for Reconcile Bulk Inventory Data — Results
- View the Reconcile Bulk Inventory Data
- View the Reconcile Serial Inventory Data Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Update the Reconcile Serial Inventory Data — Over-age

Overview

The Reconcile Inventory Data Serial Overage Update process allows editing of assets for reconciliation that **were not** part of the inventory, but found during the inventory.

Attention

This page is specific to AIT. It **cannot** be accessed without a PDCD.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > ◉ Serial Asset > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Update > Reconcile Inventory Data — Serial Overage Update page

Page Fields

The following fields display on the **Reconcile Inventory Data — Serial Overage Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Inventory Details Grid

Asset Id

Inv Nbr
Stock Nbr
Serial Nbr
Suspt Loss Sts Cd
Inv Asset Sts Cd

Serial Overage Update Grid

Initlzd Qty
Inv Qty
Initlzd Loc
Inv Loc
Initlzd Sub Loc
Inv Sub Loc
Inv Dt
Inv User Id
Cond Cd
Incl Cmpn
Suspt Loss Sts Cd
Resolution Cd
Item Desc

Procedures

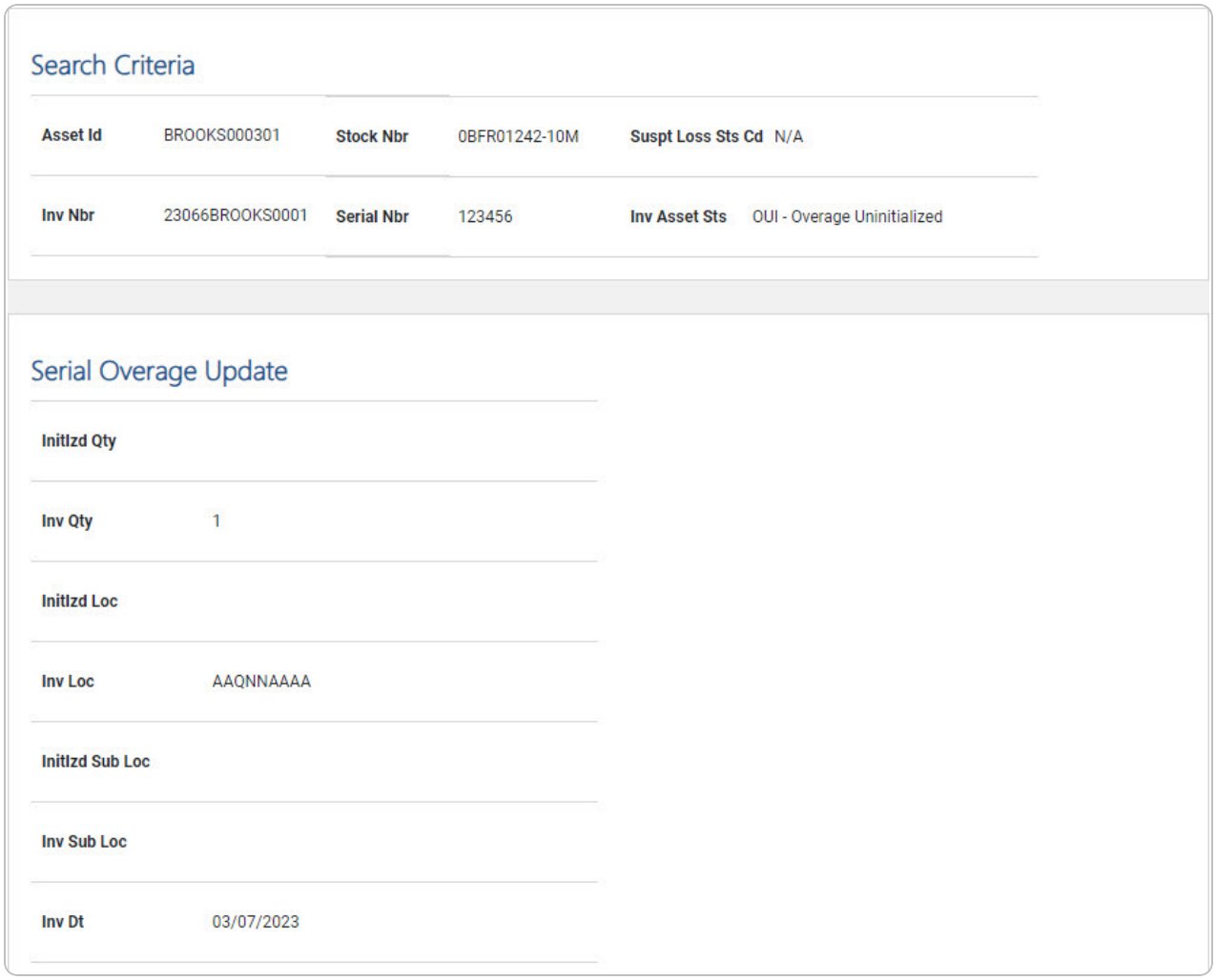
ELMS Navigation Helpful Tips

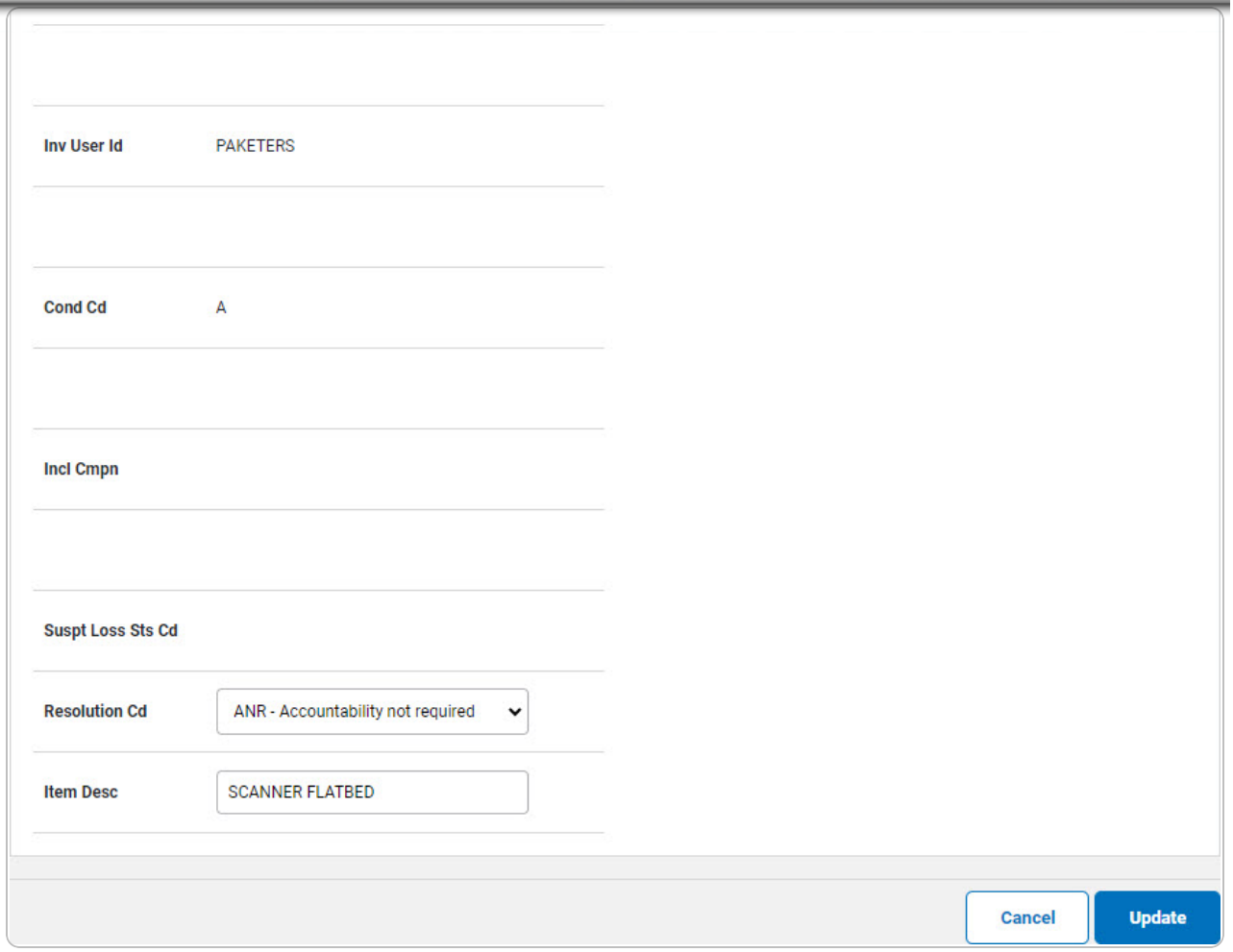
Click the following link to display PA Navigation Tips.

Reconcile the Serial Overage

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

1. Review the Inventory Details.





Note

If there were multiple records selected, the page displays with most fields showing the double asterisk (**) instead of an entry.

- *Verify the ASSET ID.*
- *Verify the INV NBR.*
- *Verify the STOCK NBR.*
- *Verify the SERIAL NBR.*
- *Verify the SUSPT LOSS STS CD.*
- *Verify the INV ASSET STS.*

2. *Verify the INITLZD QTY.*

3. *Verify the INV QTY.*
4. *Verify the INITLZD LOC.*
5. *Verify the INV LOC.*
6. *Verify the INITLZD SUB LOC.*
7. *Verify the INV SUB LOC.*
8. *Verify the INV DT.*
9. *Verify the INV USER ID.*
10. *Verify the COND CD.*
11. *Verify the INCL CMPN.*
12. *Verify the SUSPT LOSS STS CD.*
13. Update the Resolution Cd, using to select the desired code.
14. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
15. Select . *The **Reconcile Inventory Data Transaction Status** page appears.*

Note

Once all assets are reconciled, the INV ASSET STS CD automatically changes to CRC and a new Reconciliation Report is generated. This report remains in the print queue for 30 days.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
818 — Invalid USER ID.	Invalid Entry. The USER ID is not in the system. Enter a valid USER ID.
44 — Input date must be	Invalid Date Entry. The system date (Today's

<= system date.	Date) must be after or the same as the Input date. Re-enter the date.
2107 — Must be alphabetic with supported special characters -, ', `, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphabetic "A" through "Z" characters, or the following permitted special characters: -, ', ` , and space. Numbers "0" through "9" and special characters like $, ! or @ are prohibited.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Search for Reconcile Serial Inventory Data — Results
- Search for Reconcile Bulk Inventory Data — Results
- View the Serial Asset Details
- View the Reconcile Bulk Inventory Data
- View the Reconcile Serial Inventory Data Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Search for Reconcile Serial Asset Inventory Data — Results

Overview

The Manage Inventories - Reconcile Serial Assets Inventory Data Search Results process provides the ability to view and select the serial inventories for reconciliation.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > Search > Manage Inventories - Reconcile Serial Asset Inventory Data Search Results page

Page Fields

The following fields display on the **Reconcile Serial Asset Inventory Data Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Search Criteria Grid

Inv Nbr
Inv Process
Mgt Cd
Asset Id
Inv Asset Sts Cd

Search Results Grid

Select
Asset Id
Stock Nbr
Serial Nbr
Inv Asset Sts
Suspt Loss Sts Cd
Asset Lvl Cd
Loan Cd
Lease Cd
Excs Actn Cd
Inv Loc
Inv Sub Loc
UII

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Reconcile Serial Assets

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

1. Click ☐ next to each desired inventory to select the record.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

2. Select Continue. *The* ***Reconcile Serial Inventory Data Selected Rows*** *page appears.*

View the Asset Details

Select the ASSET ID hyperlink. *The* ***Serial Asset Details*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Search for Reconcile Bulk Inventory Data — Results
- View the Serial Asset Details
- View the Reconcile Bulk Inventory Data
- View the Reconcile Serial Inventory Data Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

View the Reconcile Serial Inventory Data Selected Rows

Overview

The Reconcile Serial Inventory Data Selected Rows process displays the Serial Assets ready for reconciliation.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Reconcile Serial Inventory Data — Selected Rows page

Page Fields

The following fields display on the **Reconcile Serial Inventory Data — Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Serial Assets Selected Rows Grid

Asset Id
Stock Nbr
Serial Nbr
Inv Asset Sts
Suspt Loss Sts Cd
Asset Lvl Cd

Loan Cd
Lease Cd
Excs Actn Cd
UII

Procedures

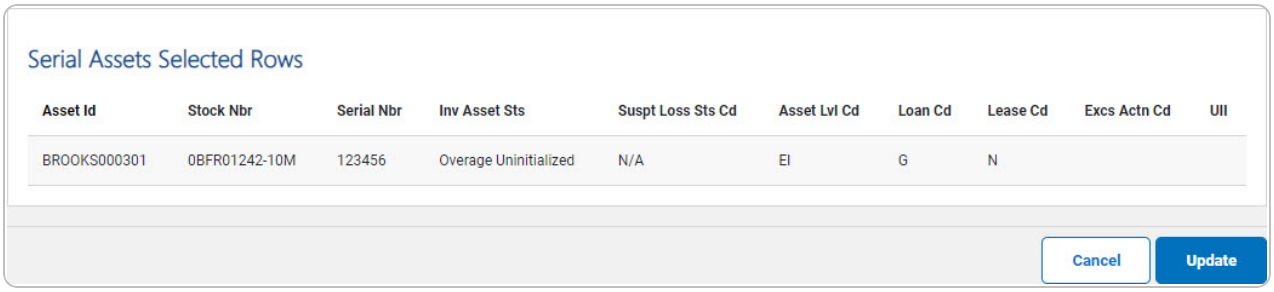
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Verify the Inventories to Reconcile

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

1. Review the inventory to reconcile.



- *Verify the ASSET ID.*
- *Verify the STOCK NBR.*
- *Verify the SERIAL NBR.*
- *Verify the INV ASSET STS.*
- *Verify the SUSPT LOSS STS CD.*
- *Verify the ASSET LVL CD.*
- *Verify the LOAN CD.*
- *Verify the LEASE CD.*
- *Verify the EXCS ACTN CD.*
- *Verify the UII.*

2. Select Update. *The* ***Reconcile Inventory Data Serial Overage Update*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Search for Reconcile Serial Inventory Data — Results
- Search for Reconcile Bulk Inventory Data — Results
- View the Serial Asset Details
- View the Reconcile Bulk Inventory Data
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

Update the Reconcile Serial Inventory Data — Shortage

Overview

The Reconcile Inventory Data Serial Shortage Update process allows editing of serial assets for reconciliation that were part of the inventory but not found.

Note

If there are multiple records selected in the Search Results page, the page displays with most fields having the double asterisk (**) instead of an entry.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > ◉ Serial Asset > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Update > Reconcile Inventory Data — Serial Shortage Update page

Page Fields

The following fields display on the **Reconcile Inventory Data — Serial Shortage Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Inventory Details Grid

Asset Id
Inv Nbr
Stock Nbr
Serial Nbr
Item Desc
Suspt Loss Sts Cd
Inv Asset Sts Cd

Serial Shortage Update Grid

Initlzd Qty
Inv Qty
Initlzd Loc
Inv Loc *
Initlzd Sub Loc
Inv Sub Loc
Inv Dt *
Inv User Id *
Cond Cd
Incl Cmpn
Suspt Loss Sts Cd
Resolution Cd

(*) Asterisk identifies mandatory fields.

Procedures

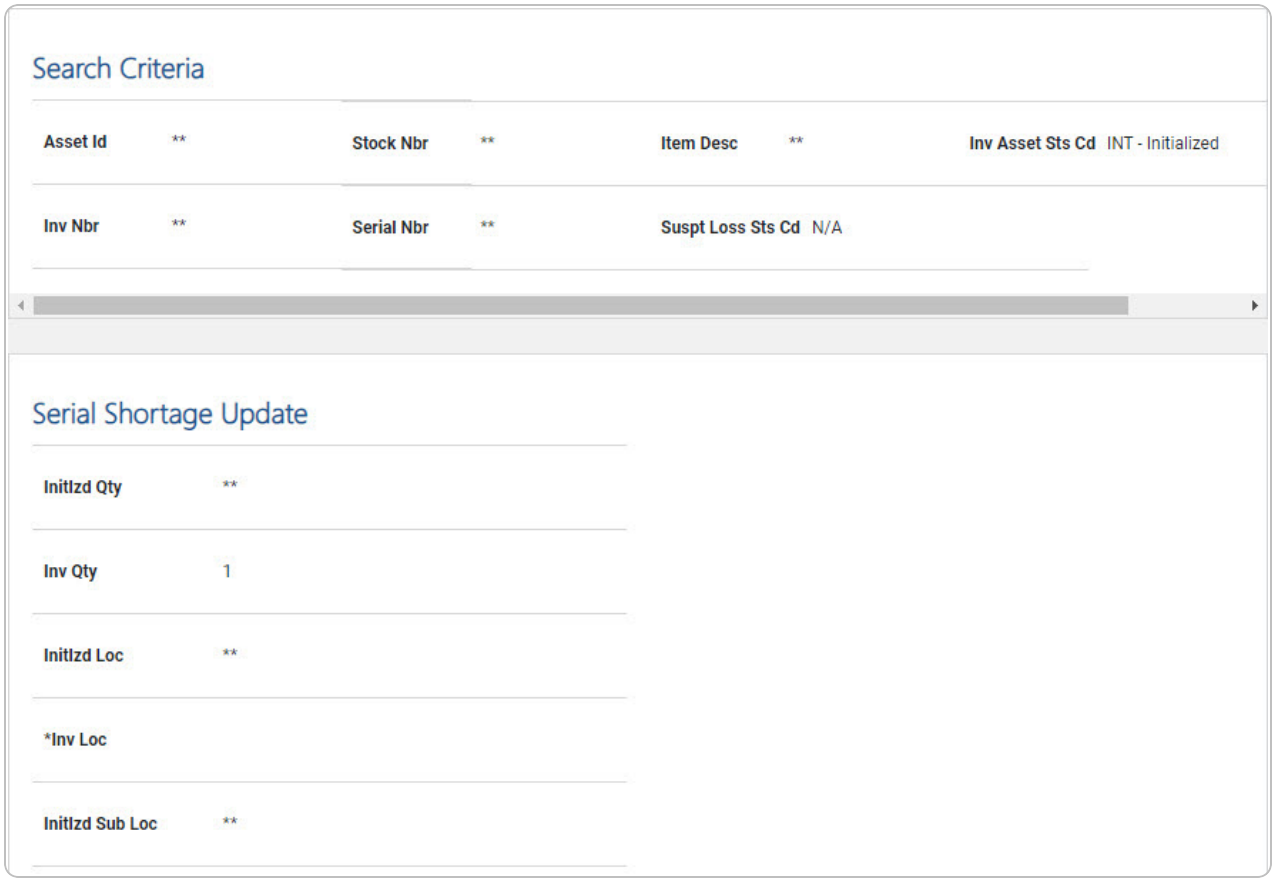
ELMS Navigation Helpful Tips

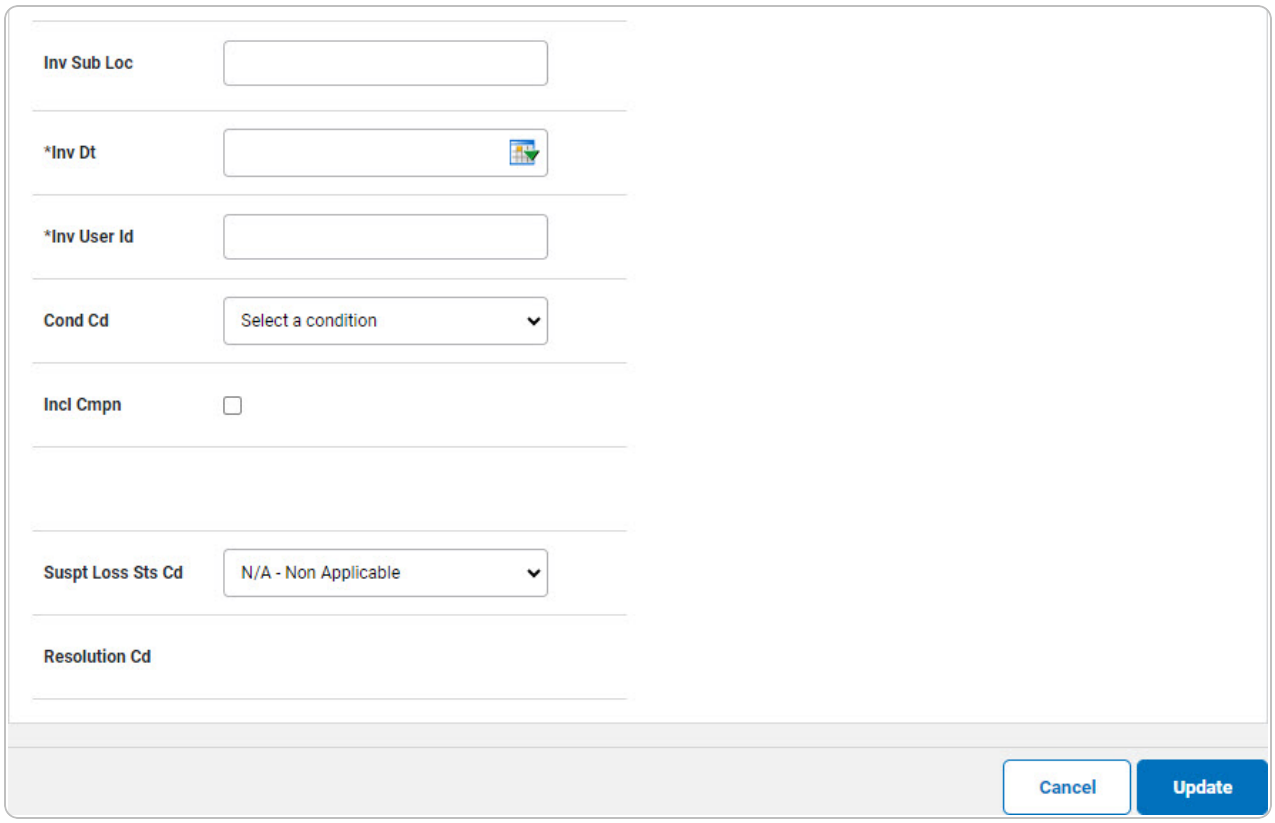
Click the following link to display PA Navigation Tips.

Reconcile the Serial Shortage

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

1. Review the inventory to reconcile.





- *Verify the ASSET ID.*
- *Verify the INV NBR.*
- *Verify the STOCK NBR.*
- *Verify the SERIAL NBR.*
- *Verify the ITEM DESC.*
- *Verify the SUSPT LOSS STS CD.*
- *Verify the INV ASSET STS.*

2. *Verify the INITLZD QTY.*
3. *Verify the INV QTY.*
4. *Verify the INITLZD LOC.*
5. Update the INV LOC, using to browse for the revised location. *This is a 20 alphanumeric character field.*

   Location Browse help

6. *Verify the INITLZD SUB LOC.*
7. Update the INV SUB LOC, entering the revised location in the field provided. *This is a 20 alphanumeric character field.*
8. Update the INV DT, using or entering the date (MM/DD/YYYY) in the field provided.
9. Update the INV USER ID, entering the revised identifier in the field provided. *This is a 8 alphanumeric character field.*
10. Update the Cond Cd, using to select the desired code.
11. Verify the INCL CMPN contains the appropriate ☐ or ☑. *The inventory changes as to whether or not it includes the asset's components.*
12. Update the Suspt Loss Sts Cd, using to select the desired code.
13. *Verify the RESOLUTION CD.*
14. Select Update. *The* ***Reconcile Inventory Data Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
818 — Invalid USER ID.	Invalid Entry. The USER ID is not in the system. Enter a valid USER ID.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
2107 — Must be alphabetic with supported special characters -, ', `, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphabetic "A" through "Z" characters, or the following

	permitted special characters: -, ', ` , and space. Numbers "0" through "9" and special characters like $, ! or @ are prohibited.
13 — Mandatory Entry: *INV DT*.	
13 — Mandatory Entry: *INV USER ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *INV LOC*.	

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Search for Reconcile Serial Inventory Data — Results
- Search for Reconcile Bulk Inventory Data — Results
- View the Serial Asset Details
- View the Reconcile Bulk Inventory Data
- View the Reconcile Serial Inventory Data Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- View the Reconcile Inventory Data Transaction Status
- Export the Reconcile Inventory Data Report

View the Reconcile Inventory Data Transaction Status

Overview

The Reconcile Inventory Data Transaction Status process displays a verification of the update transactions performed.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Reconcile INV Data option > Continue > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Reconcile Inventory Data Transaction Status page

Page Fields

The following fields display on the **Reconcile Inventory Data Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction Was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status

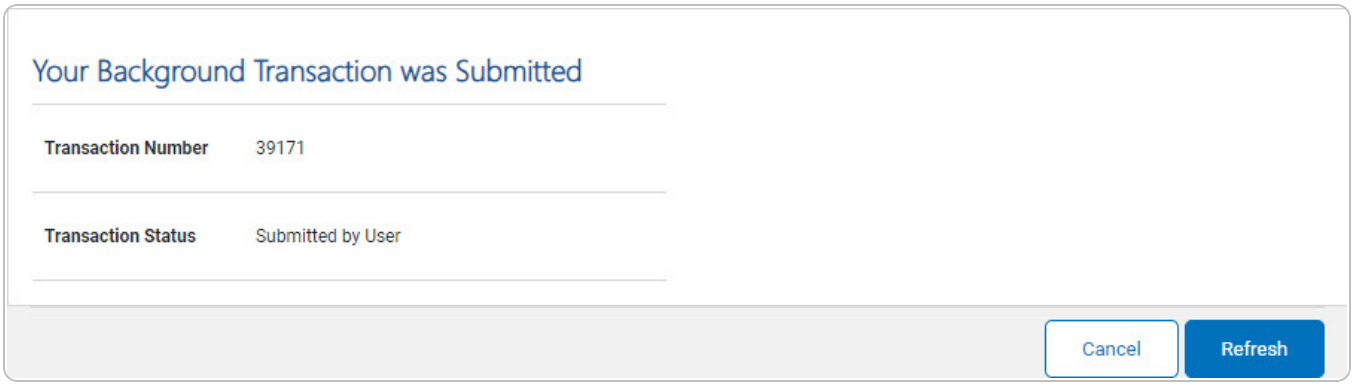
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

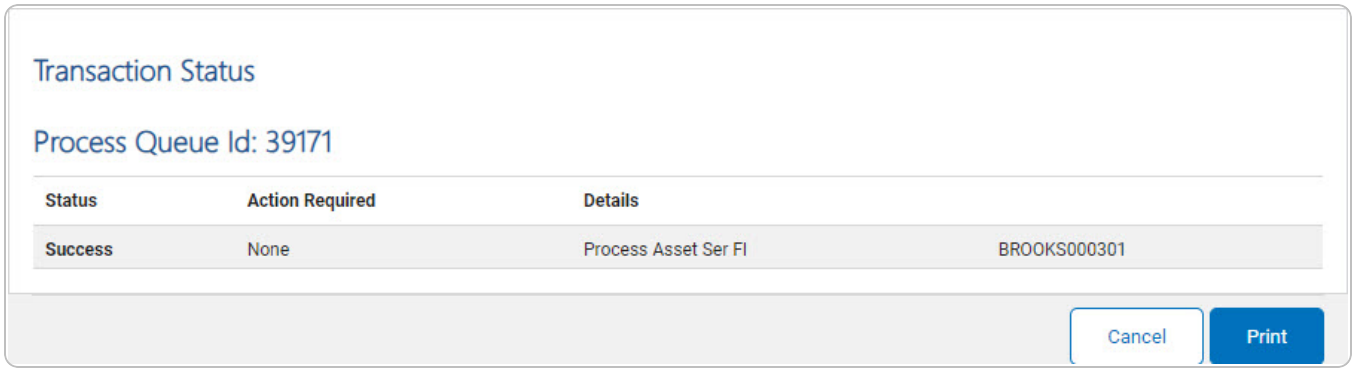
Click the following link to display PA Navigation Tips.

View the Background Transaction Status



- *The Transaction Number automatically populates and is not editable.*
- *The Transaction Status automatically populates and is not editable.*
- Select Refresh to update the transaction status. *The page refreshes.*
- Select View Results once the background process is completed. *The **Reconcile Inventory Data Transaction Status** page appears.*
- Select Cancel. *The **Reconcile Inventory Data Search Criteria** page appears.*

View the Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The **Reconcile Inventory Data Report Export** page appears.*
- Select Cancel. *The **Reconcile Inventory Data Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Search for Reconcile Serial Inventory Data — Results

- Search for Reconcile Bulk Inventory Data — Results
- View the Serial Asset Details
- View the Reconcile Bulk Inventory Data
- View the Reconcile Serial Inventory Data Selected Rows
- Update a Reconcile Inventory Data Bulk Overage
- Update a Reconcile Inventory Data Bulk Shortage
- Update a Reconcile Inventory Data Serial Overage
- Update a Reconcile Inventory Data Serial Shortage
- Export the Reconcile Inventory Data Report

Search for Managed Inventories — Criteria

Overview

The Property Accountability module Manage Inventories process provides the ability to work with previously initialized inventories. From this central location it is possible to:

- **Reconcile Inventory Data** —
  Addresses all overages and shortages found during the inventory. The inventory must be in Open Initialized (OIN), Open Downloaded (ODL), or Open Unreconciled Manual (OUM) status for reconciliation.
- **Update Inventory Header Dates** —
  Changes the Sched Cmpltn Dt and Next Initzn Dt of a selected inventory. The inventory must be in Open Initialized (OIN) or Open Downloaded (ODL) status to update the header dates.
- **Generate/Reprint Inventory Reports** —
  Requests a new inventory report that shows all assets that are included on the inventory. The inventory must be in Open Initialized (OIN) or Open Downloaded (ODL) status to generate the inventory report.
- **Generate/Reprint Reconciliation Reports** —
  Requests a new reconciliation report that shows all overages and shortages on the inventory. The inventory must be in Open Unreconciled Automated (OUA) status to generate the reconciliation report.
- **Close an Inventory** —
  Completes an inventory before all assets are reconciled, and completes any changes made under the Reconcile Inventory Data option, disregarding all other changes. The inventory must be in Open Initialized (OIN), Open Downloaded (ODL), or Open Unreconciled Manual (OUM) status to close the inventory.
- **Cancel an Inventory** —
  Quits an inventory, disregarding any changes under Reconcile Inventory Data. The inventory must be in open status, such as Open Initialized (OIN), Open Downloaded (ODL), Open Scanner (OSC), Open Process Recon (OPR), Open Unreconciled Automated (OUA), and Open Unreconciled Manual (OUM). It is then assigned a status code of Closed Canceled (CAN).
- **Delete an Inventory** —
  Removes closed inventories from the list. The inventory must be in closed status, such as Closed No Assets (CNA), Closed Scanner (CSC), Closed Reconciled (CRC), Closed Mass Update (CMU), or Closed Canceled (CAN).

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Inventory > Manage Inventories > Manage Inventories Search Criteria page

Page Fields

The following fields display on the **Manage Inventories Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value
88	Enter any combination of data to view desired inventories.
89	For Delete action, inventories must be closed.

Search Criteria Grid

Inv Type
Inv Process
Custodian Nbr
Loc
Inv Nbr

Procedures

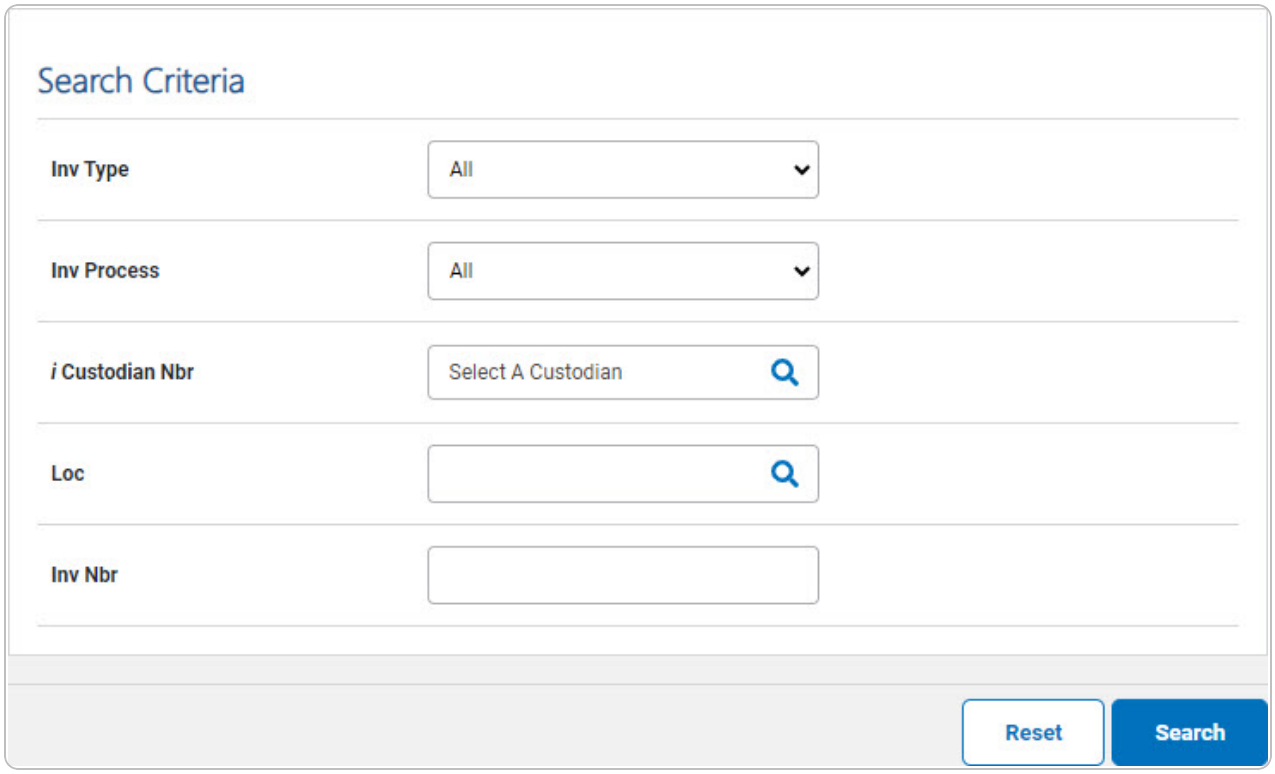
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Managed Inventory — 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 panel, narrow the results by entering one or more of the following optional fields:.



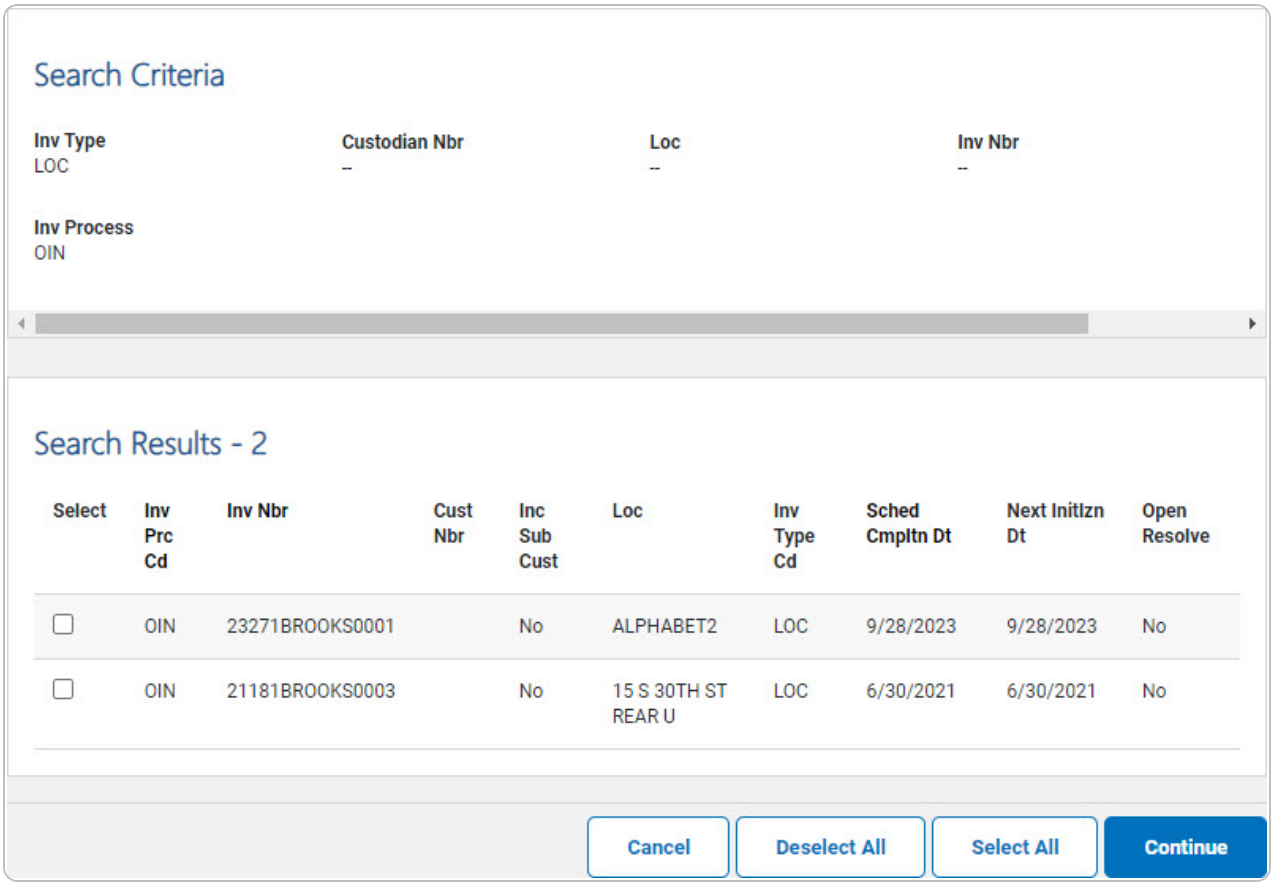
- Use ⌄ to select the Inv Type.
- Use ⌄ to select the Inv Process.
- Use i or 🔍 to assist with the single CUSTODIAN NBR, or the first in a range of CUSTODIAN NBRS. *This is a 12 alphanumeric character field.*

  Custodian Number Browse help

- Enter the LOC, or use to browse for the single location, or the first in the range of locations. *This is a 20 alphanumeric character field.*

  Location Browse help
- Enter the INV NBR in the field provided. *This is a 15 alphanumeric character field.*

2. Select Search. *The **Managed Inventories Search Results** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Update Inventory Header Dates
- Generate/Reprint Inventory Report Options
- Generate/Reprint Reconciliation Report
- Close an Inventory — Inventory/Report Criteria
- Cancel an Inventory
- Delete an Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

Search for Managed Inventories — Results

Overview

The Manage Inventories Results process provides the ability to view and select the inventories to manage.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Manage Inventories Search Results page

Page Fields

The following fields display on the **Manage Inventories Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value
14	Select "Cancel" button to return to previous page.
187	Deleted Inventories are only visible through use of the Inventory Header Inquiry.

Search Criteria Grid

Inv Type
Inv Process
Custodian Nbr
Loc
Inv Nbr

Search Results Grid

Select
Inv Prc Cd
Inv Nbr
Cust Nbr
Inc Sub Cust
Loc
Inv Type Cd
Sched Cmpltn Dt
Next Initlzn Dt
Open Resolve

Procedures

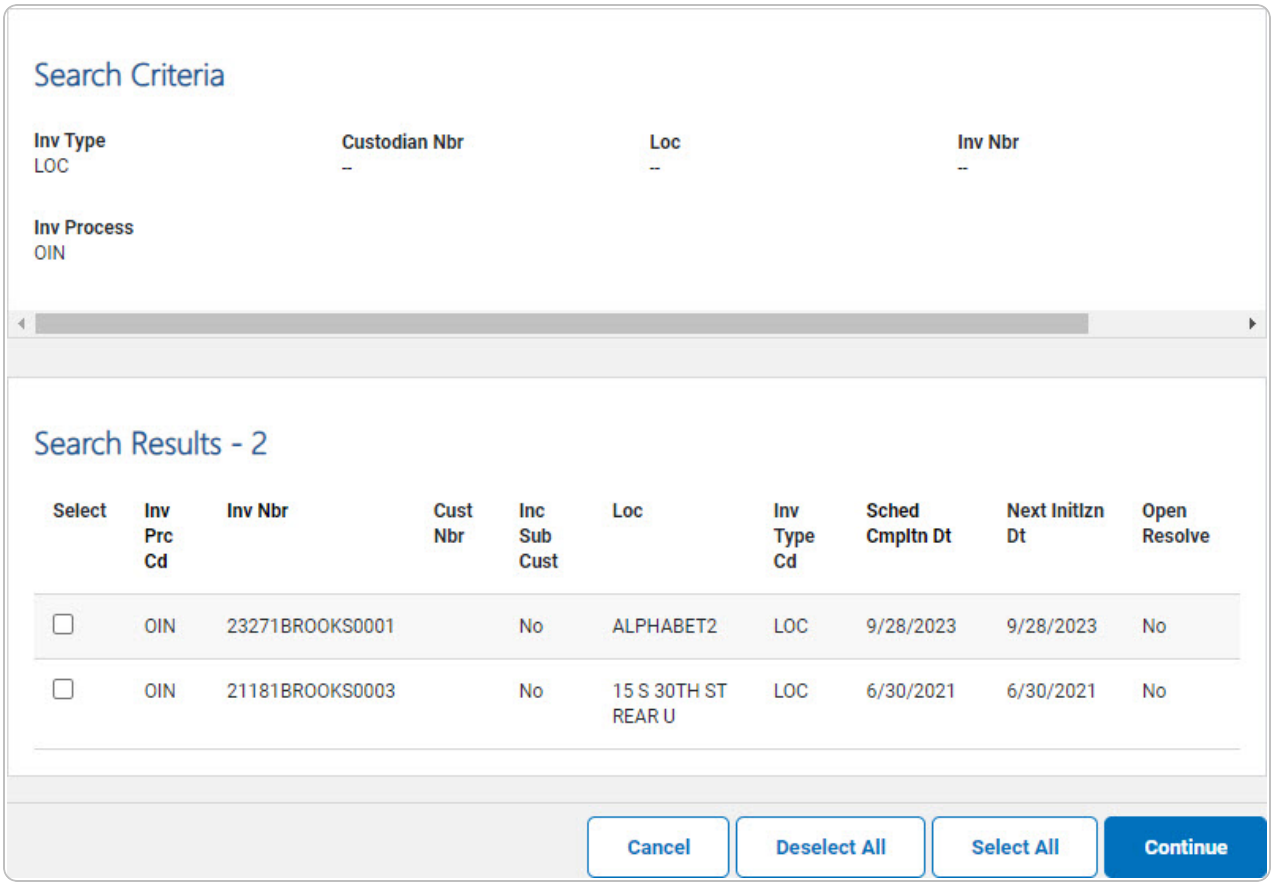
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select an Inventory to Manage

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Deselect All *deselects the checked entries. Selecting* Select All *selects all present entries.*

1. Select Search. *The **Managed Inventories Search Results** page appears.*



2. Click ☐ to select the desired Inventory NBR.

3. Select Continue. *The **Manage Inventories Selected Rows** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for Manage Inventories — Criteria
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Update Inventory Header Dates
- Generate/Reprint Inventory Report Options
- Generate/Reprint Reconciliation Report
- Close an Inventory — Inventory/Report Criteria
- Cancel an Inventory
- Delete an Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

Selected Rows for Manage Inventories

Overview

The Manage Inventories Selected Rows process displays the inventories selected.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Manage Inventories Selected Rows page

Page Fields

The following fields display on the **Manage Inventories Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Selected Rows Grid

Inv Prc Cd
Inv Nbr
Cust Nbr
Inc Sub Cust
Loc
Inv Type Cd
Sched Cmpltn Dt
Next Initlzn Dt
UIC
Open Resolve

Action Grid

Action

Procedures

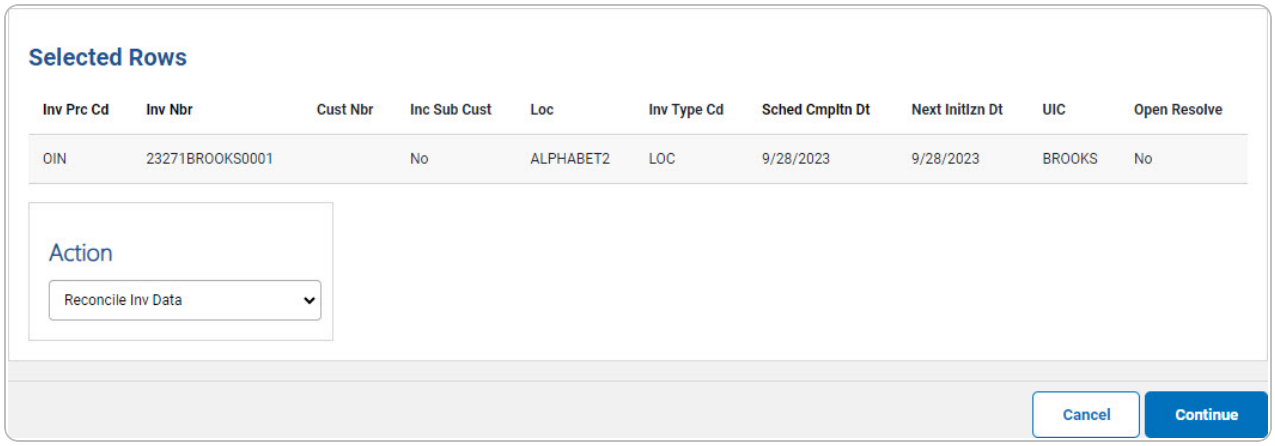
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Selected Inventories Rows to Manage

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

1. Select Continue. *The* ***Manage Inventories Selected Rows*** *page appears.*



2. *Review the Selected Rows grid.*
   A. *Verify the* INV PRC CD.
   B. *Verify the* INV NBR.
   C. *Verify the* CUST NBR.
   D. *Verify the* INC SUB CUST.
   E. *Verify the* LOC.
   F. *Verify the* INV TYPE CD.
   G. *Verify the* SCHED CMPLTN DT.

H. *Verify the NEXT INITZN DT.*

I. *Verify the UIC.*

J. *Verify the Open Resolve.*

3. Use ⌄ to select the Action. *Depending upon the chosen Action, different pages appear.*

- **Reconcile INV Data**

  Select Continue. *The **Reconcile Inventory Data Search Criteria** page appears.*

- **Update INV HDR Dates**

  Select Continue. *The **Update Inventory Header Dates** page appears.*

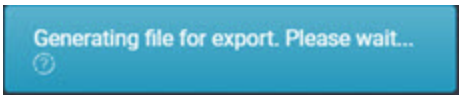
- **Generate INV HDR Report**

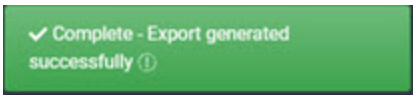
  Select Continue. *The **Generate/Reprint Inventory Report** page appears.*

- **Generate RCL REPORT**

  Select Continue. *The **Generate/Reprint Reconciliation Report** page appears.*

- **Export Inventory**

  Select Continue. 

and


*appear before the Windows **Save As** pop-up window appears. Follow the prompts to save the Excel spreadsheet to the computer.*

- **Close Inventory**

  Select Continue. *The **Close Inventory** page appears.*

- **Cancel Inventory**

  Select Continue. *The **Cancel Inventory** page appears.*

- **Delete Inventory**

  Select Continue. *The **Delete Inventory** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
247 — Multiple inventories cannot be selected to reconcile inventory.	Invalid Entry. Only one inventory can be selected when Reconciling Inventory Data. Choose one inventory to reconcile, and deselect the rest.
246 — A selected inventory does not have an INV PROCESS CD equals "OIN", OUA, or "OUM". Cannot perform selected action.	Invalid Entry. Only inventories with Inventory Process Code of Open Initialized (OIN), Open Unreconciled Automated (OUA) or Open Unreconciled Manual (OUM) can be reconciled or closed. Choose an inventory with one of those INV PROCESS CDS to continue.
249 — Selected inventories do not have NEXT INITZN DTS that are compatible.	Invalid Entry. The inventories selected must all have the NEXT INITZN DT field populated or they must all be blank. Make certain the field is all the same for the inventories and try again.
2330 — A selected invent-	Invalid Entry. Only inventories with Inventory

ory does not have an INV PROCESS CD = "OIN", "ODL", "OSC", "OUA", or "OUM". Cannot perform selected action.	Process Code of Open Initialized (OIN), Open Downloaded (ODL), Open Scanner (OSC), Open Unreconciled Automated (OUA) or Open Unreconciled Manual (OUM) can be reconciled or closed. Choose an inventory with one of those INV PROCESS CDs to continue.
248 — A selected inventory does not have an INV PROCESS CD equals "OIN" or "ODL". Cannot perform selected action.	Invalid Entry. Only inventories with Inventory Process Code of Open Initialized (OIN) or Open Downloaded (ODL) can have their Inventory Header Dates Updated or Generate an Inventory Report. Choose an inventory with one of those INV PROCESS CDs to continue.
250 — A selected inventory does not have an INV PROCESS CD equals "OUA". Cannot perform selected action.	Invalid Entry. Only inventories with Inventory Process Code of Open Unreconciled Automated (OUA) can Generate a Reconciliation Report. Choose an inventory with this INV PROCESS CD to continue.
151 — Selected Inventories do not have compatible INV PROCESS CD's.	Invalid Entry. If multiple inventories are selected, the Inventory Process Codes for all selected inventories must be the same. Make certain the field is all the same for the inventories and try again.
153 — Inventory selected is already canceled / closed.	Invalid Entry. A canceled inventory cannot be canceled again. View the state of the inventory and try again.
152 — Inventory selected is	Invalid Entry. Only inventories with the INV

not closed. Cannot delete open inventories.	PROCESS CD of Closed Canceled (CAN), Closed Mass Update (CMU), Closed No Assets (CNA), Closed Reconciled (CRC),or Closed Scanner (CSC) can be deleted. Choose an inventory with one of those INV PROCESS CDs to continue.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- Search for Reconcile Inventory Data — Criteria
- Update Inventory Header Dates
- Generate/Reprint Inventory Report
- Generate/Reprint Reconciliation Report
- Close an Inventory — Inventory/Report Criteria
- Cancel an Inventory
- Delete an Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

Generate or Reprint an Inventory Report

Overview

The Generate/Reprint Inventory Report process provides the ability to create a report of an in-process inventory.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Generate INV Report option > Continue > Manage Inventories Generate/Reprint Inventory Report page

Page Fields

The following fields display on the **Generate/Reprint Inventory Report** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Inventory Data Grid

Inv Nbr
Inv Type Cd
Process Cd
Custodian Nbr
Loc
Sched Cmpltn Dt

Report Options Grid

Sort Seq *

Signature Block

(*) Asterisk identifies mandatory fields.

Procedures

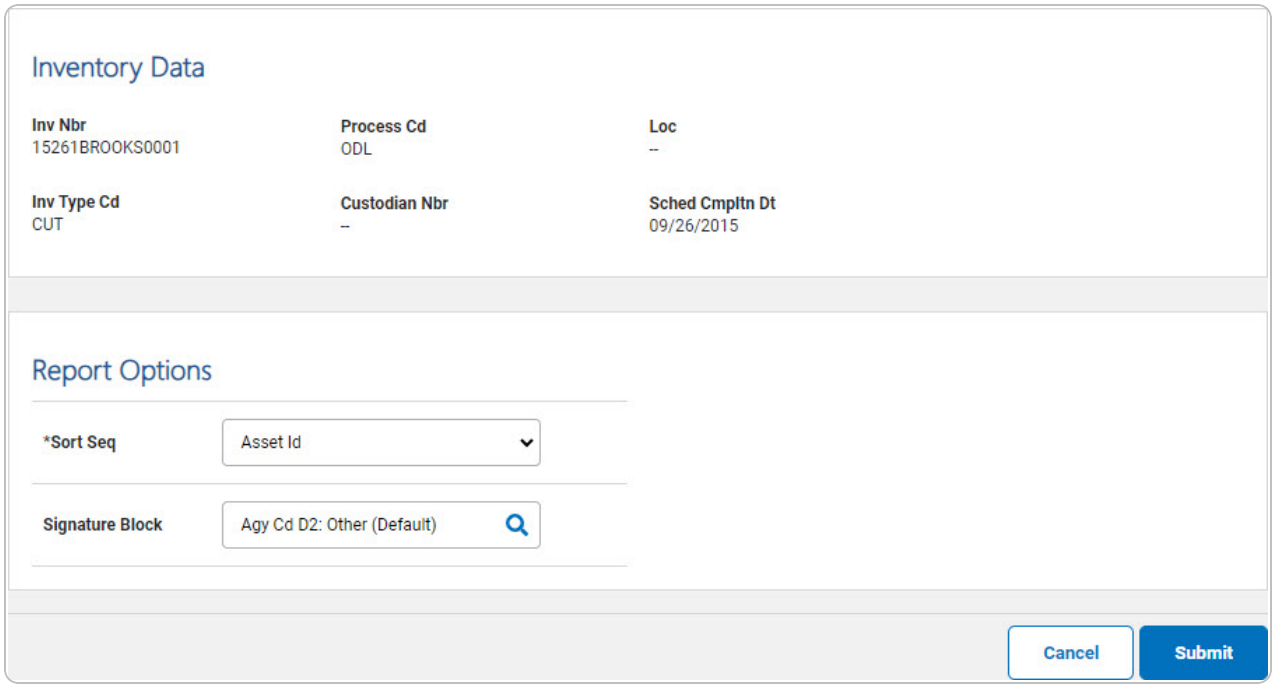
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Generate an Inventory Report

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

1. Select Continue. *The* ***Generate/Reprint Inventory Report*** *page appears.*



A. *Verify the Inventory Data grid.*
   a. *Verify the INV NBR.*
   b. *Verify the INV TYPE CD.*

c. *Verify the PROCESS CD.*

d. *Verify the CUSTODIAN NBR.*

e. *Verify the LOC.*

f. *Verify the SCHED CMPLTN DT.*

B. *Complete the Report Options grid.*

a. Use ⌄ to select the Sort Seq.

b. Use 🔍 to assist with the Signature Block entry.

Signature Block

2. Select Submit. *The* ***Manage Inventories Transaction Status*** *page appears.*

Helpful Tip

The Inventory Report that is produced by this process is viewed by navigating to Forms-Reports > View Forms/Rpts

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *SORT SEQ*.	Missing Entry. Enter the appropriate information in the desired field.
248 — A selected inventory does not have an INV PROCESS CD equals "OIN" or "ODL". Cannot perform selected action.	Invalid Entry. Only inventories with Inventory Process Code of Open Initialized (OIN) or Open Downloaded (ODL) can have their Inventory Header Dates Updated or Generate an Inventory Report. Choose an inventory with one of those INV PROCESS CDs to continue.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Update Inventory Header Dates
- Generate/Reprint Reconciliation Report
- Close an Inventory — Inventory/Report Criteria
- Cancel an Inventory
- Delete an Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

Generate or Reprint a Reconciliation Report

Overview

The Generate/Reprint Reconciliation Report process provides the ability to create a report of an in-process unreconciled inventory.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Generate RCL REPORT option > Continue > Manage Inventories Generate/Reprint Reconciliation Report page

Page Fields

The following fields display on the **Generate/Reprint Reconciliation Report** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Inventory Data Grid

Inv Nbr
Inv Type Cd
Process Cd
Custodian Nbr
Loc
Sched Cmpltn Dt

Report Options Grid

Sort Seq *

Optional Sections *

(*) Asterisk identifies mandatory fields.

Procedures

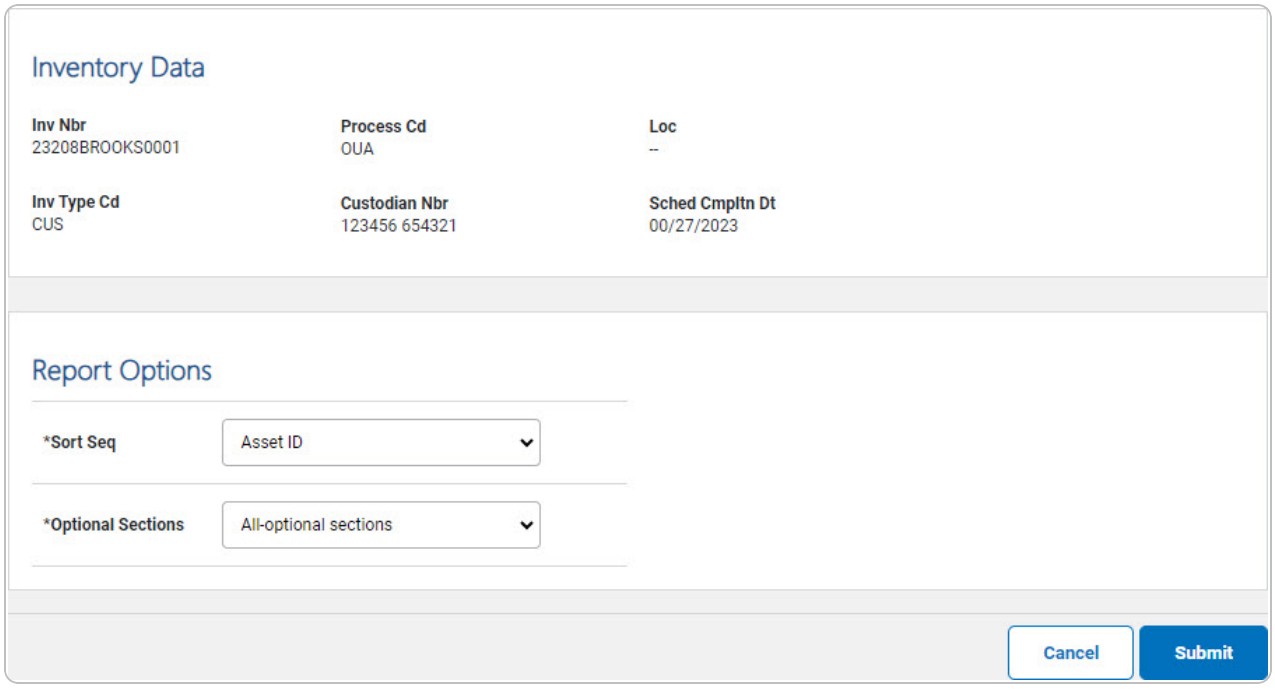
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Generate a Reconciliation Report

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

1. Select Continue. *The* ***Generate/Reprint Reconciliation Report*** *page appears.*



A. *Verify the INV NBR.*
B. *Verify the INV TYPE CD.*
C. *Verify the PROCESS CD.*
D. *Verify the CUSTODIAN NBR.*

E. *Verify the LOC.*

F. *Verify the SCHED CMPLTN DT.*

2. Use ⌄ to select the Sort Seq.

3. Use ⌄ to select the Optional Sections.

4. Select Submit. *The **Manage Inventories Transaction Status** page appears.*

Helpful Tip

The Reconciliation Report that is produced by this process is viewed by navigating to Forms-Reports > View Forms/RPTS

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *SORT SEQ*.	Missing Entry. Enter the appropriate information in the desired field.
250 — A selected inventory does not have an INV PROCESS CD equals "OUA". Cannot perform selected action.	Invalid Entry. Only inventories with Inventory Process Code of Open Unreconciled Automated (OUA) can Generate a Reconciliation Report. Choose an inventory with this INV PROCESS CD to continue.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria

- Update Inventory Header Dates
- Generate/Reprint Inventory Report
- Close an Inventory — Inventory/Report Criteria
- Cancel an Inventory
- Delete an Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

Update the Inventory Header Dates

Overview

The Update Inventory Header Dates process allows editing of the Scheduled Completion Date and the Next Initialization Date for the selected inventory(ies).

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Update INV HDR Dates option > Continue > Update Inventory Header Dates page

Page Fields

The following fields display on the **Update Inventory Header Dates** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value
93	Dates will only update Inventory Header table.
92	Date format must be MM/DD/YYYY.

Update Grid

Inv Nbr
Custodian Nbr
Inv Process Cd
Loc

Inv Type Cd
Sched Cmpltn Dt
Next Initlzn Dt

Procedures

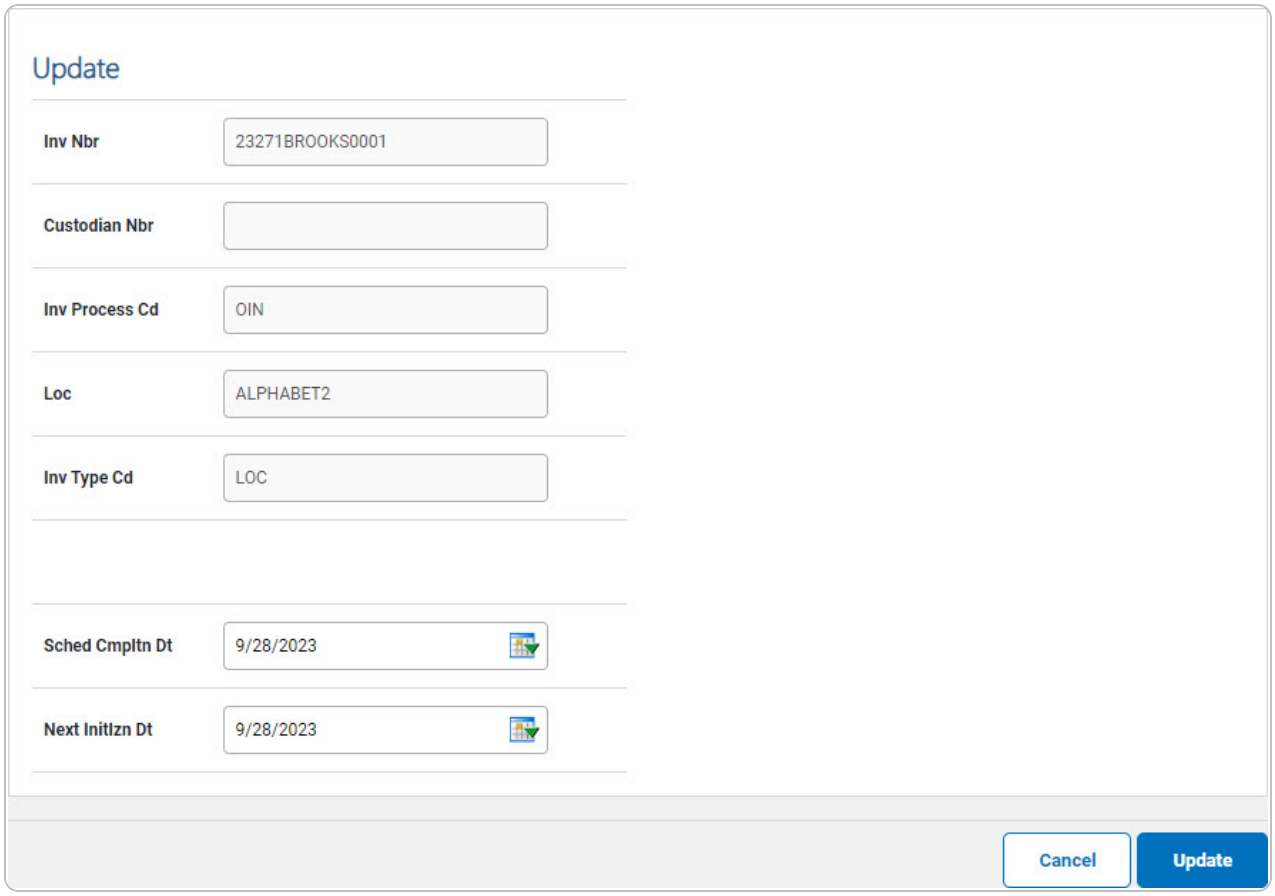
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update Header Dates

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

1. Select Continue. *The* ***Update Inventory Header Dates*** *page appears.*



A. *Verify the* INV NBR.
B. *Verify the* CUSTODIAN NBR.
C. *Verify the* INV PROCESS CD.
D. *Verify the* LOC.
E. *Verify the* INV TYPE CD.

F. Update the SCHED CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

G. Update the NEXT INITZN DT, using or entering the date (MM/DD/YYYY) in the field provided.

2. Select Update. *The **Manage Inventories Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
248 — A selected inventory does not have an INV PROCESS CD equals "OIN" or "ODL". Cannot perform selected action.	Invalid Entry. Only inventories with Inventory Process Code of Open Initialized (OIN) or Open Downloaded (ODL) can have their Inventory Header Dates Updated or Generate an Inventory Report. Choose an inventory with one of those INV PROCESS CDS to continue.
249 — Selected inventories do not have NEXT INITZN DTS that are compatible.	Invalid Entry. The inventories selected must all have the NEXT INITZN DT field populated or they must all be blank. Make certain the field is all the same for the inventories and try again.
239 — Next INITLZN DT must be > system date but not > system date plus 3 years.	Invalid Entry. The Next Initialization Date must after the system date but nor more than three years after the system date. Re-enter the Next INITLZN DT.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Generate/Reprint Inventory Report
- Generate/Reprint Reconciliation Report
- Close an Inventory — Inventory/Report Criteria
- Cancel an Inventory
- Delete an Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

Cancel an Inventory

Overview

The Manage Inventory Cancel process allows cancellation of any open inventory.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Cancel Inventory option > Continue > Manage Inventories Cancel Inventory page

Page Fields

The following fields display on the **Manage Inventory Cancel Inventory** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value
14	Select "Cancel" button to return to previous page.
90	Select "Cancel Inv" to cancel the selected inventories.
89	For Delete action, inventories must be closed.
91	If an inventory is cancelled ELMS will not allow the inventory to be uploaded.

Cancel Inv Grid

Inv Nbr
Inv Sort Seq
Inv Type Cd
Rcl Rpt Seq
Inv Process Cd
Optional Sections
Custodian Nbr
Sched Cmpltn Dt
Loc
Next Initlzn Dt

Procedures

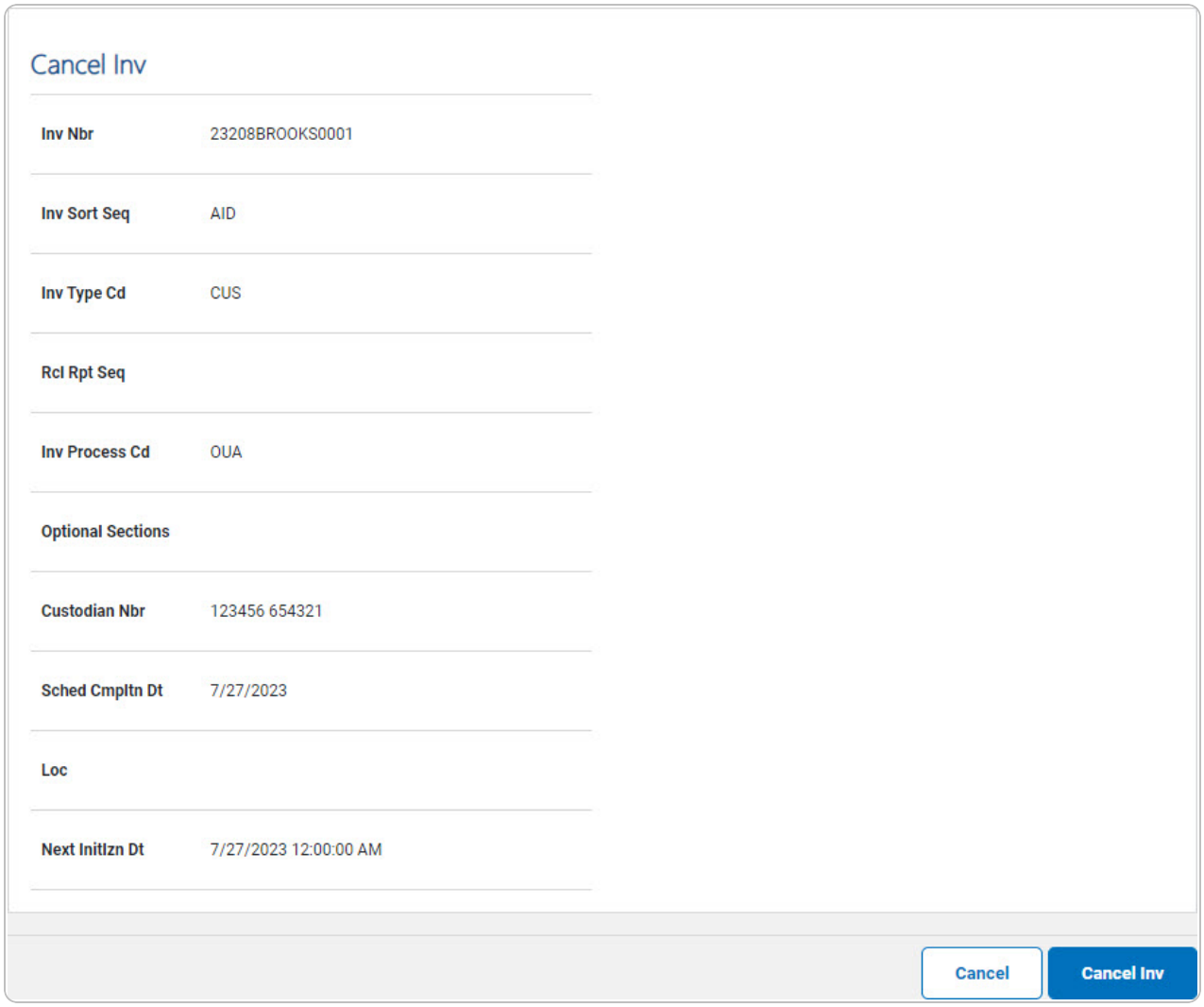
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Cancel an Inventory

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

1. Select Continue. *The **Cancel Inventory** page appears.*



A. *Verify the INV NBR.*
B. *Verify the INV SORT SEQ.*
C. *Verify the INV TYPE CD.*
D. *Verify the RCL RPT SEQ.*
E. *Verify the INV PROCESS CD.*
F. *Verify the Optional Sections.*

G. *Verify the CUSTODIAN NBR.*

H. *Verify the SCHED CMPLTN DT.*

I. *Verify the LOC.*

J. *Verify the NEXT INITZN DT.*

2. Select Cancel Inv. *The **Manage Inventories Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
153 — Inventory selected is already canceled / closed.	Invalid Entry. A canceled inventory cannot be canceled again. View the state of the inventory and try again.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Update Inventory Header Dates
- Generate/Reprint Inventory Report
- Generate/Reprint Reconciliation Report
- Close an Inventory — Inventory/Report Criteria
- Delete an Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

Close an Inventory

Overview

The Manage Inventory Close process allows editing an inventory date for all reconciled assets, thereby closing the inventory. Any asset marked as "suspected loss" will not have an inventory date posted.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Close Inventory option > Continue > Manage Inventories Close Inventory page

Page Fields

The following fields display on the **Manage Inventories Close Inventory** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Search Criteria Grid

Inv Nbr
Inv Type
Inv Prc Cd
Cust Nbr
Loc
Sched Cmpltn Dt

Inventory Criteria Grid

OIN

Inv User Id *
Last Inv Dt *

OUA

Next Initlzn Dt *
Mark Shrt Suspt Loss

OUM

Inv User Id *
Last Inv Dt
Next Initlzn Dt *

Report Criteria Grid

Sort Seq
Optional Sections
Remarks

(*) Asterisk identifies mandatory fields.

Procedures

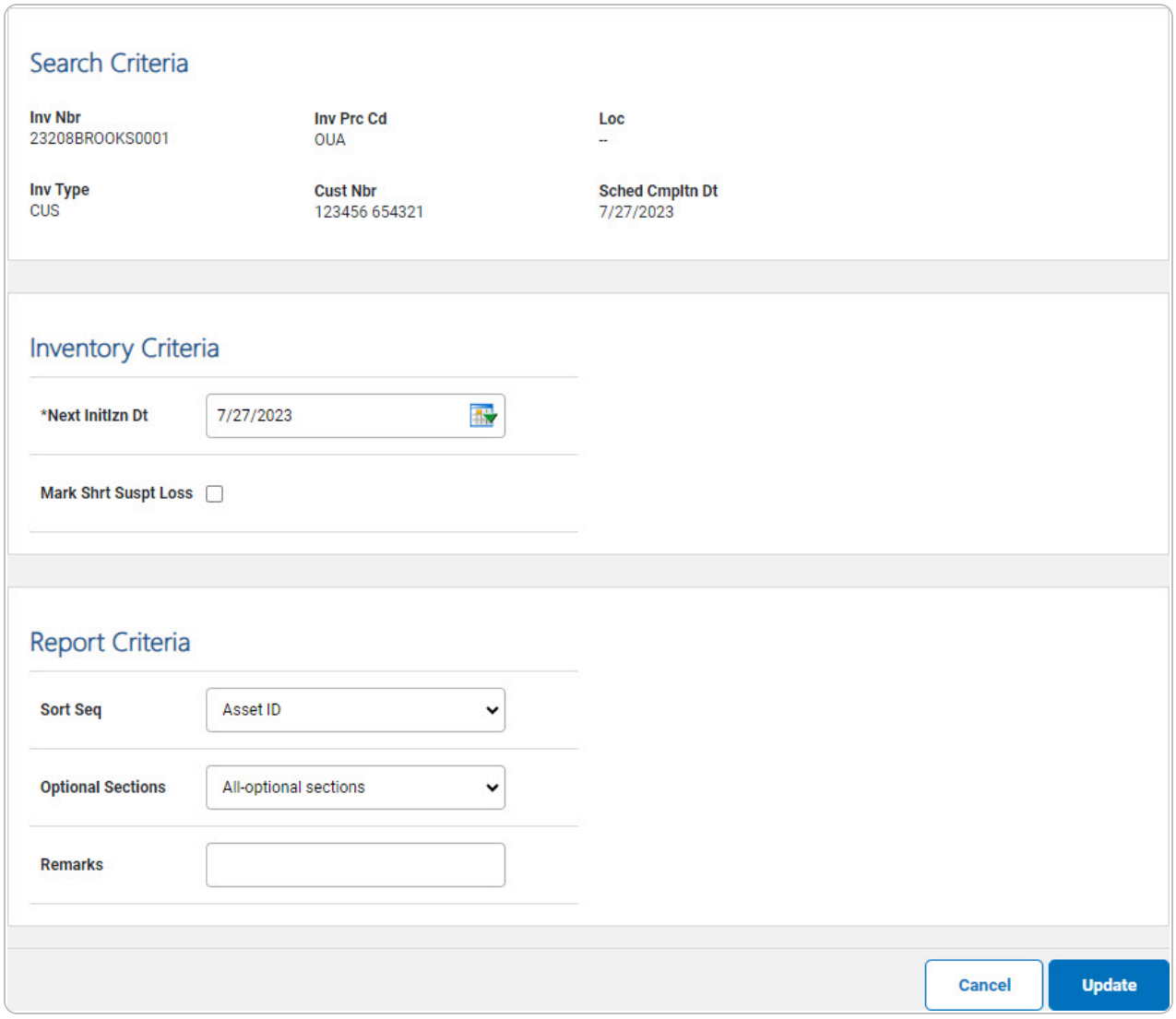
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Close an Inventory

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

1. Select Continue. *The **Close Inventory** page appears.*



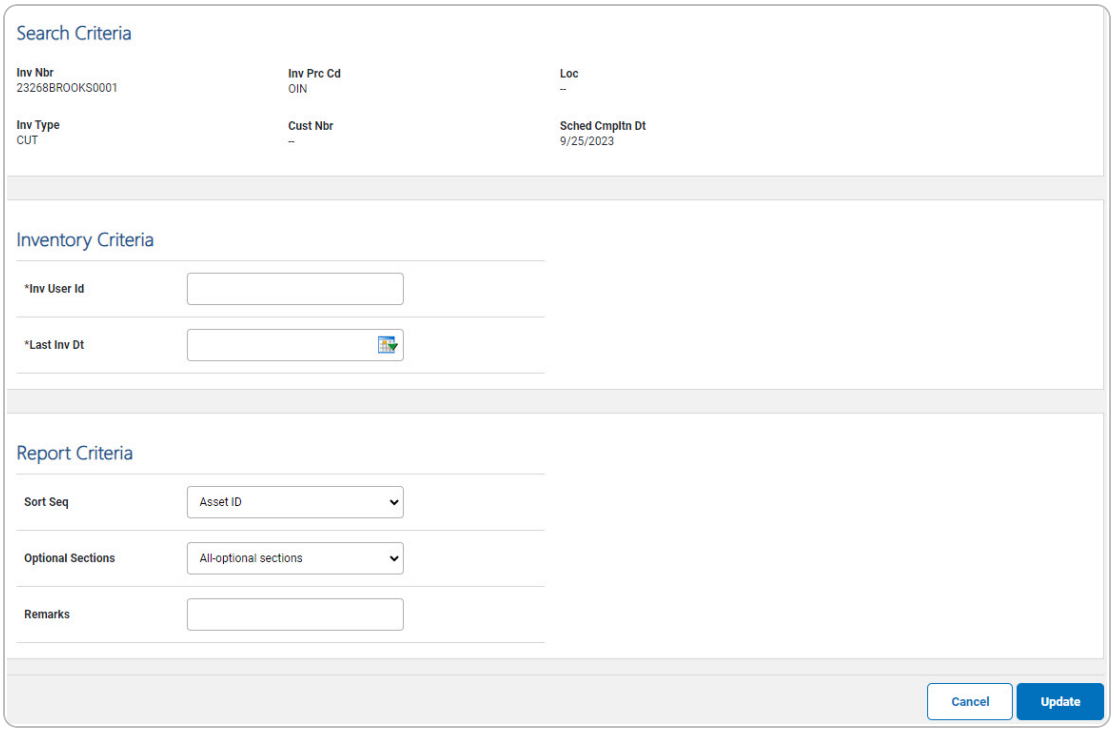
A. *Verify the Search Criteria grid.*
   a. *Verify the INV NBR.*
   b. *Verify the INV TYPE.*
   c. *Verify the INV PRC CD.*
   d. *Verify the CUST NBR.*

e. *Verify the LOC.*

f. *Verify the SCHED CMPLTN DT.*

B. *Update the Inventory Criteria grid.*

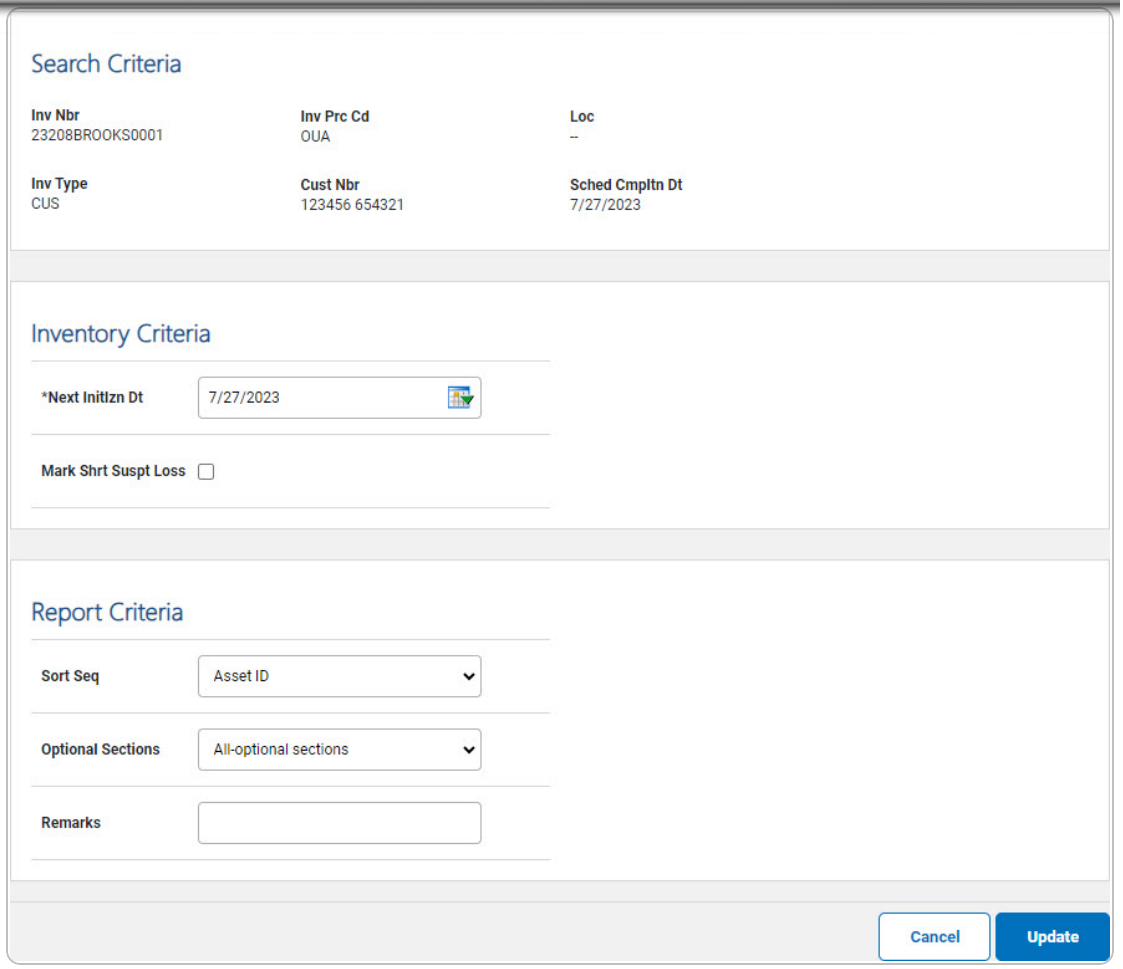
- OIN



a. Enter the INV USER ID in the field provided. *This is a 9 alphanumeric character field.*

b. Use to select the LAST INV DT, or enter the date (MM/DD/YYYY) in the field provided.

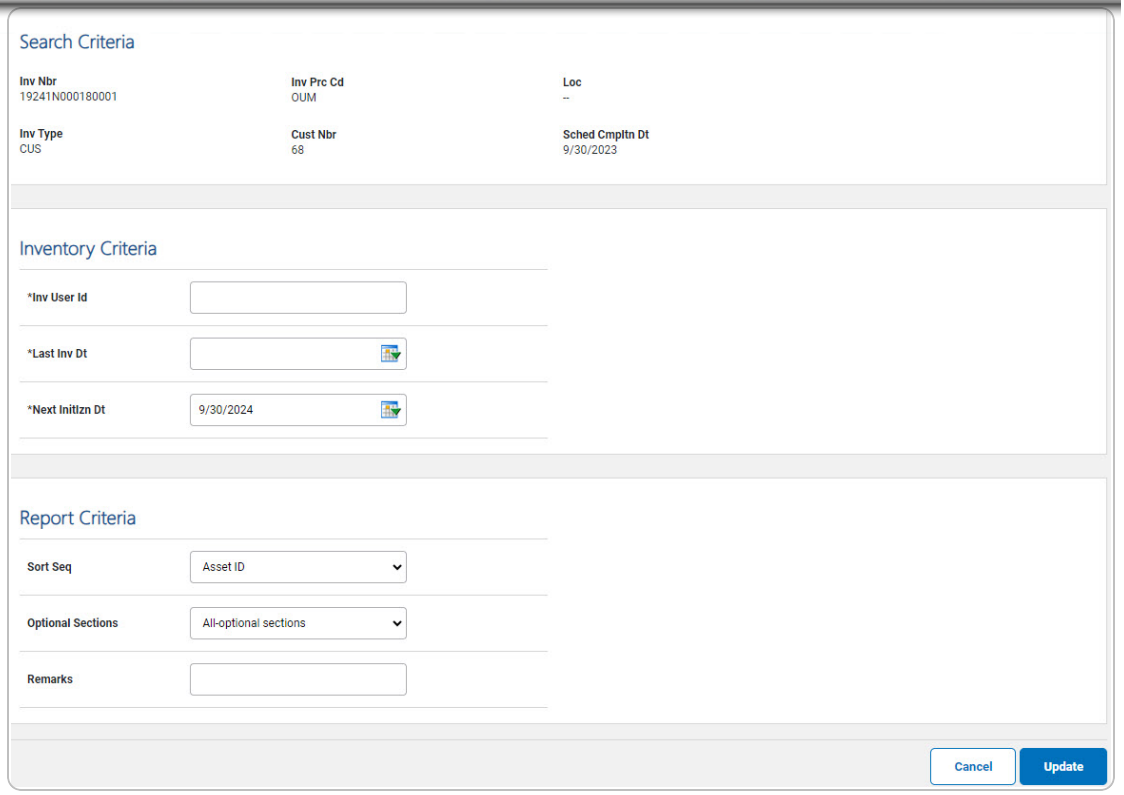
- OUA



a. Use to select the NEXT INITZN DT, or enter the date (MM/DD/YYYY) in the field provided.

b. Click to select the Mark SHRT SUSPT LOSS. *The inventory is designated with a short suspected loss status.*

- OUM



a. Enter the INV USER ID in the field provided. *This is a 9 alphanumeric character field.*

b. Use to select the LAST INV DT, or enter the date (MM/DD/YYYY) in the field provided.

c. Use to select the NEXT INITZN DT, or enter the date (MM/DD/YYYY) in the field provided.

C. *Update the Report Criteria grid.*

a. Use to select the Sort Seq.

b. Use to select the Optional Sections.

c. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Update. *The **Manage Inventories Transaction Status** page appears.*

Helpful Tip

The Reconciliation Report that is produced by this process is viewed by navigating to Forms-Reports > View Forms/Rpts

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Inv User ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Last Inv Dt*.	
13 — Mandatory Entry: *Next Initzn Dt*.	
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
249 — Selected inventories do not have Next Initzn Dts that are compatible.	Invalid Entry. The inventories selected must all have the Next Initzn Dt field populated or they must all be blank. Make certain the field is all the same for the inventories and try again.
246 — A selected inventory does not have an Inv	Invalid Entry. Only inventories with Inventory Process Code of Open Initialized (OIN), Open

PROCESS CD equals "OIN", OUA, or "OUM". Cannot perform selected action.	Unreconciled Automated (OUA) or Open Unreconciled Manual (OUM) can be reconciled or closed. Choose an inventory with one of those INV PROCESS CDS to continue.
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Update Inventory Header Dates
- Generate/Reprint Inventory Report
- Generate/Reprint Reconciliation Report
- Cancel an Inventory
- Delete an Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

Delete an Inventory

Overview

The Manage Inventory Delete process allows removal of a closed inventory.

Note

Deleting an inventory does not remove it from the Inventory History.

Navigation

Inventory > Manage Inventories > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Continue > Selected Rows > Delete Inventory option > Continue > Manage Inventories Delete Inventory page

Page Fields

The following fields display on the **Manage Inventories Delete Inventory** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Delete Grid

Inv Nbr
Inv Sort Seq
Inv Type Cd
Rcl Rpt Seq
Inv Process Cd
Optional Sections
Custodian Nbr

Sched Cmpltn Dt
Loc
Next Initlzn Dt

Procedures

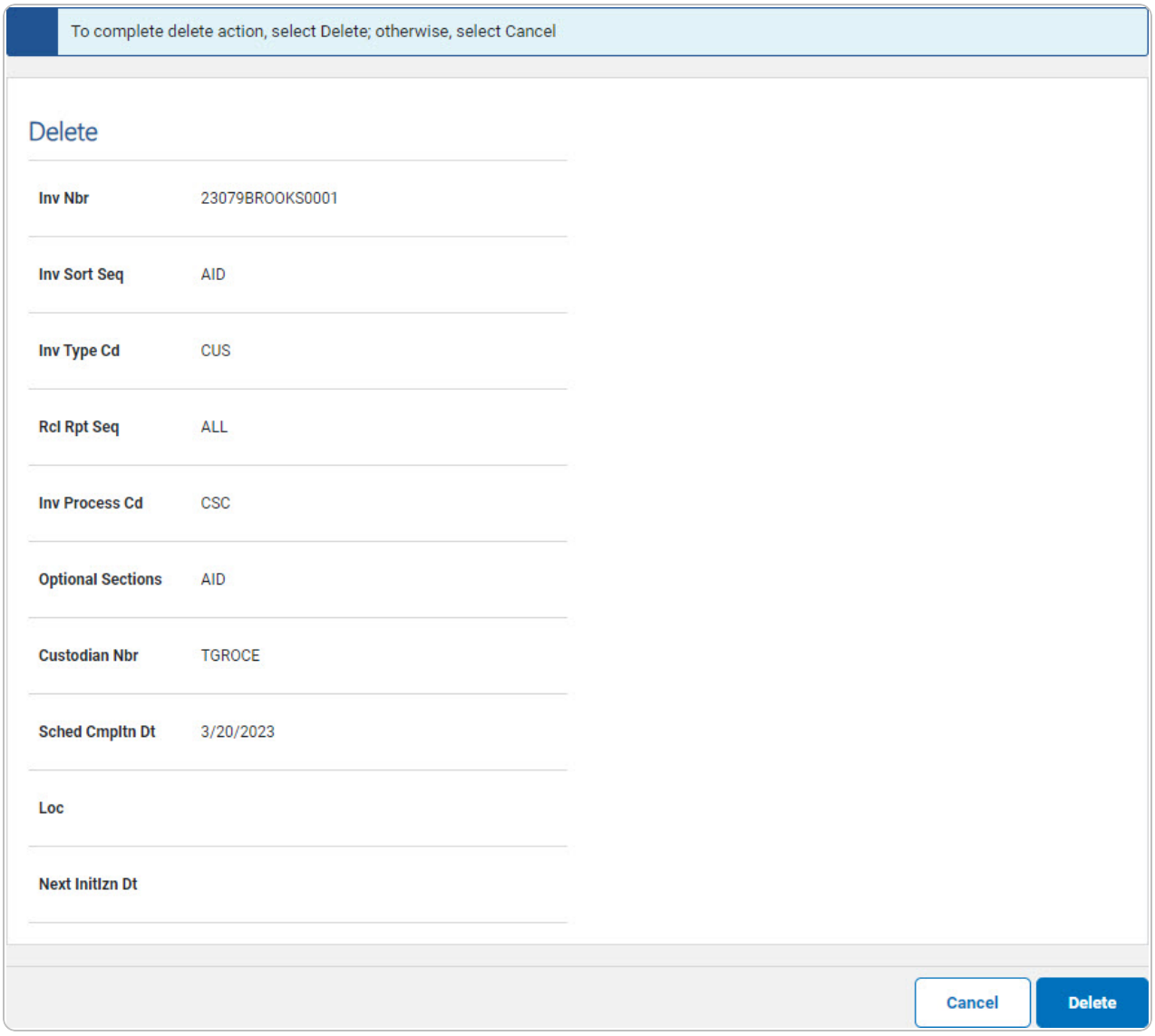
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete an Inventory

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

1. Select Continue. *The **Delete Inventory** page appears.*



A. *Verify the INV NBR.*
B. *Verify the INV SORT SEQ.*
C. *Verify the INV TYPE CD.*
D. *Verify the RCL RPT SEQ.*
E. *Verify the INV PROCESS CD.*

F. *Verify the Optional Sections.*

G. *Verify the CUSTODIAN NBR.*

H. *Verify the SCHED CMPLTN DT.*

I. *Verify the LOC.*

J. *Verify the NEXT INITZN DT.*

2. Select Delete. *The* ***Manage Inventories Transaction Status*** *page appears.*

Note

The deleted inventory is archived even though it no longer displays in the Search Results grid. Only closed inventories are deleted.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
152 — Inventory selected is not closed. Cannot delete open inventories.	Invalid Entry. Only inventories with the INV PROCESS CD of Closed Canceled (CAN), Closed Mass Update (CMU), Closed No Assets (CNA), Closed Reconciled (CRC),or Closed Scanner (CSC) can be deleted. Choose an inventory with one of those INV PROCESS CDs to continue.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Update Inventory Header Dates
- Generate/Reprint Inventory Report
- Generate/Reprint Reconciliation Report
- Close an Inventory — Inventory/Report Criteria

- Cancel an Inventory
- View the Manage Inventories Transaction Status
- Export the Manage Inventories Report

View the Manage Inventories Transaction Status

Overview

The Manage Inventories Transaction Status process displays information concerning the transaction just completed.

Navigation

Inventory > Manage Inventories > Search Criteria > *Various Procedural Steps* > Manage Inventories Transaction Status page

Page Fields

The following fields display on the **Manage Inventories Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

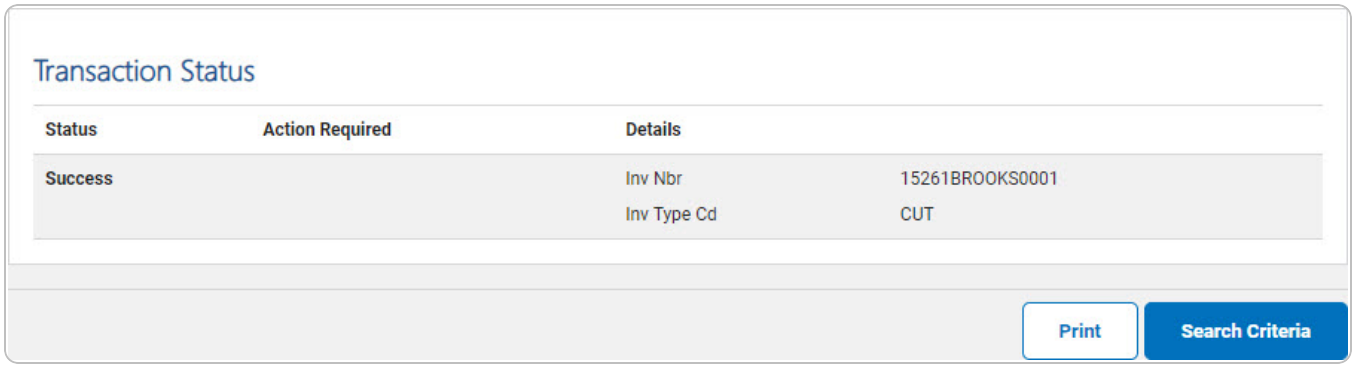
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Managed Inventories Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Manage Inventories Report Export** page appears.*
5. Select Search Criteria. *The **Manage Inventories Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria

- Update Inventory Header Dates
- Generate / Reprint Inventory Report Options
- Generate / Reprint Reconciliation Report
- Close an Inventory — Inventory/Report Criteria
- Cancel an Inventory
- Delete an Inventory
- Export the Manage Inventories Report

Export a Managed Inventories Report

Overview

The Managed Inventories Report Export process provides the ability to save the Transaction Status in different formats.

Navigation

Inventory > Manage Inventories > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Manage Inventories Report Export page

Page Fields

The following fields display on the **Managed Inventories Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

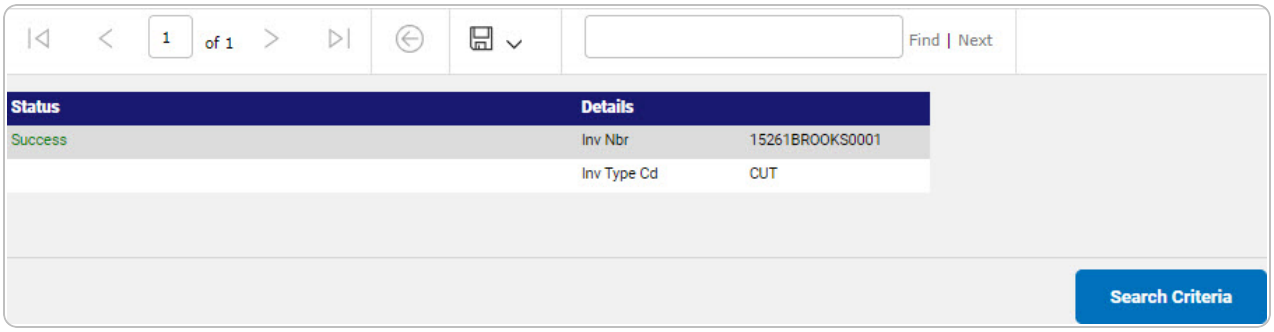
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Managed Inventories Report

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Follow the prompts provided by the computer.
6. Select . *The* ***Manage Inventories Search Criteria****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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Manage Inventories Search Criteria**page appears.*

Related Topics

- Search for Manage Inventories — Criteria
- Search for Manage Inventories — Results
- View the Manage Inventories Selected Rows
- Search for Reconcile Inventory Data — Criteria
- Update Inventory Header Dates
- Generate/Reprint Inventory Report
- Generate/Reprint Reconciliation Report
- Close an Inventory — Inventory/Report Criteria
- Cancel an Inventory
- Delete an Inventory
- View the Manage Inventories Transaction Status

Search for Update Inventory Data — Criteria

Overview

The Property Accountability module Update Inventory Data process allows the ability to search for assets to update for a specific inventory.

Navigation

Inventory > Update Inventory > Update Inventory Data Search Criteria page

Page Fields

The following fields display on the **Update Inventory Data Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
74	Both Serial and Bulk managed assets will be displayed.
75	Enter data in either the SERIAL NBR or LOT NBR field.

Search Criteria Grid

Asset Management Type

End Item Serial
Component
Bulk

Accountable Type

Accountable

Non-Accountable
Both

Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc
Lot Nbr

Procedures

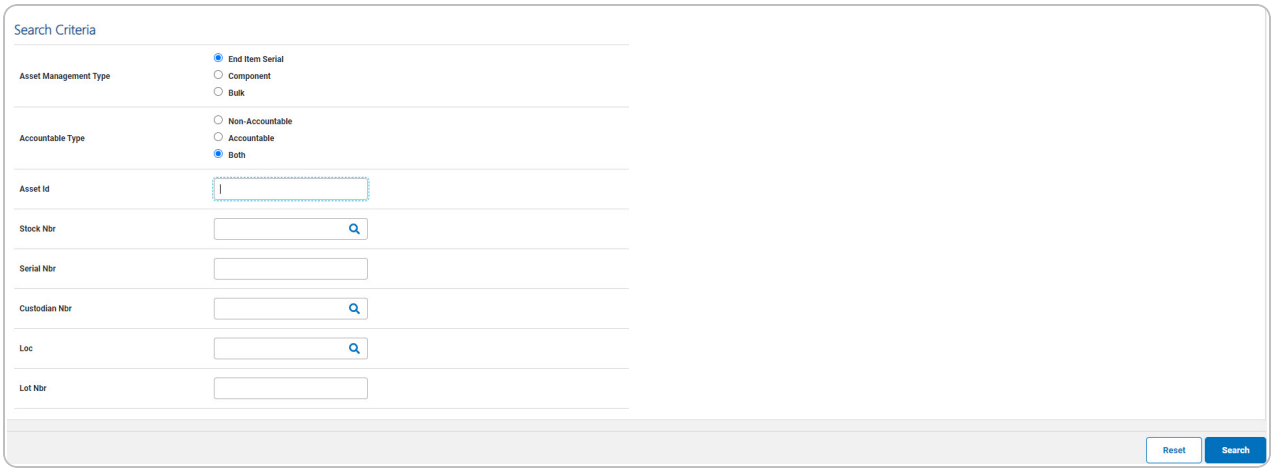
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for Update Inventory Data — 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 panel, narrow the results by entering one or more of the following optional fields:.



- Select the Asset Management Type.
  - Select (●) End Item Serial. *Indicates the criteria includes end item serial assets.*
  - Select ( ) Component. *Indicates the criteria includes component assets.*
  - Select ( ) Bulk. *Indicates the criteria includes bulk assets.*
- Select the Accountable Type.
  - Select (●) Non-Accountable. *Indicates the criteria includes non-accountable inventory.*
  - Select ( ) Accountable. *Indicates the criteria includes accountable inventory.*
  - Select ( ) Both. *Indicates the criteria includes both non-accountable and accountable inventory.*
- Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- Enter the STOCK NBR, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

  Stock Number Browse help
- Enter the Serial Number in the field provided. *This is a 30 alphanumeric field.*
- Enter the Custodian NBR, or use 🔍 to browse for the entry. *This is a 6 alphanumeric character field.*

  Custodian Number Browse help
- Enter the LOC, or use 🔍 to browse for the entry. *This is a 20 alphanumeric character field.*

  Location Browse help
- Enter the Lot NBR in the field provided. *This is a 20 alphanumeric character field.*

2. Select [Search]. *The **Update Inventory Data Search Results** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
114 — Enter data in either the SERIAL NBR or LOT NBR field.	Invalid Entry. Data must be entered in the SERIAL NBR OR LOT NBR field. Data cannot be entered in both the SERIAL NBR and LOT NBR fields. Re-enter the field to continue.

Related Topics

- Search for an Update Inventory Data — Results
- View the Asset Details
- View the Selected Update Inventory Data Rows
- Update Inventory Data
- View the Update Inventory Data Transaction Status
- Export the Update Inventory Data Report

Search for Update Inventory Data — Results

Overview

The Update Inventory Search Results process provides the ability to select one, some, or all records for update. Selecting all records for update modifies every asset selected.

Navigation

Inventory > Update Inventory > Search Criteria > Search > Update Inventory Data Search Results page

Page Fields

The following fields display on the **Update Inventory Data Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
133	To Update record(s), select the Check Box(s) or choose the "Select All" button for mass actions.
16	"Deselect All" button clears all rows, all pages.

Search Criteria Grid

Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Loc

Lot Nbr
Mgt Cd
Non-Actbl/Actbl

Search Results Grid

Select
Asset Id
Serial Nbr
Lot Nbr
Loan Cd
Lease Cd
Suspt Loss Sts Cd
Excs Actn Cd
Cond Cd
Stock Nbr
Item Desc
Cust Nbr
Non-Actbl
Mfr Part Nbr
Mfr Model Nbr
Mfr Name
Loc
Sub Loc
Qty

Procedures

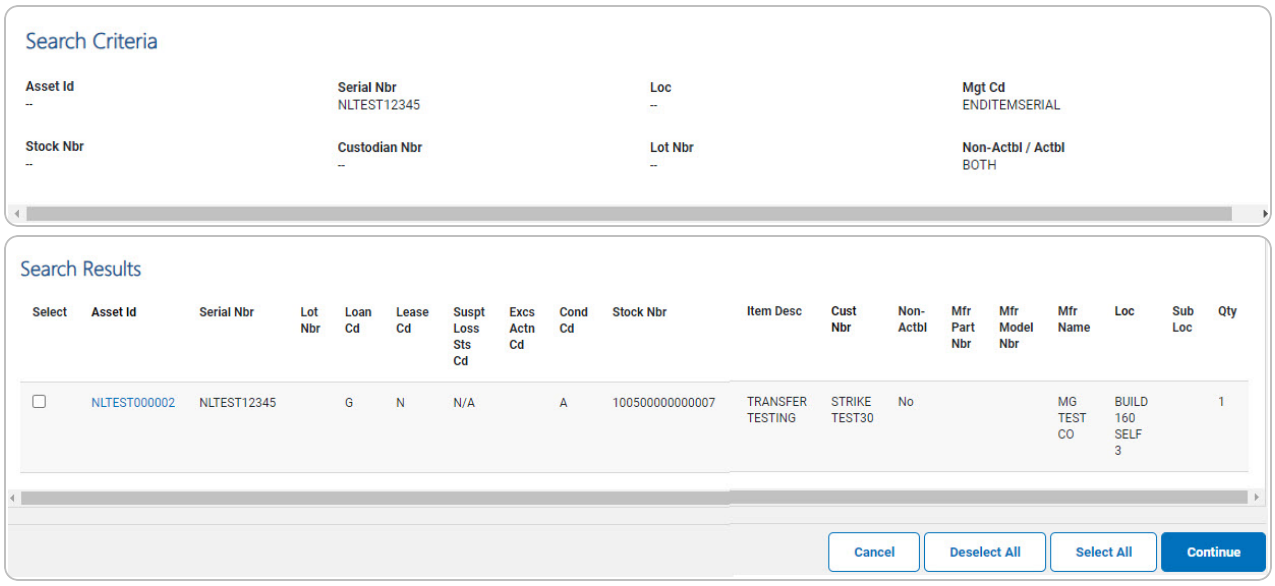
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Deselect All *deselects the checked entries. Selecting* Select All *selects all present entries.*

Search for Update Inventory Data — Results

1. Select Search. *The **Update Inventory Data Search Results** page appears.*



2. Select ☐ on the desired row(s). ☑ *appears, indicting the row(s) is selected.*
3. Select Continue. *The **Update Inventory Data Selected Rows** page appears.*

View the Asset Details

Note

Bulk assets do not have an Asset Detail hyperlink.

Select the ASSET ID hyperlink. *The **Asset Details** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — Please select at least one asset before continuing.	Invalid Entry. No selection made. Use the checkbox to select an entry(ies) and then click Continue.

Related Topics

- Search for an Update Inventory Data — Criteria
- View the Asset Details
- View the Selected Update Inventory Data Rows
- Update Inventory Data
- View the Update Inventory Data Transaction Status
- Export the Update Inventory Data Report

View the Selected Update Inventory Data Rows

Overview

The Update Inventory Data Selected Rows process displays the asset(s) selected for processing.

Navigation

Inventory > Update Inventory > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Update Inventory Data Selected Rows page

Page Fields

The following fields display on the **Update Inventory Data Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
142	Select "Continue" to continue processing.
14	Select "Cancel" button to return to previous page.

Select Rows Grid

Asset Id
Serial Nbr
Lot Nbr
Loan Cd
Lease Cd
Suspt Loss Sts Cd

Excess Action Code
Cond Cd
Stock Nbr
Item Desc
Cust Nbr
Non-Actbl
Mfr Part Nbr
Mfr Model Nbr
Mfr Name
Loc
Sub Loc
Qty

Procedures

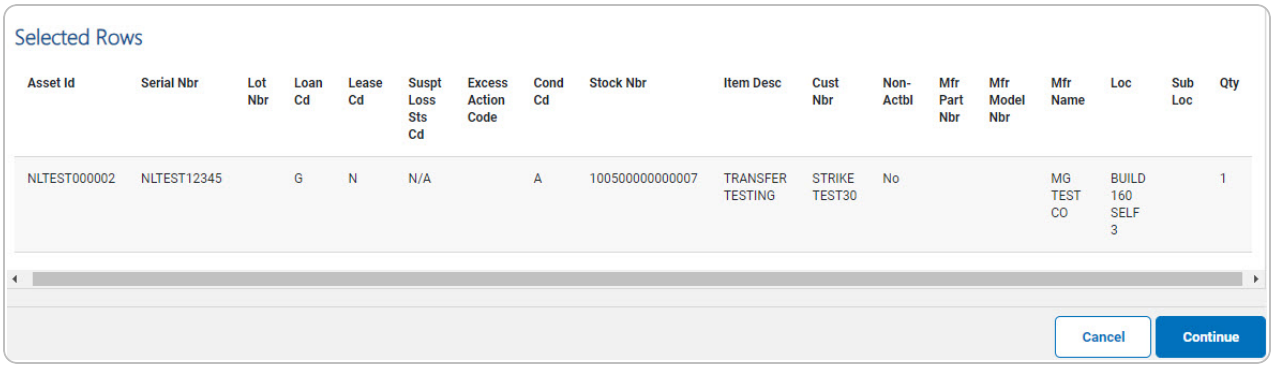
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Selected Update Inventory Data Rows

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

1. Select Continue. *The* ***Update Inventory Data Selected Row*** *page appears.*



A. *Verify the ASSET ID.*
B. *Verify the SERIAL NBR.*
C. *Verify the LOT NBR.*
D. *Verify the LOAN CD.*
E. *Verify the LEASE CD.*

F. *Verify the SUSPT LOSS STS CD.*
G. *Verify the Excess Action Code.*
H. *Verify the COND CD.*
I. *Verify the STOCK NBR.*
J. *Verify the ITEM DESC.*
K. *Verify the CUST NBR.*
L. *Verify the NON—ACTBL.*
M. *Verify the MFR PART NBR.*
N. *Verify the MFR MODEL NBR.*
O. *Verify the MFR NAME.*
P. *Verify the LOC.*
Q. *Verify the SUB LOC.*
R. *Verify the QTY.*

2. Select Continue. *The **Update Inventory Data** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Update Inventory Data — Criteria
- Search for an Update Inventory Data — Results
- View the Asset Details
- Update Inventory Data

- View the Update Inventory Data Transaction Status
- Export the Update Inventory Data Report

View the Asset Details

Overview

The Asset Details (Update Inventory Data) process displays the asset details.

Navigation

Inventory > Update Inventory > Search Criteria > Search > Search Results > ASSET ID hyperlink > Asset Details page

Page Fields

The following fields display on the **Asset Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
204	For "ASSET LVL CD" "CE" or "CC", Select hyperlink to view components.
14	Select "Cancel" button to return to previous page.

Details Grid

Stock Nbr
Serial Nbr
Item Desc
LIN/TAMCN
Asset Id
UII

UIC
Custodian Nbr
Lot Nbr
Expr Dt
UI
Qty
Loc
Sub Loc
Acq Cost
Acq Dt
Total Cost
Type Asset Cd
Cond Cd
Asset Level Cd
Asset Cd
Sys Id
Doc Nbr
Excs Actn Cd
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd
Supply Category Management Cd
Non-Actbl
ACC-SFLIS Cd
Deprn Cd
Fund Cd/ASN
Acct Rpt Nbr
Cptl Cd
iRAPT/WAWF Receipt
iRAPT/WAWF Shpmt Id
Loan Cd
Loan Contract Nbr
Loaning DoDAAC/CAGE Cd
Loan Activity Name
Loan Start Dt
Loan End Dt
Loan Rcvd Dt
Loan Notify Cd
Mode of Shipment
TCN
Shipment Dt
Shipment Id

Lease Cd
Lease Activity
Lease Start Dt
Lease End Dt
Oblign Doc Nbr
Cntr/PO Nbr
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
Task Cd
Deprn Task Cd
Job Ord Nbr
Deprn Ord Nbr
Activiation Dt
Deprn Period
Dpern Util Prd
Accumd Deprn
Deprn SL Rebsln
Deprn SL Lst Rebsln
Deprn AB Rebsln
Deprn AB Lst Rebsln
Prior Deprn
Current Mnth Deprn Amt
Prr Deprn SL Rebsln
Prr Deprn AB Rebsln
Deprn Util Svc Life
Deprn Util Qty
Prr Deprn Util Qty
Deprn Period Days
Write Down Amt
Fdcry Deprn Mthd Cd
Util Measure Cd
Authn LIN/TAMCN
Attachments
Attribute(s) Template
Attribute(s)
Software Name
License Desc
License Details
License Qty
License Type
Start Dt
End Dt

Usage Level Cd
Hosting Environment
Remarks

Procedures

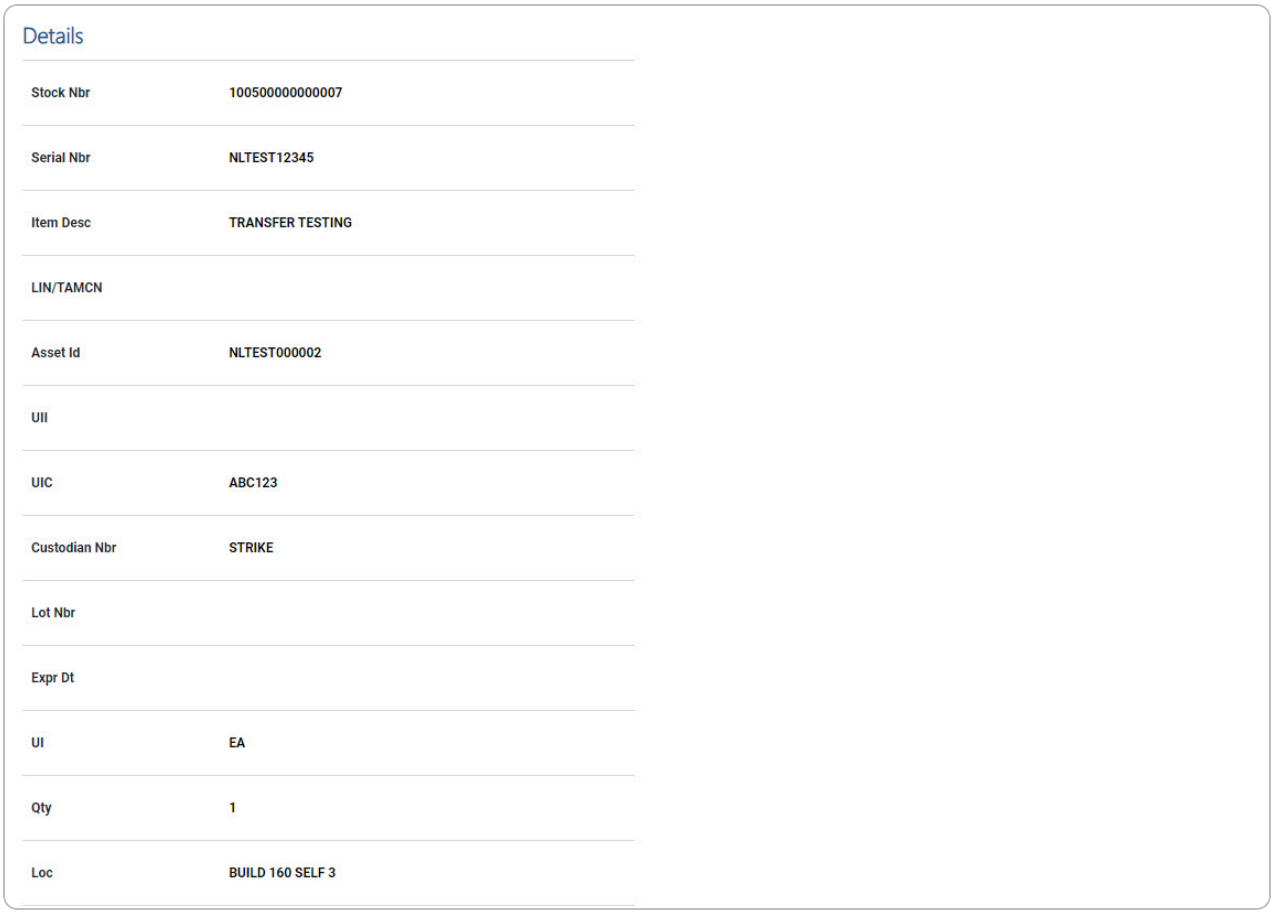
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Asset Details

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

1. Select the ASSET ID hyperlink. *The **Asset Details** page appears.*



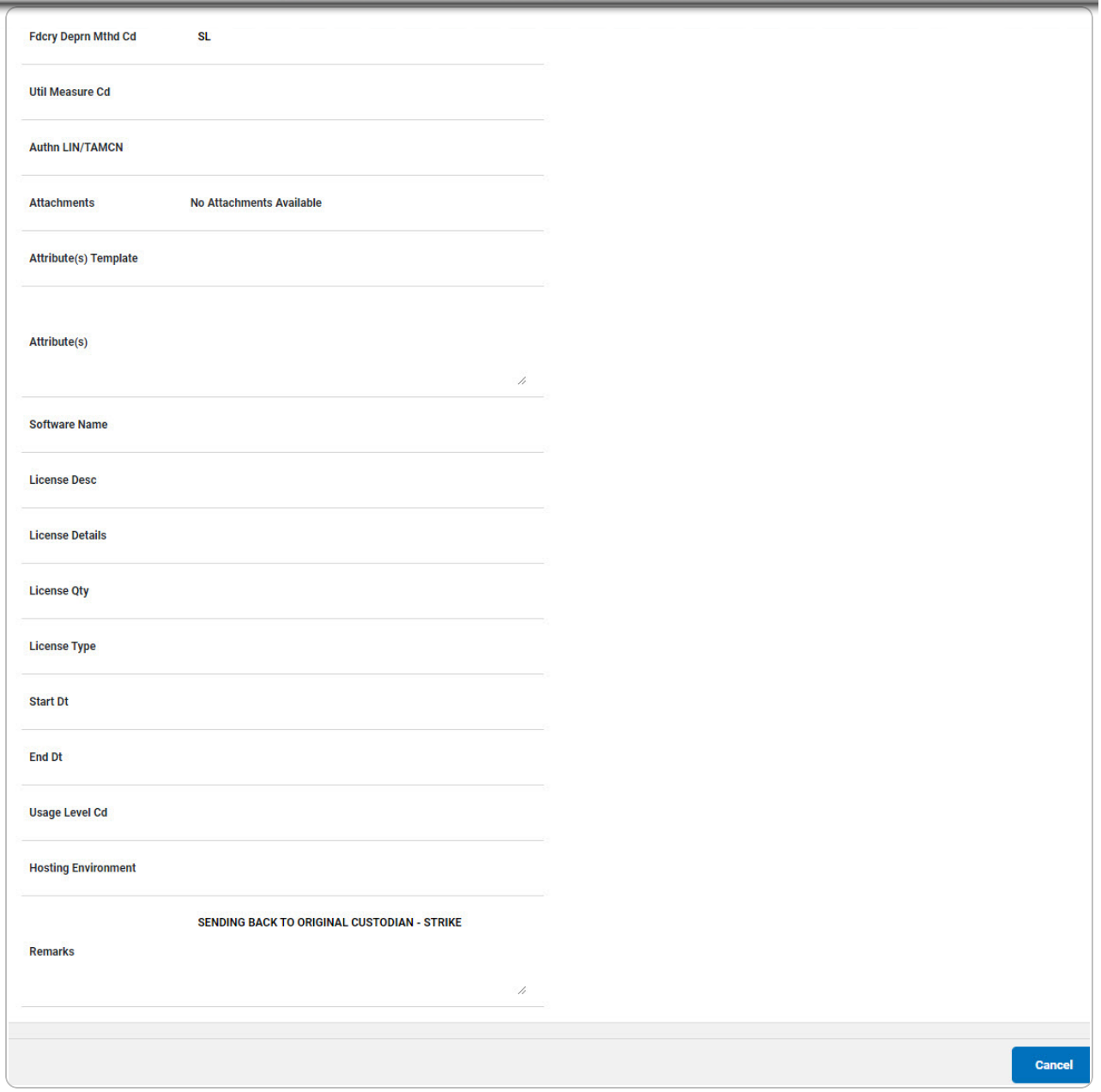
Sub Loc	
Acq Cost	$ 100.00
Acq Dt	9/13/2023
Total Cost	$ 100.00
Type Asset Cd	G
Cond Cd	A
Asset Level Cd	EI
Asset Cd	K
Sys Id	
Doc Nbr	AAAAAA32582003
Excs Actn Cd	
Mfr Name	MG TEST CO
Mfr Model Nbr	
Mfr Part Nbr	
CAGE Cd	

Non-Actbl	NO
ACC-SFIS Cd	T 20000000000045
Deprn Cd	N
Fund Cd/ASN	08/
Acct Rpt Nbr	
Cptl Cd	A
iRAPT/WAWF Receipt	NO
iRAPT/WAWF Shpmt Id	
Loan Cd	G
Loan Contract Nbr	
Loaning DODAAC/CAGE Cd	

Loan Activity Name	
Loan Start Dt	
Loan End Dt	
Loan Rcvd By	
Loan Rcvd Dt	
Loan Notify Cd	
Mode of Shipment	
TCN	
Shipment Dt	
Shipment Id	
Lease Cd	N
Lease Activity	
Lease Start Dt	
Lease End Dt	

Oblign Doc Nbr	1DPAS932562000
Cntr/PO Nbr	
Owng Cost Center	
Fndng Cost Center	
Deprn Cost Center	
Task Cd	
Deprn Task Cd	
Job Ord Nbr	
Deprn Job Ord Nbr	
Activation Dt	
Deprn Period	0
Deprn Util Prd	

Accumd Deprn	$ 0.00
Deprn SL RebsIn	
Deprn SL Lst RebsIn	
Deprn AB RebsIn	
Deprn AB Lst RebsIn	
Prior Deprn	$ 0.00
Current Mnth Deprn Amt	
Prr Deprn SL RebsIn	
Prr Deprn AB RebsIn	
Deprn Util Svc Life	
Deprn Util Qty	
Prr Deprn Util Qty	
Deprn Period Days	
Write Down Amt	



A. *Verify the STOCK NBR.*

B. *Verify the SERIAL NBR.*

C. *Verify the ITEM DESC.*

D. *Verify the LIN/TAMCN.*

E. *Verify the ASSET ID.*

F. *Verify the UII.*
G. *Verify the UIC.*
H. *Verify the CUSTODIAN NBR.*
I. *Verify the LOT NBR.*
J. *Verify the EXPR DT.*
K. *Verify the UI.*
L. *Verify the QTY.*
M. *Verify the LOC.*
N. *Verify the SUB LOC.*
O. *Verify the ACQ COST.*
P. *Verify the ACQ DT.*
Q. *Verify the Total Cost.*
R. *Verify the COND CD.*
S. *Verify the ASSET LEVEL CD.*
T. *Verify the ASSET CD.*
U. *Verify the SYS ID.*
V. *Verify the DOC NBR.*
W. *Verify the EXCS ACTN CD.*
X. *Verify the MFR NAME.*
Y. *Verify the MFR MODEL NBR.*
Z. *Verify the MFR PART NBR.*
AA. *Verify the CAGE CD.*
AB. *Verify the Supply Category Management CD.*
AC. *Verify the NON—ACTBL.*
AD. *Verify the ACC-SFLIS Cd.*
AE. *Verify the DEPRN CD.*
AF. *Verify the FUND CD/ASN.*
AG. *Verify the CPTL CD.*
AH. *Verify the IRAPT/WAWF Receipt.*
AI. *Verify the IRAPT/WAWF SHPMT ID.*
AJ. *Verify the LOAN CD.*

AK. *Verify the Loan CONTRACT NBR.*
AL. *Verify the Loaning DODAAC/CAGE CD.*
AM. *Verify the Loan Activity Name.*
AN. *Verify the LOAN START DT.*
AO. *Verify the LOAN END DT.*
AP. *Verify the LOAN RCVD BY.*
AQ. *Verify the LOAN NOTIFY CD.*
AR. *Verify the Mode of Shipment.*
AS. *Verify the TCN.*
AT. *Verify the SHIPMENT DT.*
AU. *Verify the SHIPMENT ID.*
AV. *Verify the LEASE CD.*
AW. *Verify the Lease Activity.*
AX. *Verify the LEASE START DT.*
AY. *Verify the LEASE END DT.*
AZ. *Verify the OBLIGN DOC NBR.*
BA. *Verify the CNTR/PO NBR.*
BB. *Verify the OWNG COST CENTER.*
BC. *Verify the FNDNG COST CENTER.*
BD. *Verify the DEPRN COST CENTER.*
BE. *Verify the TASK CD.*
BF. *Verify the DEPRN TASK CD.*
BG. *Verify the JOB ORD NBR.*
BH. *Verify the DEPRN JOB ORD NBR.*
BI. *Verify the ACTIVATION DT.*
BJ. *Verify the DEPRN PERIOD.*
BK. *Verify the DEPRN UTIL PRD.*
BL. *Verify the ACCUMD DEPRN.*
BM. *Verify the DEPRN SL REBSLN.*
BN. *Verify the DEPRN SL LST REBSLN.*
BO. *Verify the DEPRN AB REBSLN.*

BP. *Verify the DEPRN AB LST REBSLN.*
BQ. *Verify the PRIOR DEPRN.*
BR. *Verify the CURRENT MNTH DEPRN AMT.*
BS. *Verify the PRR DEPRN SL REBSLN.*
BT. *Verify the PRR DEPRN AB REBSLN.*
BU. *Verify the DEPRN UTIL SVC LIFE.*
BV. *Verify the PRR DEPRN UTIL QTY.*
BW. *Verify the DEPRN PERIOD DAYS.*
BX. *Verify the Write Down AMT.*
BY. *Verify the FDCRY DEPRN MTHD CD.*
BZ. *Verify the UTIL MEASURE CD.*
CA. *Verify the AUTHN LIN/TAMCN.*
CB. *Verify the Attachments.*
CC. *Verify the Attribute(s) Template.*
CD. *Verify the Attribute(s).*
CE. *Verify the Software Name.*
CF. *Verify the License DESC.*
CG. *Verify the License Details.*
CH. *Verify the License QTY.*
CI. *Verify the License Type.*
CJ. *Verify the START DT.*
CK. *Verify the END DT.*
CL. *Verify the Usage Level CD.*
CM. *Verify the Hosting Environment.*
CN. *Verify the Remarks.*

2. Select Cancel. *The **Update Inventory Data Search Results** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Update Inventory Data — Criteria
- Search for an Update Inventory Data — Results
- View the Selected Update Inventory Data Rows
- Update Inventory Data
- View the Update Inventory Data Transaction Status
- Export the Update Inventory Data Report

Update Inventory Data

Overview

The Update Inventory Data process allows editing of inventory data.

Navigation

Inventory > Update Inventory > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Selected Rows > Continue > Update Inventory Data page

Page Fields

The following fields display on the **Update Inventory Data** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
xxxx	Select "Update" button to revise selected fields in record(s).

Asset Data Grid

Asset Id
Stock Nbr
Serial Nbr
Cust Nbr
Loc
Mgt Cd

Non-Actbl/Actbl
Current Qty
Rcl Last Qty
Current Sub Loc
Rcl Last Loc/Sub Loc
Rcl Last Inv Dt
Rcl User Id

Update Grid

Inv Dt
Inv Qty
Inv User Id
Inv Loc
Cond Cd
Inv Sub Loc
Incl Cmpn
Suspt Loss Sts Cd
Suspt Loss Dt

Procedures

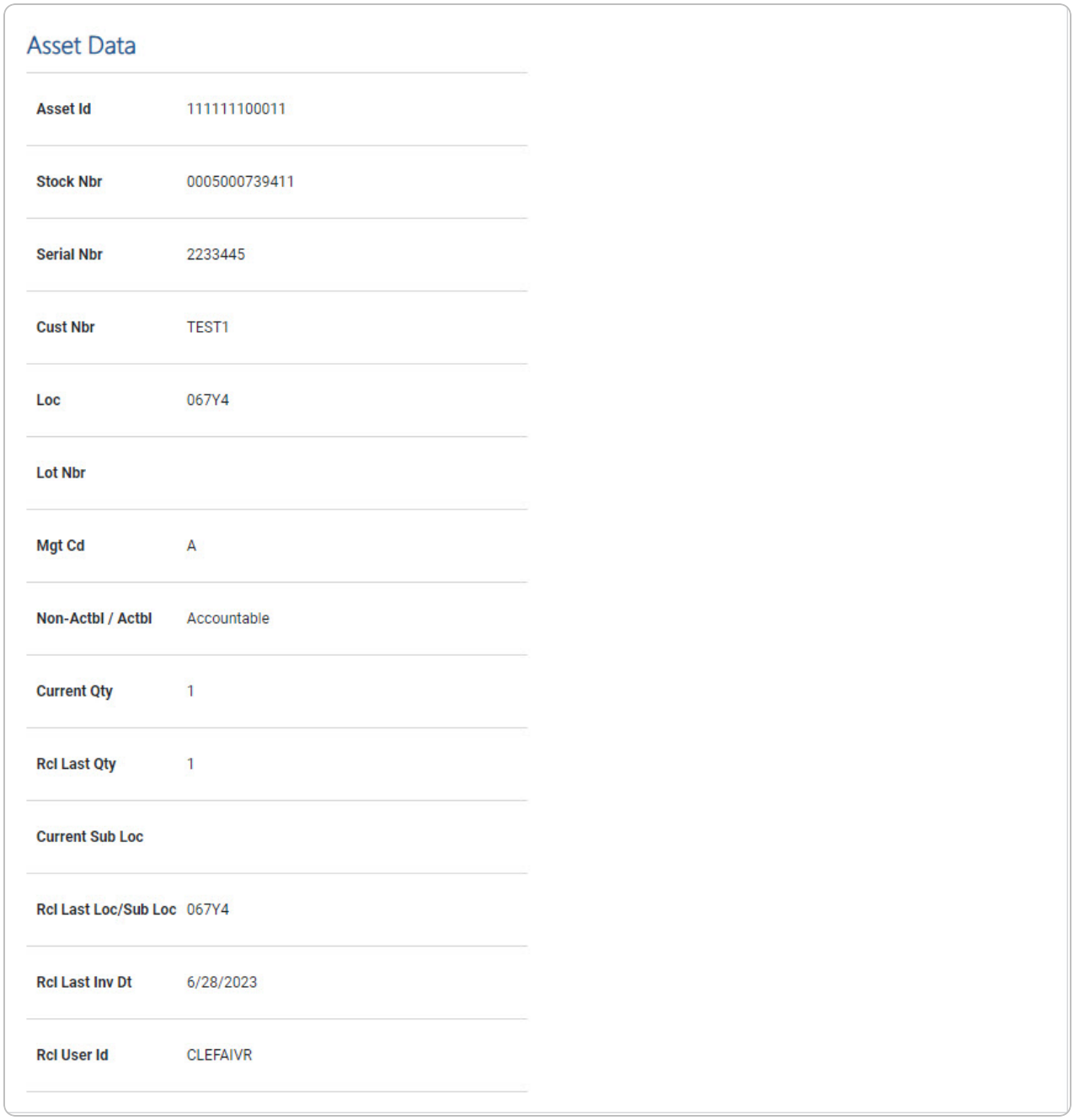
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update Inventory Data

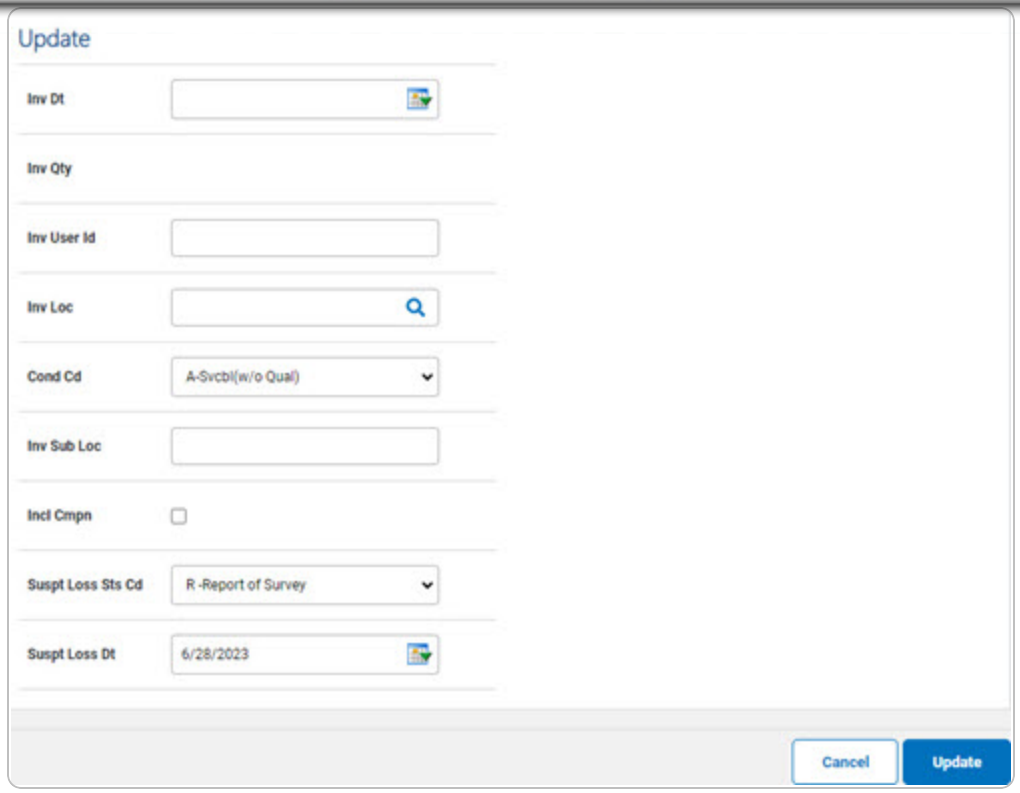
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

1. Select Continue. *The **Update Inventory Data** page appears.*



Asset Data

Asset Id	111111100011
Stock Nbr	0005000739411
Serial Nbr	2233445
Cust Nbr	TEST1
Loc	067Y4
Lot Nbr	
Mgt Cd	A
Non-Actbl / Actbl	Accountable
Current Qty	1
Rcl Last Qty	1
Current Sub Loc	
Rcl Last Loc/Sub Loc	067Y4
Rcl Last Inv Dt	6/28/2023
Rcl User Id	CLEFAIVR



2. *Verify the Asset Data grid.*
   A. *Verify the ASSET ID.*
   B. *Verify the STOCK NBR.*
   C. *Verify the SERIAL NBR.*
   D. *Verify the CUST NBR.*
   E. *Verify the LOC.*
   F. *Verify the LOT NBR.*
   G. *Verify the MGT CD.*
   H. *Verify the NON—ACTBL/ACTBL.*
   I. *Verify the Current QTY.*
   J. *Verify the RCL Last QTY.*
   K. *Verify the Current SUB LOC.*
   L. *Verify the RCL Last LOC/SUB LOC.*
   M. *Verify the RCL LAST INV DT.*
   N. *Verify the RCL USER ID.*

3. *Complete the Update grid.*

   A. Update the INV DT, using or entering the date (MM/DD/YYYY) in the field provided.

   B. *Verify the INV QTY.*

   C. Update the INV USER ID, entering the revised information in the field provided. *This is a 25 alphanumeric character field.*

   Helpful Tip

   The recommended format is the first initial of the first name and the first seven characters of the last name.

   D. Update the INV LOC, using to browse for the revised location. *This is a 20 alpha-numeric character field.*

   Location Browse help

   E. Update the Cond Cd, using to select the desired code.

   F. Update the INV SUB LOC, entering the revised information in the field provided. *This is a 20 alphanumeric character field.*

   Helpful Tip

   To delete the INV SUB LOC, enter the word "DELETE "in all capital letters into the data field for the INV SUB LOC.

   G. Verify the INCL CMPN contains the appropriate ☑ or ☐. *When selected, indicates components are included.*

   H. Update the Suspt Loss Sts Cd, using to select the desired code.

   I. Update the SUSPT LOSS DT, using or entering the date (MM/DD/YYYY) in the field provided.

4. Select Update. *The **Update Inventory Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *INV USER ID*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for an Update Inventory Data — Criteria
- Search for an Update Inventory Data — Results
- View the Asset Details
- View the Selected Update Inventory Data Rows
- View the Update Inventory Data Transaction Status
- Export the Update Inventory Data Report

View the Update Inventory Data Transaction Status

Overview

The Update Inventory Data Transaction Status process displays a verification of the updates performed.

Navigation

Inventory > Update Inventory > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Selected Rows > Continue > Update page > Update > Update Inventory Data Transaction Status page

Page Fields

The following fields display on the **Update Inventory Data Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
xxxx	Select "Update" button to revise selected fields in record(s).

Transaction Status Grid

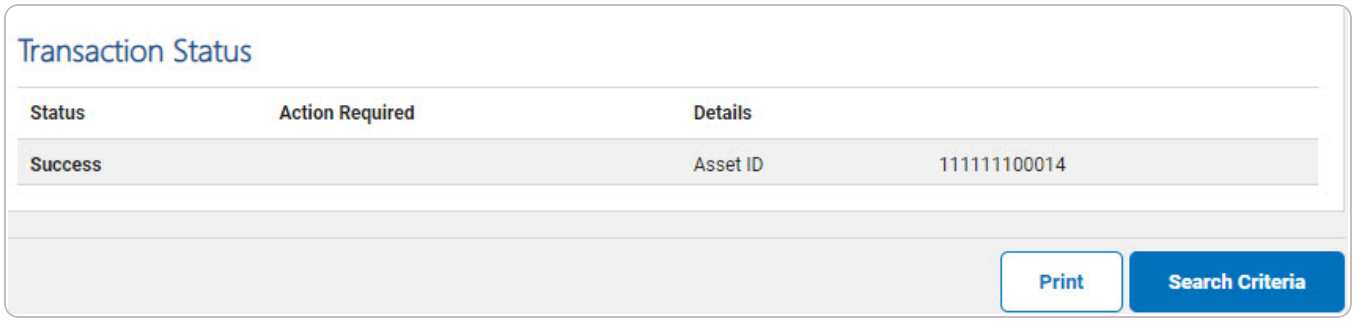
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Update Inventory Data Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Update Inventory Data Report Export*** *page appears.*
5. Select Search Criteria. *The* ***Update Inventory Data Search Criteria*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Update Inventory Data — Criteria
- Search for an Update Inventory Data — Results
- View the Asset Details
- View the Selected Update Inventory Data Rows
- Update Inventory Data
- Export the Update Inventory Data Report

Export the Update Inventory Data Report

Overview

The Export an Update Inventory Data Report provides the ability to save the Transaction Status in different formats.

Navigation

Inventory > Update Inventory > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Selected Rows > Continue > Update page > Update > Transaction Status page > Update Inventory Data Report Export page

Page Fields

The following fields display on the **Update Inventory Data Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
xxxx	Select "Update" button to revise selected fields in record(s).

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

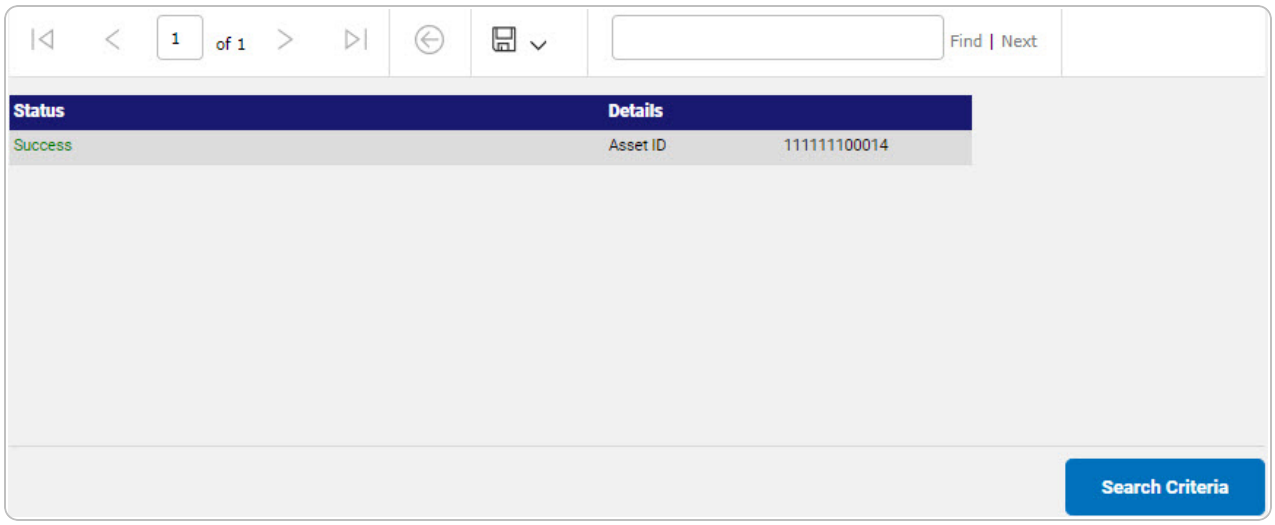
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Update Inventory Data Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. *Follow the prompts provided by the computer.*
5. Select Search Criteria. *The* ***Update Inventory Data Search Criteria*** *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 Find to search for the entry. *The entry appears highlighted in the file.*

4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria. *The **Update Inventory Data Search Criteria** page appears.*

Related Topics

- Search for an Update Inventory Data — Criteria
- Search for an Update Inventory Data — Results
- View the Asset Details
- View the Selected Update Inventory Data Rows
- Update Inventory Data
- View the Update Inventory Data Transaction Status

Search for a Next Inventory Initialization Date — Criteria

Overview

The Property Accountability module Next Inventory Initialization Date Update process provides the ability to search for an inventory's Next Inventory Initialization Date.
When an inventory, as part of an activities inventory management plan, is initialized, a Next Initialization Due Date is established. This date is used to facilitate and control the activities Inventory Management Plan.

Navigation

Inventory > Next INV INITZN DATE > Next Inventory Initialization Date Update Search Criteria page

Page Fields

The following fields display on the **Next Inventory Initialization Date Update Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
28	To perform Search, data must be entered in one or more fields.

Search Criteria Grid

Inv Type
Loc
Custodian Nbr

Procedures

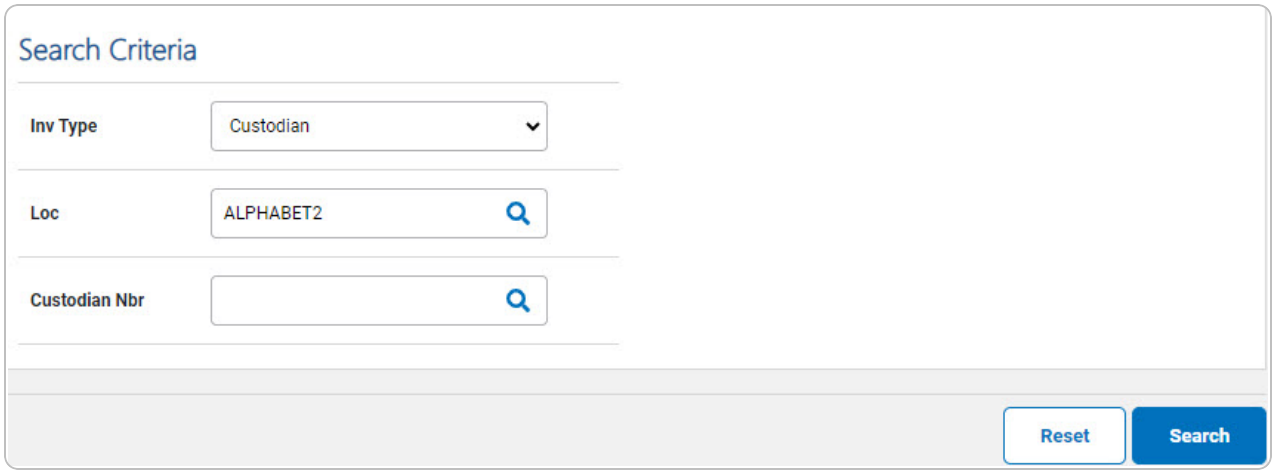
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Next Inventory Initialization Date Update — 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 panel, narrow the results by entering one or more of the following optional fields:.



- Use ⌄ to select the Inv Type.
- Enter the LOC, or use 🔍 to browse for the entry. *This is a 20 alphanumeric character field.*

  Location Browse help
- Enter the Custodian NBR, or use 🔍 to browse for the entry. *This is a 6 alphanumeric character field.*

  Custodian Number Browse help

2. Select Search. *The **Next Inventory Initialization Date Update Search Results** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Next Inventory Initialization Date — Results
- Update a Next Inventory Initialization Date
- View the Next Inventory Initialization Date Transaction Status
- Export a Next Inventory Initialization Date Report

Search for a Next Inventory Initialization Date — Results

Overview

The Next Inventory Initialization Date Update Results process provides the ability to select an inventory record(s) for updating.

Navigation

Inventory > Next INVINITZN DATE > Search Criteria > Search > Next Inventory Initialization Date Update Search Results page

Page Fields

The following fields display on the **Next Inventory Initialization Date Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
71	Select Check Box next to record for "Update" or "Delete" or "Select All" button for mass actions.
133	To Update record(s), select the Check Box(s) or choose the "Select All" button for mass actions.

Custodian/Sensitive/Custom Inventories

Search Criteria Grid

Inv Type
Loc
Custodian Nbr

Search Results Grid

Select
Cust Nbr
Name
Inc Sub Cust
Last Inv Dt
Next Initlzn Dt

Location Inventories

Search Criteria Grid

Inv Type
Custodian Nbr
Loc

Search Results Grid

Select
Loc
Last Inv Dt
Next Initlzn Dt

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Next Inventory Initialization Date — Results

1. Select Search. *The **Update Inventory Data Search Results** page appears.*

Note

If multiple pages are available, access the pages using the numbered hyperlinks below the table.

2. Select ☐ on the desired row(s). ☑ *appears, indicting the row(s) is selected.*
3. Select Update. *The **Next Inventory Initialization Date Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	access. Enter different Search Criteria and try the Search again.
xxxx — Please select at least one asset before continuing.	Invalid Entry. No selection made. Use the checkbox to select an entry(ies) and then click Continue.

Related Topics

- Search for a Next Inventory Initialization Date — Criteria
- Update a Next Inventory Initialization Date
- View the Next Inventory Initialization Date Transaction Status
- Export a Next Inventory Initialization Date Report

Next Inventory Initialization Date Update

Overview

This page allows you to modify an inventory's **Next Initialization Due Date**.

When inputting the **Custodian** and **Location Next Initialization Date**, it must be greater than the system date but less than 1095 days in the future. For Sensitive Inventories, the date must be greater than the system date but less than 365 days in the future since sensitive inventories must be performed annually.

Navigation

Inventory > Next Inv Initzn Date > Search Criteria > Search Results > Update page

Page Fields

The following fields display on the **Next Inventory Initialization Date Update** page. For more information on each field, select the appropriate hyperlink.

Custodian/Sensitive/Custom Inventories

Custodian Nbr
Last Inv Dt
Next Initlzn Dt

Location Inventories

Loc
Last Inv Dt
Next Initlzn Dt

Procedures

To Update the Next Initialization Date:

1. Verify the correct inventory displays.

Note

If multiple inventories were selected, the CUSTODIAN NBR and LAST INV DT/LOC will appear as asterisks (*) if the data is not the same.

2. Update the **NEXT INITZN DT** using or enter a valid date in MM/DD/YYYY format. The date must be greater than or equal to the current system date but not by more than 1095 days (three years) for Custodian and Location inventories and 365 days (one year) for Sensitive inventories.
3. Select Update to complete the transaction or choose Cancel to return to the previous page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Date format should be MM/DD/YYYY; with valid month/day combination.	Use to select a date or enter a valid date in MM/DD/YYYY format.
Next CUST or LOCINITLZN DT must be > SYSTEM DT but < 1095 days.	NEXT INITZN DT must be greater than the current system date but not by more than 1095 days (three years).

Related Topics

- Next Inventory Initialization Date Search Criteria
- Next Inventory Initialization Date Search Results
- Next Inventory Initialization Date Transaction Status
- Next Inventory Initialization Date Report Export

PageID Ref: WFHRN2703_9

Next Inventory Initialization Date Transaction Status

Overview

The **Next Inventory Initialization Date Update Transaction Status** page shows you the status of the transaction you just processed.

Navigation

Inventory > Next Inv Initzn Date > Search Criteria > Search Results > Update page > Transaction Status

Page Fields

The following fields display on the **Next Inventory Initialization Date Transaction Status** page.

Status
Action Required
Details

Procedures

From the Transaction Status page, you have two options.

1. Select Search Criteria to return to the **Search Criteria** page.
2. Choose Print to print a report of the transaction.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Next Inventory Initialization Date Search Criteria
- Next Inventory Initialization Date Search Results
- Next Inventory Initialization Date Update
- Next Inventory Initialization Date Report Export

PageID Ref: WFHRN2703_11

Export a Next Inventory Initialization Date Report

Overview

The Export a Next Inventory Initialization Date Report provides the ability to save the Transaction Status in different formats.

Navigation

Inventory > Next Inv Initzn Date > Search Criteria > Search Results > Update page > Transaction Status > Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Next Inventory Initialization Date Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select to return to the **Next Inventory Initialization Date Search Criteria** page.

Search the Results

1. Select the empty field .
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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Next Inventory Initialization Date Search Criteria
- Next Inventory Initialization Date Search Results
- Next Inventory Initialization Date Update
- Next Inventory Initialization Date Transaction Status

Search for an Inventory Management Plan — Criteria

Overview

The Property Accountability module Inventory Management Plan Update process provides the ability to manage an Inventory Management Plan.

The Inventory Management Plan is created by the Agency Coordinator. ELMS stores inventory management plans at three levels:

- **Agency** – Highest level. Controls the ability to set parameters at all levels: Agency, ACTBL UIC, and UIC.
- **ACTBL UIC** – Level below Agency. Controls the ability to set parameters at the ACTBL UIC and UIC levels. This is an administrative level only. Assets do not exist at this level.
- **UIC** – Lowest level, below ACTBL UIC. Physical assets and their associated information reside at this level.

There are two types of Inventory Management Plans:

- **General** – Non-sensitive Plant, Property and Equipment (PP&E) assets.
- **Sensitive** – Assets that require special control and accountability.

The Inventory Management Plan is modified before the designated End Date. Modifying an existing plan may result in changes to the inventory dates.

Note

Attempting to initialize an inventory prior to the establishment of the plan prompts the error message: *No Inv Plan for UIC Cannot generate Inv* to display. Contact the Agency Coordinator to setup an Inventory Management Plan.

Navigation

Inventory > INV MGT Plan > Inventory Management Plan Update Search Criteria page

Page Fields

The following fields display on the **Inventory Management Plan Update Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.

Search Criteria Grid

Level
Type

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Inventory Management Plan — 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 panel, narrow the results by entering one or more of the following optional fields:.

- Use to select the Level.
- Use to select the Type.

2. Select Search. *The **Inventory Management Plan Update Search Results** page appears.*

Helpful Tip

DoD directives state that a sensitive inventory must be completed annually. Sensitive items on such an inventory are designated by certain CIIC (Controlled Item Inventory Code) and Pilferable Codes.

Please refer to glossary terms for further guidance. Sensitive items require storage, shipment, and safeguarding sensitive inventory items, controlled substances and pilferable items of supply.

Refer to DoD Instruction 5000.64, *Accountability and Management of DoD-Owned Equipment and Other Accountable Property*, November 2, 2006.
http://www.dtic.mil/whs/directives/corres/html/500064.htm.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for the Inventory Management Plan — Results
- Update an Inventory Management Plan
- View the Inventory Management Plan Transaction Status

- Export the Inventory Management Plan Report

Search for an Inventory Management Plan — Results

Overview

The Inventory Management Plan Update Results process provides the ability to select specified level entries to update the inventory management plan. Custodians with open inventories do not appear on the page. The search results are based according to Update access level.
The Inventory Management Plan Search Results page displays as follows:

- The Inventory Management Plan at the Agency level displays one result. There is only one Agency level plan per Plan Type.
- The Inventory Management Plan at the ACTBL UIC or UIC levels displays multiple Update entries. There is a plan for each activity at the selected level within the Agency. Results are based on the user's access to the activity. Inventory plans for Accountable UIC / UICs which the user does not have access to does not display.

Navigation

Inventory > INV MGT Plan > Search Criteria > Search > Inventory Management Plan Update Search Results page

Page Fields

The following fields display on the **Inventory Management Plan Update Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
131	ACTBL UIC authorized may defer the following: Plan INV TYPE, INV in INV Period, and INCLD SUB CUST to UIC.

232	Select "Update" hyperlink to process an Update Action.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Level
Type

Search Results Grid

Update

Agency Level Grid

Agency Name

ACTBL UIC Level Grid

Actbl UIC

UIC Level Grid

UIC

Updtd By
Updtd Dt

Procedures

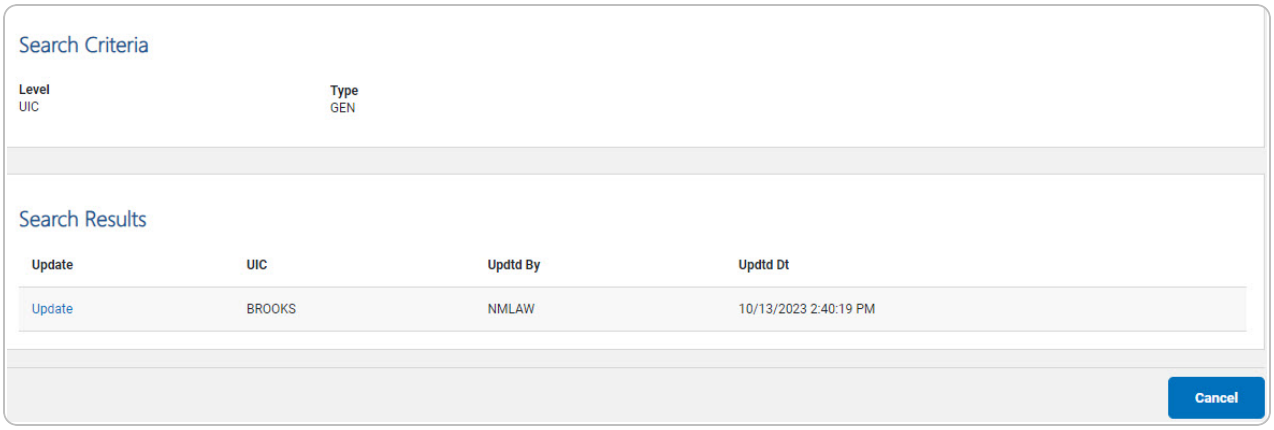
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Inventory Management Plan — Results

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

1. Select Search. *The **Inventory Management Plan Update Search Results** page appears.*



2. Select the Update hyperlink. *The **Inventory Management Plan Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Inventory Management Plan — Criteria
- Update an Inventory Management Plan
- View the Inventory Management Plan Transaction Status
- Export the Inventory Management Plan Report

Update the Inventory Management Plan

Overview

The Inventory Management Plan Update process allows editing of inventory management plan data.

Navigation

Inventory > INV MGT Plan > Search Criteria > Search > Search Results > Update hyperlink > Inventory Management Plan Update page

Page Fields

The following fields display on the **Inventory Management Plan Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.

Search Criteria Grid

Level
Type

Plan Data Grid

Agency Level Grid

Level
Type

General Grid

Include Sub Cust
Inv Type *
Include Pilferable
Start Dt *
Mnths in Plan *

Sensitive Grid

Include Sub Cust
Inv Type *
Include Pilferable
Start Dt *
Mnths in Plan *

Actbl UIC Grid

Level
Type

General Grid

Include Sub Cust
Inv Type
Include Non-Actbl
Start Dt
Inv by Maint
Mnths in Plan
Invs in Period

Sensitive Grid

Include Sub Cust
Inv Type *
Include Pilferable
Start Dt *
Mnths in Plan *

UIC Grid

Level
Type

General Grid

Include Sub Cust
Inv Type

Include Non-Actbl
Start Dt
Inv by Maint
Mnths in Plan
Invs in Period
Last Cmpltd Cyc Inv

Sensitive Grid

Include Sub Cust
Inv Type
Include Piferable
Start Dt
Mnths in Plan
Last Cmpltd Cyc Inv

(*) Asterisk identifies mandatory fields.

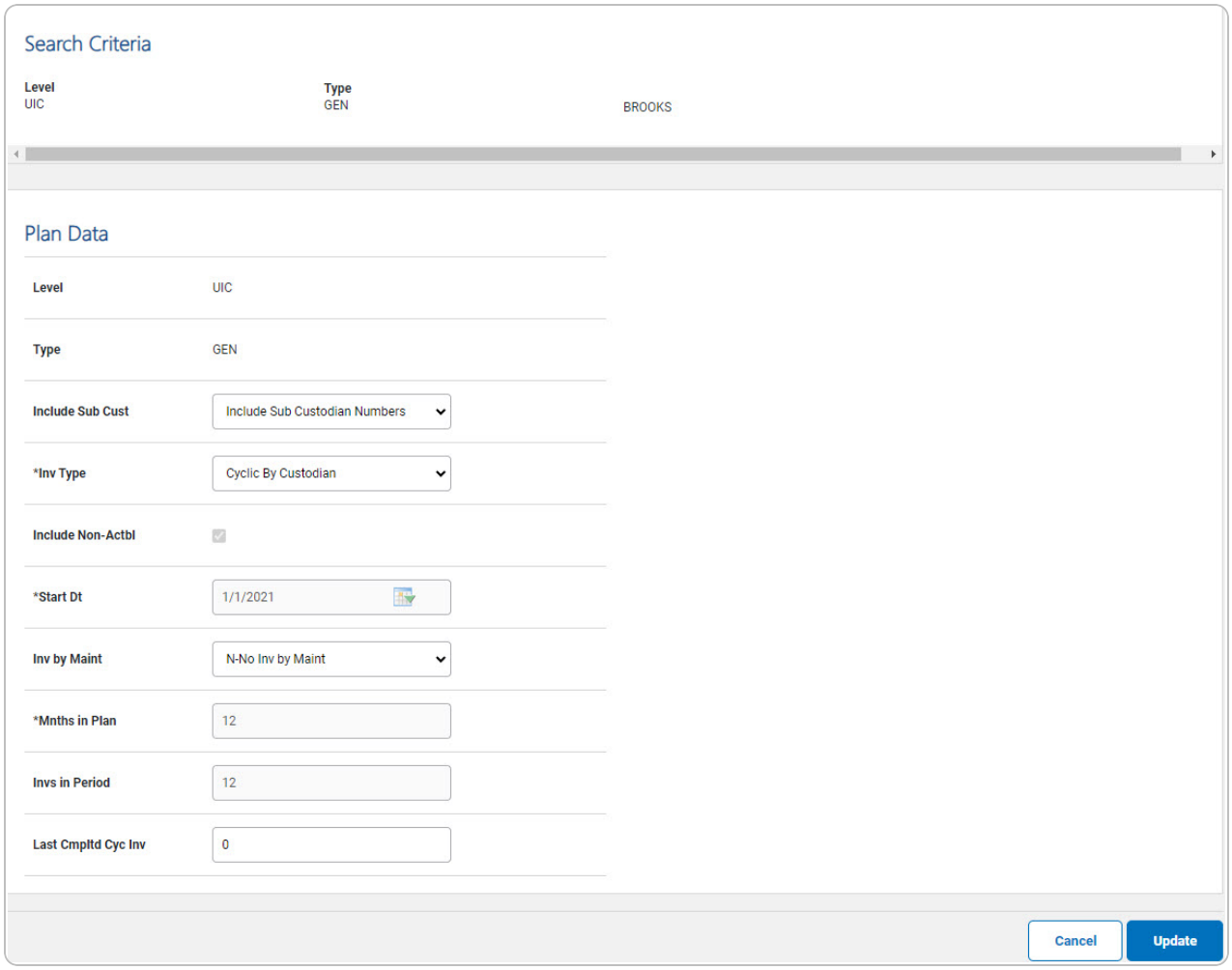
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

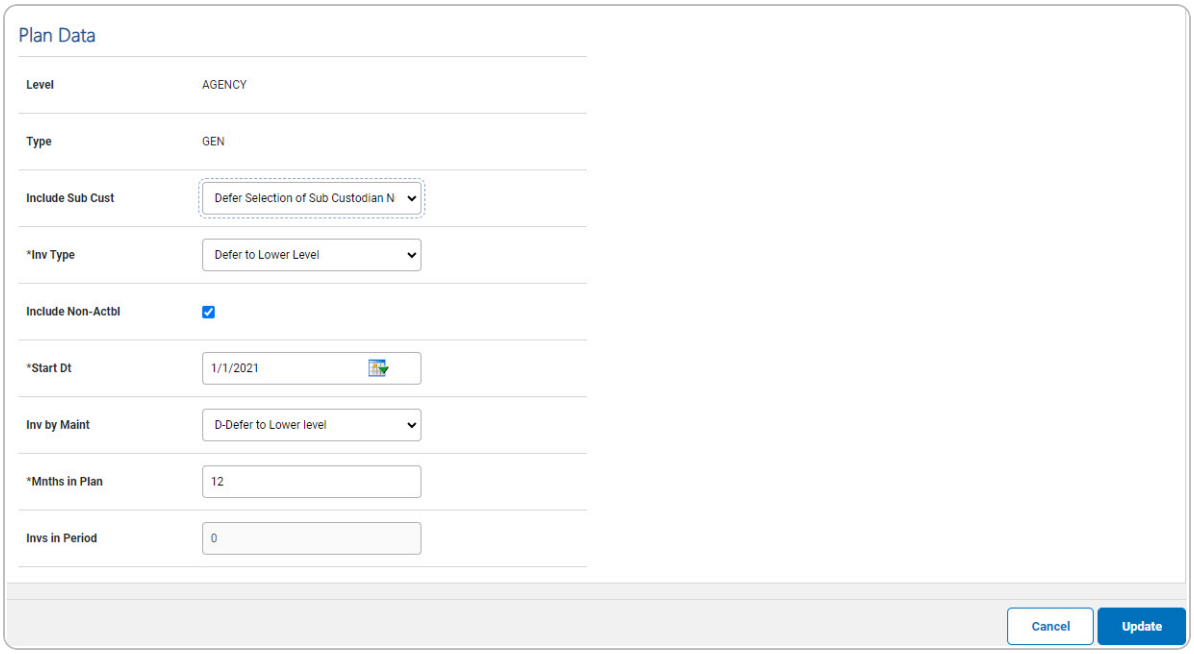
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Update hyperlink. *The **Inventory Management Plan Update** page appears.*



2. *Verify the Search Criteria grid.*
   A. *Verify the Level.*
   B. *Verify the Type.*
3. *Update the Plan Data grid.*

- Agency General



A. *Verify the Level.*

B. *Verify the Type.*

C. Update the Include Sub Cust, using ⌄ to select the desired designation.

D. Update the INV TYPE, using ⌄ to select the desired type.

E. Verify the Include NON—ACTBL contains the appropriate ☑ or ☐. *When selected, indicates the plan data includes NON—ACTBL assets.*

F. Update the START DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

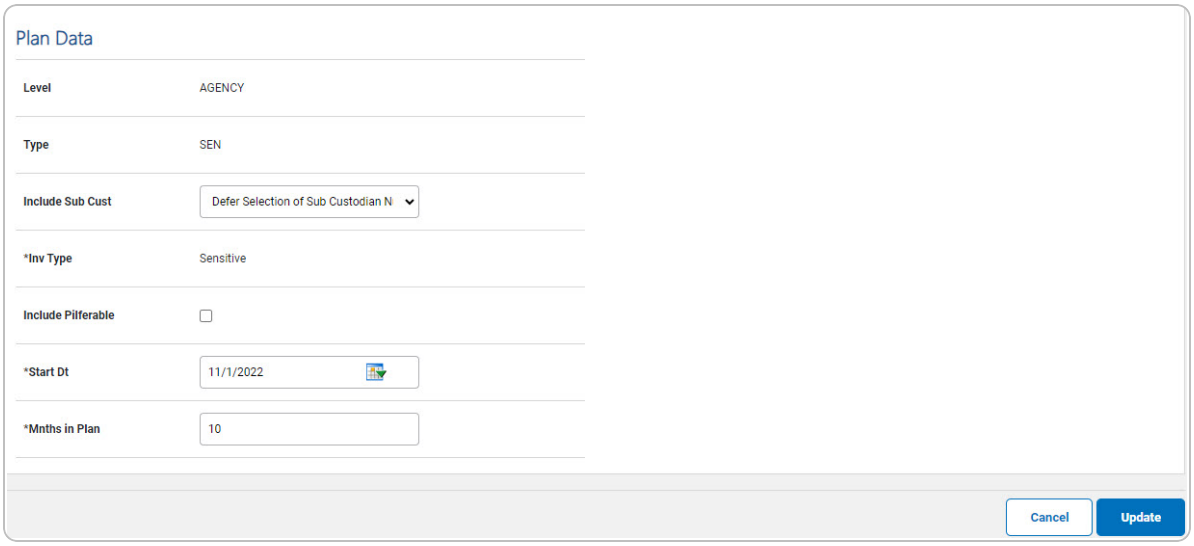
> **Note**
>
> Changing the Start Date begins a new plan and replaces the existing plan.

G. Update the INV BY MAINT, using ⌄ to select the desired inventory.

H. Enter the MNTHS in Plan in the field provided. *This is a 2 numeric character field.*

I. Enter the INVS IN PERIOD in the field provided. *This is a 2 numeric character field.*

- Agency Sensitive



A. *Verify the Level.*

B. *Verify the Type.*

C. Update the Include Sub Cust, using to select the desired designation.

D. *Verify the INV TYPE.*

E. Verify the Include Pilferable contains the appropriate ☑ or ☐. *When selected, indicates the plan data includes* pilferable *assets.*

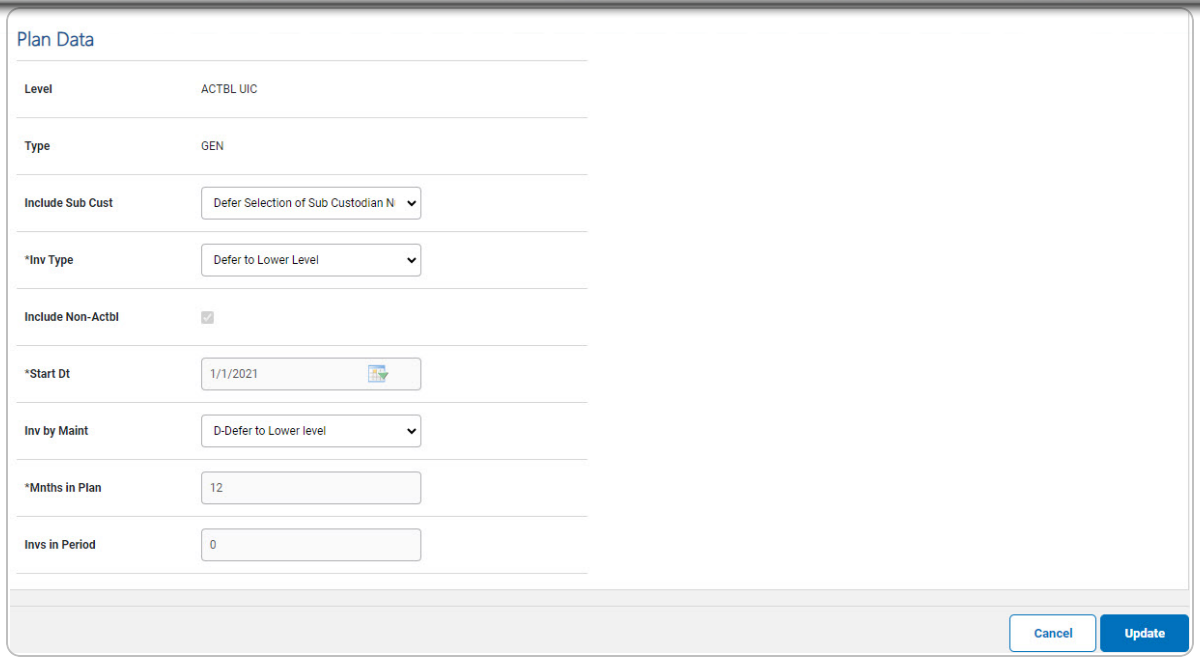
F. Update the START DT, using or entering the date (MM/DD/YYYY) in the field provided.

Note

Changing the Start Date begins a new plan and replaces the existing plan.

G. Enter the MNTHS in Plan in the field provided. *This is a 2 numeric character field.*

- Actbl UIC General



A. *Verify the Level.*

B. *Verify the Type.*

C. Update the Include Sub Cust, using ⌄ to select the desired designation.

D. Update the INV TYPE, using ⌄ to select the desired type.

E. *Verify the Include NON—ACTBL.*

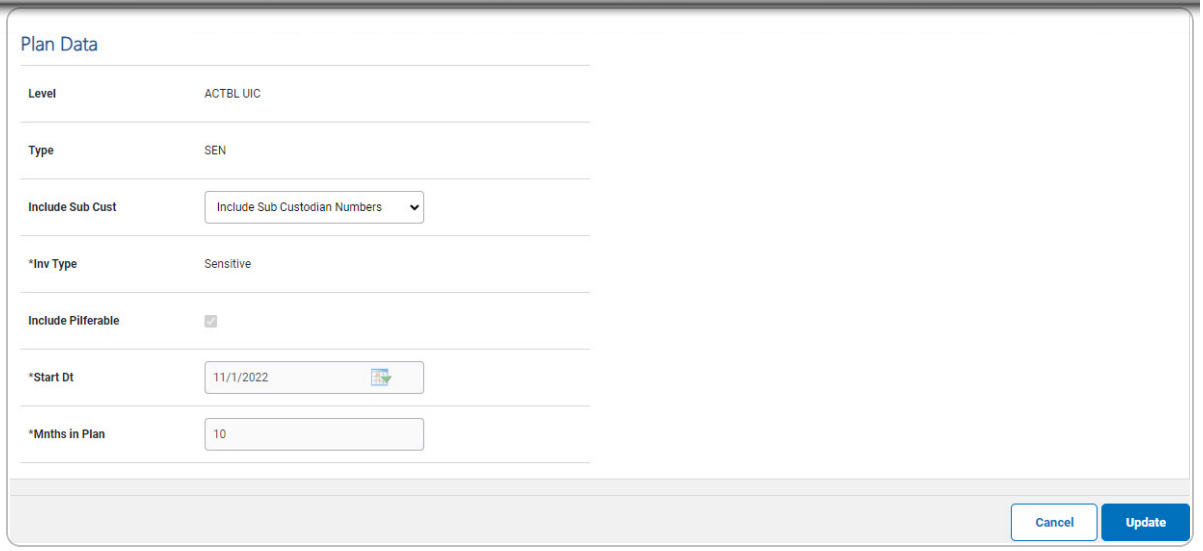
F. *Verify the START DT.*

G. Update the INV BY MAINT, using ⌄ to select the desired inventory.

H. *Verify the MNTHS in Plan.*

I. *Verify the INVS IN PERIOD.*

- Actbl UIC Sensitive



A. *Verify the Level.*

B. *Verify the Type.*

C. Update the Include Sub Cust, using to select the desired designation.

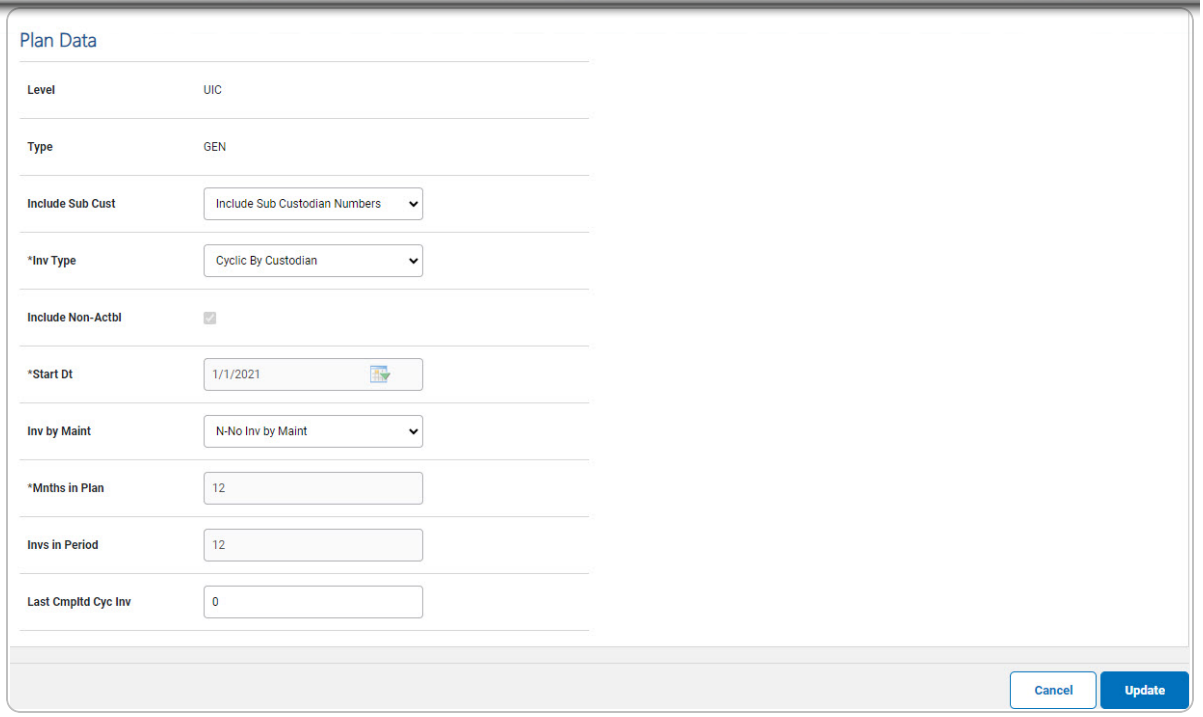
D. *Verify the INV TYPE.*

E. *Verify the Include Pilferable.*

F. *Verify the START DT.*

G. *Verify the MNTHS in Plan.*

- UIC General



A. *Verify the Level.*

B. *Verify the Type.*

C. Update the Include Sub Cust, using ⌄ to select the desired designation.

D. Update the INV TYPE, using ⌄ to select the desired type.

E. *Verify the Include NON—ACTBL.*

F. *Verify the START DT.*

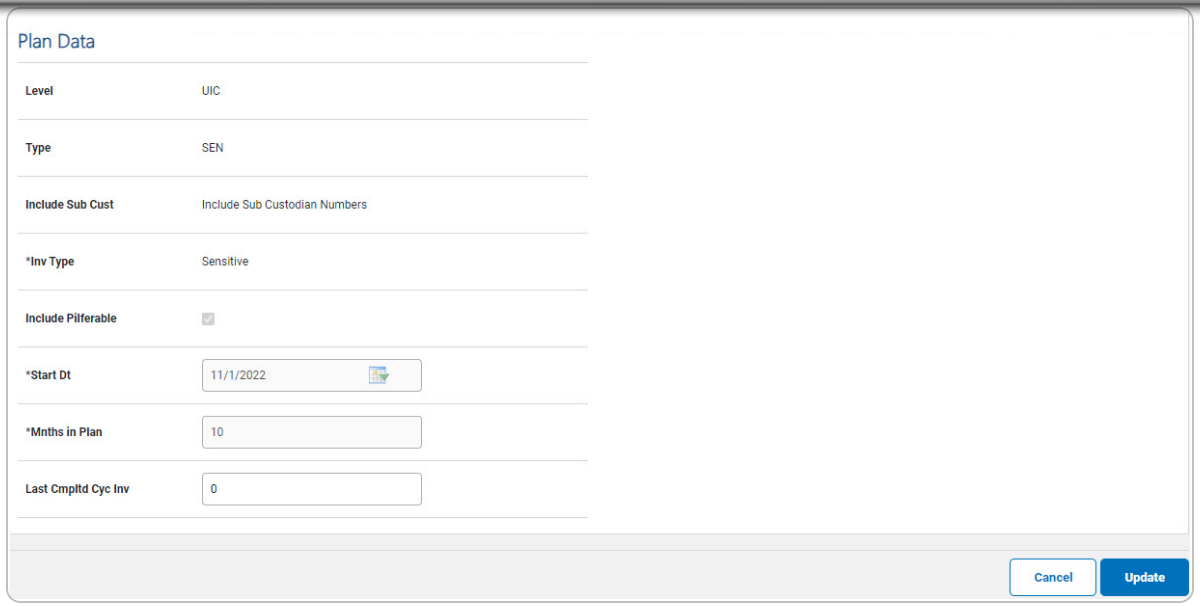
G. Update the INV BY MAINT, using ⌄ to select the desired inventory.

H. *Verify the MNTHS in Plan.*

I. *Verify the INVS IN PERIOD.*

J. *Verify the Last CMPLTD CYC INV.*

- UIC Sensitive



A. *Verify the Level.*

B. *Verify the Type.*

C. *Verify the Include SUB CUST.*

D. *Verify the INV TYPE.*

E. *Verify the Pilferable.*

F. *Verify the START DT.*

G. *Verify the MNTHS in Plan.*

H. *Verify the Last CMPLTD CYC INV.*

4. Select Update. *The **Inventory Management Plan Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *INV TYPE*.	
13 — Mandatory Entry: *START DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *MNTHS IN PLAN*	

Related Topics

- Search for an Inventory Management Plan — Criteria
- Search for the Inventory Management Plan — Results
- View the Inventory Management Plan Transaction Status
- Export the Inventory Management Plan Report

View the Inventory Management Plan Update Transaction Status

Overview

The Inventory Management Plan Update process displays a verification of the inventory management plan updates performed.

Navigation

Inventory > INV MGT Plan > Search Criteria > Search > Search Results > Update hyperlink > Update > Update > Inventory Management Plan Update Transaction Status page

Page Fields

The following fields display on the **Inventory Management Plan Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.

Transaction Status Grid

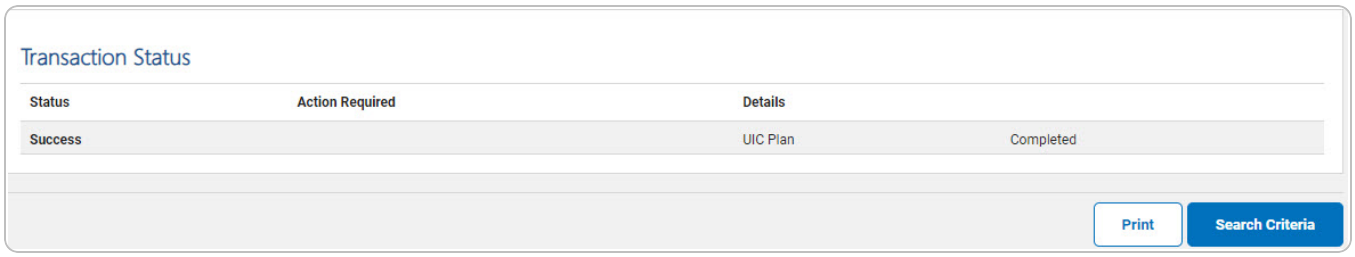
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Inventory Management Plan Update Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Inventory Management Plan Update Report Export*** *page appears.*
5. Select Search Criteria. *The* ***Inventory Management Plan Update Search Criteria*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Inventory Management Plan — Criteria
- Search for the Inventory Management Plan — Results
- Update an Inventory Management Plan
- Export the Inventory Management Plan Report

Export an Inventory Management Plan Report

Overview

The Inventory Management Plan Update Report Export process provides the ability to save the Transaction Status in different formats.

Navigation

Inventory > INVMGT Plan > Search Criteria > Search > Search Results > Update hyperlink > Update > Update > Transaction Status > Print > Inventory Management Plan Update Report Export page

Page Fields

The following fields display on the **Inventory Management Plan Update Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

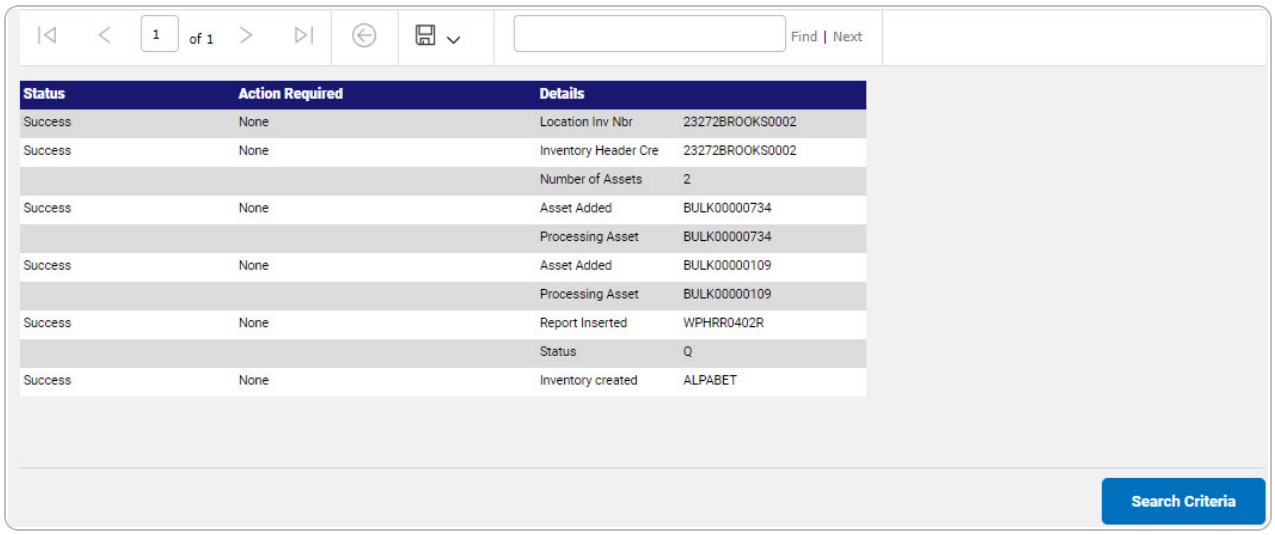
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Inventory Management Plan Update Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. *Follow the prompts provided by the computer.*
5. Select . *The **Inventory Management Plan Search Criteria** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria. *The **Inventory Management Plan Search Criteria** page appears.*

Related Topics

- Search for an Inventory Management Plan — Criteria
- Search for the Inventory Management Plan — Results
- Update an Inventory Management Plan
- View the Inventory Management Plan Transaction Status

Search for a Custodian Inventory Request — Criteria

Overview

The Property Accountability module Request Custodian Inventory process provides the ability to request a custodian inventory.

This process is used for both manual and automated inventories. Requesting a Custodian Inventory allows the inventorying of one or more Major Custodians. When an inventory is initialized, an Inventory Number is created to track the inventory from "cradle to grave" for managing purposes.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Inventory > Generate Inventory > Custodian > Request Custodian Inventory Search Criteria page

Page Fields

The following fields display on the **Request Custodian Inventory Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.

13	Select "Reset" button to clear data.

Search Criteria Grid

Maj Custodian Nbr
Include Sub Cust
Next Initlzn Dt From
Next Initlzn Dt To

Procedures

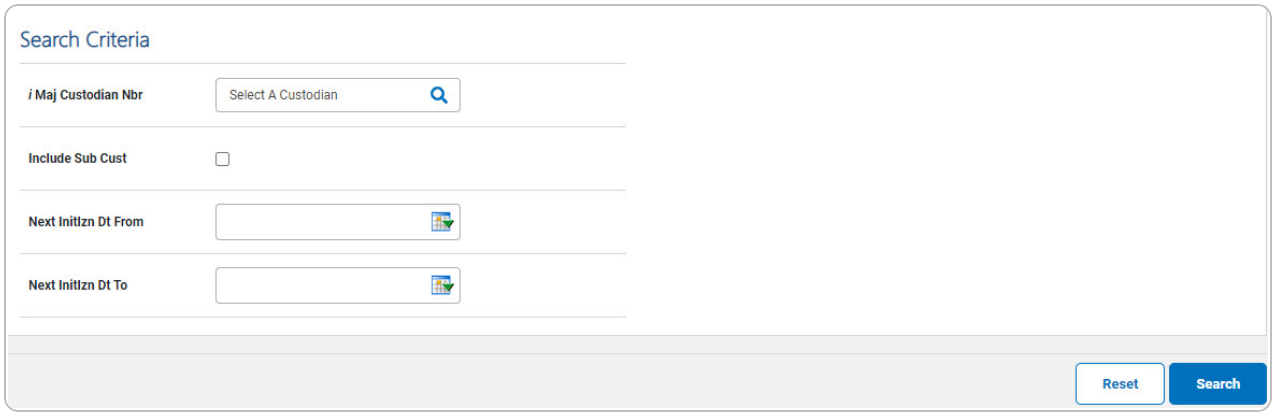
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Custodian Inventory Request — 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 panel, narrow the results by entering one or more of the following optional fields:.

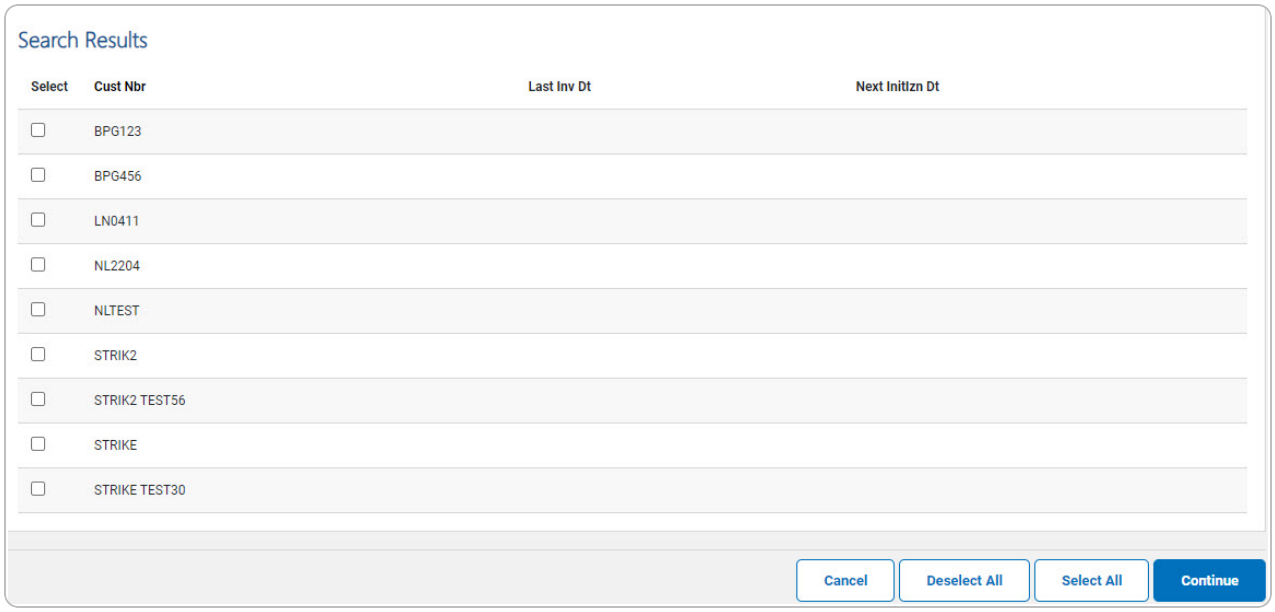


- Use i or 🔍 to assist with the MAJ CUSTODIAN NBR entry. *This is a 6 alphanumeric character field.*

Custodian Browse help

- Click ☐ to select the Include SUB CUST. *Selecting indicates the inclusion of the sub-ordinate custodian.*
- Use to select the NEXT INITZN DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the NEXT INITZN DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *The **Request Custodian Inventory Search Results** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *TYPE ACTION*.	Missing Entry. Enter the appropriate information in the desired field.
49 — Record(s) does not exist or user does not have access to record(s).	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
612 — Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.
238 — Date (To) must be > or = Date (From).	Invalid Date Entry. Either Date To is blank and Established Date From is entered, or the Date (To) is before the Date (From). Re-enter the date.

Related Topics

- Search for a Custodian Inventory Request — Results
- View the Selected Custodian Inventory Rows
- Update a Custodian Inventory Request
- View the Custodian Inventory Request Transaction Status
- Export a Custodian Inventory Request Report

Search for a Custodian Inventory Request — Results

Overview

The Request Custodian Inventory Results process provides the ability to select Custodian Numbers to include in the Custodian Inventory Request. Custodians with open inventories does not appear on the page.

Navigation

Inventory > Generate Inventory > Custodian > Search Criteria > Search > Request Custodian Inventory Search Results page

Page Fields

The following fields display on the **Request Custodian Inventory Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
181	Custodians with open inventories will not appear.
186	Last INV Dt and Next INIT DT will not display if there is no CUST INV PLAN for UIC.
16	"Deselect All" button clears all rows, all pages.
14	Select "Cancel" button to return to previous page.

Search Results Grid

Select
Cust Nbr
Last Inv Dt
Next Initlzn Dt

Procedures

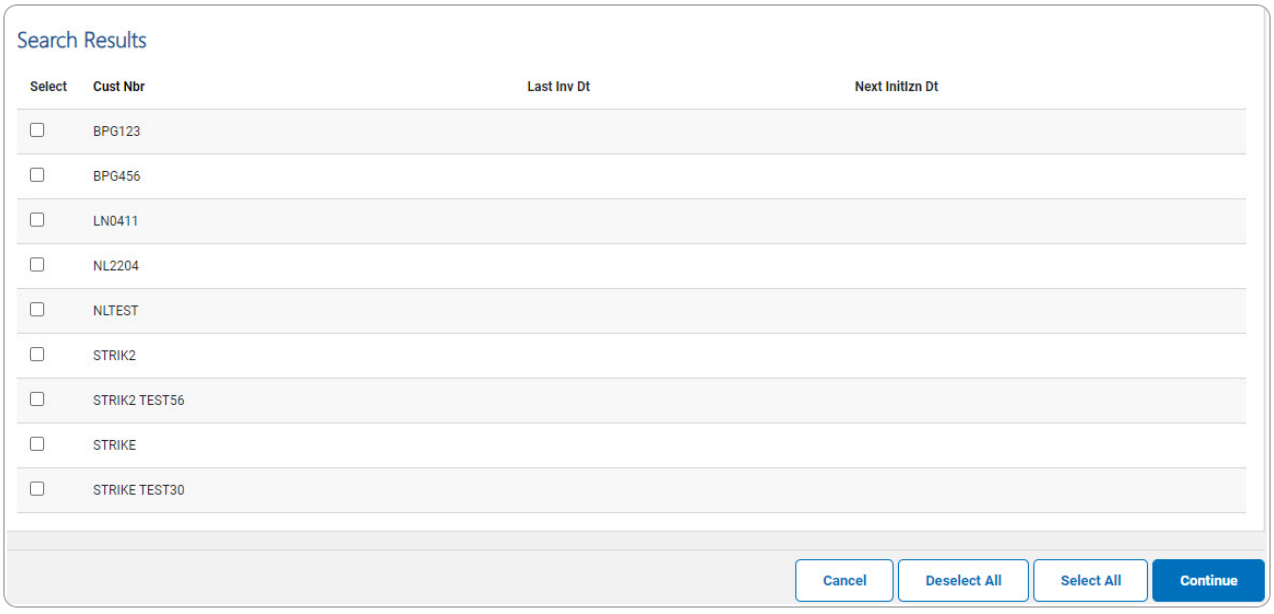
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Custodian Inventory Request — Results

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Deselect All *deselects the checked entries. Selecting* Select All *selects all present entries.*

1. Select Search. *The* ***Request Custodian Inventory Search Results*** *page appears.*



2. Select ☐ on the desired row(s). ☑ *appears, indicting the row(s) is selected.*

Note

LAST INV DT and NEXT INIT DT do not display if there is no Custodian Inventory Plan for the UIC. Contact the Agency Coordinator if no plan exists for the UIC.

3. Select Continue. *The **Request Custodian Inventory Request Selected Rows** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for a Custodian Inventory Request — Criteria
- View the Selected Custodian Inventory Rows
- Update a Custodian Inventory Request
- View the Custodian Inventory Request Transaction Status
- Export a Custodian Inventory Request Report

View the Selected Custodian Inventory Rows

Overview

The Request Custodian Inventory Selected Rows process displays the inventories selected for initialization.

Navigation

Inventory > Generate Inventory > Custodian > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Request Custodian Inventory Selected Rows page

Page Fields

The following fields display on the **Request Custodian Inventory Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
105	Selection of "Type Action" is required.

Selected Rows Grid

Cust Nbr
Last Inv Dt
Next Initlzn Dt

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Selected Custodian Inventory Rows

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

1. Select Continue. *The* ***Request Custodian Inventory Selected Row*** *page appears.*

   A. *Verify the* CUST NBR.
   B. *Verify the* LAST INV DT.
   C. *Verify the* NEXT INITZN DT.

2. Select Continue. *The* ***Request Custodian Inventory Update*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Custodian Inventory Request — Criteria
- Search for a Custodian Inventory Request — Results
- Update a Custodian Inventory Request
- View the Custodian Inventory Request Transaction Status
- Export a Custodian Inventory Request Report

Update a Custodian Inventory Request

Overview

The Request Custodian Inventory Update process allows editing and sorting of custodian inventory data.

Navigation

Inventory > Generate Inventory > Custodian > Search Criteria > Search > *VARIOUS PROCEDURAL STEPS* > Request Custodian Inventory Update page

Page Fields

The following fields display on the **Request Custodian Inventory Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Update Grid

Type Action *

Init Inventory Grid

Sched Cmpltn Dt

Init Inventory and Gen Report Grid

Sort Seq *
Sched Cmpltn Dt
Signature Block

Init Iventory and Gen Report Cond Grid

Sort Seq *

Sched Cmpltn Dt
Signature Block

* The SORT SEQ field only appears when *Init Inventory and Gen Report* was selected on the Search Criteria page.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

1. Select Continue. *The* ***Request Custodian Inventory Update*** *page appears.*
2. *Complete the Update grid.*

A. Use ⌄ to select the Type Action.

Helpful Tip

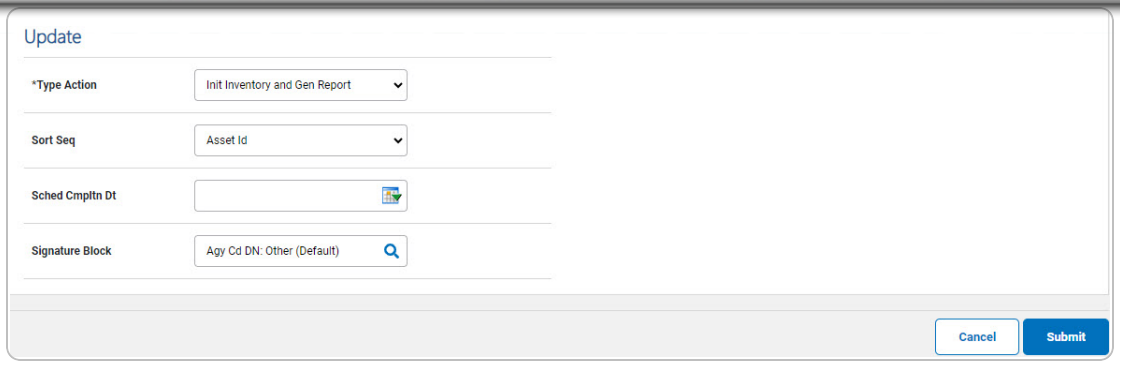
All fields on the page are required.

- Init Inventory

a. Update the SCHED CMPLTN DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

b. Select Submit. *The* ***Request Custodian Inventory Transaction Status*** *page appears.*

- Init Inventory and Gen Report



a. Update the Sort Seq, using ⌄ to select the desired sort sequence.

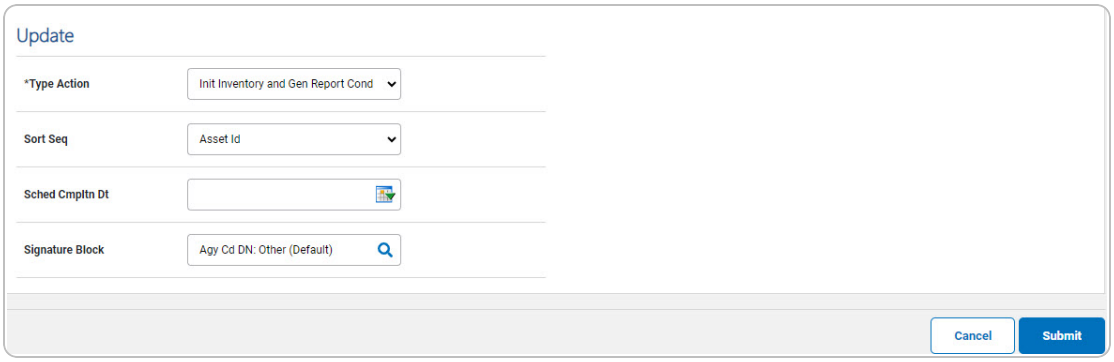
b. Update the SCHED CMPLTN DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

c. Update the Signature Block, using 🔍 to browse for the revised signature. *This is a 64 alphanumeric character field.*

Signature Block Browse help

d. Select Submit. *The **Request Custodian Inventory Transaction Status** page appears.*

- Init Inventory and Gen Report Cond



a. Update the Sort Seq, using ⌄ to select the desired sort sequence.

b. Update the SCHED CMPLTN DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

c. Update the Signature Block, using 🔍 to browse for the revised signature. *This is a 64 alphanumeric character field.*

Signature Block Browse help

d. Update the NEXT INITZN DT, using or entering the date (MM/DD/YYYY) in the field provided.

e. Select Submit. *The **Request Custodian Inventory Transaction Status** page appears.*

Note

Inventory is now in *Open Initialized (OIN)* status.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
612 — Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re—enter the date.
318 — Type Action is Required.	Invalid Entry. The Type Action is mandatory. Re-enter the field
13 — Mandatory Entry: *SCHED CMPLTN DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SORT SEQ*.	
13 — Mandatory Entry: *TYPE ACTION*.	

239 — Next INITLZN DT must be > system date but not > system date plus 3 years.	Invalid Entry. The Next Initialization Date must after the system date but nor more than three years after the system date. Re-enter the Next INITLZN DT.
49 — Record(s) does not exist or user does not have access to record(s).	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
33 — Close inventory before processing. Assets on inventory.	Invalid Entry. The inventory needs to be closed before processing. Close the inventory and re-try the entry.
104 — No INV Plan for UIC. Cannot generate INV.	Invalid Entry. The inventory plan for the UIC does not exist and the inventory cannot be created. Re-enter the INV Plan.
103 — New INV Period must be established prior to initializing any more inventories.	Invalid Entry. A New INV Period is not created. Additional inventories cannot be initialized until a New INV Period is established. Re-try the entry.
xxxx — Custodian INV waiting to process.	Invalid Entry. The custodian inventory has not been processed. Wait for the custodian inventory to process and re-try the entry.
234 — No date(s) found for UIC and Custodian.	Invalid Entry. No dates exist for the UIC and Custodian. Re-enter the entry.

Related Topics

- Search for a Custodian Inventory Request — Criteria
- Search for a Custodian Inventory Request — Results
- View the Selected Custodian Inventory Rows
- View the Custodian Inventory Request Transaction Status
- Export a Custodian Inventory Request Report

View the Custodian Inventory Request Transaction Status

Overview

The Request Custodian Inventory Transaction Status process displays a verification of the inventory update performed.

Navigation

Inventory > Generate Inventory > Custodian > Search Criteria > Search > Update Page > Submit > Request Custodian Inventory Transaction Status page

Page Fields

The following fields display on the **Request Custodian Inventory Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Background Transaction Status Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

Procedures

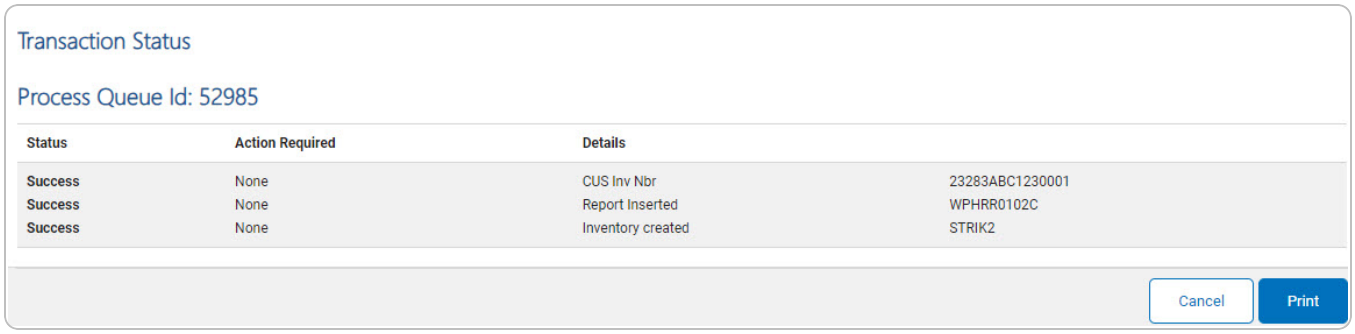
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Request Custodian Inventory Background Transaction Status

1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the Request Custodian Inventory Transaction Status** page appears.*
5. Select Cancel. *The **Request Custodian Inventory Search Criteria** page appears*.

View the Request Custodian Inventory Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Request Custodian Inventory Report Export*** *page appears.*
5. Select Search Criteria. *The* ***Request Custodian Inventory Search Criteria*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Custodian Inventory Request — Criteria
- Search for a Custodian Inventory Request — Results
- View the Selected Custodian Inventory Rows
- Update a Custodian Inventory Request
- Export a Custodian Inventory Request Report

Export a Custodian Inventory Request Report

Overview

The Request Custodian Inventory Report Export process provides the ability to save the Transaction Status in different formats.

Navigation

Inventory > Generate Inventory > Custodian > Search Criteria > Search > Update > Submit > Transaction Status > Request Custodian Inventory Report Export page

Page Fields

The following fields display on the **Request Custodian Inventory Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

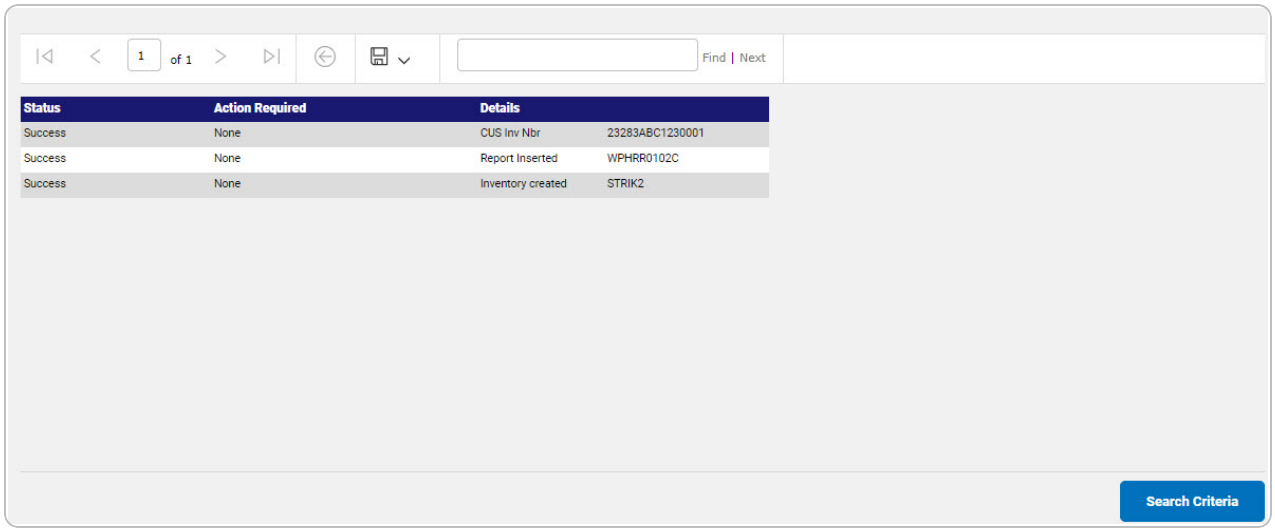
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Custodian Inventory Request Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. *Follow the prompts provided by the computer.*
5. Select . *The **Request Custodian Inventory Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria. *The **Request Custodian Inventory Search Criteria** page appears.*

Related Topics

- Search for a Custodian Inventory Request — Criteria
- Search for a Custodian Inventory Request — Results
- View the Selected Custodian Inventory Rows
- Update a Custodian Inventory Request
- Export a Custodian Inventory Request Report

Search for a Cyclic Inventory Request — Criteria

Overview

The Property Accountability module Request Cyclic Inventory process provides the ability to request a Cyclic Inventory.
The process is used for both manual and automated inventories. An Agency Coordinator is responsible for creating a Cyclic Inventory Management Plan containing the parameters for the Cyclic Inventory. Cyclic Inventories are managed at the UIC level. On the UIC level, the user decides whether to inventory a portion of the assets in each location within the UIC or a portion of the assets within each Custodian of the UIC.

Navigation

Inventory > Generate Inventory > Cyclic > Request Cyclic Inventory Search Criteria page

Page Fields

The following fields display on the **Request Cyclic Inventory Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
105	Selection of "Type Action" is required.

Search Criteria Grid

Type Action*

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Cyclic Inventory Request — 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 panel, enter the following field:.

- Use ⌄ to select the Type Action.

2. Select Search. *The **Request Cyclic Inventory Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *TYPE*	Missing Entry. Enter the appropriate information

***ACTION*.**	in the desired field.
49 — Record(s) does not exist or user does not have access to record(s).	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
366 — A request for Cyclic Inventory is already being processed.	Invalid Entry. There is already a requested Cyclic Inventory processing. Wait for the processing to finish and re-try the entry.
103 — New INV Period must be established prior to initializing any more inventories.	Invalid Entry. A New INV Period is not created. Additional inventories cannot be initialized until a New INV Period is established. Re-try the entry.
365 — To generate a Cyclic Inventory, UIC must have an established Cyclic Inventory Plan.	Invalid Entry. The UIC does not have an associated Cyclic Inventory Plan. Create a Cyclic Inventory Plan and re-try the entry.

Related Topics

- Update the Cyclic Inventory Request
- View the Cyclic Inventory Request Transaction Status
- Export the Cyclic Inventory Request Report

Update the Cyclic Inventory Request

Overview

The Request Cyclic Inventory Update process allows editing of inventory data.

Navigation

Inventory > Generate Inventory > Cyclic > Search Criteria > Search > Request Cyclic Inventory Update page

Page Fields

The following fields display on the **Request Cyclic Inventory Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Inv Type
Inv Period Start Dt
Invs In Period
Last Cmpltd Cyc Inv

Update Grid

Init Inventory and Gen Report Grid

Sched Cmpltn Dt
Sort Seq
Signature Block

Init Inventory Grid

Sched Cmpltn Dt

Procedures

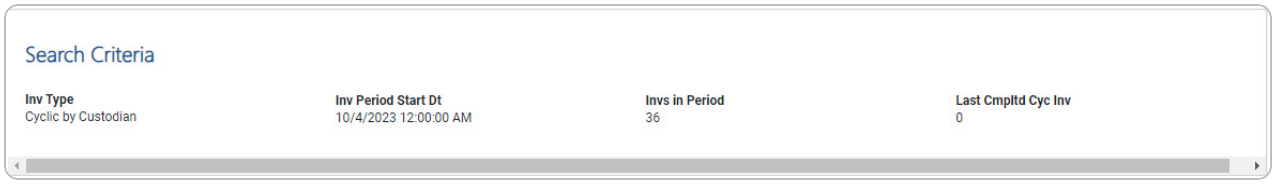
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update the Cyclic Inventory Request

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

1. Select Search. *The* ***Request Cyclic Inventory Update*** *page appears.*



2. *Verify the Search Criteria grid.*
   A. *Verify the INV TYPE.*
   B. *Verify the INV Period START DT.*
   C. *Verify the INVs in Period.*
   D. *Verify the Last CMPLTD CYC INV.*
3. *Complete the Update grid.*
   - Init Inventory and Gen Report

A. Update the SCHED CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

B. Use to select the Sort Seq.

C. Update the Signature Block, using to browse for the revised signature. *This is a 64 alphanumeric character field.*

Signature Block Browse help

- Init Inventory

A. Update the SCHED CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

4. Select Submit. *The **Request Cyclic Inventory Transaction Status** page appears.*

Note

Inventory is now in *OIN (Open Initialized)* status.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

49 — Record(s) does not exist or user does not have access to record(s).	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
612 — Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.
895 — Date entered must be > = System Date.	Invalid Date Entry. The date must be either the system date or later. Re—enter the date.
33 — Close inventory before processing. Assets on inventory.	Invalid Entry. The inventory needs to be closed before processing. Close the inventory and re-try the entry.
366 — A request for Cyclic Inventory is already being processed.	Invalid Entry. There is already a requested Cyclic Inventory processing. Wait for the processing to finish and re-try the entry.
103 — New INV Period must be established prior to initializing any more inventories.	Invalid Entry. A New INV Period is not created. Additional inventories cannot be initialized until a New INV Period is established. Re-try the entry.
367 — All inventories for this inventory period have been completed. New inventory cycle must be created.	Invalid entry. There are no more available inventories for the current inventory period. Create a new inventory cycle and re-try the entry.
365 — To generate a Cyclic Inventory, UIC must have	Invalid Entry. The UIC does not have an associated Cyclic Inventory Plan. Create a Cyclic

an established Cyclic Inventory Plan.	Inventory Plan and re-try the entry.

Related Topics

- Search for a Cyclic Inventory Request — Criteria
- View the Cyclic Inventory Request Transaction Status
- Export the Cyclic Inventory Request Report

View the Cyclic Inventory Request Transaction Status

Overview

The Request Cyclic Inventory Transaction Status process displays a verification of the inventory update performed.

Navigation

Inventory > Generate Inventory > Cyclic > Search Criteria > Search > Update Page > Submit > Request Cyclic Inventory Transaction Status page

Page Fields

The following fields display on the **Request Cyclic Inventory Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Background Transaction Status Grid

Transaction Number
Transaction Status

Transaction Status Grid

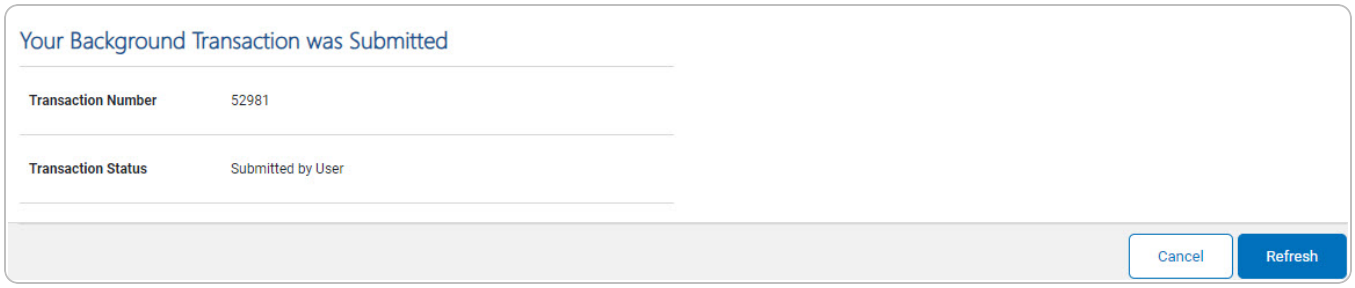
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

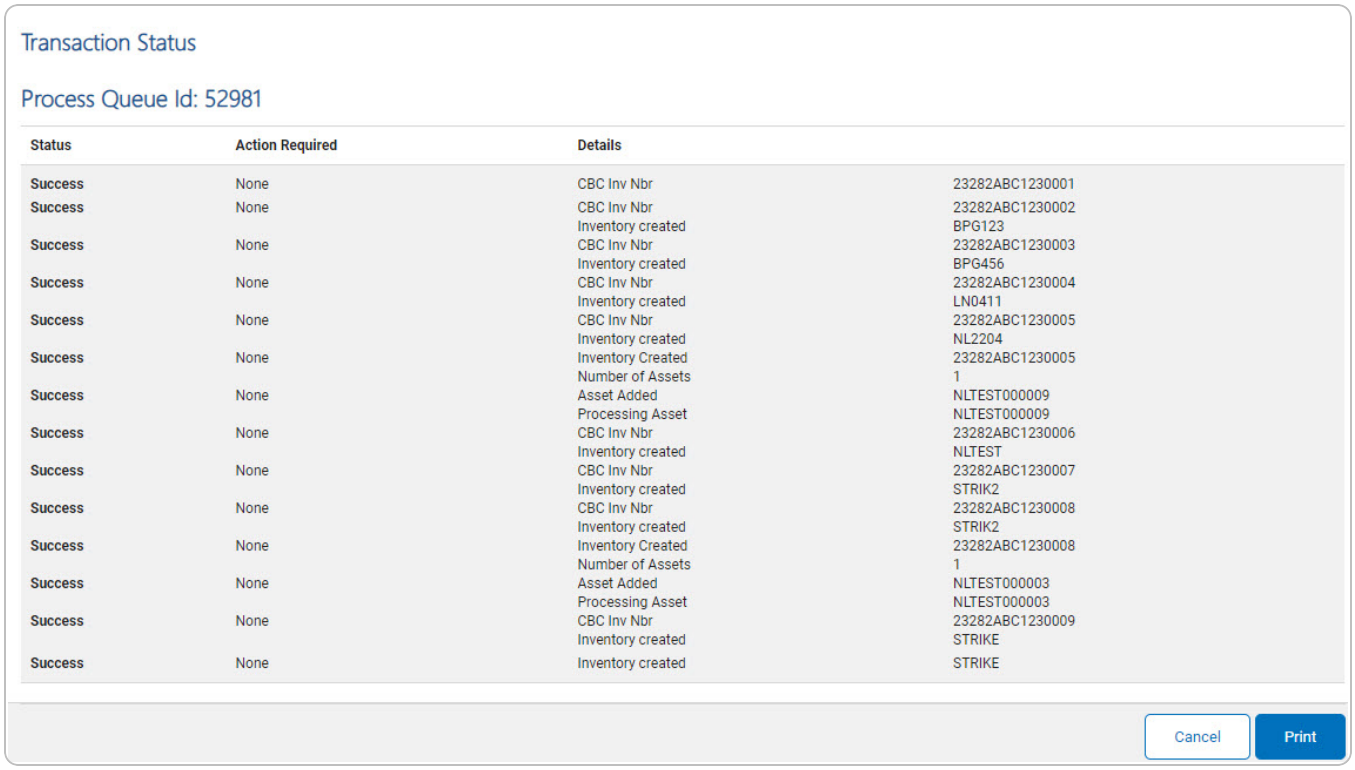
Click the following link to display PA Navigation Tips.

View the Request Cyclic Inventory Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the Request Cyclic Inventory Transaction Status** page appears.*
5. Select Cancel. *The **Request Cyclic Inventory Search Criteria** page appears*.

View the Request Cyclic Inventory Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Request Cyclic Inventory Report Export** page appears.*
5. Select Search Criteria. *The **Request Cyclic Inventory Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Cyclic Inventory Request — Criteria
- Update the Cyclic Inventory Request
- Export the Cyclic Inventory Request Report

Export the Cyclic Inventory Request Report

Overview

The Request Cyclic Inventory Report Export process provides the ability to save the Transaction Status in different formats.

Navigation

Inventory > Generate Inventory > Cyclic > Search Criteria > Search > Update > Submit > Transaction Status > Request Cyclic Inventory Report Export page

Page Fields

The following fields display on the **Request Cyclic Inventory Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

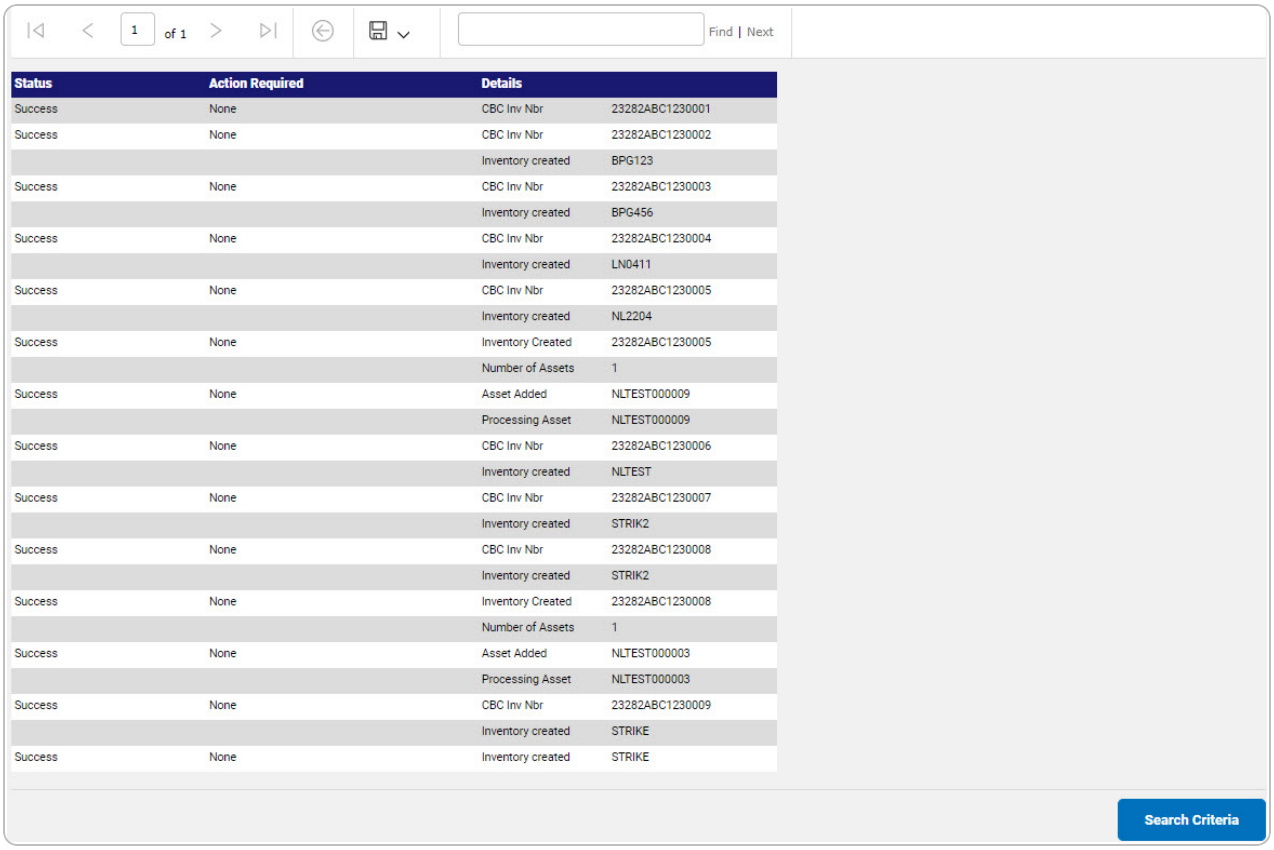
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Cyclic Inventory Request Report

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



Status	Action Required	Details	
Success	None	CBC Inv Nbr	23282ABC1230001
Success	None	CBC Inv Nbr	23282ABC1230002
		Inventory created	BPG123
Success	None	CBC Inv Nbr	23282ABC1230003
		Inventory created	BPG456
Success	None	CBC Inv Nbr	23282ABC1230004
		Inventory created	LN0411
Success	None	CBC Inv Nbr	23282ABC1230005
		Inventory created	NL2204
Success	None	Inventory Created	23282ABC1230005
		Number of Assets	1
Success	None	Asset Added	NLTEST000009
		Processing Asset	NLTEST000009
Success	None	CBC Inv Nbr	23282ABC1230006
		Inventory created	NLTEST
Success	None	CBC Inv Nbr	23282ABC1230007
		Inventory created	STRIK2
Success	None	CBC Inv Nbr	23282ABC1230008
		Inventory created	STRIK2
Success	None	Inventory Created	23282ABC1230008
		Number of Assets	1
Success	None	Asset Added	NLTEST000003
		Processing Asset	NLTEST000003
Success	None	CBC Inv Nbr	23282ABC1230009
		Inventory created	STRIKE
Success	None	Inventory created	STRIKE

2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. *Follow the prompts provided by the computer.*
5. Select . *The* ***Request Cyclic Inventory Search Criteria*** *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria. *The **Request Cyclic Inventory Search Criteria** page appears.*

Related Topics

- Search for a Cyclic Inventory Request — Criteria
- Update the Cyclic Inventory Request
- View the Cyclic Inventory Request Transaction Status

Search for a Location Inventory Request — Criteria

Overview

The Property Accountability module Request Location Inventory process provides the ability to request a location inventory. The inventory is grouped by the physical location of assets. When an inventory is initialized, an Inventory Number is created to track the inventory from "cradle to grave" to help manage the inventory. This process is used for both manual and automated inventories.

Navigation

Inventory > Generate Inventory > Location > Request Location Inventory Search Criteria page

Page Fields

The following fields display on the **Request Location Inventory Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
105	Selection of "Type Action" is required.

Search Criteria Grid

Type Action *
Loc
Next Initlzn Dt From
Next Initlzn Dt To

(*) Asterisk identifies mandatory fields.

Procedures

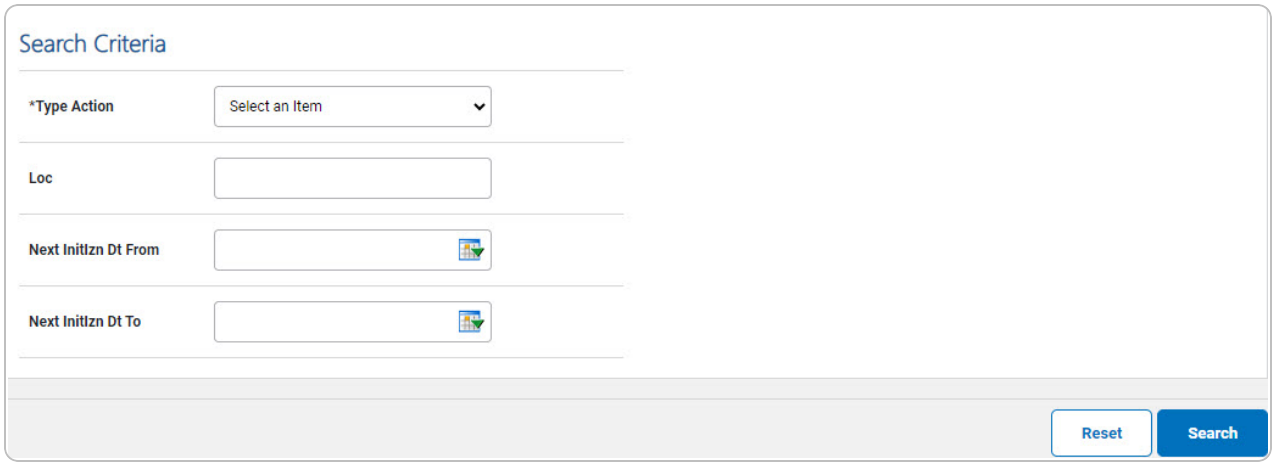
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Location Inventory Request — 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 panel, narrow the results by entering one or more of the following fields:.



- Use to select the Type Action.
- Enter the Loc in the field provided. *This is a 20 alphanumeric character field.*

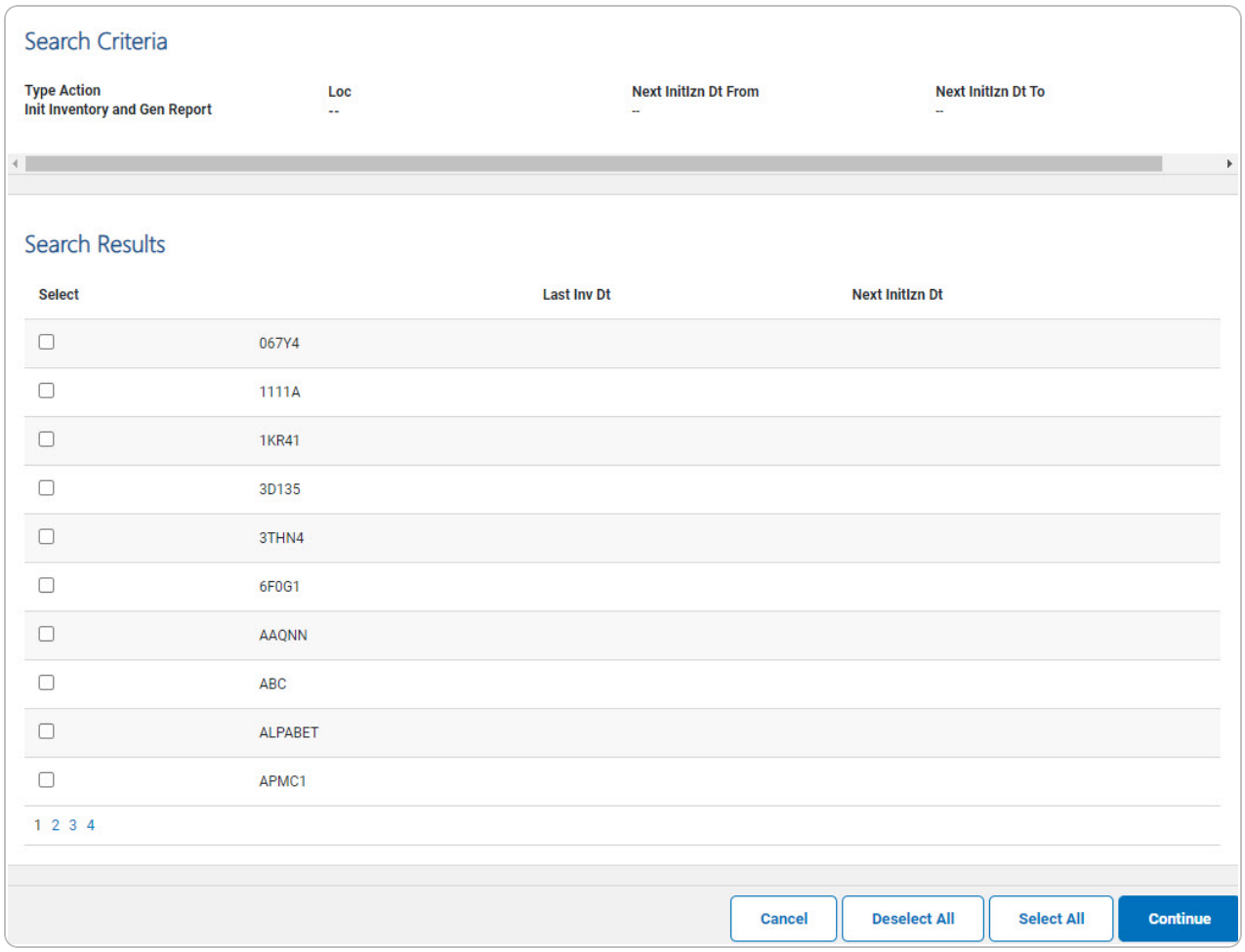
Note

Entering the Type Action and Loc fields and selecting Search bypasses the ***Request Location Inventory Search Results*** page and opens the ***Request Location Inventory Update*** page.

- Use to select the Received Date, or enter the date (MM/DD/YYYY) in the field provided.

- Use to select the Received Date, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *The **Request Location Inventory Search Results** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *TYPE ACTION*.	Missing Entry. Enter the appropriate information in the desired field.
49 — Record(s) does not exist or user does not have access to record(s).	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
612 — Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.
238 — Date (To) must be > or = Date (From).	Invalid Date Entry. Either Date To is blank and Established Date From is entered, or the Date (To) is before the Date (From). Re-enter the date.

Related Topics

- Search for a Location Inventory Request — Results
- View the Location Inventory Request Selected Rows
- Update the Location Inventory Request
- View the Location Inventory Request Transaction Status
- Export a Location Inventory Request Report

Search for a Location Inventory Request — Results

Overview

The Request Location Inventory Results process provides the ability to select locations to include in the inventory request. Locations with an open inventory do not display.

Navigation

Inventory > Generate Inventory > Location > Search Criteria > Search > Request Location Inventory Search Results page

Page Fields

The following fields display on the **Request Location Inventory Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
105	Selection of "Type Action" is required.
135	Locations that have an open inventory will not be displayed.
136	Last INV Dt and Next INITLZN DT will not display if there is no LOC INV PLAN for UIC.
16	"Deselect All" button clears all rows, all pages.

14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Type Action
Loc
Next Initlzn Dt From
Next Initlzn Dt To

Search Results Grid

Select
Last Inv Dt
Next Initlzn Dt

Procedures

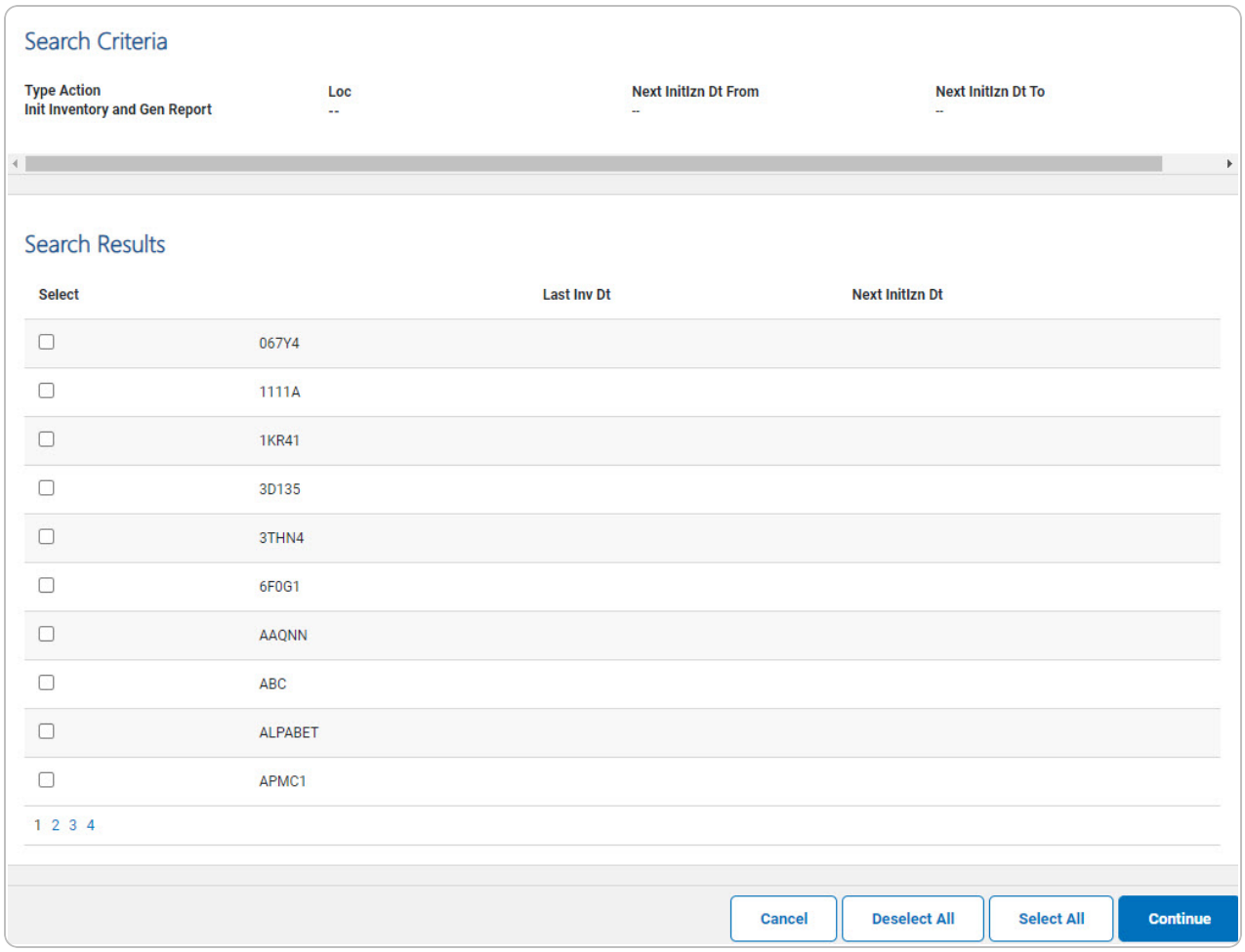
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Deselect All *deselects the checked entries. Selecting* Select All *selects all present entries.*

Select a Location Inventory Request

1. Select Search. *The **Request Location Inventory Search Results** page appears.*



2. Select ☐ on the desired row(s). ☑ *appears, indicting the row(s) is selected.*

Helpful Tip

LAST INV DT and NEXT INIT DT do not display if there is no Location Inventory Plan for the UIC. Contact the Agency Coordinator if no plan exists for the UIC.

3. Select Continue. *The **Request Location Inventory Selected Rows** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Location Inventory Request — Criteria
- View the Location Inventory Request Selected Rows
- Update the Location Inventory Request
- View the Location Inventory Request Transaction Status
- Export a Location Inventory Request Report

View the Location Inventory Request Selected Rows

Overview

The Request Location Inventory Selected Rows process displays the inventories selected for initialization.

Navigation

Inventory > Generate Inventory > Location > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Request Location Inventory Selected Rows page

Page Fields

The following fields display on the **Request Location Inventory Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Selected Rows Grid

Loc
Last Inv Dt
Next Initlzn Dt

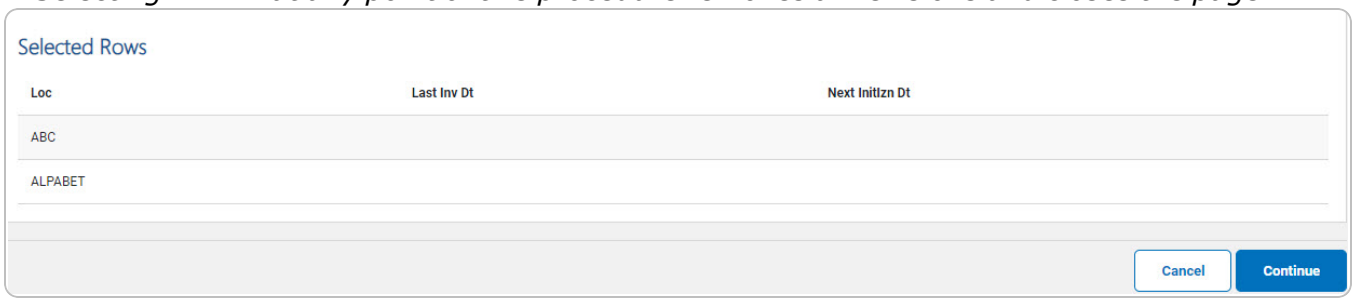
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Location Inventory Request Selected Rows

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



1. *Verify the LOC.*
2. *Verify the LAST INV DT.*
3. *Verify the NEXT INITZN DT.*
4. Select Continue. *The **Request Location Inventory Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Location Inventory Request — Criteria
- Search for a Location Inventory Request — Results
- Update the Location Inventory Request
- View the Location Inventory Request Transaction Status
- Export a Location Inventory Request Report

Update a Location Inventory Request

Overview

The Request Location Inventory Update process allows editing and sorting of inventory data.

Navigation

Inventory > Generate Inventory > Location > Search Criteria > Search > *VARIOUS PROCEDURAL STEPS* > Request Location Inventory Update page

Page Fields

The following fields display on the **Request Location Inventory Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

Update Grid

Init Inventory and Gen Report Grid

Sort Seq *
Group By *
Signature Block *
Sched Cmpltn Dt *

Init Inventory Grid

Sched Cmpltn Dt *

(*) Asterisk identifies mandatory fields.

Procedures

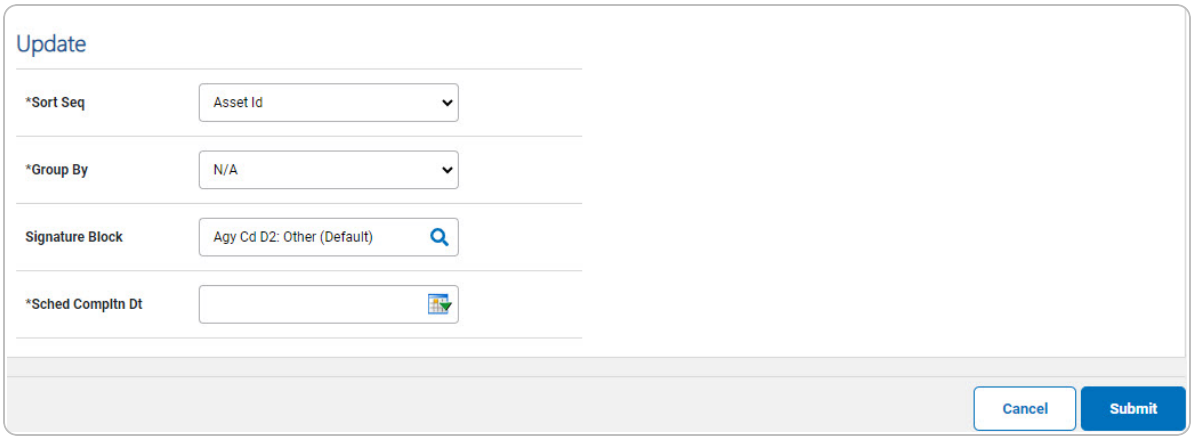
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Location Inventory Request

1. Select Continue. *The **Request Location Inventory Update** page appears.*

- Init Inventory and Gen Report



A. Use ⌄ to select the Sort Seq.

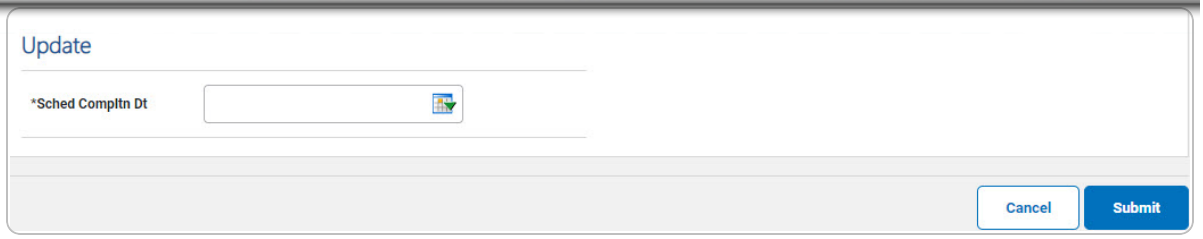
B. Use ⌄ to select the Group By.

C. Update the Signature Block, using 🔍 to browse for the revised signature. *This is a 64 alphanumeric character field.*

Signature Block Browse help

D. Update the SCHED CMPLTN DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

- Init Inventory



A. Update the SCHED CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

2. Select Submit. *The **Request Location Inventory Transaction Status** page appears.*

Note

Inventory is now in *OIN (Open Initialized)* status.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
612 — Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re—enter the date.
318 — Type Action is Required.	Invalid Entry. The Type Action is mandatory. Re-enter the field
13 — Mandatory Entry: *SCHED CMPLTN DT*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *GROUP BY*.	
13 — Mandatory Entry: *SORT SEQ*.	
239 — Next INITLZN DT must be > system date but not > system date plus 3 years.	Invalid Entry. The Next Initialization Date must after the system date but nor more than three years after the system date. Re-enter the Next INITLZN DT.
49 — Record(s) does not exist or user does not have access to record(s).	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
33 — Close inventory before processing. Assets on inventory.	Invalid Entry. The inventory needs to be closed before processing. Close the inventory and re-try the entry.
217 — Location INV waiting to process.	Invalid Entry. The location inventory has not been processed. Wait for the location inventory to process and re-try the entry.
104 — No INV Plan for UIC. Cannot generate INV.	Invalid Entry. The inventory plan for the UIC does not exist and the inventory cannot be created. Re-enter the INV Plan.
103 — New INV Period must be established prior to initializing any more inventories.	Invalid Entry. A New INV Period is not created. Additional inventories cannot be initialized until a New INV Period is established. Re-try the entry.

237 — No date(s) found for UIC and Loc.	Invalid Entry. No dates exist for the UIC and Location. Re-enter the entry.

Related Topics

- Search for a Location Inventory Request — Criteria
- Search for a Location Inventory Request — Results
- View the Location Inventory Request Selected Rows
- View the Location Inventory Request Transaction Status
- Export a Location Inventory Request Report

View the Location Inventory Request Transaction Status

Overview

The Request Location Inventory Transaction Status process displays a verification of the inventory updates performed.

Navigation

Inventory > Generate Inventory > Location > Search Criteria > Search > *VARIOUS PROCEDURAL STEPS* > Request Location Inventory Transaction Status page

Page Fields

The following fields display on the **Request Location Inventory Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Background Transaction Status Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

Procedures

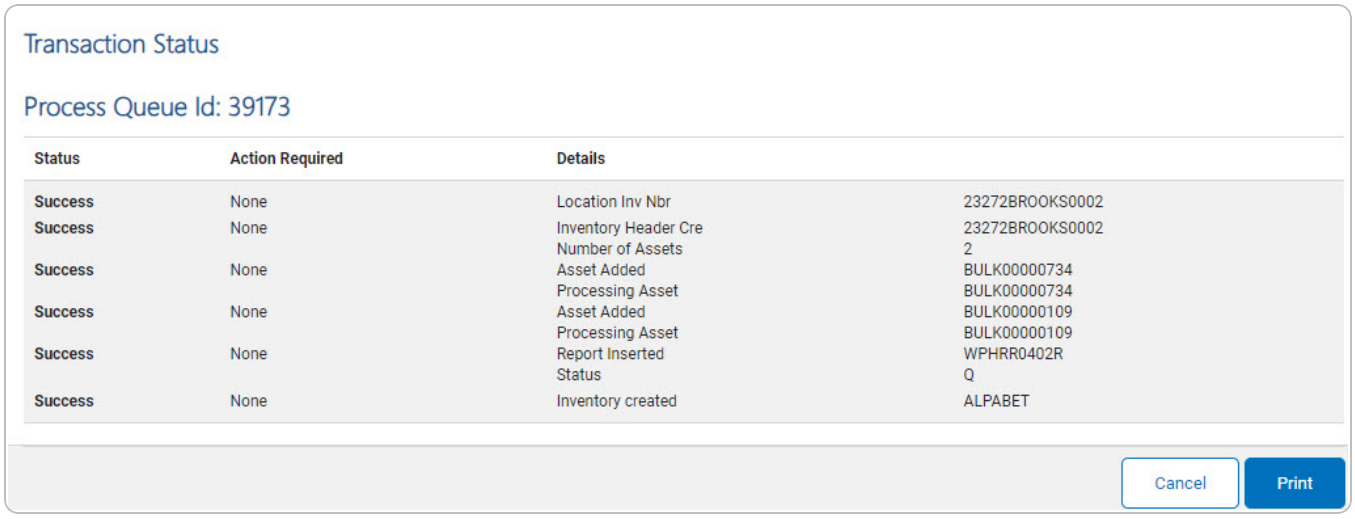
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Request Location Inventory Background Transaction Status

1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the Request Location Inventory Transaction Status** page appears.*
5. Select Cancel. *The **Request Location Inventory Search Criteria** page appears*.

View the Request Location Inventory Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Request Location Inventory Report Export** page appears.*
5. Select Search Criteria. *The **Request Location Inventory Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Location Inventory Request — Criteria
- Search for a Location Inventory Request — Results
- View the Location Inventory Request Selected Rows
- Update the Location Inventory Request
- Export a Location Inventory Request Report

Export a Location Inventory Request Report

Overview

The Request Location Inventory Report Export process provides the ability to save the Transaction Status in different formats.

Navigation

Inventory > Generate Inventory > Location > Search Criteria > Search > *Various Procedural Steps* > Request Location Inventory Report Export page

Page Fields

The following fields display on the **Request Location Inventory Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

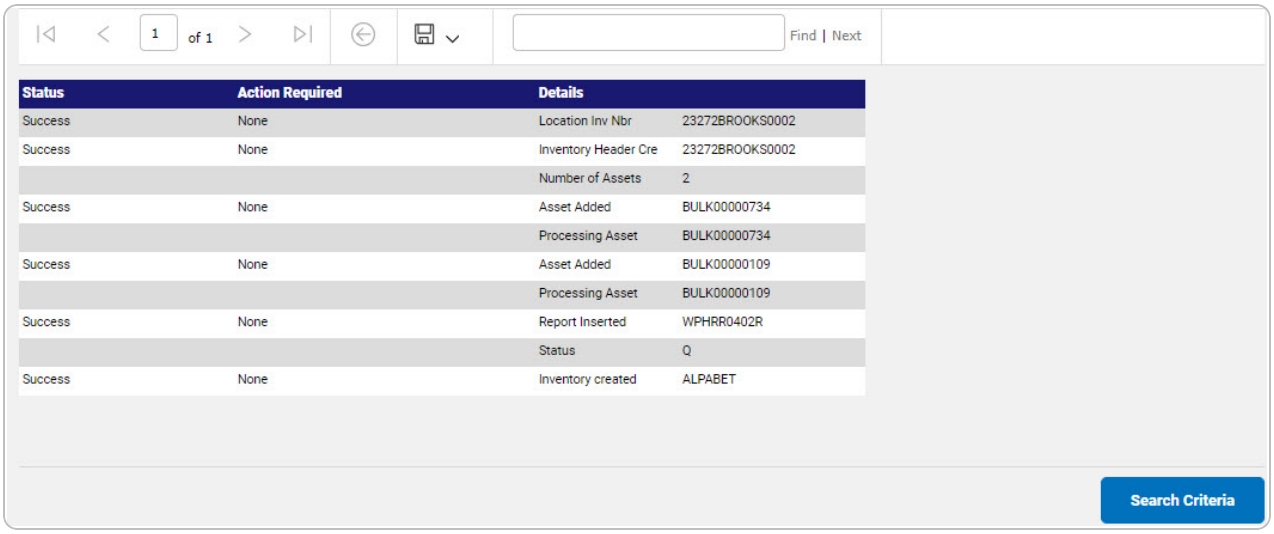
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export a Location Inventory Request Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. *Follow the prompts provided by the computer.*
5. Select . *The* ***Request Location Inventory Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria. *The **Request Location Inventory Search Criteria** page appears.*

Related Topics

- Search for a Location Inventory Request — Criteria
- Search for a Location Inventory Request — Results
- View the Location Inventory Request Selected Rows
- Update the Location Inventory Request
- View the Location Inventory Request Transaction Status

Search for a Sensitive Inventory Request — Criteria

Overview

The Property Accountability module Request Sensitive Inventory process provides the ability to request a Sensitive Inventory.
A Sensitive Item Inventory is the physical count of items identified by a specific service as sensitive (e.g., firearms, ammunition, night vision devices navigation systems (GPS, and some items that are identified as pilferable). The inventory process is completed by manual or automated inventories. The Controlled Inventory Item Code (CIIC) indicates the security classification of assets. When an inventory is initialized, an Inventory Number is created to track the process from "cradle to grave" to help manage the inventory.

Note

Sensitive assets are determined by CIIC = 1, 2, 3, 4, 5, 6, 8, 9, P, N, Q, R, Y, $. The UIC Inventory Management Plan designates Pilferable assets to be included in the Inventory. Pilferable assets are determined by a CIIC = I, J, M, V, W, X, Z or identified as Pilferable on asset record. Contact the Agency Coordinator for additional information regarding the Inventory Management Plan created for sensitive assets.

Navigation

Inventory > Generate Inventory > Sensitive > Request Sensitive Inventory Search Criteria page

Page Fields

The following fields display on the **Request Sensitive Inventory Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

105	Selection of "Type Action" is required.

Search Criteria Grid

Type Action *

Maj Custodian Nbr
Include Sub Cust
Next Initlzn Dt From
Next Initlzn Dt To

(*) Asterisk identifies mandatory fields.

Procedures

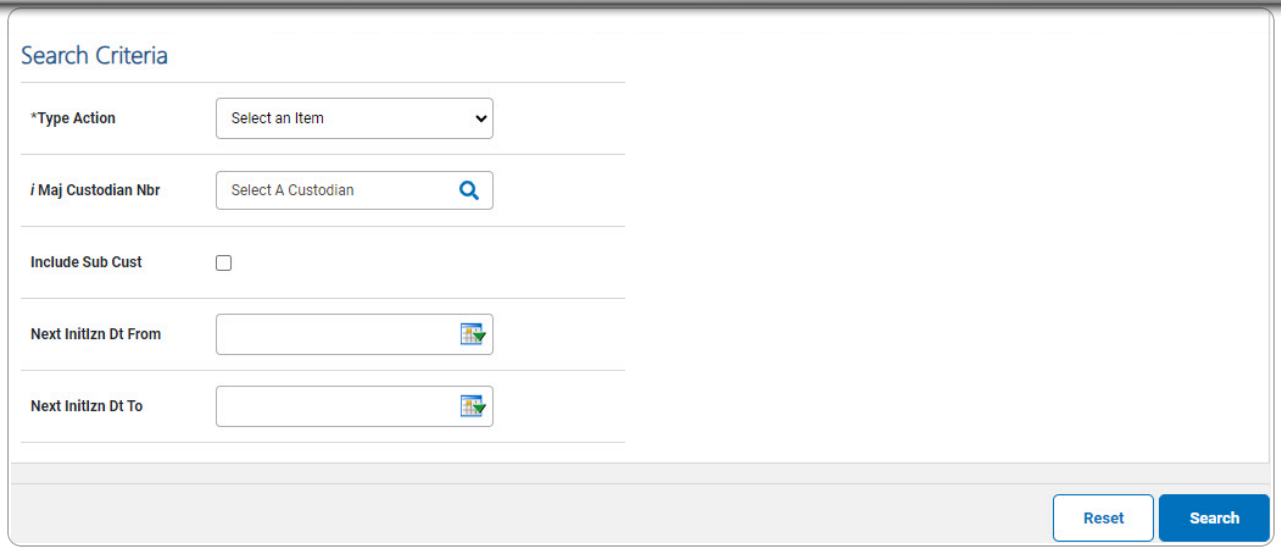
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Sensitive Inventory Request — 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 panel, narrow the results by entering one or more of the following fields:.



- Use to select the Type Action.
- Use i or to assist with the MAJ CUSTODIAN NBR entry. *This is a 6 alphanumeric character field.*

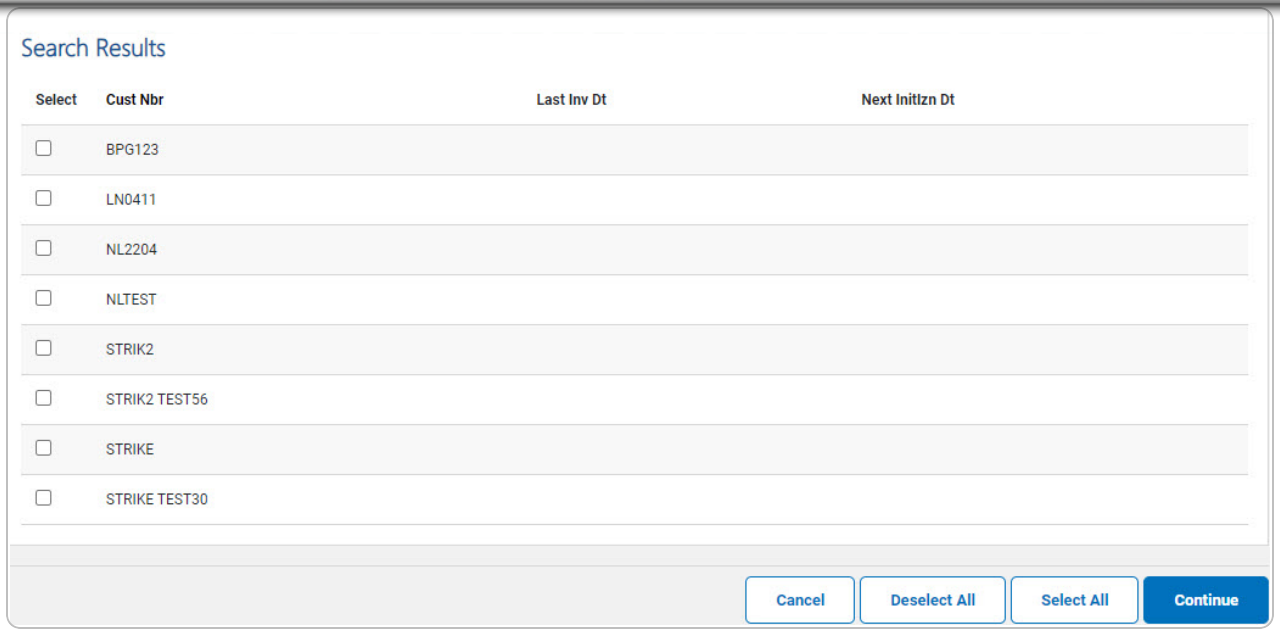
  Custodian Browse help
- Click to select the Include SUB CUST. *Selecting indicates the inclusion of the sub-ordinate custodian.*

Note

Entering the Type Action and MAJ CUSTODIAN NBR fields and selecting Search bypasses the Search Results page and opens the Update page.

- Use to select the NEXT INITZN DT From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the NEXT INITZN DT To, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *The **Request Sensitive Inventory Search Results** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
49 — Record(s) does not exist or user does not have access to record(s).	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
612 — Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.

238 — Date (To) must be > or = Date (From).	Invalid Date Entry. Either Date To is blank and Established Date From is entered, or the Date (To) is before the Date (From). Re-enter the date.
13 — Mandatory Entry: *TYPE ACTION*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for a Sensitive Inventory Request — Results
- View the Selected Sensitive Inventory Rows
- Update a Sensitive Inventory Request
- View the Sensitive Inventory Request Transaction Status
- Export a Sensitive Inventory Request Report

Search for a Sensitive Inventory Request — Results

Overview

The Request Sensitive Inventory Results process provides the ability to select Custodian Numbers to include in the Sensitive Inventory Request.

Helpful Tip

If a sensitive inventory is open, the Custodian Nbr does not display on the Search Results page. To ensure an inventory is closed or canceled select Inquiry > Inventory > Inventory Header and select search criteria to locate the Inventory Process Code. Custodians with open inventories do not appear.

Navigation

Inventory > Generate Inventory > Sensitive > Search Criteria > Search > Request Sensitive Inventory Search Results page

Page Fields

The following fields display on the **Request Sensitive Inventory Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
105	Selection of "Type Action" is required.

181	Custodians with open inventories will not appear.

Search Results Grid

Select
Cust Nbr
Last Inv Dt
Next Initlzn Dt

Procedures

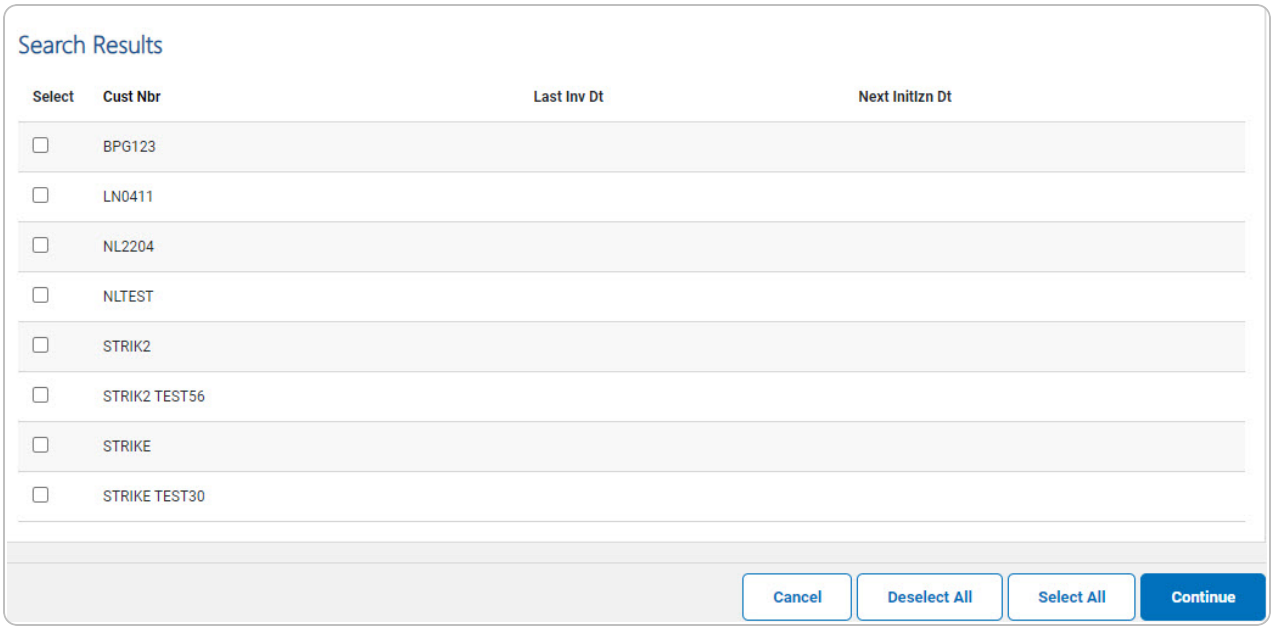
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Sensitive Inventory Request — Results

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Deselect All *deselects the checked entries. Selecting* Select All *selects all present entries.*

1. Select Search. *The **Request Sensitive Inventory Search Results** page appears.*



2. Select ☐ on the desired row(s). ☑ *appears, indicting the row(s) is selected.*

Note

LAST INV DT and NEXT INIT DT does not display if there is no Sensitive Inventory Plan for the UIC. Contact the Agency Coordinator if no plan exists for the UIC.

3. Select Continue. *The **Request Sensitive Inventory Request Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without

	any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for a Sensitive Inventory Request — Criteria
- View the Selected Sensitive Inventory Rows
- Update a Sensitive Inventory Request
- View the Sensitive Inventory Request Transaction Status
- Export a Sensitive Inventory Request Report

View the Selected Sensitive Inventory Rows

Overview

The Request Sensitive Inventory Selected Rows process displays the inventories selected for initialization.

Navigation

Inventory > Generate Inventory > Sensitive > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Request Sensitive Inventory Selected Rows page

Page Fields

The following fields display on the **Request Sensitive Inventory Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Selected Rows Grid

Cust Nbr
Last Inv Dt
Next Initlzn Dt

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Selected Sensitive Inventory Rows

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

1. *Verify the* CUST NBR.
2. *Verify the* LAST INV DT.
3. *Verify the* NEXT INITZN DT.
4. Select Continue. *The* ***Request Sensitive Inventory Update*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Sensitive Inventory Request — Criteria
- Search for a Sensitive Inventory Request — Results
- Update a Sensitive Inventory Request
- View the Sensitive Inventory Request Transaction Status
- Export a Sensitive Inventory Request Report

Update a Sensitive Inventory Request

Overview

The Request Sensitive Inventory Update process allows editing and sorting of inventory data.

Helpful Tip

Sensitive assets are determined by CIIC = 1, 2, 3, 4, 5, 6, 8, 9, P, N, Q, R, Y, $. The UIC Inventory Management Plan designates Pilferable assets to be included in Inventory. Pilferable assets are determined by a CIIC = I, J, M, V, W, X, Z or identified as Pilferable on asset record. Contact your Agency Coordinator for additional information regarding the Inventory Management Plan created for sensitive assets.

Navigation

Inventory > Generate Inventory > Sensitive > Search Criteria > Search > *VARIOUS PROCEDURAL STEPS* > Request Sensitive Inventory Update page

Page Fields

The following fields display on the **Request Sensitive Inventory Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
125	Sensitive assets are determined by CIIC = 1, 2, 3, 4, 5, 6, 8, 9, P, N, Q, R, Y, $.

126	The UIC INV MGT PLAN designates Pilferable assets to be included in Inventory.
127	Pilferable assets are determined by a CIIC = I, J, M, V, W, X, Z or identified as Pilferable on asset record.

Update Grid

Init Inventory and Gen Report Grid

Sort Seq
Signature Block
Sched Cmpltn Dt

Init Inventory Grid

Sched Cmpltn Dt

Procedures

ELMS Navigation Helpful Tips

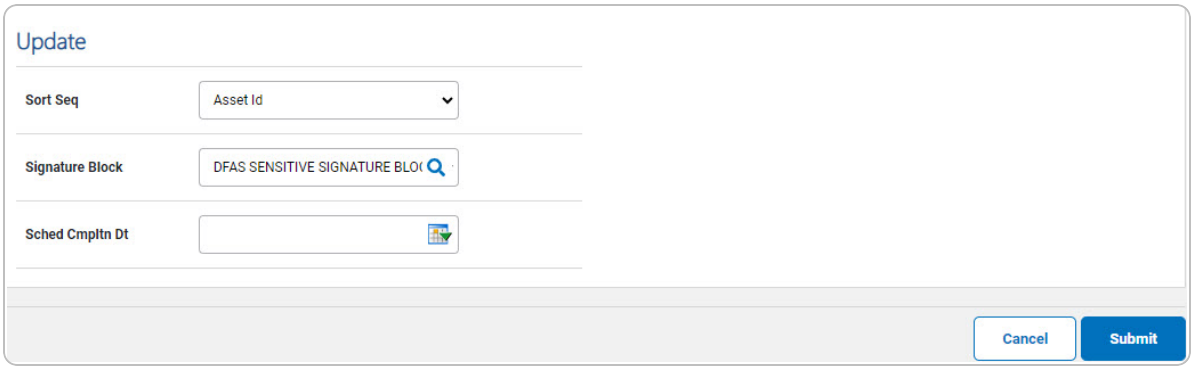
Click the following link to display PA Navigation Tips.

Update a Sensitive Inventory Request

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

1. Select Continue. *The **Request Sensitive Inventory Update** page appears.*

   - Init Inventory and Gen Report



   A. Use ⌄ to select the Sort Seq.

   B. Update the Signature Block, using 🔍 to browse for the revised signature. *This is a 64 alphanumeric character field.*

      Signature Block Browse help

   C. Update the SCHED CMPLTN DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

   - Init Inventory

   A. Update the SCHED CMPLTN DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

2. Select Submit. *The **Request Sensitive Inventory Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
612 — Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re—enter the date.
318 — Type Action is Required.	Invalid Entry. The Type Action is mandatory. Re-enter the field
13 — Mandatory Entry: *Sched Cmpltn Dt*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Sort Seq*.	
239 — Next Initlzn Dt must be > system date but not > system date plus 3 years.	Invalid Entry. The Next Initialization Date must after the system date but nor more than three years after the system date. Re-enter the Next Initlzn Dt.
49 — Record(s) does not exist or user does not have access to record(s).	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
33 — Close inventory before	Invalid Entry. The inventory needs to be closed

processing. Assets on inventory.	before processing. Close the inventory and re-try the entry.
104 — No INV Plan for UIC. Cannot generate INV.	Invalid Entry. The inventory plan for the UIC does not exist and the inventory cannot be created. Re-enter the INV Plan.
103 — New INV Period must be established prior to initializing any more inventories.	Invalid Entry. A New INV Period is not created. Additional inventories cannot be initialized until a New INV Period is established. Re-try the entry.

Related Topics

- Search for a Sensitive Inventory Request — Criteria
- Search for a Sensitive Inventory Request — Results
- View the Selected Sensitive Inventory Rows
- View the Sensitive Inventory Request Transaction Status
- Export a Sensitive Inventory Request Report

View the Sensitive Inventory Request Transaction Status

Overview

The Request Sensitive Inventory Transaction Status process displays a verification of the inventory updates performed.

Navigation

Inventory > Generate Inventory > Sensitive > Search Criteria > Search > *VARIOUS PROCEDURAL STEPS* > Request Sensitive Inventory Transaction Status page

Page Fields

The following fields display on the **Request Sensitive Inventory Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Background Transaction Status Grid

Transaction Number
Transaction Status

Transaction Status Grid

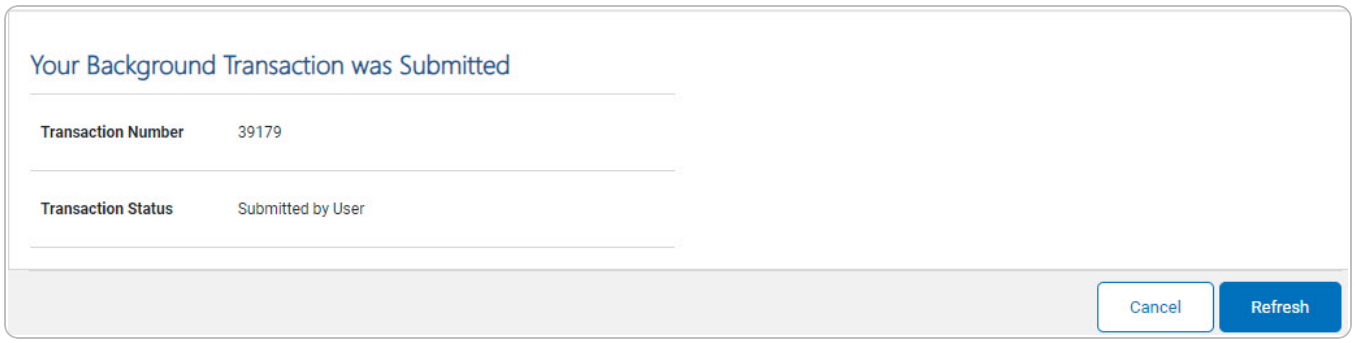
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

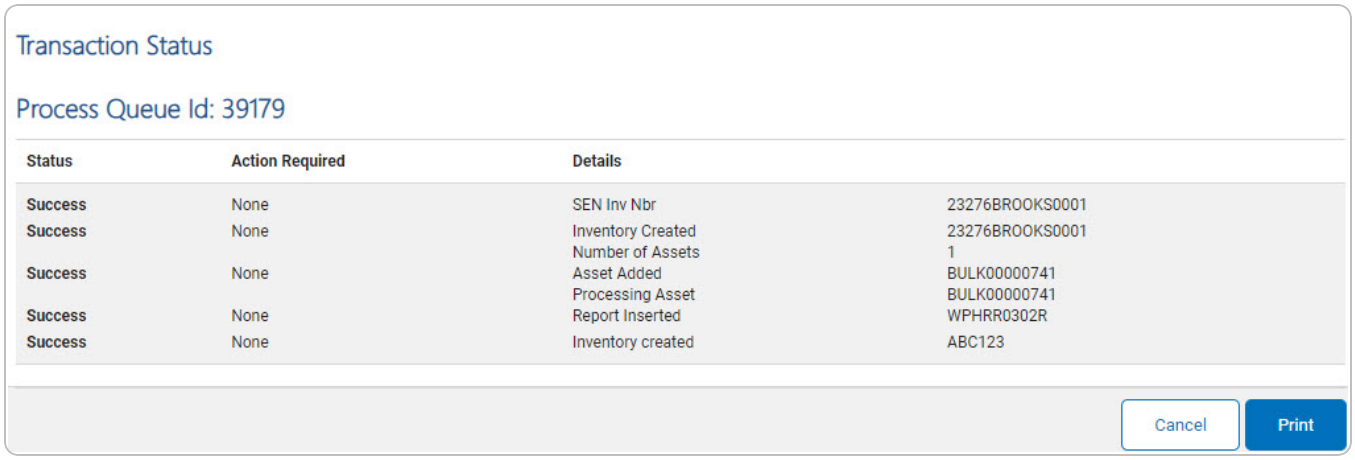
Click the following link to display PA Navigation Tips.

View the Request Sensitive Inventory Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the Request Sensitive Inventory Transaction Status** page appears.*
5. Select Cancel. *The **Request Sensitive Inventory Search Criteria** page appears*.

View the Request Sensitive Inventory Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Request Sensitive Inventory Report Export** page appears.*
5. Select Search Criteria. *The **Request Sensitive Inventory Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Sensitive Inventory Request — Criteria
- Search for a Sensitive Inventory Request — Results
- View the Selected Sensitive Inventory Rows
- Update a Sensitive Inventory Request
- Export a Sensitive Inventory Request Report

Export a Sensitive Inventory Request Report

Overview

The Request Sensitive Inventory Report Export process provides the ability to save the Transaction Status in different formats.

Navigation

Inventory > Generate Inventory > Sensitive > Search Criteria > Search > *Various Procedural Steps* > Request Sensitive Inventory Report Export page

Page Fields

The following fields display on the **Request Sensitive Inventory Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

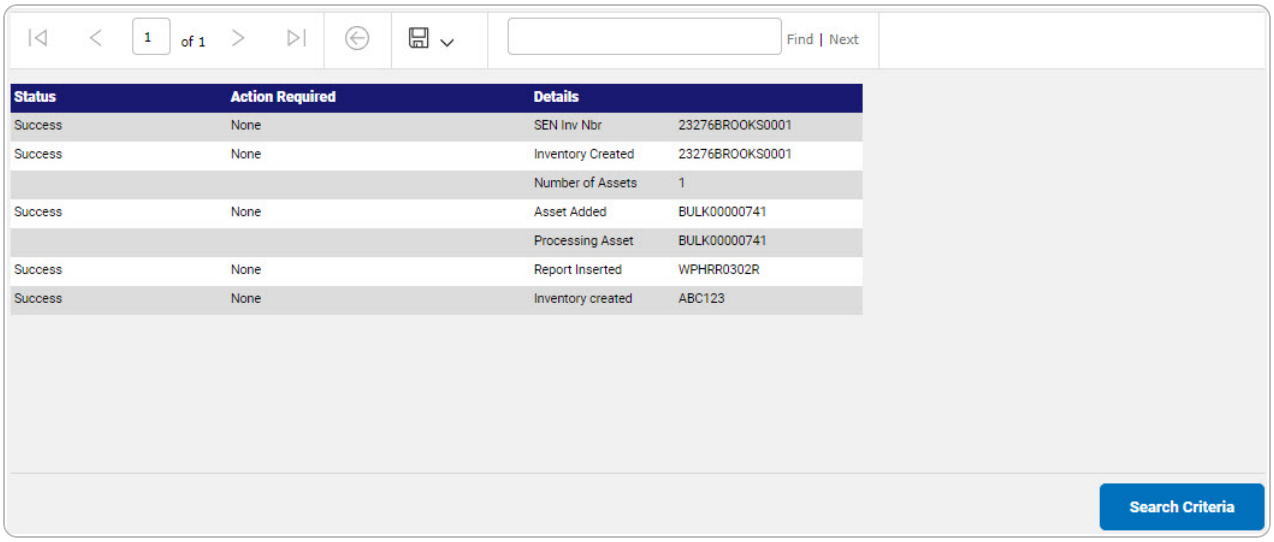
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export a Sensitive Inventory Request Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. *Follow the prompts provided by the computer.*
5. Select . *The **Request Sensitive Inventory Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Request Sensitive Inventory Search Criteria** page appears.*

Related Topics

- Search for a Sensitive Inventory Request — Criteria
- Search for a Sensitive Inventory Request — Results
- View the Selected Sensitive Inventory Rows
- Update a Sensitive Inventory Request
- View the Sensitive Inventory Request Transaction Status

Search for a Custom Inventory Request — Criteria

Overview

The Property Accountability module Request Custom Inventory process provides the ability to create an inventory or inquiry based on specified Search Criteria requirements. As the Custom inventory is created, a real-time record count displays at the top of the page.

Navigation

Inventory > Generate Inventory > Custom > Request Custom Inventory Search Criteria page

Page Fields

The following fields display on the **Request Custom Inventory Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
312	Select "Alternate Search Criteria" button for additional Search Criteria.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Available Field(s)
Available Value(s)

Selected Value(s)
Record Cnt

Search Criteria Grid (Search Results)

Criteria/Criteria Set

Search Results Grid

Select
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Asset Level Cd
Loc
Item Desc
Pilerable
Deprn Cd
Lot Nbr
Last Inv Dt
Rcl Lst Inv Dt
Loan Cd
Lease Cd
Mfr Name

Procedures

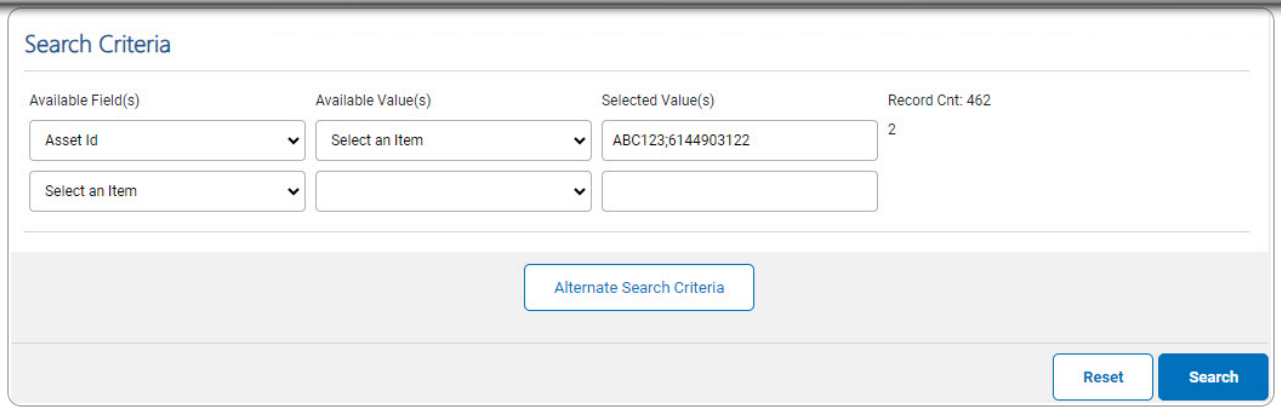
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Custom Inventory Request — 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 panel, narrow the results by entering one or more of the following optional fields:.



- Use ⌄ to select the Available Field(s).
- Use ⌄ to select the Available Value(s).
- *The Selected Value(s) automatically populates and is not editable.*

Helpful Tip

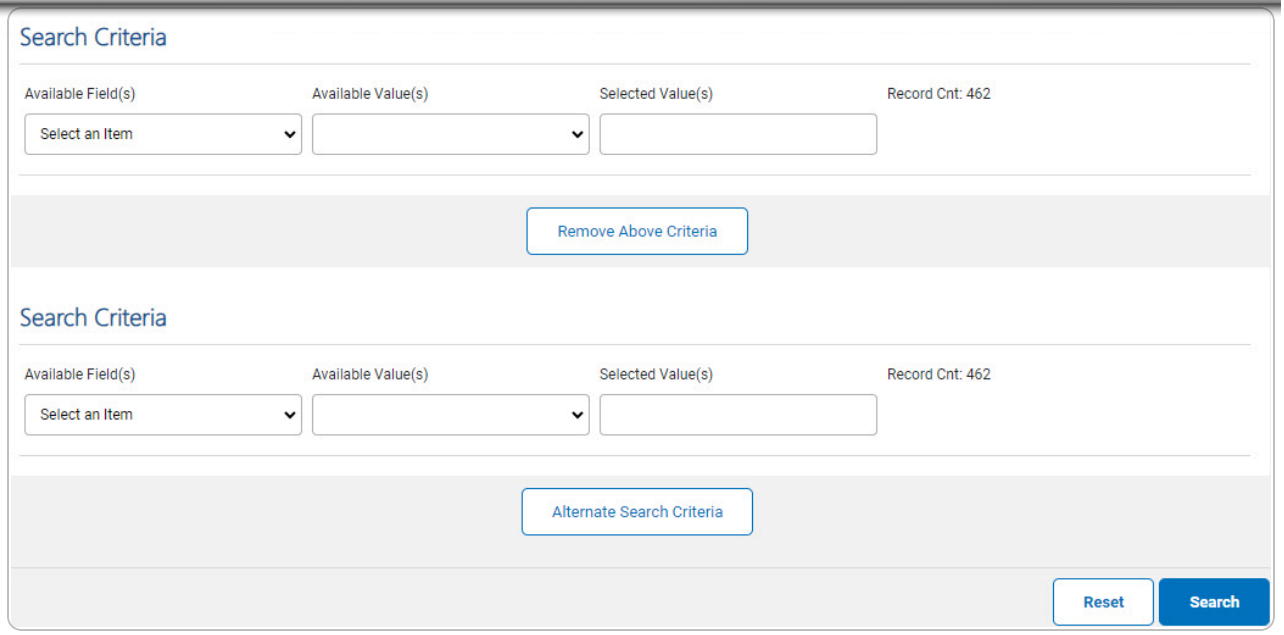
Use "wildcard characters" (percent sign [%], greater than [>] or less than [<] symbols) to refine the search. For example, if *Item Description* is selected in the Available Field(s) and *%LAPTOP%* is entered in the Selected Value(s) field, the process retrieves all records with the word *LAPTOP* in any part of the Item Description.

- *The Record CNT automatically populates and is not editable.*

Attention

As selections are made, a running count of Search Results display in the Record Count. This represents the total number of assets that are accessible for inventory or inquiry. As specific values are selected, the Record Count shows how many assets meet the criteria.

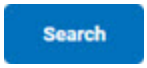
2. Select Alternate Search Criteria. *An Alternate Search Criteria grid appears.*



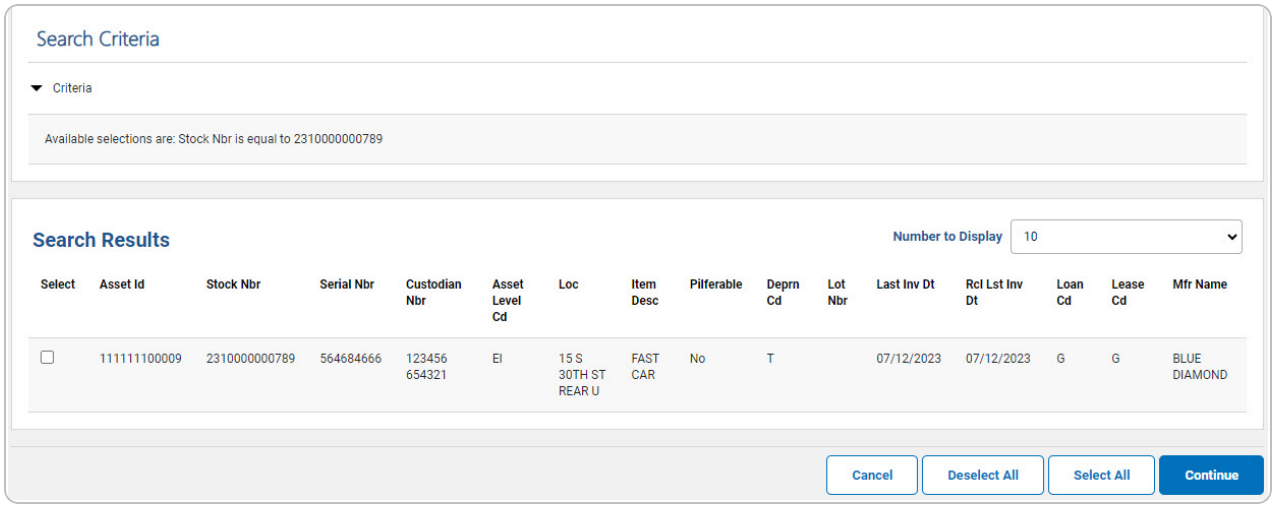
3. *Repeat the Search Criteria steps.*

4. Select

. *The Above Search Criteria grid is removed and not included in the Search Criteria.*

5. Select 

. *The* ***Request Custom Inventory Search Results*** *page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Custom Inventory Request — Results
- Update a Custom Inventory Request
- View the Custom Inventory Request Transaction Status
- Export the Custom Inventory Request Report

Search for a Custom Inventory Request — Results

Overview

The Request Custom Inventory Results process provides the ability to select assets to include in the Custom Inventory or Inquiry Request.

Navigation

Inventory > Generate Inventory > Custom > Search Criteria > Search > Request Custom Inventory Search Results page

Page Fields

The following fields display on the **Request Custom Inventory Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
170	"Select All" button marks all rows, all pages for "Continue" action.
16	"Deselect All" button clears all rows, all pages.
142	Select "Continue" to continue processing.
61	Select "Cancel" to return to Search Criteria page.

Search Criteria Grid (Search Results)

Criteria/Criteria Set

Search Results Grid

Select
Asset Id
Stock Nbr
Serial Nbr
Custodian Nbr
Asset Level Cd
Loc
Item Desc
Pilerable
Deprn Cd
Lot Nbr
Last Inv Dt
Rcl Lst Inv Dt
Loan Cd
Lease Cd
Mfr Name

Procedures

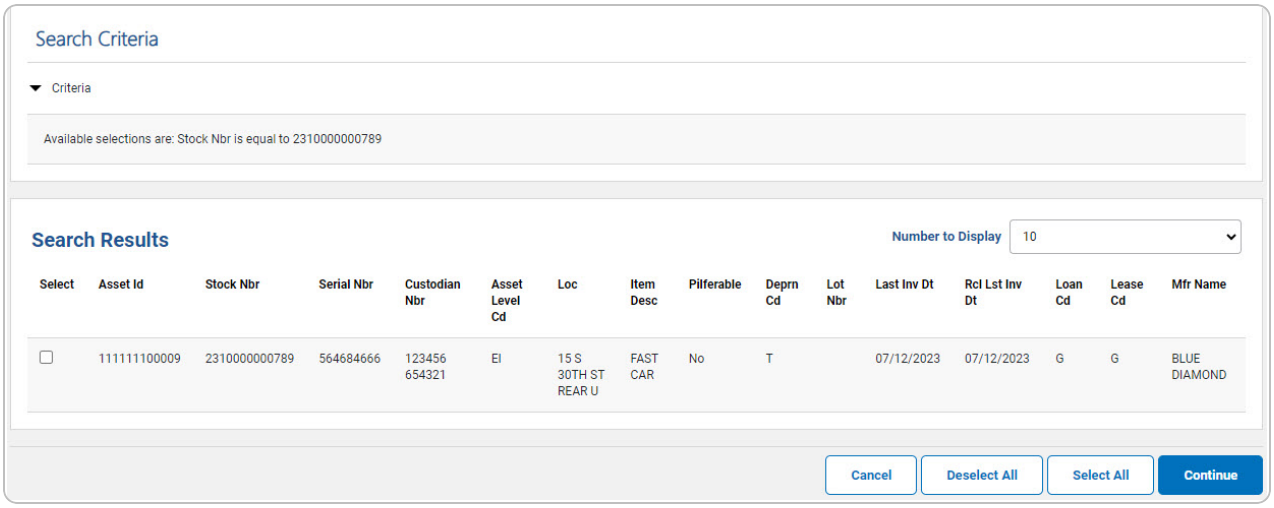
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Deselect All *deselects the checked entries. Selecting* Select All *selects all present entries.*

Search for a Custom Inventory Request — Results

1. Select Search. *The **Request Custom Inventory Search Results** page appears.*



2. Select ☐ on the desired row(s). ☑ *appears, indicting the row(s) is selected.*

Note

Use the *Number to Display* drop-down list to display more or less rows per page. The options are from as little as *5* rows to *All* rows.

3. Select Continue. *The **Request Custom Inventory Request Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without

	any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for a Custom Inventory Request — Criteria
- Update a Custom Inventory Request
- View the Custom Inventory Request Transaction Status
- Export the Custom Inventory Request Report

Update a Custom Inventory Request

Overview

The Request Custom Inventory Update process allows initializing of a custom inventory, initializing and generating of a report for a custom inventory, or generating of a custom inquiry.

Navigation

Inventory > Generate Inventory > Custom > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Request Custom Inventory Update page

Page Fields

The following fields display on the Custom Inventory Update page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Criteria
All

Update Grid

Type Action *

Init Inventory Grid

Type Action *
Generate Inv
Sched Cmpltn Dt
Inv Name *

Init Inventory and Gen Report Grid

Type Action *
Report Sort Seq *
Signature Block
Generate Inv
Sched Cmpltn Dt
Inv Name *

Inquiry Process Grid

Type Action *

(*) Asterisk identifies mandatory fields.

Procedures

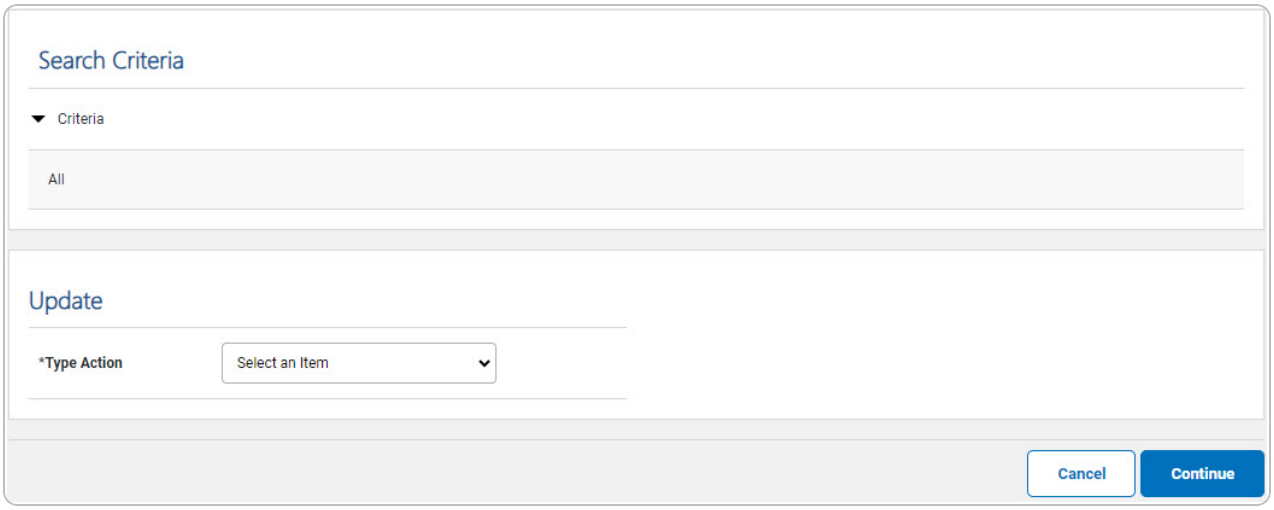
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Custom Inventory Request

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

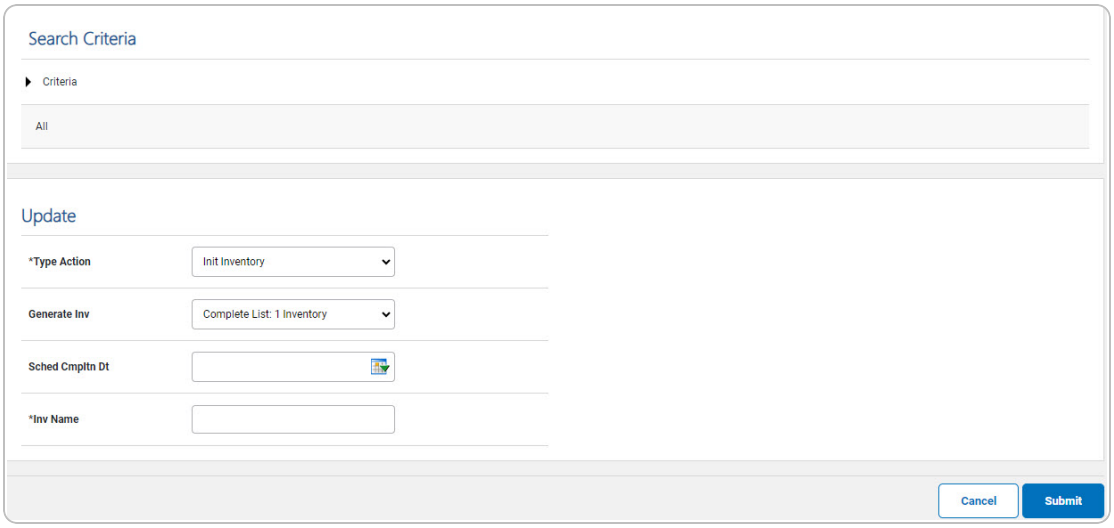
1. Select Continue. *The **Request Custom Inventory Update** page appears.*



2. *Verify the Search Criteria grid.*
   A. *Verify the Criteria.*
   B. *Verify the All.*
3. *Complete the Update grid.*

A. Use ⌄ to select the Type Action.

- Init Inventory



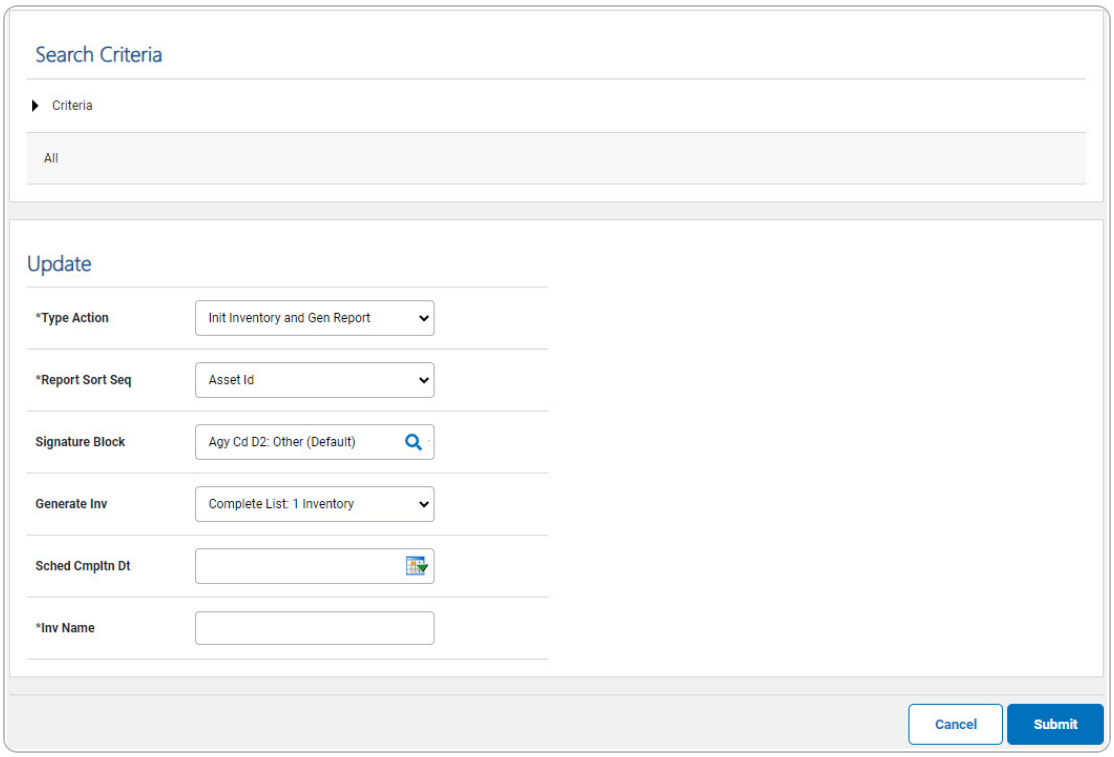
a. Update the Generate Inv, using to select the desired inventory.

b. Update the SCHED CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

c. Update the INV NAME, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

d. Select Submit. *The **Request Custom Inventory Transaction Status** page appears.*

- Init Inventory and Gen Report



a. Update the Report Sort Seq, using to select the desired sort sequence.

b. Update the Signature Block, using to browse for the revised signature. *This is a 64 alphanumeric character field.*

Signature Block Browse help

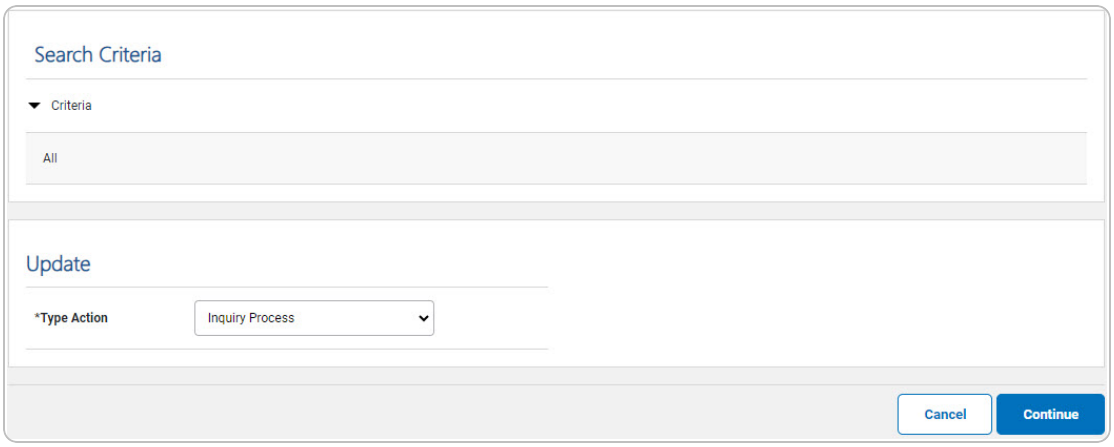
c. Update the Generate Inv, using to select the desired inventory.

d. Update the SCHED CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

e. Update the INV NAME, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

f. Select Submit. *The **Request Custom Inventory Transaction Status** page appears.*

- Inquiry Process



a. Select Continue. *The **Asset Inventory Inquiry Field Selection** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
612 — Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.

895 — Date entered must be > = System Date.	Invalid Date Entry. The date must be either the system date or later. Re—enter the date.
318 — Type Action is Required.	Invalid Entry. The Type Action is mandatory. Re-enter the field
13 — Mandatory Entry: *INV NAME*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *TYPE ACTION*.	
13 — Mandatory Entry: *REPORT SORT SEQ*.	

Related Topics

- Search for a Custom Inventory Request — Criteria
- Search for a Custom Inventory Request — Results
- View the Custom Inventory Request Transaction Status
- Export the Custom Inventory Request Report

View the Request Custom Inventory Transaction Status

Overview

The Request Custom Inventory Transaction Status process displays a verification of the updates performed.

Navigation

Inventory > Generate Inventory > Custom > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Update page > Submit > Request Custom Inventory Transaction Status page

Page Fields

The following fields display on the **Request Custom Inventory Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

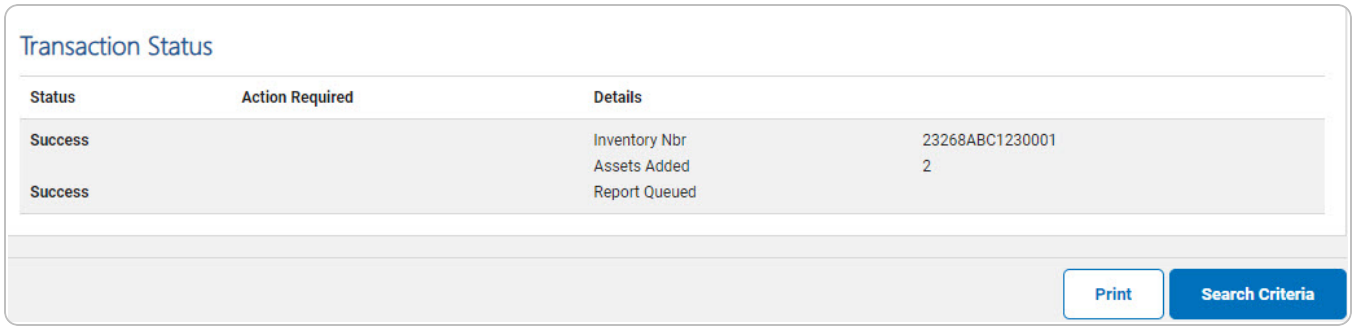
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Request Custom Inventory Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Request Custom Inventory Report Export** page appears.*
5. Select Search Criteria. *The **Request Custom Inventory Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Custom Inventory Request — Criteria
- Search for a Custom Inventory Request — Results
- Update a Custom Inventory Request
- Export the Custom Inventory Request Report

Export a Custom Inventory Report

Overview

The Request Custom Inventory Report Export provides the ability to save the Transaction Status in different formats.

Navigation

Inventory > Generate Inventory > Custom > Search Criteria > Search > Search Results > Update page > Transaction Status page > Print button > Request Custom Inventory Report Export page

Page Fields

The following fields display on the **Request Custom Inventory Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

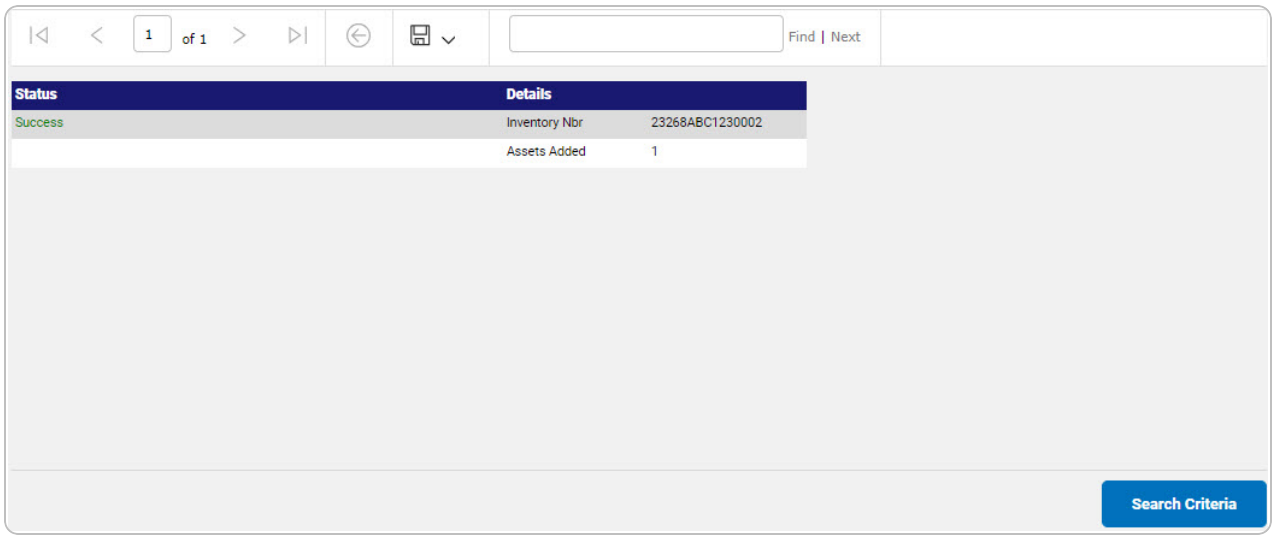
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Request Custom Inventory Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. *Follow the prompts provided by the computer.*
5. Select . *The **Request Custom Inventory Search Criteria** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria. *The* ***Request Custom Inventory Search Criteria*** *page appears.*

Related Topics

- Search for a Custom Inventory Request — Criteria
- Search for a Custom Inventory Request — Results
- Update a Custom Inventory Request
- Export the Custom Inventory Request Report

AIT Overview

Overview

The Property Accountability module Automatic Identification Technology (AIT) process provides the ability to perform an inventory using a scanner, instead of by hand.

Navigation

AIT >

Overall Flow

The AIT process has a very specific start and a very specific end. This overview contains all the AIT processes, but not all inventories include every process.

1. **Setup**

PDCD Sftwr Install

Download the appropriate software so ELMS can interact with the PDCD.

Label Format

Design and create the labels for the inventory process.

Attention

Please contact the ELMS Call Center to assist with creating and loading a logo to a Zebra or Intermec printer. Do not select Dwnld DPAS Logo until after this phone call.

Print Labels

Print the labels to use during the inventory process.

2. **Inventory**

Generate Inventory

Prepare the inventory on the computer in ELMS.

Download to PDCD

Send the inventory from the computer to the scanner.

Perform the Inventory

Scan the assets to be included in the inventory.

Upload from PDCD

Send the inventory from the scanner to the computer.

3. **Reconciliation**

Print the Reconciliation Report

View the inventory in relation to all the different reconciliation statuses.

Related Topics

- **PDCD Software Install**
  - PDCD Software Install Download
  - PDCD Software Install Download Results
  - Install ELMSAIT for Windows Mobile 5.0-6.0
  - Install ELMSAIT for Motorola WM 6
- **Label Format**
  - Search for the AIT Label Format - Criteria
  - Search for the AIT Label Format - Results
  - View the AIT Label Format Detail
  - Add an AIT Label Format
  - Update the AIT Label Format
  - Delete the AIT Label Format
  - View the AIT Label Format Transaction Status
  - Export the AIT Label Format Report
- **Print Labels**
  - Search for Print AIT Labels — Criteria
  - Print AIT Labels — Asset Id
  - Print AIT Labels — Loc
  - Search for Requested Labels — Criteria

- Search for Requested Labels — Results
- Determine the Print Quantity of the Requested AIT Labels
- Print the Requested Labels
- Delete the Requested Labels

- **Download to PDCD**

  - Search for the Inventory to Download - Criteria
  - Search for the Inventory to Download - Results
  - View the Download to PDCD Transaction Status
  - Export a Download to PDCD Report

- **Generate Inventory**

  - Custodian
  - Cyclic
  - Location
  - Sensitive
  - Custom

- **Upload from PDCD**

  - Search for the Inventory to Upload - Criteria
  - Search for the Inventory to Upload - Results
  - View the Upload from PDCD Transaction Status
  - Export a Upload from PDCD Report

Search for the Print AIT Labels — Criteria

Overview

The Property Accountability module Print AIT Labels process provides the ability to print out labels that are used by Portable Data Collection Devices (PDCDs) to scan and identify a specified part of an inventory.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Labels can be printed for:

- A single asset, or a range of assets
- A specific custodian, or a range of custodians
- A STOCK NBR, which means every SERIAL NBR for that STOCK NBR
- A single location, or a range of locations
- A single sub-location, or a range or sub-locations
- Any combination of the above
- Any previously printed labels

There are three ways to specify the labels for printing:

- **ASSET ID** — for ASSET ID, CUSTODIAN NBR, or STOCK NBR labels
- **LOC** — for LOC, SUB LOC, or CUSTODIAN NBR labels
- **Requested** — for any combination of the above, or for previously printed labels.

Helpful Tip

Do **NOT** purchase AIT equipment or supplies without contacting the ELMS Call Center first.

To view the customized ELMSAIT Scanner and Printers instructions, please visit https://ELMSsupport.golearnportal.org.

Navigation

AIT > Print Labels

Page Fields

The following fields display on the **Print AIT Labels** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.

Asset ID Tab

Number	Value
199	Select a range of either Asset Id, Custodian Nbr, Stock Nbr or Label Text.

Loc Tab

Number	Value
200	Select a range of either Location/Sub Loc, or Custodian Nbr.

Asset Id

Asset Id *
Asset Id To
Custodian Nbr *
Custodian Nbr To
Stock Nbr *
Label Text *
Include Sub Cust
Group By
Number of Copies

Label Purpose *
Printer

Loc

Loc *
Loc To
Sub Loc *
Sub Loc To
Custodian Nbr *
Custodian Nbr To
Include Sub Loc
Number of Copies
Include Sub Cust
Label Purpose
New Sub Loc
Printer

Requested

Label Type
Custodian Nbr
Loc / Sub Loc
User Id
Previously Printed

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Print AIT Labels for Asset Id

Select the Asset Id tab. *The **Print AIT Labels — Asset Id** page appears.*

Print AIT Labels for Loc

Select the Loc tab. *The **Print AIT Labels — Loc** page appears.*

Print Other AIT Labels

Select the Requested tab. *The **Search for Requested Labels — Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Asset Id*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Custodian Nbr*.	
13 — Mandatory Entry: *Stock Nbr*.	
13 — Mandatory Entry: *Label Text*.	
13 — Mandatory Entry: *Label Purpose*.	
13 — Mandatory Entry: *Loc*.	
13 — Mandatory Entry: *Sub Loc*.	

Related Topics

- Print AIT Labels — Asset Id
- Print AIT Labels — Loc
- Search for Requested Labels — Criteria
- Search for Requested Labels — Results
- Determine the Print Quantity of the Requested AIT Labels
- Print the Requested Labels
- Delete the Requested Labels
- AIT Overview

Search for Requested AIT Labels — Criteria

Overview

The Requested AIT Labels Search Criteria process provides the ability to print out labels that are used by Portable Data Collection Devices (PDCDs) to scan and identify the assets in a pre-specified part of an inventory, or that have already been printed.

Navigation

AIT > Print Labels > Requested tab > Print AIT Labels — Requested Search Criteria page

Page Fields

The following fields display on the **Print AIT Labels — Requested Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Search Criteria

Label Type
Custodian Nbr
Loc / Sub Loc
User Id
Previously Printed

Procedures

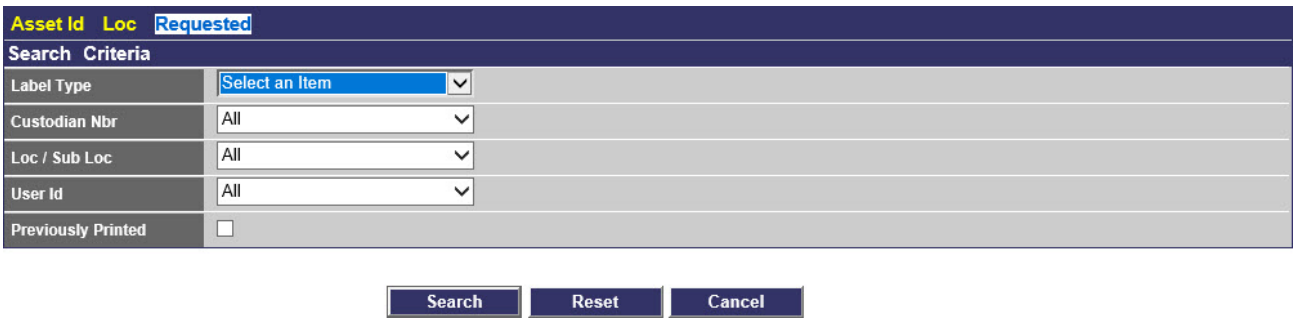
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

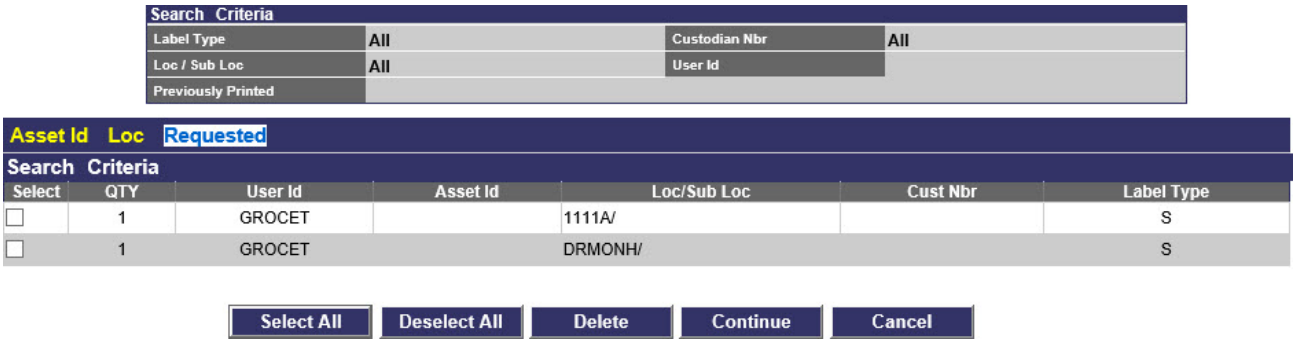
Search for a Requested AIT Label

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. Select the Requested tab. *The **Print AIT Labels — Requested Search Criteria** page appears.*



2. Use ▼ to select the Label Type.
3. Use ▼ to select the Custodian Nbr.
4. Use ▼ to select the Loc / Sub Loc.
5. Use ▼ to select the User Id.
6. Click ☐ to select Previously Printed. *This includes the labels from prior jobs, as well as scheduled print jobs.*
7. Select Search. *The **Search for Requested AIT Labels — Results** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
374 — The selected label format requires CUSTODIAN NBR. Print label from Asset tab.	Invalid Entry. The Print AIT Label tab chosen was the incorrect one. Choose a different tab and re-enter the information.

Related Topics

- Search for Print AIT Labels — Criteria
- Print AIT Labels — Asset Id
- Print AIT Labels — Loc
- Search for Requested Labels — Results
- Determine the Print Quantity of the Requested AIT Labels
- Print the Requested Labels
- Delete the Requested Labels
- AIT Overview

Search for Requested AIT Labels — Results

Overview

The Requested AIT Labels Search Results page provides the ability to delete or view details regarding the labels that are used by Portable Data Collection Devices (PDCDs) to scan and identify the assets in a pre-specified part of an inventory, or that have already been printed.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

AIT > Print Labels > Requested tab > Search Criteria > Search > Print AIT Labels — Requested Search Results page

Page Fields

The following fields display on the **Print AIT Labels — Requested Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Search Criteria

Label Type
Custodian Nbr
Loc / Sub Loc
User Id
Previously Printed

Search Results

Select
QTY
User Id
Asset Id
Loc/Sub Loc
Cust Nbr
Label Type

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select Requested Labels

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

1. Click ☐ next to each desired label to select the record.

Helpful Tip

Select All checks all assets on all pages. Deselect All removes the check marks from all assets on all pages.

2. Select Continue. *The **Print AIT Labels — Requested Print Quantity** page opens.*

Delete Requested Labels

1. Click ☐ next to each desired label to select the record.

Helpful Tip

Select All checks all labels on all pages. Deselect All removes the check marks from all labels on all pages.

2. Select Delete. *The **Delete a Requested AIT Label** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for Print AIT Labels — Criteria
- Print AIT Labels — Asset Id
- Print AIT Labels — Loc
- Search for Requested Labels — Criteria
- Determine the Print Quantity of the Requested AIT Labels
- Print the Requested Labels
- Delete the Requested Labels
- AIT Overview

Print AIT Labels — Asset Id

Overview

The Print AIT Labels — Asset Id process provides the ability to print out labels that are used by Portable Data Collection Devices (PDCDs) to scan and identify an asset.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

AIT > Print Labels > Asset Id tab > Print AIT Labels — Asset Id page

Page Fields

The following fields display on the **Print AIT Labels — Asset Id** tab. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value
199	Select a range of either Asset Id, Custodian Nbr, Stock Nbr or Label Text.

Asset Id

Asset Id *
Asset Id To
Custodian Nbr *
Custodian Nbr To

Stock Nbr *
Label Text *
Include Sub Cust
Group By
Number of Copies
Label Purpose *
Printer

(*) Asterisk identifies mandatory fields.

Procedures

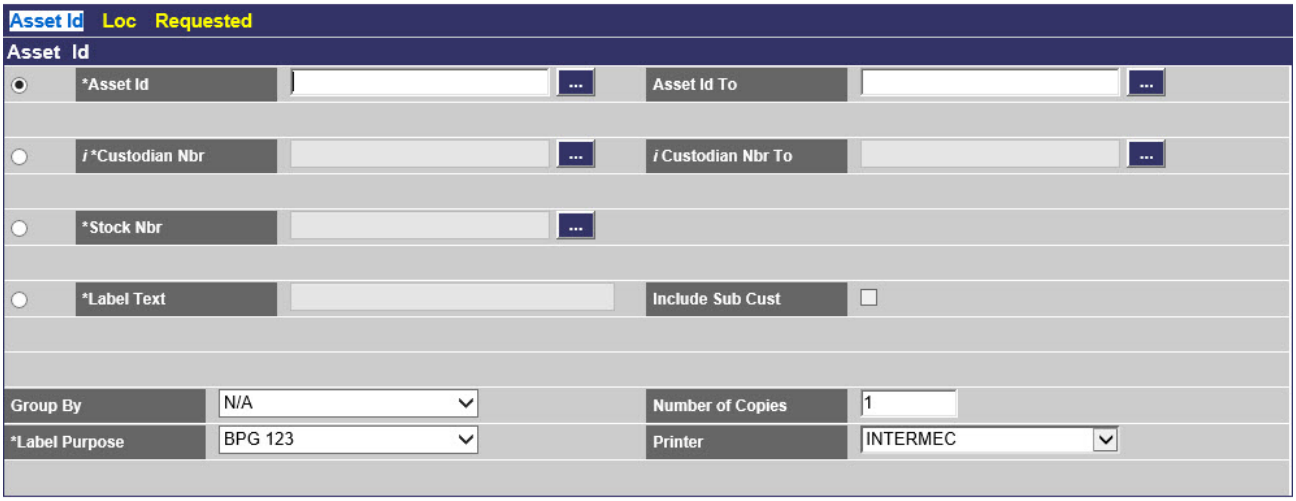
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Print Asset Id Labels

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

1. Select the ASSET ID tab. *The **Print AIT Labels — ASSET ID** page appears.*



2. Choose the radio button for the reason for the labels:

A. Select ○ ASSET ID if the labels are for one asset or a range of assets.

a. Enter the ASSET ID, or use 🔍 to browse for the single asset, or the first in the range of assets. *This is a 15 alphanumeric character field.*

Asset Identifier Browse help

b. Enter the ASSET ID To, or use 🔍 to browse for the last in the range of assets. *This is a 15 alphanumeric character field.*

Asset Identifier Browse help

B. Select ○ CUSTODIAN NBR if the labels are for all the assets owned by the custodian.

a. Use ℹ or 🔍 to assist with the single CUSTODIAN NBR, or the first in a range of CUSTODIAN NBRS. *This is a 12 alphanumeric character field.*

Custodian Number Browse help

b. Use ℹ or 🔍 to assist with the last in the range of CUSTODIAN NBRS. *This is a 12 alphanumeric character field.*

Custodian Number Browse help

C. Select ○ STOCK NBR if the labels are for all the SERIAL NBRs for one STOCK NBR.

a. Enter the STOCK NBR, or use 🔍 to browse for the number. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

D. Select ○ Label Text if there should be a single label with certain text.

a. Enter the Label Text in the field provided. *This is a 30 alphanumeric character field.*

b. Click ☐ to select Include SUB CUST. *This prints out the labels for all the SUB CUSTs underneath the main custodian.*

3. Use ⌄ to select the Group By.
4. Enter the Number of Copies in the field provided. *This is a 4 numeric character field.*
5. Use ⌄ to select the Label Purpose.
6. Use ⌄ to select the Printer.
7. Select Print. *The Windows Print Dialog box opens.*
8. Select the appropriate printer.
9. Select Print. *The Windows Print Dialog box closes, and the labels print out on the selected printer.*

Helpful Tip

If there is one specific printer, select this as the printer default. Go to MyELMS > User Preferences, and choose the applicable printer. Now it automatically displays in the Printer drop-down list.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Asset Id*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Custodian Nbr*.	
13 — Mandatory Entry: *Stock Nbr*.	
13 — Mandatory Entry: *Label Text*.	
13 — Mandatory Entry: *Label Purpose*.	

Related Topics

- Search for Print AIT Labels — Criteria
- Print AIT Labels — Loc
- Search for Requested Labels — Criteria
- Search for Requested Labels — Results
- Determine the Print Quantity of the Requested AIT Labels
- Print the Requested Labels
- Delete the Requested Labels
- AIT Overview

Print AIT Labels — Loc

Overview

The Print AIT Labels — Loc process provides the ability to print out labels that are used by Portable Data Collection Devices (PDCDs) to scan and identify the assets within a location.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

AIT > Print Labels > Loc tab > Print AIT Labels — Loc page

Page Fields

The following fields display on the **Print AIT Labels — Loc** tab. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value
200	Select a range of either Location/Sub Loc, or Custodian Nbr.

Loc

Loc *
Loc To
Sub Loc *
Sub Loc To
Custodian Nbr *

Custodian Nbr To
Include Sub Loc
Number of Copies
Include Sub Cust
Label Purpose
New Sub Loc
Printer

(*) Asterisk identifies mandatory fields.

Procedures

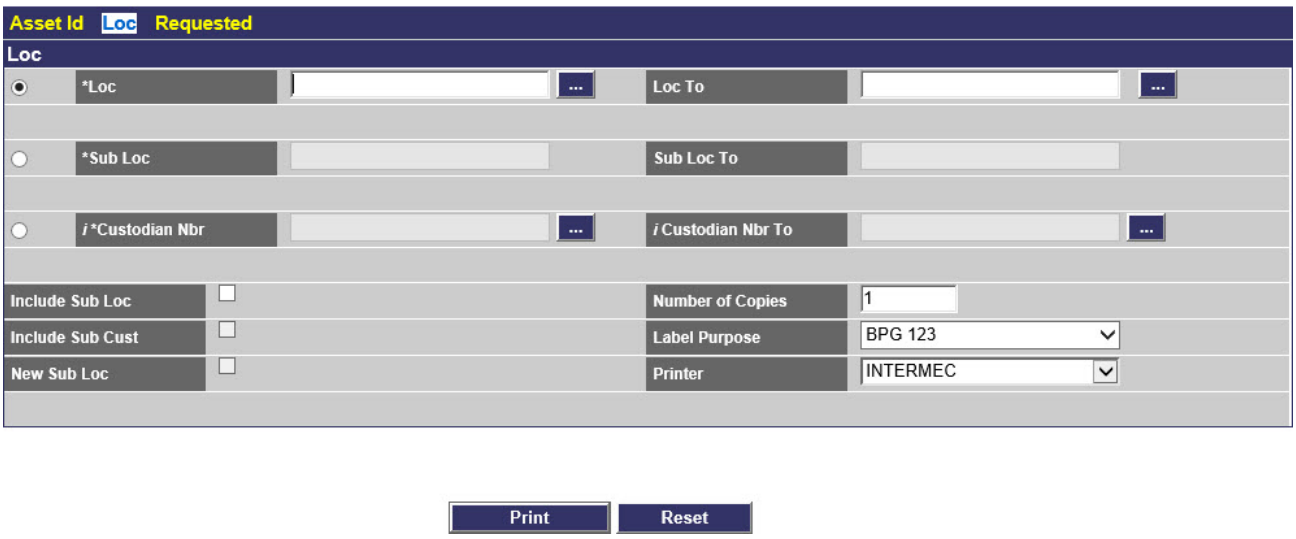
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Print Loc Labels

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

1. Select the Loc tab. *The **Print AIT Labels — Loc** page appears.*



2. Choose the radio button for the reason for the labels:

A. Select ○ LOC if the labels are for one location or a range of locations.

a. Enter the LOC, or use 🔍 to browse for the single location, or the first in the range of locations. *This is a 20 alphanumeric character field.*

Location Browse help

b. Enter the LOC To, or use 🔍 to browse for the last in the range of locations. *This is a 20 alphanumeric character field.*

Location Browse help

B. Select ○ SUB LOC if the labels are for one subordinate location or a range of subordinate locations.

a. Enter the single SUB LOC in the field provided, or the first in the range of subordinate locations. *This is a 20 alphanumeric character field.*

b. Enter the last subordinate location in the SUB LOC To field. *This is a 20 alphanumeric character field.*

C. Select ○ CUSTODIAN NBR if the labels are for all the assets owned by the custodian.

a. Use ℹ or 🔍 to assist with the single CUSTODIAN NBR, or the first in a range of CUSTODIAN NBRs. *This is a 12 alphanumeric character field.*

Custodian Number Browse help

b. Use ℹ or 🔍 to assist with the last in the range of CUSTODIAN NBRs. *This is a 12 alphanumeric character field.*

Custodian Number Browse help

3. Click ☐ to select Include SUB LOC. *This prints out the labels for all the SUB LOCs underneath the main location.*

4. Enter the Number of Copies in the field provided. *This is a 4 numeric character field.*

5. Click ☐ to select Include SUB CUST. *This is only available when ○ CUSTODIAN NBR is checked, and prints out the labels for all the SUB CUSTs underneath the main custodian.*

6. Use ☑ to select the Label Purpose.

7. Click ☐ to select New SUB CUST. *This is only available when ○ SUB LOC is checked, and creates a label for the new SUB LOC.*

8. Use ☑ to select the Printer.

9. Select Print. *The Windows Print Dialog box opens.*
10. Select the appropriate printer.
11. Select Print. *The Windows Print Dialog box closes, and the labels print out on the selected printer.*

Helpful Tip

If there is one specific printer, select this as the printer default. Go to MyELMS > User Preferences, and choose the applicable printer. Now it automatically displays in the Printer drop-down list.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
374 — The selected label format requires CUSTODIAN NBR. Print label from Asset tab.	Invalid Entry. The Print AIT Label tab chosen was the incorrect one. Choose a different tab and re-enter the information.

13 — Mandatory Entry: *Loc*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Sub Loc*.	
13 — Mandatory Entry: *Custodian Nbr*.	

Related Topics

- Search for Print AIT Labels — Criteria
- Print AIT Labels — Asset Id
- Search for Requested Labels — Criteria
- Search for Requested Labels — Results
- Determine the Print Quantity of the Requested AIT Labels
- Print the Requested Labels
- Delete the Requested Labels
- AIT Overview

Delete a Requested AIT Label

Overview

The Requested AIT Labels Delete process allows removal of saved labels that are used by Portable Data Collection Devices (PDCDs) to scan and identify the assets in a pre-specified part of an inventory, or that have already been printed.

Navigation

AIT > Print Labels > Requested tab > Search Criteria > Search > Search Results > Delete > Print AIT Labels — Requested Delete page

Page Fields

The following fields display on the **Print AIT Labels — Requested Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Search Criteria

Label Type
Custodian Nbr
Loc / Sub Loc
User Id
Previously Printed

Delete

QTY
User Id
Asset Id
Loc/Sub Loc

Cust Nbr
Label Type

Procedures

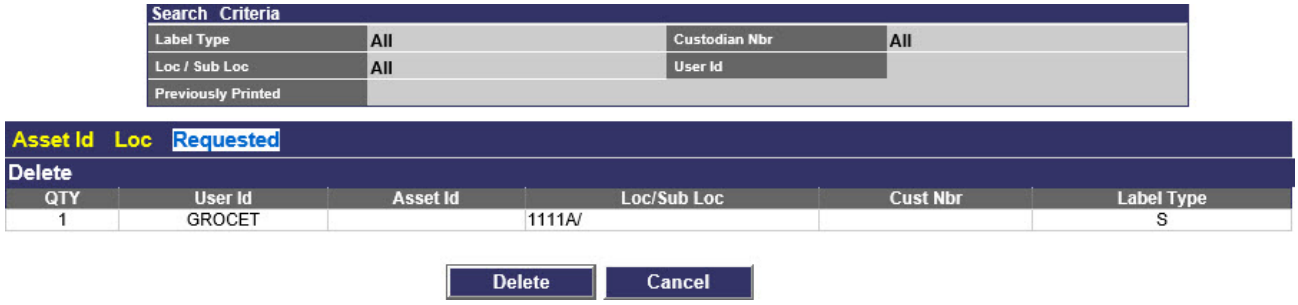
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a Requested AIT Label

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

1. Click ☐ next to each desired label to select the record.
2. Select Delete. *The* ***Delete a Requested AIT Label*** *page opens.*



3. Review the fields, making sure this label is the correct one for deletion.
   A. *Verify the QTY.*
   B. *Verify the USER ID.*
   C. *Verify the ASSET ID.*
   D. *Verify the LOC / SUB LOC.*
   E. *Verify the CUST NBR.*
   F. *Verify the Label Type.*
4. Select Delete. *The page returns to the* ***Search for Requested Labels — Criteria*** *page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for Print AIT Labels — Criteria
- Print AIT Labels — Asset Id
- Print AIT Labels — Loc
- Search for Requested Labels — Criteria
- Search for Requested Labels — Results
- Determine the Print Quantity of the Requested AIT Labels
- Print the Requested Labels
- AIT Overview

Print the Requested AIT Labels

Overview

The Requested AIT Labels Print page provides the ability to print out labels that are used by Portable Data Collection Devices (PDCDs) to scan and identify any pre-specified labels, or for previously printed labels.

Navigation

AIT > Print Labels > Requested tab > Search Criteria > Search > Search Results > ☐ desired record(s) > Continue > Print Quantity > Continue > Print AIT Labels — Requested Print page

Page Fields

The following fields display on the **Print AIT Labels — Requested Print** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Requested

Group By
Label Purpose
Printer

Procedures

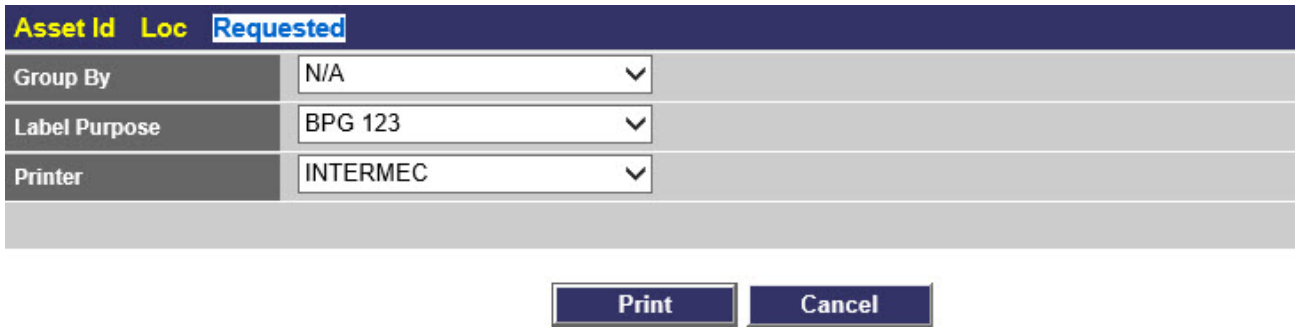
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Print the Requested AIT Labels

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

1. Use ▼ to select the Group By.



2. Use ▼ to select the Label Purpose.
3. Use ▼ to select the Printer.

Helpful Tip

If there is one specific printer, go to MyELMS > User Preferences, and choose the applicable printer.

4. Select Print. *The Windows Print Dialog box opens.*
5. Select the appropriate printer.
6. Select Print. *The Windows Print Dialog box closes, and the labels print out on the selected printer.*

Attention

The Print Label requests can only be reprinted for seven days.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
374 — The selected label format requires CUSTODIAN NBR. Print label from Asset tab.	Invalid Entry. The Print AIT Label tab chosen was the incorrect one. Choose a different tab and re-enter the information.

Related Topics

- Search for Print AIT Labels — Criteria
- Print AIT Labels — Asset Id
- Print AIT Labels — Loc
- Search for Requested Labels — Criteria
- Search for Requested Labels — Results
- Determine the Print Quantity of the Requested AIT Labels
- Delete the Requested Labels
- AIT Overview

Determine the Print Quantity for the Requested AIT Labels

Overview

The Requested AIT Labels Print Quantity page allows specification of the amount of each label for printing.

Navigation

AIT > Print Labels > Requested tab > Search Criteria > Search > Search Results > ☐ desired record(s) > Continue > Requested AIT Labels Print Quantity page

Page Fields

The following fields display on the **Requested AIT Labels Print Quantity** page. For more information on each field, select the appropriate hyperlink.

Instructions

Number	Value

Search Criteria

Label Type
Custodian Nbr
Loc / Sub Loc
User Id
Previously Printed

Print

Print Qty
QTY
User Id

Asset Id
Loc/Sub Loc
Cust Nbr
Label Type

Procedures

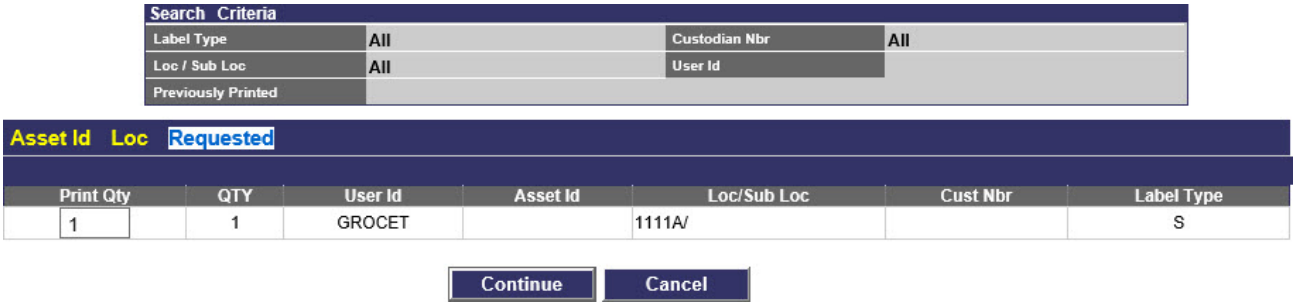
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Determine the Quantity of Requested AIT Labels

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

1. Enter the PRINT QTY in the field provided. *This is a 10 numeric character field.*



2. *Verify the QTY.*
3. *Verify the USER ID.*
4. *Verify the ASSET ID.*
5. *Verify the LOC / SUB LOC.*
6. *Verify the CUST NBR.*
7. *Verify the Label Type.*
8. Select Continue. *The* ***Print AIT Labels — Requested Print*** *page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for Print AIT Labels — Criteria
- Print AIT Labels — Asset Id
- Print AIT Labels — Loc
- Search for Requested Labels — Criteria
- Search for Requested Labels — Results
- Print the Requested Labels
- Delete the Requested Labels
- AIT Overview

Search for an Inventory to Download to the PDCD — Criteria

Overview

The Property Accountability module Download to the Portable Data Collection Device (PDCD) process provides the ability to download a file with inventory data to a PDCD. This way the inventory is completed by scanning asset bar-codes instead of manually entering the numbers.

Helpful Tip

Do **NOT** purchase AIT equipment or supplies without contacting the ELMS Call Center first. To view the customized ELMS AIT Scanner and Printers instructions, please visit https://ELMSsupport.golearnportal.org.

Navigation

AIT > Download to PDCD > Download to PDCD Search Criteria page

Page Fields

The following fields display on the **Download to PDCD Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
194	If you are unfamiliar with the AITINV Process, refer to User Help.

Search Criteria

Inv Process Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Inventory to Download to the PDCD

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. Select the Show All Content button at the bottom of the screen.

2. Use to select the Inv Process Cd.
3. Select Search. *The **Download to the PDCD Search Results** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to contact the PDCD device, verify that Act-ivsync is running, the PDCD device is in the cradle, and the ELMSAIT application is run-ning.	Contact the ELMS Call Center
xxxx — An Error Occurred on	Contact the ELMS Call Center

the PDCD page.	

Related Topics

- Search for the Download to PDCD — Results
- View the Download to PDCD Transaction Status
- Export a Download to PDCD Report
- AIT Overview

Search for an Inventory to Download to the PDCD — Results

Overview

The Download to the PDCD Results page provides the ability to download more than one inventory at a time to a PDCD.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

AIT > Download to PDCD > Search Criteria > Search > Download to PDCD Search Results page

Page Fields

The following fields display on the **Download to PDCD Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Results

Select
Inv Nbr
Inv Type Cd
Cust Nbr
Inc Sub Cust
Loc

Incl Non-Actbl
Inc Pilfrbl
Inv Desc

Decisions

Inv Hdr w/asset info
Inv Hdr Only
Overwrite All PDCD data

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Download an Inventory to a PDCD

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

1. Select the Show All Content button at the bottom of the screen.
2. Click ☐ next to each desired inventory to select the record.

Helpful Tip

Select All checks all inventories on all pages. Deselect All removes the check marks from all inventories on all pages.

3. Select ○ INV HDR W/ASSET INFO to include all the information regarding the inventory.
4. Select ○ INV HDR ONLY to include just the basic information regarding the inventory.
5. Click ☐ to select Overwrite All PDCD Data. *This clears the scanner of any old inventories.*
6. Select Download. *The selected inventories are transferred to the PDCD, and the* ***View the Download to PDCD Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 - Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
282 — Download of selected records will exceed storage capacity of PDCD. Clear data on PDCD, or select fewer records.	Invalid download. The amount of records selected exceeds the amount allowed on the PDCD. Select less records to download, or delete some of the records on the PDCD.
448 — Download to PDCD failed. Try download again.	Invalid download. Verify that Activsync is running, the PDCD device is in the cradle, and the ELMSAIT application is running.
279 — Outdated software on PDCD. Upload the data on the PDCD or select the "Overwrite PDCD data" check box to continue.	Invalid software. The PDCD software is no longer compatible with ELMS. Select the "Overwrite All PDCD Data" ☐ to upgrade the software.

Related Topics

- Search for the Download to PDCD - Criteria
- View the Download to PDCD Transaction Status
- Export a Download to PDCD Report
- AIT Overview

View the Download to PDCD Transaction Status

Overview

The Download to PDCD Transaction Status page displays a verification of the download transaction performed.

Navigation

AIT > Download to PDCD > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Download to PDCD Transaction Status page

Page Fields

The following fields display on the **Download to PDCD Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Export a Download to PDCD Report** page appears.*
- Select Search Criteria to return to the **Download to PDCD Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for the Download to PDCD — Criteria
- Search for the Download to PDCD — Results
- Export a Download to PDCD Report
- AIT Overview

Export a Download to PDCD Report

Overview

The Export a Download to the PDCD Report page provides the ability to save the Transaction Status in different formats.

Navigation

AIT > Download to PDCD > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > Download to PDCD Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Download to PDCD Report

Selecting *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.*
2. Follow the prompts provided by the computer.
3. Select to return to the **Download to PDCD Search Criteria** page.

Search the Results

1. Select the empty field

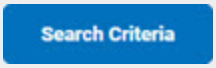
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Search for the Download to PDCD — Criteria
- Search for the Download to PDCD — Results
- View the Download to PDCD Transaction Status
- AIT Overview

Search for an Inventory to Upload From a PDCD — Criteria

Overview

The Property Accountability module Upload From The Portable Data Collection Device (PDCD) process provides the ability to upload the inventory information back into ELMS. This way the inventory is completed by scanning asset bar-codes instead of manually entering the numbers.

Helpful Tip

Do **NOT** purchase AIT equipment or supplies without contacting the ELMS Call Center first. To view the customized ELMSAIT Scanner and Printers instructions, please visit https://ELMSsupport.golearnportal.org.

Navigation

AIT > Upload from PDCD > Upload from PDCD Search Criteria page

Page Fields

No page fields have been identified for this process.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Connect the PDCD

1. Place the PDCD in the cradle, making sure it is connected properly.
2. *Verify Windows Mobile Device Center (WMDC) displays Connected.*
3. *Verify the ELMSAIT software is running on the PDCD.*
4. Select Continue. *The **Upload from the PDCD Search Results** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to contact the PDCD device, verify that Activsync is running, the PDCD device is in the cradle, and the ELMSAIT application is running.	Contact the ELMS Call Center
xxxx — An Error Occurred on the PDCD page.	Contact the ELMS Call Center

Related Topics

- Search for an Inventory to Upload From a PDCD — Results
- View the Upload From a PDCD Transaction Status
- Export the Upload From a PDCD Report
- AIT Overview

Search for an Inventory to Upload From a PDCD — Results

Overview

The Upload from the PDCD Results page provides the ability to select the inventories to upload back into ELMS.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

AIT > Upload from PDCD > Search Criteria > Continue > Upload from PDCD Search Results page

Page Fields

The following fields display on the **Upload from PDCD Search Results** page. For more information on each field, select the appropriate hyperlink.

Select Items for Upload

Upload Action Items
Upload Asset Relocations
Upload Label Requests
Upload UII Associations
Upload Inventories

Select Inventories to Upload

Select
Inv Nbr
Inv Type Cd
Cust Nbr
Inc Sub Cust
Loc

Inc Non-Actbl
Inc Pilfrbl
Inv Desc

Recon Report Options

Sort Seq
Optional Selections
Invs Not Ready for Upload

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Upload Inventories from a PDCD

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

1. **Select Items for Upload**

   A. Click ☐ to select Upload Action Items.

   B. Click ☐ to select Upload Asset Relocations.

   C. Click ☐ to select Upload Label Requests.

   D. Click ☐ to select Upload UII Associations.

   E. Click ☐ to select Upload Inventories.

2. **Select Inventories to Upload**

   Helpful Tip

   If the inventory on the PDCD was **not** marked for *Full Inventory – Run Reconciliation* or *Partial Inventory – Do not Run Reconciliation*, it does not appear in this list, and instead is displayed in the INVS NOT READY FOR UPLOADfield.

A. Click ☐ to select the desired inventories to upload to ELMS.
B. *Verify the INV NBR.*
C. *Verify the INV TYPE CD.*
D. *Verify the CUST NBR.*
E. *Verify the INC SUB CUST.*
F. *Verify the LOC.*
G. *Verify the INC NON-ACTBL.*
H. *Verify the INC PILFRBL.*
I. *Verify the INV DESC.*

3. **Recon Report Options**

A. Use ☑ to select the Sort Seq.
B. Use ☑ to select the Optional Selections.
C. *Verify the INVS NOT READY FOR UPLOAD.*

Helpful Tip

Select All checks all inventories / options on all pages. Deselect All removes the check marks from all inventories / options on all pages.

4. Select Upload. *The selected inventories are transferred to the ELMS application, and the **View the Upload from PDCD Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to contact the PDCD device, verify that Activsync is running, the PDCD	Contact the ELMS Call Center

device is in the cradle, and the ELMSAIT application is running.	
280 — Transactions with this INV NBR were not processed. Inventory does not exist on Inv Header Table.	Invalid Entry. The inventory number has already been closed, canceled, or deleted and cannot be uploaded from the scanner. Contact the ELMS Call Center.
281 — Transactions with this INV NBR were not processed. Invalid INV PROCESS CD.	Invalid Entry. The inventory number has already been closed, canceled, or deleted and cannot be uploaded from the scanner. Contact the ELMS Call Center.

Related Topics

- Search for an Inventory to Upload From a PDCD — Criteria
- View the Upload From a PDCD Transaction Status
- Export the Upload From a PDCD Report
- AIT Overview

View the Upload From a PDCD Transaction Status

Overview

The Upload from PDCD Transaction Status page displays a verification of the upload transaction performed.

Navigation

AIT > Upload From PDCD > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Upload From PDCD Transaction Status page

Page Fields

The following fields display on the **Upload From PDCD Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:

- Select Print to print a report of the transaction. *The **Export an Upload from a PDCD Report** page appears.*
- Select Search Criteria to return to the **Upload from PDCD Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for an Inventory to Upload From a PDCD — Criteria
- Search for an Inventory to Upload From a PDCD — Results
- Export the Upload From a PDCD Report
- AIT Overview

Export an Upload From a PDCD Report

Overview

The Export an Upload from a PDCD Report Export page provides the ability to save the Transaction Status in different formats.

Navigation

AIT > Upload From PDCD > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > Upload From PDCD Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Upload from PDCD Report

Selecting *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.*
2. Follow the prompts provided by the computer.
3. Select to return to the **Upload from PDCD Search Criteria** page.

Search the Results

1. Select the empty field

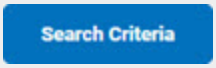
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Search for an Inventory to Upload From a PDCD — Criteria
- Search for an Inventory to Upload From a PDCD — Results
- View the Upload From a PDCD Transaction Status
- AIT Overview

Search for the PDCD Software

Overview

The Property Accountability module Portable Data Collection Device (PDCD) Software Download process provides the ability to select the operating system installed on the scanner (PDCD) so it can be used to perform automated inventories.

Helpful Tip

Do **NOT** purchase AIT equipment or supplies without contacting the ELMS Call Center first.

To view the customized ELMS AIT Scanner and Printers instructions, please visit https://ELMSsupport.golearnportal.org.

Navigation

AIT > PDCD SFTWR Install > PDCD Software Download page

Page Fields

The following fields display on the **PDCD Software Download** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
189	If your PDCD is not displayed in the listbox, contact ELMS Help Desk.

PDCD Software

Sftwr Dwnld Optn

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select the PDCD Software

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

1. Use to select the Sftwr Dwnld Optn.

Note

If the operating system for the PDCD is **not** displayed in the drop-down, Contact the ELMS Call Center.

2. Select Continue. *The* ***PDCD Software Download Results*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- PDCD Software Install Download Results
- Install ELMSAIT for Windows Mobile 5.0-6.0
- Install ELMSAIT for Motorola WM 6
- AIT Overview

Search for the PDCD Software — Results

Overview

The Portable Data Collection Device (PDCD) Software Install Download Results page provides the ability to download the selected version of the AIT software.

Navigation

AIT > PDCD SFTWR Install > PDCD Software Download > Continue > PDCD Software Download Results page

Page Fields

The following fields display on the **PDCD Software Install Download Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
190	If you have not processed the software install before, refer to User Help.

Software Download

Sftwr Dwnld Optn
Disable "Take a Pctr"

Procedures

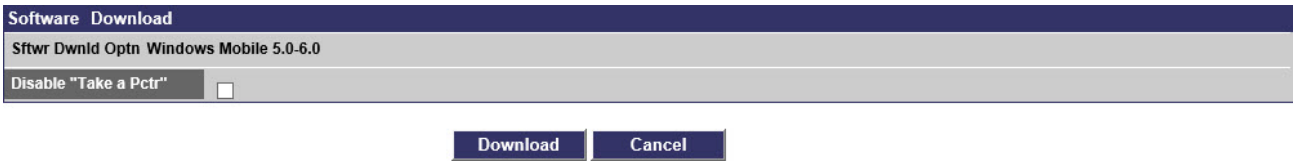
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

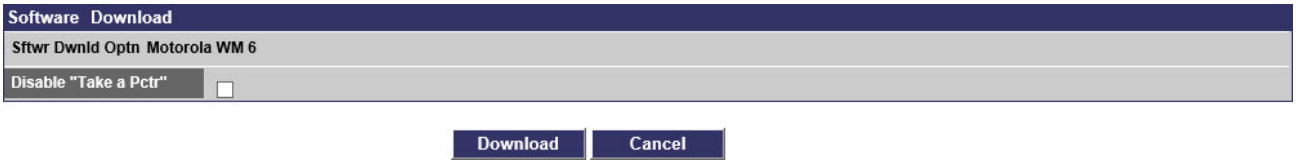
Download the PDCD Software Install File

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

1. *The* SFTWR DWNLD OPTN *automatically populates and is not editable.*



OR



2. Click ☐ to select the **Disable "Take a PCTR"** . *This turns off the ability for the PDCD to take a picture.*

Attention

It is recommended to select the **Disable "Take a PCTR"** checkbox, as most PDCDs do not offer this capability due to DOD regulations for use of cameras on Federal Installations.

3. Select Download . *The correct .CAB file saves to the desktop.*
   - *For Windows Mobile 5.0-6.0, go to the* ***Install ELMSAIT for Windows Mobile 5.0-6.0*** *help topic.*
   - *For Motorola WM 6, go to the* ***Install ELMSAIT for Motorola WM 6*** *help topic.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- PDCD Software Install Download
- Install ELMSAIT for Windows Mobile 5.0-6.0
- Install ELMSAIT for Motorola WM 6
- AIT Overview

Install ELMSAIT for Motorola WM 6

Overview

The Portable Data Collection Device (PDCD) Software provides the ability to conduct an inventory with a Motorola scanner using the Windows Mobile operating system.

Note

For Windows 7 to communicate with the scanner, it is necessary to install Windows Mobile Device Center (WMDC). This software is a free download from Microsoft.

Navigation

AIT > PDCD SFTWR Install > PDCD Software Download > PDCD Software Download Results > MTO.CAB file

Page Fields

No page fields have been identified for this process.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Copy the ELMSAIT Software to the PDCD with Windows 7

1. Minimize all programs and windows to view the PC's desktop.
2. Open Windows Mobile Device Center (WMDC).
3. Dock the PDCD.
4. Verify that WMDC shows the PDCD as Connected.
5. Select *Connect without setting up your device*.
6. Select File Management > Browse the contents of your device. *A pop-up window appears.*
7. Select the Root (\) icon.

8. Select the Program Files folder.
9. Copy and Paste the MTO.CAB file into the Program Files folder.

Install the ELMSAIT software

1. Select Start > Programs > File Explorer on the PDCD.
2. Select the My Device folder.

> **Helpful Tip**
> If the My Device folder is not available, find the My Documents folder and rename it to My Device.

3. Select Program Files.
4. Double-tap the MTO.CAB file. *The Choose a location to install "SAIC ELMSAitInst" window opens.*

> **Helpful Tip**
> There are three installation directories to choose from. Ensure the location is the device directory (normally the default).

5. Tap Install on the bottom left corner. *The software installs.*

> **Helpful Tip**
> The PDCD will restart several times during this installation.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- PDCD Software Install Download
- PDCD Software Install Download Results
- Install ELMSAIT for Windows Mobile 5.0-6.0
- AIT Overview

Install ELMSAIT for Windows Mobile 5.0-6.0

Overview

The Portable Data Collection Device (PDCD) Software provides the ability to conduct an inventory with an Intermec scanner using the Windows Mobile operating system.

Note

For Windows 7 to communicate with the scanner, it is necessary to install Windows Mobile Device Center (WMDC). This software is a free download from Microsoft.

Navigation

AIT > PDCD SFTWR Install > PDCD Software Download > PDCD Software Download Results > WM5.CAB file

Page Fields

No page fields have been identified for this process.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Copy the ELMSAIT Software to the PDCD with Windows 7

1. Minimize all programs and windows to view the PC's desktop.
2. Open Windows Mobile Device Center (WMDC).
3. Dock the PDCD.
4. Verify that WMDC shows the PDCD as Connected.
5. Select *Connect without setting up your device*.
6. Select File Management > Browse the contents of your device. *A pop-up window appears.*
7. Select the Root (\) icon.

8. Select the Program Files folder.
9. Copy and Paste the WM5.CAB file into the Program Files folder.

Install the ELMSAIT software

1. Select Start > Programs > File Explorer on the PDCD.
2. Select the My Device folder.

Helpful Tip

If the My Device folder is not available, find the My Documents folder and rename it to My Device.

3. Select Program Files.
4. Double-tap the WM5.CAB file. *The Choose a location to install "SAIC ELMSAitInst" window opens.*

Helpful Tip

There are three installation directories to choose from. Ensure the location is the device directory (normally the default).

5. Tap Install on the bottom left corner. *The software installs.*

Helpful Tip

The PDCD will restart several times during this installation.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- PDCD Software Install Download
- PDCD Software Install Download Results
- Install ELMSAIT for Motorola WM 6
- AIT Overview

Search for the AIT Label Format — Criteria

Overview

The Property Accountability module Automatic Identification Technology (AIT) Label Format process provides the ability to design a label that is used by Portable Data Collection Devices (PDCDs) to scan and identify an asset.

Helpful Tip

Do **NOT** purchase AIT equipment or supplies without contacting the ELMS Call Center first. To view the customized ELMS AIT Scanner and Printers instructions, please visit https://ELMSsupport.golearnportal.org.

Navigation

AIT > Label Format > AIT Label Format Search Criteria page

Page Fields

The following fields display on the **AIT Label Format Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
27	A wild card is permitted using percentage (%).
12	Select "Search" button to view Search Results page.

13	Select "Reset" button to clear data.

Search Criteria

UIC *
Label Purpose

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

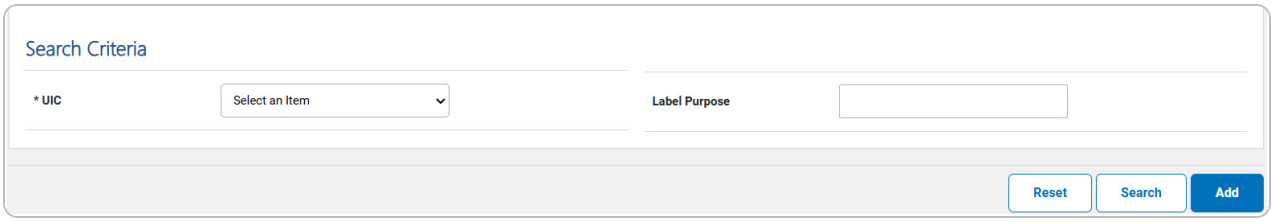
Click the following link to display PA Navigation Tips.

Search for the AIT Label Format

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.*

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

1. Use ⌄ to select the UIC.

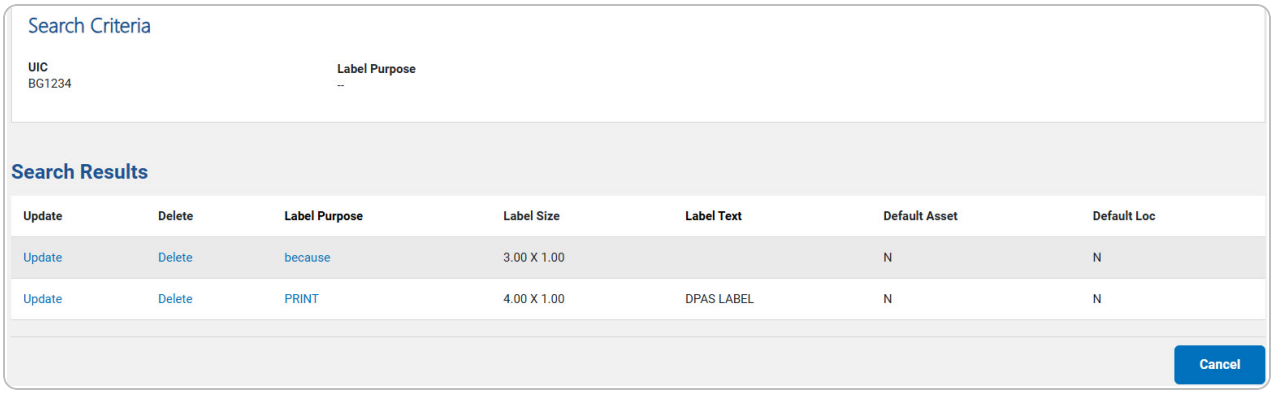


2. Enter the Label Purpose in the field provided. *This is a 10 alphanumeric character field.*

Attention

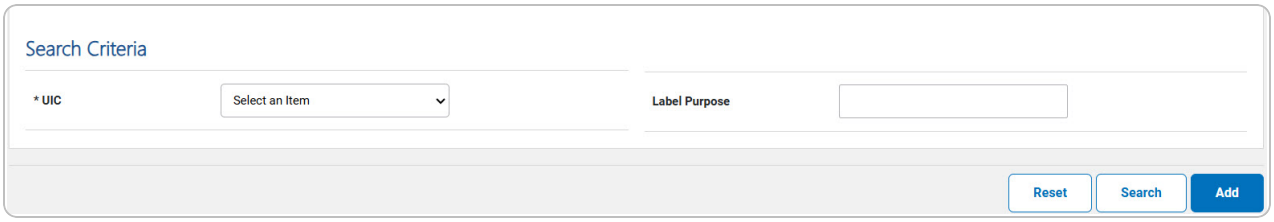
The label purpose entered must be unique within the UIC. It populates a drop-down list in the Print Labels section of AIT. Create a descriptive label purpose for this label format.

3. Select Search. *The **Search for the AIT Label Format - Results** page appears.*



Add an AIT Label Format

1. Use to select the UIC.



2. Enter the Label Purpose in the field provided. *This is a 10 alphanumeric character field.*

Attention

The label purpose entered must be unique within the UIC. It populates a drop-down list in the Print Labels section of AIT. Create a descriptive label purpose for this label format.

3. Select Add. *The **Add the AIT Label Format** page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for the AIT Label Format — Results
- View the AIT Label Format Detail
- Add an AIT Label Format
- Update the AIT Label Format
- Delete the AIT Label Format
- View the AIT Label Format Transaction Status
- Export the AIT Label Format Report
- AIT Overview

Search for the AIT Label Format — Results

Overview

The Automatic Identification Technology (AIT) Label Format Results page provides the ability to update, delete or view details about each label format.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

AIT > Label Format > Search Criteria > Search > AIT Label Format Search Results page

Page Fields

The following fields display on the **AIT Label Format Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
5	Select "Hyperlink" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.

Search Criteria

UIC
Label Purpose

Search Results

Update
Delete
Label Purpose
Label Size
Label Text
Default Asset
Default Loc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Update an AIT Label Format

Select the Update hyperlink. *The* ***Update an AIT Label Format*** *page opens.*

Delete an AIT Label Format

Select the Delete hyperlink. *The* ***Delete an AIT Label Format****page opens.*

View the Detail Page for an AIT Label Format

Select the Label Purpose hyperlink. *The* ***View the AIT Label Format Details****page opens.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for the AIT Label Format — Criteria
- View the AIT Label Format Detail
- Add an AIT Label Format
- Update the AIT Label Format
- Delete the AIT Label Format
- View the AIT Label Format Transaction Status
- Export the AIT Label Format Report
- AIT Overview

Add an AIT Label Format

Overview

The Automatic Identification Technology (AIT) Label Format Add process provides the ability to create new labels, defining the size and type of information for the label.

Navigation

AIT > Label Format > Search Criteria > Add > AIT Label Format Add page

Page Fields

The following fields display on the **AIT Label Format Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add

UIC *
Label Purpose *
Label Size *

Text

Label Text
Stock Nbr
Serial Nbr
UIC
Custodian Nbr
Item Desc

Optional

Label Text

Graphics

UII
Logo

Optional

Printer

Defaults

Default Asset
Default Loc

(*) Asterisk identifies mandatory fields.

Procedures

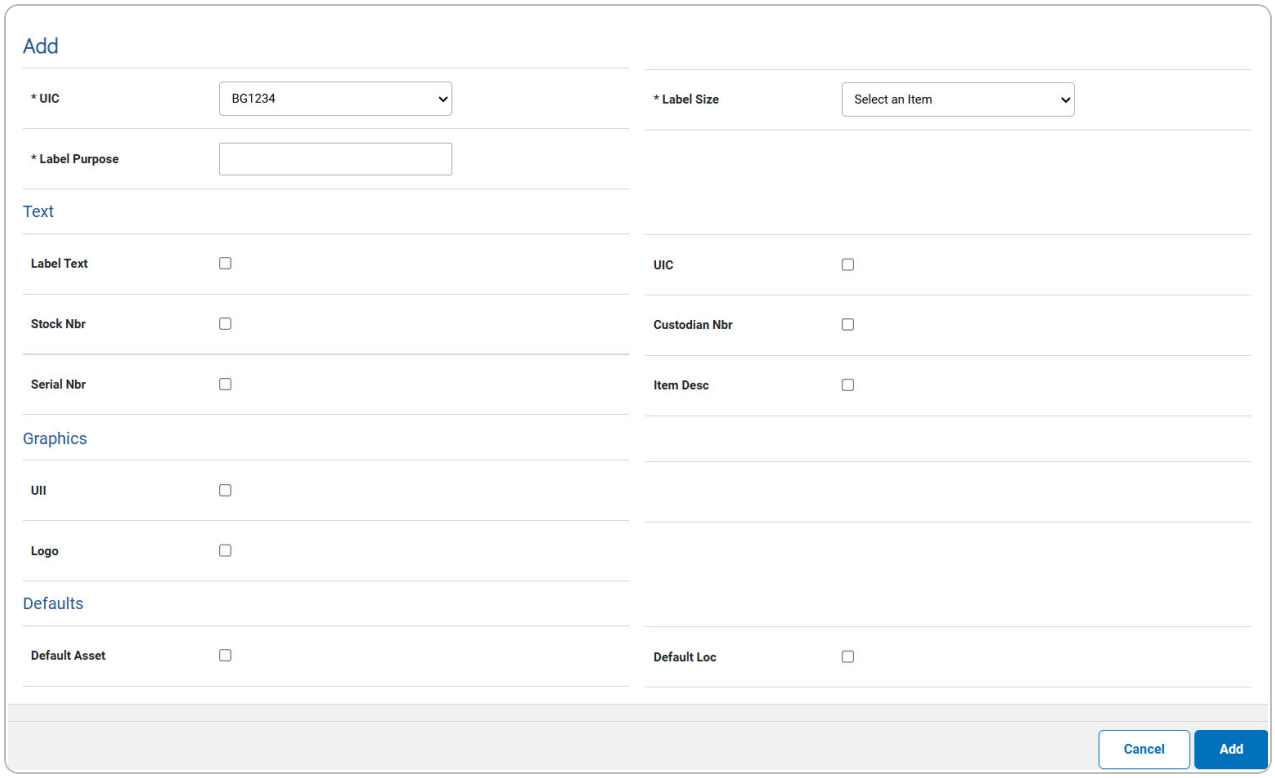
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Create an AIT Label Format

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

1. Update the UIC, using ⌄ to select the desired code.



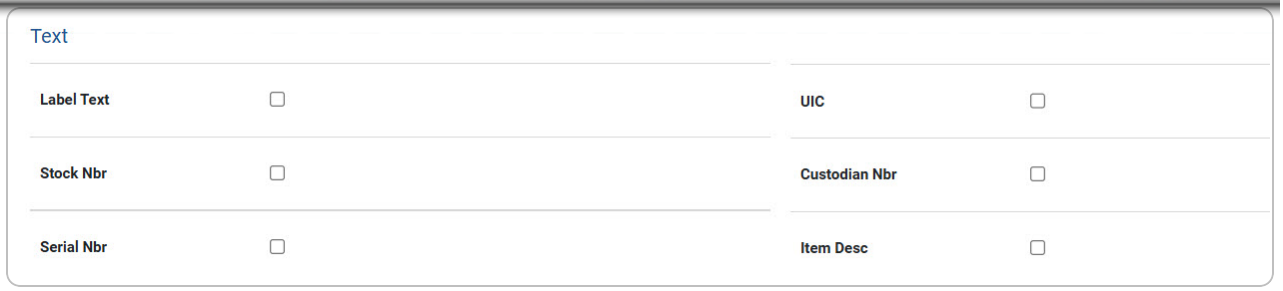
2. Update the Label Purpose, entering the revised purpose in the field provided. *This is a 10 alphanumeric character field.*

Attention

The label purpose entered must be unique within the UIC. It populates a drop-down list in the Print Labels section of AIT. Create a descriptive label purpose for this label format.

3. Use ⌄ to select the Label Size.

4. Click ☐ to select the Label Text. *The empty Label Text field appears.*



5. Enter the Label Text in the field provided. *This is a 30 alphanumeric character field.*

Note

No matter how the text is entered, it is reformatted to UPPERCASE on the printed label.

6. Click ☐ to select the STOCK NBR. *The STOCK NBR appears on the label.*
7. Click ☐ to select the SERIAL NBR. *The SERIAL NBR appears on the label.*
8. Click ☐ to select the UIC. *The UIC appears on the label.*
9. Click ☐ to select the CUSTODIAN NBR. *The CUSTODIAN NBR appears on the label.*
10. Click ☐ to select the ITEM DESC. *The ITEM DESC appears on the label.*
11. Click ☐ to select the UII. *The UII 2-D matrix appears on the label.*
12. Click ☐ to select the Logo. *The Printer drop-down field appears.*

13. Use ☐ to select the Printer.

Attention

Please contact the ELMS Call Center to assist with creating and loading a logo to a Zebra or Intermec printer. Do not select Dwnld DPAS Logo until after this phone call.

14. Click ☐ to select the Default Asset. *This label becomes the default label for this asset.*

15. Click ☐ to select the Default Loc. *This label becomes the default label for this location.*

16. Select Add. *The **AIT Label Format Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Label Purpose*.	
13 — Mandatory Entry: *Label Size*.	
269 — Label Text is mandatory if checkbox is selected.	Missing Entry. When the Label Text checkbox is checked, the Label Text field cannot be empty. Enter the information in the Label Text field.
140 — Too many text selections for label size.	Invalid Entry. The label size is too small for the amount of text requested. Remove some of the text selections and select the Add button again.
401 — Too many graphics selected for label size.	Invalid Entry. The label size is too small for the amount of graphics requested. Remove some of the graphic selections and select the Add button again.

Related Topics

- Search for the AIT Label Format — Criteria
- Search for the AIT Label Format — Results
- View the AIT Label Format Detail
- Update the AIT Label Format
- Delete the AIT Label Format
- View the AIT Label Format Transaction Status
- Export the AIT Label Format Report
- AIT Overview

Update an AIT Label Format

Overview

The Automatic Identification Technology (AIT) Label Format Update process allows editing of an existing label format.

Navigation

AIT > Label Format > Search Criteria > Search > Search Results > Update hyperlink > AIT Label Format Update page

Page Fields

The following fields display on the **AIT Label Format Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
18	Select "Update" button to process transaction(s).

Update

UIC *

Label Purpose *
Label Size *

Text

Label Text
Stock Nbr
Serial Nbr
UIC
Custodian Nbr
Item Desc

Optional

Label Text

Graphics

UII
Logo

Optional

Printer

Defaults

Default Asset
Default Loc

(*) Asterisk identifies mandatory fields.

Procedures

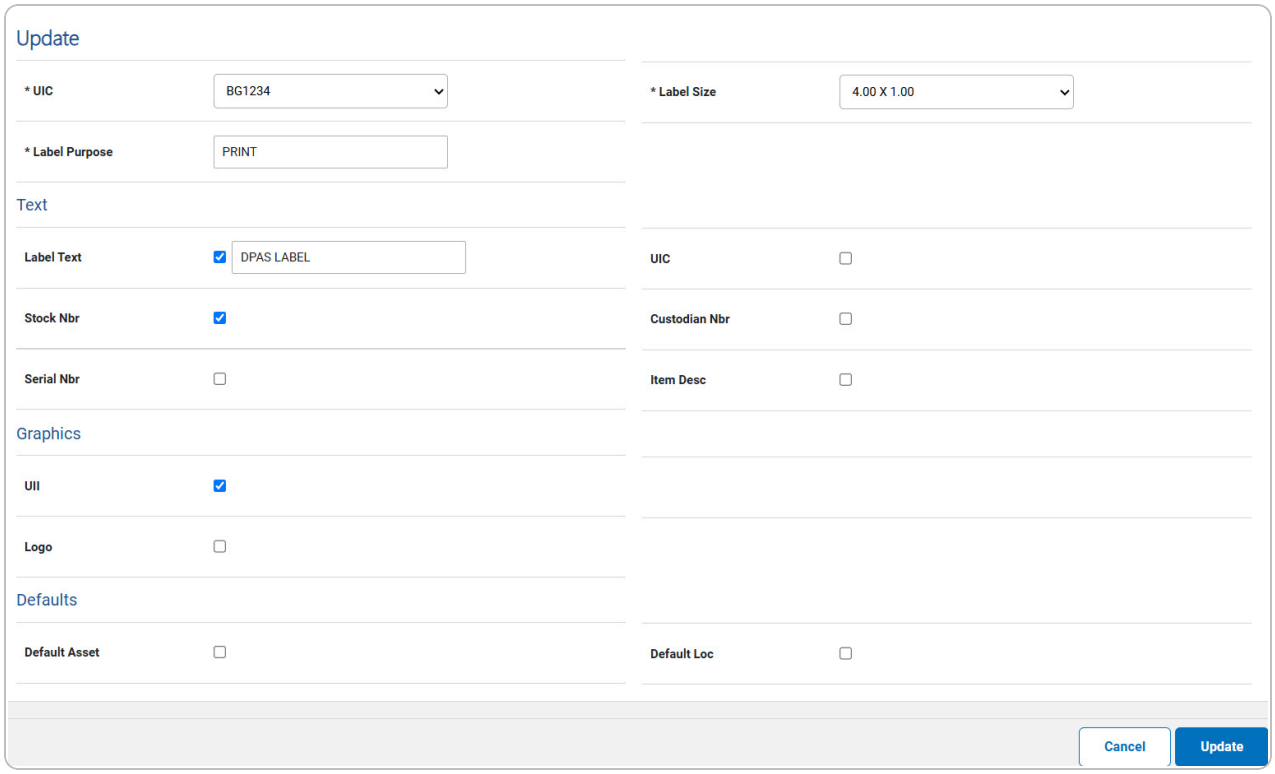
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an AIT Label Format

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

1. Update the UIC, using ⌄ to select the desired code.



2. Update the Label Purpose, entering the revised purpose in the field provided. *This is a 10 alphanumeric character field.*

Attention

The label purpose entered must be unique within the UIC. It populates a drop-down list in the Print Labels section of AIT. Create a descriptive label purpose for this label format.

3. Update the Label Size, using ⌄ to select the desired size.

4. Verify the Label Text contains the appropriate ☐ or ☑. *The empty Label Text field appears.*

5. Update the Label Text, entering the revised text in the field provided. *This is a 30 alpha-numeric character field.*

Note

No matter how the text is entered, it is reformatted to UPPERCASE on the printed label.

6. Verify the STOCK NBR contains the appropriate ☐ or ☑. *The STOCK NBR appears on the label.*
7. Verify the SERIAL NBR contains the appropriate ☐ or ☑. *The SERIAL NBR appears on the label.*
8. Verify the UIC contains the appropriate ☐ or ☑. *The UIC appears on the label.*
9. Verify the CUSTODIAN NBR contains the appropriate ☐ or ☑. *The CUSTODIAN NBR appears on the label.*
10. Verify the ITEM DESC contains the appropriate ☐ or ☑. *The ITEM DESC appears on the label.*
11. Verify the UII contains the appropriate ☐ or ☑. *The UII 2-D matrix appears on the label.*
12. Verify the Logo contains the appropriate ☐ or ☑. *The Printer drop-down field appears.*

13. Update the Printer, using ☑ to select the desired printer.

Attention

Please contact the ELMS Call Center to assist with creating and loading a logo to a Zebra or Intermec printer. Do not select Dwnld DPAS Logo until after this phone call.

14. Verify the Default Asset contains the appropriate ☐ or ☑. *This label becomes the default label for this asset.*
15. Verify the Default Loc contains the appropriate ☐ or ☑. *This label becomes the default label for this location.*
16. Select Update. *The **AIT Label Format Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Label Purpose*.	
13 — Mandatory Entry: *Label Size*.	
269 — Label Text is mandatory if checkbox is selected.	Missing Entry. When the Label Text checkbox is checked, the Label Text field cannot be empty. Enter the information in the Label Text field.

140 — Too many text selections for label size.	Invalid Entry. The label size is too small for the amount of text requested. Remove some of the text selections and select the Add button again.
401 — Too many graphics selected for label size.	Invalid Entry. The label size is too small for the amount of graphics requested. Remove some of the graphic selections and select the Add button again.

Related Topics

- Search for the AIT Label Format — Criteria
- Search for the AIT Label Format — Results
- View the AIT Label Format Detail
- Add an AIT Label Format
- Delete the AIT Label Format
- View the AIT Label Format Transaction Status
- Export the AIT Label Format Report
- AIT Overview

Delete an AIT Label Format

Overview

The Automatic Identification Technology (AIT) Label Format Delete process allows removal of of an existing label format.

Navigation

AIT > Label Format > Search Criteria > Search > Search Results > Delete hyperlink > AIT Label Format Delete page

Page Fields

The following fields display on the **AIT Label Format Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Update

UIC *
Label Purpose *
Label Size *

Text

Label Text
Stock Nbr
Serial Nbr
UIC
Custodian Nbr
Item Desc

Optional

Label Text

Graphics

UII
Logo

Optional

Printer

Defaults

Default Asset
Default Loc

(*) Asterisk identifies mandatory fields.

Procedures

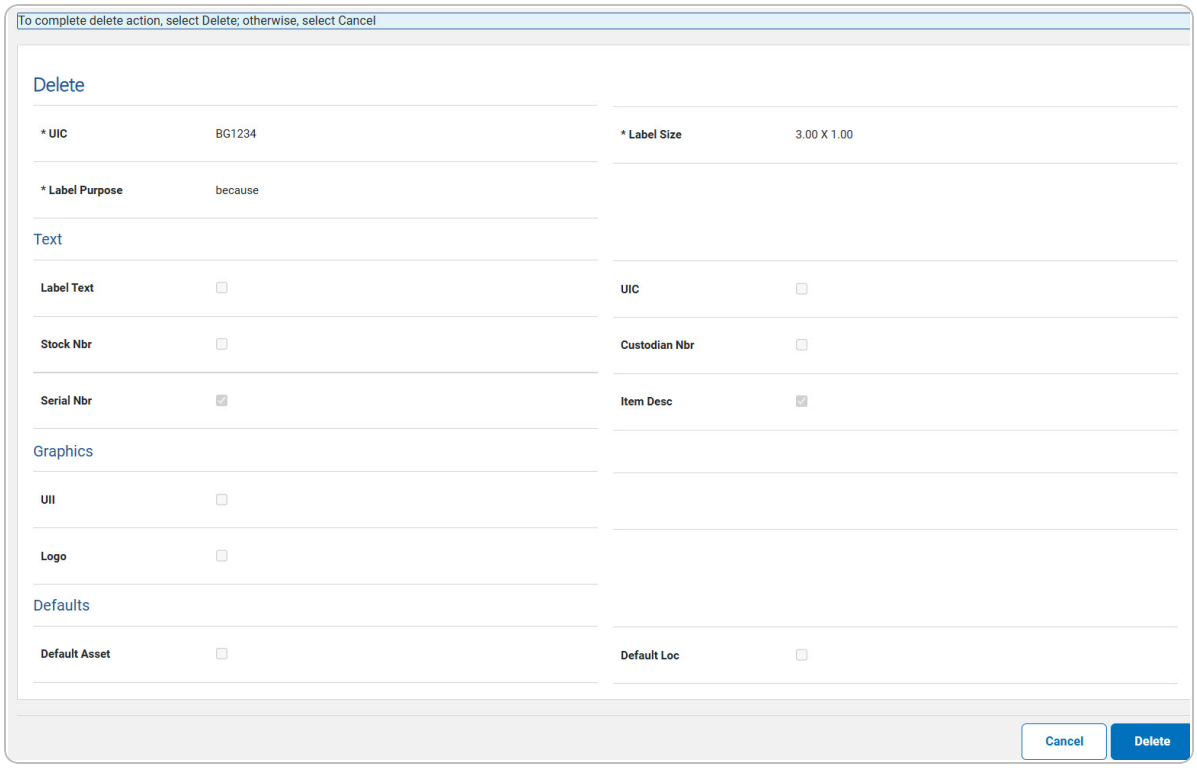
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete an AIT Label Format

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

1. Select the desired Delete hyperlink. *The AIT Label Format Delete page appears.*



2. Review the available fields:.

A. *Verify the UIC.*

B. *Verify the Label Purpose.*

C. *Verify the Label Size.*

D. *Verify the Label Text checkbox and content.*

E. *Verify the STOCK NBR checkbox.*

F. *Verify the SERIAL NBR checkbox.*

G. *Verify the UIC checkbox.*

H. *Verify the CUSTODIAN NBR checkbox.*

I. *Verify the ITEM DESC checkbox.*

J. *Verify the UII checkbox.*

K. *Verify the Logo checkbox and content.*

L. *Verify the Default Asset checkbox.*

M. *Verify the Default LOC checkbox.*

3. Select Delete. *The **AIT Label Format Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for the AIT Label Format — Criteria
- Search for the AIT Label Format — Results
- View the AIT Label Format Detail
- Add an AIT Label Format
- Update the AIT Label Format
- View the AIT Label Format Transaction Status
- Export the AIT Label Format Report
- AIT Overview

View the Details of an AIT Label Format

Overview

The Automatic Identification Technology (AIT) Label Format Details page provides the ability to view details about each label format.

Navigation

AIT > Label Format > Search Criteria > Search > Search Results > Label Purpose hyper-link > AIT Label Format Details page

Page Fields

The following fields display on the **AIT Label Format Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Details

UIC *
Label Purpose *
Label Size *

Text

Label Text
Stock Nbr
Serial Nbr
UIC

Custodian Nbr
Item Desc

Optional

Label Text

Graphics

UII
Logo

Optional

Printer

Defaults

Default Asset
Default Loc

(*) Asterisk identifies mandatory fields.

Procedures

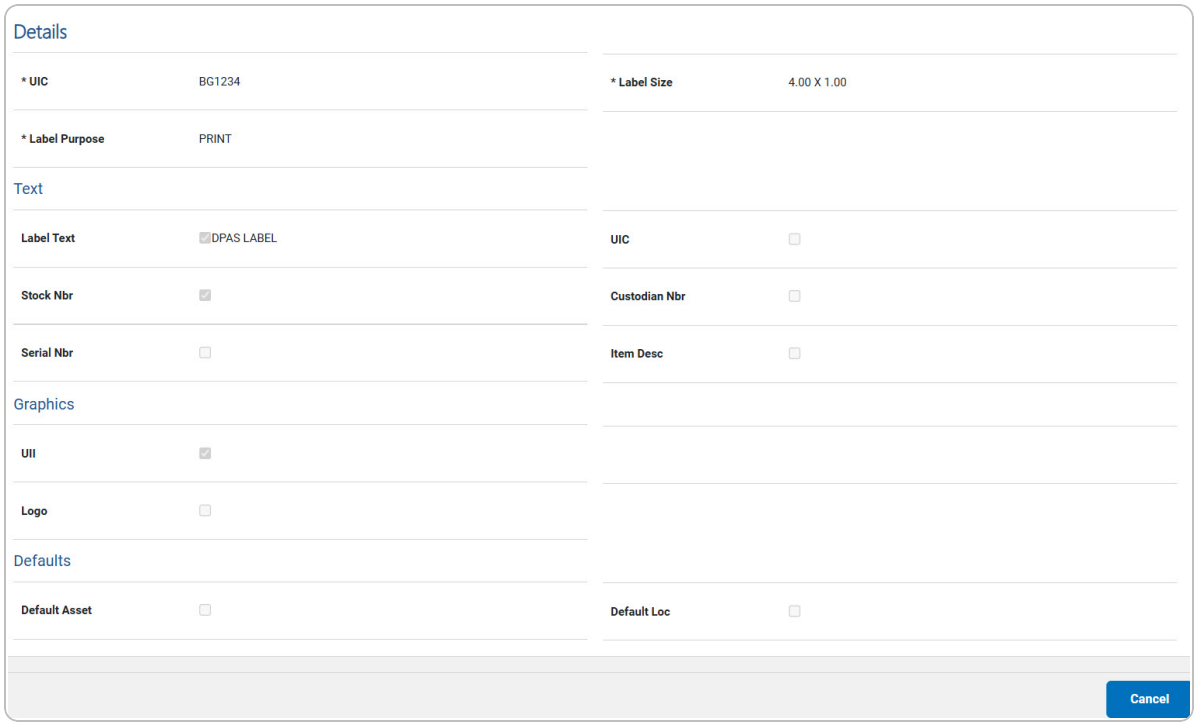
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review an AIT Label Format Details

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

1. Select the desired Label Purpose hyperlink. *The AIT Label Format Details page appears.*



2. Review the available fields:.
   - **A.** *Verify the UIC.*
   - **B.** *Verify the Label Purpose.*
   - **C.** *Verify the Label Size.*
   - D. *Verify the Label Text checkbox and content.*
   - E. *Verify the STOCK NBR checkbox.*
   - F. *Verify the SERIAL NBR checkbox.*
   - G. *Verify the UIC checkbox.*
   - H. *Verify the CUSTODIAN NBR checkbox.*
   - I. *Verify the ITEM DESC checkbox.*
   - J. *Verify the UII checkbox.*
   - K. *Verify the Logo checkbox and content.*
   - L. *Verify the Default Asset checkbox.*
   - M. *Verify the Default LOC checkbox.*

3. Select Cancel. *The page returns to the **AIT Label Format Search Results** page.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for the AIT Label Format — Criteria
- Search for the AIT Label Format — Results
- Add an AIT Label Format
- Update the AIT Label Format
- Delete the AIT Label Format
- View the AIT Label Format Transaction Status
- Export the AIT Label Format Report
- AIT Overview

View the AIT Label Format Transaction Status

Overview

The Automatic Identification Technology (AIT) Label Format Transaction Status page displays a verification of the transaction just completed.

Navigation

AIT > Label Format > Search Criteria > *Various Procedural Steps* > AIT Label Format Transaction Status page

Page Fields

The following fields display on the **AIT Label Format Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

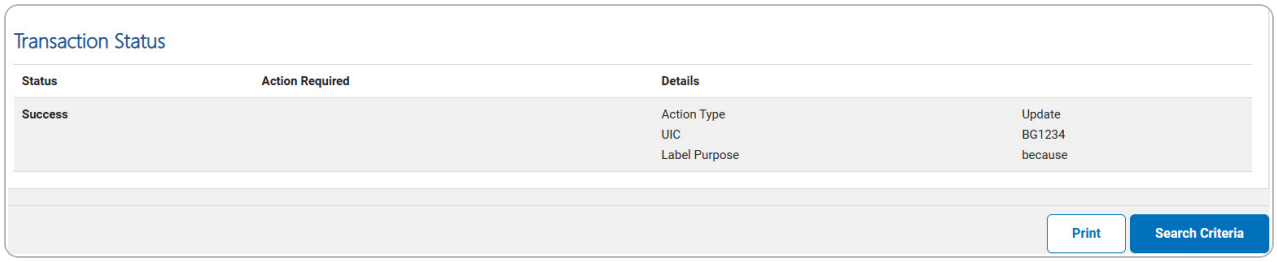
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

The Transaction Status offers the following options:



- Select Print to print a report of the transaction. *The **Export the AIT Label Format Report** page appears.*
- Select Search Criteria to return to the **Search for the AIT Label Format — Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for the AIT Label Format — Criteria
- Search for the AIT Label Format — Results
- View the AIT Label Format Detail
- Add an AIT Label Format
- Update the AIT Label Format
- Delete the AIT Label Format
- Export the AIT Label Format Report
- AIT Overview

Export an AIT Label Format Report

Overview

The Export an Automatic Identification Technology (AIT) Label Format Report page provides the ability to save the Transaction Status in different formats.

Navigation

AIT > Label Format > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > AIT Label Format Report Export page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

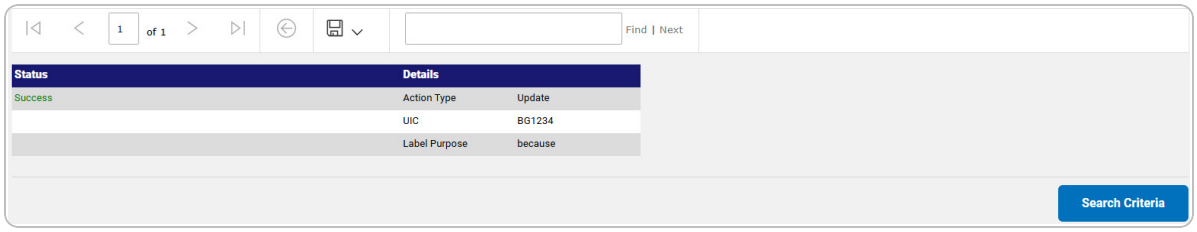
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the AIT Label Format Report

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.*



2. Follow the prompts provided by the computer.
3. Select Search Criteria. *The **AIT Label Format 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **AIT Label Format Search Criteria** page appears.*

Related Topics

- Search for the AIT Label Format — Criteria
- Search for the AIT Label Format — Results
- View the AIT Label Format Detail
- Add an AIT Label Format
- Update the AIT Label Format
- Delete the AIT Label Format
- View the AIT Label Format Transaction Status
- AIT Overview

Search for a Physical Inventory Resolution

Overview

The Property Accountability module Automatic Identification Technology (AIT) Physical Inventory Resolution process provides the ability to upload and store physical inventory data and import to the ELMS server, including the capability to view and resolve uploaded counts before processing to physical inventory transactions.

Navigation

AIT > Physical Inventory Resolution > Physical Inventory Resolution Search Criteria page

Page Fields

The following fields display on the **Physical Inventory Resolution** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
412	Select "Grid Options" button for additional actions.
17	Select "Edit" button to revise selected fields in record(s).
36	Select "Delete" button to remove record(s) from applicable

	tables.

Search Criteria

Inv Type
Start Dt
Physical Inv Nbr
End Dt
Location
Mobile User

Search Results Grid

Physical Inv Nbr
Inv Type
Expected Completion Dt
Uploaded Dt
Discrepancy Qty
Counted Qty
Location
Mobile User

Procedures

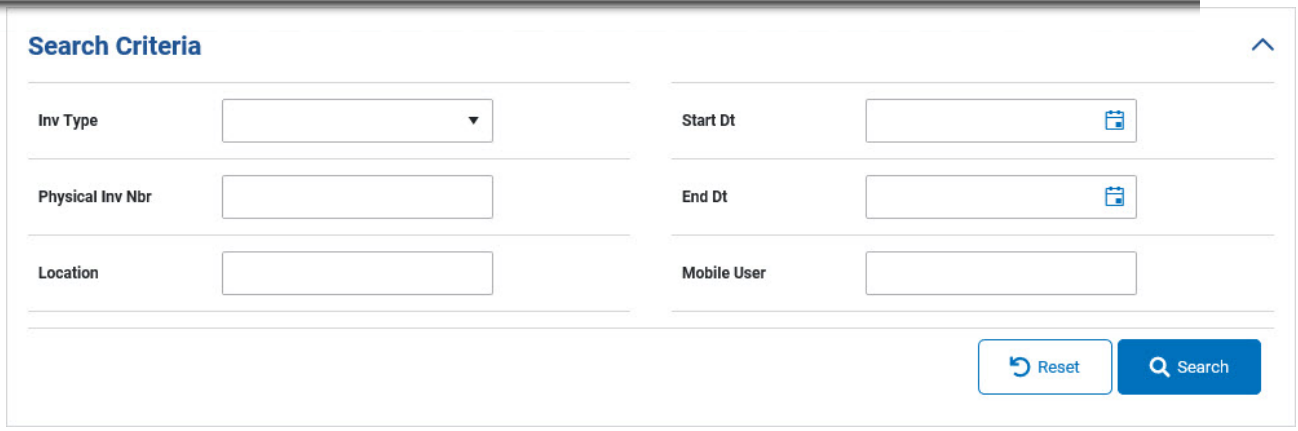
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search For a Physical Inventory Resolution

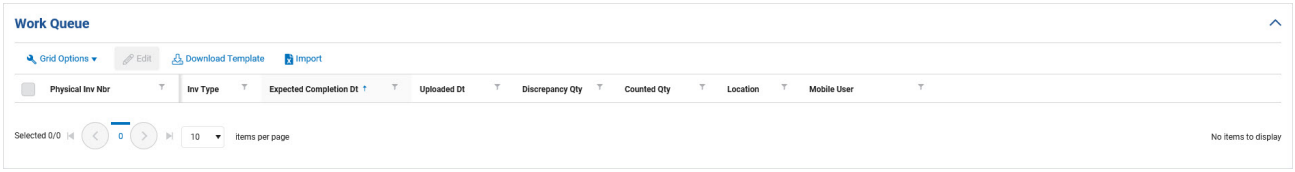
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Use ▼ to select the Inv Type.
- Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Physical INV NBR in the field provided. *This is a 32 alphanumeric character field.*
- Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the Location in the field provided. *This is a 20 alphanumeric character field.*
- Enter the Mobile User in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The results appear in the **Work Queue** panel.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- AIT Overview

Start a Physical Inventory

Overview

The Property Accountability module Automatic Identification Technology (AIT) Physical Inventory process provides the ability to ???.

Navigation

AIT > Physical Inventory > Physical Inventory page

Page Fields

The following fields display on the **Physical Inventory** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	1-844-843-3727 Toll Free Number
xxxx	ELMS Support Website
xxxx	ELMSSupport@leidos.com Helpdesk Email

Profile Information

First Name
User Id *
Last Name

Inventories

Inventory Name
Created Date
Status

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

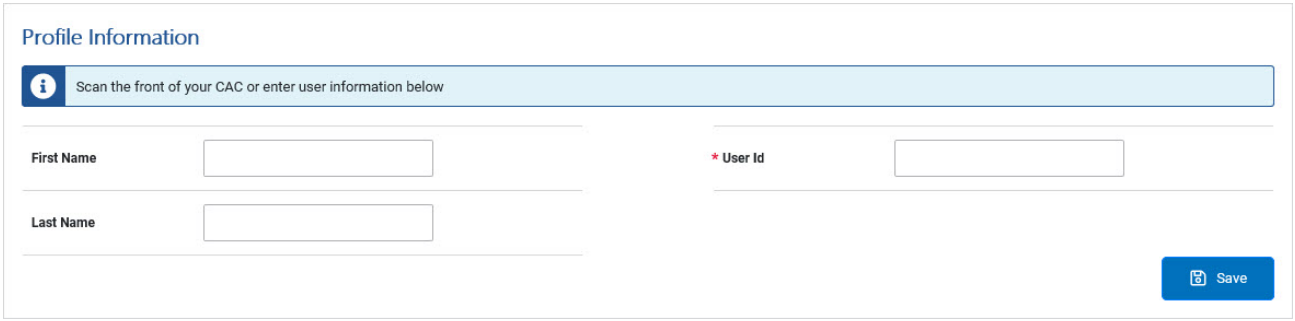
Click the following link to display PA Navigation Tips.

Create a Physical Inventory

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

Selecting Back *retains the information and returns to the previous page.* ***Bold*** *numbered steps are required.*

1. In the Profile Information panel, enter the following fields:.

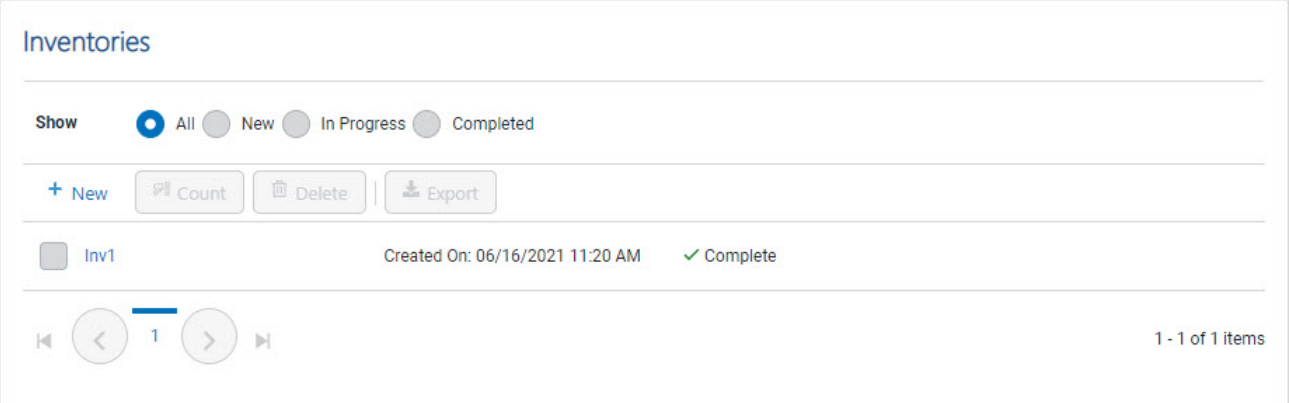


A. Enter the First Name in the field provided. *This is a 50 alphanumeric character field.*

B. Enter the USER ID in the field provided. *This is an 8 alphanumeric character field.*

C. Enter the Last Name in the field provided. *This is a 50 alphanumeric character field.*

2. Select Save. *The **Inventories** panel appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- AIT Overview

Add a Contractor

Overview

The Contractor Add process provides the ability to create new contractor information for those contractors receiving Government Furnished Property (GFP).

Navigation

Master Data > Contractor > Search Criteria > Add > Contractor Add page

Page Fields

The following fields display on the **Contract Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
132	To search for CAGE CD, see https://cage.dla.mil.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
14	Select "Cancel" button to return to previous page.

Add Grid

Actbl UIC
CAGE Cd *
Contractor *
Address 1 *
Address 2
City *
State *
ZIP Cd *
Country Cd *
DoDAAC
Division Name
FAX Nbr
E-Mail Address
Contractor Phone Nbr
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

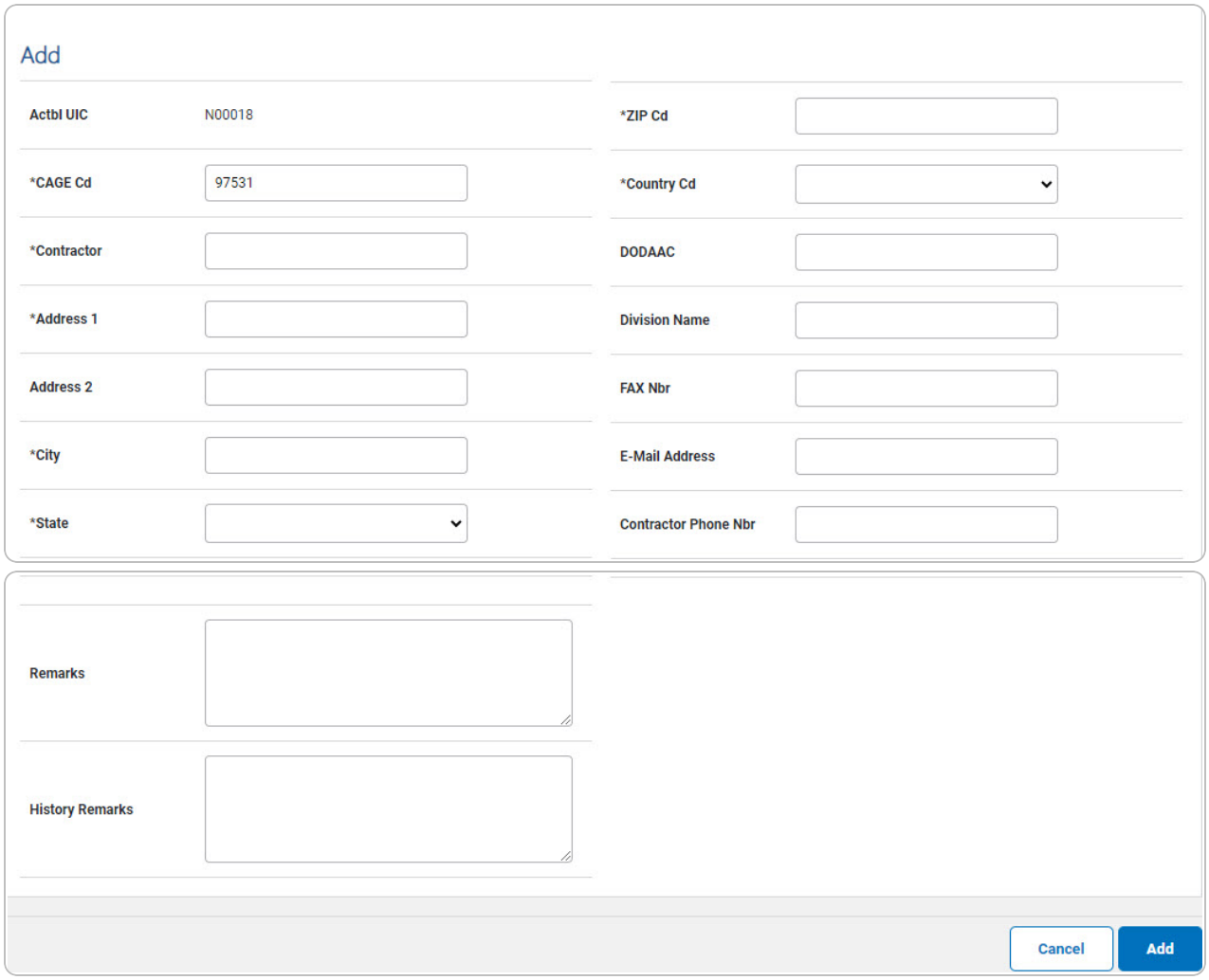
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Contractor

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

1. Select Add. *The* ***Contractor Add*** *page appears.*



A. *The ACTBL UIC automatically populates and is not editable.*

B. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*

C. Enter the Contractor in the field provided. *This is a 50 alphanumeric character field.*

D. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*

E. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*

F. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

G. Use ⌄ to select the State.

H. Enter the ZIP Code in the field provided. *This is a 10 alphanumeric character field.*

I. Use ⌄ to select the Country Cd.

J. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*

K. Enter the Division Name in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the FAX Nbr in the field provided. *This is a 25 alphanumeric character field.*

M. Enter the E-Mail Address in the field provided. *This is a 65 alphanumeric character field.*

N. Enter the Contractor Phone Nbr in the field provided. *This is a 25 alphanumeric character field.*

O. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

P. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Add. *The **Contractor Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

13 — Mandatory Entry: *CAGE CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *CONTRACTOR*.	
13 — Mandatory Entry: *ADDRESS 1*.	
13 — Mandatory Entry: *CITY*.	
13 — Mandatory Entry: *STATE*.	
13 — Mandatory Entry: *ZIP CD*.	
13 — Mandatory Entry: *COUNTRY CD*.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters.

92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
419 — DoDAAC entry must be 6 — POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.

Related Topics

- Search for a Contractor — Criteria
- Search for a Contractor — Results
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

Delete a Contractor

Overview

The Contractor Delete process allows removal of contractor information for contractors no longer receiving Government Furnished Property (GFP).

Note

Contractors cannot be deleted if open Contracts exist for the Contractor.

Navigation

Master Data > Contractor > Search Criteria > Search > Delete hyperlink > Contractor Delete page

Page Fields

The following fields display on the **Delete a Contractor** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
14	Select "Cancel" button to return to previous page.

Delete Grid

Actbl UIC
CAGE Cd *
Contractor *
Address 1 *
Address 2
City *
State *
ZIP Cd *
Country Cd *
DoDAAC
Division Name
FAX Nbr
E-Mail Address
Contractor Phone Nbr
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

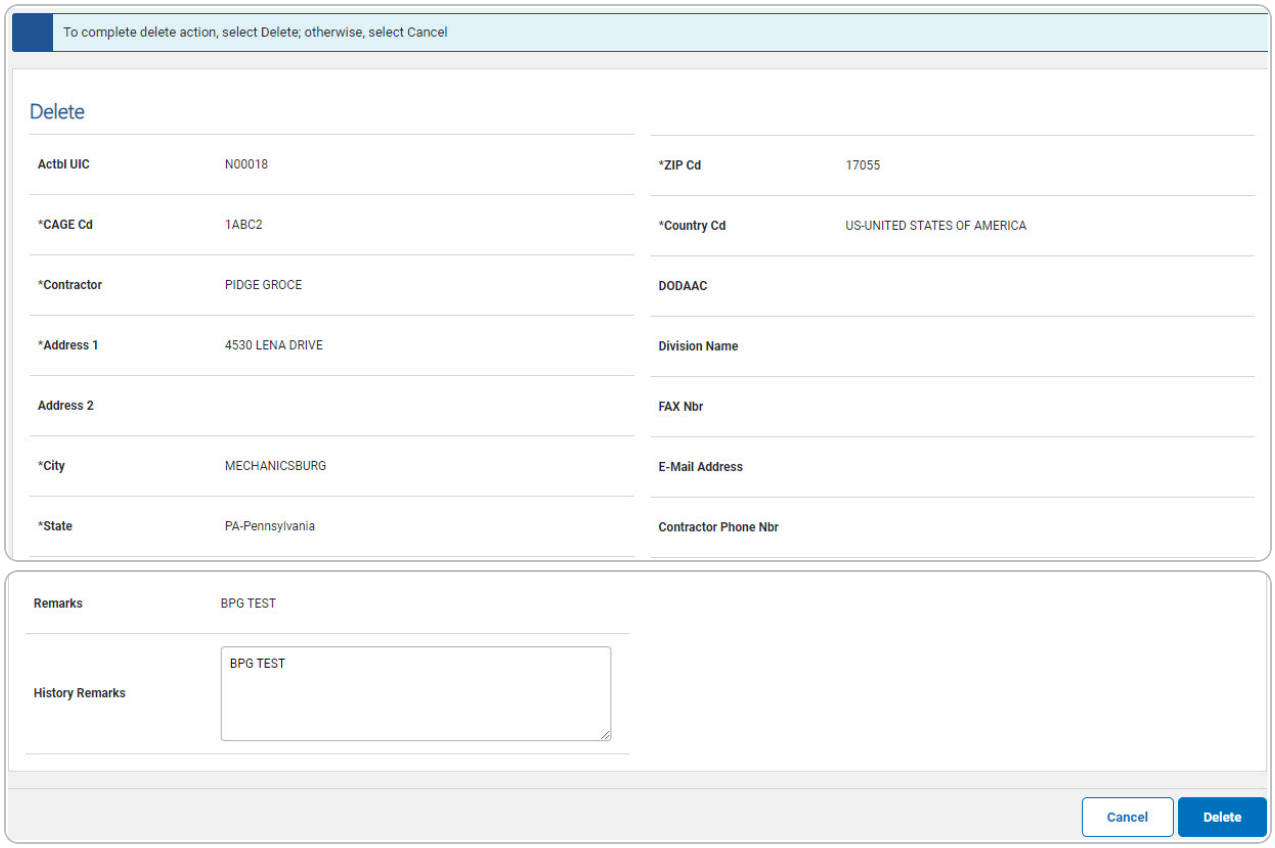
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a Contractor

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

1. Select the Delete hyperlink. *The **Contractor Delete** page appears.*



A. *Verify the ACTBL UIC.*
B. *Verify the CAGE CD.*
C. *Verify the Contractor.*
D. *Verify the Address 1.*
E. *Verify the Address 2.*
F. *Verify the City.*
G. *Verify the State.*
H. *Verify the ZIP Code.*
I. *Verify the Country Cd.*

J. *Verify the DoDAAC.*

K. *Verify the Division Name.*

L. *Verify the FAX Nbr.*

M. *Verify the E-Mail Address.*

N. *Verify the Contractor Phone Nbr.*

O. *Verify the Remarks.*

P. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Delete. *The **Contractor Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
545 — Open contracts exists, cannot delete selected Contractor.	Invalid Deletion. A Contractor record cannot be deleted if there is an open Contract still associated to that Contractor. Review the Contractor record again, and remove any remaining associated information so the Contractor can be deleted.

Related Topics

- Search for a Contractor — Criteria
- Search for a Contractor — Results
- Add a Contractor
- Update a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

Export a Contractor Report

Overview

The Contractor Report Export process provides the ability to save the Transaction Status in different formats.

Navigation

Master Data > Contractor > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Contractor Report Export page

Page Fields

The following fields display on the **Contractor Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
132	To search for CAGE Cd, see https://cage.dla.mil.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

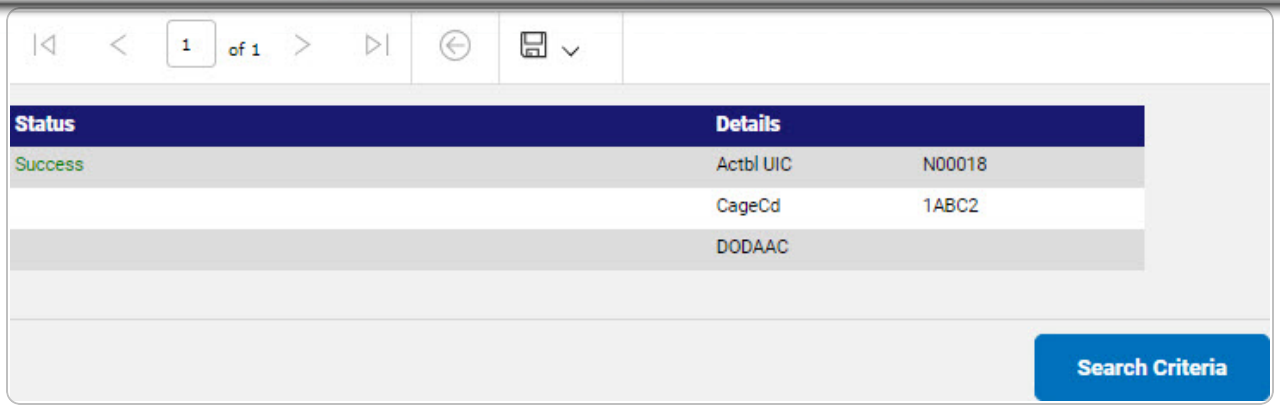
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Contractor Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The **Contractor 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Contractor Search Criteria** page appears.*

Related Topics

- Search for a Contractor — Criteria
- Search for a Contractor — Results
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status

Search for a Contractor — Criteria

Overview

The Property Accountability module Contractor process provides the ability to add, update or delete contractor information for contractors receiving GFP.

Navigation

Master Data > Contractor > Contractor Search Criteria page

Page Fields

The following fields display on the **Contractor Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
12	Select "Search" button to view Search Results page.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.

132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Search Criteria Grid

Actbl UIC
CAGE Cd
DoDAAC

Procedures

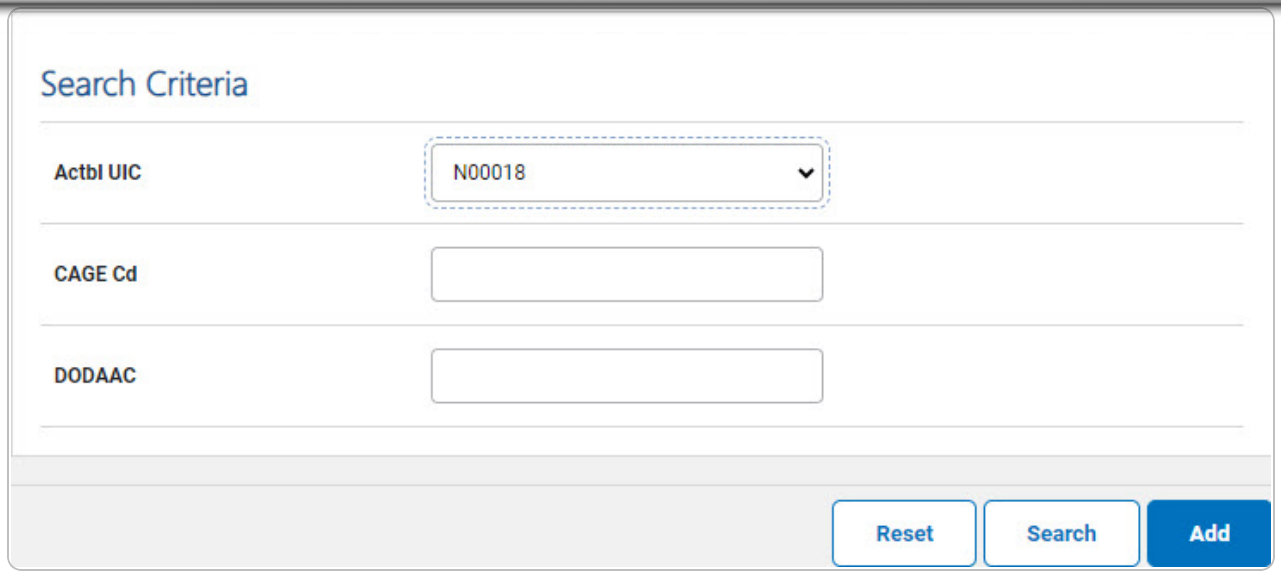
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Contractor

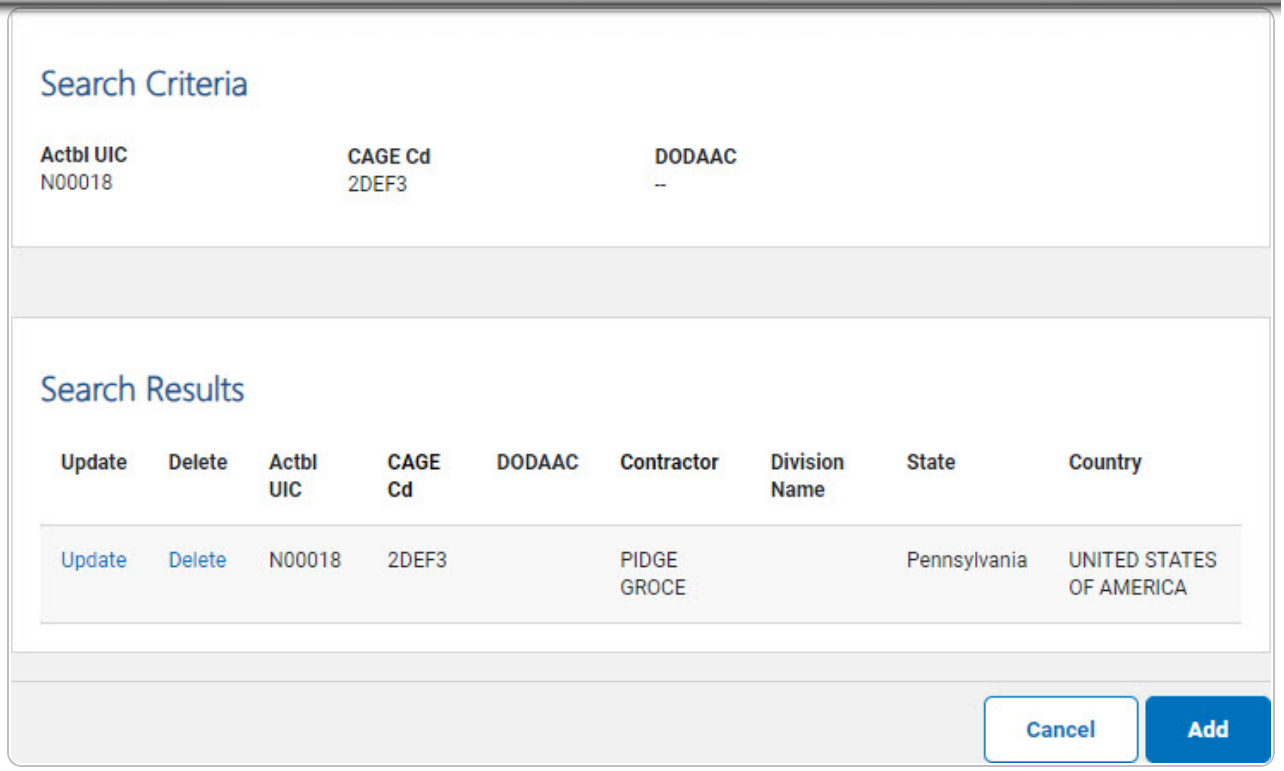
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



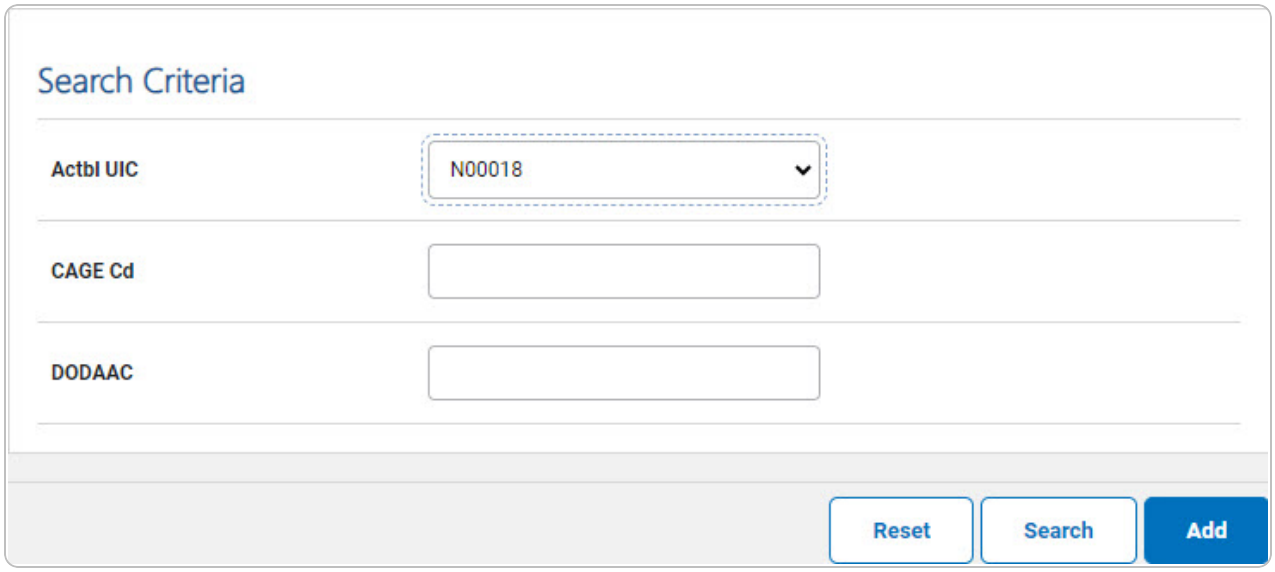
- Use ⌄ to select the Actbl UIC.
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*

2. Select Search. *The **Contractor Search Results** page appears.*



Add a Contractor

1. Use ⌄ to select the Actbl UIC.



2. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
3. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*
4. Select Add. *The **Contractor Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *CAGE CD*.	Missing Entry. Enter the appropriate information in the desired field.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the

	1st character is numeric, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
419 — DoDAAC entry must be 6 — POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.

Related Topics

- Search for a Contractor — Results
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

Search for a Contractor — Results

Overview

The Contractor Search Results process provides the ability to update or delete a contractor.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > Contractor > Search Criteria > Search > Contractor Search Results page

Page Fields

The following fields display on the **Contractor Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.
233	Select "Delete" hyperlink to process a Delete Action.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Actbl UIC

CAGE Cd
DoDAAC

Search Results Grid

Update
Delete
Actbl UIC
CAGE Cd
DoDAAC
Contractor
Division Name
State
Country

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Contractor

Select the Update hyperlink. *The **Contractor Update** page appears.*

Delete a Contract

Select the Delete hyperlink *The **Contractor Delete** page appears.*

Add a Contract

Select Add. *The **Contractor Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Contractor — Criteria
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

View the Contractor Transaction Status

Overview

The Contractor Transaction Status process displays a verification of the add, update, or delete transaction performed.

Navigation

Master Data > Contractor > Search Criteria > *Various Procedural Steps* > Contractor Transaction Status Page

Page Fields

The following fields display on the **Contractor Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
162	CAGE Cd must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
132	To search for CAGE Cd, see https://cage.dla.mil.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

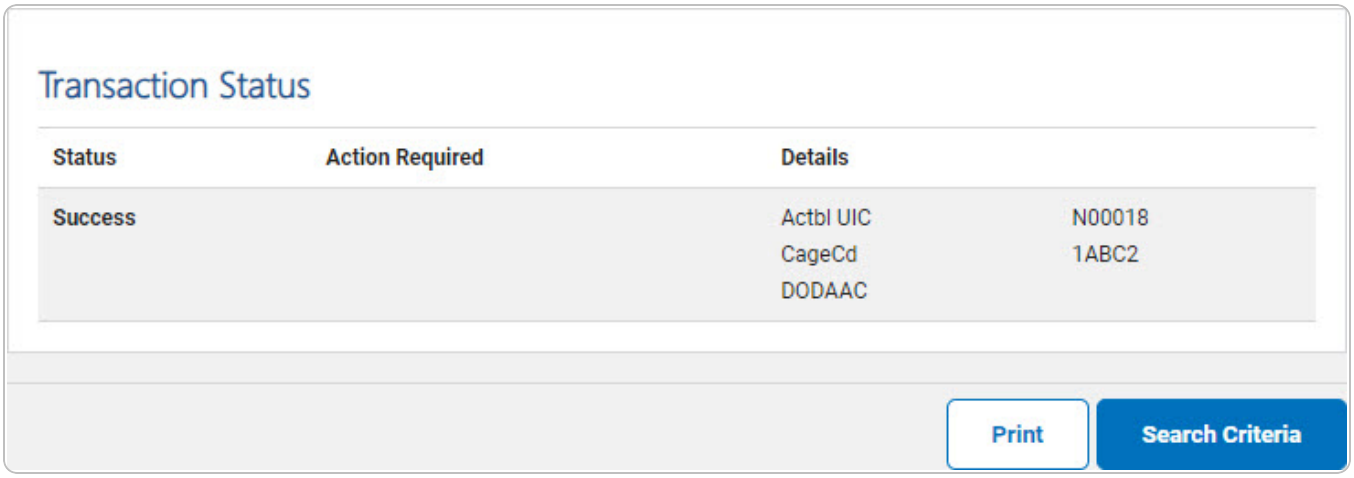
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Contractor Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*
4. Select Search Criteria. *The **Contractor Search Criteria** page appears.*
5. Select Print. *The **Contractor Report Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Contractor — Criteria
- Search for a Contractor — Results
- Add a Contractor
- Update a Contractor
- Delete a Contractor
- Export a Contractor Report

Update a Contractor

Overview

The Contractor Update process allows editing of contractor information for those contractors receiving Government Furnished Property (GFP).

Navigation

Master Data > Contractor > Search Criteria > Search > Update hyperlink > Contractor Update page

Page Fields

The following fields display on the **Contractor Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
313	DoDAAC entry must be 6-POS alphanumeric except for alpha "I" or "O".
162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
132	To search for CAGE CD, see https://cage.dla.mil.

161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
14	Select "Cancel" button to return to previous page.

Update Grid

Actbl UIC
CAGE Cd *
Contractor *
Address 1 *
Address 2
City *
State *
ZIP Cd *
Country Cd *
DoDAAC
Division Name
FAX Nbr
E-Mail Address
Contractor Phone Nbr
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

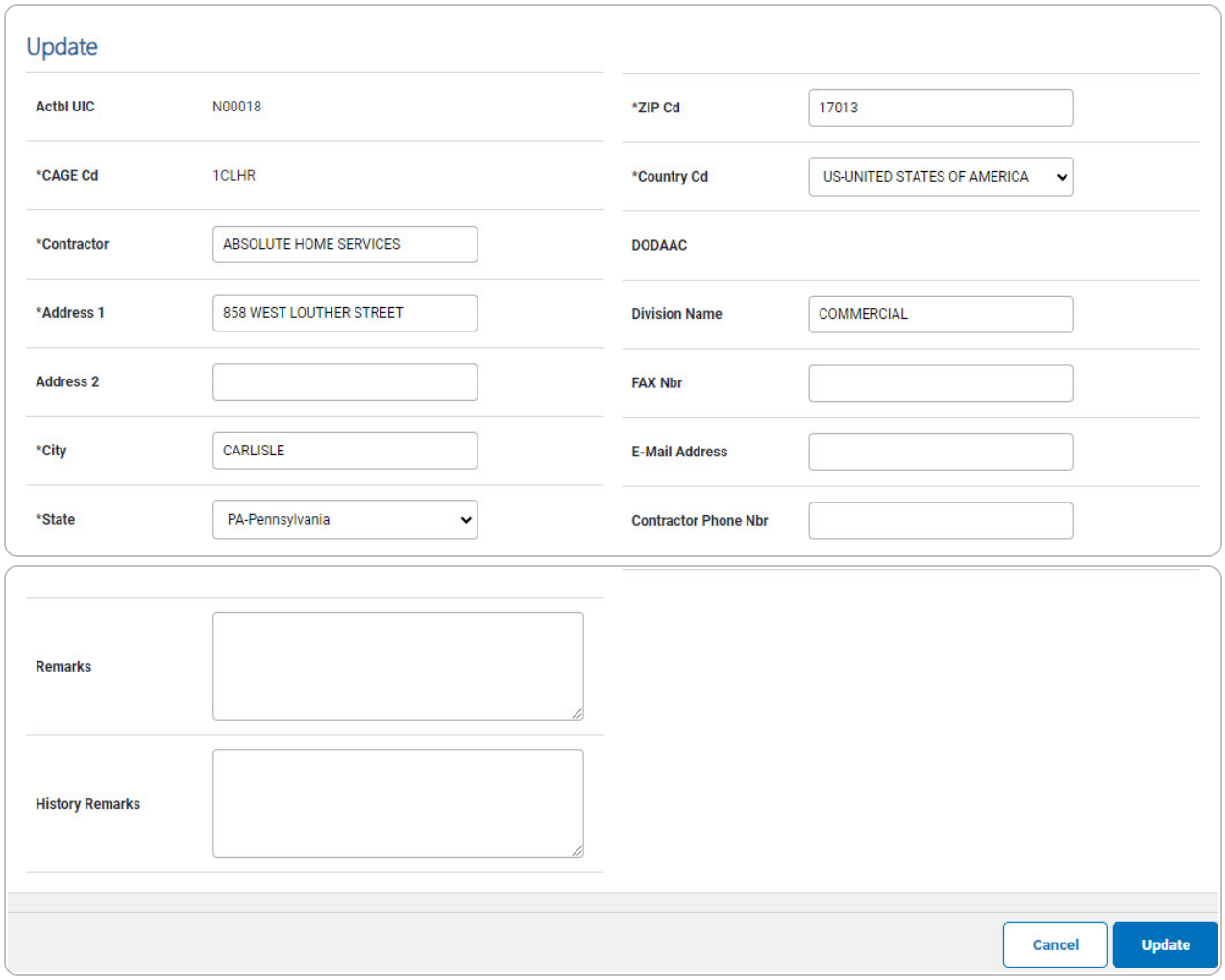
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Contractor

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

1. Select the Update hyperlink. *The **Contractor Update** page appears.*



A. *Verify the ACTBL UIC.*

B. *Verify the CAGE CD.*

C. Update the Contractor, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

D. Update the Address 1, entering the revised contact information in the field provided. *This is a 25 alphanumeric character field.*

E. Update the Address 2, entering the revised contact information in the field provided. *This is a 25 alphanumeric character field.*

F. Update the City, entering the revised location in the field provided. *This is a 22 alpha-numeric character field.*

G. Update the State, using ⌄ to select the desired location.

H. Update the ZIP Code, entering the revised number in the field provided. *This is a 10 alphanumeric character field.*

I. Update the Country Cd, using ⌄ to select the desired code.

J. *Verify the DoDAAC.*

K. Update the Division Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

L. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

M. Update the E-MAIL Address, entering the revised contact information in the field provided. *This is a 65 alphanumeric character field.*

N. Update the Contractor PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

O. Update the Remarks, entering the revised comments in the field provided. *This is a 256 alphanumeric character field.*

P. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Update. *The **Contractor Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *COUNTRY CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *CAGE CD*.	
13 — Mandatory Entry: *CONTRACTOR*.	
13 — Mandatory Entry: *ADDRESS 1*.	
13 — Mandatory Entry: *CITY*.	
13 — Mandatory Entry: *STATE*.	
13 — Mandatory Entry: *ZIP CD*.	
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.

676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
419 — DoDAAC entry must be 6 — POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.

Related Topics

- Search for a Contractor — Criteria
- Search for a Contractor — Results
- Add a Contractor
- Delete a Contractor
- View the Contractor Transaction Status
- Export a Contractor Report

Add a Cost Center

Overview

The Cost Center Add process provides the ability to create new Cost Center records.

Navigation

Master Data > Cost Center > Search Criteria > Cost Center Add Page

Page Fields

The following fields display on the **Cost Center Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
207	"Remarks" must be alphanumeric with supported special character (s) $, -, /, #, &, comma, period, and space.
67	Select "Add" button to process transaction(s).
383	Select Cancel button to return to Search Results page.
14	Select "Cancel" button to return to previous page.

384	Cost Center is mandatory for Add action.

Add Grid

UIC
Cost Center *
Cost Center Desc *
Start Dt
End Dt
Freeze Cd
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

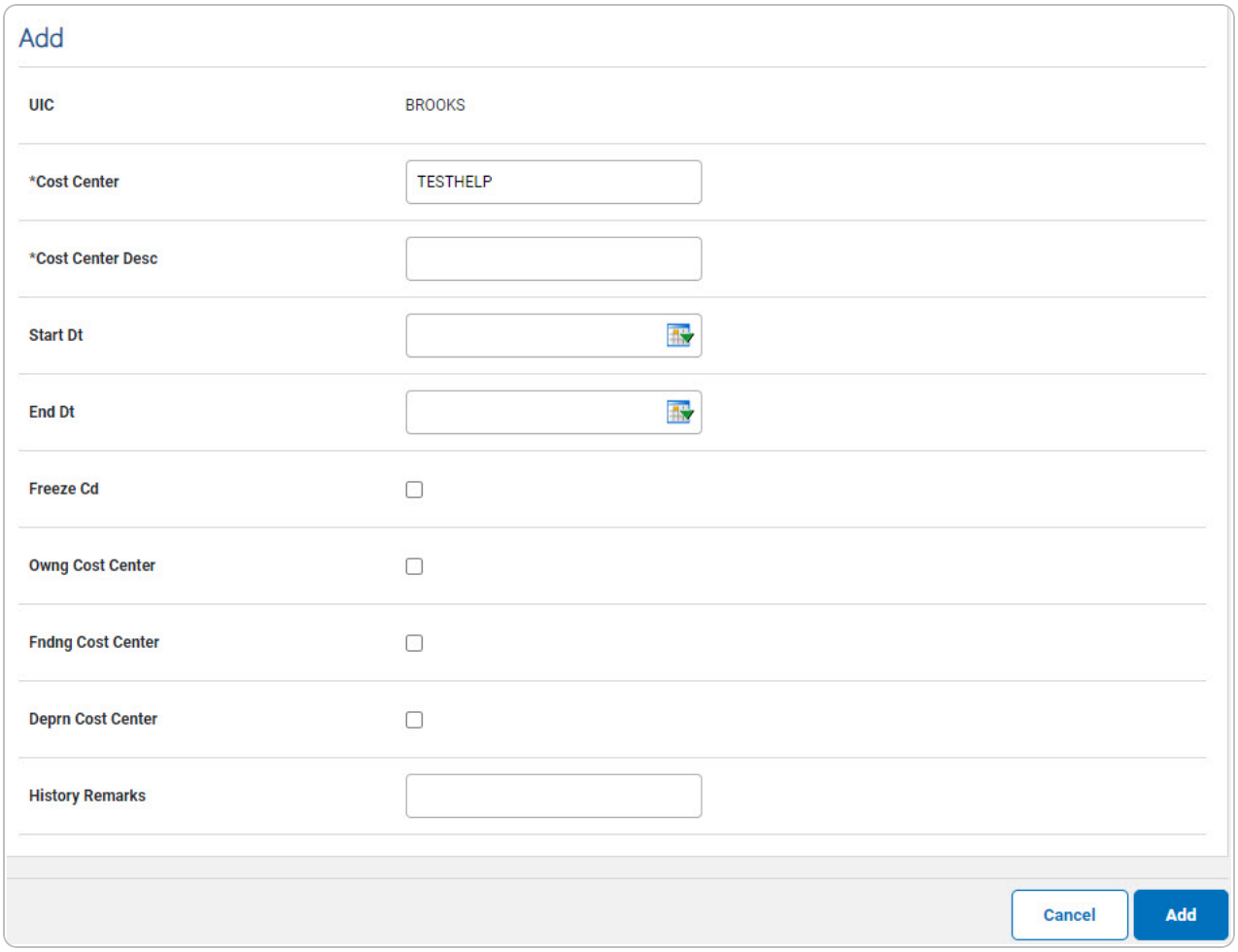
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Cost Center

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

1. Select Add. *The **Cost Center Add** page appears.*



A. *Verify the UIC.*

B. Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*

C. Enter the Cost Center Desc in the field provided. *This is a 1024 alphanumeric character field.*

D. Use to select the Start Dt, or enter the date (MM/DD/YYYY) in the field provided.

E. Use to select the End Dt, or enter the date (MM/DD/YYYY) in the field provided.

F. Click ☐ to select the Freeze Cd. *When selected, indicates the Cost Center has a Freeze Code.*

G. Click ☐ to select the Owng Cost Center. *When selected, indicates the Cost Center has a Owning Cost Center.*

H. Click ☐ to select the Fndng Cost Center. *When selected, indicates the Cost Center has a Funding Cost Center.*

I. Click ☐ to select the Deprn Cost Center. *When selected, indicates the Cost Center has a Depreciation Cost Center.*

J. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Add. *The **Cost Center Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Cost Center Desc*.	

Related Topics

- Search for a Cost Center — Criteria
- Search for a Cost Center — Results
- View the Cost Center Selected Rows
- Update a Cost Center
- Delete a Cost Center

- View the Cost Center Transaction Status
- Export the Cost Center Report

Delete a Cost Center

Overview

The Cost Center Delete process allows removal of a Cost Center record.

Note

During a reversal of a deleted asset when the Cost Center is marked as Deleted, the Cost Center is reinstated.

Navigation

Master Data > Cost Center > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Delete > Selected Rows > Continue > Cost Center Delete page

Page Fields

The following fields display on the Cost Center Delete page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
207	"Remarks" must be alphanumeric with supported special character (s) $, -, /, # , &, comma, period, and space.

67	Select "Add" button to process transaction(s).
383	Select Cancel button to return to Search Results page.
14	Select "Cancel" button to return to previous page.
384	Cost Center is mandatory for Add action.

Delete Grid

UIC

Cost Center

History Remarks

Delete Multiple Grid

UIC

History Remarks

(*) Asterisk identifies mandatory fields.

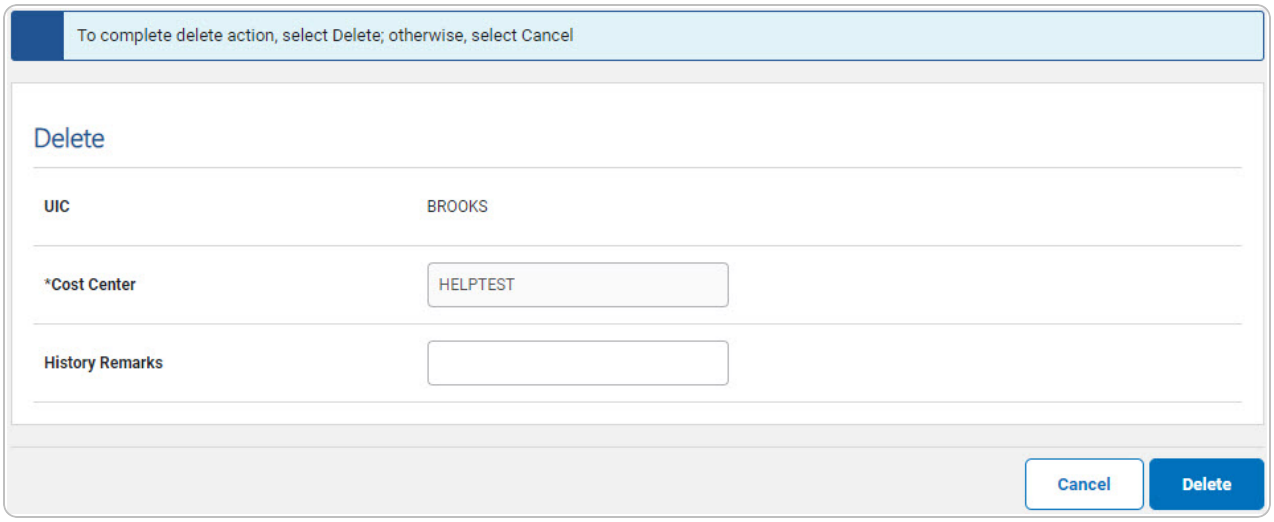
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a Cost Center

1. Select Delete. *The **Cost Center Delete** page appears.*



A. *Verify the UIC.*

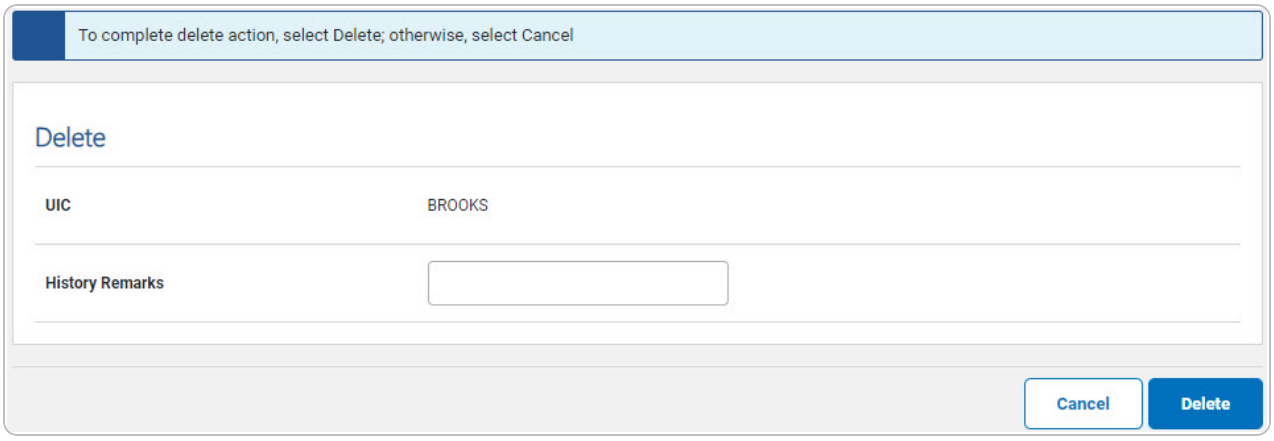
B. *Verify the Cost Center.*

C. Update the History Remarks, entering the revised remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select **Delete**. *The **Cost Center Transaction Status** appears.*

Delete Multiple Cost Centers

1. Select Delete. *The **Cost Center Delete** page appears.*



A. *Verify the UIC.*

B. Update the History Remarks, entering the revised remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Delete. *The **Cost Center Transaction Status** appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Search for a Cost Center — Criteria
- Search for a Cost Center — Results
- View the Cost Center Selected Rows
- Add a Cost Center
- Update a Cost Center
- View the Cost Center Transaction Status
- Export the Cost Center Report

Export a Cost Center Report

Overview

The Cost Center Report Export process provides the ability to save the Cost Center Transaction Status in different formats.

Navigation

Master Data > Cost Center > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Cost Center Report Export page

Page Fields

The following fields display on the **Cost Center Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
207	"Remarks" must be alphanumeric with supported special character(s) $, -, /, #, &, comma, period, and space.
67	Select "Add" button to process transaction(s).
383	Select Cancel button to return to Search Results page.

14	Select "Cancel" button to return to previous page.
384	Cost Center is mandatory for Add action.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Export Grid

Status
Details

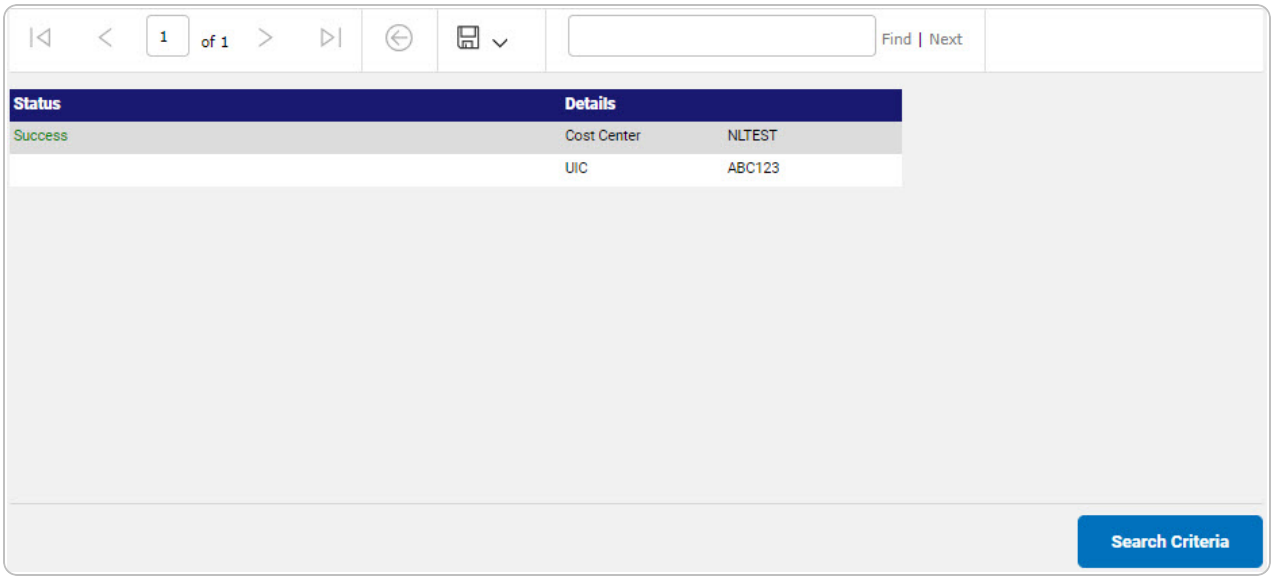
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Cost Center Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. *Follow the prompts provided by the computer.*
5. Select Search Criteria. *The **Cost Center 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria. *The **Cost Center Search Criteria** page appears.*

Related Topics

- Search for a Cost Center — Criteria
- Search for a Cost Center — Results
- View the Cost Center Selected Rows
- Add a Cost Center
- Update a Cost Center
- Delete a Cost Center
- View the Cost Center Transaction Status

View the Cost Center Selected Rows

Overview

The Cost Center Selected Rows process displays the records selected to update or delete.

Note

There are two different Selected Rows pages displayed. Single Cost Center Selected Rows and Multiple Selected Rows page.

Navigation

Master Data > Cost Center > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Cost Center Selected Rows page

Page Fields

The following fields display on the **Cost Center Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
142	Select "Continue" to continue processing.
383	Select Cancel button to return to Search Results page.

Search Criteria Grid

UIC
Cost Center
Owng Cost Center

Fndng Cost Center
Deprn Cost Center
Freeze Cd

Selected Rows Grid

Cost Center
Cost Center Desc
Freeze Cd
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
UIC
Intrf Sys Cd
Start Dt
End Dt

Procedures

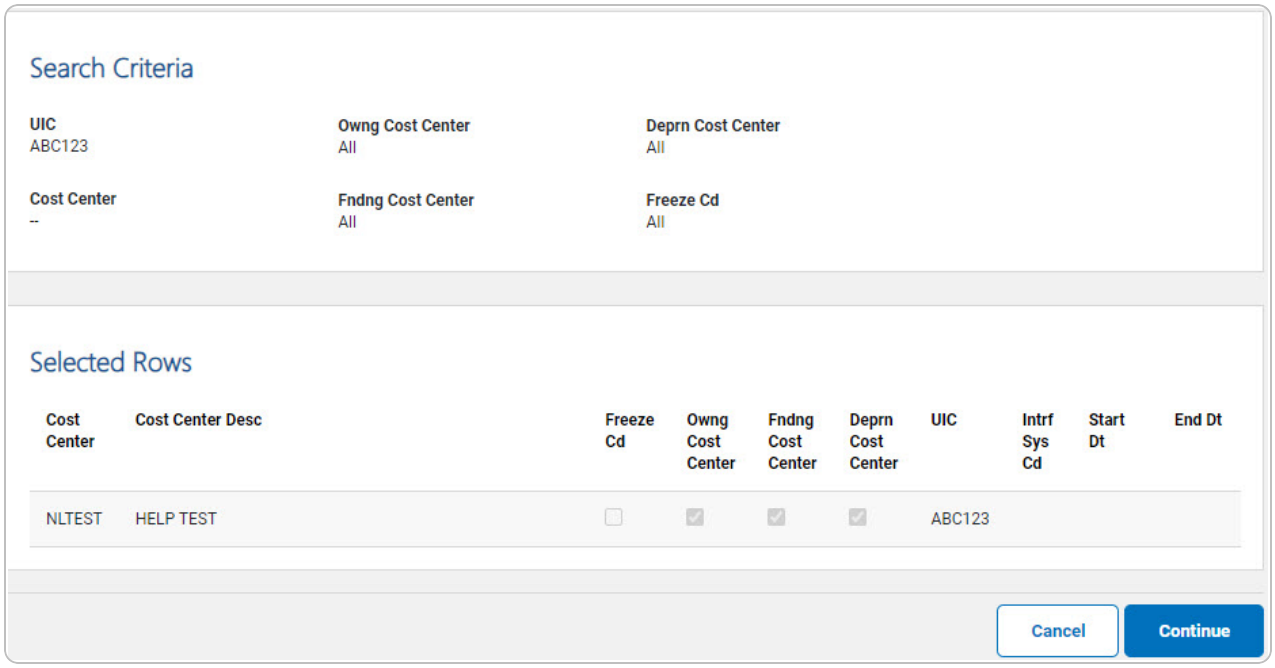
ELMS Navigation Helpful Tips

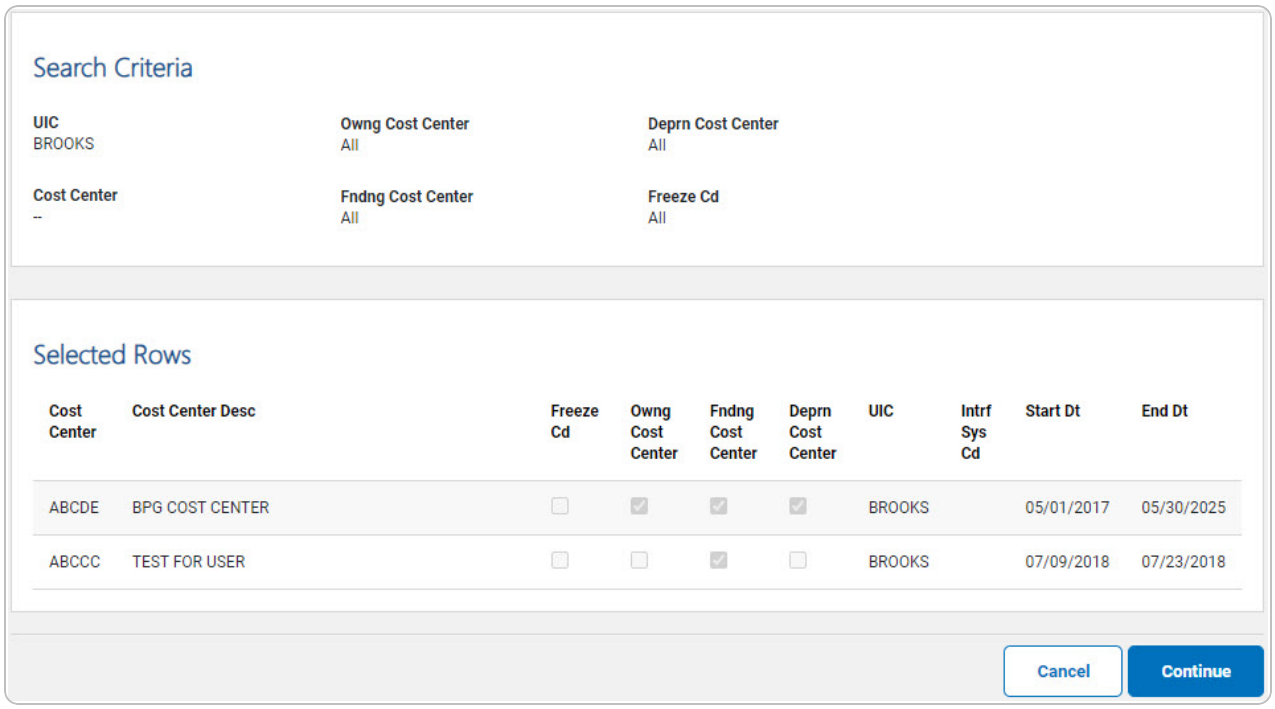
Click the following link to display PA Navigation Tips.

View the Cost Center Selected Rows

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

1. Select Update. *The **Cost Center Selected Rows** page appears.*





2. *Verify the Search Criteria grid.*

A. *Verify the UIC.*
B. *Verify the Cost Center.*
C. *Verify the OWNG COST CENTER.*
D. *Verify the FNDNG COST CENTER.*
E. *Verify the DEPRN COST CENTER.*
F. *Verify the FREEZE CD.*

3. *Verify the Selected Rows grid.*
   A. *Verify the Cost Center.*
   B. *Verify the Cost Center DESC.*
   C. *Verify the FREEZE CD.*
   D. *Verify the OWNG COST CENTER.*
   E. *Verify the FNDNG COST CENTER.*
   F. *Verify the DEPRN COST CENTER.*
   G. *Verify the UIC.*
   H. *Verify the INTRF SYS CD.*
   I. *Verify the START DT.*
   J. *Verify the END DT.*
4. Select Continue. *The **Cost Center Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Cost Center — Criteria
- Search for a Cost Center — Results
- Add a Cost Center
- Update a Cost Center
- Delete a Cost Center
- View the Cost Center Transaction Status
- Export the Cost Center Report

Search for a Cost Center — Criteria

Overview

The Property Accountability module Cost Center provides the ability to search, add, update, and delete Cost Center records. Cost Centers are established by the Unit Identification Code (UIC) and is considered a subordinate organization to a UIC. Cost Centers are used to identify the current holder/owner of the asset, fund the purchase of the asset, and when applicable, identify the Cost Center charged the Depreciation expense.

For Cost Centers that are maintained by other external systems, ELMS provides limited updates of the record. Users are not be able to:

- Mark a Cost Center as frozen.
- Change the effective dates.
- Attempt to update the type of cost center if the Cost Center is assigned to an asset and the change(s) results in the Cost Center being invalid. The process errors for the specific Cost Center and provides the reason why the update is not made.

The format and use of the Cost Center is controlled by the asset's reporting Accounting System. ELMS obtains the Cost Center validation requirements by the appropriation assigned to the asset (using the appropriation to obtain the accounting system).

Navigation

Master Data > Cost Center > Cost Center Search Criteria page

Page Fields

The following fields display on the **Cost Center Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

384	Cost Center is mandatory for Add action.
21	Select "Add" button to create a new record.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

UIC *
Cost Center
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
Freeze Cd *

(*) Asterisk identifies mandatory fields.

Procedures

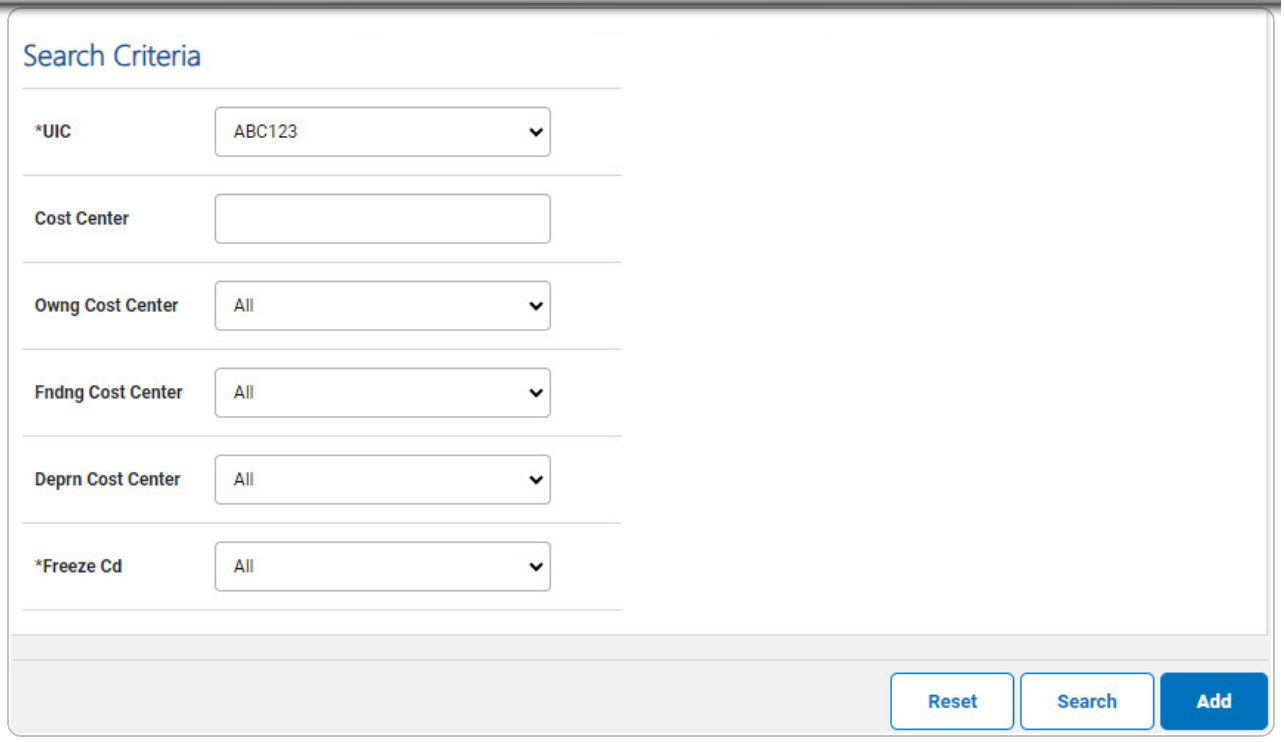
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Cost Center — Criteria

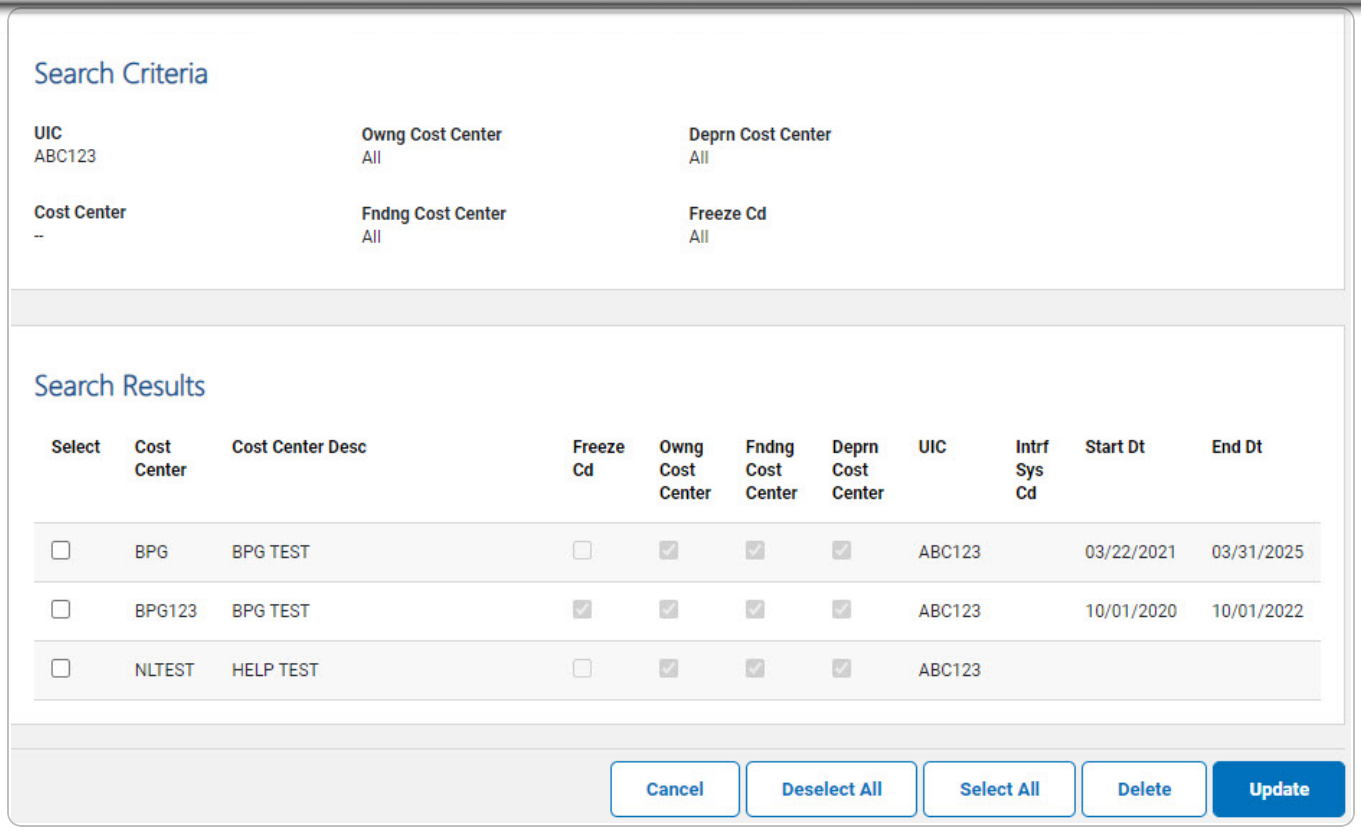
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Use to select the UIC.
- Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*
- Use to select the Owng Cost Center.
- Use to select the Fndng Cost Center.
- Use to select the Deprn Cost Center.
- Use to select the Freeze Cd.

2. Select Search. *The **Cost Center Search Results** page appears.*



Add a Cost Center

1. Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*
2. Select Add. *The **Cost Center Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Cost Center*.	Missing Entry. Enter the appropriate information in the desired field.
185 — Record already exists.	Invalid Entry. The field entered is already in the system. Check the information again, and re—enter the record.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Search for a Cost Center — Results
- View the Cost Center Selected Rows
- Add a Cost Center
- Update a Cost Center
- Delete a Cost Center
- View the Cost Center Transaction Status
- Export the Cost Center Report

Search for a Cost Center — Results

Overview

The Cost Center Search Results process provides the ability to update or delete Cost Center records.

Navigation

Master Data > Cost Center > Search Criteria > Search > Cost Center Search Results page

Page Fields

The following fields display on the **Cost Center Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
15	"Select All" button marks all rows, all pages for Mass Update/Delete actions.
16	"Deselect All" button clears all rows, all pages.
18	Select "Update" button to process transaction(s).
87	Select "Delete" for delete action.
61	Select "Cancel" to return to Search Criteria page.

Search Criteria Grid

UIC
Cost Center
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
Freeze Cd

Search Results Grid

Select
Cost Center
Cost Center Desc
Freeze Cd
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
UIC
Intrf Sys Cd

Procedures

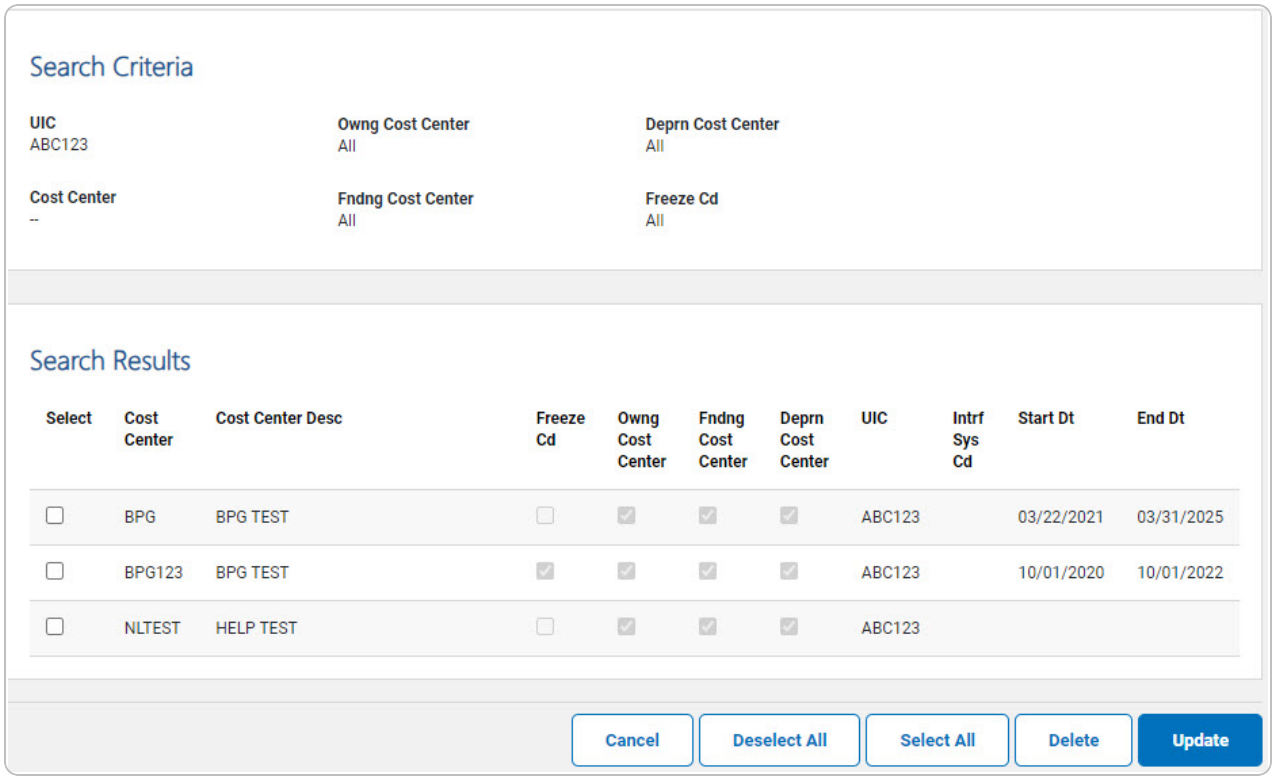
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Deselect All *deselects the checked entries. Selecting* Select All *selects all present entries.*

Update a Cost Center

1. Select Search. *The **Cost Center Search Results** page appears.*

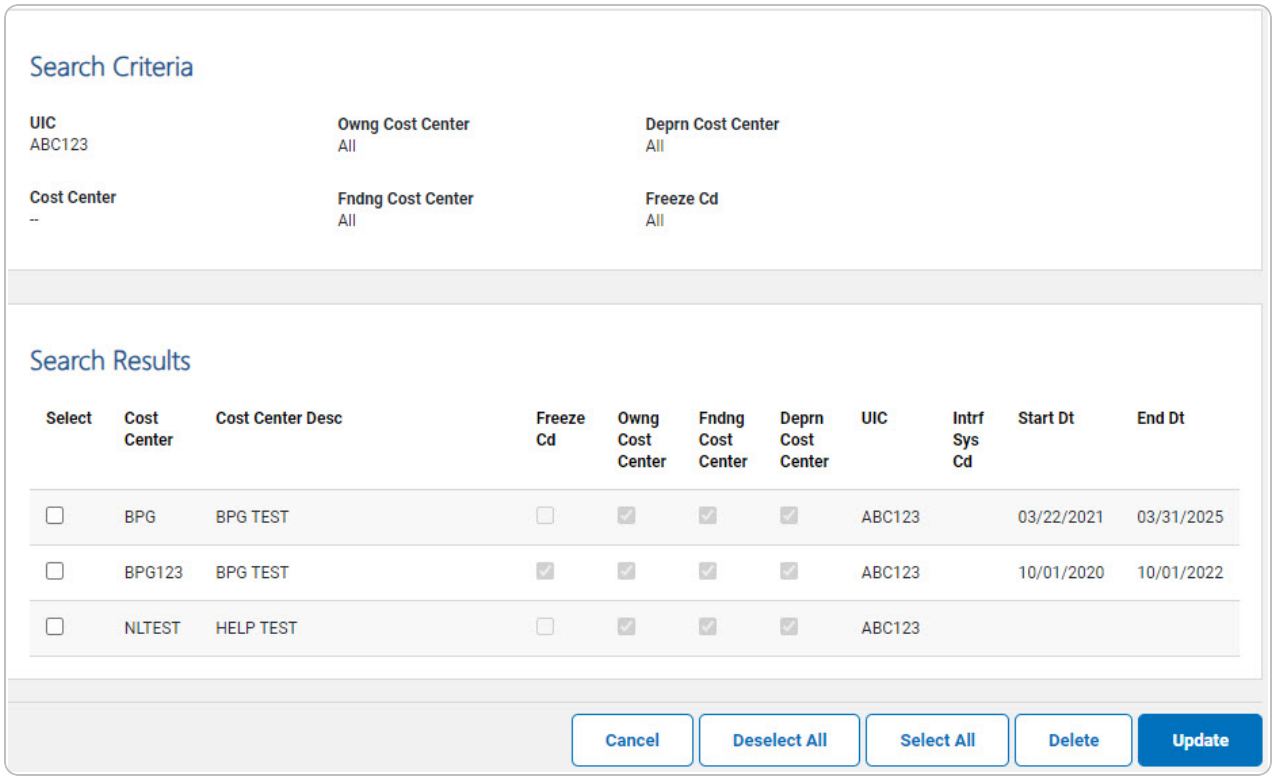


2. Click ☐ to select the desired Cost Center(s).

3. Select Update. *The **Cost Center Selected Rows** page appears.*

Delete a Cost Center

1. Select Search. *The **Cost Center Search Results** page appears.*



2. Click ☐ to select the desired Cost Center(s).
3. Select Delete. *The **Cost Center Selected Rows** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access.

not have the appropriate security access.	Enter different Search Criteria and try the Search again.
651 — Cost Centers selected must have matching INTRF SYS CD; cannot update.	Invalid Selection. The INTRF SYS CD of the selected Cost Centers do not match and will not update. Select Cost Centers with the same INTRF SYS CD and re-try the selection.
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
649 — Cost Center(s) exists as OWNG, FNDNG, DEPRN, or CIP PROJECT cost center; cannot delete	Invalid Deletion. A Cost Center record cannot be deleted if there is any open Task, Project, Depreciation, or Personnel still associated to that Cost Center. Review the Cost Center record again, and remove any remaining associated information so the Cost Center can be deleted.
751 — Assets are associated. The date range must remain active and the cost center cannot be frozen.	Invalid Entry. The cost center entered is not currently available. Enter a valid cost center.
648 — Cost Center(s) selec-	Invalid Deletion. A Cost Center record cannot be

ted has an INTRF SYS CD; cannot delete.	deleted if there is any open INTRF SYS CD still associated to that Cost Center. Review the Cost Center record again, and remove any remaining associated information so the Cost Center can be deleted.

Related Topics

- Search for a Cost Center — Criteria
- View the Cost Center Selected Rows
- Add a Cost Center
- Update a Cost Center
- Delete a Cost Center
- View the Cost Center Transaction Status
- Export the Cost Center Report

View the Cost Center Transaction Status

Overview

The Cost Center Transaction Status process displays a verification of the add, update, and delete transactions performed.

Navigation

Master Data > Cost Center > Search Criteria > *Various Procedural Steps* > Cost Center Transaction Status page

Page Fields

The following fields display on the **Cost Center Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
207	"Remarks" must be alphanumeric with supported special character (s) $, -, /, #, &, comma, period, and space.
67	Select "Add" button to process transaction(s).
383	Select Cancel button to return to Search Results page.
14	Select "Cancel" button to return to previous page.

384	Cost Center is mandatory for Add action.

Transaction Status Grid

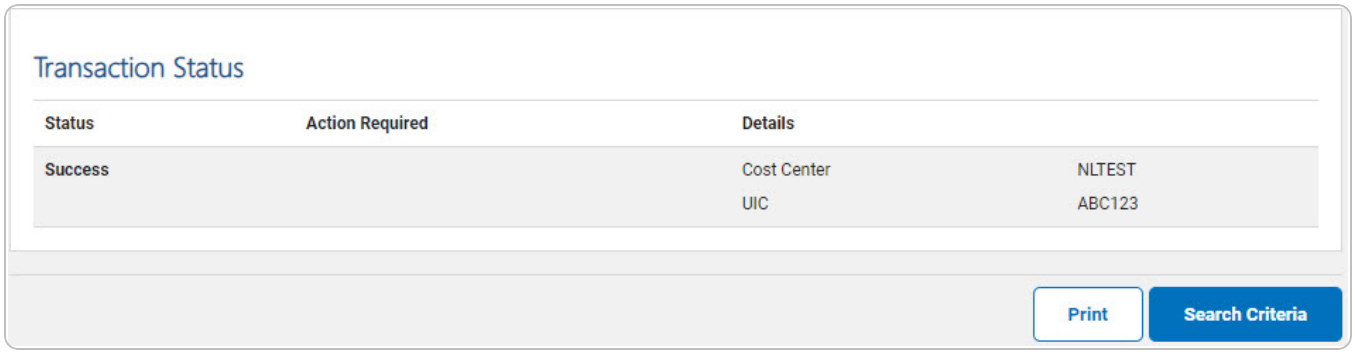
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Cost Center Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Search Criteria. *The **Cost Center Search Criteria** page appears.*
5. Select Print. *The **Cost Center Report Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Cost Center — Criteria
- View the Cost Center Selected Rows
- Add a Cost Center
- Update a Cost Center
- Delete a Cost Center
- Export the Cost Center Report

Update a Cost Center

Overview

The Cost Center Update process allows editing of a Cost Center record(s).

Navigation

Master Data > Cost Center > Search Criteria > Search > Search Results > ☐ (desired record(s)) > Update > Selected Rows > Continue > Cost Center Update page

Page Fields

The following fields display on the **Cost Center Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
384	Cost Center is mandatory for Add action.
383	Select Cancel button to return to Search Results page.

Update Grid

UIC
Cost Center
Cost Center Desc *
Start Dt
End Dt
Freeze Cd
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
History Remarks
Attachments
Add Attachment

Update Multiple Grid

UIC
Cost Center
Cost Center Desc *
Start Dt
End Dt
Freeze Cd
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

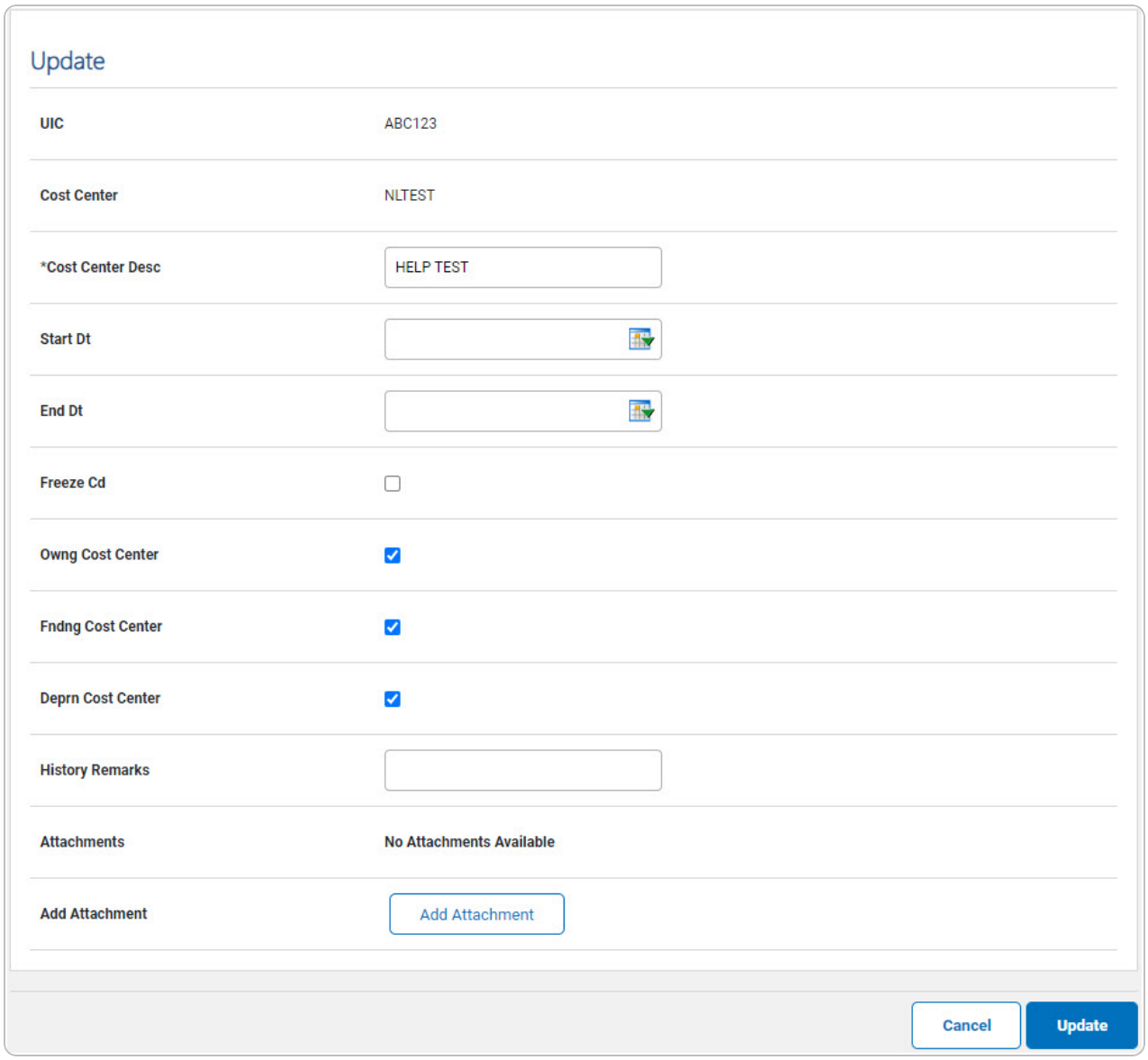
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Update a Cost Center

1. Select Continue. *The **Cost Center Update** page appears.*



A. *Verify the UIC.*

B. *Verify the Cost Center.*

C. Update the Cost Center DESC, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*

D. Update the START DT, using or entering the date (MM/DD/YYYY) in the field provided.

Helpful Tip

The Start Date is the beginning effective date that the Cost Center is available for use. The End Date is the last date that the Cost Center is available for use. If both dates are used then the Start Date cannot be greater than the End Date.

E. Update the END DT, using or entering the date (MM/DD/YYYY) in the field provided.

F. Verify the FREEZE CD contains the appropriate ☑ or ☐. *When selected, indicates the Cost Center has a Freeze Code.*

G. Verify the OWNG COST CENTER contains the appropriate ☑ or ☐. *When selected, indicates the Cost Center has an Owning Cost Center.*

H. Verify the FNDNG COST CENTER contains the appropriate ☑ or ☐. *When selected, indicates the Cost Center has a Funding Cost Center.*

I. Verify the DEPRN COST CENTER contains the appropriate ☑ or ☐. *When selected, indicates the Cost Center has a Depreciation Cost Center.*

J. Update the History Remarks, entering the revised remarks in the field provided. *This is a 256 alphanumeric character field.*

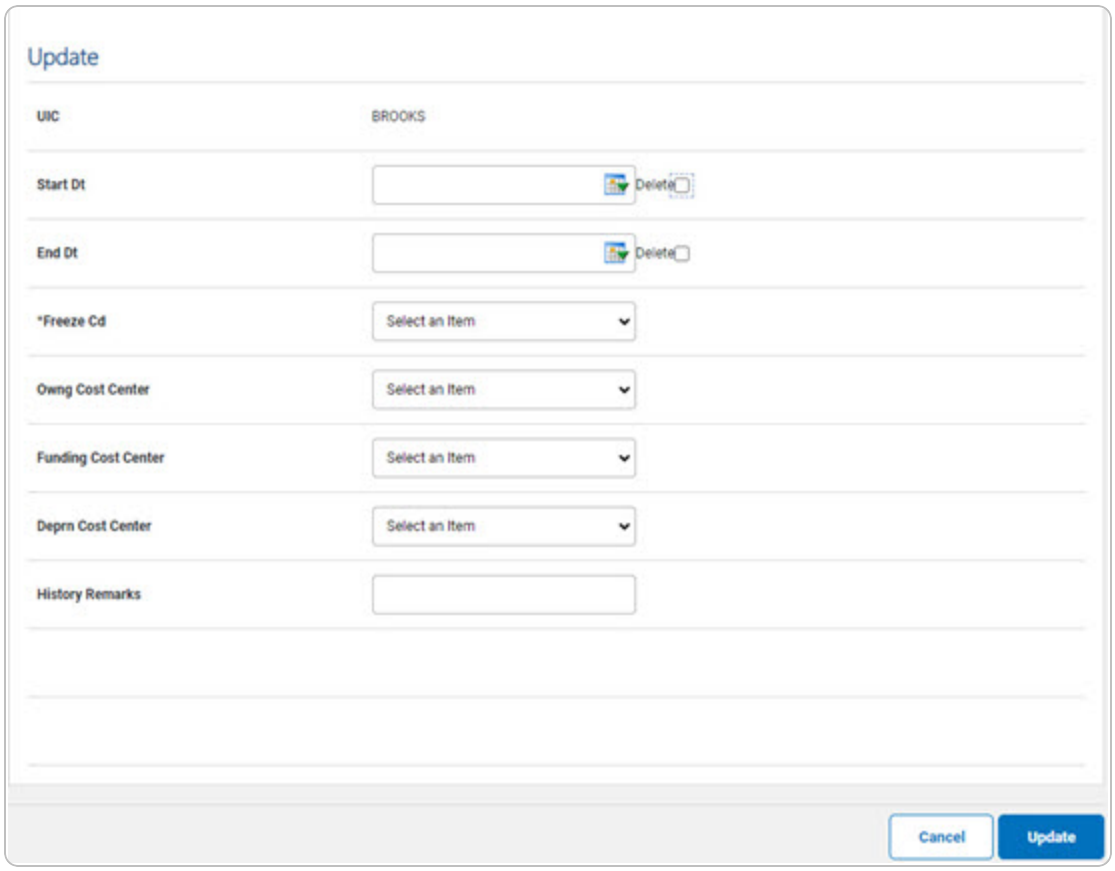
K. *Verify the Attachments.*

2. Select Add Attachment. *The **Attachment Add** page appears.*

3. Select Update. *The **Cost Center Transaction Status** appears.*

Update Multiple Cost Centers

1. Select Continue. *The **Cost Center Update** page appears.*



A. *Verify the UIC.*

B. Update the START DT, using or entering the date (MM/DD/YYYY) in the field provided.

C. Verify the Delete contains the appropriate ☑ or ☐. *Indicates the Start Date is selected for deletion.*

Helpful Tip

The Start Date is the beginning effective date that the Cost Center is available for use. The End Date is the last date that the Cost Center is available for use. If both dates are used then the Start Date cannot be greater than the End Date.

D. Update the END DT, using or entering the date (MM/DD/YYYY) in the field provided.

E. Verify the Delete contains the appropriate ☑ or ☐. *Indicates the End Date is selected for deletion.*

F. Update the Freeze Cd, using to select the desired code.

G. Update the Owng Cost Center, using to select the desired designation.

H. Update the Fndng Cost Center, using to select the desired designation.

I. Update the Deprn Cost Center, using to select the desired designation.

J. Update the History Remarks, entering the revised remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Update. *The **Cost Center Transaction Status** appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

13 — Mandatory Entry: *Cost Center Desc*.	Missing Entry. Enter the appropriate information in the desired field.
527 — End Dt must be = or > Start Dt.	Invalid Date Entry. The Start Dt must be equal or less than the End Dt. Re-enter the date.
751 — Assets are associated. The date range must remain active and the cost center cannot be frozen.	Invalid Entry. The cost center entered is not currently available. Enter a valid cost center.
650 — Cost Center(s) selected is associated to asset (s); cannot update.	Invalid Selection. The Cost Center cannot update due to related assets. Select a Cost Center without related assets and re-try the selection.

Related Topics

- Search for a Cost Center — Criteria
- Search for a Cost Center — Results
- View the Cost Center Selected Rows
- Add a Cost Center
- Delete a Cost Center
- View the Cost Center Transaction Status
- Export the Cost Center Report

Add the Reports/Forms Message

Overview

The Reports/Forms Message Add process provides the ability to create a new MSG ID to display Message Text on ELMS reports or forms. The Message Text created displays at the bottom of the report or form.

Helpful Tip

MSG TEXT cannot begin with a space or special characters Size Limit for REPORT MSG is 1024 and 120 characters for Forms.

Navigation

Master Data > Report/Form Message > Search Criteria > Add > Reports/Forms Message Add page

Page Fields

The following fields display on the **Reports/Forms Message Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.

Add Grid

Msg Id *
Msg Use *
Msg Text *

(*) Asterisk identifies mandatory fields.

Procedures

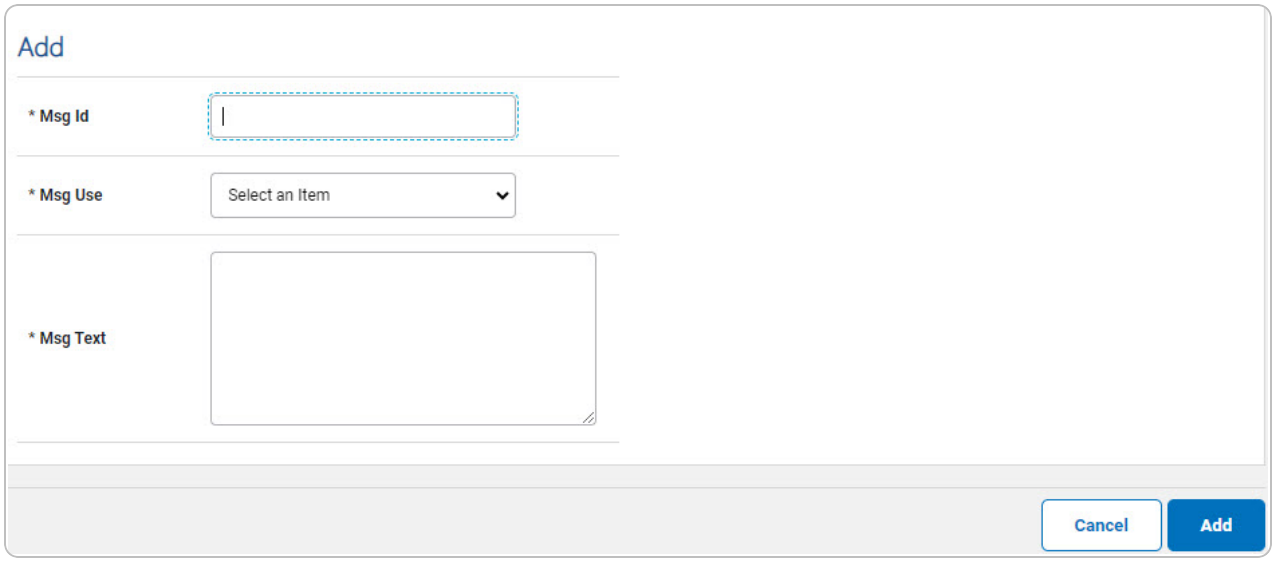
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add the Reports/Forms Message

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

1. Select Add. *The* ***Reports/Forms Message Add*** *page appears.*



A. Enter the MSG ID in the field provided. *This is a 15 alphanumeric character field.*

Note

The MSG ID's are created locally. When developing a format to create MSG IDs, follow these examples: 001, 002, Msg1, Msg 2, etc.

B. Use to select the Msg Use.

C. Enter the MSG TEXT in the field provided. *This is a 1024 alphanumeric character field for reports and a 120 alphanumeric field for forms.*

Helpful Tip

MSG TEXT cannot begin with spaces or special characters. The size limit for the message is 1024 characters for reports and 120 characters for forms.

2. Select Add. *The **Reports/Forms Message Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *MSG ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *MSG USE*.	

13 — Mandatory Entry: *Msg Text*.	
156 — 1st POS must be alpha-numeric, other POS can be alphanumeric with special chars $, —, _, /, #, &, comma, period, and space.	Invalid Entry. The 1st POS must begin with a space or special character, or the remaining positions do not contain the approved special characters. Re-enter the entry.
157 — Msg Id first position must = A — Z and/or 0 — 9.	Invalid Entry. The Msg Id must be alpha-numeric and include A — Z and/or 0 — 9 as its first position. Re-enter the Msg Id.
159 — Msg Id exists.	Invalid Entry. The Msg Id is already in use. Re-enter the Msg Id.
67 — Process requires Security Access. Contact your Site Security Officer.	Invalid Entry. The role level does not include the current process. Contact the Site Security officer to receive the correct levels.
158 — Msg Id cannot contain embedded space or special character.	Invalid Entry. Invalid special characters and embedded space used. Re-enter the Msg Id.
160 — Must make a selection from Msg Use dropdown selection box.	Invalid Entry. Use the dropdown selection box to make a selection. Re-enter the Msg Use.
320 — Entry exceeds maximum length.	Invalid Entry. There are too many characters entered. Reduce the number of characters in

	the field.
85 — Record has been changed since retrieving record from the database, record cannot be updated.	Invalid Entry. The update cannot happen, two users are updating the record at the same time. Select Cancel and retrieve the record again.

Related Topics

- Search for a Reports/Forms Message — Criteria
- Search for a Reports/Forms Message — Results
- View the Reports/Forms Message Details
- Update the Reports/Forms Message
- Delete the Reports/Forms Message
- View the Reports/Forms Message Transaction Status
- Export the Reports/Forms Message Report

Delete the Reports/Forms Message

Overview

The Reports/Forms Message Delete process allows the removal of a MSG ID.

Navigation

Master Data > Report/Form Message > Search Criteria > Search > Search Results > Delete hyperlink > Reports/Forms Message Delete page

Page Fields

The following fields display on the **Report/Form Message Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Grid

Msg Id *
Msg Use *
Msg Text *

(*) Asterisk identifies mandatory fields.

Procedures

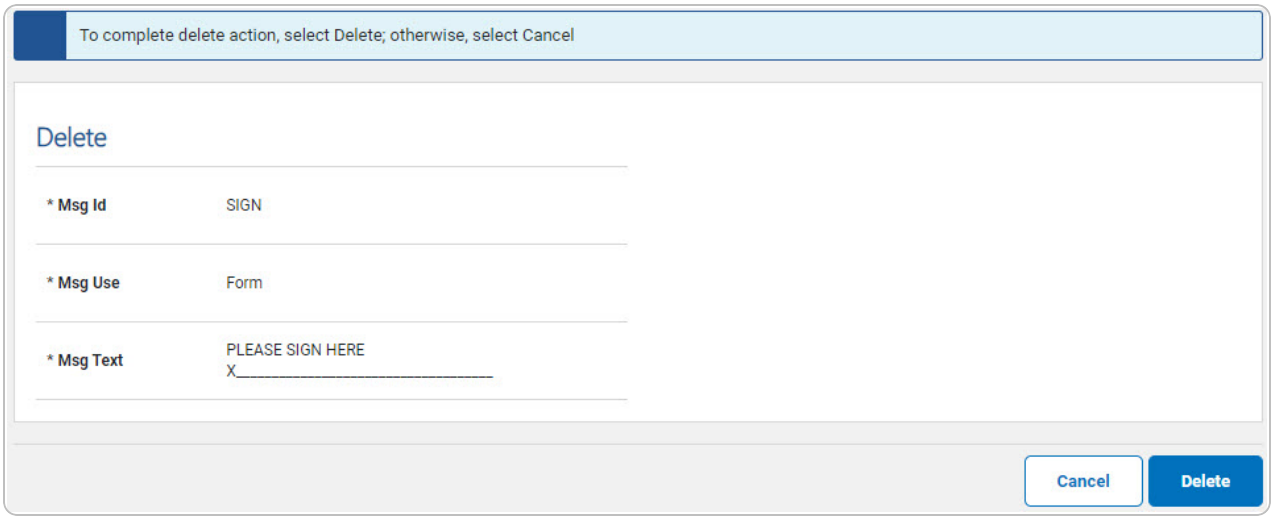
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a Reports/Forms Message:

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

1. Select the Delete hyperlink. *The* ***Reports/Forms Message Delete*** *page appears.*



   A. *Verify the MSG ID.*

   B. *Verify the MSG USE.*

   C. *Verify the MSG TEXT.*

2. Select Delete. *The* ***Reports/Forms Message Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a Reports/Forms Message — Criteria
- Search for a Reports/Forms Message — Results
- View the Reports/Forms Message Details
- Add the Reports/Forms Message
- Update the Reports/Forms Message
- View the Reports/Forms Message Transaction Status
- Export the Reports/Forms Message Report

View the Reports/Forms Message Details

Overview

The Reports/Forms Message Details process is view only and displays the MSG ID information.

Navigation

Master Data > Report/Form Message > Search Criteria > Search > Search Results > Details hyperlink > Reports/Forms Message Details page

Page Fields

The following fields display on the **Reports/Forms Message Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Details Grid

Msg Id *
Msg Use *
Msg Text *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Reports/Forms Message Details

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

1. Select the MSG ID hyperlink on the desired row. *The* ***Reports/Forms Message Details*** *page appears.*

   A. *Verify the MSG ID.*

   B. *Verify the MSG USE.*

   C. *Verify the MSG TEXT.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for the Reports/Forms Message — Criteria
- Search for the Reports/Forms Message — Results
- Add the Reports/Forms Message

- Update the Reports/Forms Message
- Delete the Reports/Forms Message
- View the Reports/Forms Message Transaction Status
- Export the Reports/Forms Message Report

Export the Reports/Forms Message Report

Overview

The Reports/Forms Message Report Export process provides the ability to save the Reports/Forms Message Transaction Status in different formats.

Navigation

Master Data > Report/Form Message > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Reports/Forms Message Report Export page

Page Fields

The following fields display on the **Reports/Forms Message Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

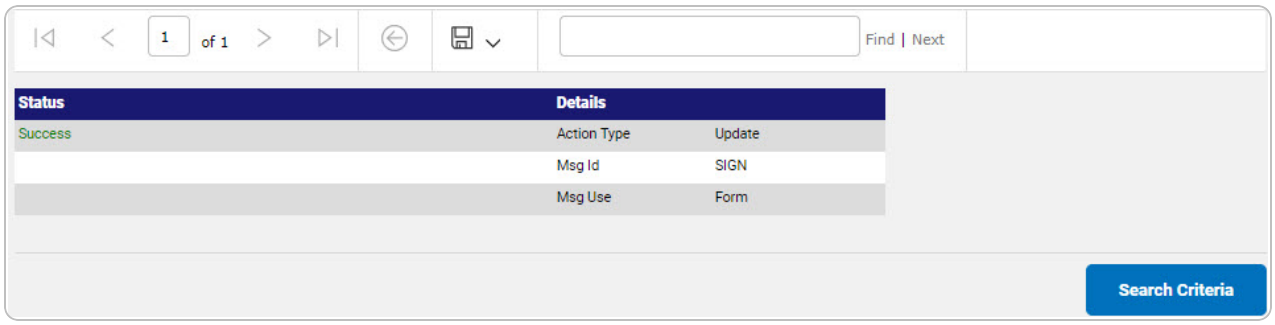
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Report/Form Message Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Reports/Forms Message Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Reports/Forms Message Search Criteria** page appears.*

Related Topics

- Search for the Reports/Forms Message — Criteria
- Search for the Reports/Forms Message — Results
- View the Reports/Forms Message Details
- Add the Reports/Forms Message
- Update the Reports/Forms Message
- Delete the Reports/Forms Message
- View the Reports/Forms Message Transaction Status

Search for a Reports/Forms Message — Criteria

Overview

The Property Accountability module Reports/Forms Message process provides the ability to create a message to display on reports and/or forms generated in ELMS. Each message built can be updated or deleted. For example, the user can create a message on a **DD-1348-1a** or an Inventory report to display at the bottom of the report or form. Users have the option to add the information for an Add action on the Search Criteria page but cannot process the Add on this page.

Navigation

Master Data > Report/Form Message > Reports/Forms Message Search Criteria page

Page Fields

The following fields display on the **Reports/Forms Message Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
178	Search will use ACTBL UIC displayed in the header.
27	A wild card is permitted using percentage (%).

Search Criteria Grid

Msg Id
Msg Use
Msg Text

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

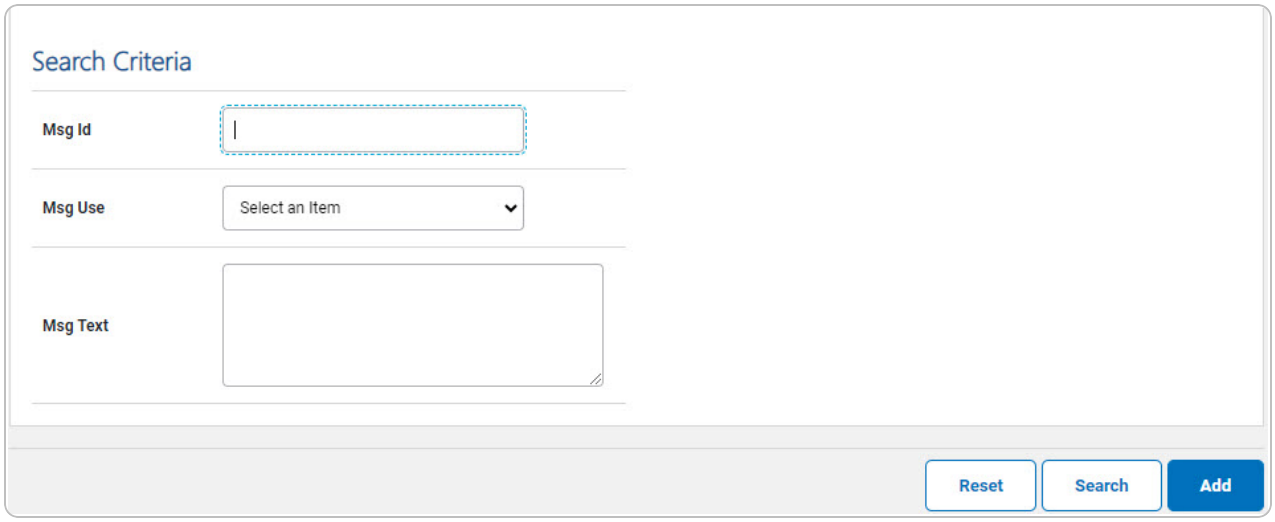
Search for a Reports/Forms Message — Criteria

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.*

Note

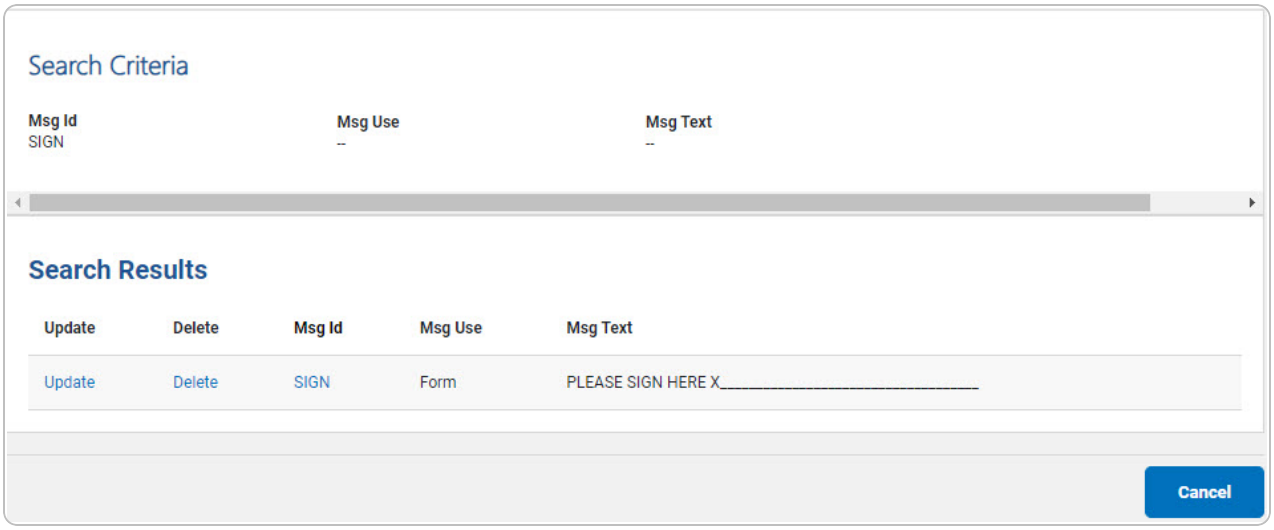
Leave all fields blank to see all existing MESSAGE ID's, both Form and Report.

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



- Enter the MSG ID in the field provided. *This is a 15 alphanumeric character field.*
- Use ⌄ to select the Msg Use.
- Enter the MSG TEXT in the field provided. *This is a 120 alphanumeric character field.*

2. Select Search. *The **Reports/Forms Message Search Results** page appears.*



Add a Reports/Forms Message

1. Select Add. *The **Reports/Forms Message Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
159 — Msg Id exists.	Invalid Entry. The Msg Id is already in use. Re-enter the Msg Id.
67 — Process requires Secur-	Invalid Entry. The role level does not include the

ity Access. Contact your Site Security Officer.	current process. Contact the Site Security officer to receive the correct levels.
158 — MSG ID cannot contain embedded space or special character.	Invalid Entry. Invalid special characters and embedded space used. Re-enter the MSG ID.

Related Topics

- Search for a Reports/Forms Message — Results
- View the Reports/Forms Message Details
- Add the Reports/Forms Message
- Update the Reports/Forms Message
- Delete the Reports/Forms Message
- View the Reports/Forms Message Transaction Status
- Export the Reports/Forms Message Report

Search for a Reports/Forms Message — Results

Overview

The Reports/Forms Message Search Results process provides the ability to update or delete records.

Navigation

Master Data > Report/Form Message > Search Criteria > Search > Reports/Forms Message Search Results page

Page Fields

The following fields display on the **Reports/Forms Message Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.

Search Criteria Grid

Msg Id
Msg Use
Msg Text

Search Results Grid

Update
Delete
Msg Id
Msg Use

Msg Text

Procedures

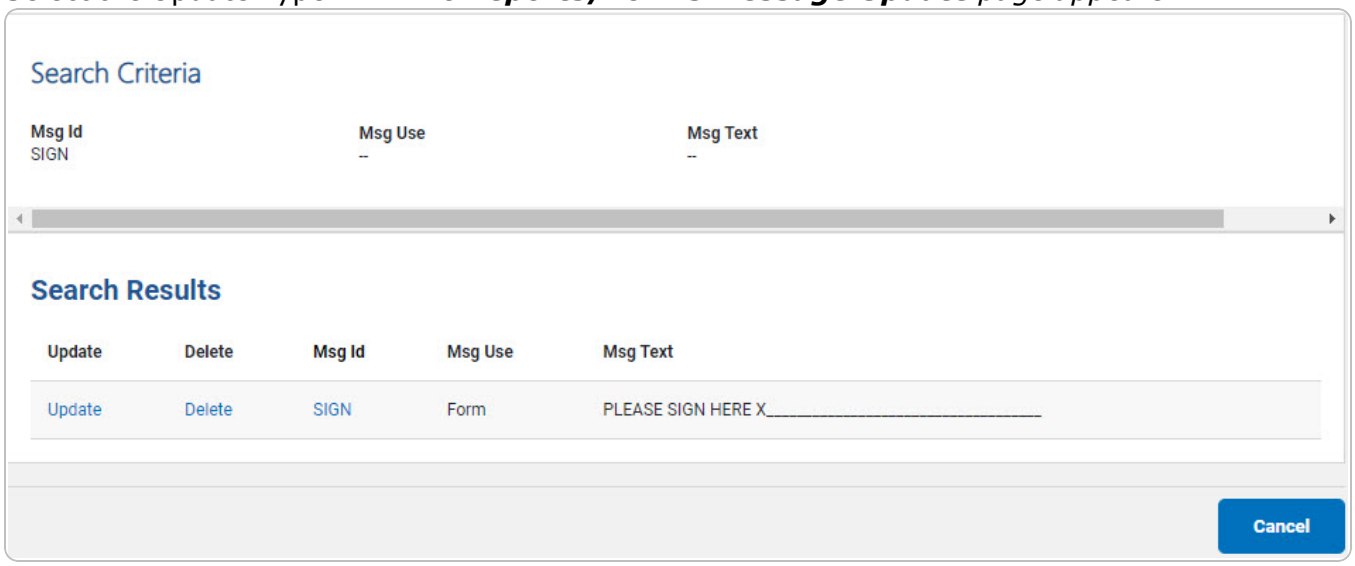
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

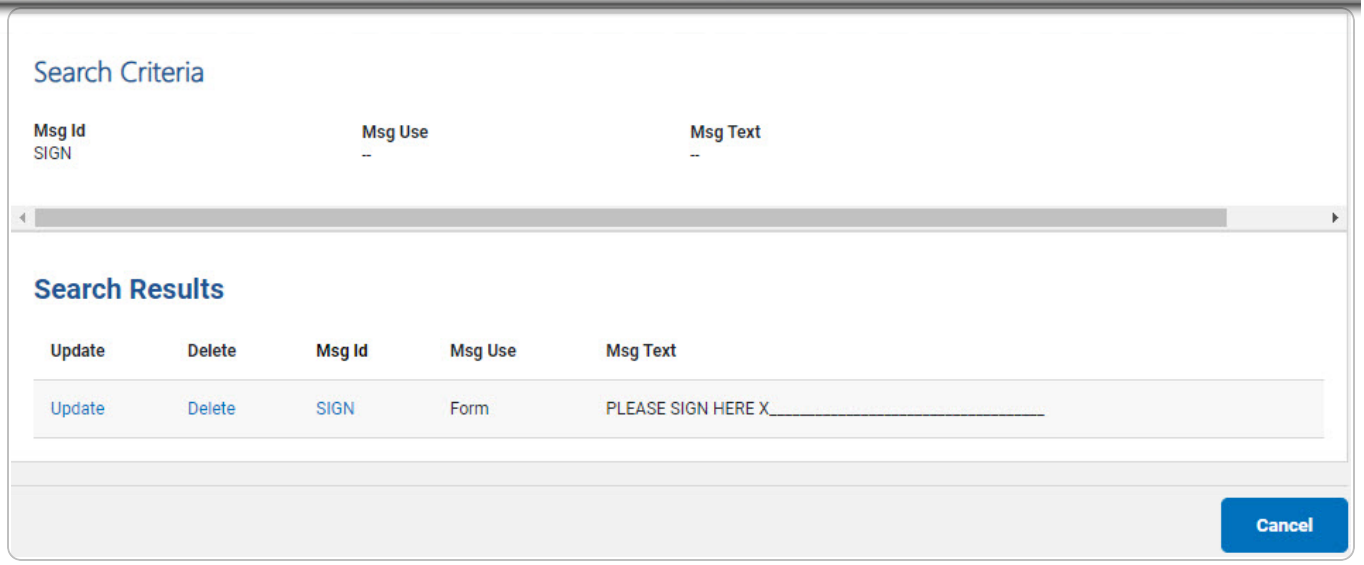
Update the Reports/Forms Message

Select the Update hyperlink. *The **Reports/Forms Message Update** page appears.*



Delete the Reports/Forms Message

Select the Delete hyperlink. *The **Reports/Forms Message Delete** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — No Common Errors have been identified for this page.	

Related Topics

- Search for the Reports/Forms Message — Criteria
- View the Reports/Forms Message Details
- Add the Reports/Forms Message
- Update the Reports/Forms Message
- Delete the Reports/Forms Message
- View the Reports/Forms Message Transaction Status
- Export the Reports/Forms Message Report

View the Reports/Forms Message Transaction Status

Overview

The Reports/Forms Message Transaction Status process displays a verification of the add and update transactions performed.

Navigation

Master Data > Report/Form Message > Search Criteria > *Various Procedural Steps* > Reports/Forms Message Transaction Status page

Page Fields

The following fields display on the **Reports/Forms Message Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

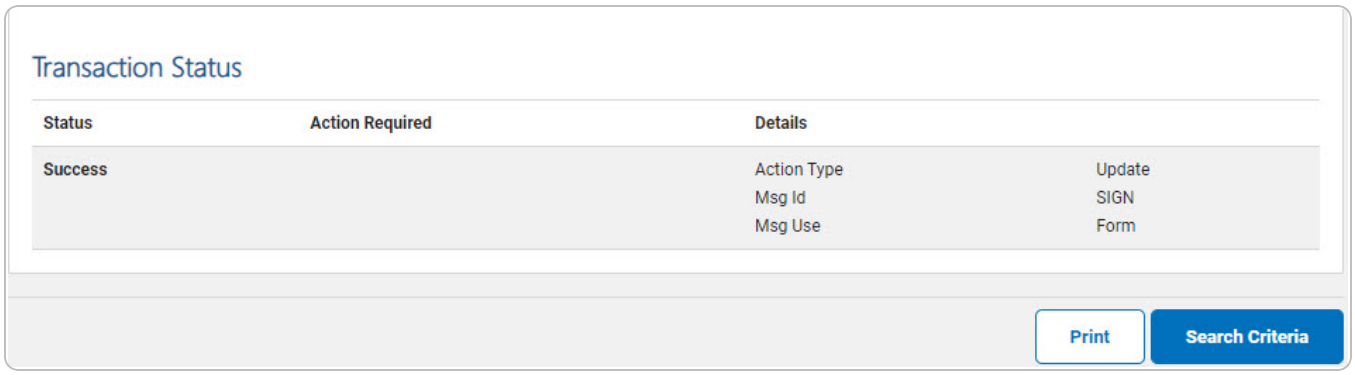
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

View the Reports/Forms Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print to print a report of the transaction. *The* ***Reports/Forms Message Report Export*** *page appears.*
5. Select Search Criteria. *The* ***Reports/Forms Message Search Criteria*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for the Reports/Forms Message — Criteria
- Search for the Reports/Forms Message — Results
- View the Reports/Forms Message Details
- Add the Reports/Forms Message
- Update the Reports/Forms Message
- Delete the Reports/Forms Message
- Export the Reports/Forms Message Report

Update the Reports/Forms Message

Overview

The Reports/Forms Message Update process allows editing of existing messages.

Navigation

Master Data > Report/Form Message > Search Criteria > Search > Search Results > Update hyperlink > Reports/Forms Message Update page

Page Fields

The following fields display on the **Reports/Forms Message Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
62	Select "Update" button to revise selected fields in record(s).

Update Grid

Msg Id *
Msg Use *
Msg Text *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

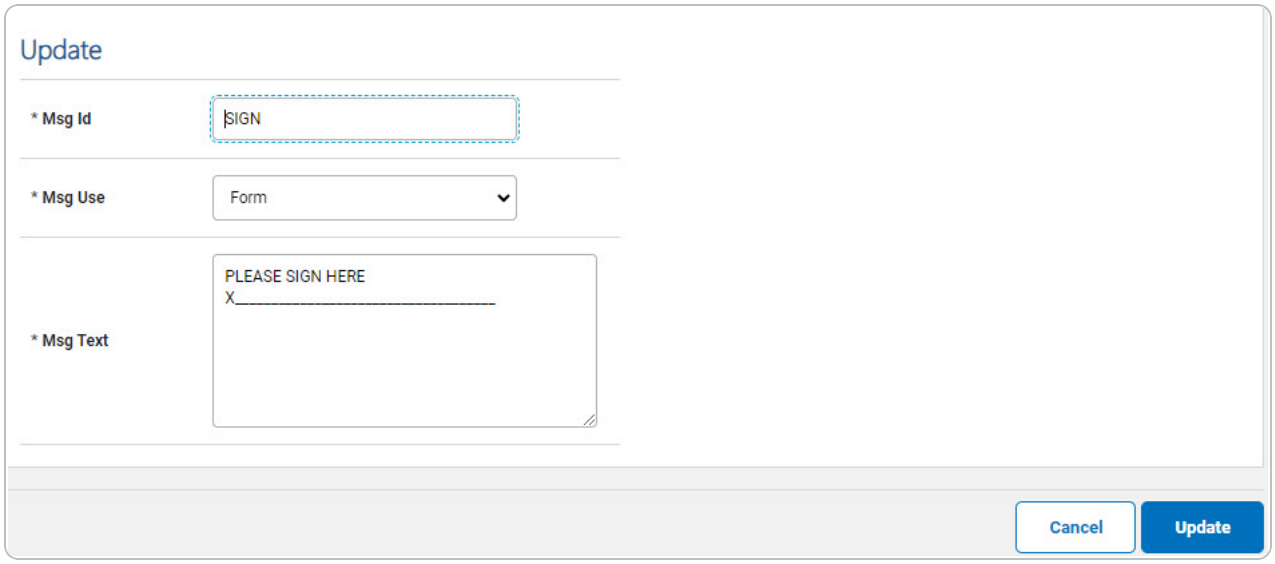
Update the Reports/Forms Message

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

Helpful Tip

All fields on the page are available for update.

1. Select the Update hyperlink. *The* ***Reports/Forms Message Update*** *page appears.*



A. Update the MSG ID, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

B. Update the Msg Use, using ⌄ to select the desired code.

C. Update the MSG TEXT, entering the revised text in the field provided. *This is a 120*

alphanumeric character field.

2. Select Update. The ***Reports/Forms Transaction Status*** page appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *MSG ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *MSG USE*.	
13 — Mandatory Entry: *MSG TEXT*.	
85 — Record has been changed since retrieving record from the database, record cannot be updated.	Invalid Entry. The update cannot happen, two users are updating the record at the same time. Select Cancel and retrieve the record again.
156 — 1st POS must be alphanumeric, other POS can be alphanumeric with special chars $, —, _, /, #, &, comma, period, and space.	Invalid Entry. The 1st POS must include alphanumeric characters. Re-enter the entry.

158 — Msg Id cannot contain embedded space or special character.	Invalid Entry. Invalid special characters and embedded space used. Re-enter the Msg Id.
320 — Entry exceeds maximum length.	Invalid Entry. There are too many characters entered. Reduce the number of characters in the field.

Related Topics

- Search for the Reports/Forms Message — Criteria
- Search for the Reports/Forms Message — Results
- View the Reports/Forms Message Details
- Add the Reports/Forms Message
- Delete the Reports/Forms Message
- View the Reports/Forms Message Transaction Status
- Export the Reports/Forms Message Report

Add a Contract

Overview

The Contract Add page process provides the ability to create a new contract number for an agreement between the government and a manufacturer to supply equipment, parts, and/or services.

Navigation

Master Data > Contract > Search Criteria > Add > Contract Add page

Page Fields

The following fields display on the **Contract Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Add Grid

Contract Use Cd
Contract Type Cd *
Contract Nbr *
Dlvy Ord Nbr
Contractor *
Contract Start Dt *
Contract End Dt

Issuing Ofc DoDAAC *
Issuing POC
Issuing Phone Nbr
Admn Ofc
Admn Ofc Phone Nbr
Contract Admn DoDAAC *
Prop Admn
Prop Admn Phone Nbr
Prop Admin E-Mail Addr
Attachment
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

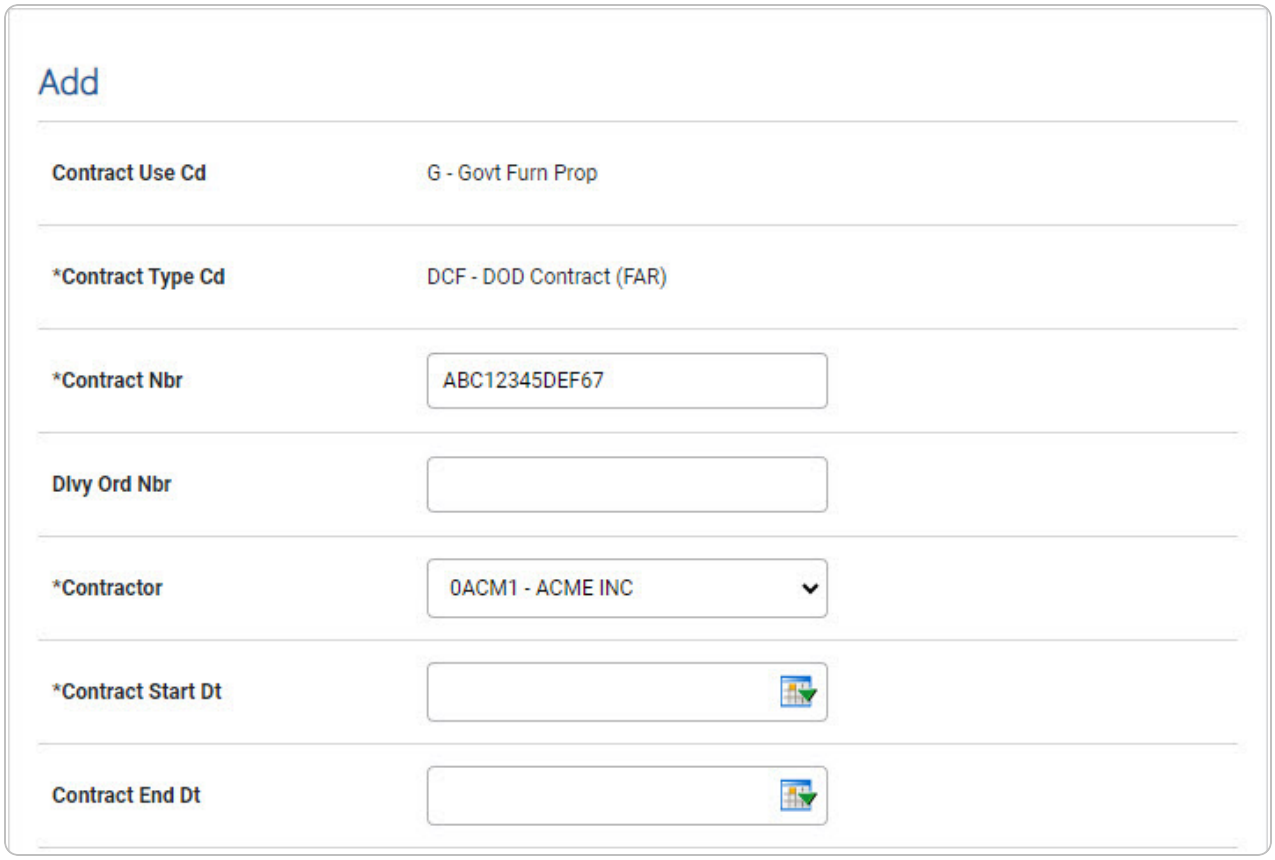
Click the following link to display PA Navigation Tips.

Add a Contract

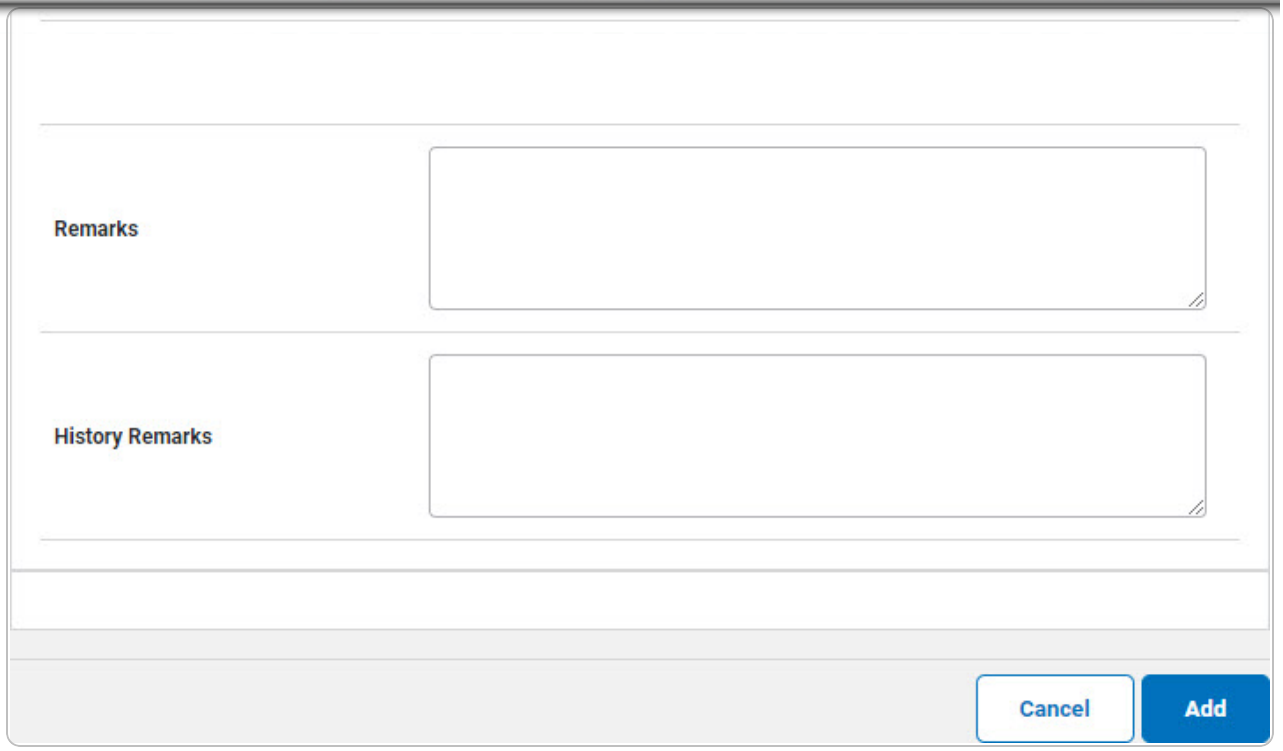
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Use ⌄ to select the Contract Use Cd.
2. Use ⌄ to select the Contract Type Cd.
3. Enter the CONTRACT NBR in the field provided. *This is a 23 alphanumeric character field.*

4. Select Add. *The **Contract Add** page appears.*



*Issuing Ofc DoDAAC	
Issuing POC	
Issuing Phone Nbr	
Admn Ofc	
Admn Ofc Phone Nbr	
*Contract Admn DoDAAC	
Prop Admn	
Prop Admn Phone Nbr	
Prop Admn E-Mail Addr	
Attachment	Add Attachment



A. *The CONTRACT USE CD automatically populates and is not editable.*

B. *The CONTRACT TYPE CD automatically populates and is not editable.*

C. Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*

> **Note**
> The CONTRACT NBR requirements vary based on the selected Contract Type CD.

D. Enter the DLVY ORD NBR in the field provided. *This is an 11 alphanumeric character field.*

E. Use to select the Contractor.

F. Use to select the CONTRACT START DT, or enter the date (MM/DD/YYYY) in the field provided.

G. Use to select the CONTRACT END DT, or enter the date (MM/DD/YYYY) in the field provided.

H. Enter the ISSUING OFC DODAAC in the field provided. *This is a 6 alphanumeric character field.*

I. Enter the Issuing POC in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the Issuing PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

K. Enter the ADMN OFC in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the ADMN OFC PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

M. Enter the Contract ADMN DODAACin the field provided. *This is a 6 alphanumeric character field.*

N. Enter the PROP ADMN in the field provided. *This is a 25 alphanumeric character field.*

O. Enter the PROP ADMN PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

P. Enter the PROP ADMN E-MAIL ADDR in the field provided. *This is an 80 alphanumeric character field.*

Q. *The* Add Attachment *is not accessible.*

R. Enter any additional information in the Remarks field. *This is a 256 alphanumeric character field.*

S. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

5. Select Add. *The* ***Contract Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "."

	(period) symbol, and at least 1 alphanumeric character.
13 — Mandatory Entry: *Contract Type Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Contract Nbr*.	
13 — Mandatory Entry: *Contractor*.	
13 — Mandatory Entry: *Contract Start Dt*.	
13 — Mandatory Entry: *Issuing Ofc DoDAAC*.	
13 — Mandatory Entry: *Contract AdmnDoDAAC*.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

553 — CONTRACT NBR consists of 13 POS: POS 1—6 = DODAAC, POS 7—8 and 10—13 numeric, POS 9 alpha and DODAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—13 must be numbers.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
xxxx — Contract End DT must be > Contract Start DT.	Invalid Entry. The Contract Start Date must be before the Contract End Date. Re-enter the field.
xxxx — CONTRACT NBR consists of 13-23 POS: POS 1-6 _ DODAAC, POS 7-8 Numeric, and POS 9 alpha (except "I or "O"), and POS 10-23 Alphanumeric.: CONTRACT NBR	Invalid Characters entered in the Contract Number field. The field must have 13-23 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—23 must be alphanumeric characters.
xxxx — CONTRACT NBR consists of 13-19 POS: POS 1-6 _ DODAAC, POS 7-8 Numeric, and POS 9 = "1", and POS 10-19 Alphanumeric.: CONTRACT	Invalid Characters entered in the Contract Number field for the "Grant" Contract Type CD. The field must have 13-19 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be "1"; and positions 10—29 must be alpha-

NBR	numeric characters.
xxxx — CONTRACT NBR consists of 13-19 POS: POS 1-6 _ DODAAC, POS 7-8 Numeric, and POS 9 = "2", and POS 10-19 Alphanumeric.: CONTRACT NBR	Invalid Characters entered in the Contract Number field for the "Cooperative Agreement" Contract Type CD. The field must have 13-19 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be "2"; and positions 10—29 must be alphanumeric characters.
xxxx — CONTRACT NBR consists of 13-19 POS: POS 1-6 _ DODAAC, POS 7-8 Numeric, and POS 9 = "3" or "9", and POS 10-19 Alphanumeric.: CONTRACT NBR	Invalid Characters entered in the Contract Number field for the "Other Agreement" Contract Type CD. The field must have 13-19 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be "3" or "9"; and positions 10—29 must be alphanumeric characters.

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results
- Update a Contract
- Delete a Contract
- View the Contract Transaction Status
- Export a Contract Report

Delete a Contract

Overview

The Contract Delete process allows removal of a contract number for an agreement between the government and a manufacturer to supply equipment, parts, and/or services.

Navigation

Master Data > Contract > Search Criteria > Search > Delete hyperlink > Contract Delete page

Page Fields

The following fields display on the **Contract Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Delete Grid

Contract Use Cd
Contract Type Cd *
Contract Nbr *
Dlvy Ord Nbr
Contractor *
Contract Start Dt *
Contract End Dt

Issuing Ofc DoDAAC *
Issuing POC
Issuing Phone Nbr
Admn Ofc
Admn Ofc Phone Nbr
Contract Admn DoDAAC *
Prop Admn
Prop Admn Phone Nbr
Prop Admin E-Mail Addr
Attachment
Attachment(s)
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

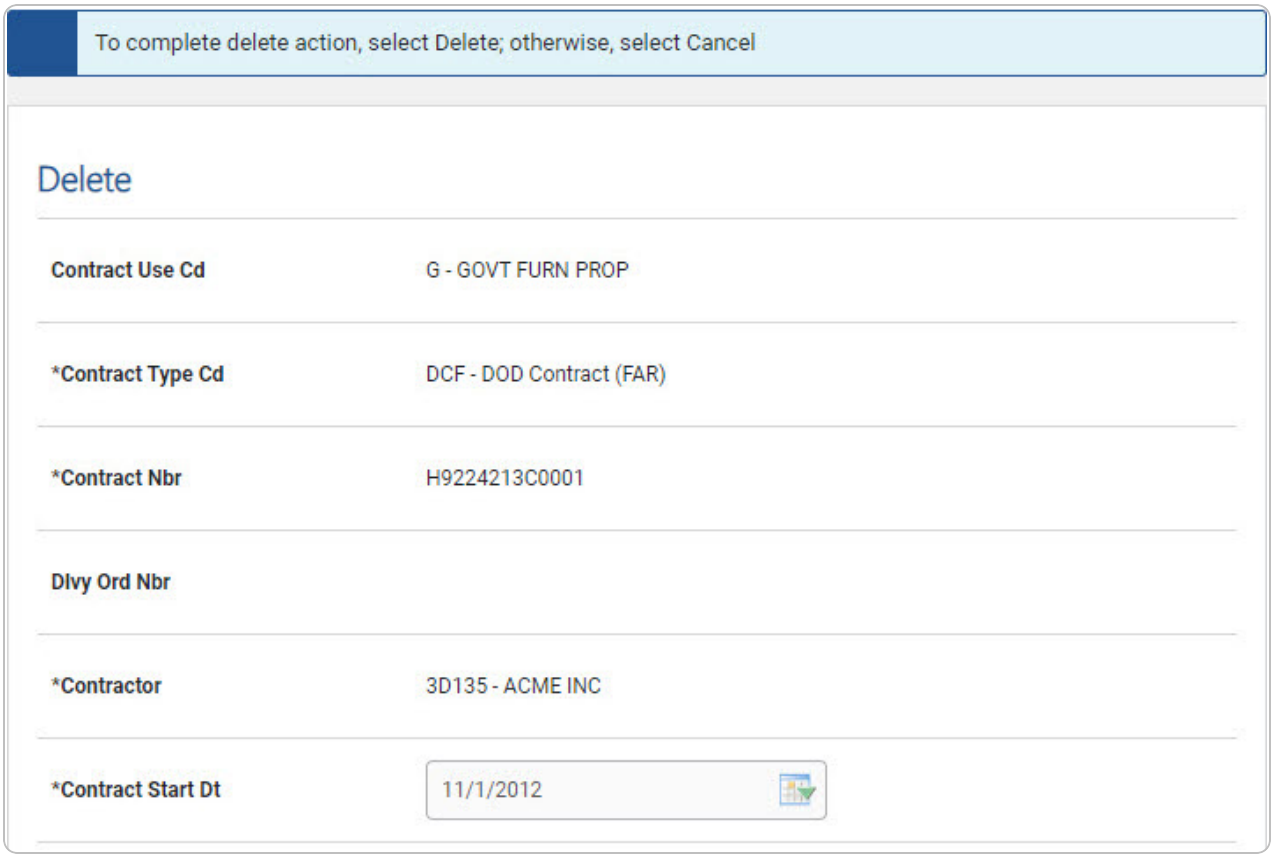
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

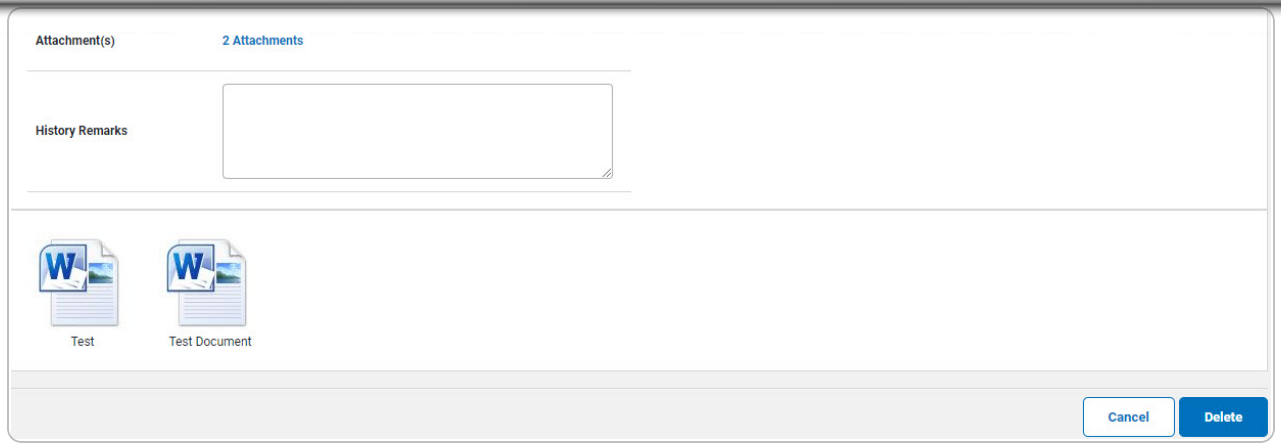
Delete a Contract

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

1. Select the Delete hyperlink. *The **Contract Delete** page appears.*



Contract End Dt	11/1/2013
*Issuing Ofc DoDAAC	H92242
Issuing POC	
Issuing Phone Nbr	
Admn Ofc	
Admn Ofc Phone Nbr	
*Contract Admn DoDAAC	HC1013
Prop Admn	
Prop Admn Phone Nbr	
Prop Admn E-Mail Addr	
Attachment	Add Attachment



A. *Verify the CONTRACT USE CD.*

B. *Verify the CONTRACT TYPE CD.*

C. *Verify the CONTRACT NBR.*

D. *Verify the DLVY ORD NBR.*

E. *Verify the Contractor.*

F. *Verify the CONTRACT START DT.*

G. *Verify the CONTRACT END DT.*

H. *Verify the ISSUING OFC DODAAC.*

I. *Verify the Issuing POC.*

J. *Verify the Issuing PHONE NBR.*

K. *Verify the ADMN OFC.*

L. *Verify the ADMN OFC PHONE NBR.*

M. *Verify the Contract ADMN DODAAC.*

N. *Verify the PROP ADMN.*

O. *Verify the PROP ADMN PHONE NBR.*

P. *Verify the PROP ADMN E-MAIL ADDR.*

Q. *The* Add Attachment *is not accessible.*

R. *View any attachments as thumbnails in the Attachment(s) field.*

S. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Delete. *The* ***Contract Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results
- Add a Contract
- Update a Contract
- View the Contract Transaction Status
- Export a Contract Report

Export the Contract Report

Overview

The Contract Report Export process provides the ability to save the Transaction Status in different formats.

Navigation

Accounting > Contract > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Contract Report Export page

Page Fields

The following fields display on the **Contract Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

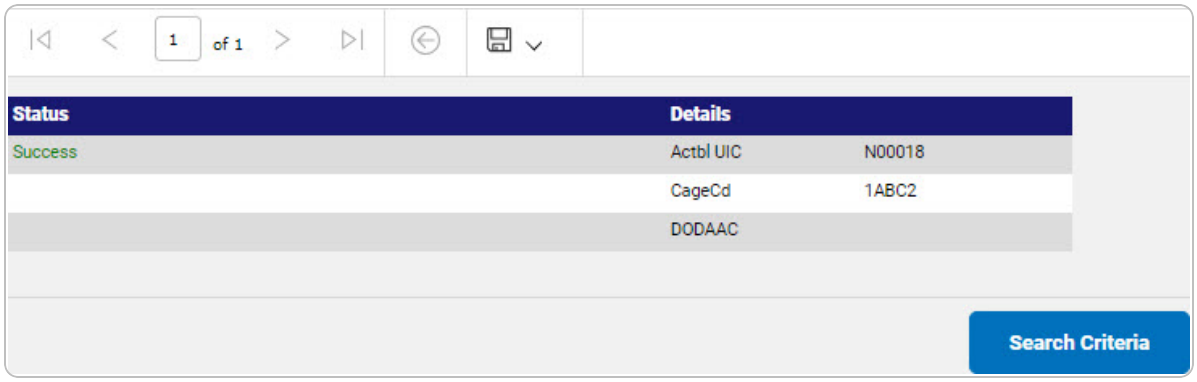
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Contract Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The **Contract Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Contract Search Criteria** page appears.*

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results
- Add a Contract
- Update a Contract
- Delete a Contract
- View the Contract Transaction Status

Search for a Contract — Criteria

Overview

The Property Accountability module Contract process provides the ability to add, update or delete contract information. A contract is an agreement between the government and a manufacturer to supply equipment, parts, and/or services. Contracts must be associated with a contractor. Contractor information must be entered before any contracts are entered in ELMS.

Navigation

Master Data > Contract > Contract Search Criteria page

Page Fields

The following fields display on the **Contract Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Contract Use Cd
Contract Type Cd
Contract Nbr

Contractor
Delivery Order Nbr

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

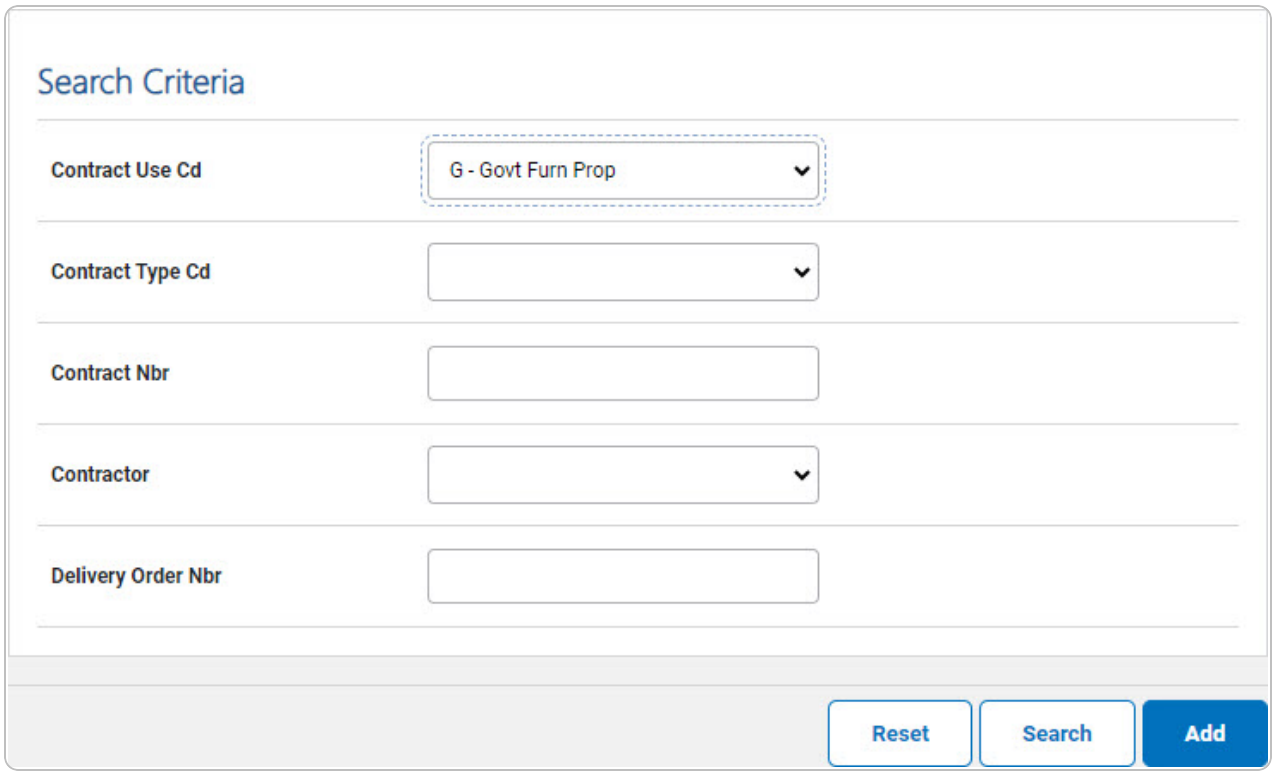
Search for a Contract

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.*

Selecting Cancel *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 optional fields:.



- Use to select the Contract Use Cd.
- Use to select the Contract Type Cd.
- Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*

Note

The CONTRACT NBR requirements vary based on the selected Contract Type CD.

- Use to select the Contractor.
- Enter the Delivery Order Number in the field provided. *This is an 11 alphanumeric character field.*

2. Select Search. *The **Contract Search Results** page appears. Results display in the Search Results grid.*

Search Criteria

Contract Use Cd
G - Govt Furn Prop - Govt Furn Prop

Contract Nbr
H9224213C0001

Contractor
--

Delivery Order Nbr
--

Contract Type Cd
DCF - DOD Contract (FAR)

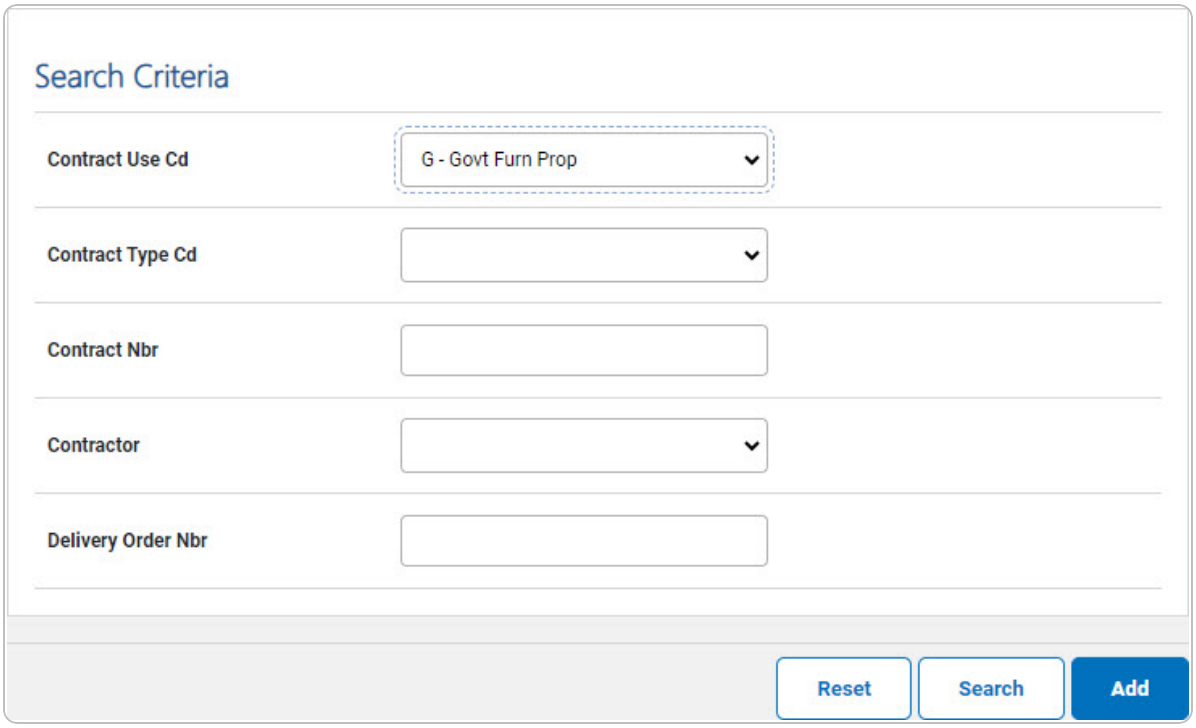
Search Results

Update	Delete	Contract Nbr	Dlvry Ord Nbr	Contractor	CAGE Cd	DODAAC	Contract Start Dt	Contract End Dt
Update	Delete	H9224213C0001		ACME INC	0ACM1		06/01/2021	06/30/2025
Update	Delete	H9224213C0001		ACME INC	3D135		11/01/2012	11/01/2013

Cancel Add

Add a Contract

1. Use to select the Contract Use Cd.



2. Use to select the Contract Type Cd.
3. Enter the CONTRACT NBR in the field provided. *This is a 23 alphanumeric character field.*
4. Use to select the Contractor.
5. Enter the Delivery Order Number in the field provided. *This is an 11 alphanumeric character field.*
6. Select Add. *The **Contract Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *CONTRACT USE CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *CONTRACT TYPE CD*.	
13 — Mandatory Entry: *CONTRACT NBR*.	
13 — Mandatory Entry: *Contractor*.	
553 — CONTRACT NBR consists of 13 POS: POS 1—6 = DODAAC, POS 7—8 and 10—13 numeric, POS 9 alpha and DODAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—13 must be numbers.
xxxx — CONTRACT NBR consists of 13-23 POS: POS 1-6 _ DODAAC, POS 7-8 Numeric, and POS 9 alpha (except "I or "O"), and POS	Invalid Characters entered in the Contract Number field. The field must have 13-23 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—23 must be alphanumeric char-

10-23 Alphanumeric.: CONTRACT NBR	acters.
xxxx — CONTRACT NBR consists of 13-19 POS: POS 1-6 _ DODAAC, POS 7-8 Numeric, and POS 9 = "1", and POS 10-19 Alphanumeric.: CONTRACT NBR	Invalid Characters entered in the Contract Number field for the "Grant" Contract Type CD. The field must have 13-19 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be "1"; and positions 10—29 must be alphanumeric characters.
xxxx — CONTRACT NBR consists of 13-19 POS: POS 1-6 _ DODAAC, POS 7-8 Numeric, and POS 9 = "2", and POS 10-19 Alphanumeric.: CONTRACT NBR	Invalid Characters entered in the Contract Number field for the "Cooperative Agreement" Contract Type CD. The field must have 13-19 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be "2"; and positions 10—29 must be alphanumeric characters.
xxxx — CONTRACT NBR consists of 13-19 POS: POS 1-6 _ DODAAC, POS 7-8 Numeric, and POS 9 = "3" or "9", and POS 10-19 Alphanumeric.: CONTRACT NBR	Invalid Characters entered in the Contract Number field for the "Other Agreement" Contract Type CD. The field must have 13-19 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be "3" or "9"; and positions 10—29 must be alphanumeric characters.

Related Topics

- Search for a Contract — Results
- Add a Contract
- Update a Contract
- Delete a Contract
- View the Contract Transaction Status
- Export a Contract Report

Search for a Contract — Results

Overview

The Contract Search Results process provides the ability to update, delete, or add a contract number.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > Contract > Search Criteria > Search > Contract Search Results page

Page Fields

The following fields display on the **Contract Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Contract Use Cd
Contract Type Cd
Contract Nbr
Contractor
Delivery Order Number

Search Results Grid

Update
Delete
Contract Nbr
Dlvry Ord Nbr
Contractor
CAGE Cd
DoDAAC
Contract Start Dt
Contract End Dt

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

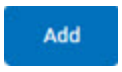
Update a Contract

Select the Update hyperlink. *The **Contract Update** page appears.*

Delete a Contract

Select the Delete hyperlink. *The **Contract Delete** page appears.*

Add a Contract

Select 

. *The **Contract Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Contract — Criteria
- Add a Contract
- Update a Contract
- Delete a Contract
- View the Contract Transaction Status
- Export a Contract Report

View the Contract Transaction Status

Overview

The Contract Transaction Status process displays a verification of the add, update, or delete transaction performed.

Navigation

Master Data > Contract > Search Criteria > *Various Procedural Steps* > Contract Transaction Status Page

Page Fields

The following fields display on the **Contract Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

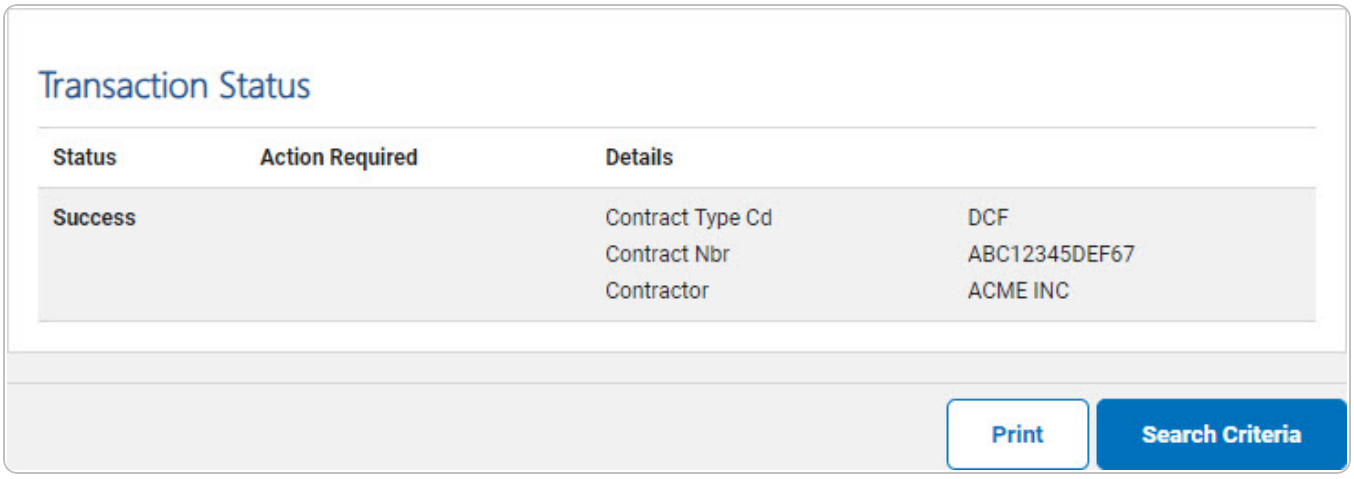
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Contract Report Export** page appears.*
5. Select Search Criteria. *The **Contract Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error	Contact the ELMS Call Center.

encountered, contact ELMS CALL CENTER for assistance.	

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results
- Add a Contract
- Update a Contract
- Delete a Contract
- Export a Contract Report

Update a Contract

Overview

The Contract Update process allows editing of information for a contract number for an agreement between the government and a manufacturer to supply equipment, parts, and/or services.

Navigation

Master Data > Contract > Search Criteria > Search > Update hyperlink > Contract Update page

Page Fields

The following fields display on the **Contract Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Update Grid

Contract Use Cd
Contract Type Cd *
Contract Nbr *
Dlvy Ord Nbr
Contractor *
Contract Start Dt *
Contract End Dt

Issuing Ofc DoDAAC *
Issuing POC
Issuing Phone Nbr
Admn Ofc
Admn Ofc Phone Nbr
Contract Admn DoDAAC *
Prop Admn
Prop Admn Phone Nbr
Prop Admin E-Mail Addr
Attachment
Attachment(s)
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

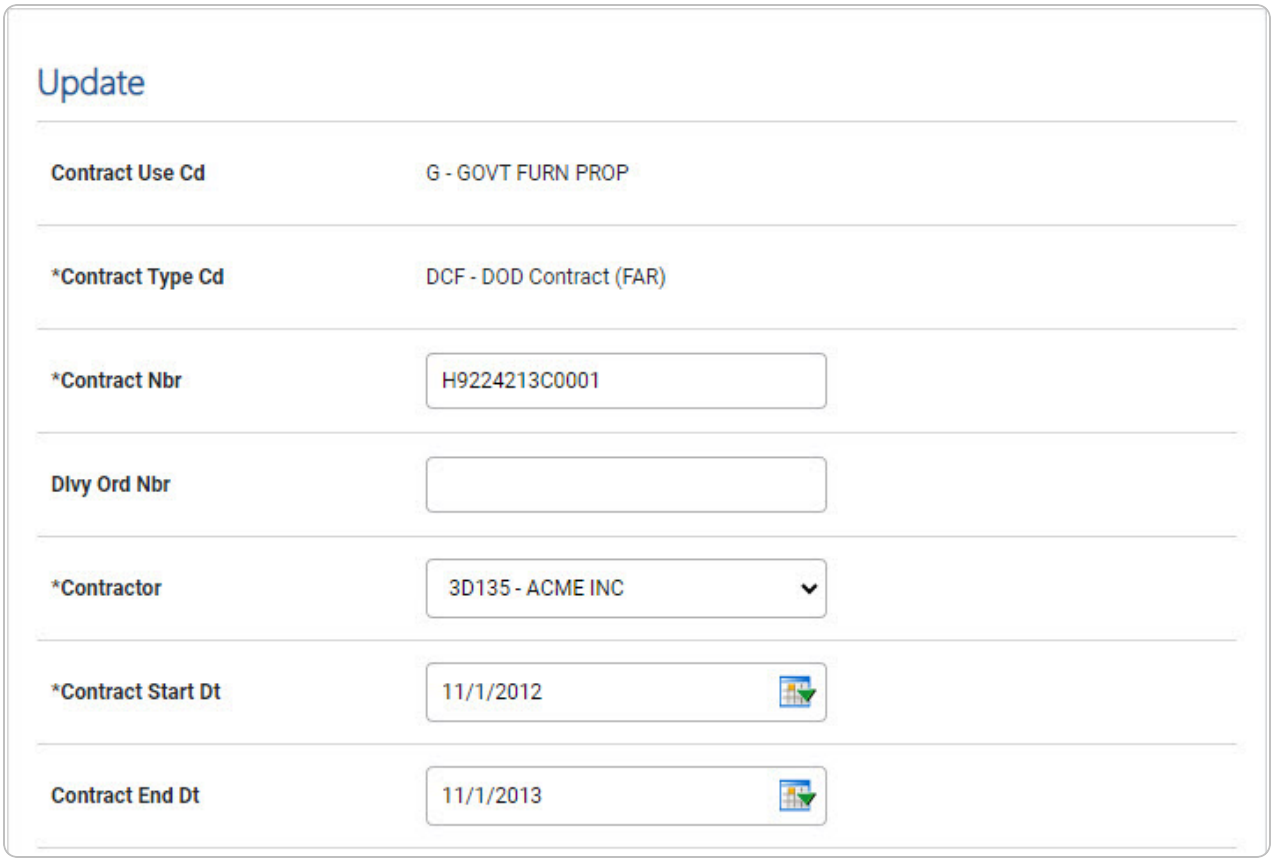
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

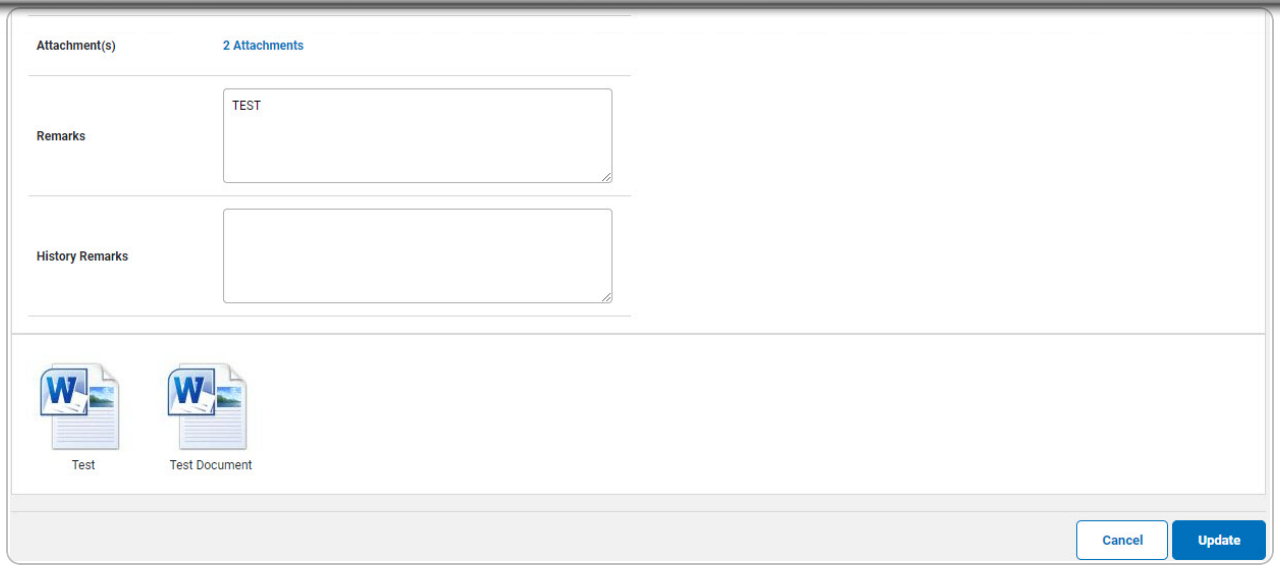
Update a Contract

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

1. Select the Update hyperlink. *The **Contract Update** page appears.*



*Issuing Ofc DoDAAC	H92242
Issuing POC	
Issuing Phone Nbr	
Admn Ofc	
Admn Ofc Phone Nbr	
*Contract Admn DoDAAC	HC1013
Prop Admn	
Prop Admn Phone Nbr	
Prop Admn E-Mail Addr	
Attachment	Add Attachment



A. *Verify the CONTRACT USE CD.*

B. *Verify the CONTRACT TYPE CD.*

C. Update the CONTRACT NBR, entering the revised identifier in the field provided. *This is a 50 alphanumeric character field.*

> **Note**
>
> The CONTRACT NBR requirements vary based on the selected Contract Type CD.

D. Update the DLVY ORD NBR, entering the revised identifier in the field provided. *This is an 11 alphanumeric character field.*

E. Update the Contractor, using to select the desired name.

F. Update the CONTRACT START DT, using or entering the date (MM/DD/YYYY) in the field provided.

G. Update the CONTRACT END DT, using or entering the date (MM/DD/YYYY) in the field provided.

H. Update the ISSUING OFC DODAAC, entering the revised DODAAC in the field provided. *This is a 6 alphanumeric character field.*

I. Update the Issuing POC, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

J. Update the Issuing PHONE NBR, entering the revised contact information in the field provided. *This is a 25 alphanumeric character field.*

K. Update the ADMN OFC, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

L. Update the ADMN OFC PHONE NBR, entering the revised contact information in the field provided. *This is a 25 alphanumeric character field.*

M. Update the Contract ADMN DODAAC, entering the revised DODAAC in the field provided. *This is a 6 alphanumeric character field.*

N. Update the PROP ADMN, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

O. Update the PROP ADMN PHONE NBR, entering the revised contact information in the field provided. *This is a 25 alphanumeric character field.*

P. Update the PROP ADMN E-MAIL ADDR, entering the revised address in the field provided. *This is an 80 alphanumeric character field.*

Q. Select Add Attachment. *The **Attachment Add** page appears.*

R. *View any attachments as thumbnails in the Attachments field.*

S. Update the Remarks, entering the revised comments in the field provided. *This is a 256 alphanumeric character field.*

T. Enter any additional History Remarks in the field provided. *This is a 256 alpha-numeric character field.*

2. Select Update. *The **Contract Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "."

	(period) symbol, and at least 1 alphanumeric character.
13 — Mandatory Entry: *Contract Type Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Contract Nbr*.	
13 — Mandatory Entry: *Contractor*.	
13 — Mandatory Entry: *Contract Start Dt*.	
13 — Mandatory Entry: *Issuing Ofc DoDAAC*.	
13 — Mandatory Entry: *Contract AdmnDoDAAC*.	
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

553 — CONTRACT NBR consists of 13 POS: POS 1—6 = DODAAC, POS 7—8 and 10—13 numeric, POS 9 alpha and DODAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—13 must be numbers.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
xxxx — Contract End DT must be > Contract Start DT.	Invalid Entry. The Contract Start Date must be before the Contract End Date. Re-enter the field.
xxxx — CONTRACT NBR consists of 13-23 POS: POS 1-6 _ DODAAC, POS 7-8 Numeric, and POS 9 alpha (except "I or "O"), and POS 10-23 Alphanumeric.: CONTRACT NBR	Invalid Characters entered in the Contract Number field. The field must have 13-23 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—23 must be alphanumeric characters.
xxxx — CONTRACT NBR consists of 13-19 POS: POS 1-6 _ DODAAC, POS 7-8 Numeric, and POS 9 = "1", and POS 10-19 Alphanumeric.: CONTRACT	Invalid Characters entered in the Contract Number field for the "Grant" Contract Type CD. The field must have 13-19 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be "1"; and positions 10—29 must be alpha-

NBR	numeric characters.
xxxx — CONTRACT NBR consists of 13-19 POS: POS 1-6 _ DODAAC, POS 7-8 Numeric, and POS 9 = "2", and POS 10-19 Alphanumeric.: CONTRACT NBR	Invalid Characters entered in the Contract Number field for the "Cooperative Agreement" Contract Type CD. The field must have 13-19 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be "2"; and positions 10—29 must be alphanumeric characters.
xxxx — CONTRACT NBR consists of 13-19 POS: POS 1-6 _ DODAAC, POS 7-8 Numeric, and POS 9 = "3" or "9", and POS 10-19 Alphanumeric.: CONTRACT NBR	Invalid Characters entered in the Contract Number field for the "Other Agreement" Contract Type CD. The field must have 13-19 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be "3" or "9"; and positions 10—29 must be alphanumeric characters.

Related Topics

- Search for a Contract — Criteria
- Search for a Contract — Results
- Add a Contract
- Delete a Contract
- View the Contract Transaction Status
- Export a Contract Report

Add a Document Number Range

Overview

The Document Number Range Add process provides the ability to create new Document Number Ranges. Creating the Document Number Range allows the ability to create automated document numbers. Document Number Ranges can be from 1 to 9999 and must not overlap. Document Number Ranges start over every day and should anticipate the maximum number of transactions in a day.
Common descriptions for Document Number Ranges include:

- Increases
- Dispositions
- Updates
- Transfers
- DRMO Turn In
- Turn In
- CIP

Navigation

Master Data > DOC NBR Range > Search Criteria > Add > Document Number Range Add page

Page Fields

The following fields display on the **Document Number Range Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
18	Select "Update" button to process transaction(s).

67	Select "Add" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Add Grid

UIC
Desc *
Begin Serial Nbr *
End Serial Nbr *

(*) Asterisk identifies mandatory fields.

Procedures

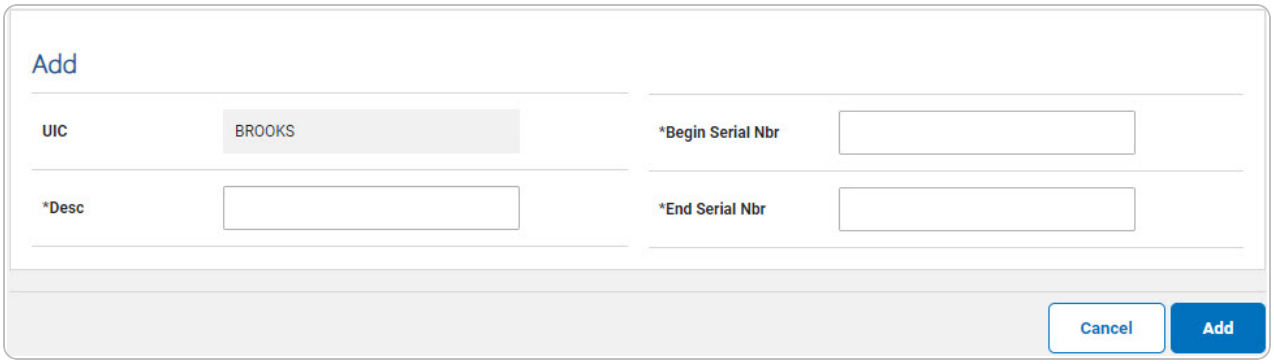
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Document Number Range

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

1. Select Add. *The* ***Document Number Range Add*** *page appears.*



A. *The UIC automatically populates and is not editable.*

B. Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*

C. Enter the Begin SERIAL NBR in the field provided. *This is a 4 numeric character field.*

D. Enter the End SERIAL NBR in the field provided. *This is a 4 numeric character field.*

2. Select Add. *The **Document Number Range Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *DESC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *BEGIN SERIAL NBR*.	
13 — Mandatory Entry: *END SERIAL NBR*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
491 — SERIAL NBR(s) already exist(s) within a range on DOC NBR Range	Invalid Entry. The DOC NBR Range table cannot already contain the new SERIAL NBR(s). Re—enter the SERIAL NBR.

table.	
522 — All SERIAL NBRS for UIC have been utilized.	Invalid Selection. All of the UIC's SERIAL NBRS are used. Add additional Serial Numbers and re-try the selection.
194 — Entry must be > zero.	Invalid Entry. The field must be a positive number. Enter the missing field.
163 — End SERIAL NBR must be > Begin SERIAL NBR.	Invalid Entry. The Begin SERIAL NBR must be less than the End SERIAL NBR. Re—enter the fields to continue.

Related Topics

- Search for a Document Number Range — Criteria
- Search for a Document Number Range — Results
- Update a Document Number Range
- Delete a Document Number Range
- View the Document Number Range Transaction Status
- Export a Document Number Range Report

Delete a Document Number Range

Overview

The Document Number Range Delete process allows removal of a Document Number Range.

Navigation

Master Data > DOC NBR Range > Search Criteria > Search > Search Results > Delete hyperlink > Document Number Range Delete page

Page Fields

The following fields display on the **Document Number Range Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
18	Select "Update" button to process transaction(s).
67	Select "Add" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Delete Grid

UIC
Desc *
Begin Serial Nbr *
End Serial Nbr *

(*) Asterisk identifies mandatory fields.

Procedures

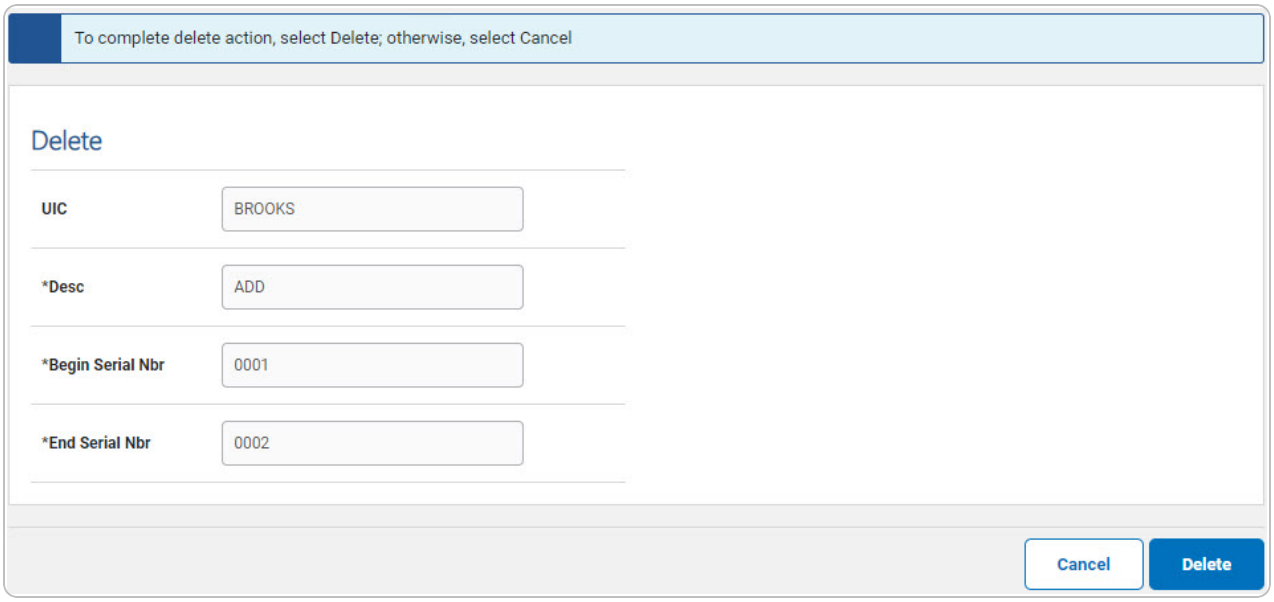
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a Document Number Range

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

1. Select the Delete hyperlink. *The* ***Document Number Range Delete*** *page appears.*



   A. *Verify the UIC.*
   B. *Verify the DESC.*
   C. *Verify the Begin SERIAL NBR.*
   D. *Verify the End SERIAL NBR.*

2. Select Delete. *The* ***Document Number Range Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *DESC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *BEGIN SERIAL NBR*.	
13 — Mandatory Entry: *END SERIAL NBR*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
491 — SERIAL NBR(s) already exist(s) within a range on DOC NBR Range table.	Invalid Entry. The DOC NBR Range table cannot already contain the new SERIAL NBR(s). Re—enter the SERIAL NBR.
522 — All SERIAL NBRs for UIC have been utilized.	Invalid Selection. All of the UIC's SERIAL NBRS are used. Add additional Serial Numbers and re-try the selection.

194 — Entry must be > zero.	Invalid Entry. The field must be a positive number. Enter the missing field.
163 — End SERIAL NBR must be > Begin SERIAL NBR.	Invalid Entry. The Begin SERIAL NBR must be less than the End SERIAL NBR. Re—enter the fields to continue.

Related Topics

- Search for a Document Number Range — Criteria
- Search for a Document Number Range — Results
- Add a Document Number Range
- Update a Document Number Range
- View the Document Number Range Transaction Status
- Export a Document Number Range Report

Export a Document Number Range Report

Overview

The Export a Document Number Range Report provides the ability to save the Transaction Status in different formats.

Navigation

Master Data > DOC NBR Range > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Document Number Range Report Export page

Page Fields

The following fields display on the **Document Number Range Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
18	Select "Update" button to process transaction(s).
67	Select "Add" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

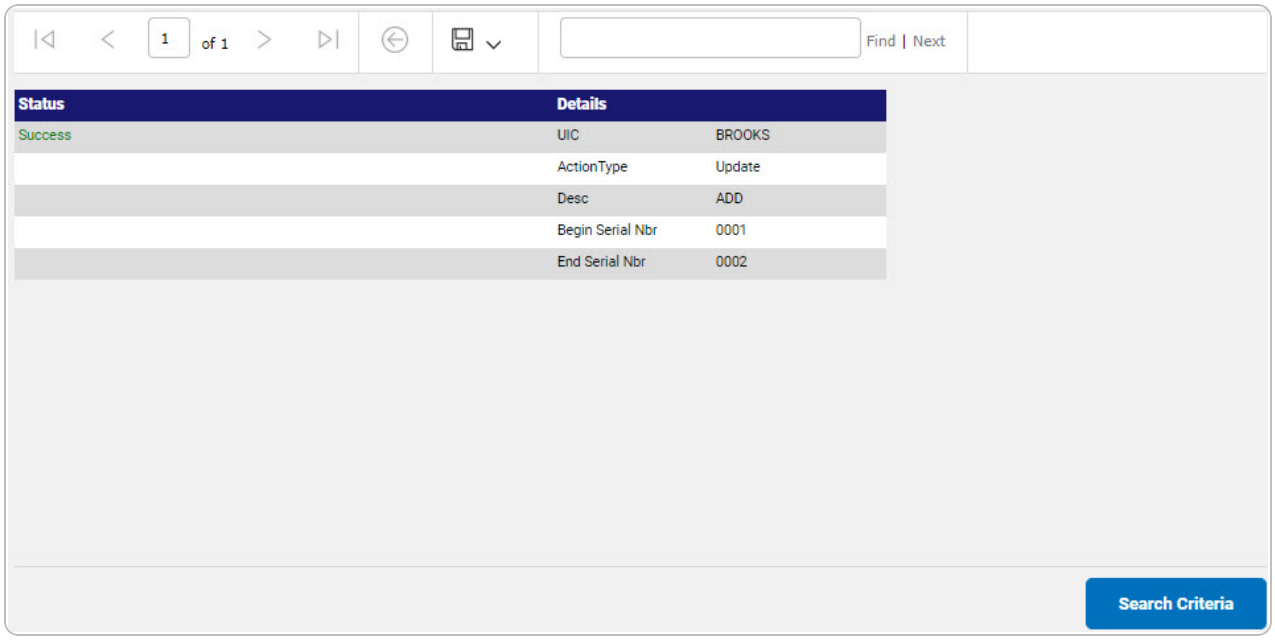
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Document Number Range Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The **Document Number Range Search Criteria** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria. *The **Document Number Range Search Criteria** page appears*.

Related Topics

- Search for a Document Number Range — Criteria
- Search for a Document Number Range — Results
- Add a Document Number Range
- Update a Document Number Range
- Delete a Document Number Range
- View the Document Number Range Transaction Status

Search for a Document Number Range — Criteria

Overview

The Property Accountability module Document Number Range process provides the ability to create and view Document Number Ranges.
Document numbers are unique numbers either automatically assigned by Web ELMS or manually assigned by the user to track a Requisition. They are used for transaction tracking purposes. Additionally, they are used to group assets together when printing Web ELMS forms.

Navigation

Master Data > DOC NBR Range > Document Number Range Search Criteria page

Page Fields

The following fields display on the **Document Number Range Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
117	Select "UIC" from dropdown list and select "Search".
21	Select "Add" button to create a new record.

Document Number Range Grid

UIC

Procedures

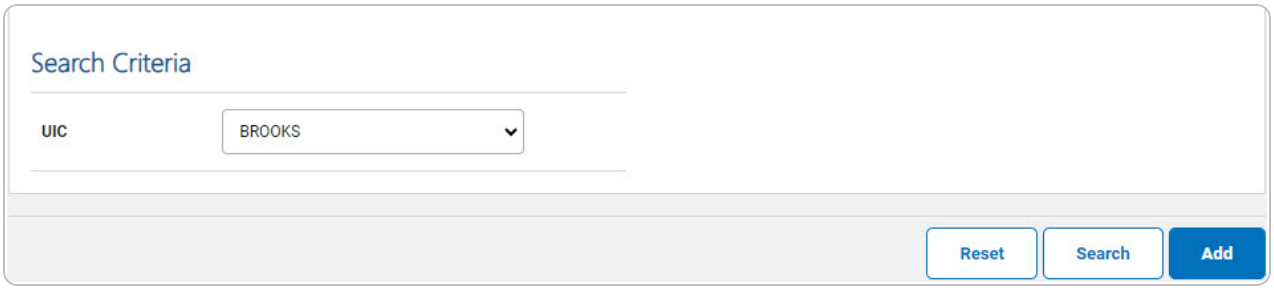
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Document Number Range — Criteria

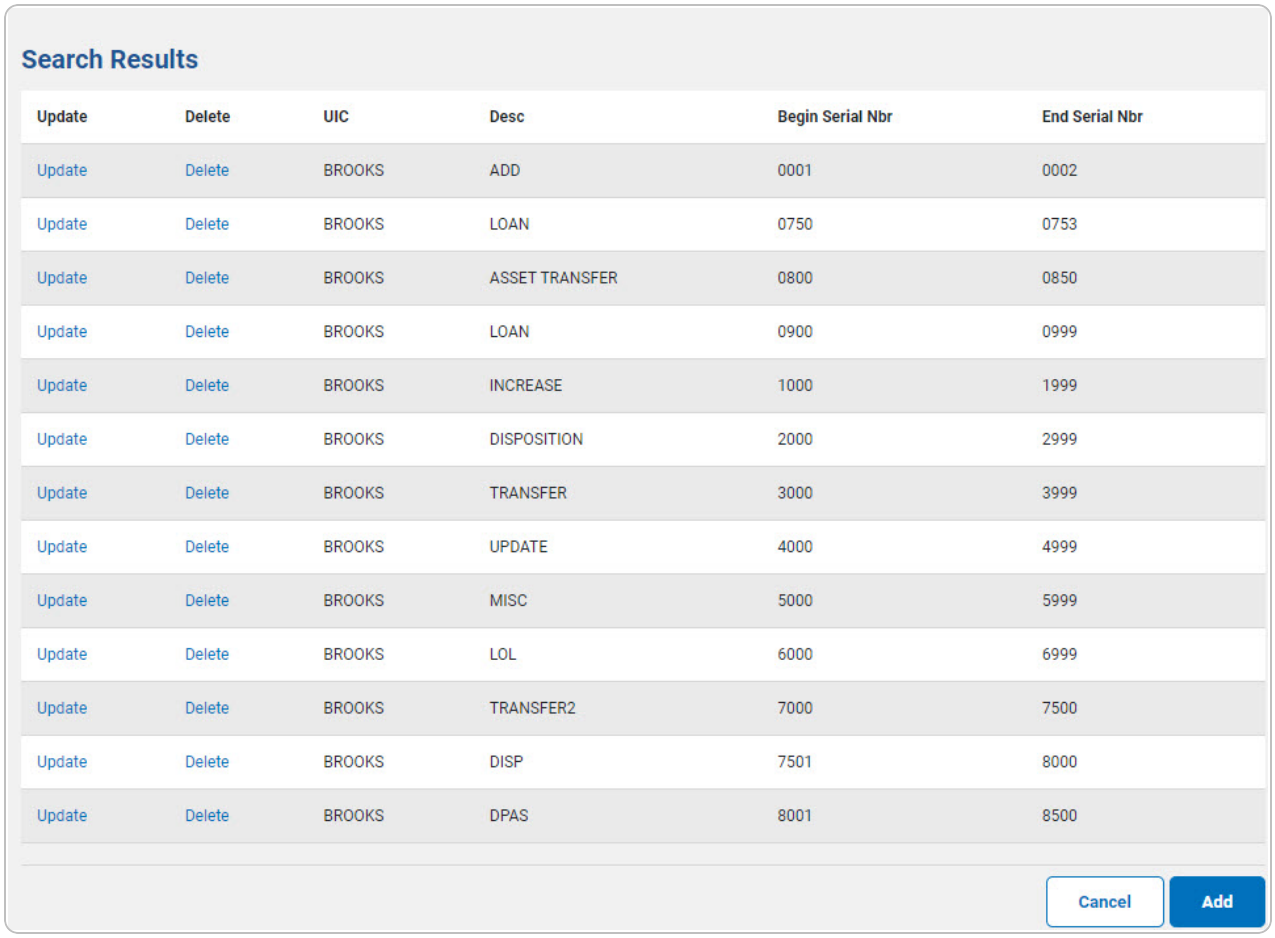
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering the following optional fields:.



2. Use ⌄ to select the UIC.

3. Select Search. *The **Document Number Range Search Results** page appears.*



Search Results

Update	Delete	UIC	Desc	Begin Serial Nbr	End Serial Nbr
Update	Delete	BROOKS	ADD	0001	0002
Update	Delete	BROOKS	LOAN	0750	0753
Update	Delete	BROOKS	ASSET TRANSFER	0800	0850
Update	Delete	BROOKS	LOAN	0900	0999
Update	Delete	BROOKS	INCREASE	1000	1999
Update	Delete	BROOKS	DISPOSITION	2000	2999
Update	Delete	BROOKS	TRANSFER	3000	3999
Update	Delete	BROOKS	UPDATE	4000	4999
Update	Delete	BROOKS	MISC	5000	5999
Update	Delete	BROOKS	LOL	6000	6999
Update	Delete	BROOKS	TRANSFER2	7000	7500
Update	Delete	BROOKS	DISP	7501	8000
Update	Delete	BROOKS	DPAS	8001	8500

Cancel Add

Add a Document Number Range:

1. Select Add. *The **Document Number Range Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Document Number Range — Results
- Add a Document Number Range
- Update a Document Number Range
- Delete a Document Number Range
- View the Document Number Range Transaction Status
- Export a Document Number Range Report

Search for a Document Number Range - Results

Overview

The Document Number Range Search Results process provides the ability to add, update, and delete Document Number Ranges for the selected Unit Identification Code (UIC).

Navigation

Master Data > DOC NBR Range > Search Criteria > Search > Document Number Range Search Results page

Page Fields

The following fields display on the **Document Number Range Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
26	Select "Update" or "Delete" hyperlink to process a record.
14	Select "Cancel" button to return to previous page.

Search Results Grid

Update
Delete
UIC
Desc

Begin Serial Nbr
End Serial Nbr

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Document Number Range

Select the Update hyperlink. *The **Document Number Range Update** page appears.*

Delete a Document Number Range

Select the Delete hyperlink. *The **Document Number Range Delete** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Document Number Range — Criteria
- Add a Document Number Range
- Update a Document Number Range
- Delete a Document Number Range
- View the Document Number Range Transaction Status
- Export a Document Number Range Report

Document Number Range Transaction Status

Overview

The Document Number Range Transaction Status process displays a verification of the add, update, or delete transaction performed.

Navigation

Master Data > DOC NBR Range > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Document Number Range Transaction Status page

Page Fields

The following fields display on the **Document Number Range Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
18	Select "Update" button to process transaction(s).
67	Select "Add" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

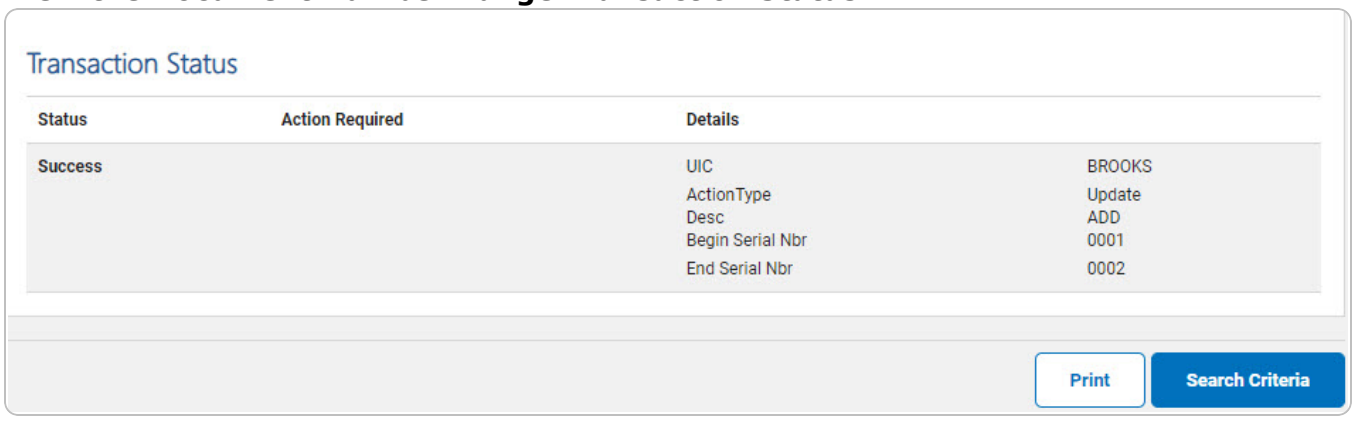
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Document Number Range Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Document Number Range Report Export** page appears.*
5. Select Search Criteria. *The **Document Number Range Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Document Number Range — Criteria
- Search for a Document Number Range — Results
- Add a Document Number Range
- Update a Document Number Range
- Delete a Document Number Range
- Export a Document Number Range Report

Update a Document Number Range

Overview

The Document Number Range Update process allows editing of a Document Number Range.

Navigation

Master Data > DOC NBR Range > Search Criteria > Search > Search Results > Update hyperlink > Document Number Range Update page

Page Fields

The following fields display on the **Document Number Range Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
18	Select "Update" button to process transaction(s).
67	Select "Add" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Update Grid

UIC
Desc *
Begin Serial Nbr *
End Serial Nbr *

(*) Asterisk identifies mandatory fields.

Procedures

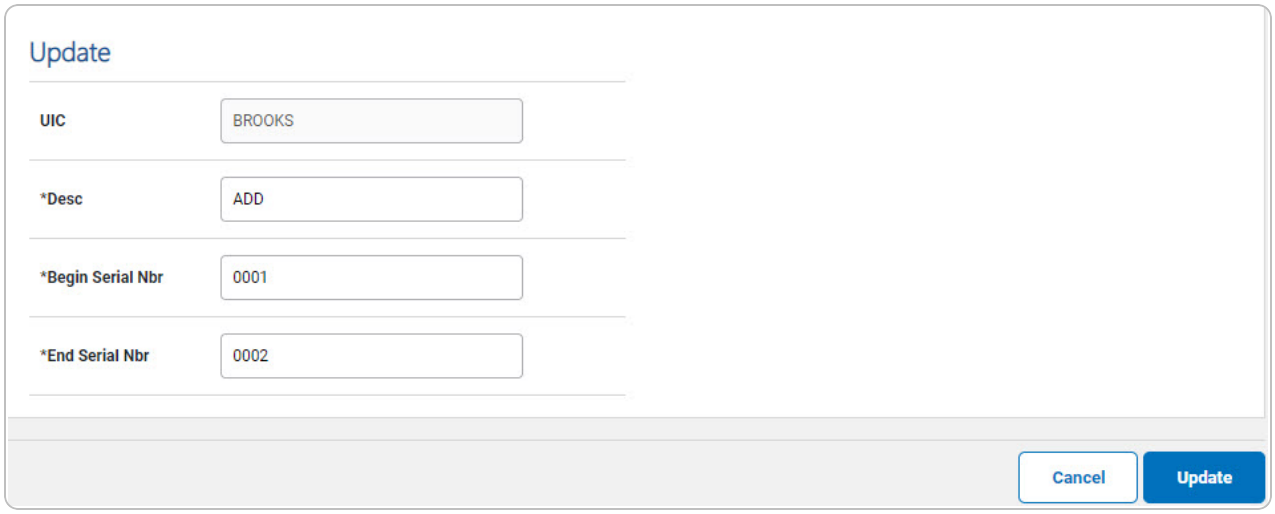
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Document Number Range

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

1. Select the Update hyperlink. *The* ***Document Number Range Update*** *page appears.*



A. *Verify the UIC.*

B. Update the DESC, entering the revised information in the field provided. *This is a 250 alphanumeric character field.*

C. Update the Begin SERIAL NBR, entering the revised serial number in the field provided. *This is a 4 numeric character field*.

Note

The End Serial Number must be greater than the Begin Serial Number but not exceed 9999.

D. Update the End SERIAL NBR, entering the revised serial number in the field provided. *This is a 4 numeric character field*.

2. Select Update. *The **Document Number Range Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *DESC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *BEGIN SERIAL NBR*.	
13 — Mandatory Entry: *END SERIAL NBR*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
491 — SERIAL NBR(s) already exist(s) within a range on DOC NBR Range table.	Invalid Entry. The DOC NBR Range table cannot already contain the new SERIAL NBR(s). Re—enter the SERIAL NBR.

522 — All SERIAL NBRS for UIC have been utilized.	Invalid Selection. All of the UIC's SERIAL NBRS are used. Add additional Serial Numbers and re-try the selection.
194 — Entry must be > zero.	Invalid Entry. The field must be a positive number. Enter the missing field.
163 — End SERIAL NBR must be > Begin SERIAL NBR.	Invalid Entry. The Begin SERIAL NBR must be less than the End SERIAL NBR. Re—enter the fields to continue.

Related Topics

- Search for a Document Number Range — Criteria
- Search for a Document Number Range — Results
- Add a Document Number Range
- Delete a Document Number Range
- View the Document Number Range Transaction Status
- Export a Document Number Range Report

Search for a Batch Activity Review — Criteria

Overview

The Property Accountability module Batch Activity Review process provides the ability to monitor and manage jobs that have been submitted for scheduled execution. The transactions submitted for processing are known as a Batch or a Scheduled Program. An example of a Batch process is a STK NBR Mass Change/Update. In this process, the STK NBR To and the STK NBR From type process creates a Batch transaction.

Navigation

Master Data > Batch ACTY Review > Batch Activity Review Search page

Page Fields

The following fields display on the **Batch Activity Review** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Batch Activity Review Grid

Process Status
Submit Start Dt *
Submit End Dt *

Search Results Grid

Delete
Process
Status
Prc Nbr
Submit Dt/Time

Sched Dt/Time
Start Dt/Time
End Dt/Time

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Batch Activity

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 panel, narrow the results by entering one or more of the following fields:.

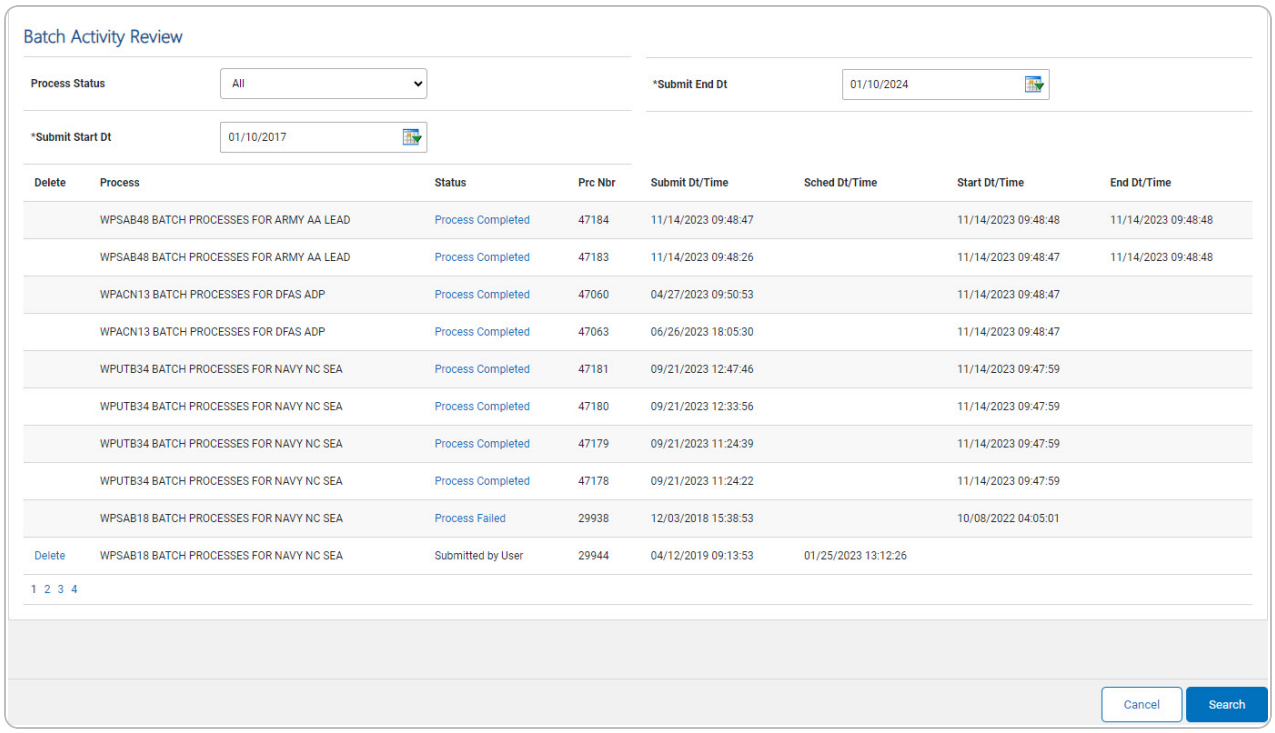
- Use to select the Process Status.
- Use to select the Submit START DT, or enter the date (MM/DD/YYYY) in the field provided.

Note

The Submit START DT and Submit END DT are mandatory fields. A Date Range is mandatory when searching for a Batch or Scheduled Process.

- Use to select the Submit END DT, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *The **Batch Activity Review Search Results** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

13 — Mandatory Entry: *Submit Start Dt*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Submit End Dt*.	

Related Topics

- Search for a Batch Activity Review — Results
- View the Batch Activity Review Transaction Status
- Export a Batch Submission Review Report

Search for a Batch Activity — Results

Overview

The Batch Activity Review Results process provides the ability to view and delete jobs that have been submitted for scheduled execution.

Navigation

Master Data > Batch ACTY Review > Search > Search > Batch Activity Review (Search Results) page

Page Fields

The following fields display on the **Batch Activity Review** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Batch Activity Review Grid

Process Status
Submit Start Dt *
Submit End Dt *

Search Results Grid

Delete
Process
Status
Prc Nbr
Submit Dt/Time
Sched Dt/Time
Start Dt/Time

End Dt/Time

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Delete a Batch Activity

Select the Delete hyperlink. *The Batch Activity is removed from the Search Results grid*.

Helpful Tip

A transaction that is processed cannot be canceled; however, a transaction that has not been processed can be deleted from the batch queue.

View the Batch Activity Review Transaction Status

Select the Status hyperlink. *The **Batch Activity Review Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

13 — Mandatory Entry: *Submit Start Dt*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Submit End Dt*.	
xxxx — Job #### has been canceled.	Invalid Entry. The Job #### and batch process are already canceled. Re-try the entry.

Related Topics

- Search for a Batch Activity Review
- View the Batch Activity Review Transaction Status
- Export a Batch Submission Review Report

Export a Batch Activity Review Report

Overview

The Batch Activity Review Report Export process provides the ability to save the Batch Activity Review in different formats.

Navigation

Master Data > Batch ACTY Review > Search > Search > Search Results > Status hyper-link > Transaction Status > Batch Activity Review Report Export page

Page Fields

The following fields display on the **BATCH ACTIVITY REVIEW REPORT EXPORT** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Control Buttons

The table below provides a list of Control buttons and their functions.

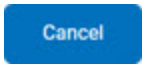
Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

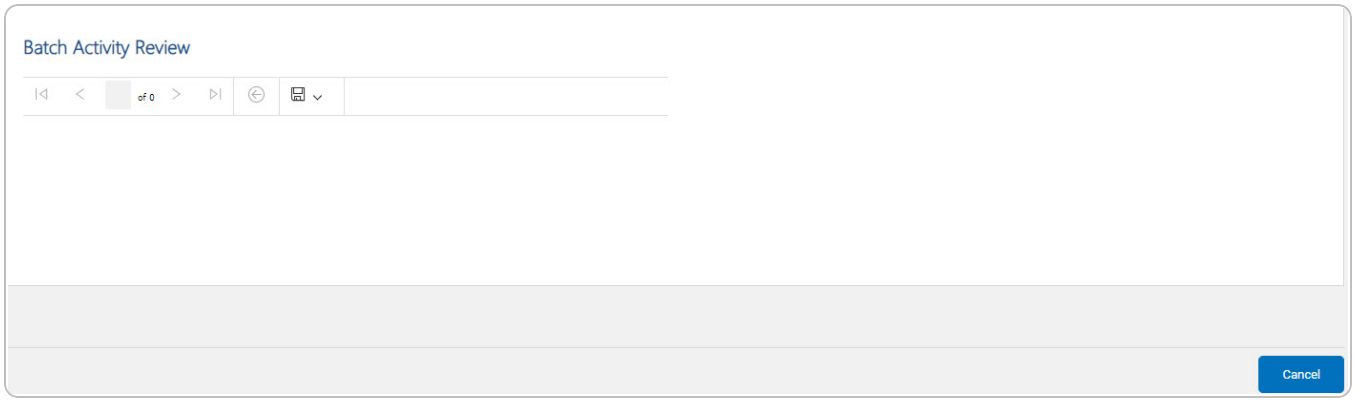
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

View the Batch Submission



1. Follow the prompts provided by the computer.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Batch Activity Review
- Search for a Batch Activity Review — Results
- View the Batch Activity Review Transaction Status

View the Batch Activity Review Transaction Status

Overview

The Batch Activity Review Transaction Status process displays a verification of the submitted scheduled process status of the transaction performed.

Navigation

Master Data > Batch ACTY Review > Search > Search > Search Results > Status hyper-link > Batch Activity Review Transaction Status page

Page Fields

The following fields display on the **BATCH ACTIVITY REVIEW TRANSACTION STATUS** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

View the Batch Activity Review Transaction Status

1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Batch Activity Review Report Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Batch Activity Review
- Search for a Batch Activity Review — Results
- Export a Batch Submission Review Report

Add Appropriation Data

Overview

The Appropriation Data Add process provides the ability to create new records for funding and appropriation information. The Interface System Code (INTRF SYS CD) determines the fields available for entry on the page.

Navigation

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

Page Fields

The following fields display on the **Appropriation Data Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
72	If "INTRF SYS CD" is DBMS or e-Biz, ASN is mandatory.
14	Select "Cancel" button to return to previous page.

Add Grid

Fund Cd *
ASN
Intrf Sys Cd *
APPN *(Only for DAI)*
Dept Cd
Program Yr

Basic Symbol
Subhead
Program/Project
Svcg Activity Cd *
Type Fund Cd *
Status *
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

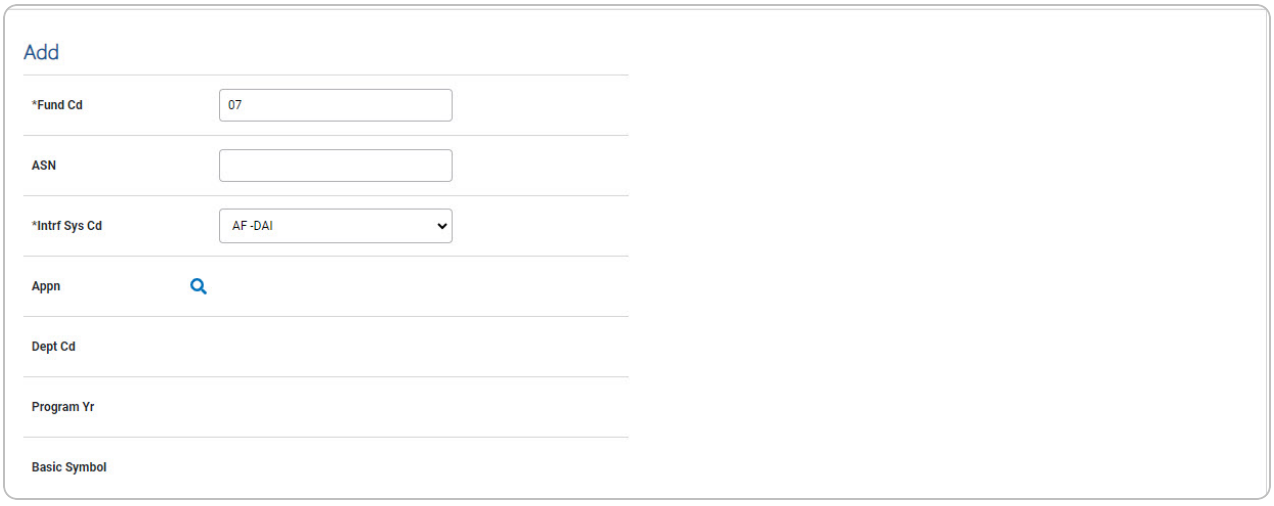
ELMS Navigation Helpful Tips

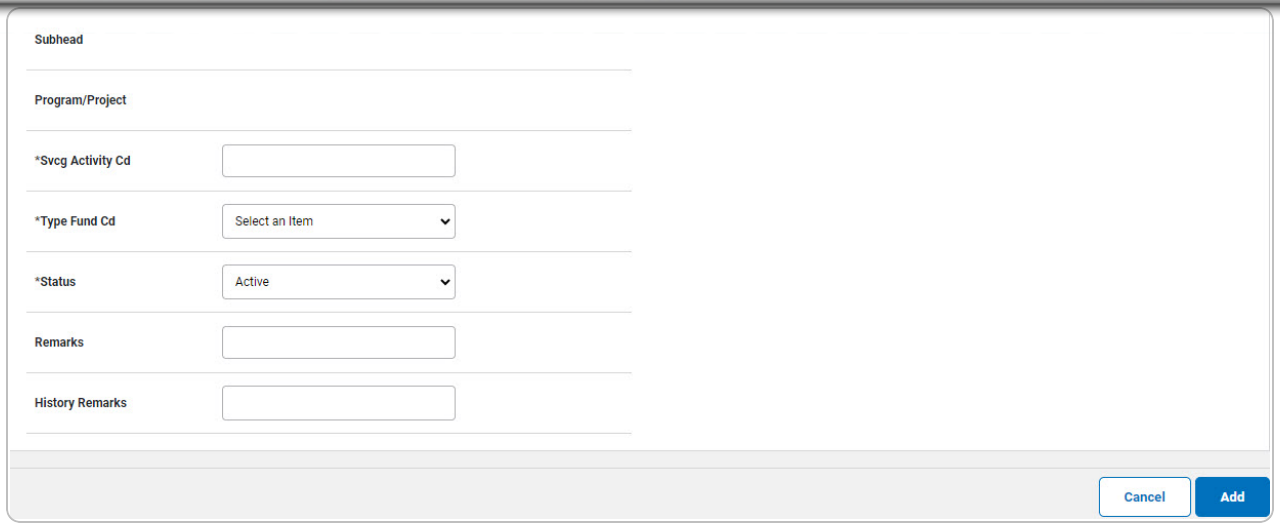
Click the following link to display PA Navigation Tips.

Add Appropriation Data

Selecting Cancel *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 Add. *The **Appropriation Data Add** page appears.*





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

B. Enter the ASN. *This is a 5 alphanumeric character field.*

C. 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.

D. Select 🔍 in the APPN field. *The **Appropriation Browse** pop-up window appears.*

E. Use ⌄ to select the Dept Cd.

F. Enter the PROGRAM YR in the field provided. *This is an 8 numeric character field.*

G. Enter the Basic Symbol. *This is a 4 alphanumeric character field.*

H. Enter the SUBHEAD. *This is a 4 alphanumeric character field.*

I. Enter the Program/Project. *This is a 24 alphanumeric character field.*

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

K. Use ⌄ to select the Type Fund Cd.

L. Use ⌄ to select the Status.

M. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

N. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
161 — Remarks must be alphanumeric with sup-ported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
37 — Entry must = A — Z	Invalid Entry. The characters entered in the field

and/or 0 — 9.	include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
41 — Entry must be 3 — 5 positions and contain no special characters.	Invalid Entry. The INTRF SYS CD must not have any special characters and be between 3 and 5 characters. Re-enter the field.
611 — Entry must be 0 — 9, X's, or M's in format CCYYCCYY.	Invalid Entry. The entered Year field is incorrectly formatted. Re-enter the year in the valid format.
54 — FUND CD/ASN combination already exists on Appropriation Table.	Invalid Entry. The entered FUND CD/ASNalready exists on the Appropriation Table. Re-enter a different FUND CD/ASN.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Search for Appropriation Data — Criteria
- Search for an Appropriation — Results
- View the Appropriation Data Selected Rows
- Update Appropriation Data
- Delete Appropriation Data
- View the Appropriation Data Transaction Status
- Export an Appropriation Data Report

Delete Appropriation Data

Overview

The Appropriation Data Delete process allows removal of a FUND CD and Allotment Serial Number (ASN) record.

Note

Only personally created records are available for deletion.

Navigation

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

Page Fields

The following fields display on the **Appropriation Data Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
69	FUND CD or ASN cannot be deleted if there are assets associated with FUND CD/ASN.
72	If "INTRF SYS CD" is DBMS or e-Biz, ASN is mandatory.
14	Select "Cancel" button to return to previous page.

Delete Grid

Fund Cd *
ASN
Intrf Sys Cd *
APPN *(Only for DAI)*
Dept Cd
Program Yr
Basic Symbol
Subhead
Program/Project
Svcg Activity Cd *
Type Fund Cd *
Status *
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

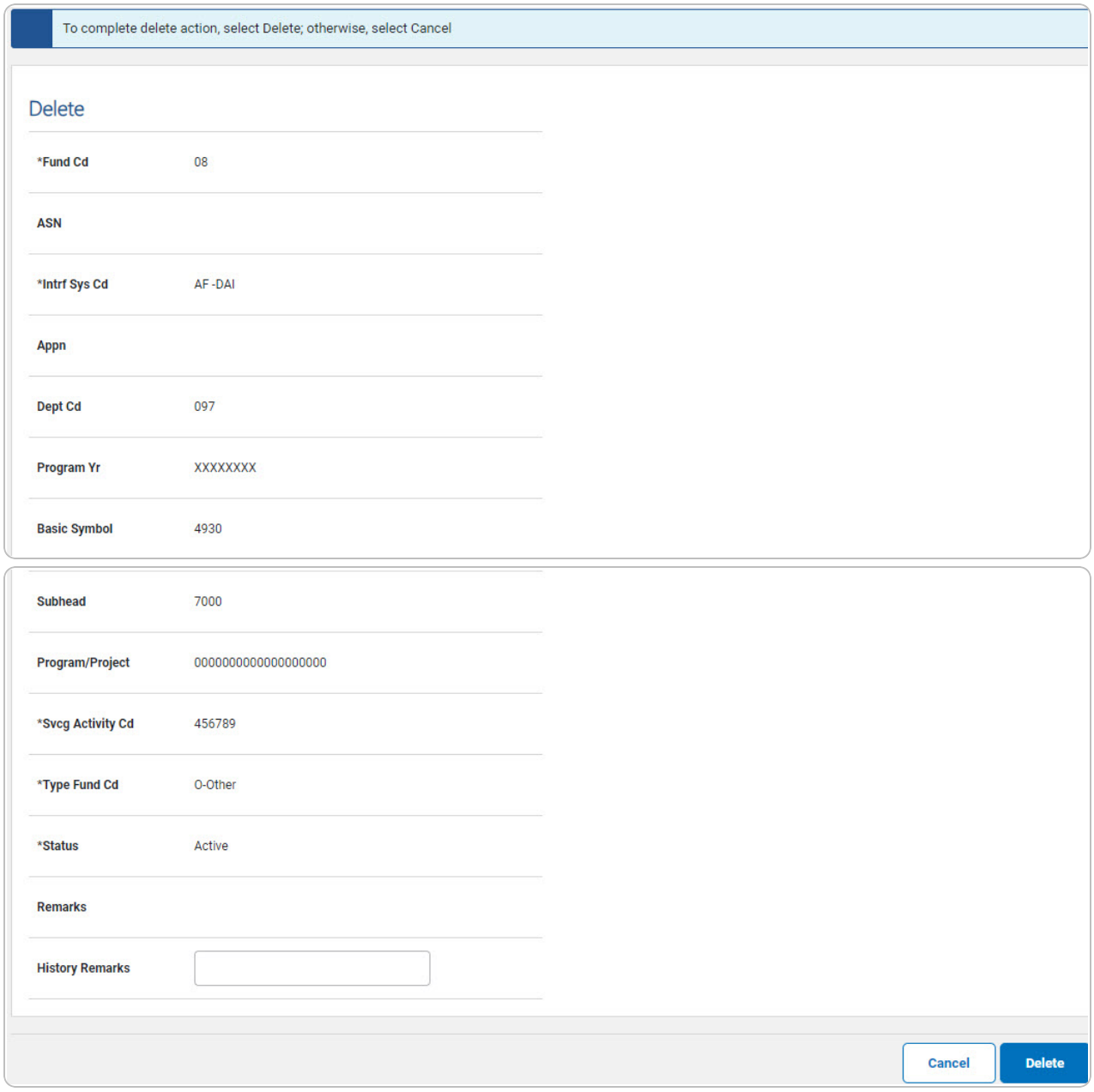
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete Appropriation Data

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

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



A. *Verify the FUND CD.*

B. *Verify the ASN.*

Note

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

C. *Verify the INTRF SYS CD.*

D. *Verify the APPN.*

E. *Verify the DEPT CD.*

F. *Verify the Program YR.*

G. *Verify the Basic Symbol.*

H. *Verify the SUBHEAD.*

I. *Verify the Program/Project.*

J. *Verify the SVCG ACTIVITY CD.*

K. *Verify the TYPE FUND CD.*

L. *Verify the Status.*

M. *Verify the Remarks.*

N. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *History Remarks*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for Appropriation Data — Criteria
- Search for an Appropriation — Results
- View the Appropriation Data Selected Rows
- Add Appropriation Data
- Update an Appropriation
- View the Appropriation Data Transaction Status
- Export an Appropriation Data Report

Export an Appropriation Data Report

Overview

The Appropriation Data Report Export provides the ability to save the Transaction Status in different formats.

Navigation

Master Data > Appropriation > Search Criteria > Search > Search Results > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > Appropriation Data Report Export page

Page Fields

The following fields display on the **Appropriation Data Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

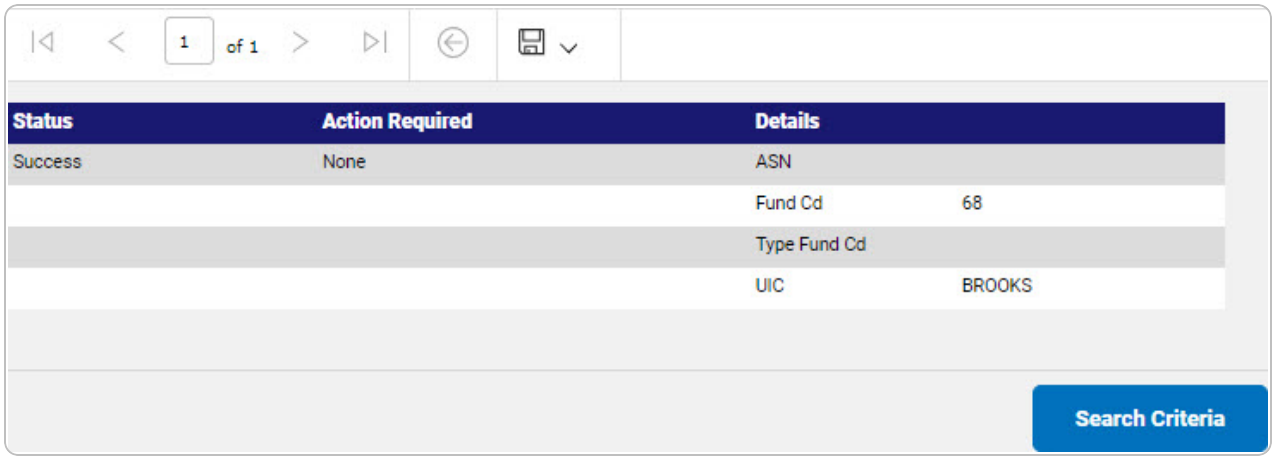
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export an Appropriation Data Report

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



2. *Follow the prompts provided by the computer.*
3. Select . *The **Appropriation Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

xxxx — Unable to get off page.	Select Search Criteria. *The **Appropriation Search Criteria** page appears.*

Related Topics

- Search for Appropriation Data — Criteria
- Search for an Appropriation — Results
- View the Appropriation Selected Rows
- Add Appropriation Data
- Update Appropriation Data
- Delete Appropriation Data
- View the Appropriation Data Transaction Status

View the Appropriation Data Selected Rows

Overview

The Appropriation Data Selected Rows process displays the selected Appropriation records for update or deletion.

Note

Only personally created records display all fields for update and are available for deletion.

Navigation

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

Page Fields

The following fields display on the **Appropriation Data Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Selected Rows Grid

Fund Cd
ASN
Intrf Sys Cd
Dept Cd
Program Yr
Basic Symbol
Subhead

Program/Project
Type Fund Id
Status

Procedures

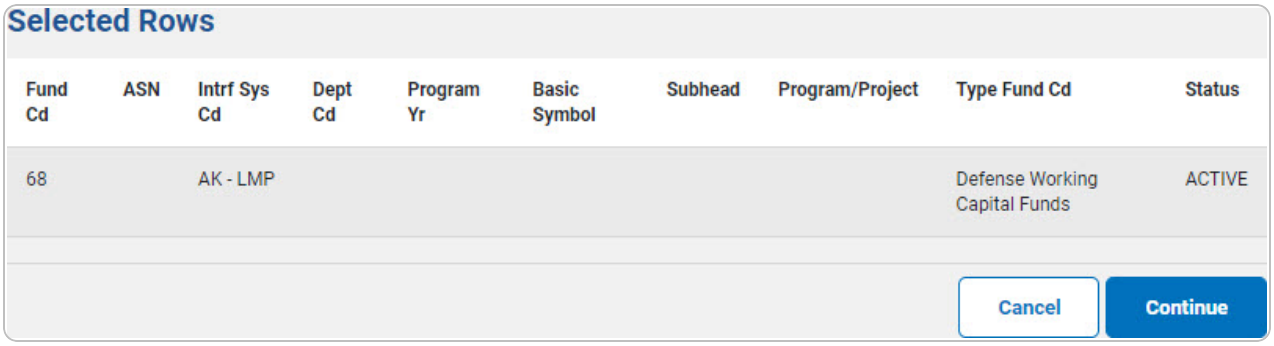
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Appropriation Data Selected Rows

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

1. *Verify the selected Appropriation rows.*



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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Data requested for deletion exists on other asset records.	Invalid Deletion. FUND CD or ASN cannot be deleted if there are assets associated with FUND CD/ASN. Review the FUND CD/ASN again, and

	remove any remaining associated information so the FUND CD/ASN can be deleted.
60 — FUND CD/ASN combination does not exist on Appropriation Table.	Invalid Entry. FUND CD/ASN must be established. Review the FUND CD/ASN again, and create a new one if necessary.

Related Topics

- Search for Appropriation Data — Criteria
- Search for an Appropriation — Results
- Add Appropriation Data
- Update Appropriation Data
- Delete Appropriation Data
- View the Appropriation Data Transaction Status
- Export an Appropriation Data Report

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

Page Fields

The following fields display on the **Appropriation Data Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
68	To add a new FUND CD, select a UIC and enter the new FUND CD.
179	When "Add" button is selected, UIC and FUND CD are mandatory.
180	When "Search" button is selected, UIC is mandatory.

Search Criteria Grid

UIC *
Fund Cd
ASN

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

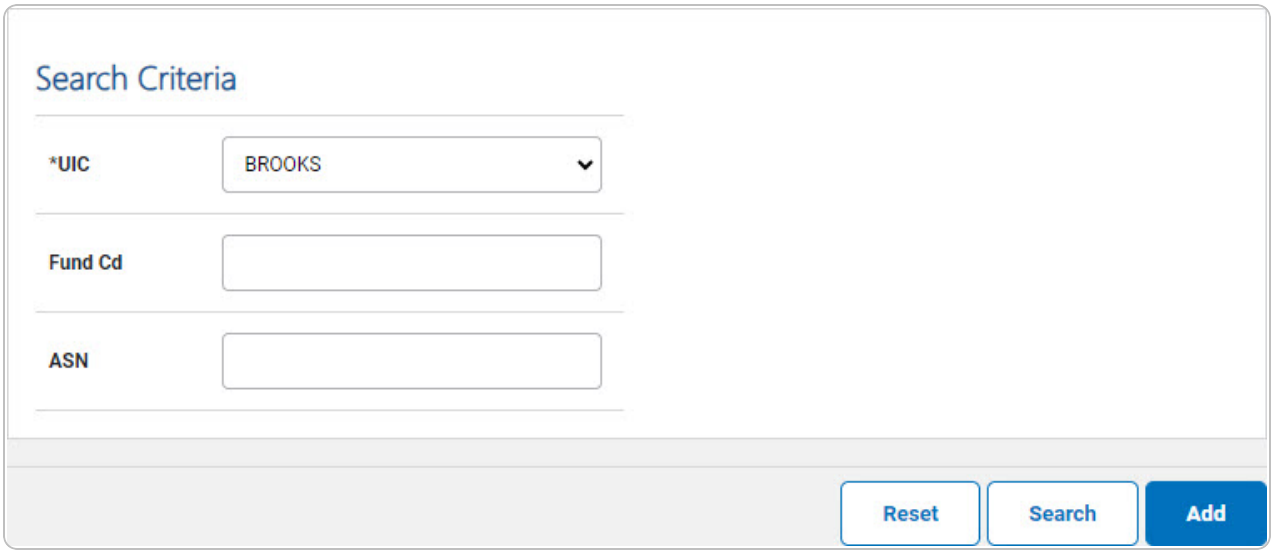
Click the following link to display PA Navigation Tips.

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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *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:.



- Use to select the UIC.
- Enter the FUND CD. *This is a 2 alphanumeric character field.*
- Enter the ASN. *This is a 5 alphanumeric character field.*

2. Select Search. *The* ***Appropriation Data Search Results*** *page appears.*

Search Criteria

UIC	Fund Cd	ASN
BROOKS	--	--

Search Results

Select	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
☐	99		AY - NO AUTOMATED INTERFACE						Other	INACTIVE
☐	AA		AY - NO AUTOMATED INTERFACE						Other	INACTIVE
☐	F1	57GH	AY - NO AUTOMATED INTERFACE	DOD					Other	ACTIVE
☐	FA		AC - FAMIS-CS	097				2018	Defense Working Capital Funds	ACTIVE
☐	SC	SEANS	AY - NO AUTOMATED INTERFACE						Defense Working Capital Funds	INACTIVE
☐	XX		AY - NO AUTOMATED INTERFACE						Other	INACTIVE

Cancel | Deselect All | Select All | Delete | Update

Add Appropriation Data

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *FUND CD*.	
54 — FUND CD/ASN combination already exists on Appropriation Table.	Invalid Entry. The entered FUND CD/ASNalready exists on the Appropriation Table. Re-enter a different FUND CD/ASN.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Search for Appropriation Data — Results
- View the Appropriation Data Selected Rows
- Add Appropriation Data
- Update Appropriation Data
- Delete Appropriation Data
- View the Appropriation Data Transaction Status
- Export an Appropriation Data Report

Search for Appropriation Data — Results

Overview

The Appropriation Data Results process provides the ability to select a FUND CD and/or Allotment Serial Number (ASN) for updating or deleting.
When multiple FUND CD and/or Allotment Serial Number (ASN) records are selected, a mass transaction is generated.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > Appropriation > Search Criteria > Search > Appropriation Data Search Results page

Page Fields

The following fields display on the **Appropriation Data Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
70	To mass update "FUND CD/ASN" select only one "FUND CD/ASN".
71	Select Check Box next to record for "Update" or "Delete" or "Select All" button for mass actions.

14	Select "Cancel" button to return to previous page.

Search Criteria Grid

UIC
Fund Cd
ASN

Search Results Grid

Select
Fund Cd
ASN
Intrf Sys Cd
Dept Cd
Program Yr
Basic Symbol
Subhead
Program/Project
Type Fund Cd
Status

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select a FUND CD/ASN Record

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

Click ☐ to select the desired FUND CD/ASN record.

Select All the FUND CD/ASN Records

Select Select All. *All of the* ☐ *change to* ☑.

Deselect All the Fund Cd/ASN Records

Select Deselect All. *All of the* ☑ *change to* ☐.

Update a Fund Cd/ASN Record

Select Update. *The* ***Appropriation Data Selected Rows*** *page appears.*

Delete a Fund Cd/ASN Record

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
xxxx — No record selected for Delete.	Missing Entry. A record must be selected to delete. Click ☐ to select a record.
xxxx — Select only one record to Delete.	Invalid Entry. Only one record at a time can be selected to delete. Click only one ☐ to select a single record.

Related Topics

- Search for Appropriation Data — Criteria
- View the Appropriation Data Selected Rows
- Add Appropriation Data
- Update Appropriation Data
- Delete Appropriation Data
- View the Appropriation Data Transaction Status
- Export an Appropriation Data Report

View the Appropriation Data Transaction Status

Overview

The Appropriation Data Transaction Status process displays a verification of the add, update, or delete transaction performed.

Navigation

Master Data > Appropriation > Search Criteria > Search > *Various Procedural Steps* > Appropriation Data Transaction Status page

Page Fields

The following fields display on the **Appropriation Data Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
69	Fund Cd or ASN cannot be deleted if there are assets associated with Fund Cd/ASN.
72	If "Intrf Sys Cd" is DBMS or e-Biz, ASN is mandatory.
14	Select "Cancel" button to return to previous page.

Your Background Transaction Was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

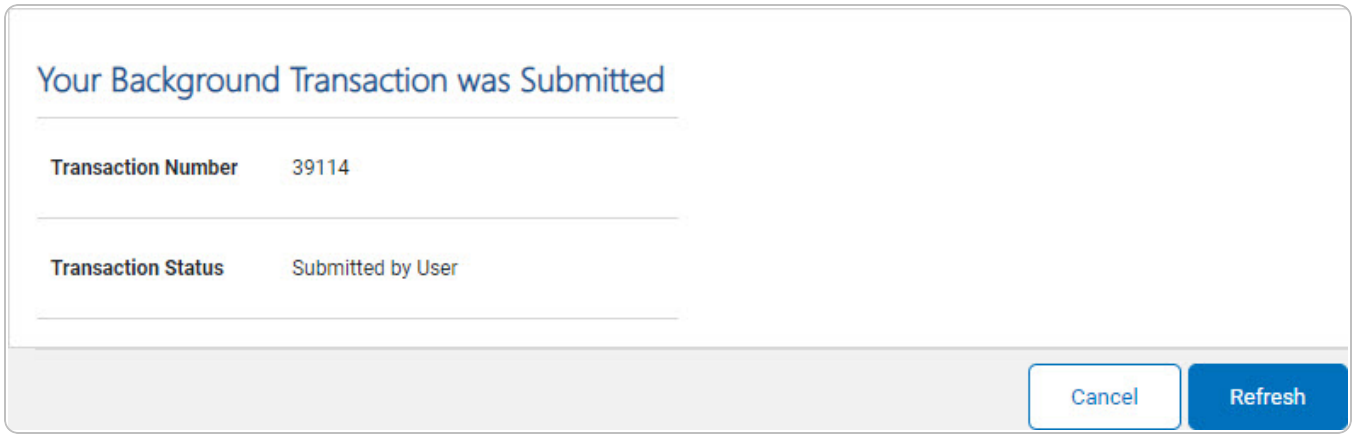
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

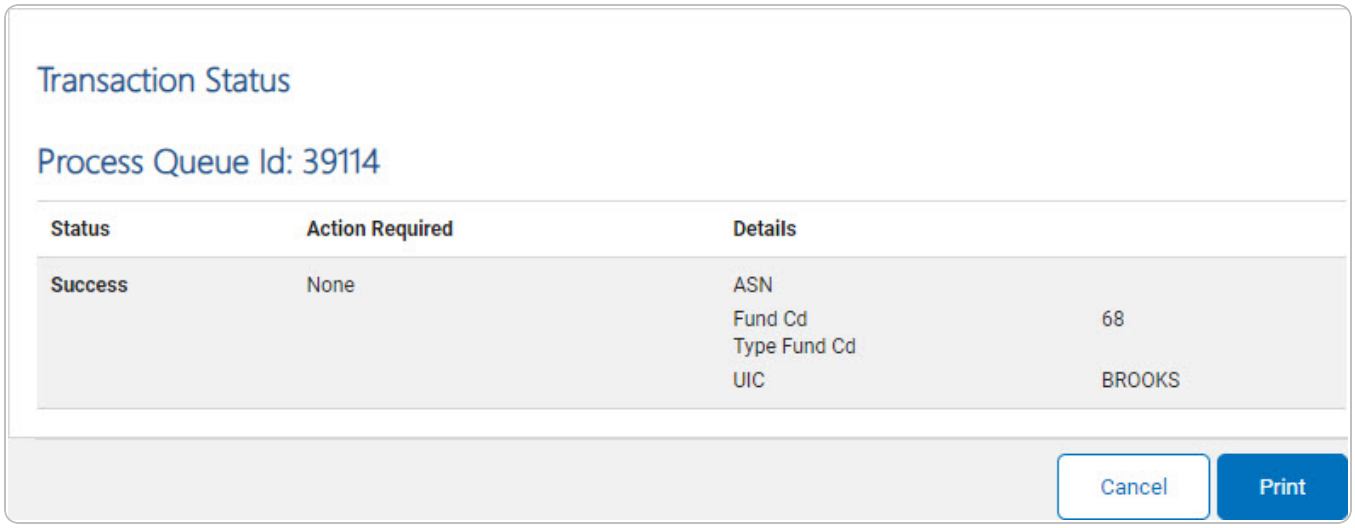
Click the following link to display PA Navigation Tips.

View the Appropriation Data Background Transaction Status



1. Select Refresh. *The page is updated and refreshes.*
2. Select View Results. *The background process completes and the **Transaction Status** page appears.*
3. Select Cancel. *The **Appropriation Search Criteria** page appears.*

View the Appropriation Data Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Appropriation Data Report Export** page appears.*
5. Select Search Criteria. *The **Appropriation Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for Appropriation Data — Criteria
- Search for an Appropriation — Results
- View the Appropriation Selected Rows
- Add Appropriation Data
- Update Appropriation Data
- Delete Appropriation Data
- Export an Appropriation Data Report

Update Appropriation Data

Overview

The Appropriation Data Update process allows editing of the appropriation data assigned to an asset(s). All personal property assets, ancillary costs, improvements, real property assets, and/or Construction In Progress (CIP) Project records are affected by the appropriation change. When changing to a new appropriation, the new appropriation record must first be established.

Note

Only personally created records display all fields for updating. If at least one active asset is associated with the record(s) to be updated, only the following fields are available for editing:

- SVCG ACTIVITY CD
- Remarks
- History Remarks
- Status

Navigation

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

Page Fields

The following fields display on the **Appropriation Data Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
69	FUND CD or ASN cannot be deleted if there are assets associated

	with FUND CD/ASN.
72	If "INTRF SYS CD" is DBMS or e-Biz, ASN is mandatory.
14	Select "Cancel" button to return to previous page.

Update Grid

Fund Cd *
ASN
Intrf Sys Cd *
APPN *(Only for DAI)*
Dept Cd
Program Yr
Basic Symbol
Subhead
Program/Project
Svcg Activity Cd *
Type Fund Cd *
Status *
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

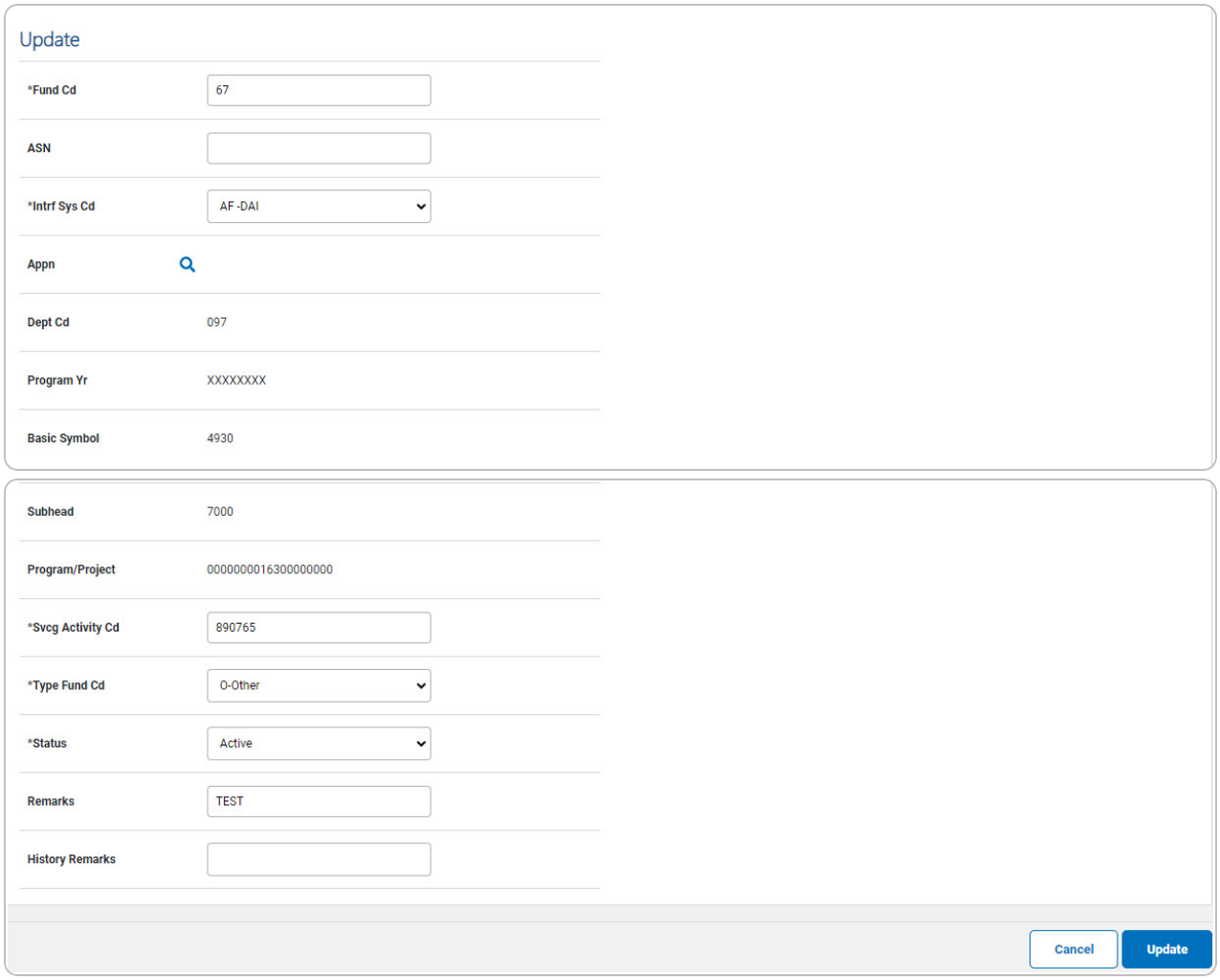
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update Appropriation Data

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

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



A. *Verify the FUND CD.*

B. *Verify the ASN.*

C. *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.

D. Select in the APPN field. *The **Appropriation Browse** pop-up window appears.*

E. *Verify the DEPT CD.*

F. *Verify the Program YR.*

G. *Verify the Basic Symbol.*

H. *Verify the SUBHEAD.*

I. *Verify the Program / Project.*

J. Update the SVCG ACTIVITY CD, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

K. *Verify the TYPE FUND CD.*

L. Update the Status, using to select the desired status.

M. Update the Remarks, entering the revised comments in the field provided. *This is a 256 alphanumeric character field.*

N. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Fund Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Intrf Sys Cd*.	
13 — Mandatory Entry: *Svcg Activity Cd*.	
13 — Mandatory Entry: *Type Fund Cd*.	
13 — Mandatory Entry: *Status*.	
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
41 — Entry must be 3 — 5 positions and contain no special characters.	Invalid Entry. The INTRF SYS CD must not have any special characters and be between 3 and 5 characters. Re-enter the field.

611 — Entry must be 0 — 9, X's, or M's in format CCYYCCYY.	Invalid Entry. The entered Year field is incorrectly formatted. Re-enter the year in the valid format.
54 — FUND CD/ASN combination already exists on Appropriation Table.	Invalid Entry. The entered FUND CD/ASNalready exists on the Appropriation Table. Re-enter a different FUND CD/ASN.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Search for Appropriation Data — Criteria
- Search for an Appropriation — Results
- View the Appropriation Data Selected Rows
- Add Appropriation Data
- Delete Appropriation Data
- View the Appropriation Data Transaction Status
- Export an Appropriation Data Report

Add an Acquisition Program

Overview

The Acquisition Program Add process provides the ability to create new Acquisition Programs for an agency.

Navigation

Master Data > AGENCY ACQ PGM > Search Criteria > Add > Acquisition Program Add page

Page Fields

The following fields display on the **Acquisition Program Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Add Grid

Agency *
Acq Program Name *
Status *

(*) Asterisk identifies mandatory fields.

Procedures

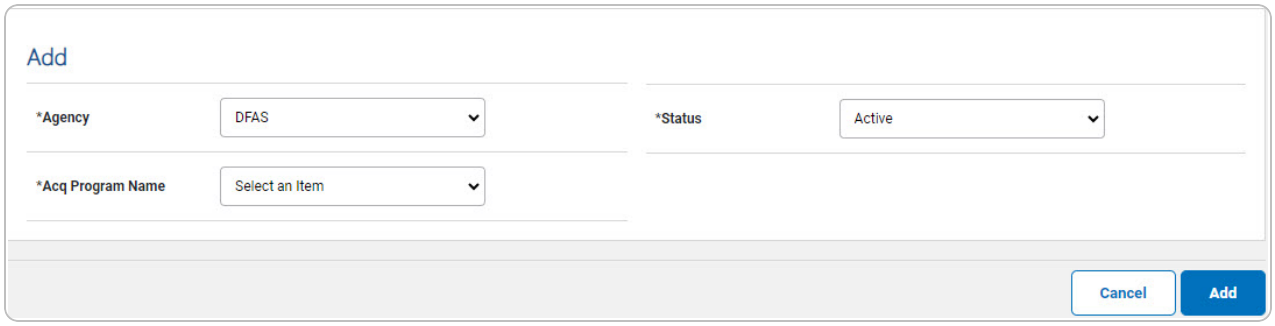
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Acquisition Program

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

1. Select Add. *The* ***Acquisition Program Add*** *page appears.*



   A. Use ⌄ to select the Agency.

   B. Use ⌄ to select the Acq Program Name.

   C. Use ⌄ to select the Status.

2. Select Add. *The* ***Acquisition Program Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *AGENCY*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *ACQ PROGRAM NAME*.	
13 — Mandatory Entry: *STATUS*.	
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

Related Topics

- Search for an Acquisition Program — Criteria
- Search for an Acquisition Program — Results
- Update an Acquisition Program
- Delete an Acquisition Program
- View the Acquisition Program Transaction Status
- Export an Acquisition Program Report

Delete an Acquisition Program

Overview

The Acquisition Program Delete process allows removal of an Acquisition Program.

Navigation

Master Data > AGENCY ACQ PGM > Search Criteria > Search Results > Delete hyperlink > Acquisition Program Delete page

Page Fields

The following fields display on the **Acquisition Program Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Delete Grid

Agency *
Acq Program Name *
Status *

(*) Asterisk identifies mandatory fields.

Procedures

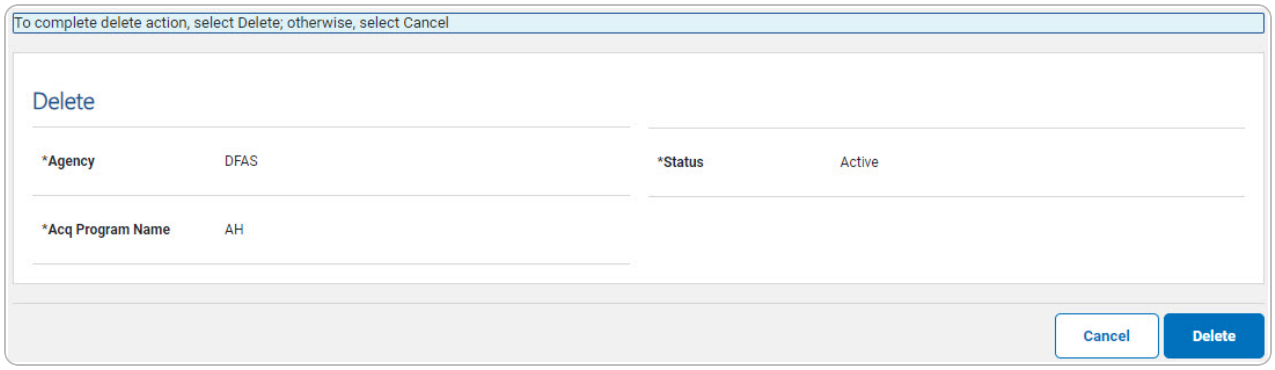
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete an Acquisition Program

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

1. Select the Delete hyperlink. *The* ***Acquisition Program Delete*** *page appears.*



   A. *Verify the Agency.*

   B. *Verify the ACQ PROGRAM NAME.*

   C. *Verify the Status.*

2. Select Delete. *The* ***Acquisition Program Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *AGENCY*.	
13 — Mandatory Entry: *ACQ PROGRAM NAME*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *STATUS*.	

Related Topics

- Search for an Acquisition Program — Criteria
- Search for an Acquisition Program — Results
- Add an Acquisition Program
- Update an Acquisition Program
- View the Acquisition Program Transaction Status
- Export an Acquisition Program Report

Export an Acquisition Program Report

Overview

The Acquisition Program Report Export process provides the ability to save the Acquisition Program Transaction Status in different formats.

Navigation

Master Data > AGENCY ACQ PGM > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Acquisition Program Report Export page

Page Fields

The following fields display on the **Acquisition Program Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

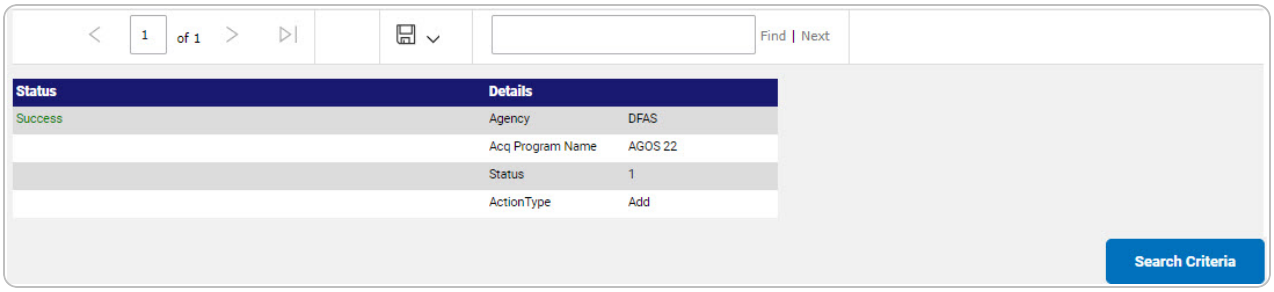
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Agency Acquisition Program Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Acquisition Program Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

Unable to get off page.	Select Search Criteria. *The **Acquisition Program Search Criteria** page appears.*

Related Topics

- Search for an Acquisition Program — Criteria
- Search for an Acquisition Program — Results
- Add an Acquisition Program
- Update an Acquisition Program
- Delete an Acquisition Program
- View the Acquisition Program Transaction Status

Search for an Acquisition Program — Criteria

Overview

The Property Accountability module Acquisition Program process provides the ability to add, update, and delete Agency Acquisition Programs. This feature is in support of Military Equipment Accounting.

Navigation

Master Data > AGENCY ACQ PGM > Acquisition Program Search Criteria page

Page Fields

The following fields display on the **Acquisition Program Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Agency
Acq Program Name

Procedures

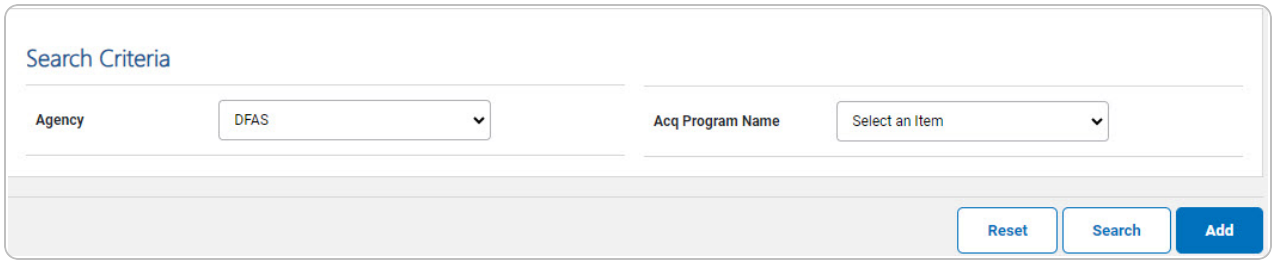
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Acquisition Program — Criteria

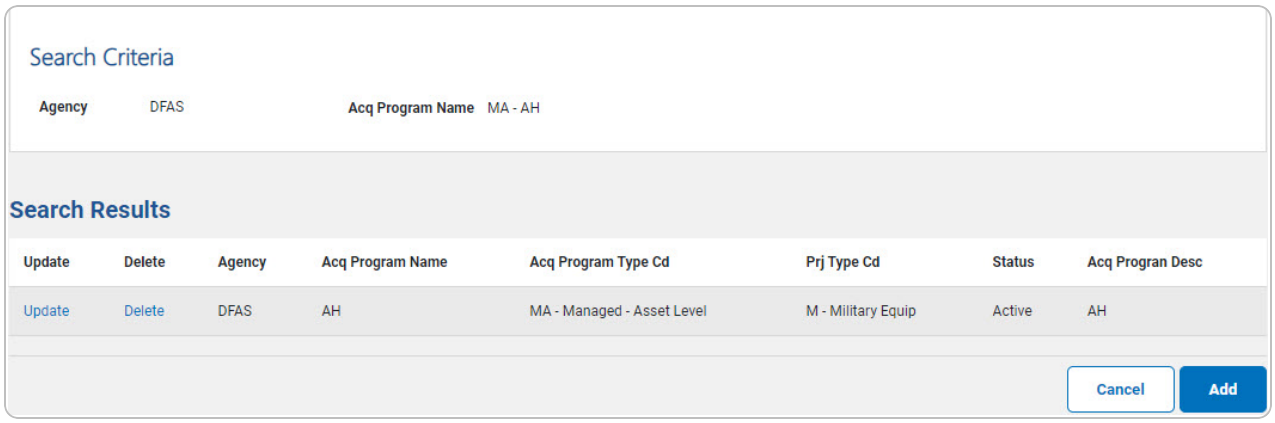
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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

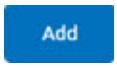


- Use ⌄ to select the Agency.
- Use ⌄ to select the Acq Program Name.

2. Select Search. *The **Acquisition Program Search Results** page appears.*



Add an Acquisition Program

Select 

. *The **Acquisition Program Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Acquisition Program — Results
- Add an Acquisition Program
- Update an Acquisition Program
- Delete an Acquisition Program
- View the Acquisition Program Transaction Status
- Export an Acquisition Program Report

Search for an Acquisition Program — Results

Overview

The Acquisition Program Results process provides the ability to update or delete an Acquisition Program or add a new one. This feature is in support of Military Equipment Accounting.

Navigation

Master Data > AGENCY ACQ PGM > Search Criteria > Search > Acquisition Program Search Results page

Page Fields

The following fields display on the **Acquisition Program Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
232	Select "Update" hyperlink to process an Update Action.
233	Select "Delete" hyperlink to process a Delete Action.
13	Select "Reset" button to clear data.

Search Criteria Grid

Agency

Acq Program Name

Search Results Grid

Update
Delete
Agency
Acq Program Name
Acq Program Type Cd
Prj Type Cd
Status
Acq Program Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Acquisition Program

Select the Update hyperlink. *The **Acquisition Program Update** page appears.*

Delete an Acquisition Program

Select the Delete hyperlink. *The **Acquisition Program Delete** page appears.*

Add an Acquisition Program

Select Add. *The **Acquisition Program Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Acquisition Program — Criteria
- Add an Acquisition Program
- Update an Acquisition Program
- Delete an Acquisition Program
- View the Acquisition Program Transaction Status
- Export an Acquisition Program Report

View the Acquisition Program Transaction Status

Overview

The Acquisition Program Transaction Status process displays a verification of the add, update, or delete transaction just completed.

Navigation

Master Data > AGENCY ACQ PGM > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Acquisition Program Transaction Status page

Page Fields

The following fields display on the **Acquisition Program** Transaction Status page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Transaction Status Grid

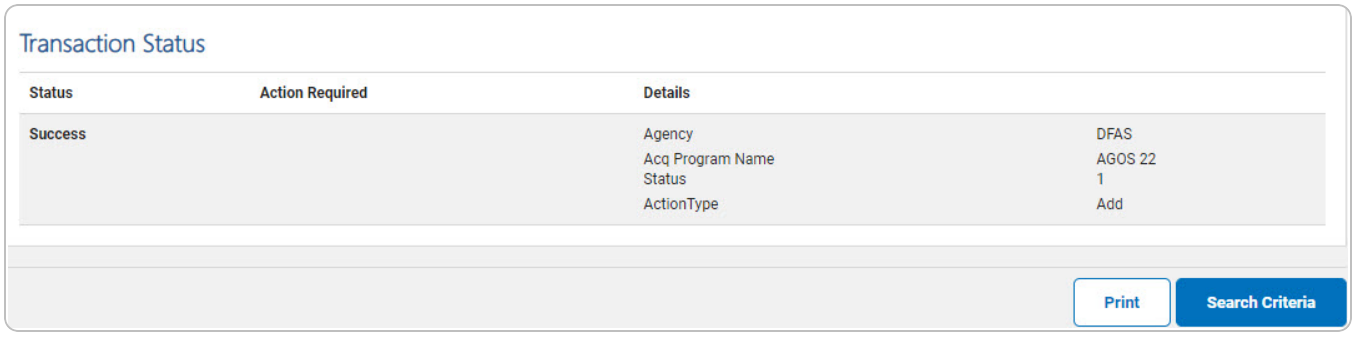
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Acquisition Program Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Search Criteria. *The **Acquisition Program Search Criteria** page appears.*
5. Select Print. *The **Acquisition Program Report Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Acquisition Program — Criteria
- Search for an Acquisition Program — Results
- Add an Acquisition Program
- Update an Acquisition Program
- Delete an Acquisition Program
- Export an Acquisition Program Report

Update an Acquisition Program

Overview

The Acquisition Program Update process allows editing of an agency's Acquisition Program.

Navigation

Master Data > AGENCY ACQ PGM > Search Criteria > Search Results > Update hyperlink > Acquisition Program Update page

Page Fields

The following fields display on the **Acquisition Program Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.
36	Select "Delete" button to remove record(s) from applicable tables.

Update Grid

Agency *
Acq Program Name *
Status *

(*) Asterisk identifies mandatory fields.

Procedures

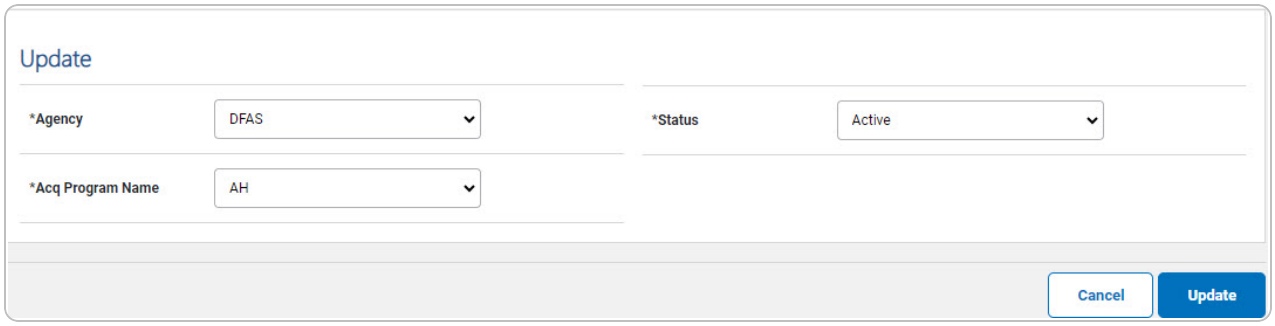
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Acquisition Program

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

1. Select the Update hyperlink. *The* ***Acquisition Program Update*** *page appears.*



   A. Update the Agency, using ⌄ to select the desired agency.

   B. Update the Acq Program Name, using ⌄ to select the desired name.

   C. Update the Status, using ⌄ to select the desired status.

2. Select Update. *The* ***Acquisition Program Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *AGENCY*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *ACQ PROGRAM NAME*.	
13 — Mandatory Entry: *STATUS*.	
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

Related Topics

- Search for an Acquisition Program — Criteria
- Search for an Acquisition Program — Results
- Add an Acquisition Program
- Delete an Acquisition Program
- View the Acquisition Program Transaction Status
- Export an Acquisition Program Report

Add a Maint Group Id

Overview

The Maint Group Id Add process provides the ability to create new Maintenance Groups for a selected Catalog.

Navigation

Master Data > Maint Grp Id> Search Criteria > Add > Maint Group Id Add page

Page Fields

The following fields display on the **Maint Group Id Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Update" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Add Grid

Maint Grp Id *
Catalog *
Maint Grp Desc *
Maint Grp Desc Long

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

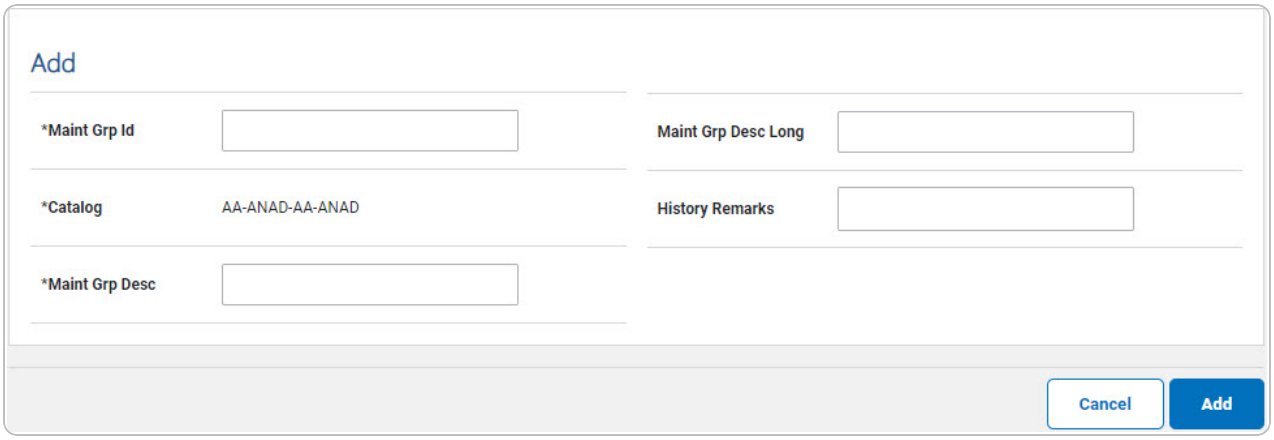
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a MAINT GROUP ID

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

1. Select Add. *The* ***MAINT GROUP ID Add*** *page appears.*



A. Enter the MAINT GRP ID in the field provided. *This is a 2 alphanumeric character field.*

B. *The Catalog automatically updates and is not editable.*

C. Enter the MAINT GRP DESC in the field provided. *This is a 25 alphanumeric character field.*

D. Enter the MAINT GRP DESC LONG in the field provided. *This is a 125 alphanumeric character field.*

E. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character*

field.

2. Select Add. *The* ***Maint Group Id Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *MAINT GRP ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *MAINT GRP DESC*.	
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
2392 — Must be alphanumeric with supported special characters $, —, /, #, &, %, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: —, /. Special characters like $, ! or @ are prohibited.
161 — Remarks must be	Invalid Characters Entered in the Remarks field.

alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.

Related Topics

- Search for a Maint Group Id — Criteria
- Search for a Maint Group Id — Results
- Update a Maint Group Id
- Delete a Maint Group Id
- View the Maint Group Id Transaction Status
- Export a Maintenance Group Id Report

Delete a MAINT GROUP ID

Overview

The MAINT GROUP ID Delete process allows removal of an existing MAINTENANCE GROUP ID.

Navigation

Master Data > MAINT GRP ID> Search Criteria > Search > Search Results > Delete hyperlink > MAINT GROUP ID Delete page

Page Fields

The following fields display on the **MAINT GROUP ID Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Update" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Delete Grid

Maint Grp Id *
Catalog *
Maint Grp Desc *
Maint Grp Desc Long

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

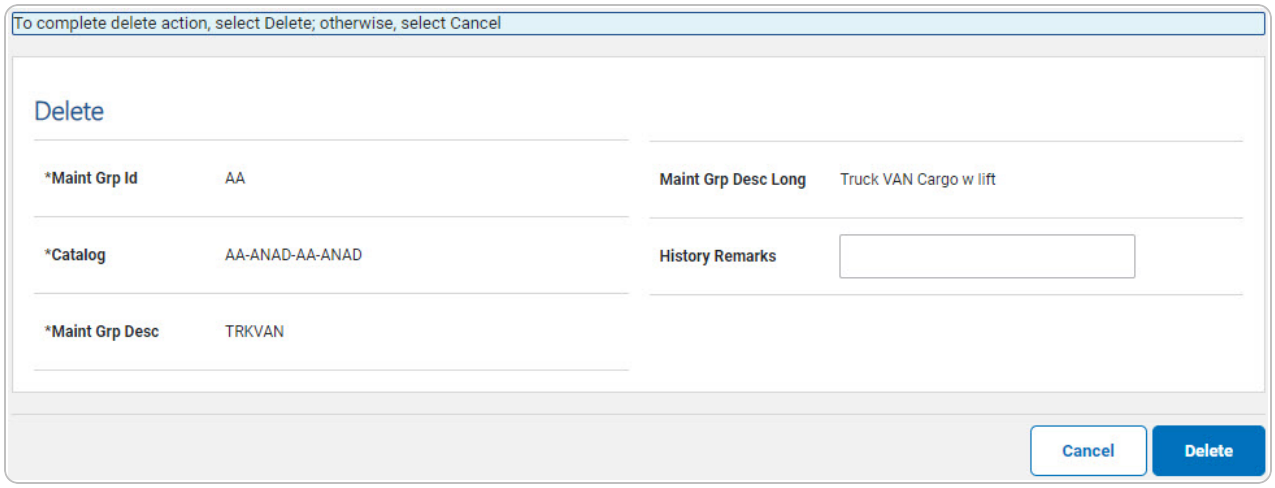
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a MAINT GROUP ID

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

1. Select the Delete hyperlink. *The **MAINT GRP ID Delete** page appears.*



   A. *Verify the MAINT GRP ID.*

   B. *Verify the Catalog.*

   C. *Verify the MAINT GRP DESC.*

   D. *Verify the MAINT GRP DESC LONG.*

   E. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Delete. *The **Maint Group Id Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *MAINT GRP ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *MAINT GRP DESC*.	
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx — Delete invalid. MAINT GROUP ID has associated assets or STOCK NBR records.	Invalid Entry. The MAINT GROUP ID cannot be removed because it is associated with assets or Stock Numbers. Re-try the selection.

Related Topics

- Search for a Maint Group Id — Criteria
- Search for a Maint Group Id — Results
- Add a Maint Group Id
- Update a Maint Group Id
- View the Maint Group Id Transaction Status
- Export a Maintenance Group Id Report

Export a MAINT GROUP ID Report

Overview

The MAINT GROUP ID Report Export process provides the ability to save the Transaction Status in different formats.

Navigation

Master Data > MAINT GRP ID> Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > MAINT GROUP ID Report Export page

Page Fields

The following fields display on the **MAINT GROUP ID Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Update" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

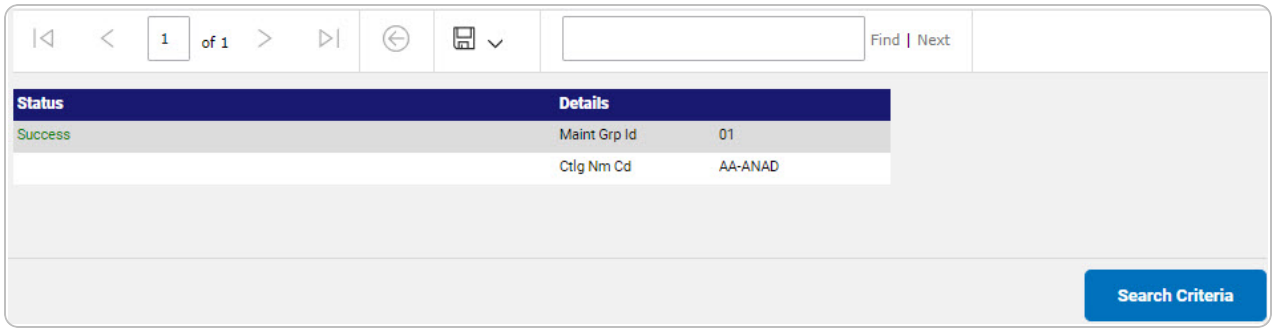
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the MAINT GROUP ID Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The **Maint Group Id Search Criteria** page.*

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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria. *The **Maint Group Id Search Criteria** page.*

Related Topics

- Search for a Maint Group Id — Criteria
- Search for a Maint Group Id — Results
- Add a Maint Group Id
- Update a Maint Group Id
- Delete a Maint Group Id
- Export a Maintenance Group Id Report

Search for a MAINT GROUP ID — Criteria

Overview

The Property Accountability module MAINT GROUP ID process provides the ability to identify assets for maintenance or utilization. When a new stock number is cataloged, the cataloger must associate a Maintenance Group with the Stock Number. Since the Maintenance Group is associated a Stock Number, the Maintenance Groups must be maintained at the Catalog Name level (a set of Maintenance Groups/Catalog).
Maintenance Groups are subsequently associated with a UIC and Maintenance Activity or to a UIC and External Maintenance Interface. This allows for identifying what activity is providing maintenance or utilization management for the assets that are associated with the Stock Number with a particular Maintenance Group.

Navigation

Master Data > MAINT GRP ID> MAINT GROUP ID Search Criteria page

Page Fields

The following fields display on the **MAINT GROUP ID Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
12	Select "Search" button to view Search Results page.

13	Select "Reset" button to clear data.

Search Criteria Grid

Catalog *
Maint Grp Id
Maint Grp Desc

(*) Asterisk identifies mandatory fields.

Procedures

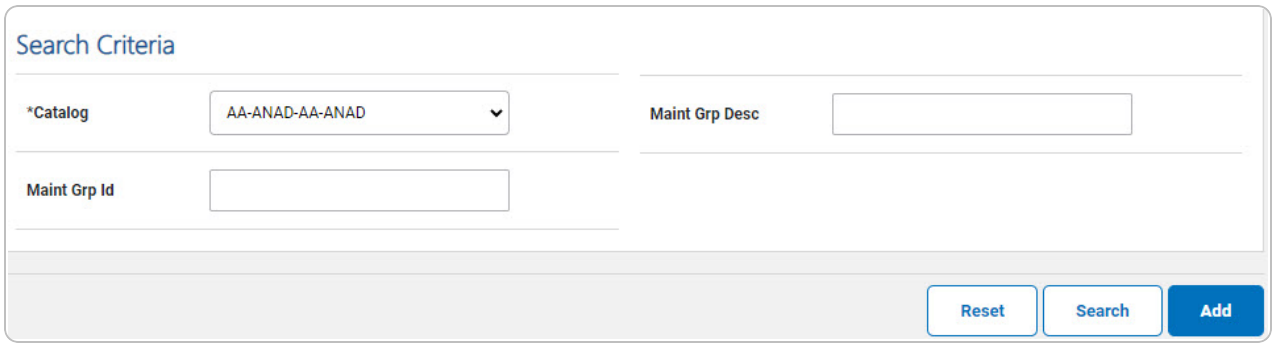
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Maint Group Id — 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 panel, narrow the results by entering one or more of the following optional fields:.

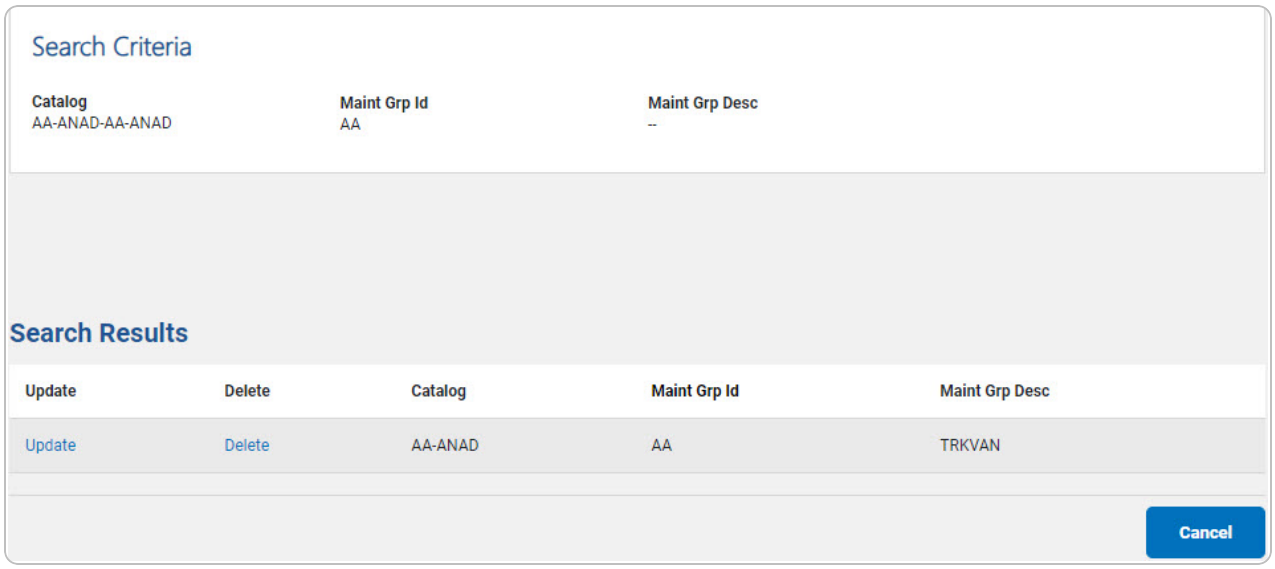


- Use to select the Catalog.
- Enter the MAINT GRP ID in the field provided. *This is a 2 alphanumeric character field.*
- Enter the MAINT GRP DESC in the field provided. *This is a 25 alphanumeric character field.*

Helpful Tip

A wild card is permitted using the percentage (%) sign when performing a search. Example: MAINT GRP ID of Maint% will find all MAINTENANCE GROUP IDS beginning with the word Maint.

2. Select Search. *The **Maint Group Id Search Results** page appears. Results display in the Search Results grid.*



Add a MAINT GROUP ID:

Select Add. *The **Maint Group Id Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Maint Group Id — Results
- Add a Maint Group Id
- Update a Maint Group Id
- Delete a Maint Group Id
- View the Maint Group Id Transaction Status
- Export a Maintenance Group Id Report

Search for a MAINT GROUP ID — Results

Overview

The MAINT GROUP ID Search Results process provides the ability to allows you to see those Maintenance Groups that have been created for the selected Catalog. This page gives you access to update and delete Maintenance Groups that already exist and need to be revised or removed using a hyperlink.

Navigation

Master Data > MAINT GRP ID> Search Criteria > Search > MAINT GROUP ID Search Results page

Page Fields

The following fields display on the **MAINT GROUP ID Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Catalog
Main Grp Id
Maint Grp Desc

Search Results Grid

Update
Delete
Catalog
Maint Grp Id
Maint Grp Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a MAINT GROUP ID:

Select the Update hyperlink. *The **Maint Group Id Update** page appears.*

Delete a MAINT GROUP ID:

Select the Delete hyperlink. *The **Maint Group Id Delete** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — Delete invalid. MAINT GROUP ID has associated assets or STOCK NBR records.	Invalid Entry. The MAINT GROUP ID cannot be removed because it is associated with assets or Stock Numbers. Re-try the selection.

Related Topics

- Search for a Maint Group Id — Criteria
- Add a Maint Group Id
- Update a Maint Group Id
- Delete a Maint Group Id
- View the Maint Group Id Transaction Status
- Export a Maintenance Group Id Report

View the MAINT GROUP ID Transaction Status

Overview

The MAINT GROUP ID Transaction Status process displays a verification of the add, update, and delete transactions performed.

Navigation

Master Data > MAINT GRP ID> Search Criteria > *VARIOUS PROCEDURAL STEPS* > MAINT GROUP ID Transaction Status page

Page Fields

The following fields display on the **MAINT GROUP ID Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Update" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

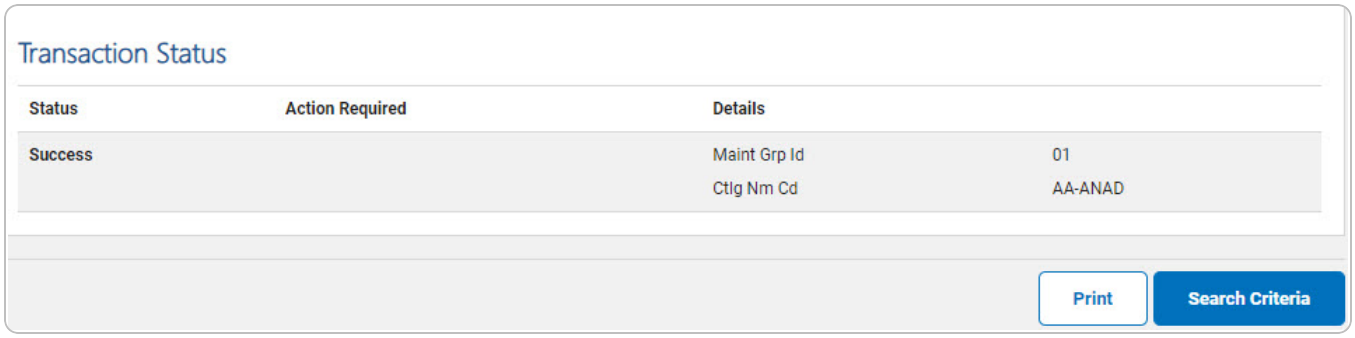
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the MAINT GROUP ID Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Maint Group Id Report Export** page appears.*
5. Select Search Criteria. *The **Maint Group Id Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

216 — Location exists on the Custodian table. Cannot delete.	Invalid Deletion. A Location cannot be deleted if there is any custodian information still associated to that Location. Review the Location again, and remove any remaining associated information so the Location can be deleted.
32 — Location exists on Asset table. Cannot delete.	Invalid Deletion. A Location cannot be deleted if there is any asset information still associated to that Location. Review the Location again, and remove any remaining associated information so the Location can be deleted.
xxxx — Transaction was not successful.	Contact the ELMS Call Center.

Related Topics

- Search for a Maint Group Id — Criteria
- Search for a Maint Group Id — Results
- Add a Maint Group Id
- Update a Maint Group Id
- Delete a Maint Group Id
- Export a Maintenance Group Id Report

Update a Maint Group Id

Overview

The Maint Group Id Update process allows editing of an existing Maintenance Group Id.

Navigation

Master Data > Maint Grp Id> Search Criteria > Search > Search Results > Update hyperlink > Maint Grp Id Update page

Page Fields

The following fields display on the **Maint Grp Id Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Update" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Update Grid

Maint Grp Id *
Catalog *
Maint Grp Desc *
Maint Grp Desc Long

History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

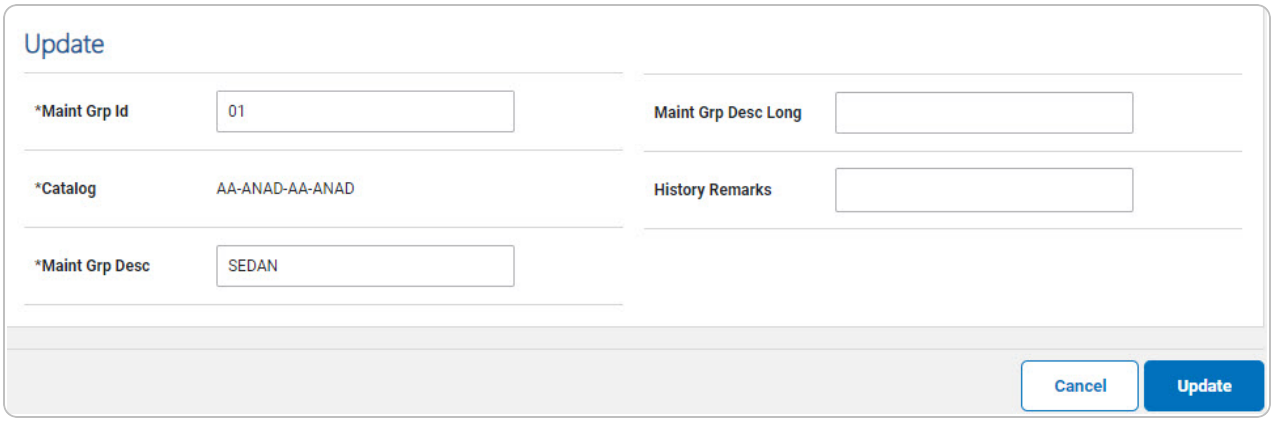
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a MAINT GRP ID

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

1. Select the Update hyperlink. *The **MAINT GRP ID Update** page appears.*



   A. Update the MAINT GRP ID, entering the revised identifier in the field provided. *This is a 2 alphanumeric character field.*

   B. *Verify the Catalog.*

   C. Update the MAINT GRP DESC, entering the revised description in the field provided. *This is a 25 alphanumeric character field.*

   D. Update the MAINT GRP DESC LONG, entering the revised description in the field provided. *This is a 125 alphanumeric character field.*

   E. Update the History Remarks, entering the revised remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Update. *The **Maint Group Id Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *MAINT GRP ID*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *MAINT GRP DESC*.	
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
2392 — Must be alphanumeric with supported special characters $, —, /, #, &, %, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: —, /. Special characters like $, ! or @ are prohibited.

161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.
xxxx — MAINT GRP ID already exists, cannot process Update.	Invalid Entry. A MAINTENANCE GROUP ID already exists for the data specified. Re-enter the entry and try again.
xxxx — MAINT GRP ID already exists but has been deleted, cannot process Update.	Invalid Entry. A MAINTENANCE GROUP ID existed at one time for the data specified but was deleted. The update process cannot be completed; the Add process must be used to recreate the MAINTENANCE GROUP ID. Re-enter the entry and try again.

Related Topics

- Search for a Maint Group Id — Criteria
- Search for a Maint Group Id — Results
- Add a Maint Group Id
- Delete a Maint Group Id
- View the Maint Group Id Transaction Status
- Export a Maintenance Group Id Report

Add a Location

Overview

The Location Add process provides the ability to create new location(s) within a Unit Identification Code (UIC).

Attention

Once a location is created, the location name cannot be updated. If a change is required, a new location must be created.

Navigation

Master Data > Location > Search Criteria > Add > Location Add page

Page Fields

The following fields display on the **Location Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
43	If LOC is on a Custodian/Asset record, LOC cannot be deleted.
30	Full or partial values can be entered in either field.

21	Select "Add" button to create a new record.

Add Grid

UIC
Installation Nbr
Loc
Installation Name
RPUID
Site Name
Facility Address
Facility Name
Facility City
Facility State
Facility Zip Cd
Status
Print Label

Procedures

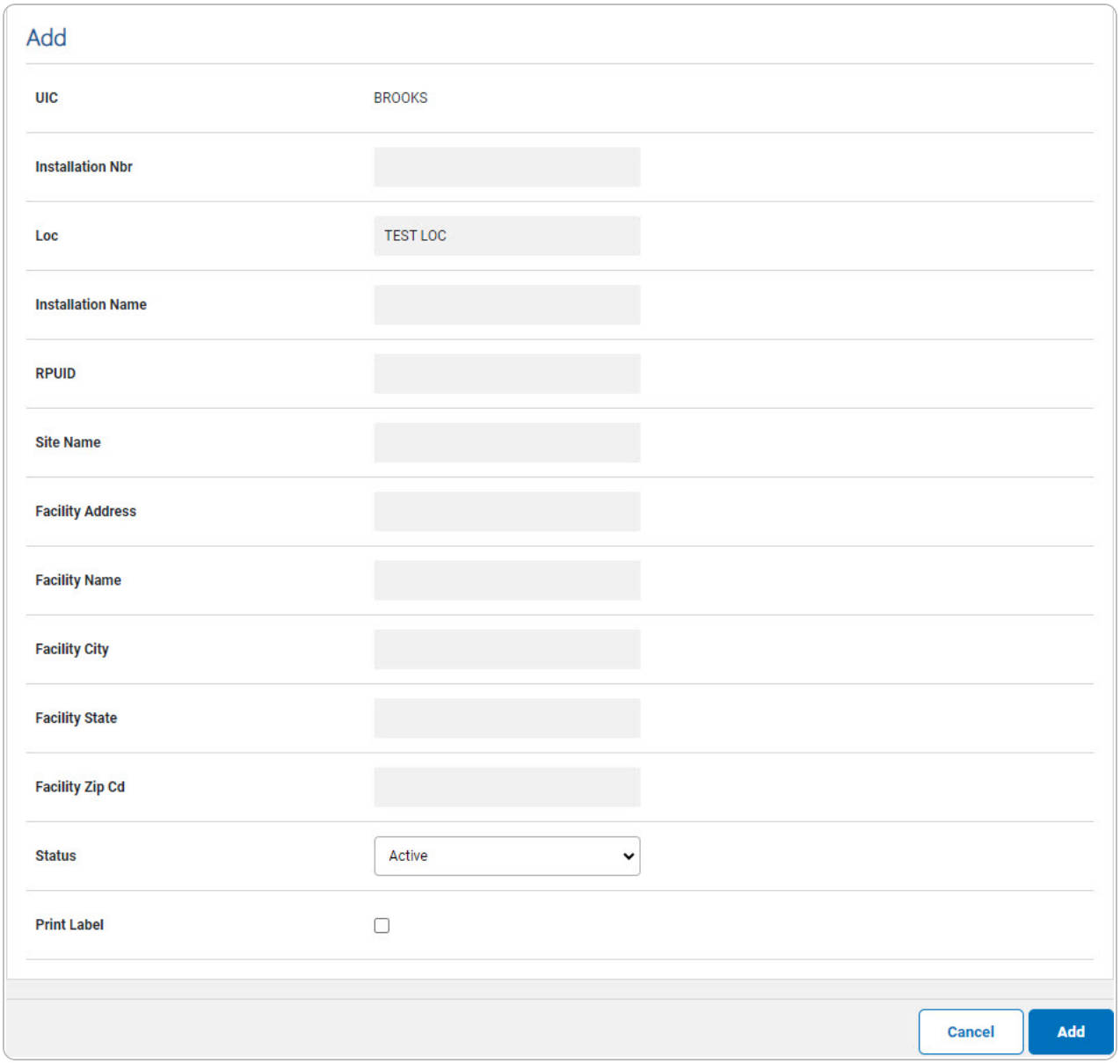
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Location

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

1. Select Add. *The **Location Add** page appears.*



A. *The UIC automatically populates and is not editable.*

B. *The Installation NBR automatically populates and is not editable.*

C. *The LOC automatically populates and is not editable.*

D. *The Installation Name automatically populates and is not editable.*

E. *The RPUID automatically populates and is not editable.*

F. *The Site Name automatically populates and is not editable.*

G. *The Facility Address automatically populates and is not editable.*

H. *The Facility Name automatically populates and is not editable.*

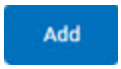
I. *The Facility City automatically populates and is not editable.*

J. *The Facility State automatically populates and is not editable.*

K. *The Facility ZIP CODE automatically populates and is not editable.*

L. Use to select the Status.

M. Click to select Print Label. *When checked, an entry for the location is placed in the AIT > Print Labels > Requested process.*

2. Select  . *The **Location Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
80 - UIC must be A - Z and/or 0 - 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Special characters like $, ! or @ are prohibited.
13 - Mandatory Entry: *Loc*.	Missing Entry. Enter the appropriate information in the desired field.
56 - LOC and/or SUB LOC contains special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following per-

	mitted special characters: -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
35 - Loc already exists on Location Table.	Invalid Entry. The Location entered already exists. Enter a new Location to continue.

Related Topics

- Search for a Location - Criteria
- Search for a Location - Results
- Update a Location
- Delete a Location
- View the Location Transaction Status
- Export a Location Report

Delete a Location

Overview

The Location Delete process allows removal of locations that are no longer in use.

Navigation

Master Data > Location > Search Criteria > Search > Search Results > ☐ (desired record (s)) > Delete > Location Update page

Page Fields

The following fields display on the **Location Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
43	If LOC is on a Custodian/Asset record, LOC cannot be deleted.
30	Full or partial values can be entered in either field.
21	Select "Add" button to create a new record.

Delete Grid

UIC
Loc

RPUID
Status

Procedures

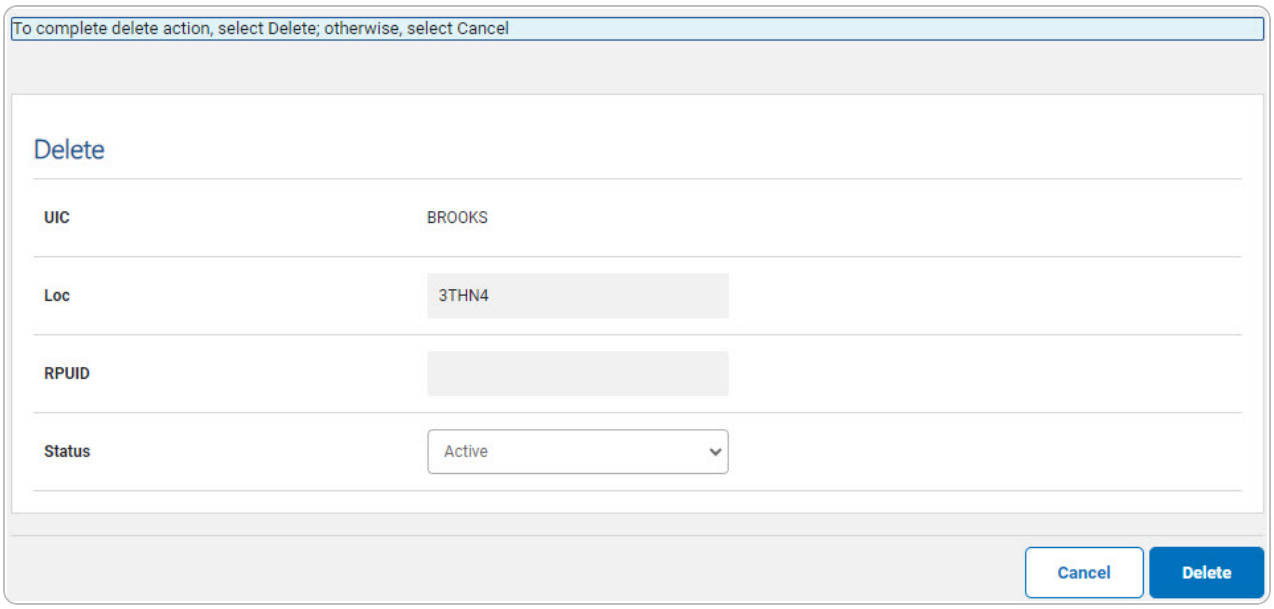
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a Location

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

1. Select Delete. *The* ***Location Delete*** *page appears.*



A. *Verify the UIC.*
B. *Verify the Loc.*
C. *Verify the RPUID.*
D. *Verify the Status.*

2. Select Delete. *The* ***Location Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
80 - UIC must be A - Z and/or 0 - 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Special characters like $, ! or @ are prohibited.
13 - Mandatory Entry: *Loc*.	Missing Entry. Enter the appropriate information in the desired field.
216 - Location exists on the Custodian table. Cannot delete.	Invalid Deletion. A Location cannot be deleted if there is any custodian information still associated to that Location. Review the Location again, and remove any remaining associated information so the Location can be deleted.
32 — Location exists on Asset table. Cannot delete.	Invalid Deletion. A Location cannot be deleted if there is any asset information still associated to that Location. Review the Location again, and remove any remaining associated information so the Location can be deleted.
34 - Loc does not exist on Location Table.	Invalid Entry. The Location entered must already be in the system. Enter an existing Location to continue.

Related Topics

- Search for a Location - Criteria
- Search for a Location - Results
- Add a Location
- Update a Location
- View the Location Transaction Status
- Export a Location Report

Export a Location Report

Overview

The Location Report Export process provides the ability to save the Transaction Status in different formats.

Navigation

Master Data > Location > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Location Report Export page

Page Fields

The following fields display on the **Location Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
43	If Loc is on a Custodian/Asset record, Loc cannot be deleted.
30	Full or partial values can be entered in either field.
21	Select "Add" button to create a new record.

Export Grid

Status

Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

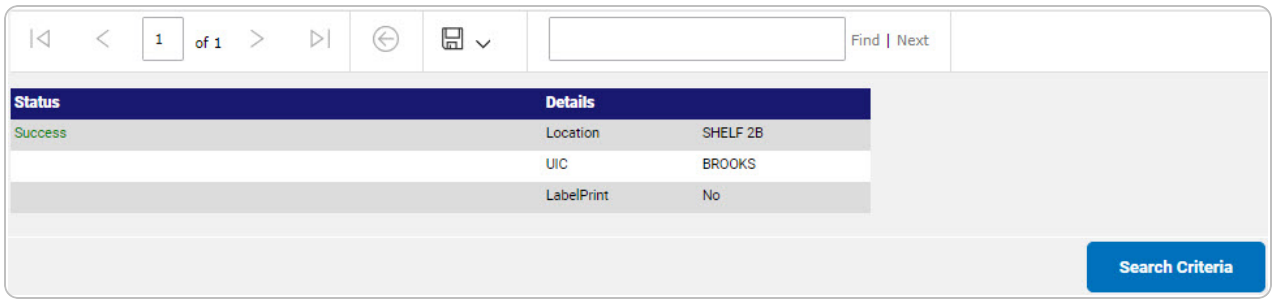
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Location Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The **Location Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Location Search Criteria** page appears.*

Related Topics

- Search for a Location - Criteria
- Search for a Location - Results
- Add a Location
- Update a Location
- Delete a Location
- View the Location Transaction Status

Search for Location — Criteria

Overview

The Property Accountability module Location process provides the ability to create, update, or delete the physical location of the assets.

Navigation

Master Data > Location > Location Search Criteria page

Page Fields

The following fields display on the **Location Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
117	Select "UIC" from dropdown list and select "Search".
21	Select "Add" button to create a new record.

Search Criteria Grid

UIC *
Loc
RPUID
RPUID Awaiting Assignment

(*) Asterisk identifies mandatory fields.

Procedures

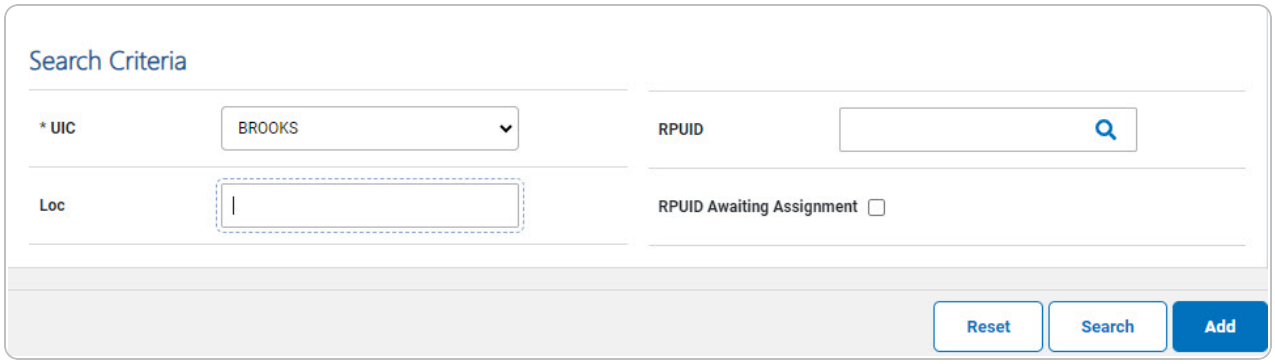
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Location

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 panel, narrow the results by entering one or more of the following fields:.



- Use to select the UIC.
- Enter the Locin the field provided. *This is a 20 alphanumeric character field.*
- Enter the RPUID, or use to browse for the entry. *This is a 18 alphanumeric character field.*

  Location RPUID Browse help
- Click to select the RPUID Awaiting Assignment. *When selected, designates the location is awaiting an assignment.*

2. Select Search. *The* ***Location Search Results*** *page appears.*

Add a Location

Attention

Do Not create multiple location names for a single location.

Search for existing locations first, before adding a new location. This ensures the location does not already exist.

For example, "BLDG 10 SECT 15" and "BLDG 10 SEC 15" appear as two different locations, but reference the same physical space.

1. Use ⌄ to select the UIC.
2. Enter the LOCin the field provided. *This is a 20 alphanumeric character field.*

Note

If the LOC field is left empty, the warning "Loc is mandatory in add mode" appears.

3. Select Add. *The **Location Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 - Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.

2094 - Must be alpha-numeric with supported special characters $, -, /, #, &, ;, (,), comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.
3 - UIC record must be established on the UIC Table.	Invalid Assigned UIC. The entry does not exist in the system. Enter an existing UIC.
7 - Loc must exist on Location Table.	Invalid Entry. The Location entered does not exist. Enter an existing Location to continue.

Related Topics

- Search for a Location - Results
- Add a Location
- Update a Location
- Delete a Location
- View the Location Transaction Status
- Export a Location Report

Search for Location — Results

Overview

The Location Search Results process provides the ability to view, update, and delete the locations within the Unit Identification Code (UIC).

Navigation

Master Data > Location > Search Criteria > Search > Location Search Results page

Page Fields

The following fields display on the **Location Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
43	If Loc is on a Custodian/Asset record, Loc cannot be deleted.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

UIC
Loc

Search Results Grid

Select
Loc

Procedures

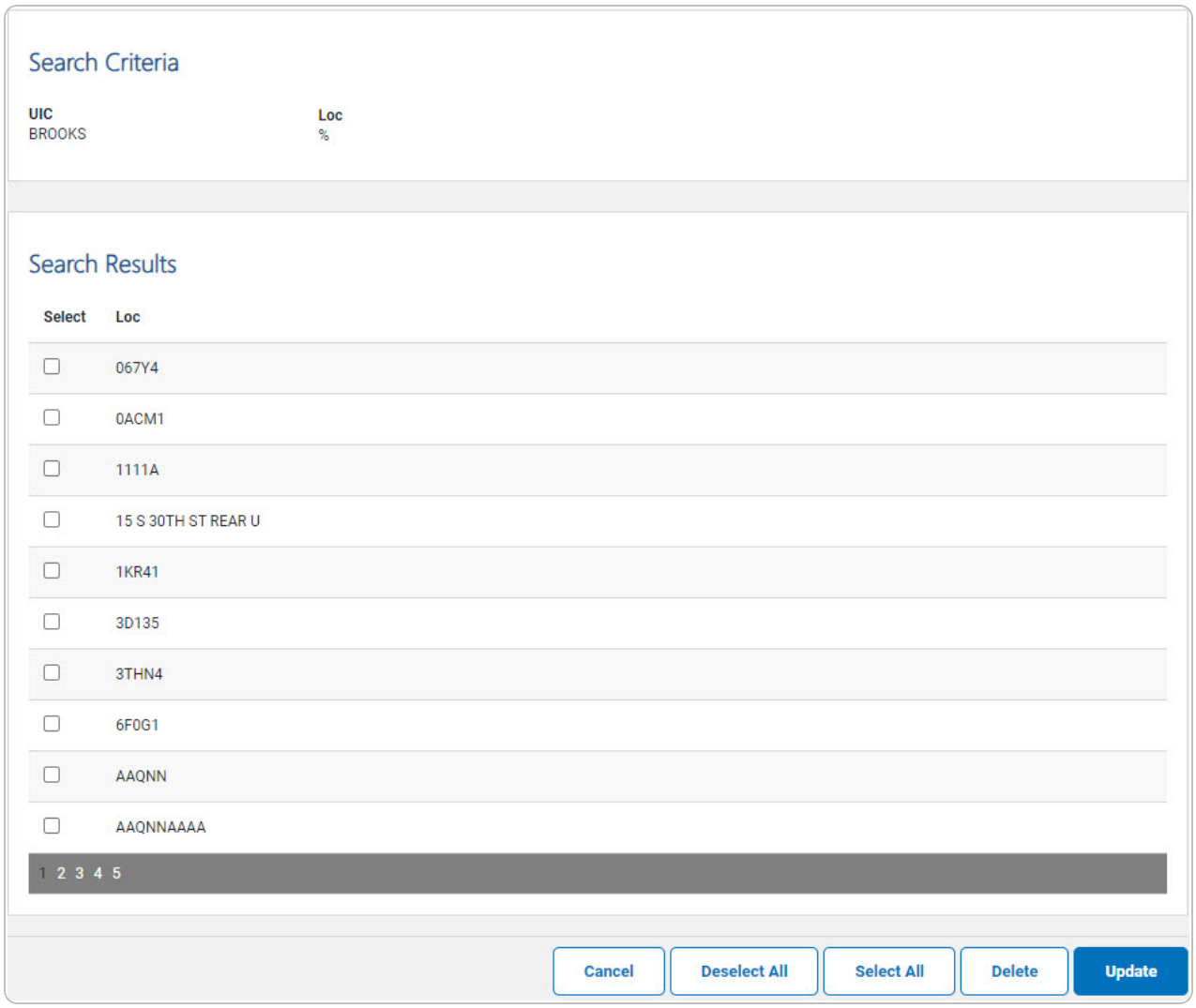
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Select a Location

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Deselect All *deselects the checked entries. Selecting* Select All *selects all present entries.*

1. Select Search. *The **Location Search Results** page appears.*



2. Click ☐ to select the desired location. *The Location is selected for updating or deletion.*

Helpful Tip

Select All checks all locations on all pages. Deselect All removes the check marks from all locations on all pages.

3. Select Delete. *The **Location Delete** page appears.*

OR

Select Update. *The **Location Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 - Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for a Location - Criteria
- Add a Location
- Update a Location
- Delete a Location
- View the Location Transaction Status
- Export a Location Report

View the Location Transaction Status

Overview

The Location Transaction Status process displays a verification of the add, update, or delete transaction performed.

Navigation

Master Data > Location > Search Criteria > *Various Procedural Steps* > Location Transaction Status page

Page Fields

The following fields display on the **Location Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
43	If LOC is on a Custodian/Asset record, LOC cannot be deleted.
30	Full or partial values can be entered in either field.
21	Select "Add" button to create a new record.

Transaction Status Grid

Status

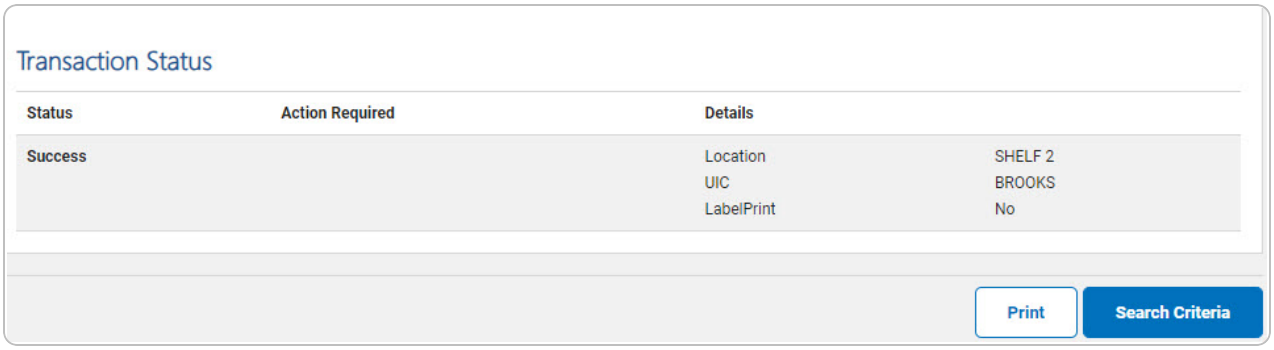
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Location Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Location Export Report** page appears.*
5. Select Search Criteria. *The **Location Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS	Contact the ELMS Call Center.

CALL CENTER for assistance.	

Related Topics

- Search for a Location - Criteria
- Search for a Location - Results
- Add a Location
- Update a Location
- Delete a Location
- Export a Location Report

Update a Location

Overview

The Location Update process allows editing of location(s) within a Unit Identification Code (UIC).

Attention

Once a location is created, the location name cannot be updated. If a change is required, a new location must be created.

Navigation

Master Data > Location > Search Criteria > Search > Search Results > ☐ (desired record (s)) > Update > Location Update page

Page Fields

The following fields display on the **Location Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
43	If LOC is on a Custodian/Asset record, LOC cannot be deleted.
30	Full or partial values can be entered in either field.

21	Select "Add" button to create a new record.

Update Grid

UIC
Loc
RPUID
RPUID Awaiting Assignment
Status
Print Label

Procedures

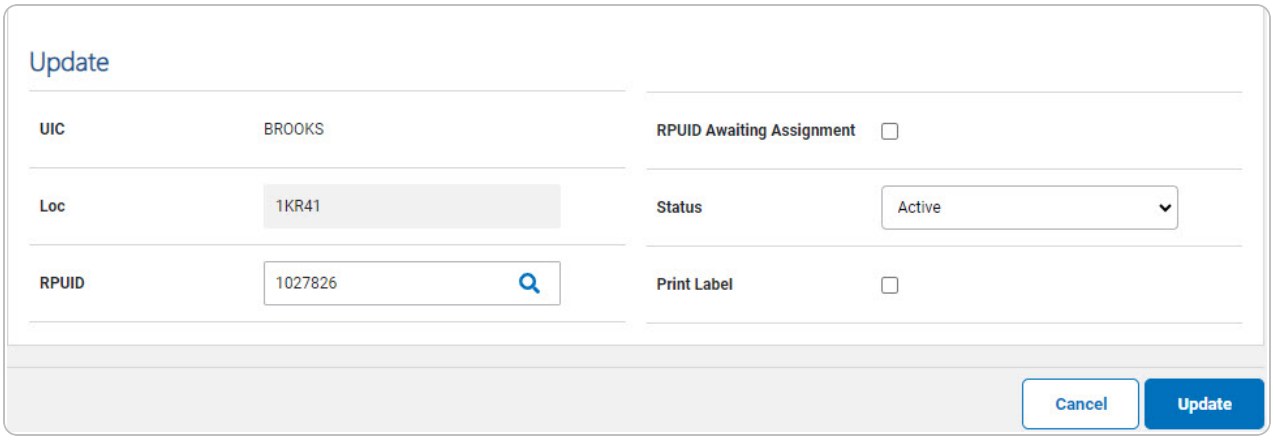
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Location

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

1. Select Update. *The* ***Location Update*** *page appears.*



A. *Verify the UIC.*

B. *Verify the Loc.*

C. Update the RPUID, using to browse for the revised entry. *This is an 18 alpha-numeric character field.*

Location RPUID Browse help

D. Verify the RPUID Awaiting Assignment contains the appropriate or . *When selected, designates the location is awaiting an assignment.*

E. Update the Status, using to select the desired status.

F. Verify the Print Label contains the appropriate or . *When checked, an entry for the location is placed in the AIT > Print Labels > Requested process.*

2. Select Update. *The **Location Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
80 - UIC must be A - Z and/or 0 - 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Special characters like $, ! or @ are prohibited.
13 - Mandatory Entry: *Loc*.	Missing Entry. Enter the appropriate information in the desired field.
56 - Loc and/or Sub Loc contains special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alpha-

	numeric (alphabetic “A” through “Z”, numeric “0” through “9”) characters, or the following permitted special characters: -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
34 - Loc does not exist on Location Table.	Invalid Entry. The Location entered must already be in the system. Enter an existing Location to continue.

Related Topics

- Search for a Location - Criteria
- Search for a Location - Results
- Add a Location
- Delete a Location
- View the Location Transaction Status
- Export a Location Report

Add an ACTBL UIC/UIC

Overview

The ACTBL UIC/UIC Add process provides the ability to create a new Unit Identification Code (UIC) specific to the agency currently being accessed. A new matching Accountable UIC is also created using this process, but only at the currently accessed UIC tier level.
There are three tabs on the Add page - Basic, APO, and FM.

Note

To create a new Accountable UIC, the Accountable UIC designation entered must match the value shown to the right in the 'UIC' labeled field previously entered to initiate the Add process. A new Accountable UIC designation cannot be created if it differs from the new UIC designation that is currently being created.

Navigation

Master Data > ACTBL UIC/UIC > Search Criteria > Add > ACTBL UIC/UIC Add page

Page Fields

The following fields display on the **ACTBL UIC/UIC Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.

Basic Tab

Number	Value
14	Select "Cancel" button to return to previous page.

18	Select "Update" button to process transaction(s).
24	(*) Asterisk identifies mandatory fields.
36	Select "Delete" button to remove record(s) from applicable tables.
102	Select internal tab "APO" to add mandatory APO information.
115	To add "ACTBL UIC", UIC and ACTBL UIC must equal.

APO Tab

Number	Value
14	Select "Cancel" button to return to previous page.
18	Select "Update" button to process transaction(s).
21	Select "Add" button to create a new record.
24	(*) Asterisk identifies mandatory fields.

FM Tab

Number	Value

Basic Tab

Actbl UIC *
UIC
UIC Name *
Force Managed
Force Element *
Status *
Asset Id Assignment *
APSR ID
Primary DoDAAC *
Agency Cd *
Major Cmd Cd *
Activity Cd *
Installation Cd
Real Property Org Cd *
Excess Interface *
UIT Interface *
Authn Mgt *
Military Asset Reporting *
Transfer via PIEE
Transfer via DAAS
FAD
Project Code
RP Inst Cd
TMO RIC
Remarks
History Remarks

APO Tab

Actbl UIC
UIC
APO Office Id *
APO Office Name *
APO Name *
Phone Nbr
E-Mail Address
Address 1 *
Address 2
City *
State *

ZIP Cd *
Country Cd *

FM Tab

ORG ID
Unit Kind CD
Phasing Cd
Phasing Fiscal Qtr
Phasing Fiscal Yr
BPU
ASL

(*) Asterisk identifies mandatory fields.

Procedures

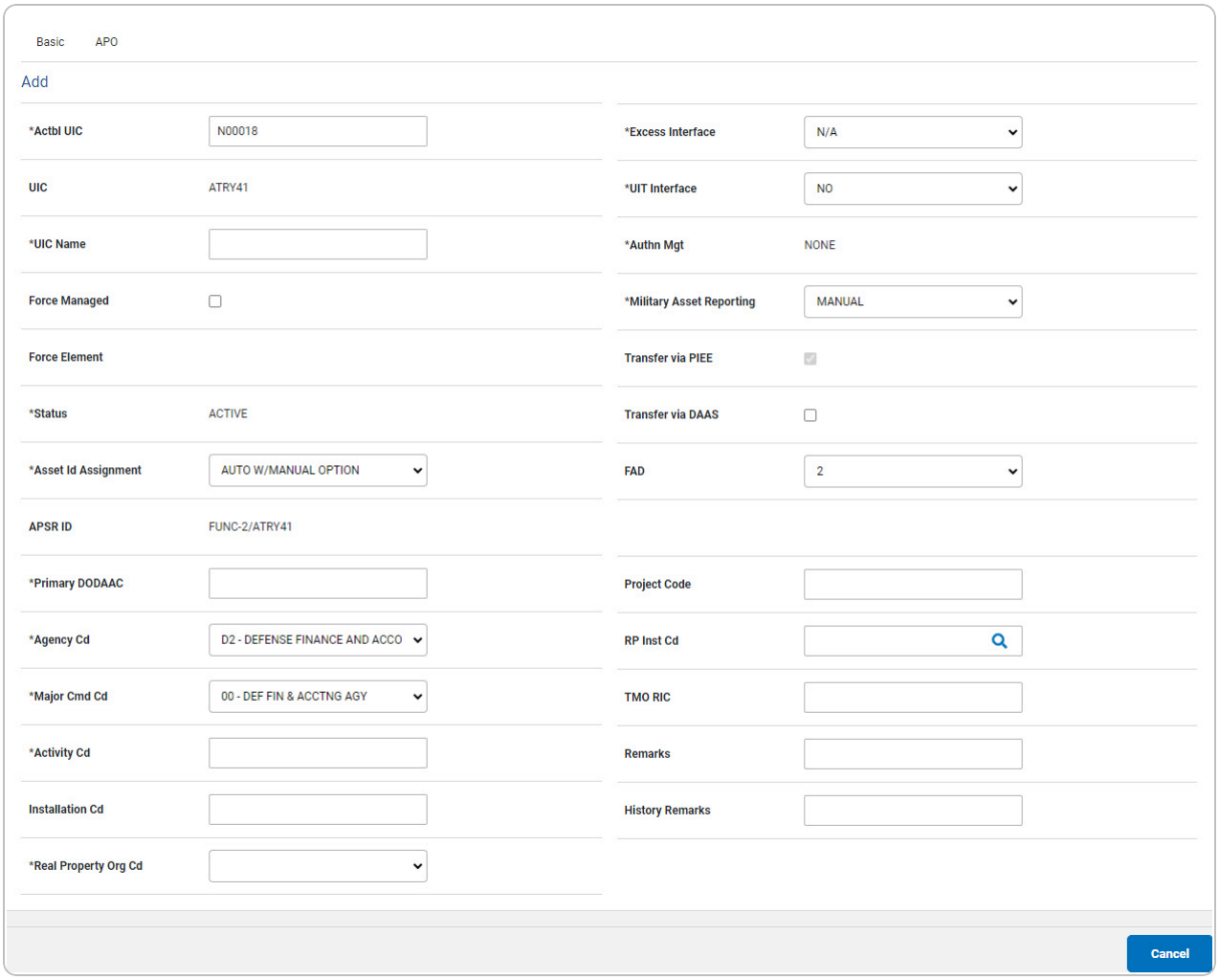
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an ACTBL UIC/UIC

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

1. Select Add. *The **ACTBL UIC/UIC Add page** appears and opens to the Basic tab.*



A. Update the ACTBL UIC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

Note

To create a new Accountable UIC, enter a brand new 6-character code.

B. *The UIC automatically populates and is not editable.*

C. Enter the UIC Name in the field provided. *This is a 50 alphanumeric character field.*

D. Click ☐ to select the Force Managed. *This links the ACTBL UIC/UIC to the FSM.*

E. Use to select the Force Element.

F. *The Status automatically populates and is not editable.*

G. Use to select the Asset Id Assignment.

H. *The APSR ID automatically populates and is not editable.*

I. Enter the Primary DODAAC in the field provided. *This is a 6 alphanumeric character field.*

J. Use to select the Agency Cd.

K. Use to select the Major Cmd Cd.

L. Enter the ACTIVITY CD in the field provided. *This is a 4 alphanumeric character field.*

M. Enter the Installation CD in the field provided. *This is a 4 alphanumeric character field.*

N. Use to select the Real Property Org Cd.

O. Use to select the Excess Interface.

P. Use to select the UIT Interface.

Q. Use to select the Authn Mgt.

R. Use to select the Military Asset Reporting.

S. Click ☐ to select the Transfer via PIEE. *This allows transfer transactions to be processed between ELMS and PIEE.*

T. Click ☐ to select the Transfer via DAAS. *This allows transfer transactions to be processed between ELMS and DAAS.*

U. Use to select the FAD.

V. Enter the Project CD in the field provided. *This is a 3 alphanumeric character field.*

W. Enter the RP INST CD, or use to browse for the entry. *This is a 6 alphanumeric character field.*

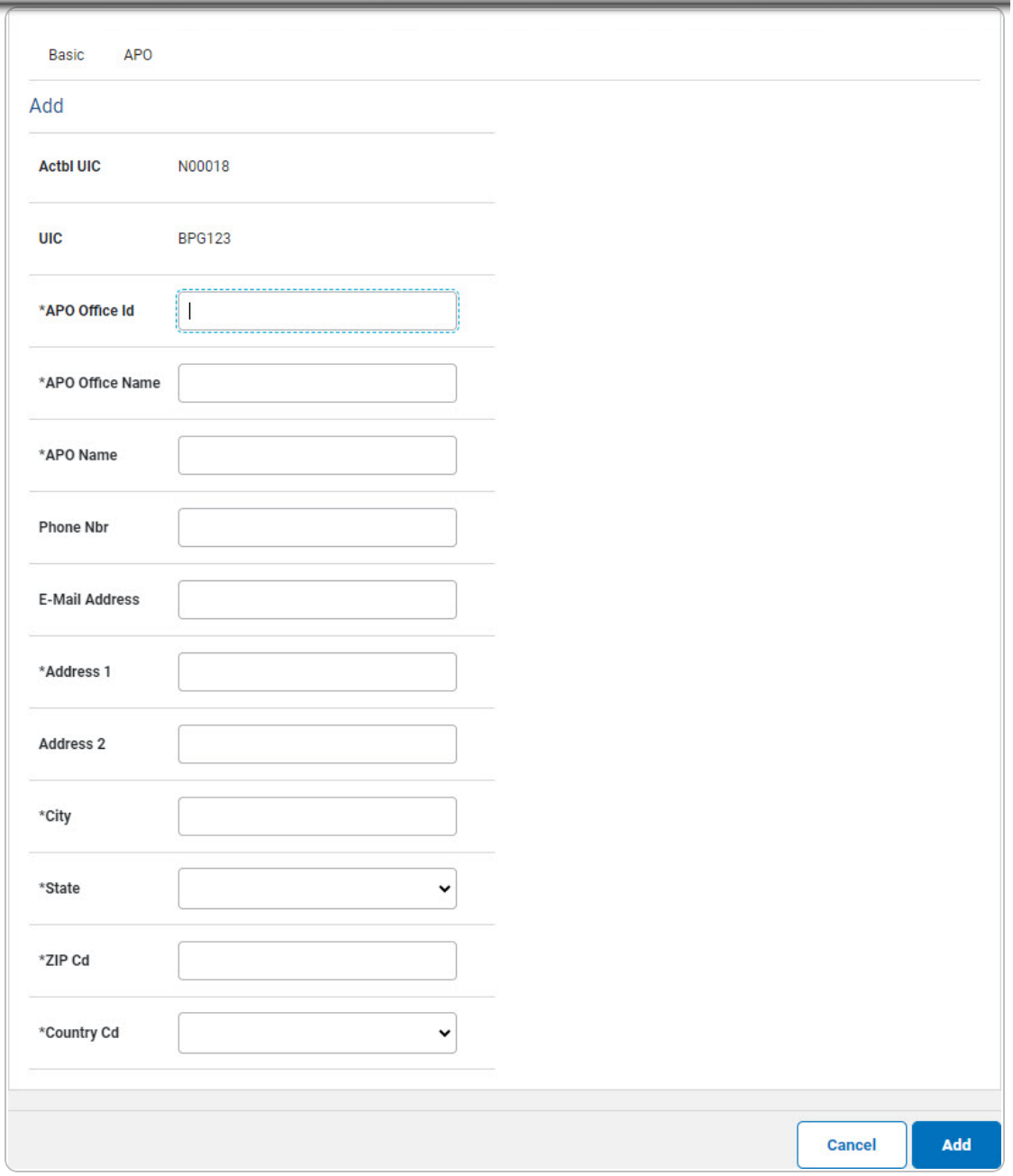
UIC RP Installation Code Browse help topic

X. Enter the TMO RIC in the field provided. *This is a 3 alphanumeric character field.*

Y. Enter any additional information in the Remarks field. *This is a 256 alphanumeric character field.*

Z. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

AA. Select the APO tab. *The **APO** tab appears.*



a. *The ACTBL UIC automatically populates and is not editable.*

b. *The UIC automatically populates and is not editable.*

c. Enter the APO Office ID in the field provided. *This is an 11 alphanumeric character field.*

d. Enter the APO Office Name in the field provided. *This is a 25 alphanumeric character field.*

e. Enter the APO Name in the field provided. *This is a 25 alphanumeric character field.*

f. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

g. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

h. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*

i. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*

j. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

k. Use ⌄ to select the State.

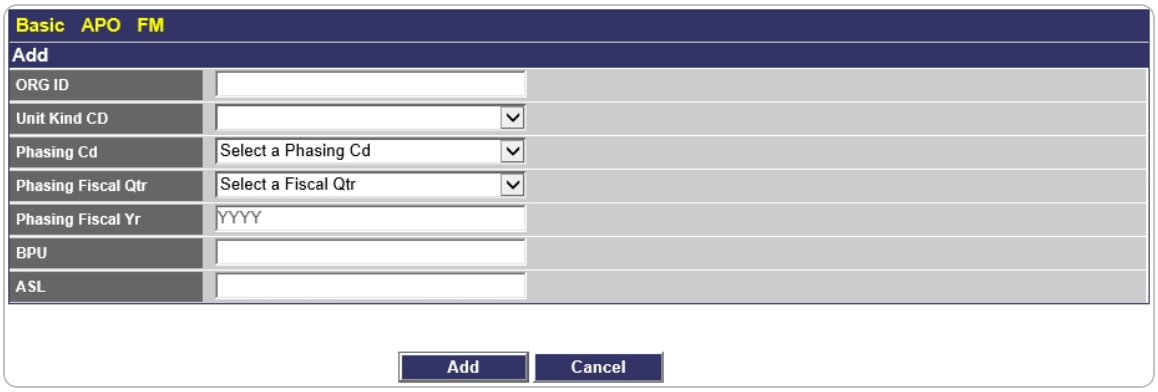
l. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

m. Use ⌄ to select the Country Cd.

n. Select Add. *The **Actbl UIC/UIC Transaction Status** page appears.*

OR

Select the FM tab. *The **FM** tab appears.*



1. Enter the ORG ID in the field provided. *This is a 30 alphanumeric character field.*
2. Use ⌄ to select the Unit Kind CD.
3. Use ⌄ to select the Phasing Cd.
4. Use ⌄ to select the Phasing Fiscal Qtr.
5. Enter the Phasing Fiscal YR in the field provided. *This is a 4 numeric character field.*
6. Enter the BPU in the field provided. *This is a 3 alphanumeric character field.*
7. Enter the ASL in the field provided. *This is a 3 alphanumeric character field.*
8. Select Add. *The **Actbl UIC/UIC Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *UIC*	Missing Entry. Enter the appropriate information

***NAME*.**	in the desired field.
13 — Mandatory Entry: *Agency CD*.	
49 — Record(s) does not exist or user does not have access to record(s).	Incorrect security access. The user does not have access to the ACTBL UIC. Check the information again, and re-enter the record.
6 — Entry must be 6 positions, A - Z and/or 0 - 9.	Invalid Entry. The UIC must contain six alphanumeric characters with no special characters. Enter the UIC again.
74 — Action is invalid, UICs exist.	Invalid Entry. The UIC entered already exists. Check the information again, and re-enter the UIC.
419 — DODAAC entry must be 6 - POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DODAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters. Re-enter the DODAAC.
168 — DODAAC already assigned to UIC.	Invalid Entry. A DODAAC can only be assigned to one UIC within the same site. Re-enter the DODAAC.
37 — Entry must = A - Z and/or 0 - 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
275 — Invalid entry. First	Invalid Entry. A character that was not a letter

two positions must be alpha-numeric.	or number was entered into the mentioned field. Remove the invalid character and re-enter the field.
817 — Invalid ACTBL UIC.	Invalid Entry. The ACTBL UIC does not exist in the ACTBL UIC table. Remove the invalid entry and re-enter the correct ACTBL UIC.
8 — On hand balance or requisition action pending.	Invalid Deletion. The Accountable UIC cannot be deleted if there are any open Due Ins or Due Outs still associated to that UIC. Review the Accountable UIC record again, and remove any remaining associated information so the Accountable UIC can be deleted.
72 — CIP record(s) exist for this UIC.	Invalid Deletion. The UIC cannot be deleted if there is a CIP record still associated with the UIC. Review the UIC again, and remove any remaining associated information so the UICcan be deleted.
73 — Real Property record (s) exist for this UIC.	Invalid Deletion. The UIC cannot be deleted if there is a Real Property record still associated with the UIC. Review the UIC again, and remove any remaining associated information so the UICcan be deleted.
167 — Excess record(s) exist for UIC.	Invalid Deletion. The UIC cannot be deleted if there is a Redistribution record still associated with the UIC. Review the UIC again, and remove any remaining associated information so

	the UICcan be deleted.

Related Topics

- Search for an Actbl UIC/UIC — Criteria
- Search for an Actbl UIC/UIC — Results
- Update an Actbl UIC/UIC
- View the Actbl UIC/UIC Details
- View the Actbl UIC/UIC Transaction Status
- Export an Actbl UIC/UIC Report

View the ACTBL UIC/UIC Details

Overview

The ACTBL UIC/UIC Details process is view only and display the information regarding the ACTBL UIC/UIC.

Navigation

Master Data > ACTBL UIC/UIC > Search Criteria > Search > Search Results > UIC hyper-link > ACTBL UIC/UIC Details page

Page Fields

The following fields display on the **ACTBL UIC/UIC Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
18	Select "Update" button to process transaction(s).
24	(*) Asterisk identifies mandatory fields.
36	Select "Delete" button to remove record(s) from applicable tables.

102	Select internal tab "APO" to add mandatory APO information.
115	To add "ACTBL UIC", UIC and ACTBL UIC must equal.

Basic Details Tab

Actbl UIC *
UIC
UIC Name *
Force Managed
Force Element
Status *
Asset Id Assignment *
APSR ID
Primary DoDAAC *
Agency Cd *
Major Cmd Cd *
Activity Cd *
Installation Cd
Real Property Org Cd *
Excess Interface *
UIT Interface *
Authn Mgt *
Military Asset Reporting *
Transfer via PIEE
Transfer via DAAS
FAD
Project Code
RP Inst Cd
TMO RIC
Remarks
History Remarks

APO Details Tab

Actbl UIC
UIC
APO Office Id *

APO Office Name *
APO Name *
Phone Nbr
E-Mail Address
Address 1 *
Address 2
City *
State *
ZIP Cd *
Country Cd *

FM Details Tab

ORG ID
Unit Kind CD
Phasing Cd
Phasing Fiscal Qtr
Phasing Fiscal Yr
BPU
ASL

(*) Asterisk identifies mandatory fields.

Procedures

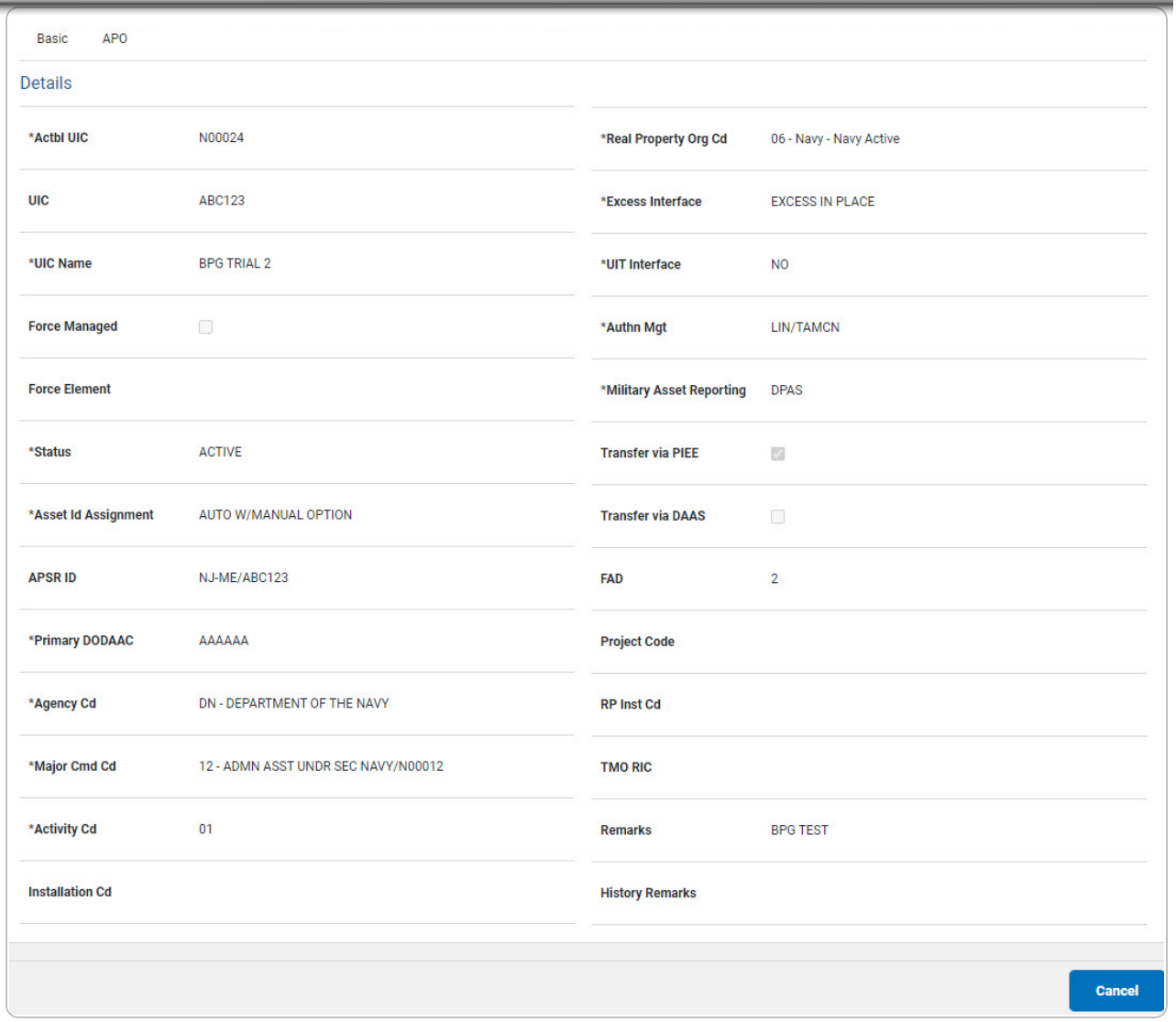
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the ACTBL UIC/UIC Details

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

1. Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
2. Select Search. *The* ***Actbl UIC/UIC Search Results*** *page appears. Results display in the Search Results grid.*
3. Select the UIC hyperlink. *The* ***ACTBL UIC/UIC Details*** *page appears and opens to the Basic tab.*



4. *Review the Basic tab.*

A. *Verify the ACTBL UIC.*

B. *Verify the UIC.*

C. *Verify the UIC Name.*

D. *Verify the Force Managed.*

E. *Verify the Force Element.*

F. *Verify the Status.*

G. *Verify the ASSET ID Assignment.*

H. *Verify the APSR ID.*

I. *Verify the Primary DODAAC.*

J. *Verify the AGENCY CD.*

K. *Verify the MAJOR CMD CD.*

L. *Verify the Activity CD.*

M. *Verify the INSTALLATION CD.*

N. *Verify the Real Property ORG CD.*

O. *Verify the Excess Interface.*

P. *Verify the UIT Interface.*

Q. *Verify the AUTHN MGT.*

R. *Verify the Military Asset Reporting.*

S. *Verify the Transfer via PIEE.*

T. *Verify the Transfer via DAAS.*

U. *Verify the FAD.*

V. *Verify the Project Code.*

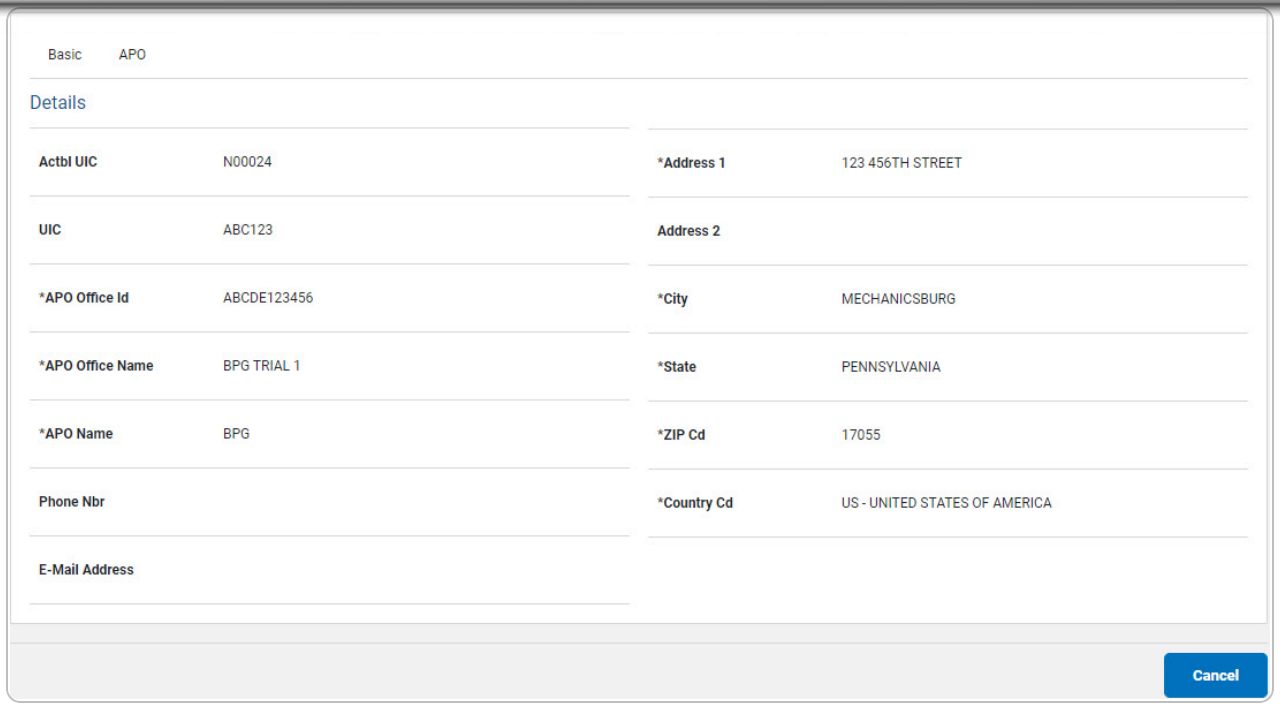
W. *Verify the RP INST CD.*

X. *Verify the TMO RIC.*

Y. *Verify the Remarks.*

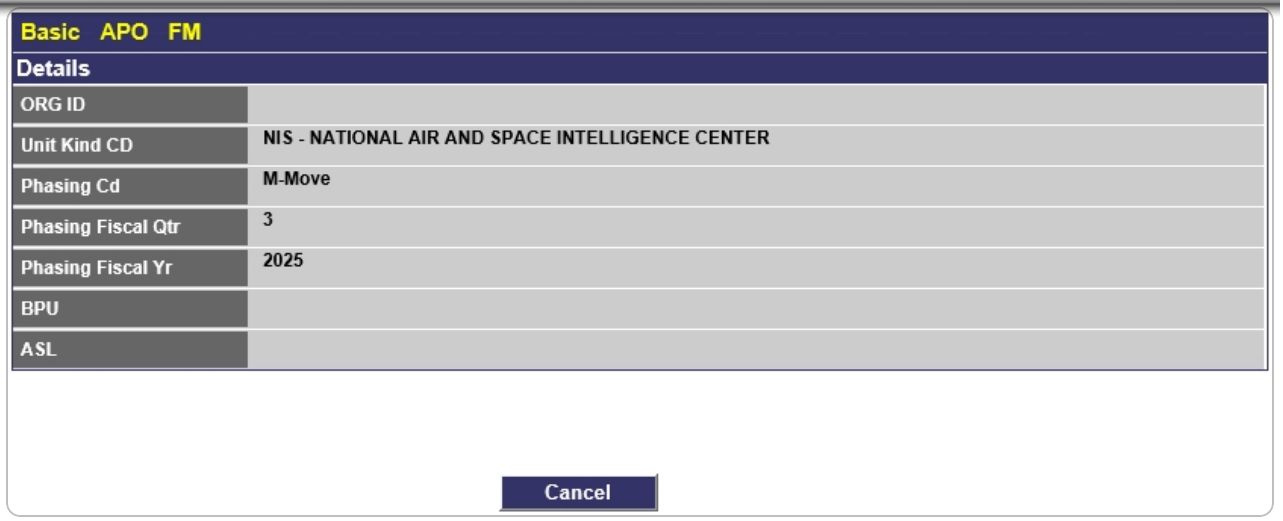
Z. *Verify the History Remarks.*

5. *Review the fields on the APO tab.*



A. *Verify the ACTBL UIC.*
B. *Verify the UIC.*
C. *Verify the APO Office ID.*
D. *Verify the APO Office Name.*
E. *Verify the APO Name.*
F. *Verify the PHONE NBR.*
G. *Verify the E-MAIL Address.*
H. *Verify the Address 1.*
I. *Verify the Address 2.*
J. *Verify the City.*
K. *Verify the State.*
L. *Verify the ZIP CD.*
M. *Verify the COUNTRY CD.*

6. *Review the fields on the FM tab.*



A. *Verify the ORG ID.*
B. *Verify the Unit Kind CD.*
C. *Verify the Phasing CD.*
D. *Verify the Phasing Fiscal QTR.*
E. *Verify the Phasing Fiscal YR.*
F. *Verify the BPU.*
G. *Verify the ASL.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for an Actbl UIC/UIC — Criteria
- Search for an Actbl UIC/UIC — Results
- Add an Actbl UIC/UIC
- Update an Actbl UIC/UIC

- View the Actbl UIC/UIC Transaction Status
- Export an Actbl UIC/UIC Report

Export an ACTBL UIC/UIC Report

Overview

The ACTBL UIC/UIC Report Export process provides the ability to save the ACTBL UIC/UIC Transaction Status in different formats.

Navigation

Master Data > ACTBL UIC/UIC > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > Accountable UIC/UIC Report Export page

Page Fields

The following fields display on the **ACTBL UIC/UIC Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
18	Select "Update" button to process transaction(s).
24	(*) Asterisk identifies mandatory fields.
36	Select "Delete" button to remove record(s) from applicable tables.

102	Select internal tab "APO" to add mandatory APO information.
115	To add "ACTBL UIC", UIC and ACTBL UIC must equal.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

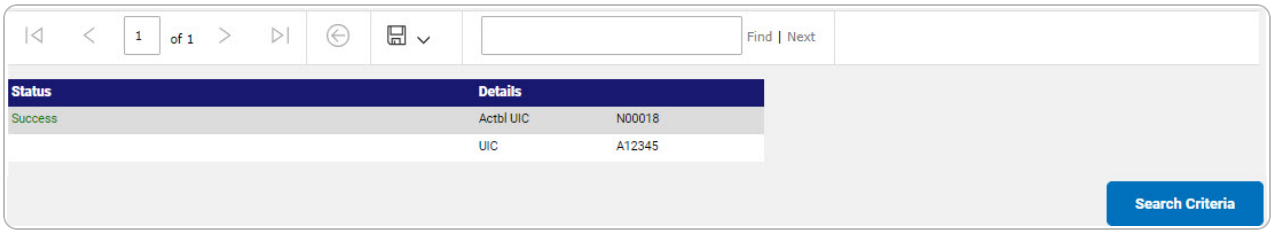
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export an ACTBL UIC/UIC Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . ***The Actbl UIC/UIC Search Criteria page appears.***

Search the Results

1. Select the empty field

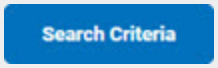
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select 

. *The **Actbl UIC/UIC Search Criteria** page appears.* |

Related Topics

- Search for an Actbl UIC/UIC — Criteria
- Search for an Actbl UIC/UIC — Results
- Add an Actbl UIC/UIC
- Update an Accountable UIC/UIC
- View the Actbl UIC/UIC Details
- View the Actbl UIC/UIC Transaction Status

Search for an ACTBL UIC/UIC — Criteria

Overview

The Property Accountability module Accountable Unit Identification Code (ACTBL UIC)/Unit Identification Code (UIC) process provides the ability to create, view, update, and delete a UIC specific to the agency currently being accessed.

Note

Any role with Master Data access can create a new Accountable UIC. However, when creating a new Accountable UIC, a new matching UIC (with the same 6 characters) must be created at the same time.

Navigation

Master Data > ACTBL UIC/UIC > ACTBL UIC/UIC Search Criteria page

Page Fields

The following fields display on the **ACTBL UIC/UIC Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
34	To add "UIC", enter new "UIC" and select "Add" button.
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.

12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.

Search Criteria Grid

UIC

Search Results Grid

Update
UIC
UIC Name
Actbl UIC
Primary DoDAAC
Agcy Cd
Status
APO Name

Procedures

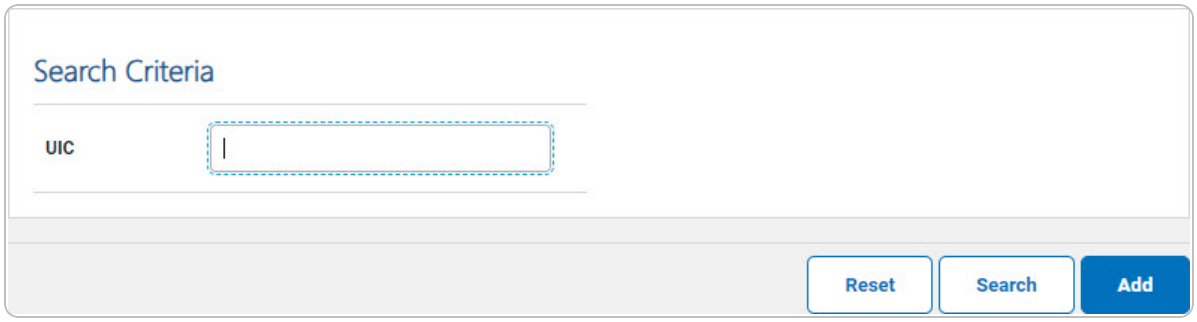
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an ACTBL UIC/UIC — Criteria

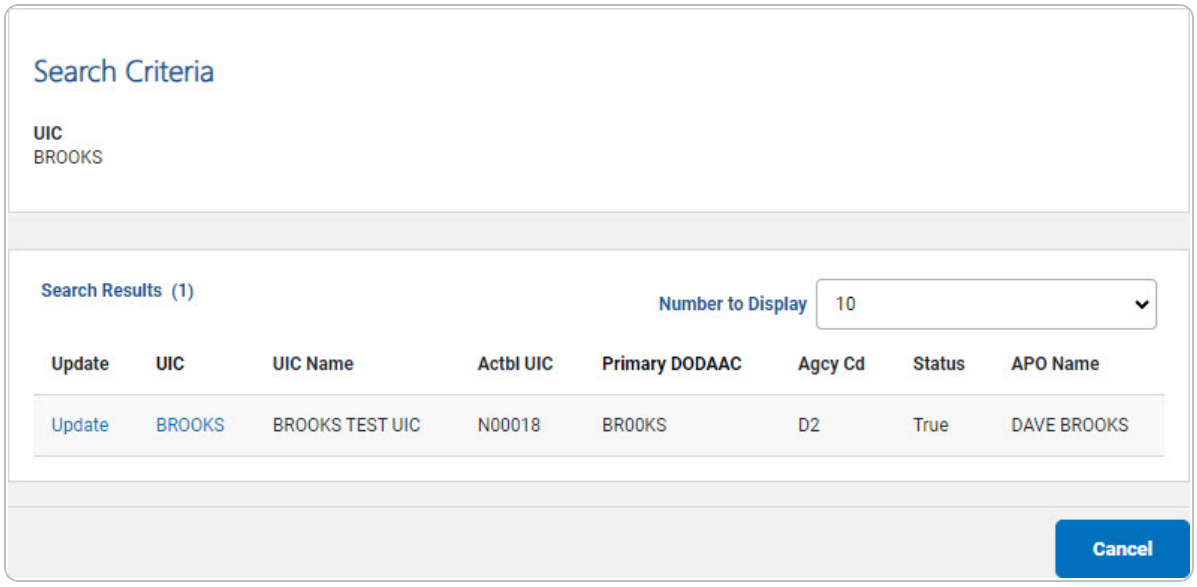
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria panel, narrow the results by entering the following optional field:.



- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*

2. Select Search. *The **Actbl UIC/UIC Search Results** page appears.*



Add a UIC

1. Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
2. Select Add. *The **Actbl UIC/UIC Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
67 — Process requires Security Access. Contact your Site Security Officer.	Invalid Entry. The role level does not include the current process. Contact the Site Security officer to receive the correct levels.
6 — Entry must be 6 positions, A - Z and/or 0 - 9.	Invalid Entry. The UIC must contain six alpha-numeric characters with no special characters. Enter the UIC again.
74 — Action is invalid, UICs exist.	Invalid Entry. The UIC entered already exists. Check the information again, and re-enter the UIC.

Related Topics

- Search for an Actbl UIC/UIC — Results
- Add an Actbl UIC/UIC
- Update an Actbl UIC/UIC
- View the Actbl UIC/UIC Details
- View the Actbl UIC/UIC Transaction Status
- Export an Actbl UIC/UIC Report

Search for an ACTBL UIC/UIC — Results

Overview

The ACTBL UIC/UIC Results process provides the ability to view, update, or delete an ACTBL UIC.

Navigation

Master Data > ACTBL UIC/UIC > Search Criteria > Search > ACTBL UIC/UIC Search Results page

Page Fields

The following fields display on the **ACTBL UIC/UIC Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

UIC

Search Results Grid

Update
UIC
UIC Name

Actbl UIC
Primary DoDAAC
Agcy Cd
Status
APO Name

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Update an ACTBL UIC/UIC

Select the Update hyperlink. *The **Actbl UIC/UIC Update** page appears.*

View the ACTBL UIC/UIC Details

Select the UIC hyperlink. *The **Actbl UIC/UIC Details** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
67 — Process requires Security Access. Contact your Site Security Officer.	Invalid Entry. The role level does not include the current process. Contact the Site Security officer to receive the correct levels.

6 — Entry must be 6 positions, A - Z and/or 0 - 9.	Invalid Entry. The UIC must contain six alpha-numeric characters with no special characters. Enter the UIC again.
74 — Action is invalid, UICs exist.	Invalid Entry. The UIC entered already exists. Check the information again, and re-enter the UIC.

Related Topics

- Search for an Actbl UIC/UIC — Criteria
- Add an Actbl UIC/UIC
- Update an Actbl UIC/UIC
- View the Actbl UIC/UIC Details
- View the Accountable UIC/UIC Transaction Status
- Export an Accountable UIC/UIC Report

View the ACTBL UIC/UIC Transaction Status

Overview

The ACTBL UIC/UIC Transaction Status process displays a verification of the add or update transaction performed.

Attention

When the transaction is confirmed as successful, Contact the ELMS Call Center to activate the new ACTBL UIC/UIC.

Navigation

Master Data > ACTBL UIC/UIC > Search Criteria > *VARIOUS PROCEDURAL STEPS* > ACTBL UIC/UIC Transaction Status page

Page Fields

The following fields display on the **ACTBL UIC/UIC Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
18	Select "Update" button to process transaction(s).
24	(*) Asterisk identifies mandatory fields.

36	Select "Delete" button to remove record(s) from applicable tables.
102	Select internal tab "APO" to add mandatory APO information.
115	To add "ACTBL UIC", UIC and ACTBL UIC must equal.

Transaction Status Grid

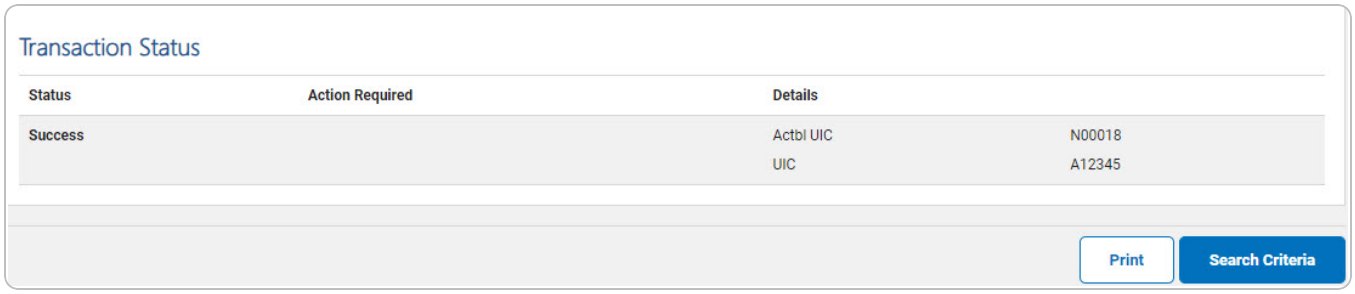
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the ACTBL UIC/UIC Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Actbl UIC/UIC Report Export** page appears.*

5. Select Search Criteria. *The **Actbl UIC/UIC Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Actbl UIC/UIC — Criteria
- Search for an Actbl UIC/UIC — Results
- Add an Actbl UIC/UIC
- Update an Actbl UIC/UIC
- View the Actbl UIC/UIC Details
- Export an Actbl UIC/UIC Report

Update an ACTBL UIC/UIC

Overview

The ACTBL UIC/UIC Update process allows editing of a Unit Identification Code (UIC) specific to the agency currently being accessed.

Navigation

Master Data > ACTBL UIC/UIC > Search Criteria > Search > Search Results > Update hyperlink > Update Accountable UIC/UIC page

Page Fields

The following fields display on the **ACTBL UIC/UIC Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.

Basic Tab

Number	Value
14	Select "Cancel" button to return to previous page.
18	Select "Update" button to process transaction(s).
24	(*) Asterisk identifies mandatory fields.
36	Select "Delete" button to remove record(s) from applicable tables.

102	Select internal tab "APO" to add mandatory APO information.
115	To add "ACTBL UIC", UIC and ACTBL UIC must equal.

APO Tab

Number	Value
14	Select "Cancel" button to return to previous page.
18	Select "Update" button to process transaction(s).
24	(*) Asterisk identifies mandatory fields.

FM Tab

Number	Value

Basic Tab

Actbl UIC *
UIC
UIC Name *
Force Managed
Force Element *
Status *
Asset Id Assignment *
APSR ID
Primary DoDAAC *
Agency Cd *

Major Cmd Cd *
Activity Cd *
Installation Cd
Real Property Org Cd *
Excess Interface *
UIT Interface *
Authn Mgt *
Military Asset Reporting *
Transfer via iRAPT
Transfer via DAAS
FAD
Project Code
RP Inst Cd
TMO RIC
Remarks
History Remarks

APO Tab

Actbl UIC
UIC
APO Office Id *
APO Office Name *
APO Name *
Phone Nbr
E-Mail Address
Address 1 *
Address 2
City *
State *
ZIP Cd *
Country Cd *

FM Tab

ORG ID
Unit Kind CD
Phasing Cd
Phasing Fiscal Qtr
Phasing Fiscal Yr
BPU
ASL

(*) Asterisk identifies mandatory fields.

Procedures

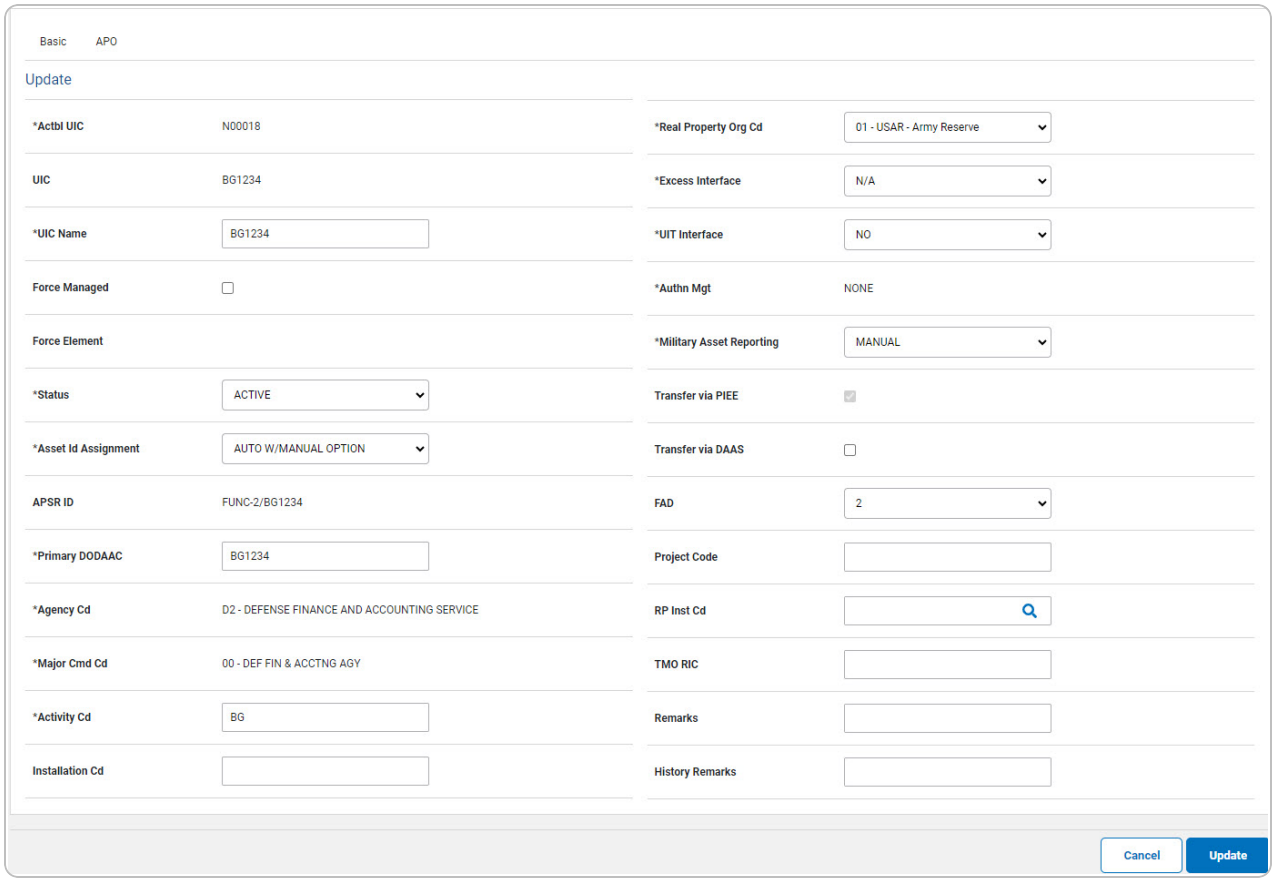
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an ACTBL UIC/UIC

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

1. Select the Update hyperlink. *The **ACTBL UIC/UIC Update** page appears and opens to the Basic tab.*



A. *Verify the ACTBL UIC.*

B. *Verify the UIC.*

C. Update the UIC Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

D. *Verify the Force Managed.*

E. *Verify the Force Element.*

F. Update the Status, using ⌄ to select the desired status.

G. Update the Asset Id Assignment, using ⌄ to select the desired identification.

H. *Verify the APSR ID.*

I. Update the Primary DODAAC, entering the revised code in the field provided. *This is a 6 alphanumeric character field.*

J. *Verify the AGENCY CD.*

K. *Verify the MAJOR CMD CD.*

L. Update the ACTIVITY CD, entering the revised code in the field provided. *This is a 4 alphanumeric character field.*

M. Update the Installation CD, entering the revised code in the field provided. *This is a 4 alphanumeric character field.*

N. Update the Real Property Org Cd, using ⌄ to select the desired code.

O. Update the Excess Interface, using ⌄ to select the desired choice.

P. Update the UIT Interface, using ⌄ to select the desired choice.

Q. Update the Authn Mgt, using ⌄ to select the desired stock type.

R. Update the Military Asset Reporting., using ⌄ to select the desired type.

S. Verify the Transfer via PIEE contains the appropriate ☑ or ☐. *This allows transfer transactions to be processed between ELMS and PIEE.*

T. Verify the Transfer via DAAS contains the appropriate ☑ or ☐. *This allows transfer transactions to be processed between ELMS and DAAS.*

U. Update the FAD, using to select the desired designator.

V. Update the Project CD, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

W. Update the RP INST CD, using to browse for the revised entry. *This is a 6 alphanumeric character field.*

UIC RP Installation Code Browse help topic

X. Update the TMO RIC, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

Y. Update the Remarks field, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

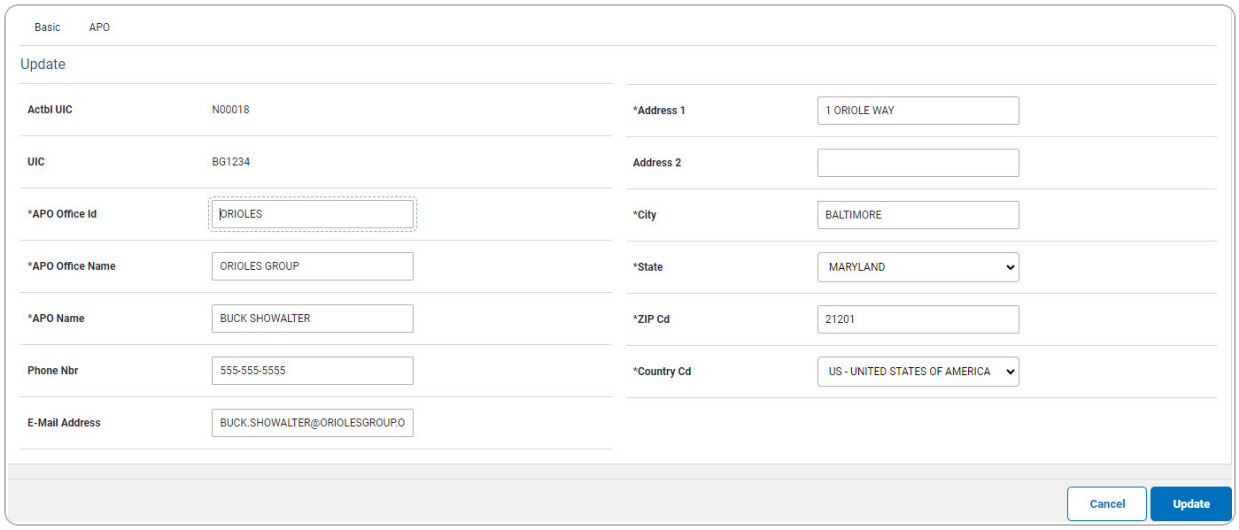
Z. Enter any History Remarks in the field provided. *This is a 256 alphanumeric character field.*

Select Update. *The **Actbl UIC/UIC Transaction Status** page appears.*

AA.

OR

Select the APO tab. *The APO tab appears.*



A. *Verify the ACTBL UIC.*

B. *Verify the UIC.*

C. Update the APO Office ID, entering the revised identifier in the field provided. *This is an 11 alphanumeric character field.*

D. Update the APO Office Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

E. Update the APO Name, entering the revised name in the field provided. *This is a 25 alphanumeric character field.*

F. Update the PHONE NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

G. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*

H. Update the Address 1, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

I. Update the Address 2, entering the revised address in the field provided. *This is a 25 alphanumeric character field.*

J. Update the City, entering the revised place in the field provided. *This is a 22 alpha-numeric character field.*

K. Update the State, using ⌄ to select the desired state.

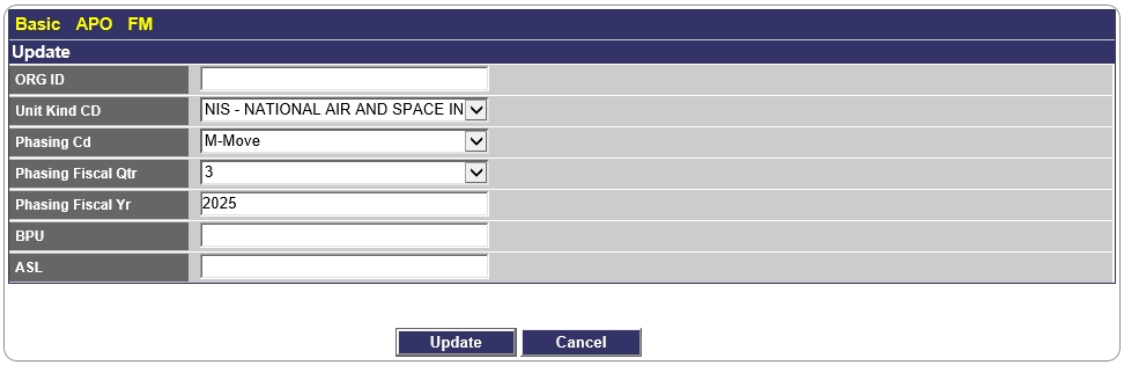
L. Update the ZIP CD, entering the revised code in the field provided. *This is a 10 alphanumeric character field.*

M. Update the Country Cd, using ⌄ to select the desired code.

N. Select Update. *The* ***Actbl UIC/UIC Transaction Status*** *page appears.*

OR

Select the FM tab. *The FM tab appears.*



a. Update the ORG ID, entering the revised identifier in the field provided. *This is a 30 alphanumeric character field.*

b. Update the Unit Kind CD, using ⌄ to select the desired code.

c. Update the Phasing Cd, using ⌄ to select the desired code.

d. Update the Phasing Fiscal Qtr, using ⌄ to select the desired quarter.

e. Update the Phasing Fiscal YR, entering the revised year in the field provided. *This is a 4 numeric character field.*

f. Update the BPU, entering the revised base in the field provided. *This is a 3 alphanumeric character field.*

g. Update the ASL, entering the revised location in the field provided. *This is a 3 alphanumeric character field.*

h. Select Update. *The **Actbl UIC/UIC Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Agency Cd*.	
6 — Entry must be 6 positions, A - Z and/or 0 - 9.	Invalid Entry. The UIC must contain six alphanumeric characters with no special characters. Enter the UIC again.
74 — Action is invalid, UICs exist.	Invalid Entry. The UIC entered already exists. Check the information again, and re-enter the UIC.
419 — DoDAAC entry must be 6 - pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6-position alphanumeric entry, but not "I"; "O"; or special characters. Re-enter the DoDAAC.
37 — Entry must = A - Z and/or 0 - 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
275 — Invalid entry. First two positions must be alphanumeric.	Invalid Entry. A character that was not a letter or number was entered into the mentioned field. Remove the invalid character and re-enter the field.
817 — Invalid Actbl UIC.	Invalid Entry. The Actbl UIC does not exist in the Actbl UIC table. Remove the invalid entry and re-enter the correct Actbl UIC.

8 — On hand balance or requisition action pending.	Invalid Deletion. The Accountable UIC cannot be deleted if there are any open Due Ins or Due Outs still associated to that UIC. Review the Accountable UIC record again, and remove any remaining associated information so the Accountable UIC can be deleted.
72 — CIP record(s) exist for this UIC.	Invalid Deletion. The UIC cannot be deleted if there is a CIP record still associated with the UIC. Review the UIC again, and remove any remaining associated information so the UICcan be deleted.
73 — Real Property record (s) exist for this UIC.	Invalid Deletion. The UIC cannot be deleted if there is a Real Property record still associated with the UIC. Review the UIC again, and remove any remaining associated information so the UICcan be deleted.
167 — Excess record(s) exist for UIC.	Invalid Deletion. The UIC cannot be deleted if there is a Redistribution record still associated with the UIC. Review the UIC again, and remove any remaining associated information so the UICcan be deleted.

Related Topics

- Search for an Actbl UIC/UIC — Criteria
- Search for an Actbl UIC/UIC — Results
- View the Actbl UIC/UIC Details
- Add an Actbl UIC/UIC
- View the Actbl UIC/UIC Transaction Status
- Export an Actbl UIC/UIC Report

Add a UIC DoDAAC/CAGE

Overview

The Unit Identification Code (UIC) Department of Defense Activity Address Code (DoDAAC)/Commercial and Government Entity (CAGE) Add process provides the ability to create a new Non-Primary DoDAAC or CAGE Cd for a specific UIC.

Navigation

Master Data > UIC DoDAAC/CAGE > Search Criteria > Add > UIC DoDAAC/CAGE Add page

Page Fields

The following fields display on the **UIC DoDAAC/CAGE Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
67	Select "Add" button to process transaction(s).
562	Select "Cancel" to return to the previous page.
162	CAGE Cd must = 5 pos, 1st and 5th must = numeric, remaining pos must = alphanumeric except I and O.

132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Add Grid

Actbl UIC
UIC
Transfer Via PIEE
Type *
DoDAAC/CAGE Cd *
Transfer Via DAAS

(*) Asterisk identifies mandatory fields.

Procedures

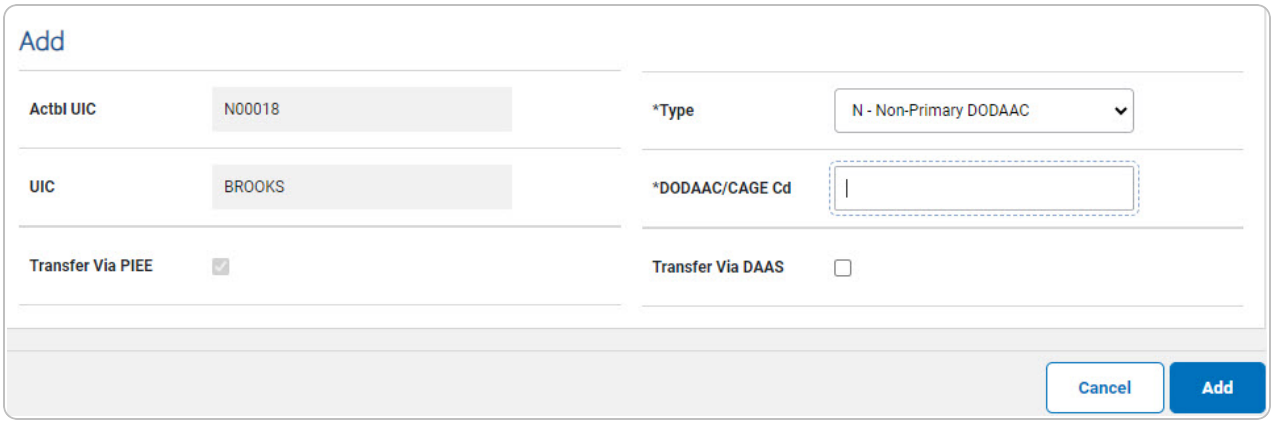
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a UIC DoDAAC/CAGE

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

1. Select Add. *The **UIC DoDAAC/CAGE Add** page appears.*



A. *The ACTBL UIC automatically populates and is not editable.*

B. *The UIC automatically populates and is not editable.*

C. Click ☑ to select Transfer Via PIEE. *This allows transfer transactions to be processed between ELMS and PIEE.*

D. Use ⌄ to select the Type**.**

E. Enter the DODAAC or CAGE CD. *This is a 6 alphanumeric character field.*

F. Click ☐ to select Transfer via DAAS. *This allows transfer transactions to be processed between ELMS and DAAS.*

2. Select Add. *The**UIC DoDAAC/CAGE Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *DoDAAC/CAGE*	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Type*.	
419 — DoDAAC entry must be 6 — POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re—enter the DoDAAC.
67 — Process requires Security Access. Contact your Site Security Officer.	Invalid Entry. The role level does not include the current process. Contact the Site Security officer to receive the correct levels.
171 — Access to UIC is unauthorized.	Invalid Entry. The User Id was not assigned access, and cannot connect to the UIC. Contact the ELMS Call Center.
168 — DoDAAC already assigned to UIC.	Invalid Entry. A DoDAAC can only be assigned to one UIC within the same site. Re-enter the DoDAAC.
204 — CAGE Cd must be 5 POS, first and fifth = numeric, remaining POS =alphanumeric.	Invalid Entry. The CAGE Cd is a 5—position entry. The first and fifth positions must be numeric. The remaining positions are alpha-numeric. Re-enter the CAGE Cd.
430 — UIC already has a CAGE / NCAGE Cd assigned.	Invalid Entry. The UIC can only be assigned to oneCAGE/NCAGE Cdwithin the same site. Re-enter the UICagain.

Related Topics

- Search for a UIC DoDAAC/CAGE — Criteria
- Search for a UIC DoDAAC/CAGE — Results

- View the UIC DoDAAC/CAGE Details
- Delete a UIC DoDAAC/CAGE
- View the UIC DoDAAC/CAGE Transaction Status
- Export a UIC DoDAAC/CAGE Report

Delete a UIC DoDAAC/CAGE

Overview

The Unit Identification Code (UIC) Department of Defense Activity Address Code (DoDAAC)/Commercial and Government Entity (CAGE) Delete process allows removal of a Non-Primary DoDAAC or CAGE Cd for a specific UIC.

Navigation

Master Data > UIC DoDAAC/CAGE > Search Criteria > Search > Search Results > Delete hyperlink > UIC DoDAAC/CAGE Delete page

Page Fields

The following fields display on the **UIC DoDAAC/CAGE Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
67	Select "Add" button to process transaction(s).
562	Select "Cancel" to return to the previous page.
162	CAGE Cd must = 5 pos, 1st and 5th must = numeric, remaining pos must = alphanumeric except I and O.

132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Delete Grid

Actbl UIC
UIC
Transfer Via PIEE
Type*
DoDAAC/CAGE Cd
Transfer Via DAAS

(*) Asterisk identifies mandatory fields.

Procedures

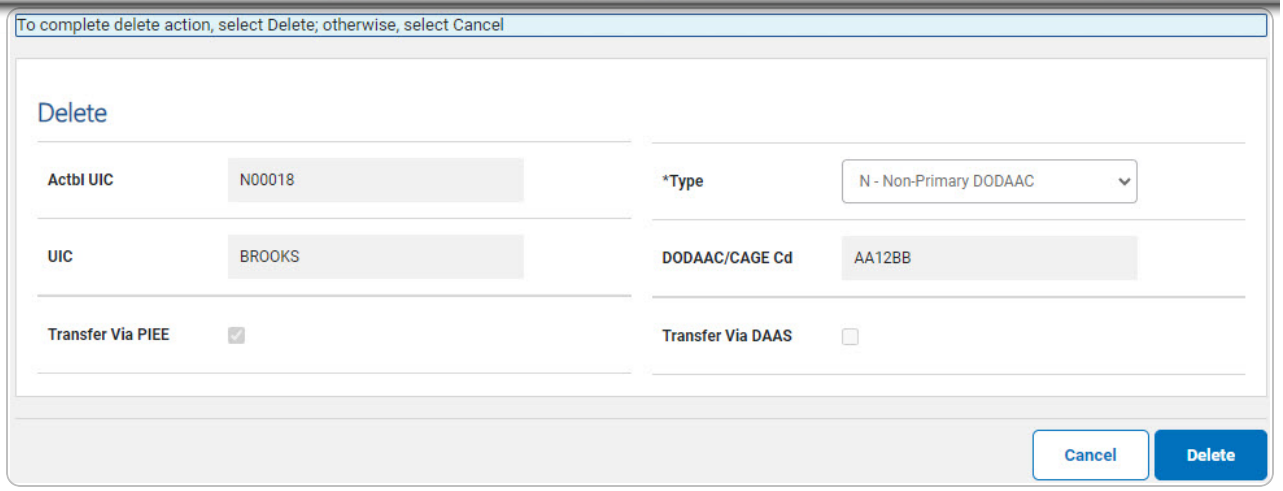
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a UIC DoDAAC/CAGE

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

1. Select the Delete hyperlink on the desired row. *The **UIC DoDAAC/CAGE Delete**page appears.*



1. *Verify the ACTBL UIC.*
2. *Verify the UIC.*
3. *Verify the Transfer Via PIEE.*
4. *Verify the Type.*
5. *Verify the DODAAC/CAGE CD.*
6. *Verify the Transfer Via DAAS.*

2. Select Delete. *The **UIC DoDAAC/CAGE Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
438 — CAGE CD cannot be deleted, asset(s) "In On Loan" from a Government entity.	Invalid Deletion. The CAGE CD asset(s) are in on loan from Government entity and therefore cannot be deleted. Enter the CAGE CD again.
67 — Process requires Secur-	Invalid Entry. The role level does not include the

ity Access. Contact your Site Security Officer.	current process. Contact the Site Security officer to receive the correct levels.

Related Topics

- Search for a UIC DoDAAC/CAGE — Criteria
- Search for a UIC DoDAAC/CAGE — Results
- View the UIC DoDAAC/CAGE Details
- Add a UIC DoDAAC/CAGE
- View the UIC DoDAAC/CAGE Transaction Status
- Export a UIC DoDAAC/CAGE Report

View the UIC DoDAAC/CAGE Details

Overview

The Unit Identification Code (UIC) Department of Defense Activity Address Code (DoDAAC)/Commercial and Government Entity (CAGE) Details process is view only and displays the details of a Non-Primary DoDAAC or CAGE Cd for a specific UIC.

Navigation

Master Data > UIC DoDAAC/CAGE > Search Criteria > Search > Search Results > UIC hyperlink > UIC DoDAAC/CAGE Details page

Page Fields

The following fields display on the **UIC DoDAAC/CAGE Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Details Grid

DoDAAC/CAGE
Actbl UIC
UIC
Transfer Via PIEE
Transfer Via DAAS
527D Due In/PMR Advice
856S Shipment Status Advice
940R Request for Shipment Advice
Address 1
Address 2
City

State
ZIP Cd
Eff Dt

Procedures

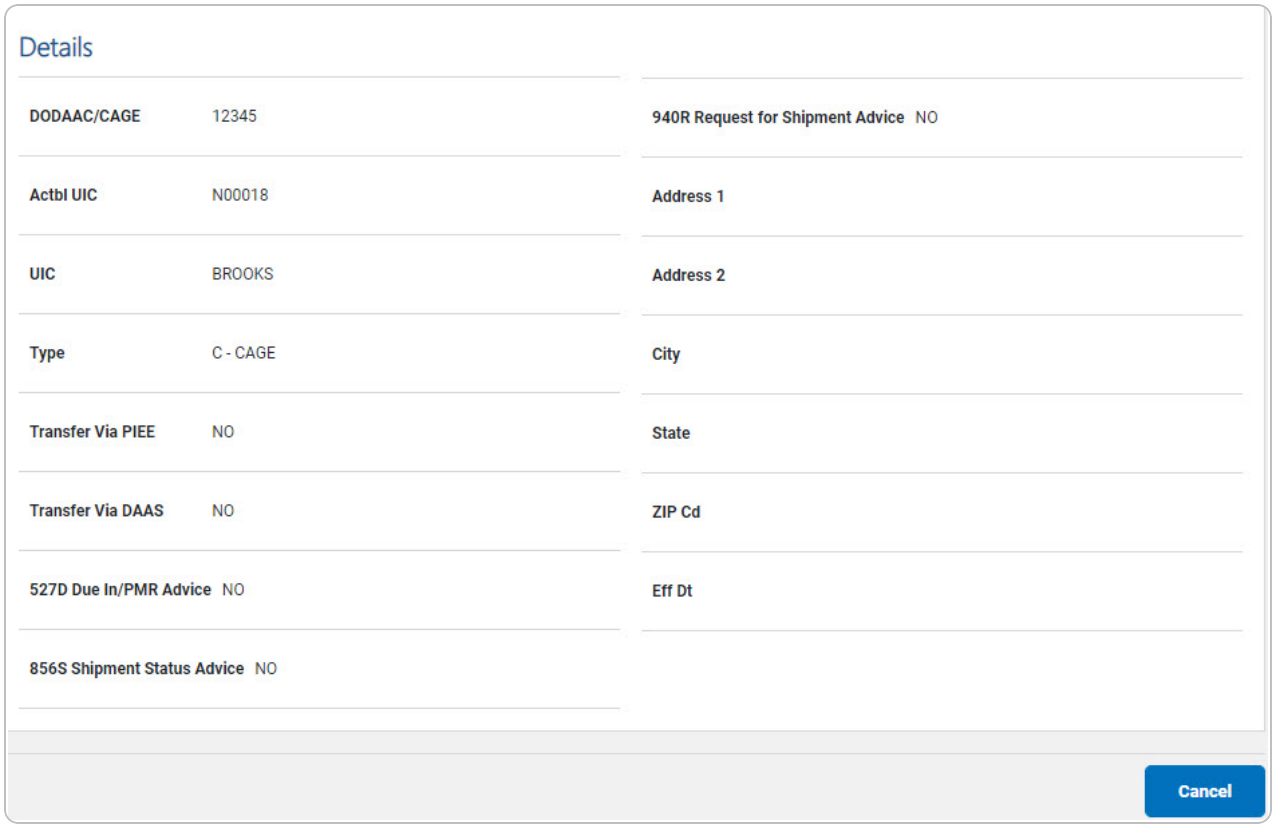
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the UIC DoDAAC/CAGE Cd's Details

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

1. Select the UIC hyperlink on the desired row. *The **UIC DoDAAC/CAGE Details** page appears.*



A. *Verify the DoDAAC/CAGE.*
B. *Verify the Actbl UIC.*
C. *Verify the UIC.*
D. *Verify the Type.*
E. *Verify the Transfer Via PIEE.*
F. *Verify the Transfer Via DAAS.*
G. *Verify the 527D Due In/PMR Advice.*
H. *Verify the 856S Shipment Status Advice.*
I. *Verify the 940R Request for Shipment Advice.*
J. *Verify the Address 1.*
K. *Verify the Address 2.*
L. *Verify the City.*
M. *Verify the State.*
N. *Verify the ZIP Cd.*
O. *Verify the Eff Dt.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a UIC DoDAAC/CAGE — Criteria
- Search for a UIC DoDAAC/CAGE — Results
- Add a UIC DoDAAC/CAGE
- Delete a UIC DoDAAC/CAGE
- View the UIC DoDAAC/CAGE Transaction Status
- Export a UIC DoDAAC/CAGE Report

Export a UIC DoDAAC/CAGE Report

Overview

The Unit Identification Code (UIC) Department of Defense Activity Address Code (DoDAAC)/Commercial and Government Entity (CAGE) Report Export process provides the ability to save the UIC DoDAAC/CAGE Transaction Status in different formats.

Navigation

Master Data > UIC DoDAAC/CAGE > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > UIC DoDAAC/CAGE Report Export page

Page Fields

The following fields display on the **UIC DoDAAC/CAGEReport Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
67	Select "Add" button to process transaction(s).
14	Select "Cancel" button to return to previous page.
162	CAGE Cd must = 5 pos, 1st and 5th must = numeric, remaining pos must = alphanumeric except I and O.

132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

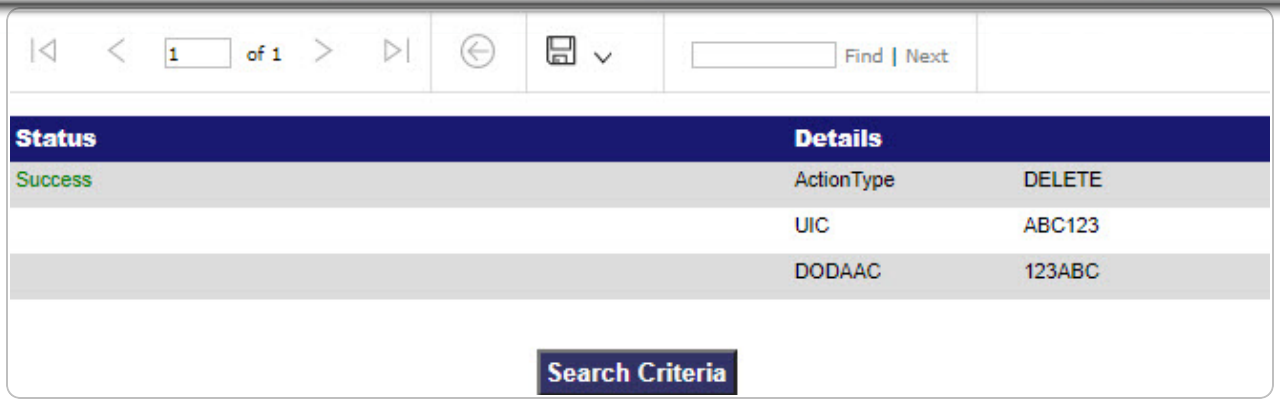
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the UIC DoDAAC/CAGE Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The **UIC DoDAAC/CAGE 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **UIC DoDAAC/CAGE Search Criteria** page appears.*

Related Topics

- Search for a UIC DoDAAC/CAGE — Criteria
- Search for a UIC DoDAAC/CAGE — Results
- View the UIC DoDAAC/CAGE Details
- Add a UIC DoDAAC/CAGE
- Delete a UIC DoDAAC/CAGE
- View the UIC DoDAAC/CAGE Transaction Status

Search for a UIC DoDAAC/CAGE — Criteria

Overview

The Property Accountability module Unit Identification Code (UIC) Department of Defense Activity Address Code (DoDAAC)/Commercial and Government Entity Code (CAGE Cd) process provides the ability to add, view, and delete a UIC DoDAAC/CAGE Cd.

Navigation

Master Data > UIC DoDAAC/CAGE > UIC DoDAAC/CAGE Search Criteria page

Page Fields

The following fields display on the **UIC DoDAAC/CAGE Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
111	This process allows a user to assign a Non-primary DoDAAC/CAGE Cd for a specific Actbl UIC/UIC.
112	To add "Non-primary DoDAAC/CAGE Cd" to Actbl UIC, enter "Actbl UIC" in UIC field and select "Add" button.
2	Select "Actbl UIC" from the Actbl UIC/UIC dropdown list.

113	To add "Non-primary DoDAAC/CAGE Cd" to UIC, enter "UIC" in UIC field and select "Add" button.
116	Use Actbl UIC/UIC Add/Update/Delete to update Primary DoDAAC.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
31	Selection of "Action" button is required.

Search Criteria Grid

UIC

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

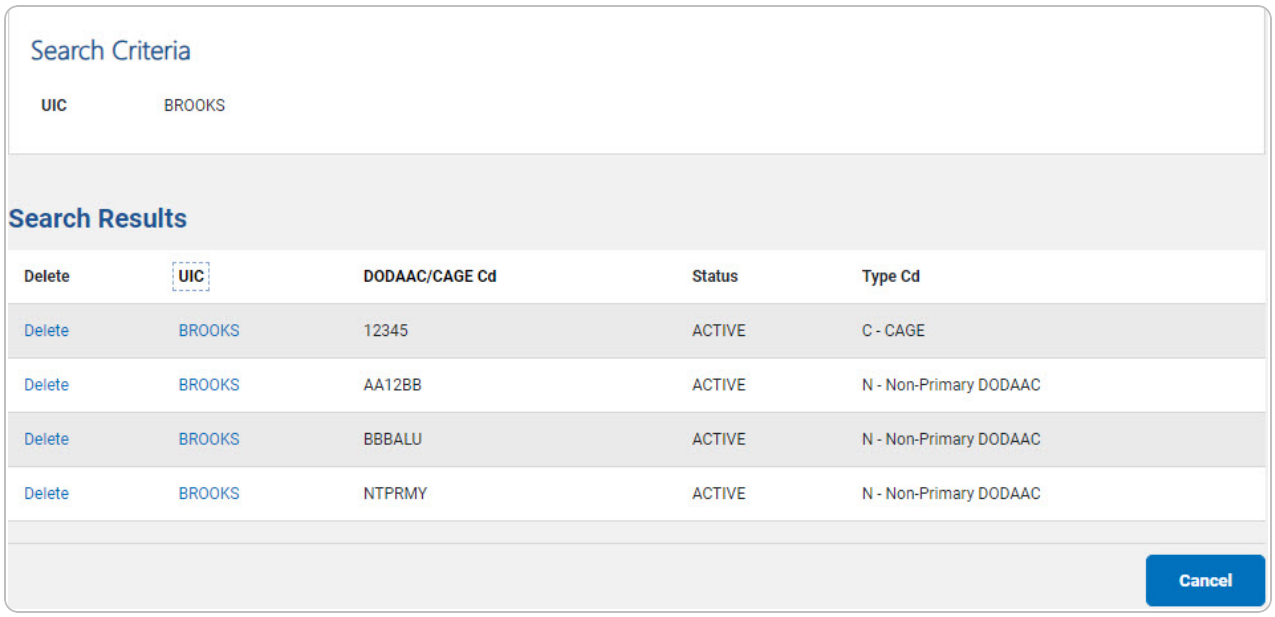
Search for a UIC DoDAAC/CAGE — Criteria

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 panel, narrow the results by entering the following field:.

- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*

2. Select Search. *The **UIC DoDAAC/CAGE Search Results** page appears. Results display in the Search Results grid.*



Add a UIC

1. Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*

2. Select Add. *The **UIC DoDAAC/CAGE Add** page appears.*

Note

To search for a CAGE CD and remain in the ELMS PA session, open another browser window.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
67 - Process requires Security Access. Contact your Site Security Officer.	Invalid Entry. The role level does not include the current process. Contact the Site Security officer to receive the correct levels.
6 - Entry must be 6 positions, A - Z and/or 0 - 9.	Invalid Entry. The UIC must contain six alphanumeric characters with no special characters. Enter the UIC again.
74 - Action is invalid, UICs exist.	Invalid Entry. The UIC entered already exists. Check the information again, and re-enter the UIC.

Related Topics

- Search for a UIC DoDAAC/CAGE — Results
- View the UIC DoDAAC/CAGE Details
- Add a UIC DoDAAC/CAGE

- Delete a UIC DoDAAC/CAGE
- View the UIC DoDAAC/CAGE Transaction Status
- Export a UIC DoDAAC/CAGE Report

Search the UIC DoDAAC/CAGE — Results

Overview

The Unit Identification Code (UIC) Department of Defense Activity Address Code (DoDAAC)/Commercial and Government Entity (CAGE) Search Results process provides the ability to view or delete a UIC.

Navigation

Master Data > UIC DoDAAC/CAGE > Search Criteria > Search > UIC DoDAAC/CAGE Search Results page

Page Fields

The following fields display on the **UIC DoDAAC/CAGE Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

UIC

Search Results Grid

Delete
UIC
DoDAAC/CAGE Cd
Status
Address Type

Type Cd

Procedures

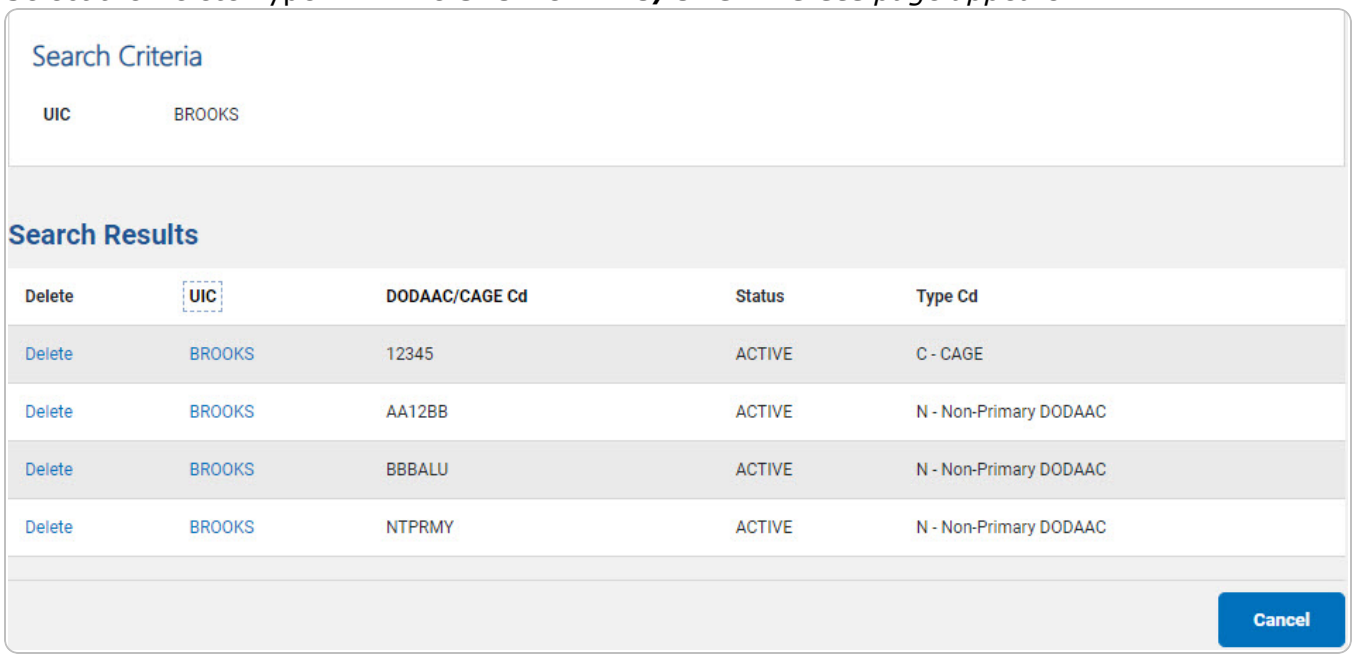
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

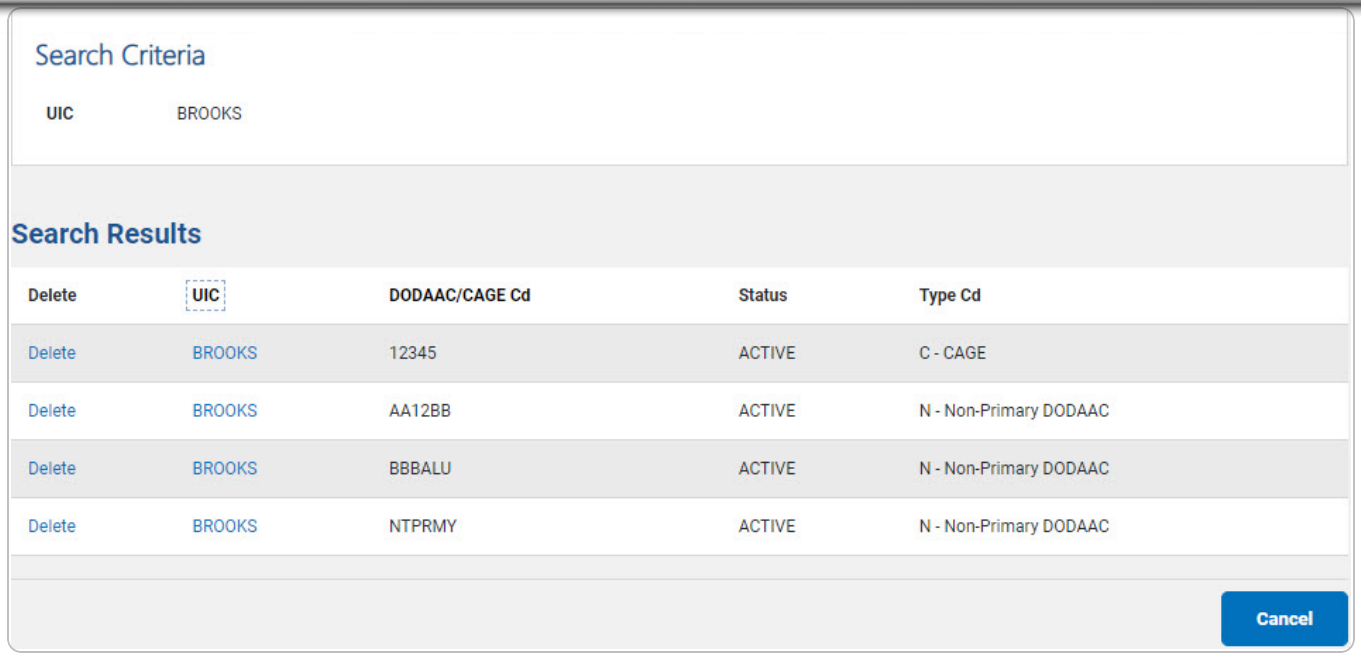
Delete a UIC DoDAAC/CAGE

Select the Delete hyperlink. *The **UIC DoDAAC/CAGE Delete** page appears.*



View the UIC's Details

Select the UIC hyperlink. *The **UIC DoDAAC/CAGE Details** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
67 — Process requires Security Access. Contact your Site Security Officer.	Invalid Entry. The role level does not include the current process. Contact the Site Security officer to receive the correct levels.
6 — Entry must be 6 positions, A - Z and/or 0 - 9.	Invalid Entry. The UIC must contain six alpha-numeric characters with no special characters.

	Enter the UIC again.
438 — CAGE Cd cannot be deleted, asset(s) "In On Loan" from a Government entity.	Invalid Deletion. The CAGE Cd asset(s) are in on loan from Government entity and therefore cannot be deleted. Enter the CAGE Cd again.

Related Topics

- Search for a UIC DoDAAC/CAGE — Criteria
- View the UIC DoDAAC/CAGE Details
- Add a UIC DoDAAC/CAGE
- Delete a UIC DoDAAC/CAGE
- View the UIC DoDAAC/CAGE Transaction Status
- Export a UIC DoDAAC/CAGE Report

View the UIC DoDAAC/CAGE Transaction Status

Overview

The Unit Identification Code (UIC) Department of Defense Activity Address Code (DoDAAC)/Commercial and Government Entity (CAGE) Transaction Status process displays a verification of the add and delete transaction performed.

Navigation

Master Data > UIC DoDAAC/CAGE > Search Criteria > *Various Procedural Steps* > UIC DoDAAC/CAGE Transaction Status page

Page Fields

The following fields display on the **UIC DoDAAC/CAGE Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
67	Select "Add" button to process transaction(s).
562	Select "Cancel" to return to the previous page.
162	CAGE Cd must = 5 pos, 1st and 5th must = numeric, remaining pos must = alphanumeric except I and O.

132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Transaction Status Grid

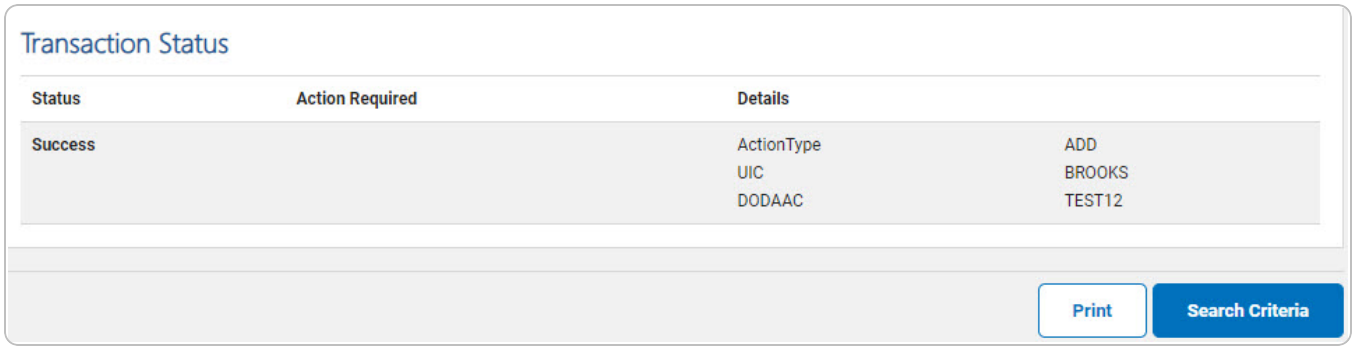
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the UIC DoDAAC/CAGE Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Select Print. *The **UIC DoDAAC/CAGE Report Export** page appears.*

5. Select Search Criteria. *The **UIC DoDAAC/CAGE Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a UIC DoDAAC/CAGE — Criteria
- Search for a UIC DoDAAC/CAGE — Results
- View the UIC DoDAAC/CAGE Details
- Add a UIC DoDAAC/CAGE
- Delete a UIC DoDAAC/CAGE
- Export a UIC DoDAAC/CAGE Report

Add an Address

Overview

The Address Add process provides the ability to create an address that is used on a frequent basis. Completing the information on this page eliminates the need to type repetitive data for a person or action.
If loaning an asset to a Government Activity, set up an Address with a Loan Type of LD-Loan – DoDAAC.
Non-Government or Contractors uses a Loan Type of LC-Loan - CAGE Cd.

Navigation

Master Data > Address > Search Criteria > Add > Address Add page

Page Fields

The following fields display on the **Address Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
355	A DoDAAC or CAGE Cd is mandatory.
313	DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".

162	CAGE CD must = 5 POS, 1st and 5th must = numeric, remaining POS must = alphanumeric except I and O.
132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
18	Select "Update" button to process transaction(s).

Add Grid

UIC *
CAGE Cd
DUNS
DoDAAC
Activity Name *
Address 1 *
Address 2
City *
State Cd *
ZIP Cd *
Country Cd *
RIC
Address Type *
POC
DSN
Phone Nbr
FAX Nbr
E-Mail Address
Holding POC
Holding Loc
Holding Sub Loc
Holding DODAAC

Transfer via

DAAS Grid

527D Due In/PMR Advice
856S Shipment Status Advice
940R Request for Shipment Advice

(*) Asterisk identifies mandatory fields.

Procedures

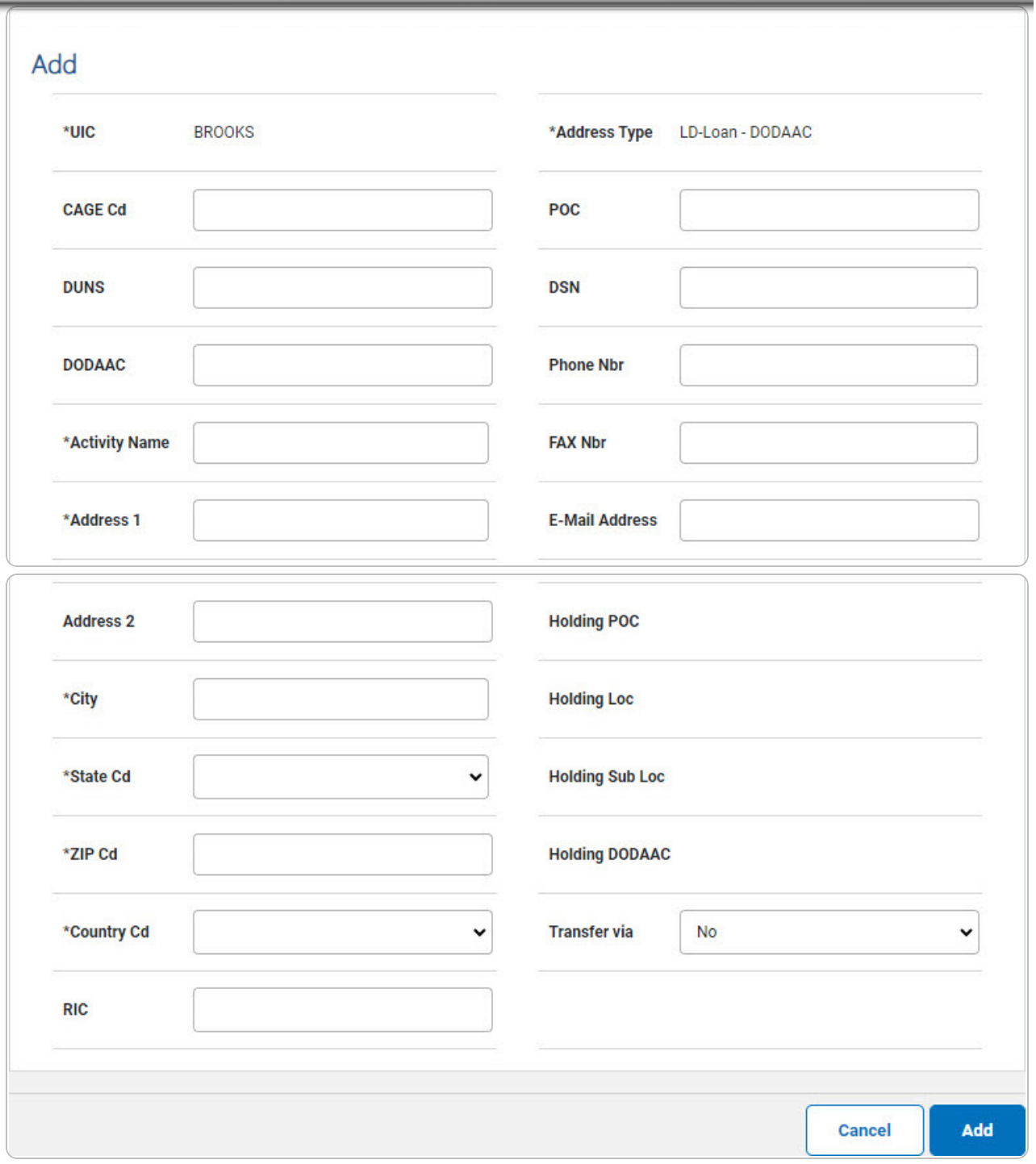
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Address

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

1. Use ⌄ to select the Address Type.
2. Select Add. *The* ***Address Add*** *page appears.*



A. *The UIC automatically populates and is not editable.*

B. Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*

Note

The CAGE CD **OR** the DODAAC is mandatory.

C. Enter the DUNS in the field provided. *This is a 9 numeric character field.*

D. Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*

E. Enter the Activity Name in the field provided. *This is a 50 alphanumeric character field.*

F. Enter the Address 1 in the field provided. *This is a 25 alphanumeric character field.*

G. Enter the Address 2 in the field provided. *This is a 25 alphanumeric character field.*

H. Enter the City in the field provided. *This is a 22 alphanumeric character field.*

I. Use to select the State Cd.

J. Enter the ZIP Code in the field provided. *This is a 10 alphanumeric character field.*

K. Use to select the Country Cd.

L. Enter the RIC in the field provided. *This is a 3 alphanumeric character field.*

M. *The Address Type automatically populates and is not editable.*

N. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

O. Enter the DSN in the field provided. *This is a 20 alphanumeric character field.*

P. Enter the PHONE NBR in the field provided. *This is a 25 alphanumeric character field.*

Q. Enter the FAX NBR in the field provided. *This is a 25 alphanumeric character field.*

R. Enter the E-MAIL Address in the field provided. *This is a 65 alphanumeric character field.*

S. *The Holding POC automatically populates and is not editable.*

T. *The Holding LOC automatically populates and is not editable.*

U. *The Holding SUB LOC automatically populates and is not editable.*

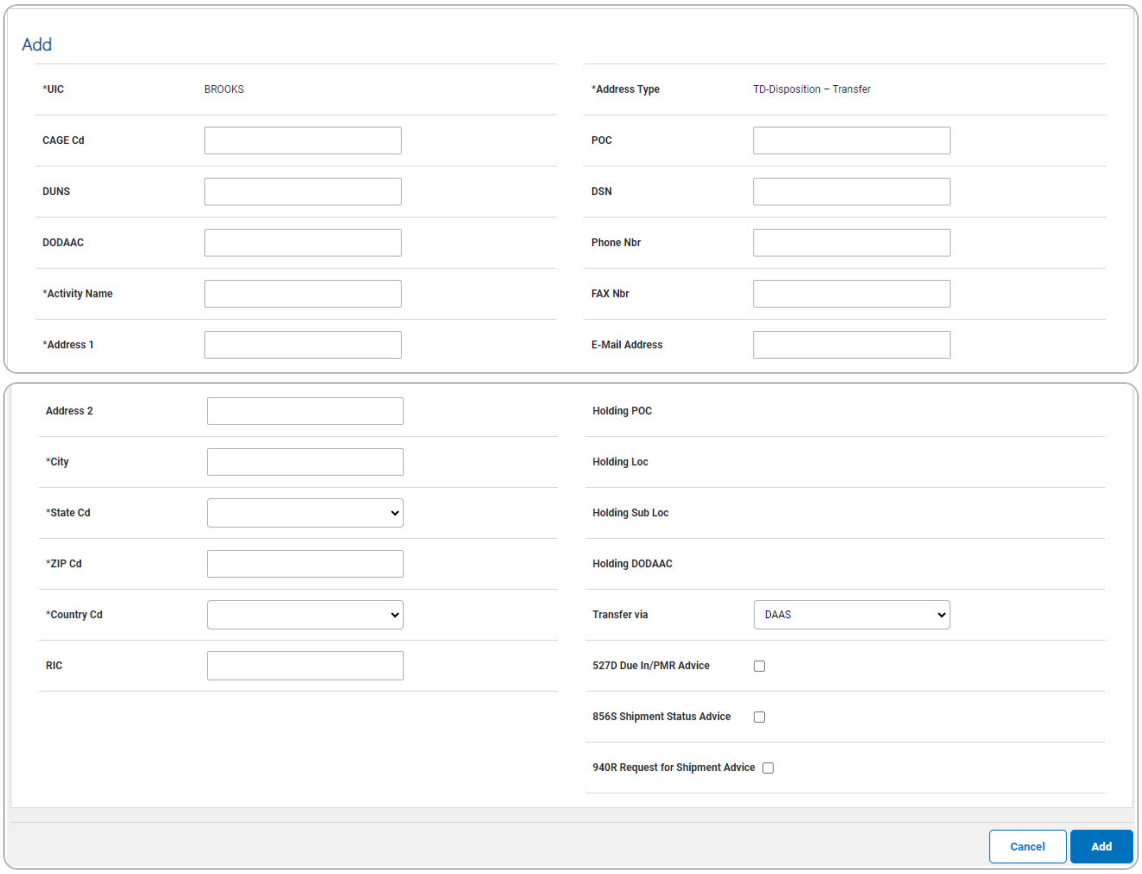
V. *The Holding DODAAC automatically populates and is not editable.*

W. Use to select the Transfer via.

Note

The Transfer via field becomes editable when the Address Type is DE - Destination, LD-Loan - DoDAAC, or TD-Disposition - Transfer. For all other Address Types, the field is read-only. When DE - Destination or TD-Disposition - Transfer is the Address Type, additional fields appear when the Transfer via is set to DAAS. When No or PIEE is selected as the Transfer via, no additional fields appear.

- DAAS



A. Click ☐ to select the 527D Due In/PMR Advice. *When selected, indicates the DLMS transaction is via a due-in advice. The 940R Request for Shipment Advice field is disabled.*

Note

When DAAS is selected as the Transfer via, the DoDAAC field is mandatory. The 940R and 856S options can be selected at the same time. The 527D and 856S options can be selected at the same time.

B. Click ☐ to select the 856S Shipment Advice. *When selected, indicates the DLMS transaction is via a shipment advice.*

C. Click ☐ to select the 940R Request for Shipment Advice. *When selected, indicates the DLMS transaction is via a request for shipment. The 527D Due In/PMR Advice field is disabled.*

3. Select Add. *The* ***Address Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Activity Name*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Address 1*.	
13 — Mandatory Entry: *City*.	
13 — Mandatory Entry: *State Cd*.	
13 — Mandatory Entry: *ZIP*	

***CD*.**	
13 — Mandatory Entry: *COUNTRY CD*.	
13 — Mandatory Entry: *CAGE CD*.	
13 — Mandatory Entry: *DODAAC*.	
13 — Mandatory Entry: *DUNS*.	
422 — DODAAC or CAGE CD is mandatory.	Invalid Entry. The DODAAC or CAGE CD must be entered. Re-enter the desired field.
2 — Invalid entry *Activity Name*.	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.
2 — Invalid entry *Address 1*.	
2 — Invalid entry *Address 2*.	
2 — Invalid entry *City*.	
2 — Invalid entry *ZIP CD*.	

419 — DoDAAC entry must be 6 — POS alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re-enter the DoDAAC.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
204 — CAGE CD must be 5 POS, first and fifth = numeric, remaining POS =alphanumeric.	Invalid Entry. The CAGE CD is a 5—position entry. The first and fifth positions must be numeric. The remaining positions are alphanumeric. Re-enter the CAGE CD.
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")

xxxx — Please select a DLMS transaction type when Transfer via DAAS is selected.	Invalid Entry. No DLMS transaction is selected. Re-select the DLMS transaction type checkbox (s).
439 — UIC for entered Loan DoDAAC /CAGE Cd cannot match displayed UIC.	Invalid Entry. The selected UIC matches the displayed UIC. Re-enter the UIC.
421 — CAGE Cd is mandatory if DUNS is entered.	Invalid Entry. DUNS is entered and the required CAGE Cd is missing. Re-enter the CAGE Cd.
422 — DoDAAC or CAGE Cd is mandatory.	Invalid Entry. The DoDAAC or CAGE Cd must be entered. Re-enter the desired field.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a minimum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
xxxx — DoDAAC is required when Transfer via DAAS is selected.	Invalid Entry. The DAAS is selected and the mandatory DoDAAC is missing. Re-enter the desired field.
xxxx — RIC is mandatory if transfer via DAAS.	Invalid Entry. The DAAS is selected and the mandatory RIC is missing. Re-enter the RIC.
326 — To add a new address	Invalid Selection. The Address Type cannot be

select Address Type other than "All".	"All" when adding an Address. Re-select the Address Type.

Related Topics

- Search for an Address — Criteria
- Search for an Address — Results
- Update an Address
- Delete an Address
- View the Address Transaction Status
- Export an Address Report

Delete an Address

Overview

The Address Delete process allows removal of an address no longer being used.

Navigation

Master Data > Address > Search Criteria > Search > Search Results > Delete hyperlink > Address Delete page

Page Fields

The following fields display on the **Address Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Grid

UIC *
CAGE Cd
DUNS
DoDAAC
Activity Name *
Address 1 *
Address 2
City *
State Cd *
ZIP Cd *
Country Cd *
RIC
Address Type *
POC

DSN
Phone Nbr
FAX Nbr
E-Mail Address
Holding POC
Holding Loc
Holding Sub Loc
Holding DODAAC
Transfer via

DAAS Grid

527D Due In/PMR Advice
856S Shipment Status Advice
940R Request for Shipment Advice

(*) Asterisk identifies mandatory fields.

Procedures

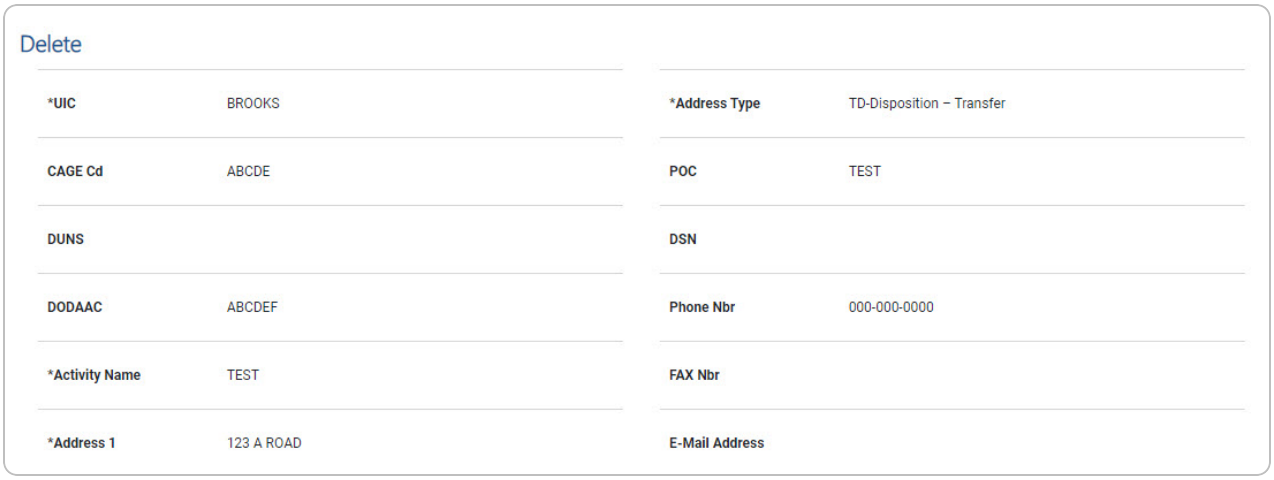
ELMS Navigation Helpful Tips

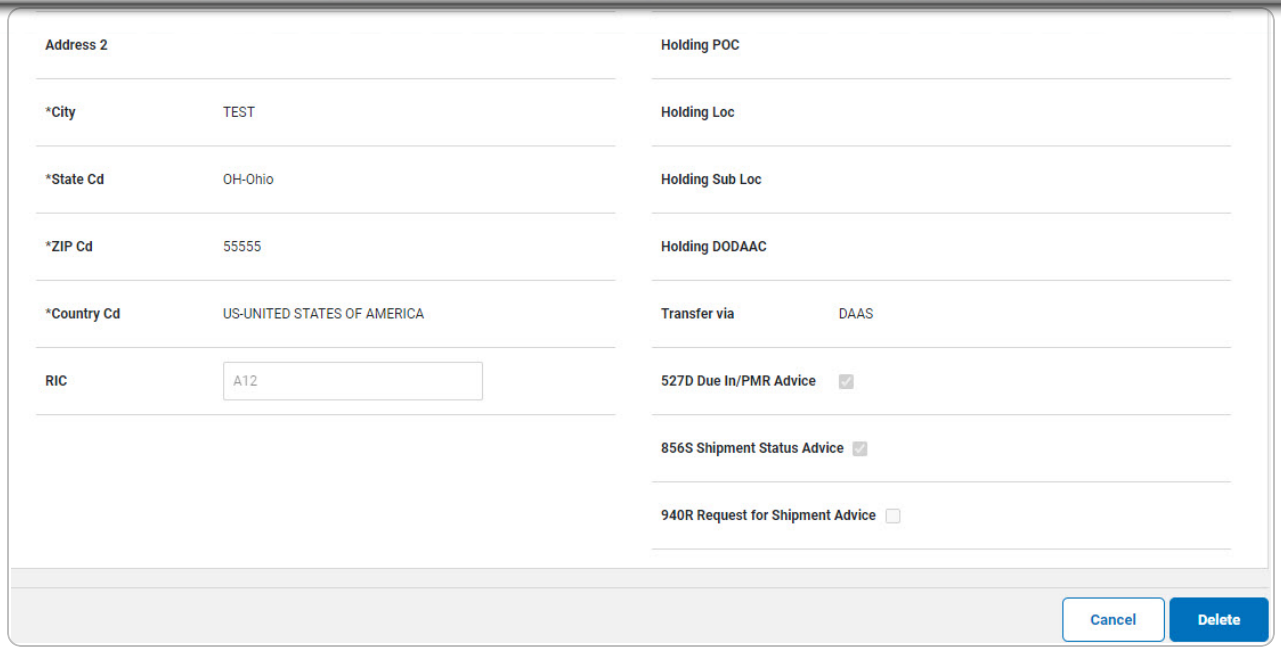
Click the following link to display PA Navigation Tips.

Delete an Address

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

1. Select the Delete hyperlink. *The **Address Delete** page appears.*





A. *Verify the UIC.*
B. *Verify the CAGE CD.*
C. *Verify the DUNS.*
D. *Verify the DODAAC.*
E. *Verify the Activity Name.*
F. *Verify the Address 1.*
G. *Verify the Address 2.*
H. *Verify the City.*
I. *Verify the STATE CD.*
J. *Verify the ZIP Code.*
K. *Verify the COUNTRY CD.*
L. *Verify the RIC.*
M. *Verify the Address Type.*
N. *Verify the POC.*
O. *Verify the DSN.*
P. *Verify the PHONE NBR.*
Q. *Verify the FAX NBR.*
R. *Verify the E-MAIL Address.*

S. *Verify the Holding POC.*

T. *Verify the Holding LOC.*

U. *Verify the Holding SUB LOC.*

V. *Verify the Holding DODAAC.*

W. *Verify the Transfer via.*

- DAAS

A. *Verify the 527D Due In/PMR Advice.*

B. *Verify the 856S Shipment Advice.*

C. *Verify the 940R Request for Shipment Advice.*

2. Select Delete. *The **Address Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
39 — Cannot Delete. Assets / Inventory requested exists on other records.	Invalid Deletion. The record cannot be deleted if there are any assets or any inventory still associated with it. Review the record again, and remove any remaining associated information so it can be deleted.

Related Topics

- Search for an Address — Criteria
- Search for an Address — Results
- Add an Address
- Update an Address
- View the Address Transaction Status
- Export an Address Report

Export an Address Report

Overview

The Address Report Export process provides the ability to save the Address Transaction Status in different formats.

Navigation

Master Data > Address > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Address Report Export page

Page Fields

The following fields display on the **Address Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
355	A DoDAAC or CAGE Cd is mandatory.
313	DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".
162	CAGE Cd must = 5 pos, 1st and 5th must = numeric, remaining pos must = alphanumeric except I and O.

132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

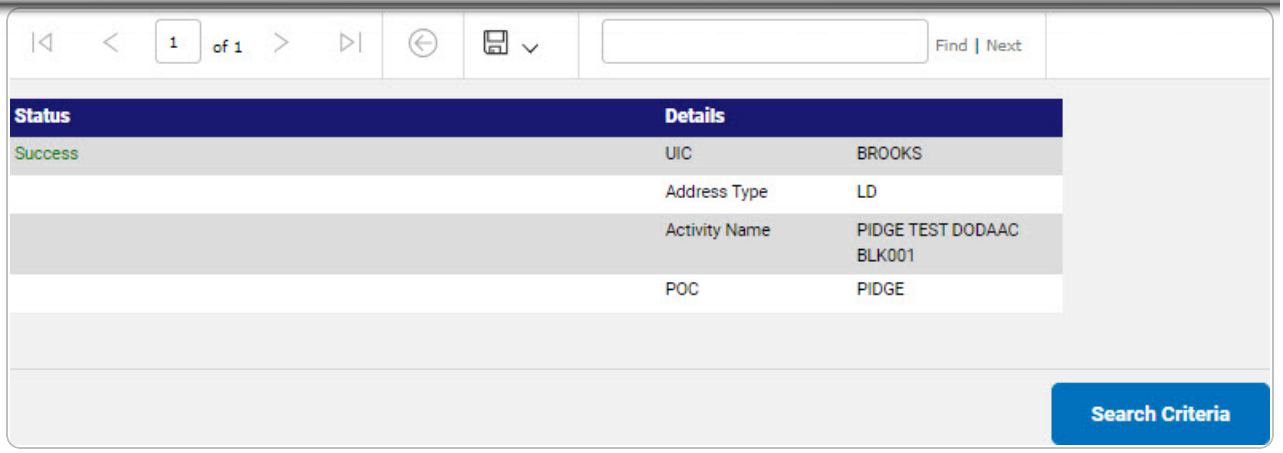
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export an Address Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The **Address 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Address Search Cri-**

	teria *page.*

Related Topics

- Search for an Address — Criteria
- Search for an Address — Results
- Add an Address
- Update an Address
- Delete an Address
- View the Address Transaction Status

Search for an Address — Criteria

Overview

The Property Accountability module Address process provides the ability to locate and manage the addresses already created or to add a new address. They are used to define locations and Points of Contact (POC) for later use in ELMS.

Navigation

Master Data > Address > Address Search Criteria page

Page Fields

The following fields display on the **Address Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
12	Select "Search" button to view Search Results page.

Search Criteria Grid

UIC
Address Type

Procedures

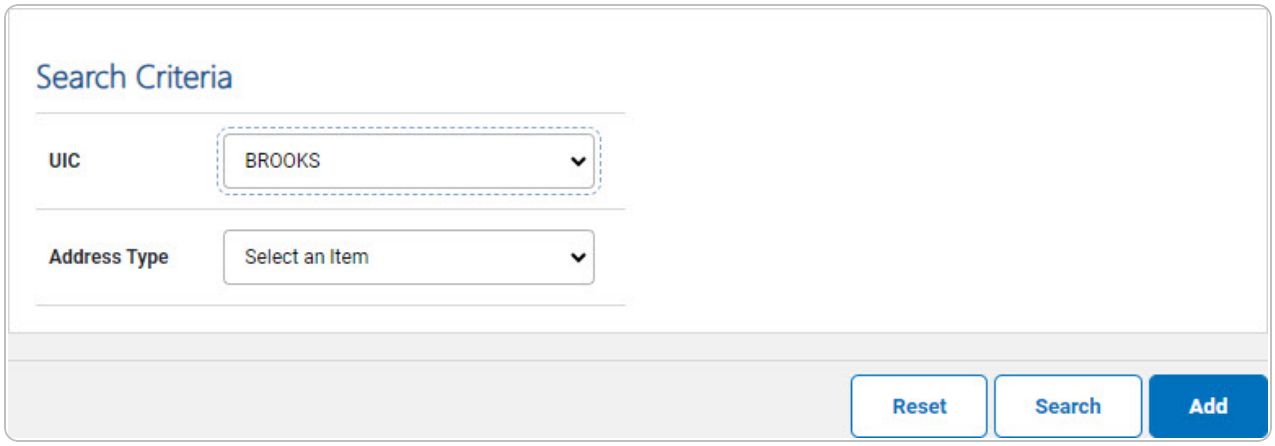
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Address

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 panel, narrow the results by entering one or more of the following fields:.



   - Update the UIC, using ⌄ to select the desired identifier.
   - Use ⌄ to select the Address Type.

2. Select Search. *The **Address Search Results** page appears.*

Search Criteria

UIC
BROOKS

Address Type
LD

Search Results

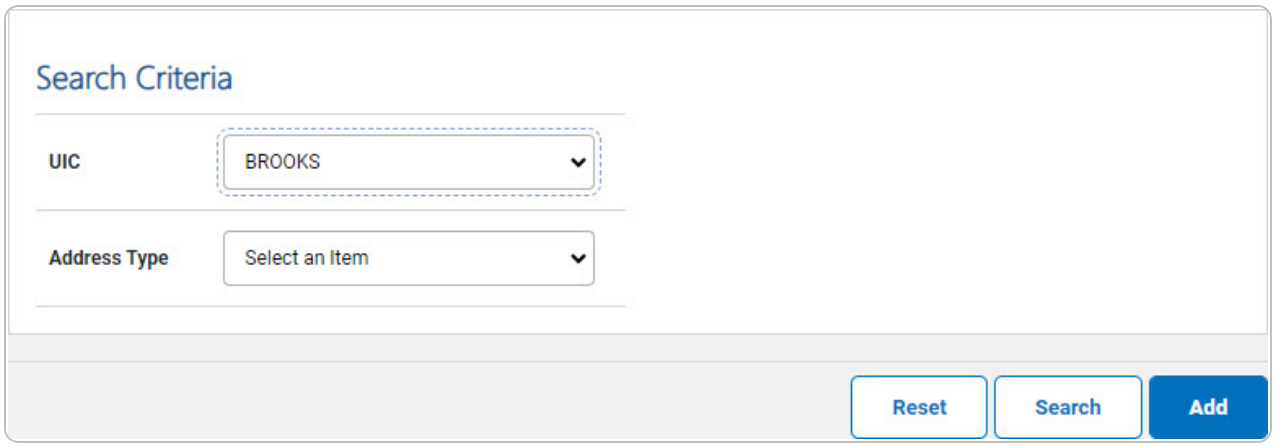
Number to Display: 10

Update	Delete	UIC	Address Type	POC	Activity Name	CAGE Cd	DUNS	DODAAC	Holding POC	Holding DODAAC
Update	Delete	BROOKS	Loan - DODAAC		BOBALOUVILLE			ABCDEF		
Update	Delete	BROOKS	Loan - DODAAC		LOANED			X0ANED		
Update	Delete	BROOKS	Loan - DODAAC		MARK01			MARK01		
Update	Delete	BROOKS	Loan - DODAAC		PIDGE TEST DODAAC BL			AAGGKK		
Update	Delete	BROOKS	Loan - DODAAC		TOOELE AD FSA UT			467847		
Update	Delete	BROOKS	Loan - DODAAC		W4KLNK			W4MCA5		

Cancel Add

Add an Address

1. Update the UIC, using ⌄ to select the desired identifier.



2. Use ⌄ to select the Address Type.
3. Select Add. *The **Address Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Address Type*.	Missing Entry. Enter the appropriate information in the desired field.

326 — To add a new address select Address Type other than "All".	Invalid Selection. The drop-down selection "All" cannot be used when adding a new address. Select a different selection from the Address Type drop-down.

Related Topics

- Search for an Address — Results
- Add an Address
- Update an Address
- Delete an Address
- View the Address Transaction Status
- Export an Address Report

Search For an Address — Results

Overview

The Address Search Results process provides the ability to select an address to Update or Delete.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > Address > Search Criteria > Search > Address Search Results page

Page Fields

The following fields display on the **Address Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
355	A DoDAAC or CAGE Cd is mandatory.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

UIC
Address Type

Search Results Grid

Update
Delete
UIC
Address Type
POC
Activity Name
CAGE Cd
DUNS
DoDAAC
Holding POC
Holding DODAAC

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Update an Address

Select the Update hyperlink. *The **Address Update** page appears.*

Delete an Address

Select the Delete hyperlink. *The **Address Delete** page appears.*

Add an Address

Select Add. *The **Address Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Address — Criteria
- Add an Address
- Update an Address
- Delete an Address
- View the Address Transaction Status
- Export an Address Report

View the Address Transaction Status

Overview

The Address Transaction Status process displays a verification of the add, update, or delete transaction performed.

Navigation

Master Data > Address > Search Criteria > *Various Procedural Steps* > Address Transaction Status page

Page Fields

The following fields display on the **Address Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Background Transaction Status Grid

Transaction Number
Transaction Status

Transaction Status Grid

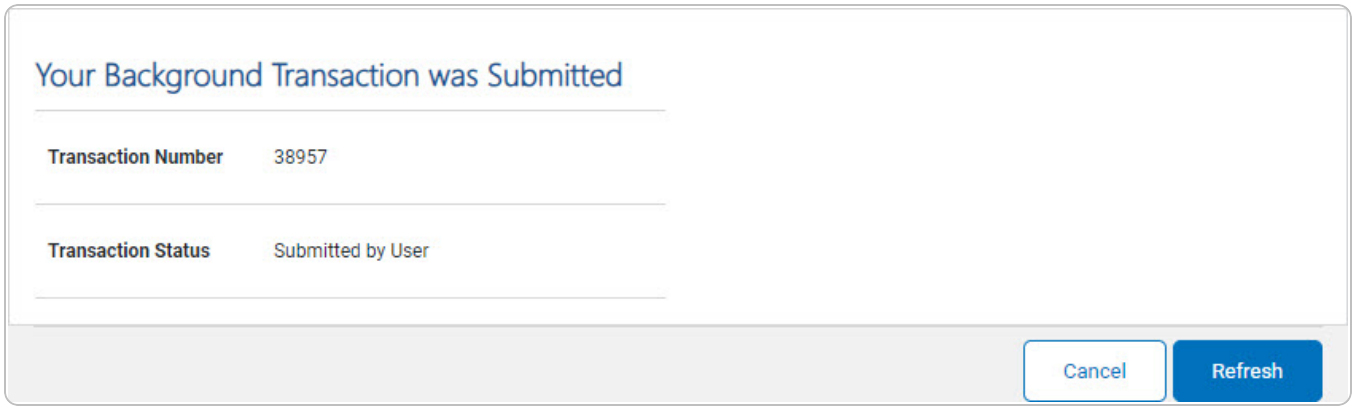
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

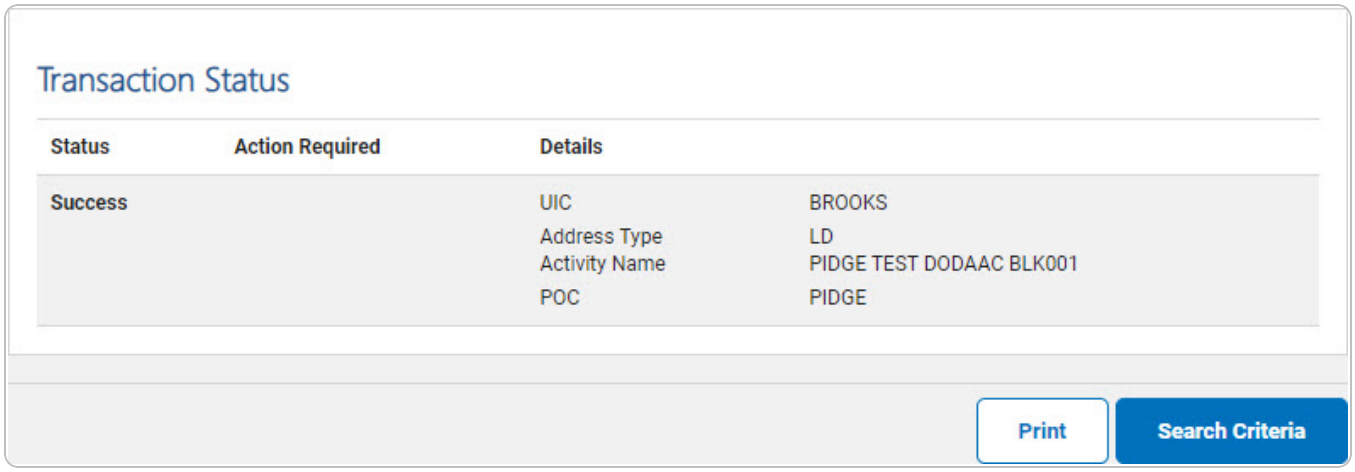
Click the following link to display PA Navigation Tips.

View the Background Transaction Status



- *The Transaction Number automatically populates and is not editable.*
- *The Transaction Status automatically populates and is not editable.*
- Select Refresh to update the transaction status. *The page refreshes.*
- Select View Results once the background process is completed. *The **View the Transaction Status** page appears.*
- Select Cancel. *The **Address Search Criteria** page appears*.

View the Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The **Address Export Report** page appears.*
- Select Search Criteria. *The **Address Search Criteria** page appears*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Address — Criteria
- Search for an Address — Results

- Add an Address
- Update an Address
- Delete an Address
- Export an Address Report

Update an Address

Overview

The Address Update process allows editing of the address and contact information that is used on a frequent basis.

Navigation

Master Data > Address > Search Criteria > Search > Search Results > Update hyperlink > Address Update page

Page Fields

The following fields display on the **Address Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
355	A DoDAAC or CAGE Cd is mandatory.
313	DoDAAC entry must be 6-pos alphanumeric except for alpha "I" or "O".
162	CAGE Cd must = 5 pos, 1st and 5th must = numeric, remaining pos must = alphanumeric except I and O.

132	To search for CAGE CD, see https://cage.dla.mil.
161	NCAGE CD must = 5 POS. When POS 1 = 0-9, POS 5 must = alpha but not I, O, or X. When POS 1 = A, POS 5 must = alpha-numeric but not I, L, O, Q, or V thru Z. When POS 1 = alpha, but not alpha O, POS 5 must = 0-9.
18	Select "Update" button to process transaction(s).

Update Grid

UIC *
CAGE Cd
DUNS
DoDAAC
Activity Name *
Address 1 *
Address 2
City *
State Cd *
ZIP Cd *
Country Cd *
RIC
Address Type *
POC
DSN
Phone Nbr
FAX Nbr
E-Mail Address
Holding POC
Holding Loc
Holding Sub Loc
Holding DODAAC
Transfer via

DAAS Grid

527D Due In/PMR Advice

856S Shipment Status Advice
940R Request for Shipment Advice

(*) Asterisk identifies mandatory fields.

Procedures

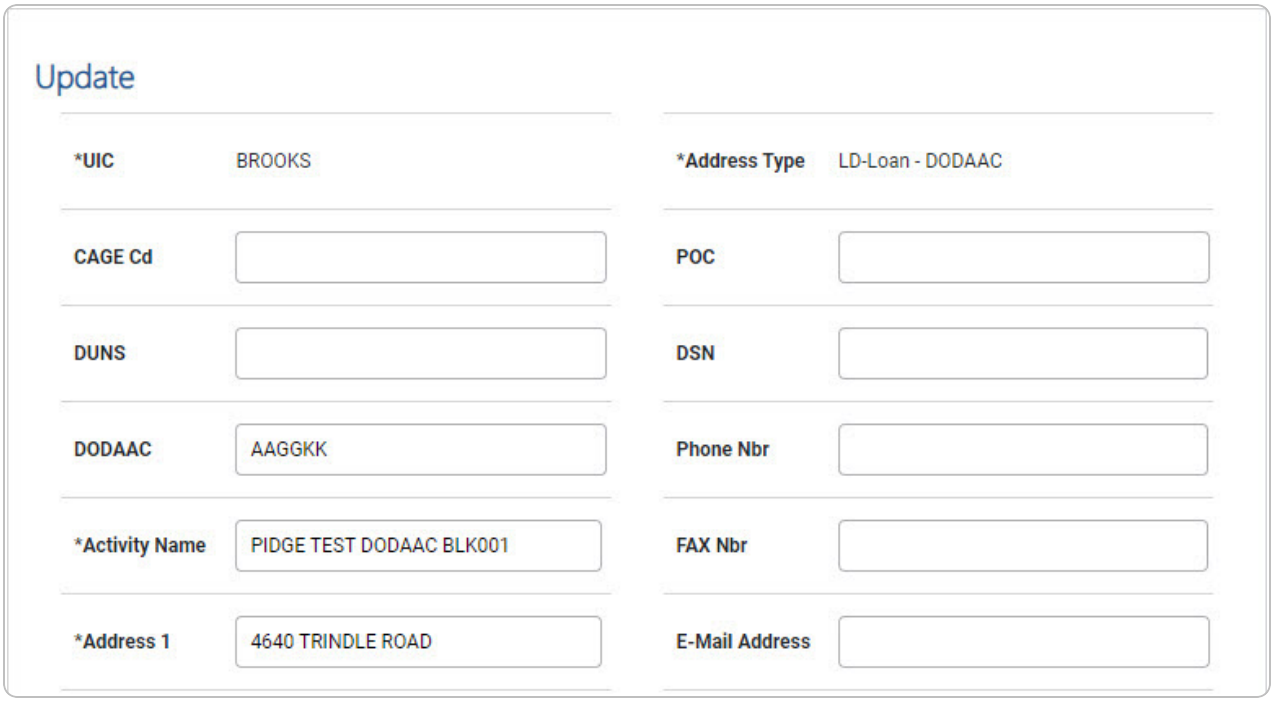
ELMS Navigation Helpful Tips

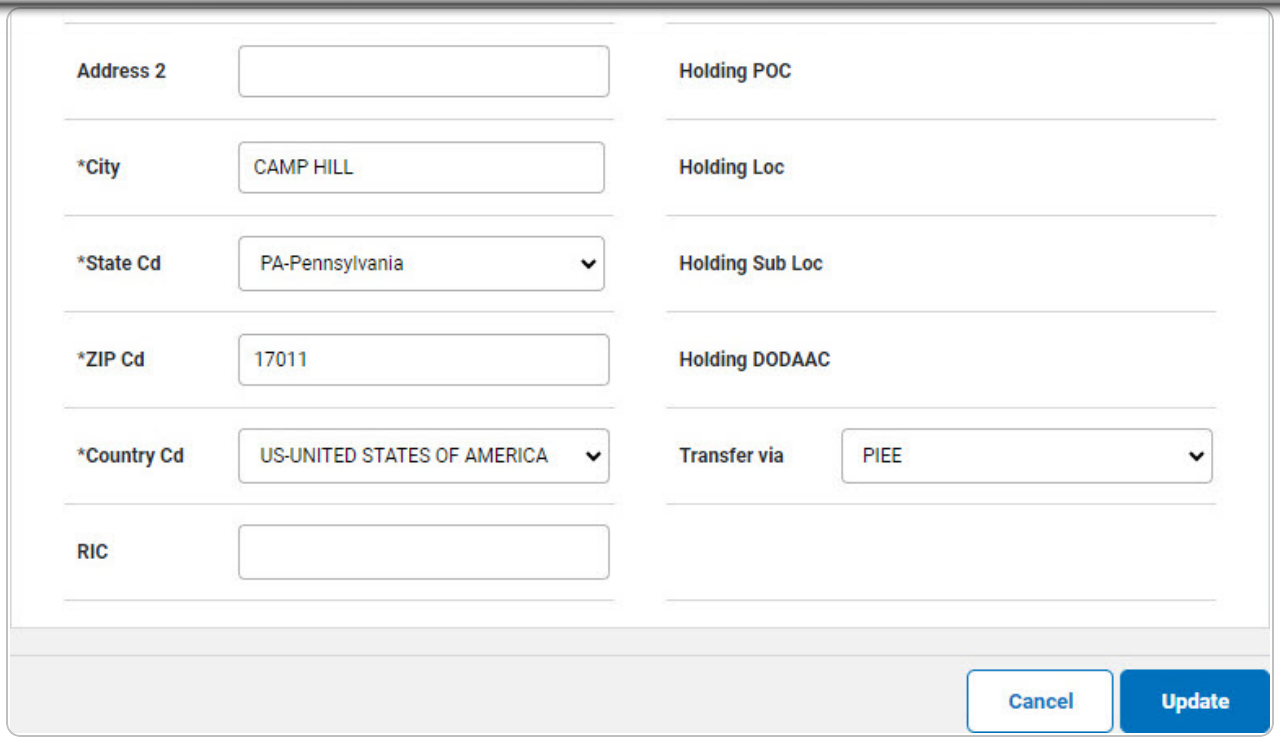
Click the following link to display PA Navigation Tips.

Update an Address

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

1. Select the Update hyperlink. *The* ***Address Update*** *page appears.*





A. *Verify the UIC.*

B. Update the CAGE CD, entering the revised code in the field provided. *This is a 5 alphanumeric character field.*

> **Note**
>
> The CAGE CD **OR** the DODAAC is mandatory.

C. Update the DUNS, entering the revised identifier in the field provided. *This is a 9 numeric character field.*

D. Update the DODAAC, entering the revised identifier in the field provided. *This is a 6 alphanumeric character field.*

E. Update the Activity Name, entering the revised name in the field provided. *This is a 50 alphanumeric character field.*

F. Update the Address 1, entering the revised street in the field provided. *This is a 25 alphanumeric character field.*

G. Update the Address 2, entering the revised apartment / suite in the field provided. *This is a 25 alphanumeric character field.*

H. Update the City, entering the revised place in the field provided. *This is a 22 alpha-numeric character field.*

I. Update the State Cd, using ⌄ to select the desired state.

J. Update the ZIP Code, entering the revised identifier in the field provided. *This is a 10 alphanumeric character field.*

K. Update the Country Cd, using ⌄ to select the desired country.

L. Update the RIC, using ⌄ to select the desired code.

M. *Verify the Address Type.*

N. Update the POC, entering the revised name in the field provided. *This is a 25 alpha-numeric character field.*

O. Update the DSN, entering the revised number in the field provided. *This is a 20 alphanumeric character field.*

P. Update the PHONE NBR, entering the revised number in the field provided. *This is a 19 numeric character field.*

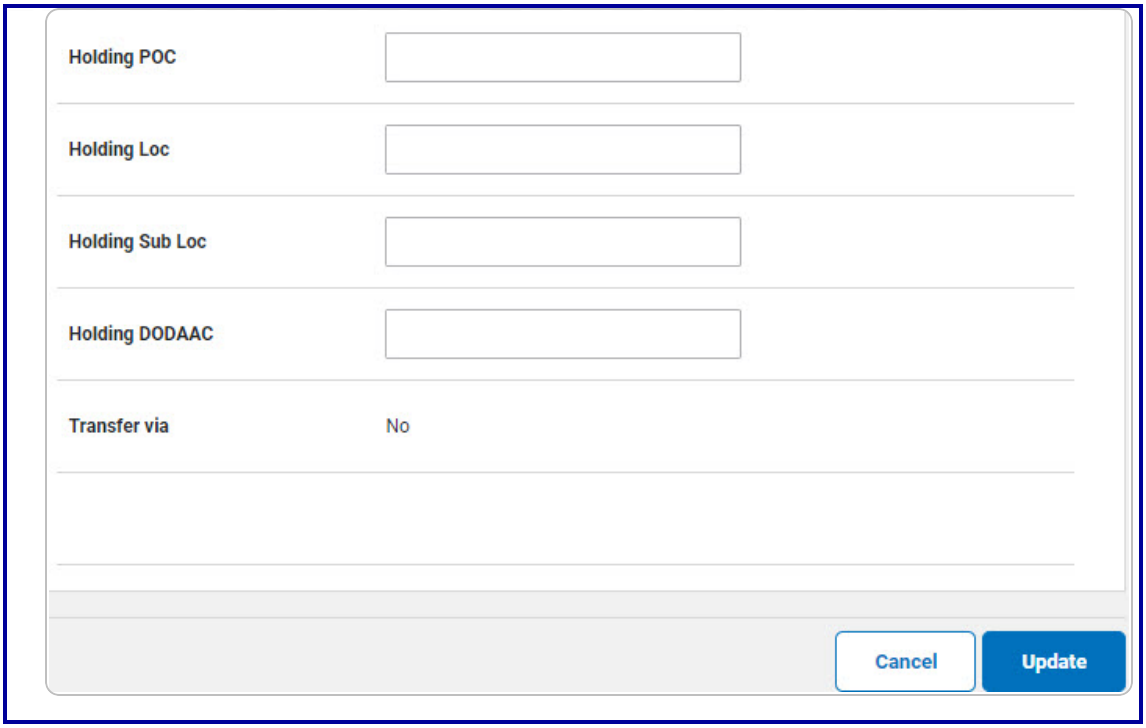
Q. Update the FAX NBR, entering the revised number in the field provided. *This is a 25 alphanumeric character field.*

R. Update the E-MAIL Address, entering the revised address in the field provided. *This is a 65 alphanumeric character field.*

S. Update the Holding POC, entering the revised name in the field provided. *This is a 65 alphanumeric character field.*

Note

The Holding fields are only editable when the Address Type = RE - Reporting.



T. Update the Holding LOC, entering the revised code in the field provided. *This is a 20 alphanumeric character field.*

U. Update the Holding SUB LOC, entering the revised code in the field provided. *This is a 20 alphanumeric character field.*

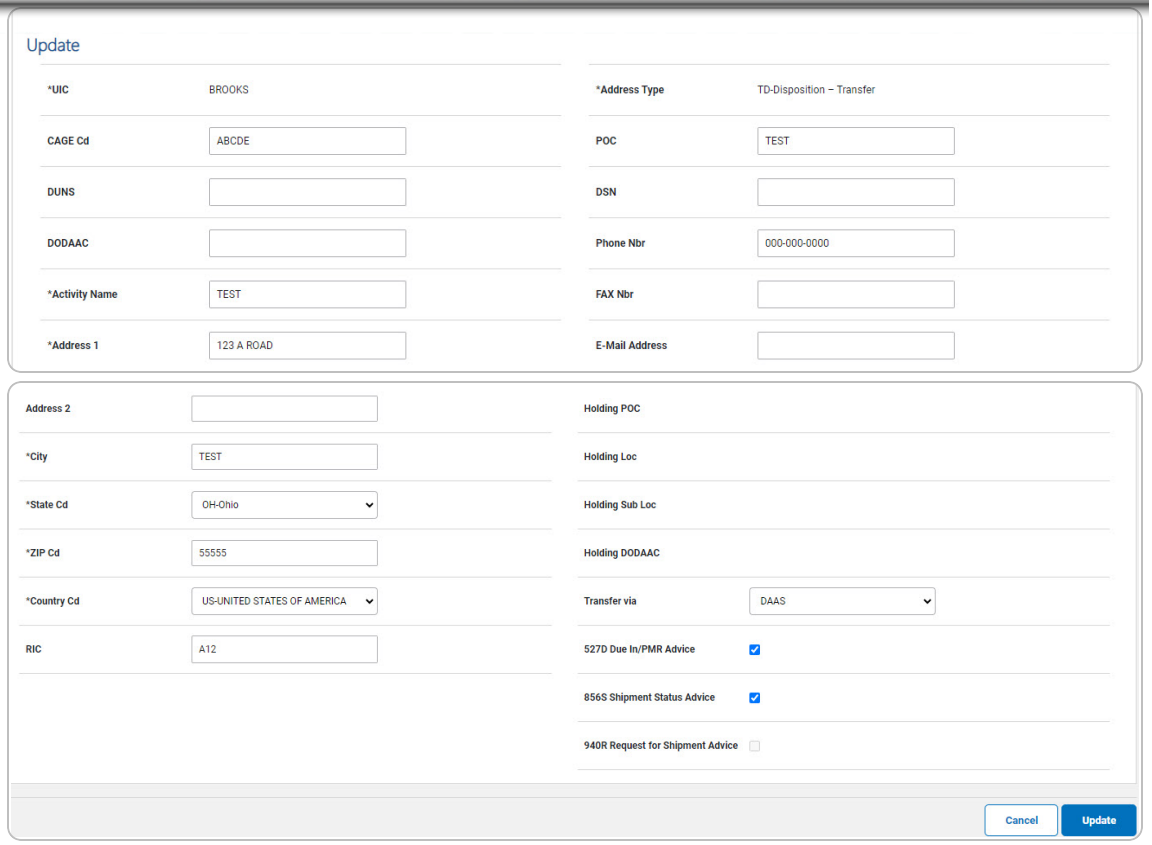
V. Update the Holding DODAAC, entering the revised identifier in the field provided. *This is a 6 alphanumeric character field.*

W. Update the Transfer via, using ⌄ to select the desired method.

Note

The Transfer via field becomes editable when the Address Type is DE - Destination, LD-Loan - DODAAC, or TD-Disposition - Transfer. For all other Address Types, the field is read-only. When DE - Destination or TD-Disposition - Transfer is the Address Type, additional fields appear when the Transfer via is set to DAAS. When No or PIEE is selected as the Transfer via, no additional fields appear.

- DAAS



A. Verify the 527D Due In/PMR Advice contains the appropriate ☑ or ☐. *When selected, indicates the DLMS transaction is via a due-in advice. The 940R Request for Shipment Advice field is disabled.*

Note

When DAAS is selected as the Transfer via, the DoDAAC field is mandatory. The 940R and 856S options can be selected at the same time. The 527D and 856S options can be selected at the same time.

B. Verify the 856S Shipment Advice contains the appropriate ☑ or ☐. *When selected, indicates the DLMS transaction is via a shipment advice.*

C. Verify the 940R Request for Shipment Advice contains the appropriate ☑ or ☐. *When selected, indicates the DLMS transaction is via a request for shipment. The 527D Due In/PMR Advice field is disabled.*

2. Select Update. *The **Address Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Activity Name*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Address 1*.	
13 — Mandatory Entry: *City*.	
13 — Mandatory Entry: *State Cd*.	
13 — Mandatory Entry: *ZIP Cd*.	
13 — Mandatory Entry: *Country Cd*.	
13 — Mandatory Entry: *CAGE Cd*.	
13 — Mandatory Entry: *DoDAAC*.	

13 — Mandatory Entry: *DUNS*.	
422 — DoDAAC or CAGE Cd is mandatory.	Invalid Entry. The DoDAAC or CAGE Cd must be entered. Re-enter the desired field.
2 — Invalid entry *Activity Name*.	Invalid Entry. The mentioned field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.
2 — Invalid entry *Address 1*.	
2 — Invalid entry *Address 2*.	
2 — Invalid entry *City*.	
2 — Invalid entry *ZIP Cd*.	
419 — DoDAAC entry must be 6 — pos alphanumeric except for alpha "I" or "O".	Invalid Entry. The DoDAAC is a 6—position alphanumeric entry, but not "I"; "O"; or special characters. Re-enter the DoDAAC.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
204 — CAGE Cd must be 5 pos, first and fifth =	Invalid Entry. The CAGE Cd is a 5—position entry. The first and fifth positions must be

numeric, remaining POS =alphanumeric.	numeric. The remaining positions are alpha-numeric. Re-enter the CAGE CD.
204 — Invalid CAGE/ NCAGE CD. Refer to Instruction Text.	Invalid Characters or Format Entered in the CAGE / NCAGE CD field. For the CAGE CD, enter a total of 5 characters. The **1st** and **5th** must be **numeric**, and the remaining characters may be any mixture of alphanumeric characters, but not "I"; "O"; or special characters. For the NCAGE CD, enter a total of 5 characters. The **1st** character is **alphanumeric**. When the ***1st character is numeric***, the ***5th character must be alphabetic*** (but not "I"; "O"; or "X"). When the *1st character is alphabetic* (but not "O"), the *5th character must be numeric*. When the 1st character is "A", then the 5th character is alphanumeric (but not "I"; "L"; "O"; "Q"; or "V"; "W"; "X"; "Y"; "Z")
422 — DoDAAC or CAGE CD is mandatory.	Invalid Entry. The DoDAAC or CAGE CD must be entered. Re-enter the desired field.
xxxx — DoDAAC is required when Transfer via DAAS is selected.	Invalid Entry. The DAAS is selected and the mandatory DoDAAC is missing. Re-enter the desired field.
xxxx — RIC is mandatory if transfer via DAAS.	Invalid Entry. The DAAS is selected and the mandatory RIC is missing. Re-enter the RIC.
761 — Phone Nbr, DSN, FAX Nbr, or Mobile Phone Nbr	Invalid Characters Entered in the Phone Nbr / DSN Nbr / Mobile Phone Nbr field. Enter a min-

must be numeric, a minimum of 7 — pos, with supported special characters(s) — , +, ( ), x, period and space.	imum of 7 numeric characters, or the following permitted special characters to designate the extension: —, +, x, comma, period, and space. Make sure there are no extra spaces before or after the number.
421 — CAGE CD is mandatory if DUNS is entered.	Invalid Entry. DUNS is entered and the required CAGE CD is missing. Re-enter the CAGE CD.
439 — UIC for entered Loan DoDAAC /CAGE CD cannot match displayed UIC.	Invalid Entry. The selected UIC matches the displayed UIC. Re-enter the UIC.

Related Topics

- Search for an Address — Criteria
- Search for an Address — Results
- Add an Address
- Delete an Address
- View the Address Transaction Status
- Export an Address Report

Add an Agency Setting Update

Overview

The Agency Setting Update Add process provides the ability to create new General, Sensitive, and Non-Planned Signature Blocks. This process is only available to those holding an Agency Coordinator role.

Navigation

Master Data > Agency Settings > Search Criteria > Type Action — Add - Signature Block option > Update > Agency Setting Update Add

Page Fields

The following fields display on the **Agency Setting Update Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Add Grid

Inventory Plan Type
Signature Block Name

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Agency Setting — Signature Block

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

1. Select Update. *The* ***Agency Setting Update Add*** *page appears.*

   A. Use ⌄ to select the Inventory Plan Type.

> **Note**
> The Agency Setting Update Add process is the same for General, Sensitive, and Non-Planned Signature Blocks.

   B. Enter the Signature Block Name. *This is a 64 alphanumeric character field.*

2. Select Add. *The* ***Agency Setting Update Search Criteria*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
299 — Text field cannot contain %.	Invalid Entry. The text entered contains a percent sign. Remove the % and re-try the entry.

Related Topics

- Search for an Agency Setting Update — Criteria
- Search for an Agency Setting Update — Results
- Update an Agency Setting
- Update an Agency Setting — MNU
- Update an Agency Setting Signature Blocks
- View the Agency Setting Update Signature Blocks Preview
- Delete an Agency Setting Update Signature Block
- View the Agency Setting Update Transaction Status
- Export an Agency Setting Update Report

Search for an Agency Setting Update — Results

Overview

The Agency Setting Update Results process provides the ability to update, delete, and preview existing Signature Blocks which are used when reports are generated.

Navigation

Master Data > Agency Settings > Search Criteria > Update > Agency Setting Search Results page

Page Fields

The following fields display on the **Agency Setting Update (General, Sensitive, Non-Planned) Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Results Grid

Update
Delete
Signature Block Name
Default

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Update an Agency Setting

Select the Update hyperlink. *The **Agency Setting Update** page appears.*

Delete an Agency Setting

Select the Delete hyperlink. *The **Agency Setting Update Delete** page appears.*

View a Signature Block Name

Select the Signature Block Name hyperlink. *The **Agency Setting Update** page appears.*

Set an Agency Setting Update Default

Select the Default hyperlink of the desired Signature Block. *The Agency Setting Update page refreshes and the selected Default appears at the top of the Search Results grid.*

Note

One Defaulted Signature Block is mandatory for each Inventory.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Agency Setting Update — Criteria
- Add an Agency Setting Update
- Update an Agency Setting
- Update an Agency Setting — MNU
- Update an Agency Setting Signature Blocks
- View the Agency Setting Update Signature Blocks Preview
- Delete an Agency Setting Update Signature Block
- View the Agency Setting Update Transaction Status
- Export an Agency Setting Update Report

Export an Agency Setting Update

Overview

The Agency Setting Update Report Export process provides the ability to save the Agency Setting Update Transaction Status in different formats.

Navigation

Master Data > Agency Settings > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Agency Setting Update Export Report page

Page Fields

The following fields display on the **Agency Setting Update Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
157	Select "Edit" to change Signature Block.
158	Select "Save" button to move the change to lower level of the page.
159	Select "Preview" button to view the whole Signature Block.
160	Select "Update" button to update the Signature Block.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

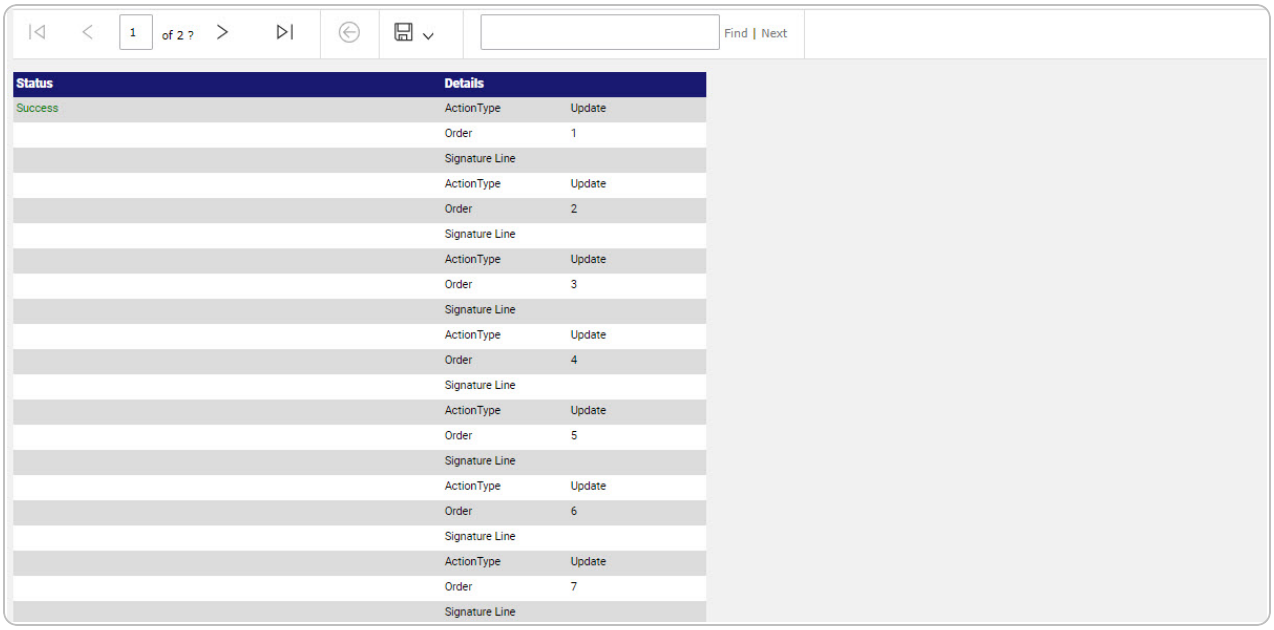
Procedures

ELMS Navigation Helpful Tips

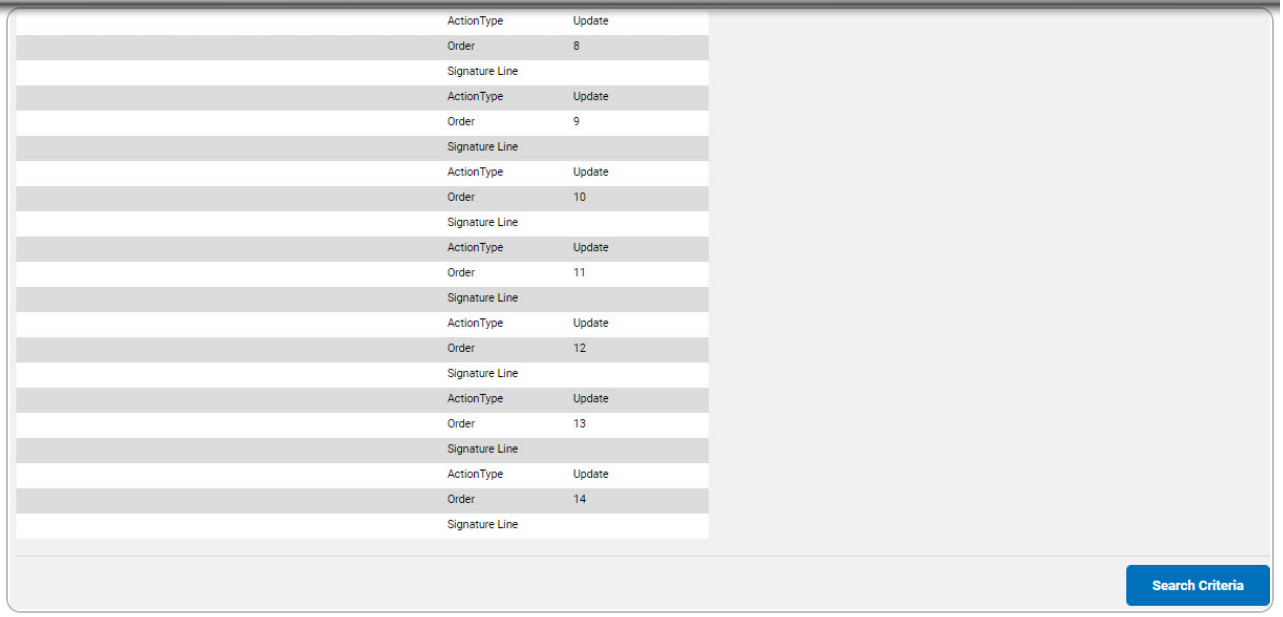
Click the following link to display PA Navigation Tips.

Export the Agency Setting Update Report

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



Status	Details	
Success	ActionType	Update
	Order	1
	Signature Line	
	ActionType	Update
	Order	2
	Signature Line	
	ActionType	Update
	Order	3
	Signature Line	
	ActionType	Update
	Order	4
	Signature Line	
	ActionType	Update
	Order	5
	Signature Line	
	ActionType	Update
	Order	6
	Signature Line	
	ActionType	Update
	Order	7
	Signature Line	



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The **Agency Setting Update 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria *The **Agency Setting Update Search Criteria** page appears.*

Related Topics

- Search for an Agency Setting Update — Criteria
- Search for an Agency Setting Update — Results
- Add an Agency Setting Update
- Update an Agency Setting — MNU
- Update an Agency Setting
- Update an Agency Setting Signature Blocks
- Delete an Agency Setting Update Signature Block
- View the Agency Setting Update Transaction Status

Search for an Agency Setting Update — Criteria

Overview

The Property Accountability module Agency Setting Update process provides the ability to manage various system settings and data fields that will apply to users throughout an organization. This functionality is only available for the Agency Coordinator role.

Navigation

Master Data > Agency Settings > Agency Setting Update Search Criteria page

Page Fields

The following fields display on the **Agency Setting Update Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
148	Select Agency Setting to update the Cost Variances and DOC NBR mandatory requirements.
149	Select General Signature Block to update the Signature text for planned inventories.
150	Select Non-Planned Signature Block to update the Signature text for non-planned inventories.
151	Select Sensitive Signature Block to update the Signature text for sensitive inventories.

xxxx	Select M&U Agency Setting to update the utilization percentage and/or the fuel quantity thresholds.

Search Criteria Grid

Agency Name
Type Action

Search Results Grid

Update
Delete
Signature Block Name
Default

Procedures

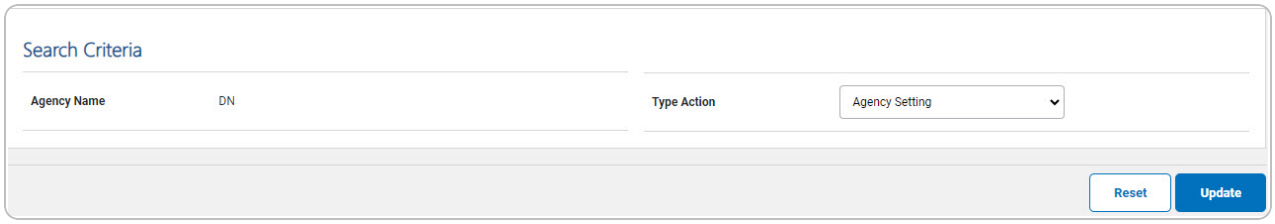
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Agency Setting Update — 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 panel, narrow the results by entering the following optional fields:.



- *The Agency Name automatically populates and is not editable.*
- Use ⌄ to select the Type Action.

2. Select Update. *The **Agency Setting Update** page appears.*

OR

*The **Agency Setting Update Search Results** page appears.*

Note

If there is more than one Signature Block entry, the **Agency Setting Update Search Results** page appears. If there is one Signature Block entry, the **Agency Setting Update** page appears.

Update	Delete	Signature Block Name	Default
Update		Another Test	This is the default signature
Update	Delete		Set this as the default signature
Update	Delete	AP-AVNFW	Set this as the default signature
Update	Delete	AP-AVNFWW	Set this as the default signature
Update	Delete	Test	Set this as the default signature
Update	Delete	Test Signature Block	Set this as the default signature
Update	Delete	TestGeneral	Set this as the default signature
Update	Delete	Testing Signature Block 2	Set this as the default signature
Update	Delete	This is a test	Set this as the default signature

Cancel

OR

*The **Agency Setting Update Signature Blocks** page appears.*

Note

The Agency Setting Update Signature Block process is the same for General, Sensitive, and Non-Planned Signature Blocks.

OR

*The **Agency Setting Update Add** page appears.*

OR

*The **MNU: Agency Settings Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Agency Setting Update — Results
- Add an Agency Setting Update
- Update an Agency Setting
- Update an Agency Setting — MNU
- Update an Agency Setting Signature Blocks
- View the Agency Setting Update Signature Blocks Preview
- Delete an Agency Setting Update Signature Block
- View the Agency Setting Update Transaction Status
- Export an Agency Setting Update Report

Update an Agency Setting Signature Block

Overview

The Agency Setting Update process allows editing of General, Sensitive, and Non-Planned Signature Blocks. There are forty eight (48) lines of free form text used to compose the message that appears on the various reconciliation reports.

Navigation

Master Data > Agency Settings > Search Criteria > *Various Procedural Steps* > Agency Setting Update Signature Block page

Page Fields

The following fields display on the **Agency Setting Update Signature Block** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
157	Select "Edit" to change Signature Block.
158	Select "Save" button to move the change to lower level of the page.
159	Select "Preview" button to view the whole Signature Block.
160	Select "Update" button to update the Signature Block.

Update Grid

Signature Block Name
Order
Text

Procedures

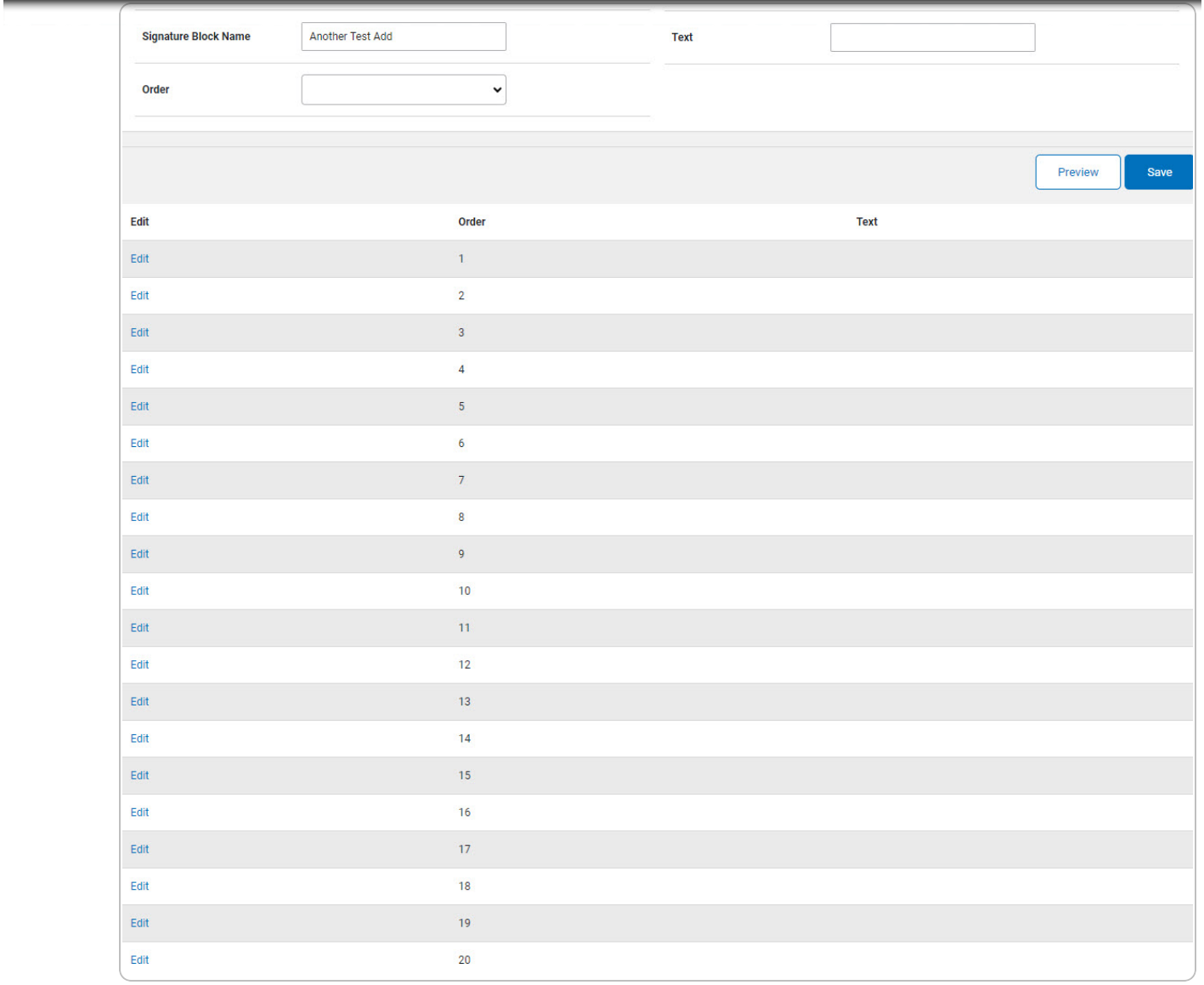
ELMS Navigation Helpful Tips

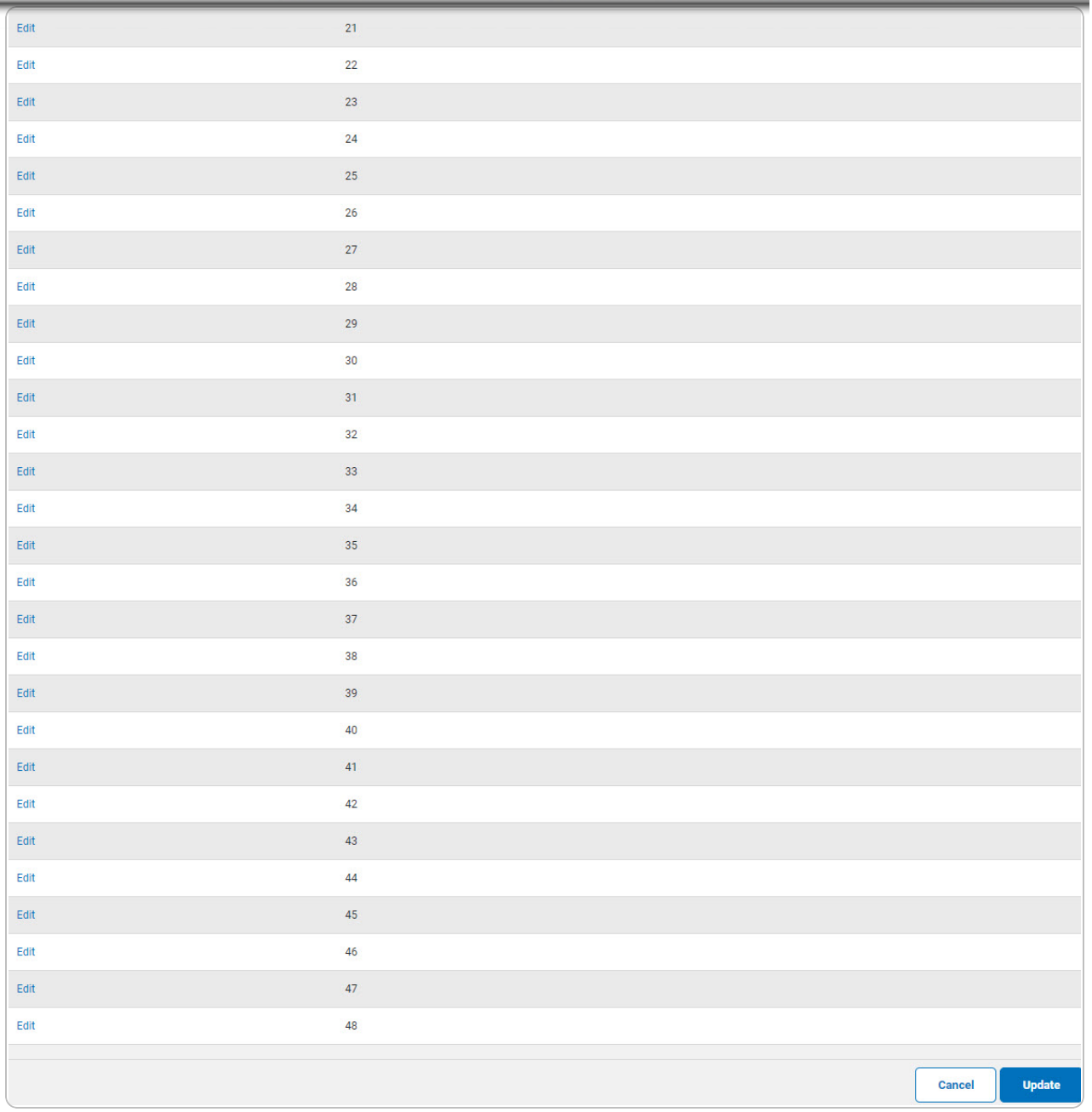
Click the following link to display PA Navigation Tips.

Update an Agency Setting Signature Block

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

1. Select the Update hyperlink. *The* ***Agency Setting Update Signature Blocks*** *page appears.*


Signature Block Name
Another Test Add
Text
Order
Preview
Save
Edit
Order
Text
Edit 1
Edit 2
Edit 3
Edit 4
Edit 5
Edit 6
Edit 7
Edit 8
Edit 9
Edit 10
Edit 11
Edit 12
Edit 13
Edit 14
Edit 15
Edit 16
Edit 17
Edit 18
Edit 19
Edit 20



A. Update the Signature Block Name, entering the revised name in the field provided. *This is a 64 alphanumeric character field.*

B. Select the Edit hyperlink on the desired line. *The page refreshes and the Order field changes to the selected number*.

Note

The Agency Setting Update process is the same for General, Sensitive, and Non-Planned Signature Blocks.

C. Update the Order, using ⌄ to select the desired Order Number.

Note

To insert a the line of text between two existing lines, select the destination line Order number where the desired line is to be inserted. All lines below the insertion point will move down in sequence.

D. Enter the Text in the field provided. *This is a 64 alphanumeric character field.*

Note

If the selected line already contains data, the edit mode appears to update the existing line of text.

To delete a line, select the Edit hyperlink of the desired line, remove the text in the Text field, and select Save. *The text is removed from the selected line.*

E. Select Preview. *The **Agency Setting Update Signature Block Preview** page appears.*

Helpful Tip

Save and Update the Signature Block Text before Previewing to ensure the text is not removed.

F. Select Save. *The page refreshes and the Text appears next to the selected Order Number.*

G. Repeat Steps B-F to add additional Text.

2. Select Update. *The **Agency Setting Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, (,), comma, period, and space. Special characters like ! or @ are prohibited.
299 — Text field cannot contain %.	Invalid Entry. The text entered contains a percent sign. Remove the % and re-try the entry.

Related Topics

- Search for an Agency Setting Update — Criteria
- Search for an Agency Setting Update — Results
- Add an Agency Setting Update
- Update an Agency Setting
- Update an Agency Setting — MNU
- View the Agency Setting Update Signature Blocks Preview
- Delete an Agency Setting Update Signature Block
- View the Agency Setting Update Transaction Status
- Export an Agency Setting Update Report

View the Agency Setting Update Signature Block Preview

Overview

The Agency Setting Update Signature Block Preview is view only and displays the Signature Block Text.

Navigation

Master Data > Agency Settings > Search Criteria > *Various Procedural Steps* > Signature Blocks > Agency Setting Update Signature Block Preview page

Page Fields

The following fields display on the **Agency Setting Update Signature Block Preview** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Signature Block Preview Grid

Signature Block Name
Signature Block Text

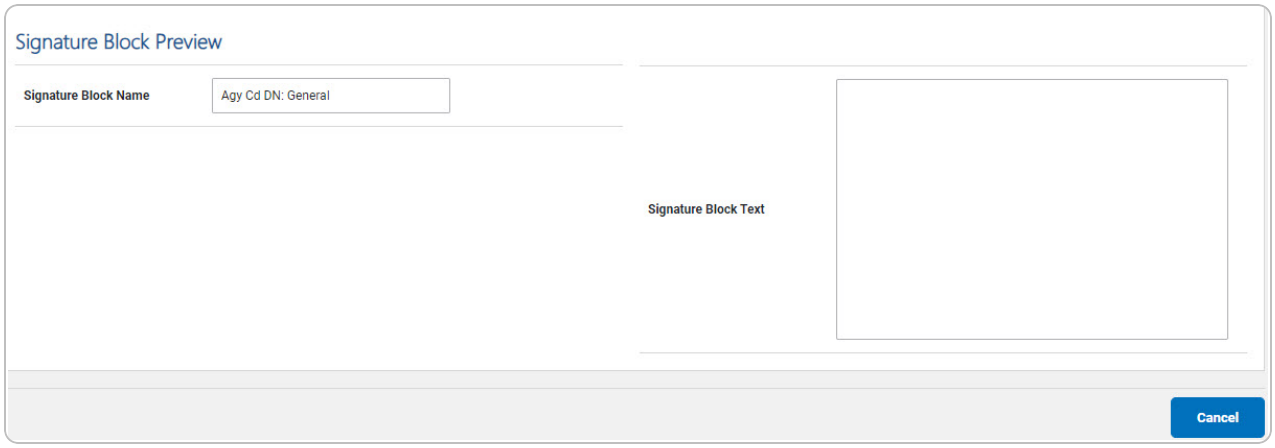
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Agency Setting Update Signature Block Preview

1. Select Preview. *The **Agency Setting Update Signature Block Preview** page appears.*



   A. *Verify the Signature Block Name.*

   B. *Verify the Signature Block Text.*

2. Select Cancel. *The **Agency Setting Update Search Results** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Agency Setting Update — Criteria
- Search for an Agency Setting Update — Results
- Add an Agency Setting Update
- Update an Agency Setting
- Update an Agency Setting — MNU
- Update an Agency Setting Signature Blocks
- Delete an Agency Setting Update Signature Block
- View the Agency Setting Update Transaction Status
- Export an Agency Setting Update Report

Delete an Agency Setting Update Signature Block

Overview

The Agency Setting Update Signature Block Delete process allows removal of a Signature Block.

Navigation

Master Data > Agency Settings > Search Criteria > Update > Search Results > Delete hyperlink > Agency Setting Update Signature Block Preview Delete page

Page Fields

The following fields display on the **Agency Setting Update Signature Block Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Signature Block Preview Delete Grid

Signature Block Name
Signature Block Text

Procedures

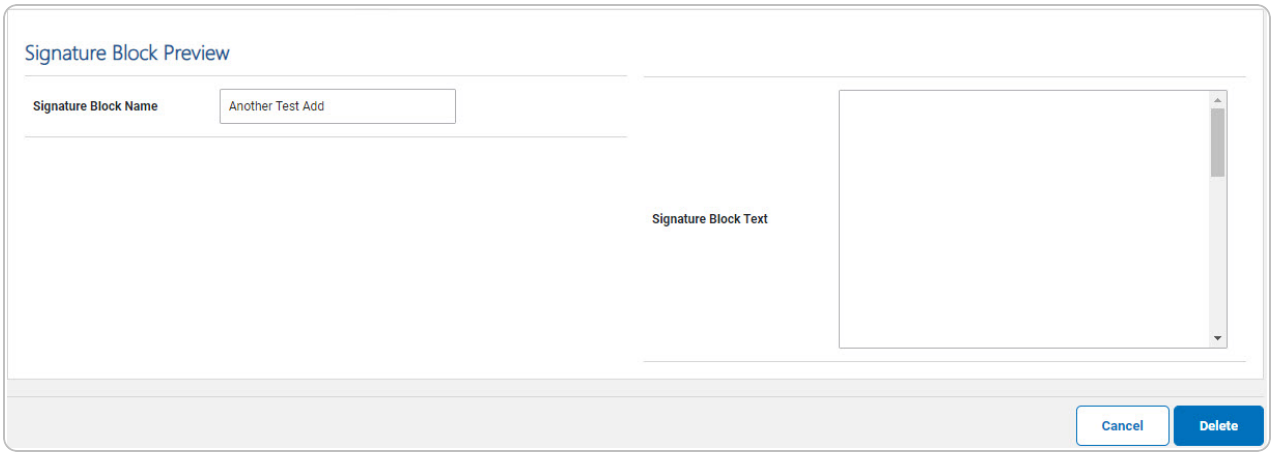
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete the Agency Setting Update Signature Block

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

1. Select the Delete hyperlink. *The* ***Agency Setting Update Signature Block Delete*** *page appears.*



   A. *Verify the Signature Block Name.*

   B. *Verify the Signature Block Text.*

> **Note**
>
> The system requires at least one Signature Block. If there is only one Signature Block entry, the option to delete is not available.

2. Select Delete. *The Signature Block is removed and the* ***Agency Setting Update Search Results*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Agency Setting Update — Criteria
- Search for an Agency Setting Update — Results
- Add an Agency Setting Update
- Update an Agency Setting
- Update an Agency Setting — MNU
- Update an Agency Setting Signature Blocks
- View the Agency Setting Update Signature Blocks Preview
- View the Agency Setting Update Transaction Status
- Export an Agency Setting Update Report

View the Agency Setting Update Transaction Status

Overview

The Agency Setting Update Transaction Status process displays a verification of the Agency Setting Update transaction performed.

Navigation

Master Data > Agency Settings > Search Criteria > *Various Procedural Steps* > Agency Setting Update Transaction Status page

Page Fields

The following fields display on the **Agency Setting Update Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
157	Select "Edit" to change Signature Block.
158	Select "Save" button to move the change to lower level of the page.
159	Select "Preview" button to view the whole Signature Block.
160	Select "Update" button to update the Signature Block.

Transaction Status Grid

Status
Action Required
Details

Procedures

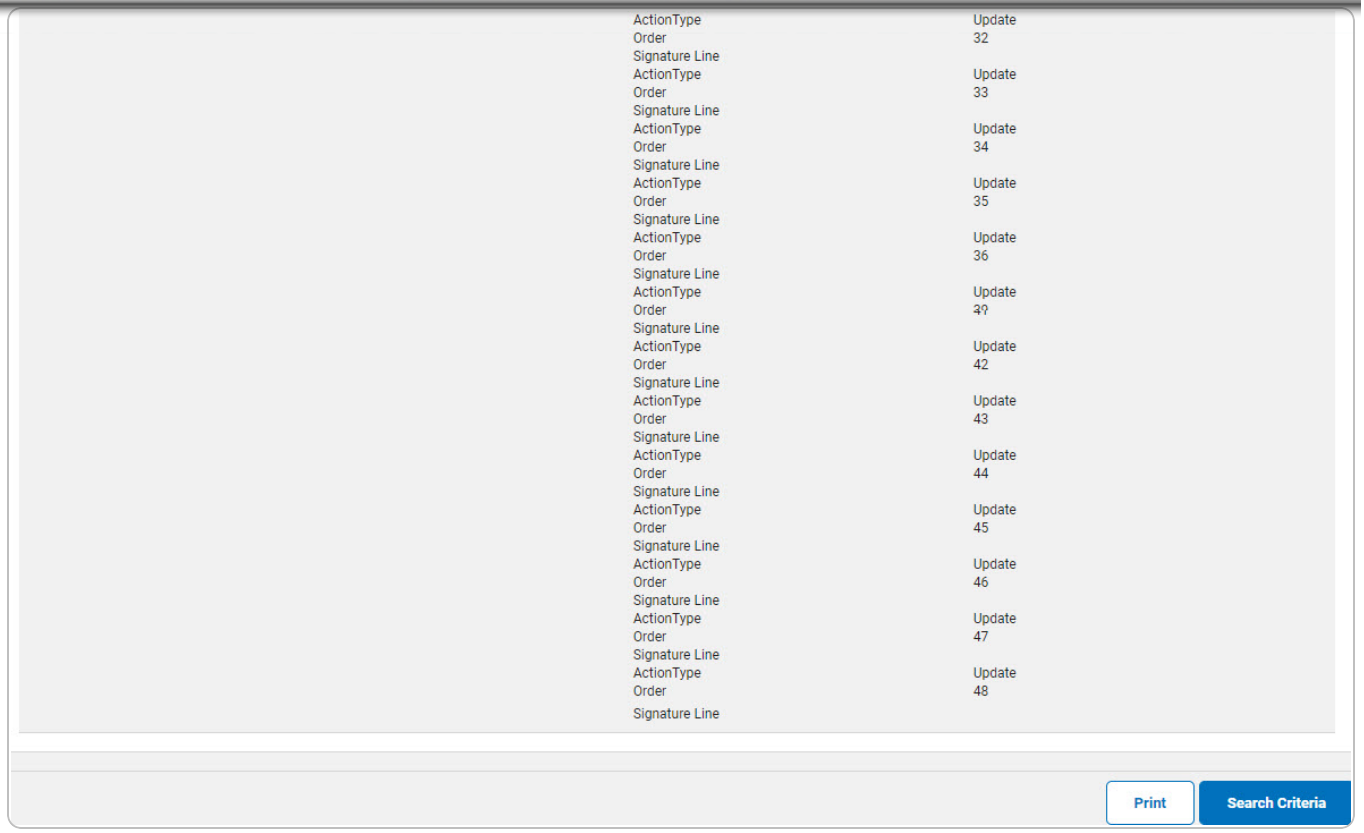
ELMS Navigation Helpful Tips

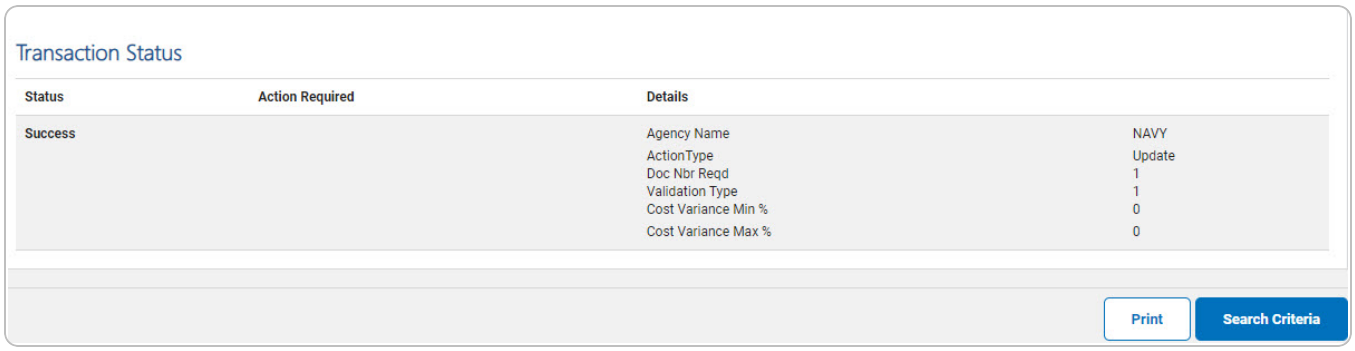
Click the following link to display PA Navigation Tips.

View the Agency Setting Update Transaction Status

Transaction Status

Status	Action Required	Details	
Success		ActionType	Update
		Order	10
		Signature Line	
		ActionType	Update
		Order	11
		Signature Line	
		ActionType	Update
		Order	12
		Signature Line	
		ActionType	Update
		Order	13
		Signature Line	
		ActionType	Update
		Order	17
		Signature Line	
		ActionType	Update
		Order	18
		Signature Line	
		ActionType	Update
		Order	19
		Signature Line	
		ActionType	Update
		Order	20
		Signature Line	
		ActionType	Update
		Order	21
		Signature Line	
		ActionType	Update
		Order	22
		Signature Line	Add Name Here
		ActionType	Update
		Order	30
		Signature Line	
		ActionType	Update
		Order	31
		Signature Line	





1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Agency Setting Update Report Export** page appears.*
5. Select Search Criteria. *The **Agency Setting Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Agency Setting Update — Criteria
- Search for an Agency Setting Update — Results
- Add an Agency Setting Update
- Update an Agency Setting
- Update an Agency Setting — MNU
- Update an Agency Setting Signature Blocks
- Delete an Agency Setting Update Signature Block
- Export an Agency Setting Update Report

Update an Agency Setting

Overview

The Agency Setting Update process allows editing of system settings concerning Document Number usage requirements and the modification of data fields controlling the upper and lower limits on the amount of variance that is allowed in the Acquisition Cost field when receiving assets.

Navigation

Master Data > Agency Settings > Search Criteria > Type Action — Agency Setting option > Update > Agency Setting Update page

Page Fields

The following fields display on the **Agency Setting Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
152	Select "Yes" in DOC NBR RQD field to make DOC NBR mandatory in ELMS.
153	The value entered into Cost Variance Min % is used to determine whether an asset is within the Minimum Cost Variance.
154	The value entered into Cost Variance Max % is used to determine whether an asset is within the Max Cost Variance.

Update Grid

Doc Nbr Reqd *
Validation Type
Cost Variance Min % *
Cost Variance Max % *

(*) Asterisk identifies mandatory fields.

Procedures

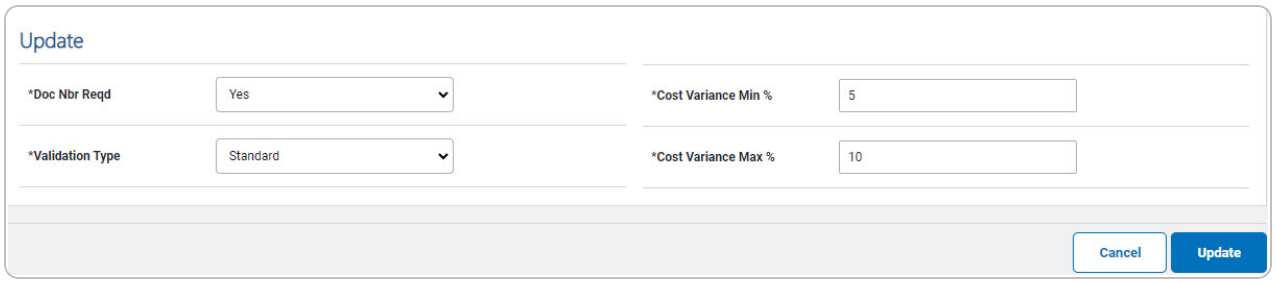
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Agency Setting

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

1. Select Update. *The* ***Agency Setting Update*** *page appears.*



   A. Use ⌄ to select the Doc Nbr Reqd.

   B. Use ⌄ to select the Validation Type.

   C. Enter the Cost Validation Min %. *This is a 4 numeric character field.*

   D. Enter the Cost Validation Max %. *This is a 4 numeric character field.*

2. Select Update. *The* ***Agency Setting Update Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
298 — Cost Variance Maximum is outside valid range 0 — 1000.	Invalid Entry. The entry is more than the 0-100 range. Re-enter the Cost Variance Maximum.
297 — Cost Variance Minimum is outside valid range 0 — 1000.	Invalid Entry. The entry is less than the 0-100 range. Re-enter the Cost Variance Minimum.

Related Topics

- Search for an Agency Setting Update — Criteria
- Search for an Agency Setting Update — Results
- Add an Agency Setting Update
- Update an Agency Setting — MNU
- Update an Agency Setting Signature Blocks
- View the Agency Setting Update Signature Blocks Preview
- Delete an Agency Setting Update Signature Block
- View the Agency Setting Update Transaction Status
- Export an Agency Setting Update Report

Update an Agency Setting — MNU

Overview

The Agency Setting Update MNU process allows editing of system settings concerning the M&U Fuel Quantity and Utilization Percentage threshold of an asset.

Navigation

Master Data > Agency Settings > Search Criteria > Type Action — M&U Agency Setting option > Update > MNU: Agency Settings Update page

Page Fields

The following fields display on the **MNU: Agency Settings Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
xxxx	Select the Utilization Variance checkbox to enable applying a percentage.
xxxx	The Utilization Variance percentage is a threshold for the utilization from the last meter reading to the current meter reading. This variance percentage will apply to all utilization processes.
xxxx	Select the Fuel QTY checkbox to enable and apply a fuel quantity number limit.

xxxx	The Fuel QTY is a threshold for the amount of fuel entered for an asset.

Update Grid

Utilization Variance *
Fuel Quantity *

(*) Asterisk identifies mandatory fields.

Procedures

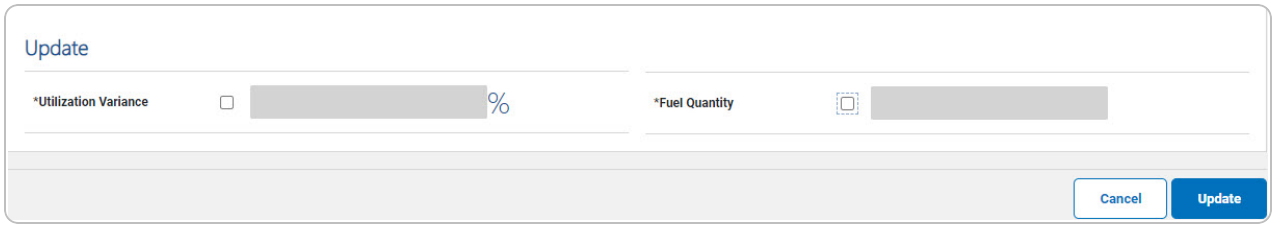
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Agency Setting — MNU

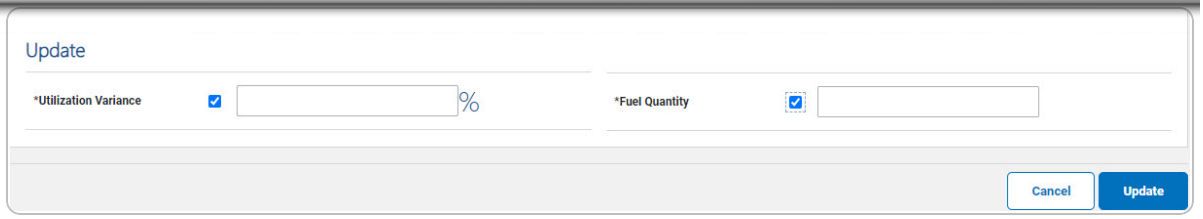
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

1. Select Update. *The **MNU: Agency Setting Update** page appears.*



A. Click ☐ to select the Utilization Variance. *When selected, the field becomes available for update.*

B. Click ☐ to select the Fuel Quantity. *When selected, the field becomes available for update.*



C. Enter the Utilization Variance. *This is a 3 numeric character field.*

D. Enter the Fuel Quantity. *This is a 3 numeric character field.*

2. Select Update. *The **Agency Setting Update Transaction Status** page appears.*

Note

Updates may take up to 90 minutes to reflect.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Agency Setting Update — Criteria
- Search for an Agency Setting Update — Results
- Add an Agency Setting Update
- Update an Agency Setting
- Update an Agency Setting Signature Blocks
- View the Agency Setting Update Signature Blocks Preview
- Delete an Agency Setting Update Signature Block
- View the Agency Setting Update Transaction Status
- Export an Agency Setting Update Report

Add an Asset Id Prefix

Overview

The Asset Identifier Prefix Assignment Add process provides the ability to create new Asset Id Prefixes. Asset Id Prefixes start with an alphanumeric sequence (Asset Id prefix) + a sequential number. Asset Id Prefixes must be unique across all of ELMS. The maximum length is 12 characters.

Navigation

Master Data > Asset Id Prefx Asgmt > Search Criteria > Add > Asset Id Prefix Add page

Page Fields

The following fields display on the **Asset Id Prefix Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
24	(*) Asterisk identifies mandatory fields.
36	Select "Delete" button to remove record(s) from applicable tables.
21	Select "Add" button to create a new record.

14	Select "Cancel" button to return to previous page.
18	Select "Update" button to process transaction(s).

Add Grid

UIC *
Asset Id Prefix *
Length *
Prefix Desc *
Last Seq Nbr *

(*) Asterisk identifies mandatory fields.

Procedures

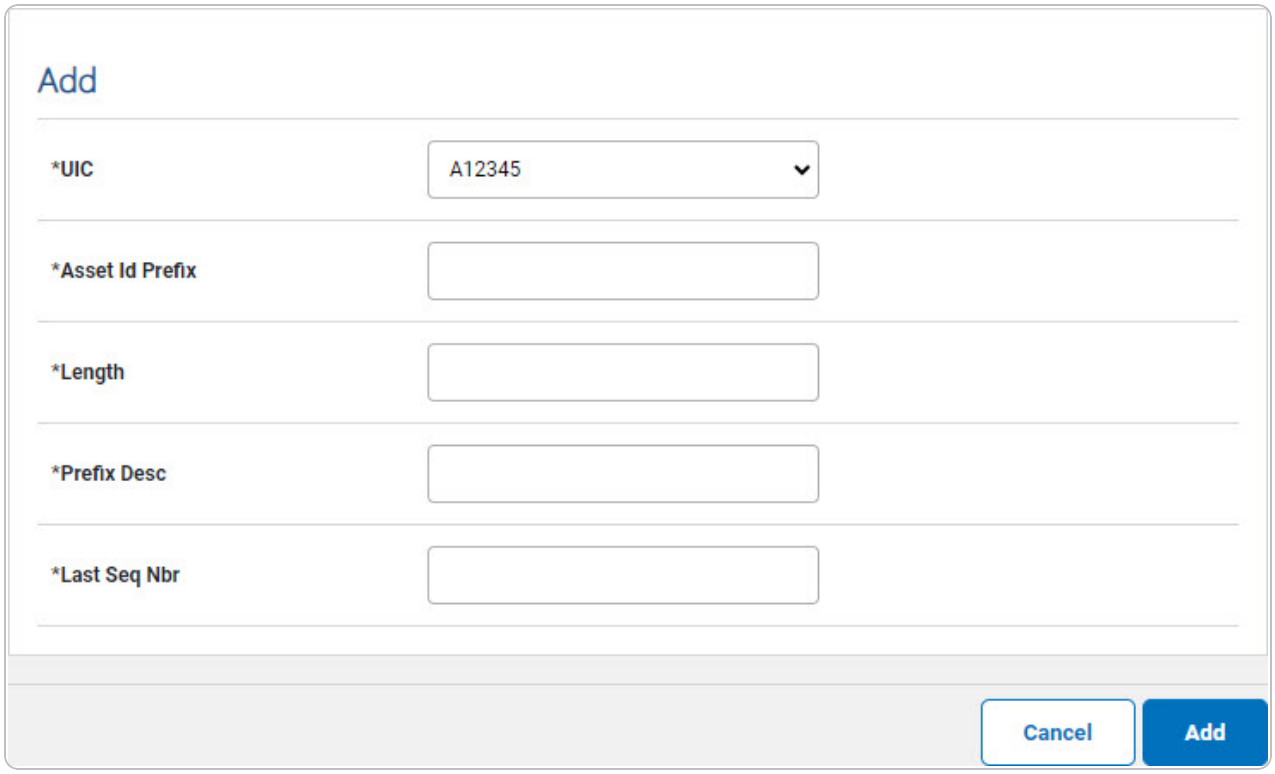
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Asset Id Prefix

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

1. Select Add. *The **ASSET ID Prefix Add** page appears.*



   A. Use ⌄ to select the UIC.

   B. Enter the ASSET ID Prefix in the field provided. *This is an 8 alphanumeric character field.*

   C. Enter the Length of the prefix (including the last sequential number) in the field provided. *This is a 2 numeric character field, and the number must be 12 or less.*

   D. Enter the Prefix DESC in the field provided. *This is a 50 alphanumeric character field.*

   E. Enter the LAST SEQ NBR in the field provided. *This is a 12 numeric character field.*

2. Select Add. *The **Asset Id Prefix Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Field - *Asset Id Prefix.*	
13 — Mandatory Field - *Length*.	
13 — Mandatory Field - *Prefix Desc*.	
13 — Mandatory Field - *Last Seq Nbr*.	
xxxx — Invalid Character used for Asset Id Prefix Description.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
257 — Asset Id Length must be <= 12.	Invalid Entry. The Asset Id Length must be less than or equal to 12. Enter the number 12 or less than 12.
210 — Asset Id Prefix cannot start with Bulk.	Invalid Entry. Asset Id must be serially managed. Re-enter the Asset Id prefix.
xxxx — Last Seq Nbr. Number must be less than	Invalid Entry. The Last Sequence Number cannot be greater than 1,000,000,000. Re-enter the

1,000,000,000.	Last Sequence Number.
xxxx — Invalid Character used for LAST SEQ NBR.	Invalid Entry. The Last Sequence Number may not contain an alpha character. Only numbers are allowed.
xxxx — Length must be a number.	Invalid Entry. The Length field can only contain numbers. Re-enter the Length.
138 — Length must be >= total of characters in Prefix and LAST SEQ NBR.	Invalid Entry. The Length field must be greater than or equal to sum of the number of characters in the ASSET ID Prefix + the number of characters in the Last Sequence Number. Re-enter the Length.

Related Topics

- Search for an Asset Id Prefix — Criteria
- Search for an Asset Id Prefix — Results
- Update an Asset Id Prefix
- Delete an Asset Id Prefix
- View the Asset Id Prefix Transaction Status
- Export an Asset Id Prefix Report

Delete an Asset Id Prefix Assignment

Overview

The Asset Id Prefix Delete process allows removal of an Asset Id Prefix.

Navigation

Master Data > Asset Id Prefx Asgmt > Search Criteria > Search > Search Results > Delete hyperlink > Asset Id Prefix Delete page

Page Fields

The following fields display on the **Asset Id Prefix Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
24	(*) Asterisk identifies mandatory fields.
36	Select "Delete" button to remove record(s) from applicable tables.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

18	Select "Update" button to process transaction(s).

Delete Grid

UIC *
Asset Id Prefix *
Length *
Prefix Desc *
Last Seq Nbr *

(*) Asterisk identifies mandatory fields.

Procedures

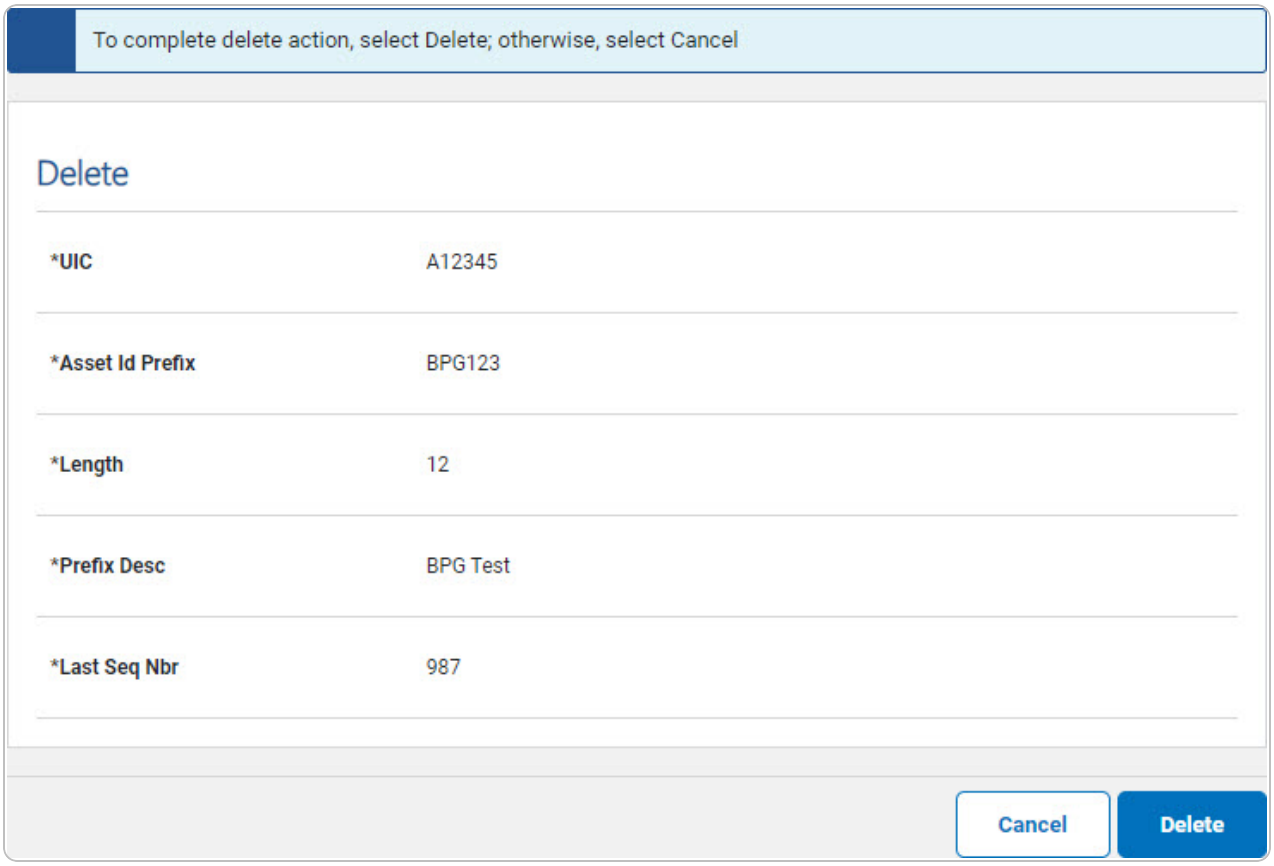
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete an Asset Id Prefix

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

1. Select the Delete hyperlink. *The **ASSET ID Prefix Delete** page appears.*



   A. *Verify the UIC.*

   B. *Verify the ASSET ID Prefix.*

   C. *Verify the Length.*

   D. *Verify the Prefix DESC.*

   E. *Verify the LAST SEQ NBR.*

2. Select Delete. *The **Asset Id Prefix Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for an Asset Id Prefix — Criteria
- Search for an Asset Id Prefix — Results
- Add an Asset Id Prefix
- Update an Asset Id Prefix
- View the Asset Id Prefix Transaction Status
- Export an Asset Id Prefix Report

Export an Asset Id Prefix Report

Overview

The Asset Id Prefix Report Export provides the ability to save the Transaction Status in different formats.

Navigation

Master Data > Asset Id Prefx Asgmt > Search Criteria > *Various Procedural Steps* > Transaction Status > Asset Id Prefix Report Export page

Page Fields

The following fields display on the **Asset Id Prefix Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
24	(*) Asterisk identifies mandatory fields.
36	Select "Delete" button to remove record(s) from applicable tables.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

18	Select "Update" button to process transaction(s).

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

Find | Next	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

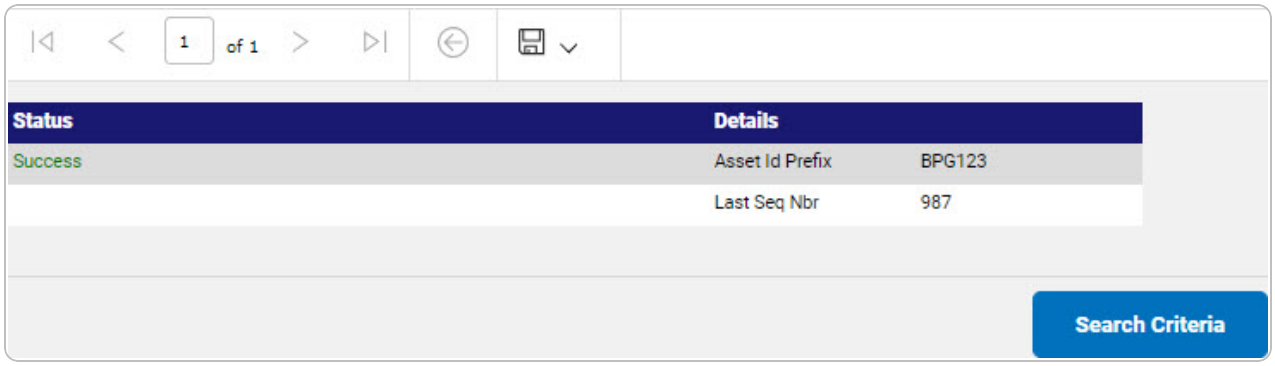
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Id Prefix Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. *Follow the prompts provided by the computer.*
5. Select Search Criteria. *The **Asset Id Prefix 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 [Next] to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select [Search Criteria]. *The **Asset Id Prefix Search Criteria** page appears*.

Related Topics

- Search for an Asset Id Prefix — Criteria
- Search for an Asset Id Prefix — Results
- Add an Asset Id Prefix
- Update an Asset Id Prefix
- Delete an Asset Id Prefix
- View the Asset Id Prefix Transaction Status

Search for an Asset Id Prefix — Criteria

Overview

The Property Accountability module Asset Id Prefix process provides the ability to create, view, update, and delete an unique asset identifier. Asset Id Prefixes are used to assist in automatically assigning Asset Ids.
Asset Id Prefixes start with an alphanumeric sequence plus a sequential number. They must be created if automated Asset Ids are to be assigned.

Note

Asset Ids are assigned at the UIC level and must be unique across all other Site Ids in ELMS.

Navigation

Master Data > Asset Id Prefx Asgmt > Asset Id Prefix Search Criteria page

Page Fields

The following fields display on the **Asset Id Prefix Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
27	A wild card is permitted using percentage (%).
13	Select "Reset" button to clear data.

Search Criteria Grid

UIC *
Asset Id Prefix

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Asset Id Prefix — Criteria

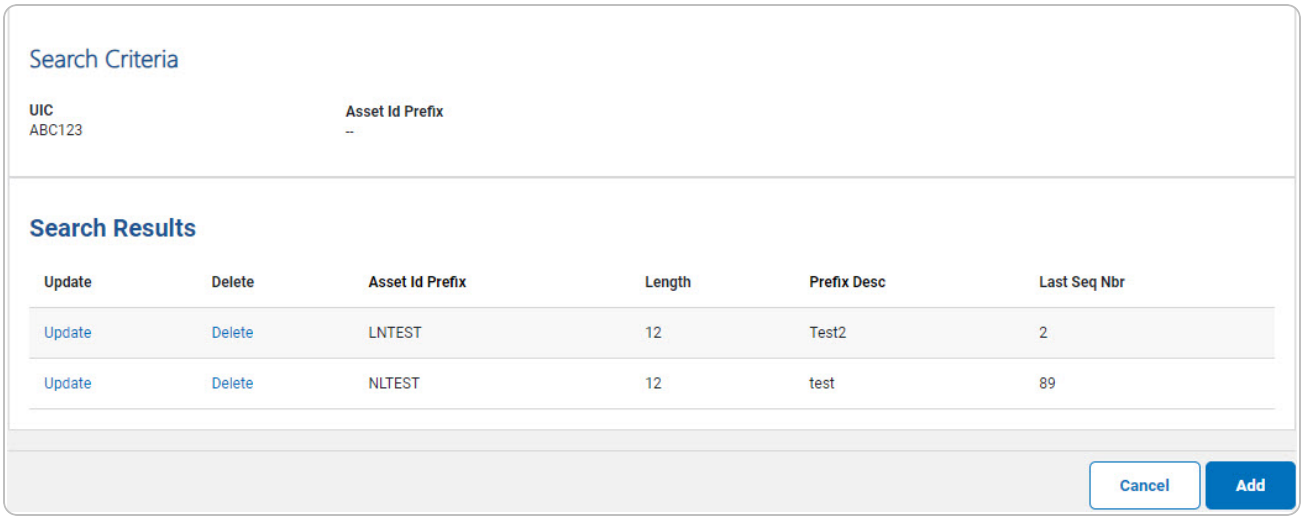
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering the following fields:.

A. Use ⌄ to select the UIC. *The default is to the currently logged UIC.*

B. Enter the Asset Id Prefix in the field provided. *This is an 8 alphanumeric character field.*

2. Select Search. *The **Asset Id Prefix Search Results** page appears.*



Add an Asset Id Prefix

Select Add. *The **Asset Id Prefix Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.

xxxx — Invalid Character used for ASSET ID.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

- Search for an Asset Id Prefix — Results
- Add an Asset Id Prefix
- Update an Asset Id Prefix
- Delete an Asset Id Prefix
- View the Asset Id Prefix Transaction Status
- Export an Asset Id Prefix Report

Search for an Asset Id Prefix — Results

Overview

The Ancillary Cost Search Results page provides the ability to view the Asset Id Prefix, Length, Description and Last Sequence Number. Additionally, it provides the ability to create, update, or delete an Asset Id Prefix.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Master Data > Asset Id Prefx Asgmt > Search Criteria > Asset Id Prefix Search Results page

Page Fields

The following fields display on the **Asset Id Prefix Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

UIC
Asset Id Prefix

Search Results Grid

Update
Delete
Asset Id Prefix
Length
Prefix Desc
Last Seq Nbr

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Asset Id Prefix

Select Add. *The **Asset Id Prefix Add** page appears.*

Update an Asset Id Prefix

Select the Update hyperlink. *The **Asset Id Prefix Update** page appears.*

Delete an Asset Id Prefix

Select the Delete hyperlink. *The **Asset Id Prefix Delete** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Asset Id Prefix — Criteria
- Add an Asset Id Prefix
- Update an Asset Id Prefix
- Delete an Asset Id Prefix
- View the Asset Id Prefix Transaction Status
- Export an Asset Id Prefix Report

View the Asset Id Prefix Transaction Status

Overview

The Asset Id Prefix Transaction Status process displays a verification of the creation, updating, or deleting performed.

Navigation

Master Data > Asset Id Prefx Asgmt > Search Criteria > *Various Procedural Steps* > Asset Id Prefix Transaction Status page

Page Fields

The following fields display on the **Asset Id Prefix Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
24	(*) Asterisk identifies mandatory fields.
36	Select "Delete" button to remove record(s) from applicable tables.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

18	Select "Update" button to process transaction(s).

Transaction Status Grid

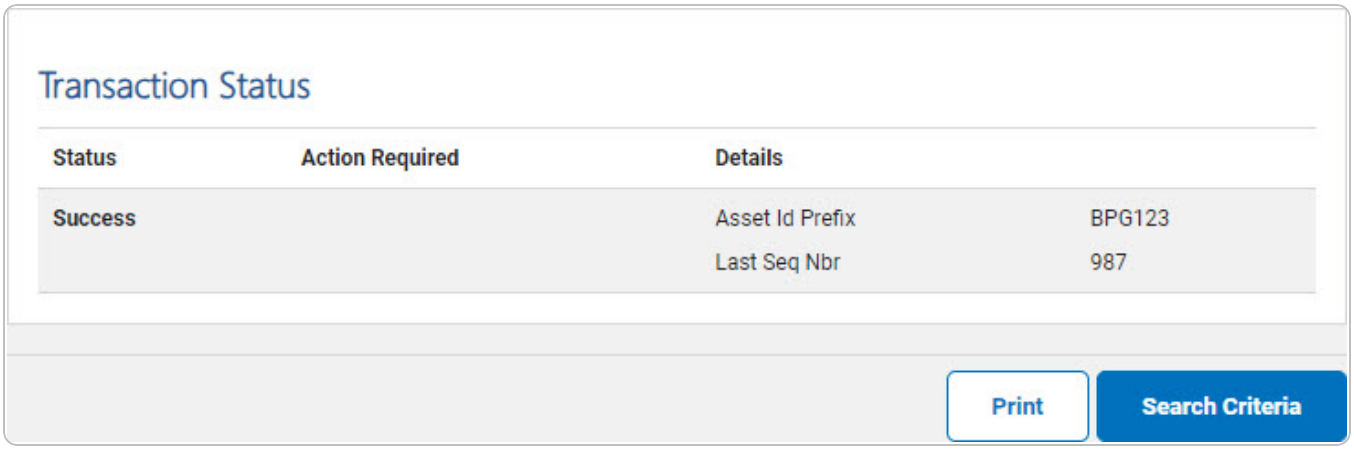
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Asset Identifier Prefix Assignment Report Export** page appears.*
5. Select Search Criteria. *The **Asset Id Prefix Search Criteria** page appears*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Asset Id Prefix — Criteria
- Search for an Asset Id Prefix — Results
- Add an Asset Id Prefix
- Update an Asset Id Prefix
- Delete an Asset Id Prefix
- Export an Asset Id Prefix Report

Update an Asset Id Prefix

Overview

The Asset Id Prefix Update process allows editing of Asset Id Prefixes. Asset Id Prefixes must be unique across all of ELMS.

Navigation

Master Data > Asset Id Prefx Asgmt > Search Criteria > Search > Search Results > Update hyperlink > Asset Id Prefix Update page

Page Fields

The following fields display on the **Asset Id Prefix Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
24	(*) Asterisk identifies mandatory fields.
36	Select "Delete" button to remove record(s) from applicable tables.
21	Select "Add" button to create a new record.

14	Select "Cancel" button to return to previous page.
18	Select "Update" button to process transaction(s).

Update Grid

UIC *
Asset Id Prefix *
Length *
Prefix Desc *
Last Seq Nbr *

(*) Asterisk identifies mandatory fields.

Procedures

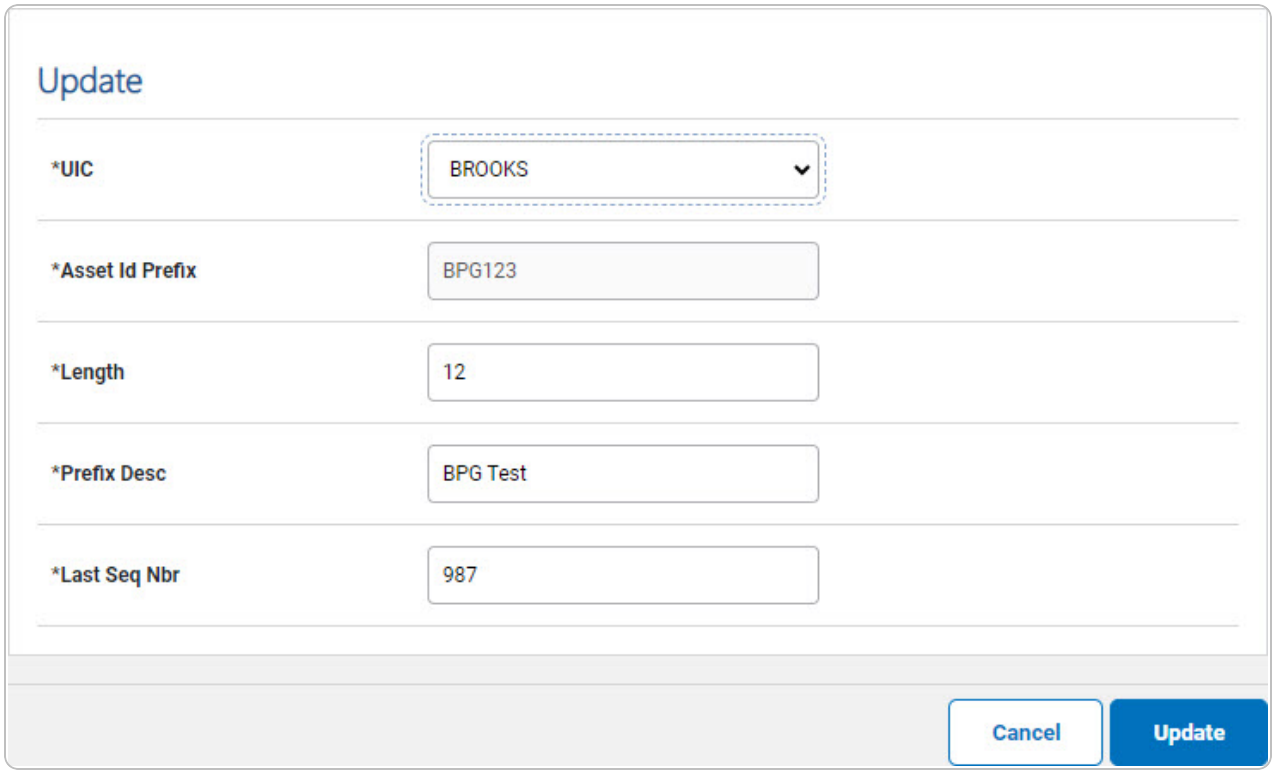
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Asset Id Prefix

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

1. Select the Update hyperlink. *The **Asset Id Prefix Update** page appears.*



A. Update the UIC, using ⌄ to select the desired code.

B. Update the Asset Id Prefix, entering the revised prefix in the field provided. *This is an 8 alphanumeric character field.*

C. Update Length of the prefix (including the last sequential number), entering the revised amount in the field provided. *This is a 2 numeric character field, and the number must be 12 or less.*

D. Update the Prefix Desc, entering the revised explanation in the field provided. *This is a 50 alphanumeric character field.*

E. Update the Last Seq Nbr, entering the revised number in the field provided. *This is a 12 numeric character field.*

2. Select Update. *The **Asset Id Prefix Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Field - *Asset Id Prefix.*	
13 — Mandatory Field - *Length*.	
13 — Mandatory Field - *Prefix Desc*.	
13 — Mandatory Field - *Last Seq Nbr*.	
xxxx — Invalid Character used for Asset Id Prefix Description.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
257 — Asset Id Length must be <= 12.	Invalid Entry. The Asset Id Length must be less than or equal to 12. Enter the number 12 or less than 12.
210 — Asset Id Prefix can-	Invalid Entry. Asset Id must be serially man-

not start with Bulk.	aged. Re-enter the ASSET ID prefix.
xxxx — LAST SEQ NBR. Number must be less than 1,000,000,000.	Invalid Entry. The Last Sequence Number cannot be greater than 1,000,000,000. Re-enter the Last Sequence Number.
xxxx — Invalid Character used for LAST SEQ NBR.	Invalid Entry. The Last Sequence Number may not contain an alpha character. Only numbers are allowed.
xxxx — Length must be a number.	Invalid Entry. The Length field can only contain numbers. Re-enter the Length.
138 — Length must be >= total of characters in Prefix and LAST SEQ NBR.	Invalid Entry. The Length field must be greater than or equal to sum of the number of characters in the ASSET ID Prefix + the number of characters in the Last Sequence Number. Re-enter the Length.

Related Topics

- Search for an Asset Id Prefix — Criteria
- Search for an Asset Id Prefix — Results
- Add an Asset Id Prefix
- Delete an Asset Id Prefix
- View the Asset Id Prefix Transaction Status
- Export an Asset Id Prefix Report

Add a System Identification

Overview

The System Identification Add process provides the ability to create a new SYSTEM ID to tie end items and/or components together as a system.

Navigation

Master Data > SYS ID > Search Criteria > Add > System Identification Add page

Page Fields

The following fields display on the **System Identification Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
164	If SYS ID is on a Asset record, SYS ID cannot be deleted.
165	Valid special characters for SYS ID are -, /, #, &, comma, and space.
176	"DESC" must be alphanumeric with supported special character (s) $, -, /, #, &, comma, period, and space.

Add Grid

UIC *
Sys Id *
Status *
Desc *
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

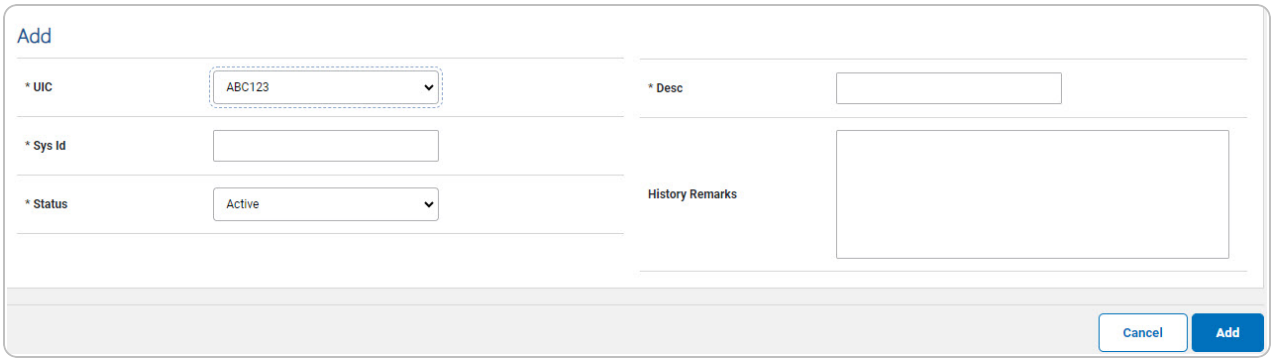
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a System Identification

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

1. Select Add. *The* ***System Identification Add*** *page appears.*



A. Use ⌄ to select the UIC.

B. Enter the SYS ID in the field provided. *This is a 30 alphanumeric character field.*

C. Use ⌄ to select the Status.

D. Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*

E. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Add. *The* ***System Identification Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *SYS ID*	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *UIC*	
13 — Mandatory Entry: *STATUS*	
13 — Mandatory Entry: *DESC*	
306 — SYS ID contains unsupported special character(s).	Invalid Entry. The characters entered in the field include prohibited special characters. Enter the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited. Enter the SYS ID again.
307 — DESC must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #,

	&, comma, period, and space. Special characters like ! or @ are prohibited.
308 — SYS ID already exists on System Identification table.	Invalid Entry. The SYS ID matches an existing SYS ID on the System Identification table. Enter a different SYS ID.
311 — UIC and Description combination already exists on System Identification Table.	Invalid Entry. The UIC and Description combination matches an existing UIC and Description combination on the System Identification Table. Enter a different UIC and Description combination.
571 — UIC and Description combination already exists. Select "ADD" to reinstate.	Invalid Entry. The UIC and Description combination matches an existing UIC and Description combination. Enter a different UIC and Description combination and select Add.

Related Topics

- Search for a System Identification — Criteria
- Search for a System Identification — Results
- Update a System Identification
- Delete a System Identification
- View the System Identification Transaction Status
- Export a System Identification Report

Delete a System Identification

Overview

The System Identification Delete process allows removal of a SYSTEM ID that is no longer being used to tie end items and/or components together as a system.

Navigation

Master Data > SYS ID > Search Criteria > Search > Search Results > Delete hyperlink > System Identification Delete page

Page Fields

The following fields display on the **System Identification Delete**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
164	If SYS ID is on a Asset record, SYS ID cannot be deleted.
165	Valid special characters for SYS ID are -, /, #, &, comma, and space.
176	"DESC" must be alphanumeric with supported special character (s) $, -, /, #, &, comma, period, and space.

Delete Grid

UIC *
Sys Id *
Status *
Desc *
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

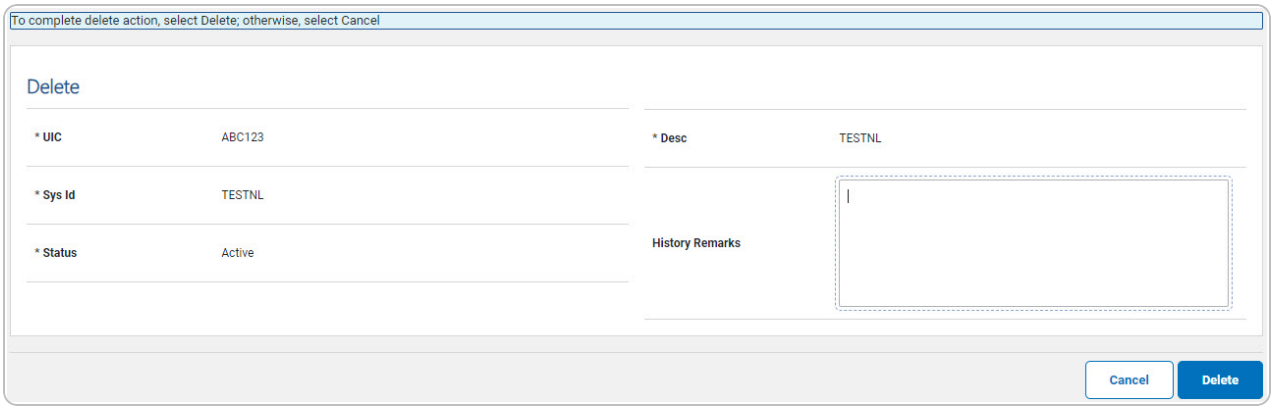
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a System Identification

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

1. Select the Delete hyperlink. *The* ***System Identification Delete****page appears.*



A. *Verify the UIC.*

B. *Verify the SYS ID.*

C. *Verify the Status.*

D. *Verify the DESC.*

E. Enter the History Remarks. *This is a 256 alphanumeric character field.*

2. Select Delete. *The **System Identification Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Sys Id*	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Desc*.	
309 — Sys Id exists on Asset table. Cannot delete.	Invalid Entry. The Sys Id already exists on the Asset table and cannot be deleted. Enter a different Sys Id and try the Delete again.

Related Topics

- Search for a System Identification — Criteria
- Search for a System Identification — Results
- Add a System Identification
- Update a System Identification
- View the System Identification Transaction Status
- Export a System Identification Report

Export a System Identification Report

Overview

The System Identification Report Export process provides the ability to save the SYSTEM ID Transaction Status in different formats.

Navigation

Master Data > SYS ID > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > System Identification Export Report page

Page Fields

The following fields display on the **System Identification Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
164	If SYS ID is on a Asset record, SYS ID cannot be deleted.
165	Valid special characters for SYS ID are -, /, #, &, comma, and space.
176	"DESC" must be alphanumeric with supported special character (s) $, -, /, #, &, comma, period, and space.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

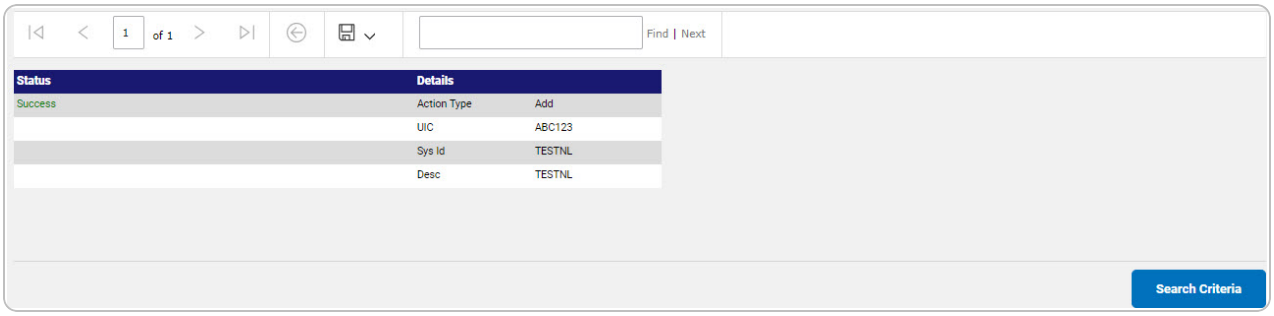
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the System Identification Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select

. *The **System Identification Search Criteria** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria *The **System Identification Search Criteria** page appears.*

Related Topics

- Search for a System Identification — Criteria
- Search for a System Identification — Results
- Add a System Identification
- Update a System Identification
- Delete a System Identification
- View the System Identification Transaction Status

Search for a System Identification — Criteria

Overview

The Property Accountability module System Identification (SYSTEM ID) provides the ability to search, add, update or delete a SYSTEM ID. The SYSTEM ID is used to tie together end items and/or components as a single system.

Navigation

Master Data > SYSTEM ID > System Identification Search Criteria page

Page Fields

The following fields display on the **System Identification Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
12	Select "Search" button to view Search Results page.

Search Criteria Grid

UIC *
Sys Id

Search Results Grid

Update
Delete
Sys Id
Desc
Status

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

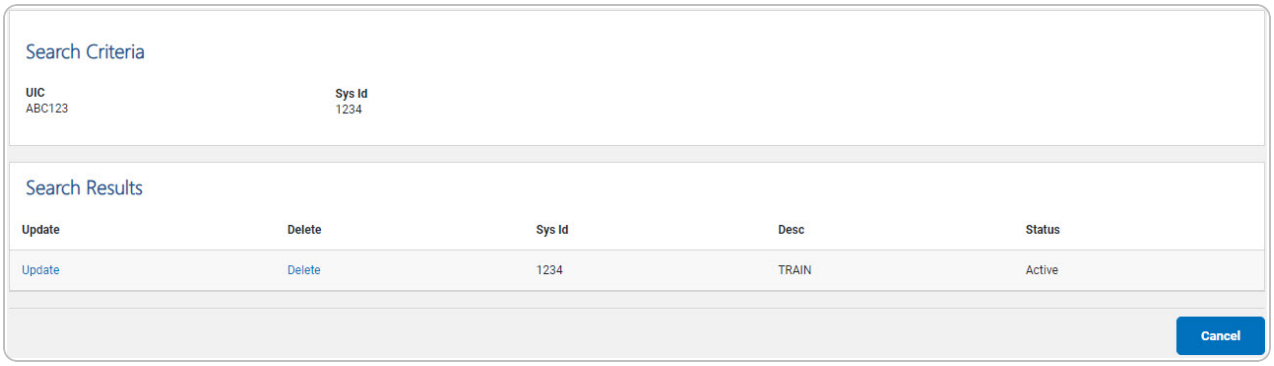
Search for a System Identification — Criteria

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 panel, narrow the results by entering one or more of the following fields:.

- Use ⌄ to select the UIC.
- Enter the SYS ID in the field provided. *This is a 30 alphanumeric character field.*

2. Select Search. *The **System Identification Search Results** page appears.*



Add a System Identification

1. Use ⌄ to select the UIC.
2. Enter the SYS ID in the field provided. *This is a 30 alphanumeric character field.*
3. Select the Add. *The **System Identification Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a System Identification — Results
- Add a System Identification
- Update a System Identification

- Delete a System Identification
- View the System Identification Transaction Status
- Export a System Identification Report

Search for a System Identification — Results

Overview

The System Identification Search Results process provides the ability to select a SYSTEM ID to update or delete.

Navigation

Master Data > SYS ID > Search Criteria > Search > System Identification Search Results page

Page Fields

The following fields display on the **System Identification Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
164	If SYS ID is on a Asset record, SYS ID cannot be deleted.
26	Select "Update" or "Delete" hyperlink to process a record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

UIC

Search Results Grid

Update
Delete
Sys Id
Desc
Status

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Update a System Identification

Select the Update hyperlink. *The **System Identification Update** page appears.*

Delete a System Identification

Select the Delete hyperlink. *The **System Identification Delete** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a System Identification — Criteria
- Add a System Identification
- Update a System Identification
- Delete a System Identification
- View the System Identification Transaction Status
- Export a System Identification Report

View the System Identification Transaction Status

Overview

The System Identification Transaction Status process displays a verification of the SYSTEM ID transaction performed.

Navigation

Master Data > SYS ID > Search Criteria > *VARIOUS PROCEDURAL STEPS* > System Identification Transaction Status page

Page Fields

The following fields display on the **System Identification Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
164	If SYS ID is on a Asset record, SYS ID cannot be deleted.
165	Valid special characters for SYS ID are -, /, #, &, comma, and space.
176	"DESC" must be alphanumeric with supported special character (s) $, -, /, #, &, comma, period, and space.

Transaction Status Grid

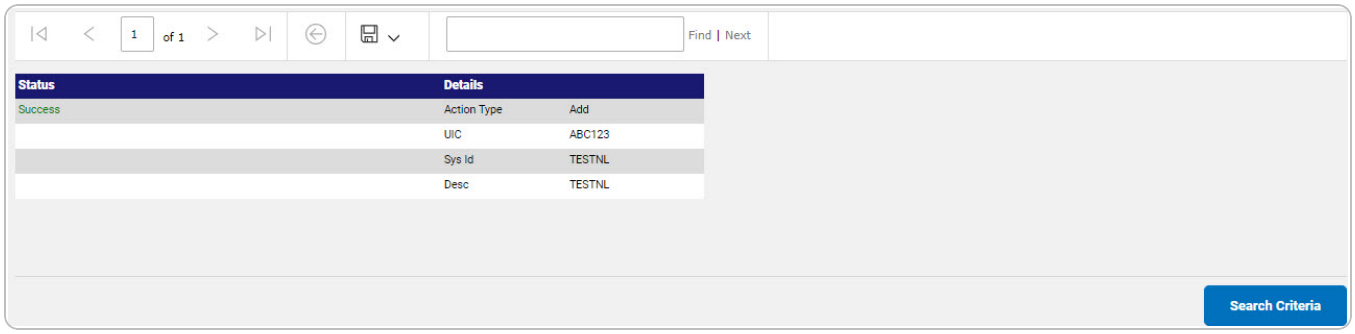
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the System Identification Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **System Identification Report Export** page appears.*
5. Select Search Criteria. *The **System Identification Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a System Identification — Criteria
- Search for a System Identification — Results
- Add a System Identification
- Update a System Identification
- Delete a System Identification
- Export a System Identification Report

Update a System Identification

Overview

The System Identification Update process allows editing of a SYSTEM ID that is tying end items and/or components together as a system.

Navigation

Master Data > SYS ID > Search Criteria > Search > Search Results > Update hyperlink > System Identification Update page

Page Fields

The following fields display on the **System Identification Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
164	If SYS ID is on a Asset record, SYS ID cannot be deleted.
165	Valid special characters for SYS ID are -, /, #, &, comma, and space.
176	"DESC" must be alphanumeric with supported special character (s) $, -, /, #, &, comma, period, and space.

Update Grid

UIC *
Sys Id *
Status *
Desc *
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

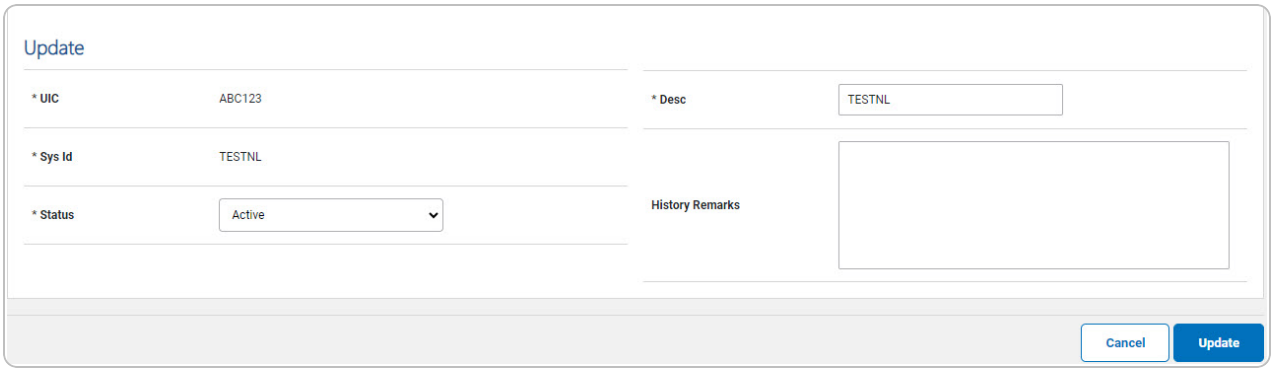
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a System Identification

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

1. Select the Update hyperlink. *The* ***System Identification Update*** *page appears.*



A. *Verify the UIC.*

B. *Verify the SYS ID.*

C. Update the Status, using ⌄ to select the desired status.

D. Update the DESC, entering the revised description in the field provided. *This is a 250*

alphanumeric character field.

E. Enter the History Remarks. *This is a 256 alphanumeric character field.*

2. Select Update. *The **System Identification Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Sys Id*	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Desc*.	
306 — Sys Id contains unsupported special character(s).	Invalid Entry. The characters entered in the field include prohibited special characters. Enter the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited. Enter the Sys Id again.
307 — Desc must be alphanumeric with supported special	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") char-

character(s) $, — , /, #, &, comma, period, and space.	acters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
309 — Sys Id exists on Asset table. Cannot delete.	Invalid Entry. The Sys Id already exists on the Asset table and cannot be deleted. Enter a different Sys Id and try the Delete again.
311 — UIC and Description combination already exists on System Identification Table.	Invalid Entry. The UIC and Description combination matches an existing UIC and Description combination on the System Identification Table. Enter a different UIC and Description combination.

Related Topics

- Search for a System Identification — Criteria
- Search for a System Identification — Results
- Add a System Identification
- Delete a System Identification
- View the System Identification Transaction Status
- Export a System Identification Report

Add a MAINT Management Assignment

Overview

The MAINT Management Assignment Add process provides the ability to create new assignments for the selected UIC/MAINT GRP ID.

Navigation

Master Data > MAINT MGMT ASSIGN > Search Criteria > Add > MAINT Management Assignment Add page

Page Fields

The following fields display on the **MAINT Management Assignment Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
380	MAINT Activity/Owning UIC or External MAINT System must be selected.
381	MAINT Activity/Owning UIC may not be changed when there are Open Work Order(s).
13	Select "Reset" button to clear data.
24	(*) Asterisk identifies mandatory fields.

xxxx	Select "Update" button to revise selected fields in record
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add Grid

UIC *
Maint Grp Id *
External Maint Sys
Maint Activity
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

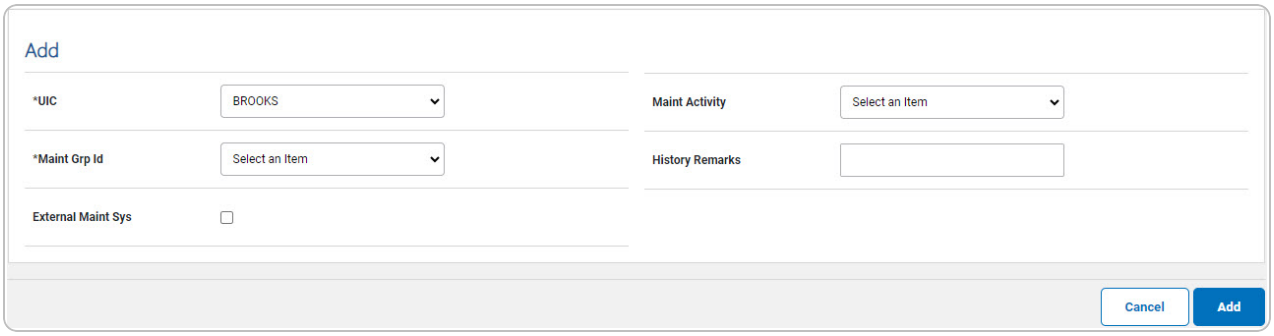
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a MAINT Management Assignment

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

1. Select Add. *The **MAINT Management Assignment Add page** appears.*



A. Use ⌄ to select the UIC.

B. Use ⌄ to select the Maint Grp Id.

C. Click ☐ to select the EXT MAINT SYS. *When checked, indicates the assignment is associated with an External Maintenance System, not the ELMS Maintenance Activity.*

D. Use ⌄ to select the Maint Activity.

E. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Add. *The **Maint Management Assignment Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *MAINT GROUP ID*.	

Related Topics

- Search for a Maint Management Assignment — Criteria
- Search for a Maint Management Assignment — Results
- Update a Maint Management Assignment
- Delete a Maint Management Assignment
- View the Maint Management Assignment Transaction Status
- Export a Maint Management Assignment Report

Delete a MAINT Management Assignment

Overview

The MAINT Management Assignment Delete process allows removal of a assignment from the selected UIC/MAINT GRP ID.

Navigation

Master Data > MAINT MGMT ASSIGN > Search Criteria > Search > Search Results > Delete hyperlink > MAINT Management Assignment Delete page

Page Fields

The following fields display on the **MAINT Management Assignment Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
380	MAINT Activity/Owning UIC or External MAINT System must be selected.
381	MAINT Activity/Owning UIC may not be changed when there are Open Work Order(s).
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Update" button to revise selected fields in record

21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Delete Grid

UIC *
Maint Grp Id *
External Maint Sys
Maint Activity
History Remarks

(*) Asterisk identifies mandatory fields.

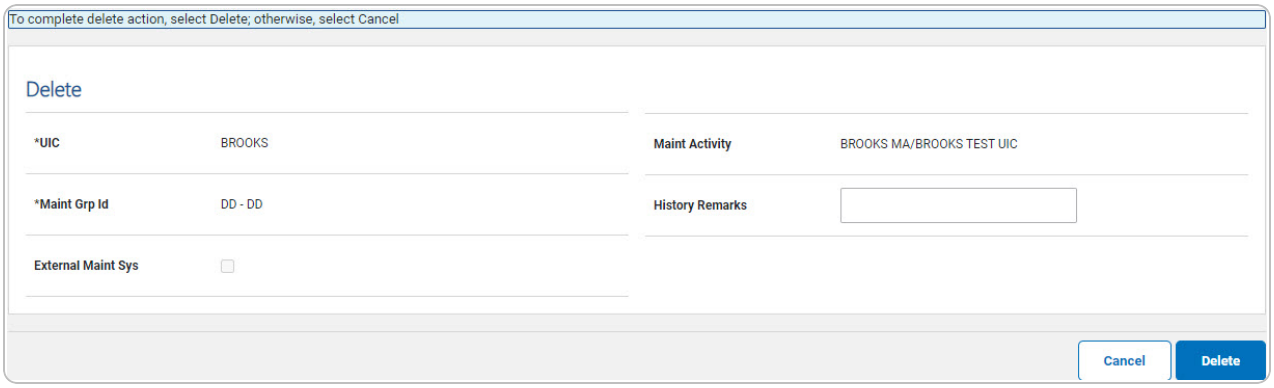
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a MAINT Management Assignment

1. Select the Delete hyperlink. *The **MAINT Management Assignment** Update page appears.*



A. *Verify the UIC.*

B. *Verify the MAINT GRP ID.*

C. *Verify the EXT MAINT SYS.*

D. *Verify the MAINT ACTIVITY.*

E. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Delete. *The **Maint Management Assignment Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *MAINT GROUP ID*.	

Related Topics

- Search for a Maint Management Assignment — Criteria
- Search for a Maint Management Assignment — Results
- Add a Maint Management Assignment
- Update a Maint Management Assignment
- View the Maint Management Assignment Transaction Status
- Export a Maint Management Assignment Report

Export a MAINT Management Assignment Report

Overview

The MAINT Management Assignment Report Export process provides the ability to save the Transaction Status in different formats.

Navigation

Master Data > MAINT MGMT ASSIGN > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > MAINT Management Assignment Report Export page

Page Fields

The following fields display on the MAINT Management Assignment Transaction Status page. For more information on each field, select the appropriate hyperlink.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired

	page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

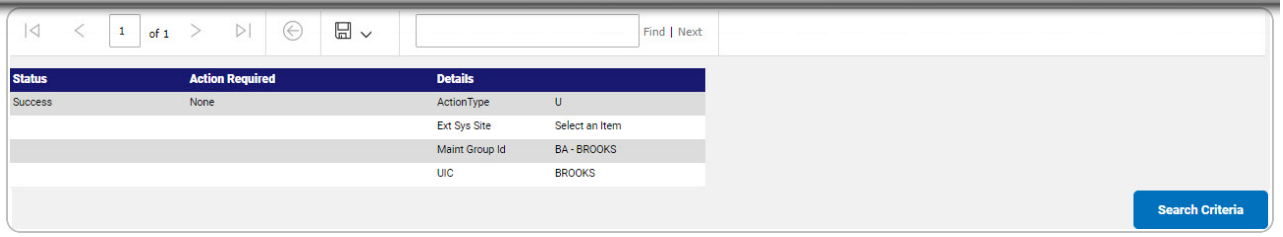
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the MAINT Management Assignment Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The **Maint Management Assignment 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria. *The **Maint Management Assignment Search Criteria** page appears.*

Related Topics

- Search for a Maint Management Assignment — Criteria
- Search for a Maint Management Assignment — Results
- Add a Maint Management Assignment
- Update a Maint Management Assignment
- Delete a Maint Management Assignment
- View the Maint Management Assignment Transaction Status

Search for a MAINT Management Assignment — Criteria

Overview

The Property Accountability module MAINT Management Assignment process provides the ability to add, update or delete an association between a UIC or MAINTENANCE GROUP ID and an Interface System Code, INTERFACE SITE ID, or Maintenance Activity. This association controls what assets are associated with a Maintenance Activity/external maintenance application via the Interface System Code or the INTERFACE SITE ID. If the user has access to more than one SITE ID, they must be logged on to the specific Site to perform the maintenance assignments.

Note

An individual with the Cataloger role must set the MAINTENANCE GROUP ID.

Navigation

Master Data > MAINT MGMT ASSIGN > MAINT Management Assignment Search Criteria page

Page Fields

The following fields display on the **MAINT Management Assignment Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.

12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

UIC
Maint Grp Id
Maint Activity / Owning UIC
External Maint Sys

Search Results Grid

Update
Delete
UIC
Maint Grp Id
External Maint Sys Id

Procedures

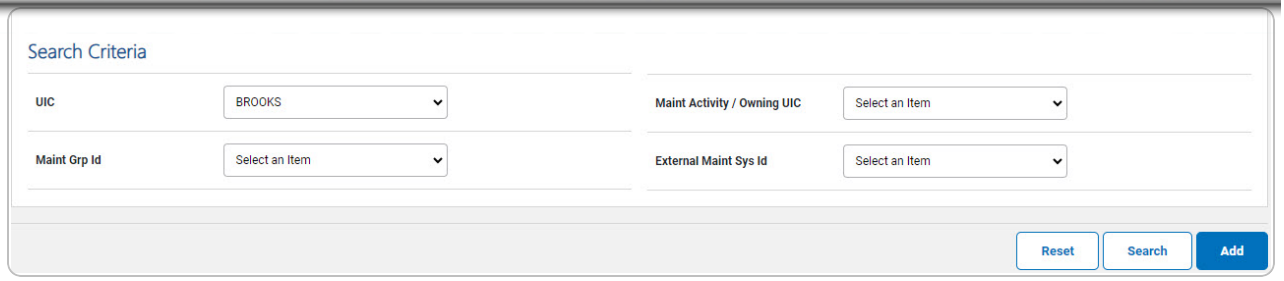
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a MAINT Management Assignment — Criteria

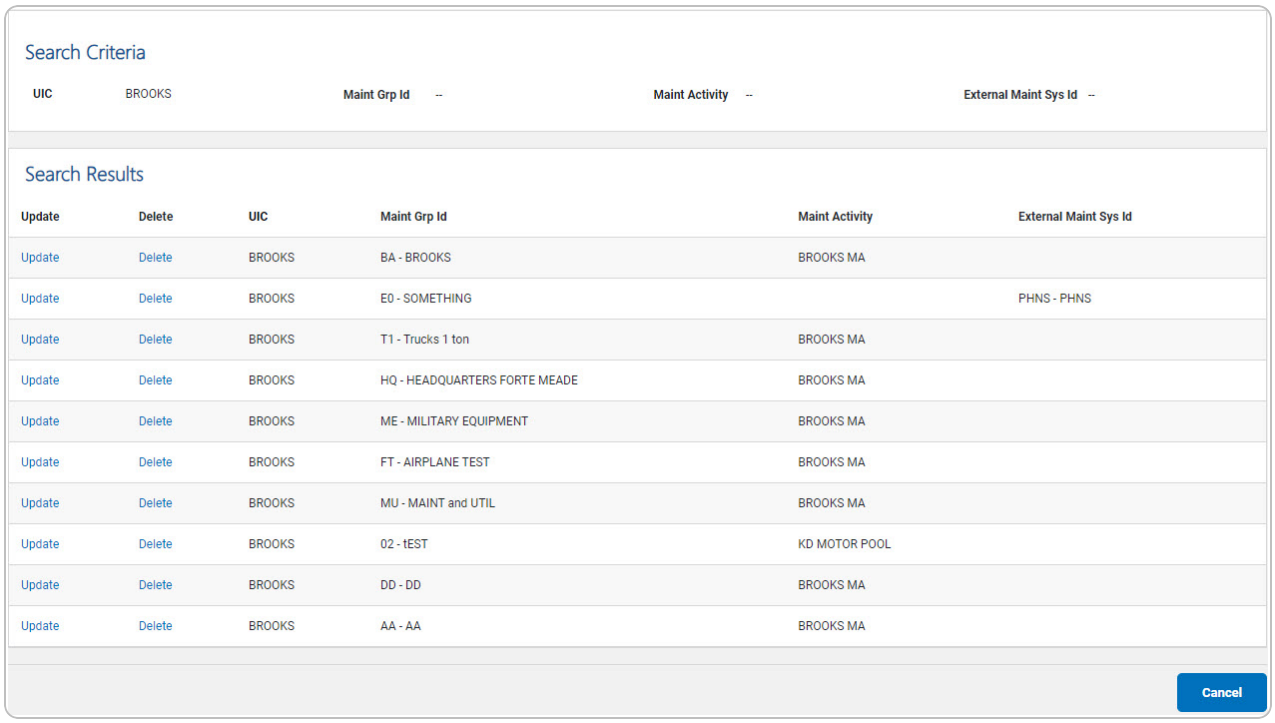
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Use ⌄ to select the UIC.
- Use ⌄ to select the Maint Grp Id.
- Use ⌄ to select the Maint Activity /Owning UIC.
- Use ⌄ to select the External Maint Sys.

2. Select Search. *The **Maint Management Assignment Search Results** page appears.*



Add a MAINT Management Assignment

Select Add. *The **Maint Management Assignment Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
xxxx — Either Maintenance Activity OR EXTERNAL MAINT SYSTEM can be selected, not both.	Invalid Selection. The Maintenance Activity and the External Maintenance System are both selected when only one selection is valid. Re-try the selection.

Related Topics

- Search for a Maint Management Assignment — Results
- Add a Maint Management Assignment
- Update a Maint Management Assignment
- Delete a Maint Management Assignment
- View the Maint Management Assignment Transaction Status
- Export a Maint Management Assignment Report

Search for a MAINT Management Assignment — Results

Overview

The MAINT Management Assignment Search Results process provides the ability to update and delete existing Maintenance Management Assignments.

Navigation

Master Data > MAINT MGMT ASSIGN > Search Criteria > Search > MAINT Management Assignment Search Results page

Page Fields

The following fields display on the **MAINTManagement Assignment Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.
233	Select "Delete" hyperlink to process a Delete Action.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

UIC
Maint Grp Id

Maint Activity
External Maint Sys Id

Search Results Grid

Update
Delete
UIC
Maint Grp Id
External Maint Sys Id

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a MAINT Management Assignment

Select the Update hyperlink. *The **Maint Management Assignment Update** page appears.*

Delete a MAINT Management Assignment

Select the Delete hyperlink. *The **Maint Management Assignment Delete** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

xxxx — Work Orders exist for this UIC/Maint Activity/Maint Grp ID.	Invalid Deletion. The Maintenance Management Assignment cannot be deleted when Work Orders exist for the Maintenance Activity/Group Identifier. Re-try the deletion.

Related Topics

- Search for a Maint Management Assignment — Criteria
- Add a Maint Management Assignment
- Update a Maint Management Assignment
- Delete a Maint Management Assignment
- View the Maint Management Assignment Transaction Status
- Export a Maint Management Assignment Report

View the MAINT Management Assignment Transaction Status

Overview

The MAINT Management Assignment Transaction Status process displays a verification of the add, update, or delete transaction performed.

Navigation

Master Data > MAINT MGMT ASSIGN > Search Criteria > *VARIOUS PROCEDURAL STEPS* > MAINT Management Assignment Transaction Status page

Page Fields

The following fields display on the MAINT Management Assignment Transaction Status page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Background Transaction Status Grid

Transaction Number
Transaction Status

Transaction Status Grid

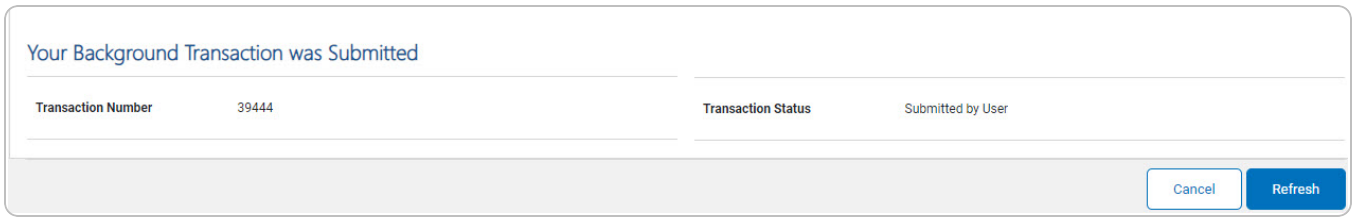
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

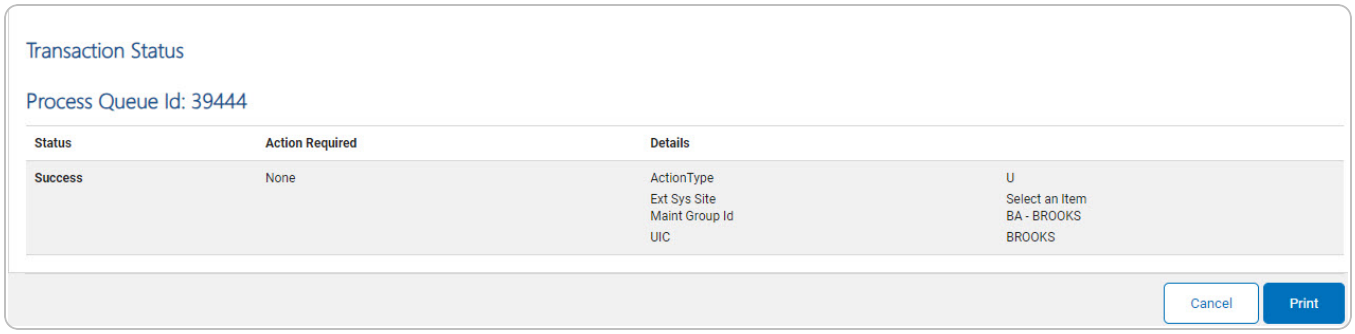
Click the following link to display PA Navigation Tips.

View the MAINT Management Assignment Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the MAINT Management Assignment Transaction Status** page appears.*
5. Select Cancel. *The **Maint Management Assignment Search Criteria** page appears.*

View the MAINT Management Assignment Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Select Print. *The* ***Maint Management Assignment Report Export*** *page appears.*

5. Select Search Criteria. *The* ***Maint Management Assignment Search Criteria*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.
216 — Location exists on the Custodian table. Cannot delete.	Invalid Deletion. A Location cannot be deleted if there is any custodian information still associated to that Location. Review the Location again, and remove any remaining associated information so the Location can be deleted.
32 — Location exists on Asset table. Cannot delete.	Invalid Deletion. A Location cannot be deleted if there is any asset information still associated to that Location. Review the Location again, and remove any remaining associated information so the Location can be deleted.
xxxx — Transaction was not successful.	Contact the ELMS Call Center.

Related Topics

- Search for a Maint Management Assignment — Criteria
- Search for a Maint Management Assignment — Results

- Add a Maint Management Assignment
- Update a Maint Management Assignment
- Delete a Maint Management Assignment
- Export a Maint Management Assignment Report

Update a MAINT Management Assignment

Overview

The MAINT Management Assignment Update process allows editing of existing assignments for the selected UIC/MAINT GRP ID.

Navigation

Master Data > MAINT MGMT ASSIGN > Search Criteria > Search > Search Results > Update hyperlink > MAINT Management Assignment Update page

Page Fields

The following fields display on the **MAINT Management Assignment Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
380	MAINT Activity/Owning UIC or External MAINT System must be selected.
381	MAINT Activity/Owning UIC may not be changed when there are Open Work Order(s).
xxxx	Select "Update" button to revise selected fields in record
21	Select "Add" button to create a new record.

14	Select "Cancel" button to return to previous page.

Update Grid

UIC *
Maint Grp Id *
External Maint Sys
Maint Activity
History Remarks

(*) Asterisk identifies mandatory fields.

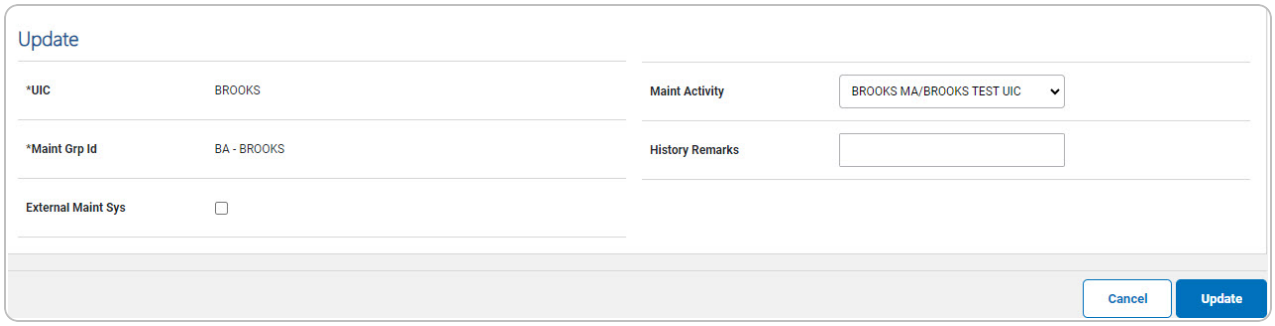
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a MAINT Management Assignment

1. Select the Update hyperlink. *The **MAINT Management Assignment** Update page appears.*



A. *Verify the UIC.*

B. *Verify the MAINT GRP ID.*

C. Verify the External Maint Sys contains the appropriate ☑ or ☐. *When checked, indicates the assignment is associated with an External Maintenance System, not the*

ELMS Maintenance Activity.

D. Update the Maint Activity, using to select the desired activity.

E. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

2. Select Update. *The **Maint Management Assignment Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
187 — Record already exists for data entered.	Invalid Entry. A field is entered that already exists. Check the information again, and re—enter the field.
13 — Mandatory Entry: *UIC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *MAINT GROUP ID*.	

xxxx — Open Work Orders exist, cannot change Maintenance Activity when Open Work Orders exist.	Invalid Selection. The Maintenance Management Assignment cannot update when open Work Orders exist. Re-try the selection.

Related Topics

- Search for a Maint Management Assignment — Criteria
- Search for a Maint Management Assignment — Results
- Add a Maint Management Assignment
- Delete a Maint Management Assignment
- View the Maint Management Assignment Transaction Status
- Export a Maint Management Assignment Report

Add an Operating Target

Overview

The Operating Target Add process provides the ability to create a new Operating Target record.

Navigation

Master Data > Operating Target > Operating Target Search > + Add > Add Operating Target page

Page Fields

The following fields display on the **Add Operating Target** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Save" button to save the record.
562	Select "Cancel" to return to the previous page.

Operating Target Information Panel

OPTAR Name *
Fiscal Year *
DoDAAC
Appropriation *

Funding Cost Center *
Object Class Cd *
Budget Amount *
Active *

Remarks Panel

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

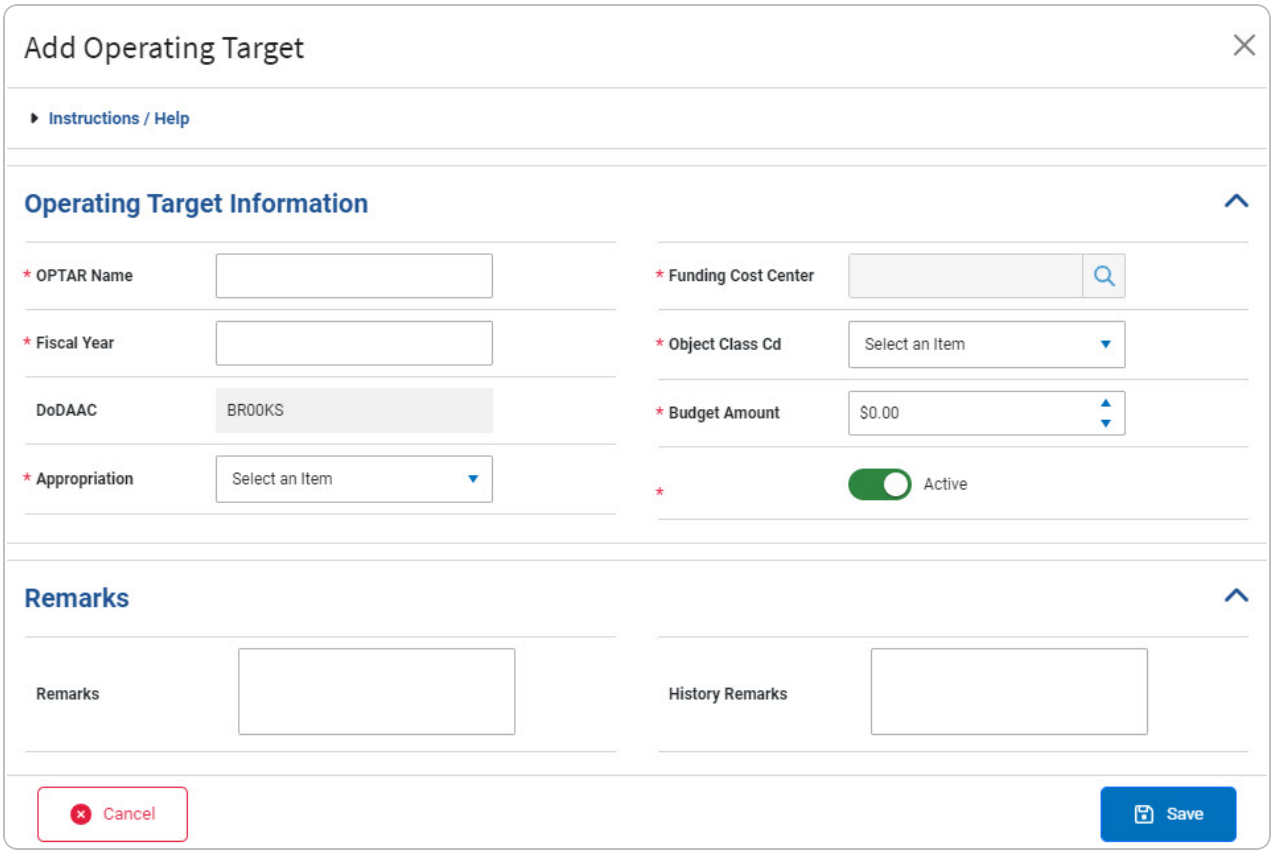
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Operating Target

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

1. Select Edit. *The **Add Operating Target** slide-out window appears on the right.*



2. *Complete the Operating Target Information panel.*

A. Enter the OPTAR Name in the field provided. *This is a 60 alphanumeric character field.*

B. Enter the Fiscal Year in the field provided. *This is a 4 numeric character field.*

C. *The DoDAAC automatically populates and is not editable.*

D. Use ▾ to select the Appropriation.

Helpful Tip

The Funding Cost Center field becomes available after the Appropriation is selected.

E. Enter the Funding Cost Center, or use 🔍 to assist with the entry. *This is an 11 alpha-numeric character field.*

Cost Center Browse help

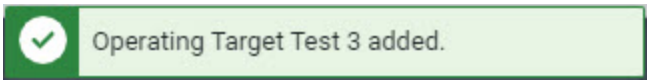
F. Use ▾ to select the Object Class Cd.

G. Use ▲▼ to choose the Budget Amount.

H. Click to select the Active. *When selected, indicates the Operating Target is currently active.*

3. *Complete the Remarks panel.*
   A. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*
   B. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

4. Select

. *The slide-out windows closes and*


appears on the lower right-hand corner.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

13 — Mandatory Entry: *OPTAR Name.*	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Fiscal Year*.	
13 — Mandatory Entry: *DoDAAC*.	
13 — Mandatory Entry: *Object Class Cd*.	
13 — Mandatory Entry: *Budget Amount*.	
13 — Mandatory Entry: *Active*.	
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, (,), comma, period, and space. Special characters like ! or @ are prohibited.
320 — Entry exceeds maximum length.	Invalid Entry. There are too many characters entered. Reduce the number of characters in the field.

xxxx — Operating Target with given name, Cost Center, DoDAAC, and fiscal year already exists.	Invalid Entry. The entered information already exists. Re-enter the fields.
2344 — Fiscal Year must be greater than or equal to 2001.	Invalid Entry. The Fiscal Year is less than 2001. The Fiscal Year needs to be more or equal to 2001. Re-enter the Fiscal Year.
2345 — Fiscal Year must be less than or equal to 2999.	Invalid Entry. The Fiscal Year is more 2999. The Fiscal Year needs to be less or equal to 2999. Re-enter the Fiscal Year.
2 — Invalid Cost Center.	Invalid Entry. The Cost Center is invalid. Re-enter the Cost Center.
xxxx — Funding Cost Center does not exist.	Invalid Entry. The entered Funding Cost Center is not currently in the system. Enter a valid Funding Cost Center.
xxxx — Budget Amount must be greater than 0.	Invalid Entry. The entered Budget Amount is not more than 0. Enter a valid Budget Amount.

Related Topics

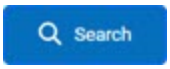
- Search for an Operating Target
- Update an Operating Target
- View the Operating Target History

View the Operating Target History

Overview

The Operating Target History is view only and displays the history records of the Operating Target.

Navigation

Master Data > Operating Target > Search > 

> (desired record) >

> Operating Target History slide-out window

Page Fields

The following fields display on the **Operating Target History** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Operating Target History Grid

Last Updated Dt/Tm
OPTAR Name
DoDAAC
Appropriation
Budget Amount
Funding Cost Center
Object Class Cd
Remaining Balance
Allocated Amount
Obligated Amount
Fiscal Year

History Remarks

Optional

Active
Established By
Established Dt/Tm
Last Updatd By
Operation
Remarks

Procedures

ELMS Navigation Helpful Tips

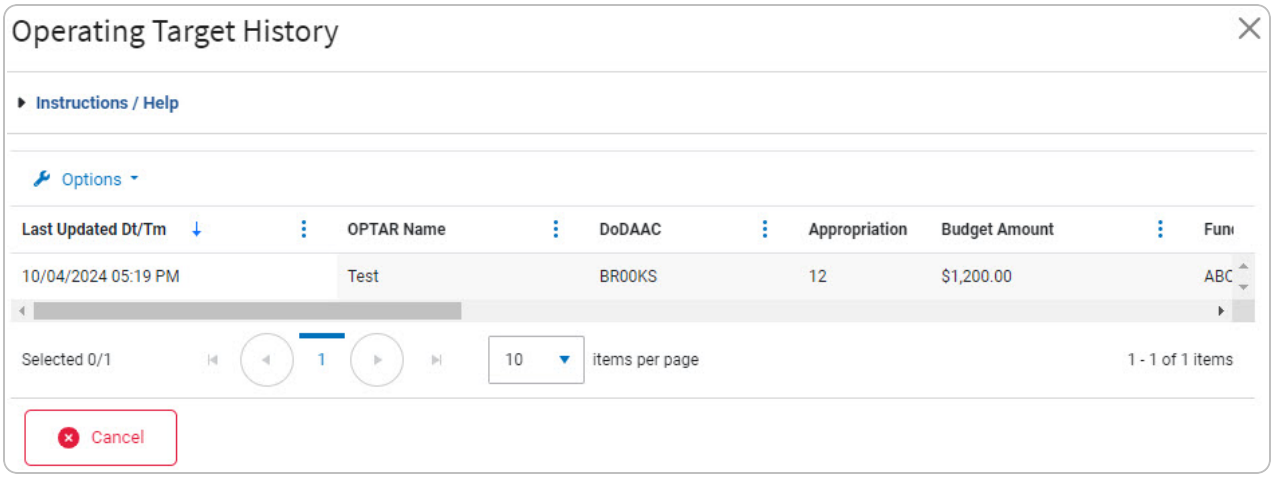
Click the following link to display PA Navigation Tips.

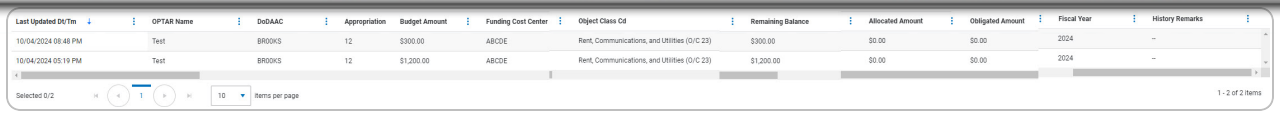
View the Operating Target History

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

1. Click ☐ to select the entry. *The OPTAR Name is highlighted, and* Edit *and* History *become available.*

2. Select History. *The* ***Operating Target History*** *slide-out window appears.*





1. *Verify the Last Updated DT/TM.*
2. *Verify the OPTAR Name.*
3. *Verify the DoDAAC.*
4. *Verify the Appropriation.*
5. *Verify the Budget Amount.*
6. *Verify the Funding Cost Center.*
7. *Verify the OBJECT CLASS CD.*
8. *Verify the Remaining Balance.*
9. *Verify the Allocated Amount.*
10. *Verify the Obligated Amount.*
11. *Verify the Fiscal Year.*
12. *Verify the History Remarks.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Operating Target
- Add an Operating Target
- Update an Operating Target

Operating Target Search

Overview

The Property Accountability module Operating Target (OPTAR) process provides the ability to read, add, or update an Operating Target.
The Operating Target is used for financial obligations and is selected for non-free Requisitions to the track the funds utilized for a specific budget.
PA users must have the *Accounting* role for Read/Add/Update access.

Navigation

Master Data > Operating Target > Operating Target (OPTAR) Search page

Page Fields

The following fields display on the **Operating Target (OPTAR) Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
525	Select "Search" to refresh the Operating Target Search Results.
526	Select "Reset" to clear the Operating Target Search Criteria.
527	Select "Grid Options" for additional actions to perform on the Operating Target data.
528	Select "Add" to create a new Operating Target record.

529	Select "Edit" to update the selected Operating Target record(s).

Search Criteria Grid

OPTAR Name
DoDAAC
Fiscal Year
Object Class Cd
Active

Search Results Grid

OPTAR Name
Fiscal Year
DoDAAC
Funding Cost Center
Budget Amount
Remaining Balance
Allocated Amount
Obligated Amount
Appropriation
Active

Optional

Established By
Established Dt/Tm
Lst Updatd By
Last Updated Dt/Tm
Remarks

Procedures

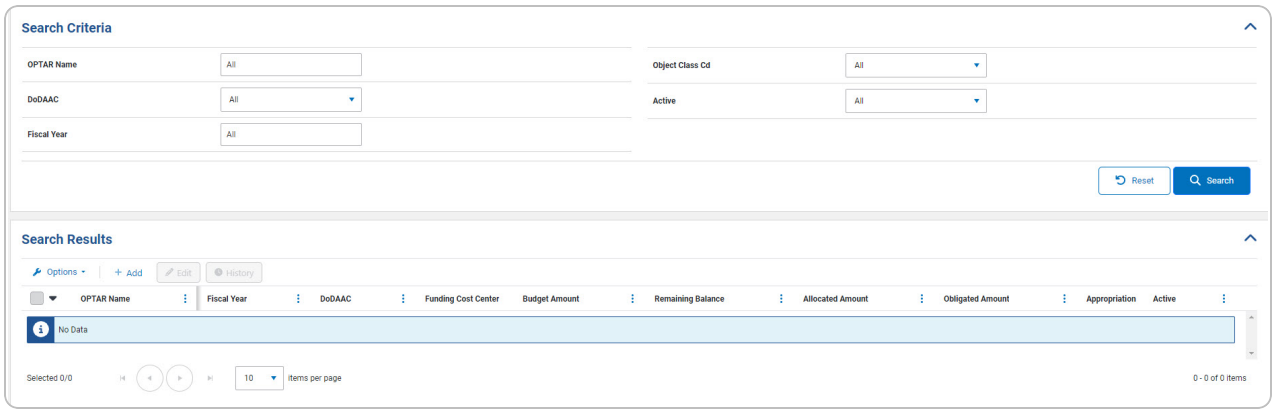
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Operating Target (OPTAR)

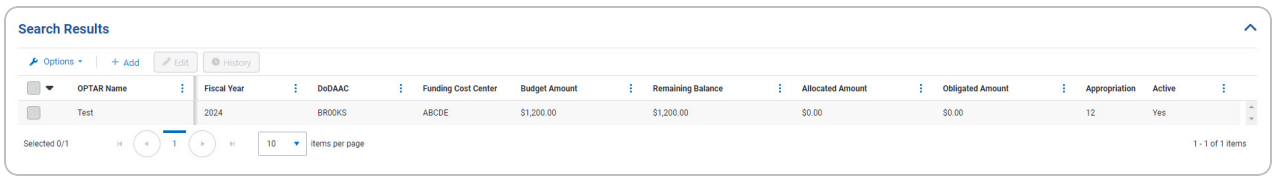
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Enter the OPTAR Name, using ℹ to assist with the entry. *This is a 60 alphanumeric character field.*
- Use ▼ to select the DoDAAC.
- Enter Fiscal Year, using ℹ to assist with the entry. *This is a 4 numeric character field.*
- Use ▼ to select the Object Class Cd.
- Use ▼ to select the Active.

2. Select Search. *The results display in the Search Results grid.*



Add an Operating Target

Select + Add. *The **Add Operating Target** page appears.*

Update an Operating Target

1. Click ☐ to select the entry. *The OPTAR Name is highlighted, and* Edit *and* History *become available.*
2. Select Edit. *The **Edit Operating Target** page appears.*

View the Operating Target History

1. Click ☐ to select the entry. *The OPTAR Name is highlighted, and* Edit *and* History *become available.*
2. Select History. *The **Operating Target History** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Add an Operating Target
- Update an Operating Target
- View the Operating Target History

Update an Operating Target

Overview

The Operating Target Update process allows editing of the Operating Target record.

Navigation

Master Data > Operating Target > Operating Target Search > (desired record) > Edit > Edit Operating Target slide-out window

Page Fields

The following fields display on the **Edit Operating Target** slide-out window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Save" button to save the record.
562	Select "Cancel" to return to the previous page.

Operating Target Information Panel

OPTAR Name *
Fiscal Year *
DoDAAC
Appropriation *

Funding Cost Center *
Object Class Cd *
Budget Amount *
Active *

Remarks Panel

Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

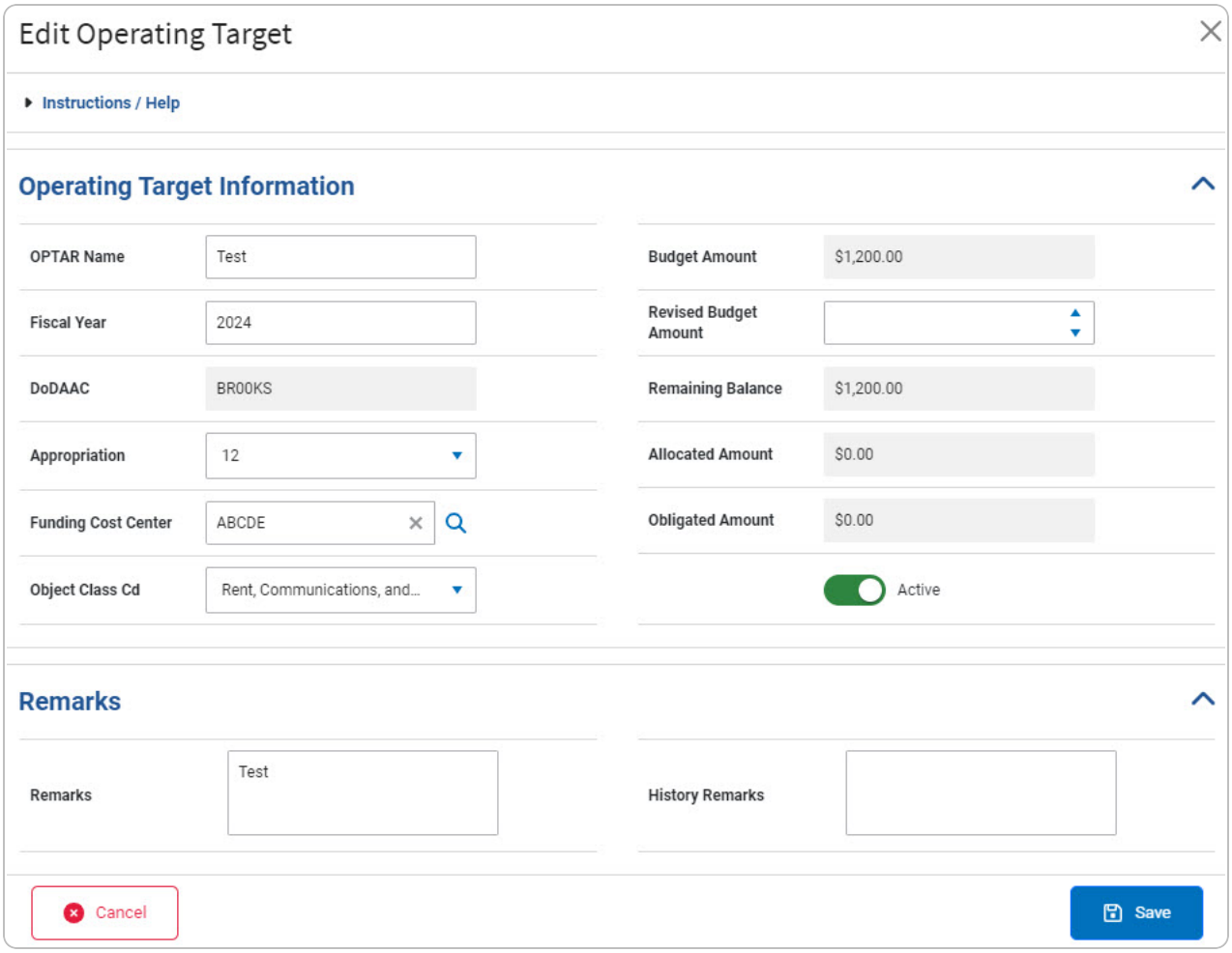
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Operating Target

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

1. Select Edit. *The **Edit Operating Target** slide-out window appears on the right.*



2. *Update the Operating Target Information panel.*

   A. Update the OPTAR Name, entering the revised name in the field provided. *This is a 60 alphanumeric character field.*

   B. Update the Fiscal Year, entering the revised year in the field provided. *This is a 4 numeric character field.*

   C. *Verify the DoDAAC.*

   D. Update the Appropriation, using ▼ to select the desired appropriation.

Helpful Tip

The Funding Cost Center field becomes available after the Appropriation is selected.

E. Update the Funding Cost Center, using to browse for the revised Funding Cost Center. *This is an 11 alphanumeric character field.*

Cost Center Browse help

F. Update the Object Class Cd, using to select the desired Object Class Code.

G. Update the Budget Amount, using to choose the revised amount.

H. Verify the Active contains the appropriate or . *When selected, indicates the Operating Target is currently active.*

3. *Update the Remarks panel.*

A. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

B. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

4. Select Save. *The slide-out windows closes and*

Operating Target Test updated. *appears on the lower right-hand corner.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the

security access.	Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *OPTARName.*	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Fiscal Year*.	
13 — Mandatory Entry: *DoDAAC*.	
13 — Mandatory Entry: *Object Class Cd*.	
13 — Mandatory Entry: *Budget Amount*.	
13 — Mandatory Entry: *Active*.	
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the fol-

space.	lowing permitted special characters: $, —, /, #, &, (,), comma, period, and space. Special characters like ! or @ are prohibited.
320 — Entry exceeds maximum length.	Invalid Entry. There are too many characters entered. Reduce the number of characters in the field.
xxxx — Operating Target with given name, Cost Center, DoDAAC, and fiscal year already exists.	Invalid Entry. The entered information already exists. Re-enter the fields.
2344 — Fiscal Year must be greater than or equal to 2001.	Invalid Entry. The Fiscal Year is less than 2001. The Fiscal Year needs to be more or equal to 2001. Re-enter the Fiscal Year.
2345 — Fiscal Year must be less than or equal to 2999.	Invalid Entry. The Fiscal Year is more 2999. The Fiscal Year needs to be less or equal to 2999. Re-enter the Fiscal Year.
2 — Invalid Cost Center.	Invalid Entry. The Cost Center is invalid. Re-enter the Cost Center.
xxxx — Funding Cost Center does not exist.	Invalid Entry. The entered Funding Cost Center is not currently in the system. Enter a valid Funding Cost Center.
xxxx — Budget Amount must be greater than 0.	Invalid Entry. The entered Budget Amount is not more than 0. Enter a valid Budget Amount.

Related Topics

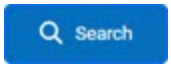
- Search for an Operating Target
- Add an Operating Target
- View the Operating Target History

Realign a UIC

Overview

The UIC Realignment process provides the ability to realign a SITE ID, Accountable UIC, UIC, and/or a Major Command Code. The data displayed in the SITE ID, Accountable UIC, UIC, and/or Major Command Code data fields are based on access level, which is assigned at the Site level and above.

Navigation

Master Data > UIC Realignment > UIC Realignment Search > 

> (desired record) >

> Realign UIC pop-up window

Page Fields

The following fields display on the **Realign UIC** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Realign UIC Grid

SITE ID

From
To

Accountable UIC

From
To

UIC

From
To *

Major Command Code

From
To

Attachments

Attachments

Remarks

Remarks

(*) Asterisk identifies mandatory fields.

Procedures

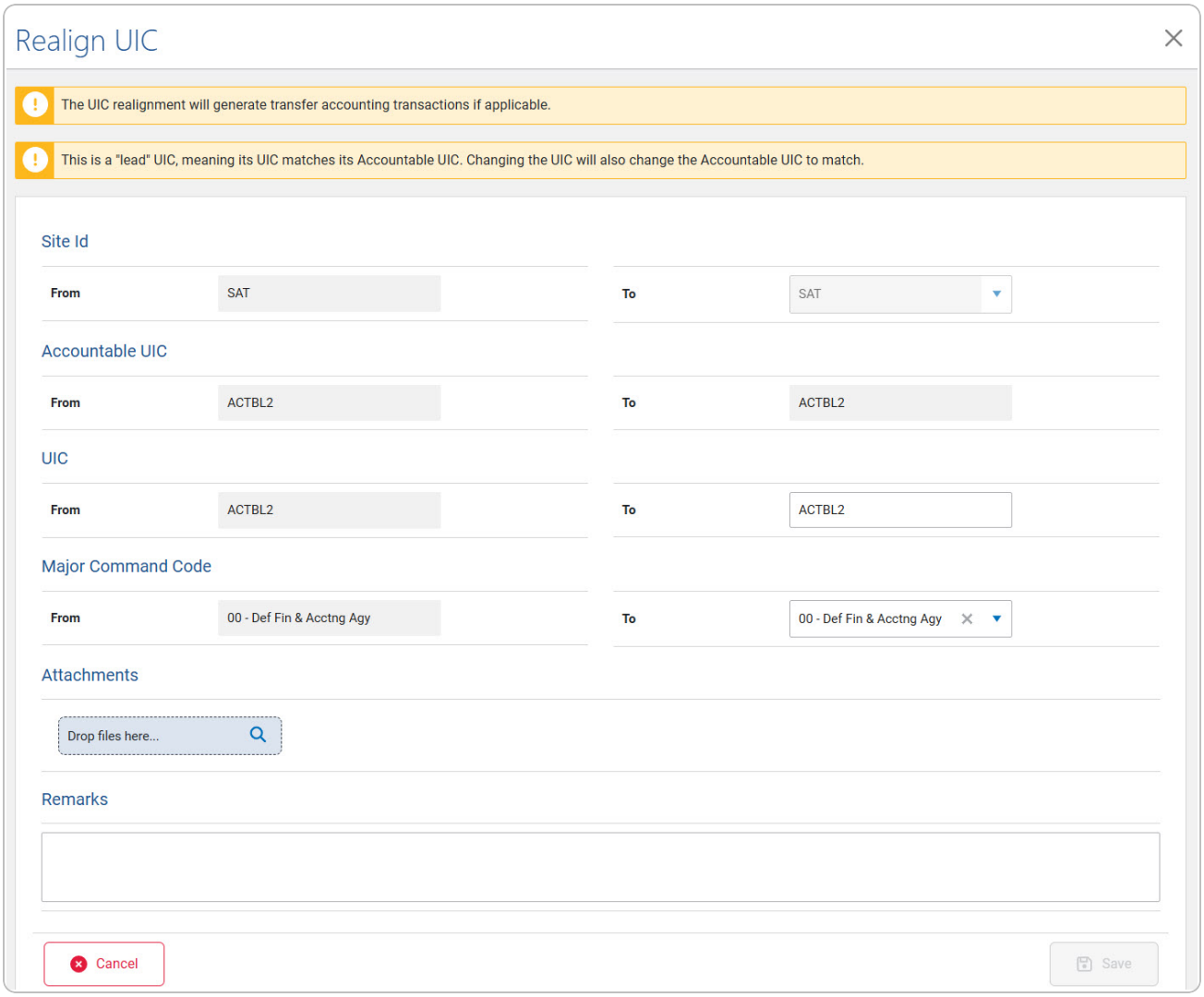
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Realign a UIC

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

1. Select Realign. *The **Realign UIC** pop-up window appears.*



Note

The UIC Transfer-generated message appears with all realignments.

The "Lead" UIC message appears when the selected UIC is a match of the Accountable UIC.

2. *Complete the SITE ID section.*

Note

The data fields become available based on the level of access.

Example: If access is only granted to one SITE ID, then the SITE ID field is not editable. If access is granted to multiple SITE IDs, then the SITE ID field becomes editable with the available SITE IDs.

This applies to all SITE ID, Accountable UIC, UIC, and Major Command Code fields.

A. *The From automatically populates and is not editable.*

B. Use to select the To.

3. *Complete the Accountable UIC section.*

A. *The From automatically populates and is not editable.*

B. Use to select the To.

4. *Complete the UIC section.*

A. *The From automatically populates and is not editable.*

B. Enter the To in the field provided. *This is a 6 alphanumeric character field.*

5. *Complete the Major Command Code section.*

A. *The From automatically populates and is not editable.*

B. Use to select the To.

6. *Complete the Attachments section.*

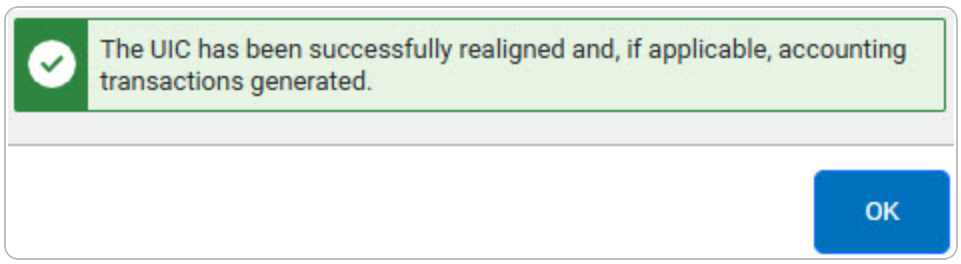
A. Use to assist with the Attachments entry. *The Windows* ***Choose File to Upload/Open*** *pop-up window appears.*

Attachments Browse help

7. *Complete the Remarks section.*

A. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

8. Select Save. *The*



pop-up window

appears.

9. Select OK. *The **UIC Realignment Search** page appears.*

Helpful Tip

To confirm the Realignment, select Search. *The available and realigned UICs display in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a UIC

Search for a UIC Realignment

Overview

The UIC Realignment Search process provides the ability to search for a UIC and realign the UIC to a new site or Accountable UIC. The process also allows changes to the UIC ID or the Major Command Code. Access to the process is role-based. The role required for access is the UIC Realignment role.

Navigation

Master Data > UIC Realignment > UIC Realignment Search page

Page Fields

The following fields display on the **UIC Realignment Search** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Site Id
Accountable UIC
UIC
Major Command Code

Search Results Grid

All
UIC
Agency Code
Accountable UIC
Site Id

Major Command Code
DoDAAC

Procedures

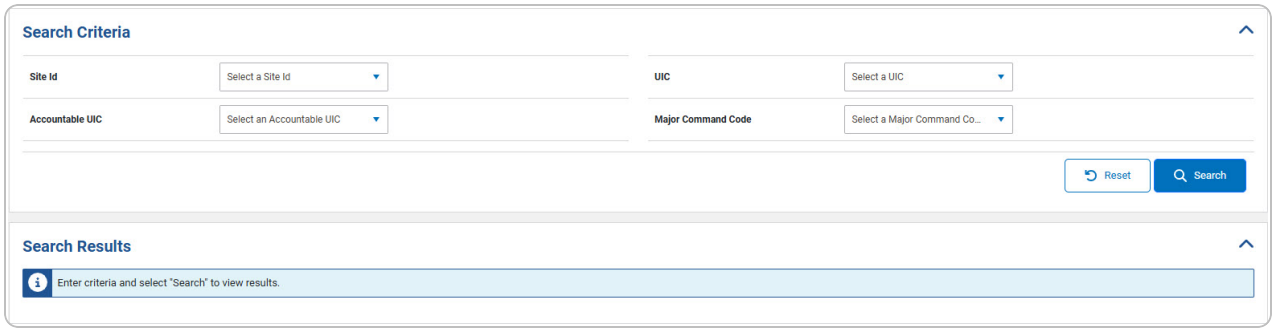
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a UIC Realignment

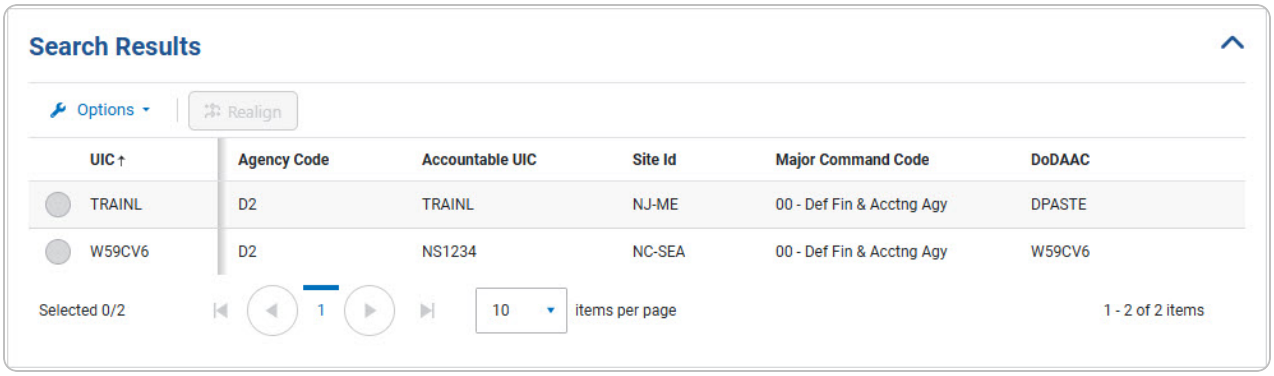
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search grid, narrow the results by entering one or more of the following optional fields:.



- Use ▼ to select the Site Id.
- Use ▼ to select the Accountable UIC.
- Use ▼ to select the UIC.
- Use ▼ to select the Major Command Code.

2. Click Search. *The results display in the* ***UIC Realignment Search Results*** *grid.*



Realign a UIC

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. Click to select the entry. *The UIC is highlighted, and* Realign *becomes available.*
2. Select Realign. *The* ***Realign UIC*** *pop-up window appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Realign a UIC

Update an Appropriation — Mass Update

Overview

The Appropriation Mass Update process allows mass editing of the appropriation data assigned to an asset(s). All personal property assets, ancillary costs, improvements, real property assets, and/or Construction In Progress (CIP) Project records are affected by the appropriation change.

Navigation

Master Data > Mass Updates > Appropriation > Appropriation Mass Update page

Page Fields

The following fields display on the **Appropriation Mass Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
375	Select Update Type Update to generate Other Gains/Other Losses accounting transactions. Select Correction to generate minus/plus accounting transactions.
374	Select Submit button to submit transaction to batch queue.
253	Select "Reset" button to set default "Fields" selections.

Mass Update Grid

Fund Cd/ASN From*
Fund Cd/ASN To*
Update Type

(*) Asterisk identifies mandatory fields.

Procedures

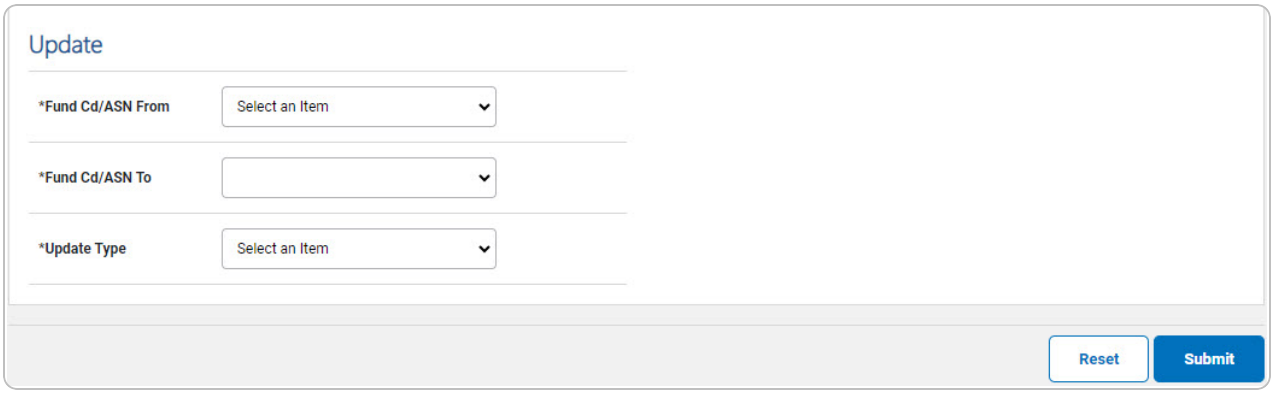
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Appropriation — Mass Update

Selecting Reset *at any point of this procedure returns all fields to the default setting.* ***Bold*** *numbered steps are required.*

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



A. Update the FUND CD/ASN From, using to select the desired code.

Note

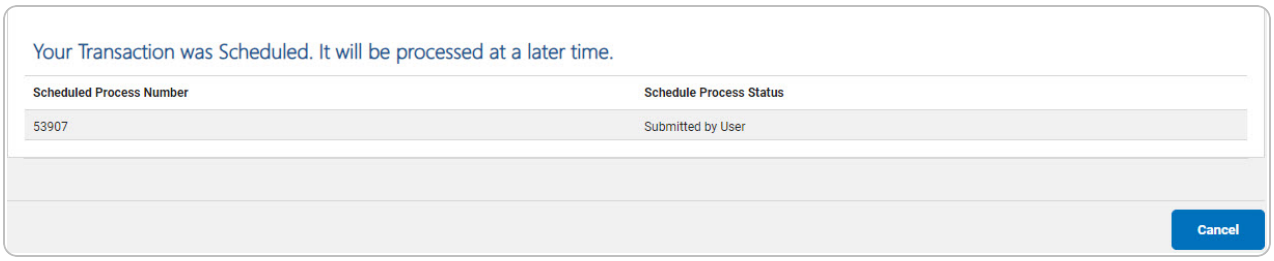
The Mass Update Appropriation process cannot be used to change between different Interface System Code associated Fund Codes (i.e.: AY to AG or AG to AY). The

Interface System Code associated Fund Codes must match (i.e.: AY to AY or AG to AG).

B. Update the FUND CD/ASN To, using ⌄ to select the desired code.

C. Update the Update Type, using ⌄ to select the desired type.

2. Select Submit. *The **Batch Submission** page appears.*



3. Select Cancel. *The **Appropriation Mass Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *FUND CD/ASN FROM*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *FUND CD/ASN TO*.	
13 — Mandatory Entry: *UPDATE TYPE*.	

Related Topics

- Search for Appropriation Data — Criteria
- Search for a Batch Activity

Search for an Asset Utilization Record — Criteria

Overview

The Property Accountability module Asset Utilization process provides the ability to track and document asset use. Tracking and documenting the use of assets is an important aspect of asset maintenance. It is a measure which triggers routine maintenance events within an associated Maintenance and Utilization Maintenance Activity. Asset use may also affect the value of the asset and create financial transactions.

Navigation

MAINT/UTIL > Asset Utilization > Asset Utilization Record Search Criteria page

Page Fields

The following fields display on the **Asset Utilization Record Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
92	Date format must be MM/DD/YYYY.
356	When available, select Record UTIL button to create a new record.
376	When available, select Search button to view Search Results page.

13	Select "Reset" button to clear data.

Search Criteria Grid

Record Util - Single
Record Util - Multiple
Update/Delete Util

Record Util - Single or Update/Delete Util Grid

Rptd Dt *
Asset Id
UII

Search Results Grid

Update
Delete
Asset Id
Tran Ref Id
Rptd Dt
Updtd By
Metered
Mtr Rdng
Tran Util Qty
Util Measure Cd
Stock Nbr
Serial Nbr
Secondary Serial Number
UII
Item Desc
LIN/TAMCN
Loc
Fdcry Deprn Mthd Cd
Locked By Dispatch

Record Util - Multiple Grid

Rptd From Dt *
Rptd To Dt *
Stock Nbr
LIN/TAMCN

Type Dsg Name
Dispatch Cd
Util Rptd

Search Results Grid

Select / Deselect
Asset Id
Metered
Mtr Rdng
Total Util Qty
Util Measure Cd
Stock Nbr
Serial Nbr
Secondary Serial Number
UII
Equip Pool
Dispatch Cd
Item Desc
LIN/TAMCN
Loc
Fdcry Deprn Mthd Cd

* Asterisk identifies mandatory fields.

Procedures

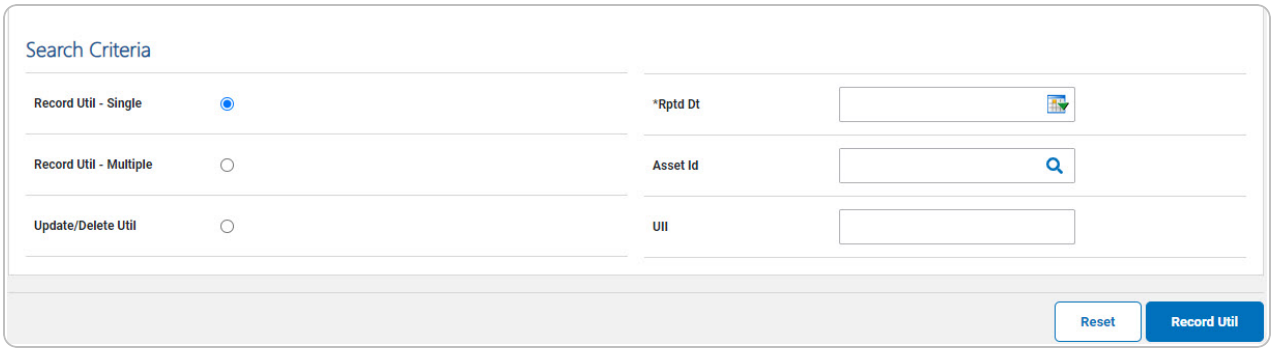
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Asset Utilization Record

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 grid, the Record UTIL - Single is selected by default .



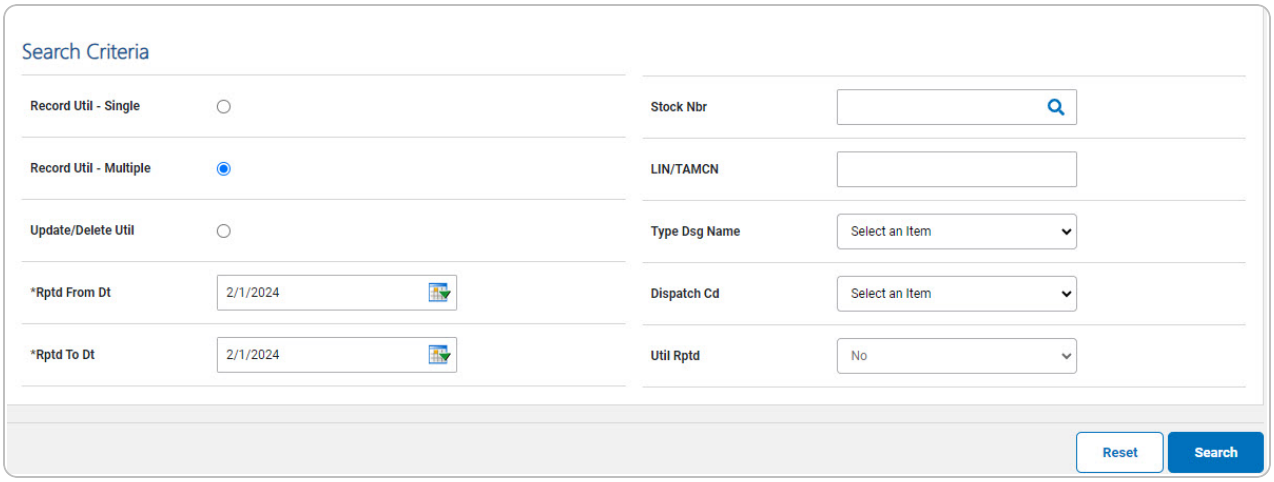
- Use to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
- Narrow the results by entering one of the following fields:.
  - Enter the ASSET ID, or use to browse for the entry. *This is a 12 alpha-numeric character field.*

    Asset Id Browse help
  - Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

2. Select Record Util. *The **Asset Utilization Record** page appears. Results display in the Search Results grid.*

Search for an Asset Utilization Record — Criteria — Record UTIL - Multiple

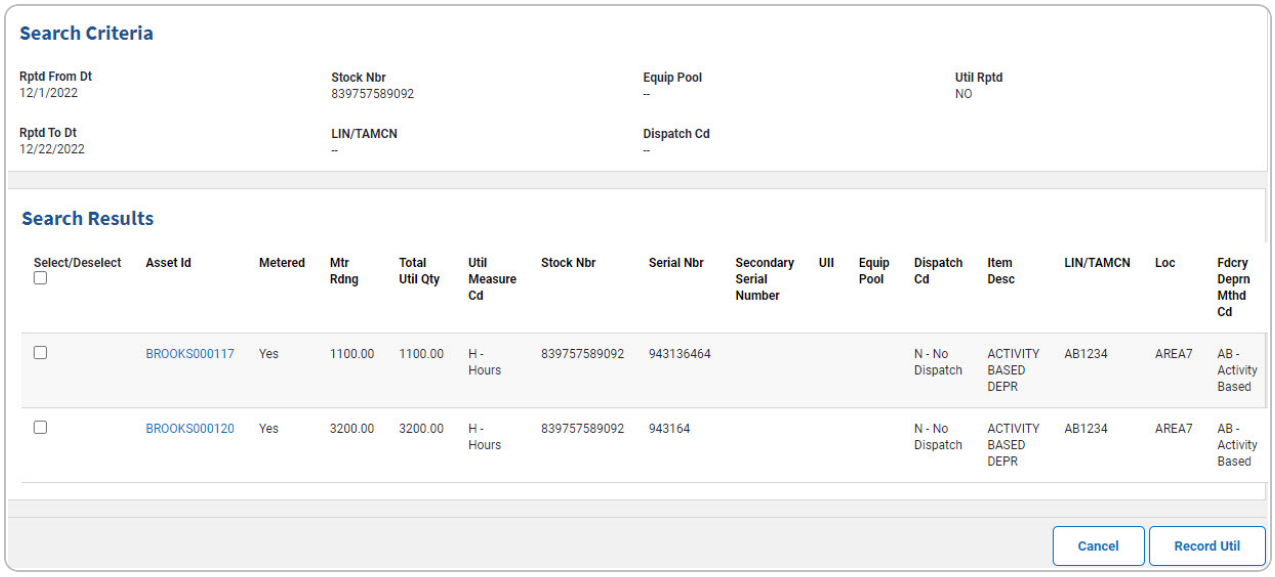
1. In the Search Criteria grid, select the Record UTIL - Multiple .



- Use to select the RPTD FROM DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the RPTD TO DT, or enter the date (MM/DD/YYYY) in the field provided.
- Narrow the results by entering one of the following optional fields:.
  - Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alpha-numeric character field.*

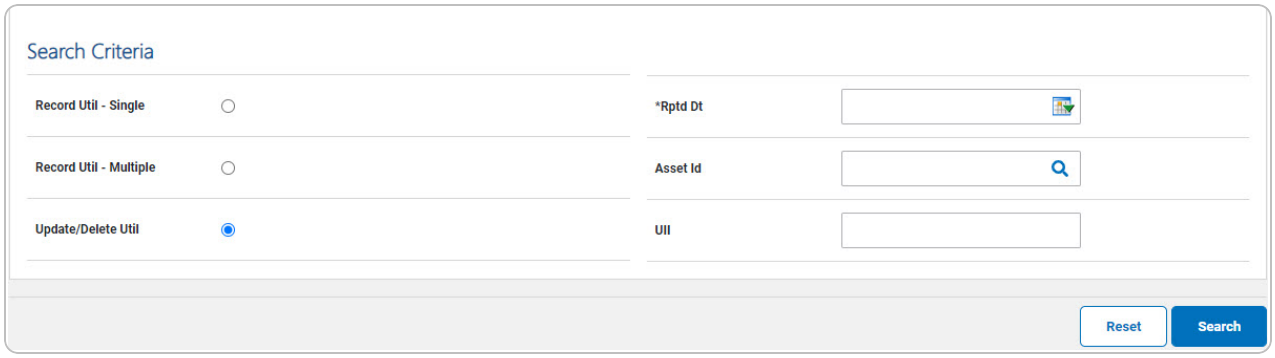
    Stock Nbr Browse help
  - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
  - Use to select the Equip Pool.
  - Use to select the Dispatch Cd.
  - Use to select the Util Rptd.

2. Select Search. *The **Asset Utilization Record — Results** page appears.*



Search for an Asset Utilization Record — Criteria — Record UTIL - Update/Delete Util

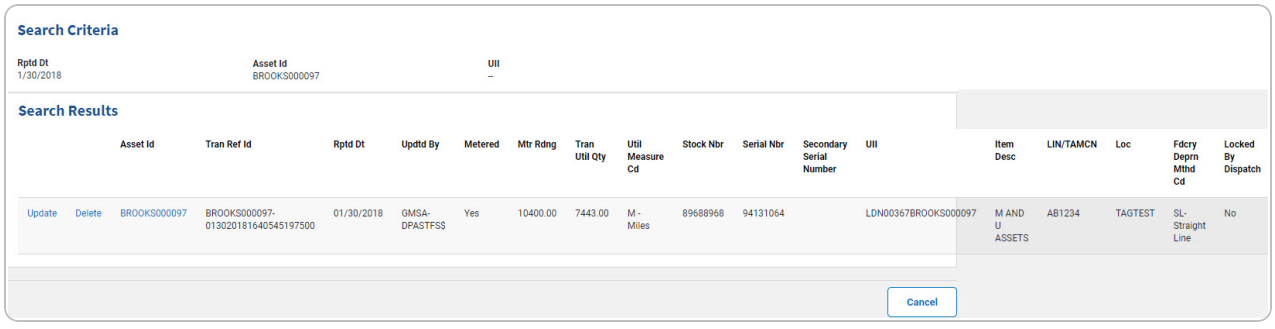
1. In the Search Criteria grid, select the Record UTIL - Update/Delete ○.



- Use to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
- Narrow the results by entering one of the following optional fields:.
  - Enter the ASSET ID, or use to browse for the entry. *This is a 12 alpha-numeric character field.*

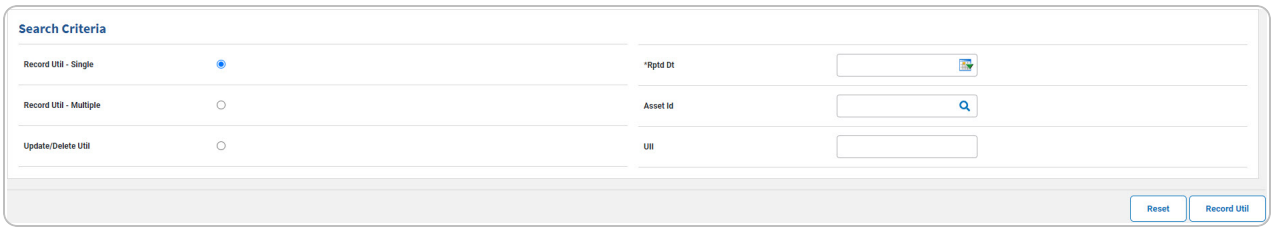
    Asset Id Browse help
  - Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The **Asset Utilization Record — Results** page appears.*



Add an Asset Utilization Record - Single

1. In the Search Criteria grid, the Record UTIL - Single is selected by default .



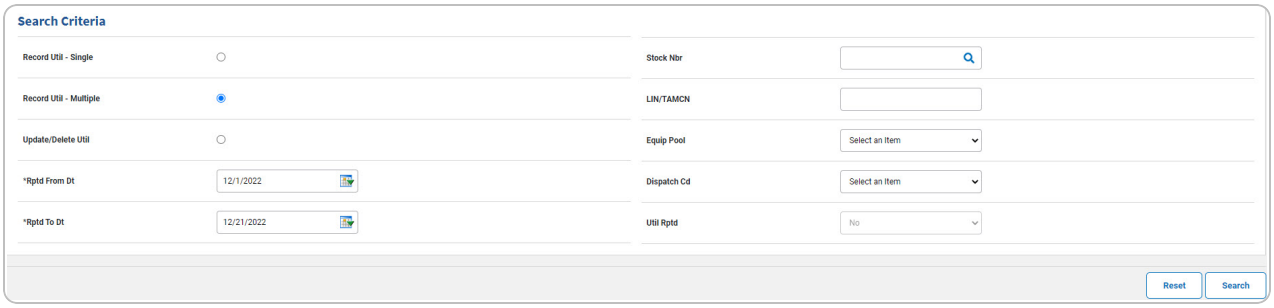
   - Use to select the RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.
   - Narrow the results by entering one of the following optional fields:.
     - Enter the ASSET ID, or use to browse for the entry. *This is a 12 alpha-numeric character field.*

       Asset Id Browse help
     - Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

2. Select Record Util. *The **Asset Utilization Record** page appears.*

Add an Asset Utilization Record - Multiple

1. In the Search Criteria grid, select the Record UTIL - Multiple .

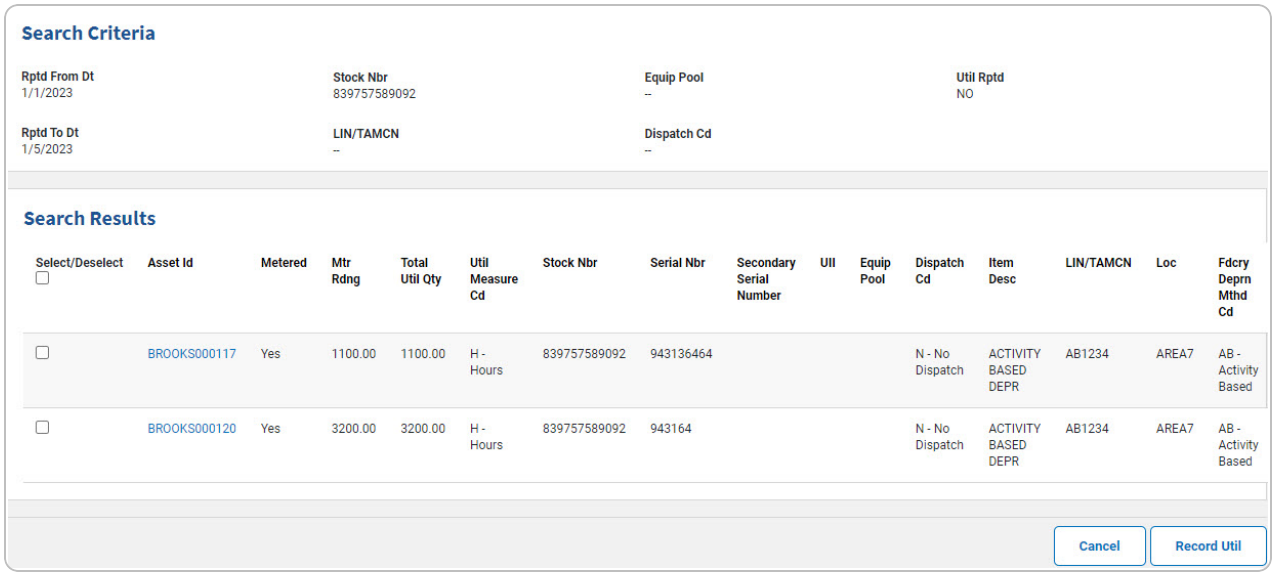


   - Use to select the RPTD FROM DT, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the RPTD TO DT, or enter the date (MM/DD/YYYY) in the field provided.

- Narrow the results by entering one of the following optional fields:.
  - Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alpha-numeric character field.*

    Stock Nbr Browse help
  - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
  - Use to select the Equip Pool.
  - Use to select the Dispatch Cd.
  - Use to select the Util Rptd.

2. Select Search. *The **Asset Utilization Record— Search Results** page appears.*



3. Click ☐ to select the entry. *The ☑ appears when the entry is selected.*

4. Select Record Util. *The **Asset Utilization Record** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *RPTD DT*. .	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *ASSET ID or UII*.	
13 — Mandatory Entry: *RPTD FROM DT*.	
13 — Mandatory Entry: *RPTD TO DT*.	
2094 — Must be alpha-numeric with supported special characters $, —, /, #, &, ;, (,), comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, (,), comma, period, and space. Special characters like ! or @ are prohibited.

44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.
210 — ASSET ID Prefix cannot start with Bulk.	Invalid Entry. ASSET ID must be serially managed. Re-enter the ASSET ID prefix.
557 — STOCK NBR assigned to asset does not have a UTIL MEASURE CD established. Cannot establish Asset Utilization Record.	Invalid Entry. The Asset Stock Number selected does not have a Utilization Measure Code established for the Catalog record. Re-enter the Stock Number.
238 — Date (To) must be > Date (From).	Invalid Date Entry. Either Date To is blank and Established Date From is entered, or the Date (To) is before the Date (From). Re-enter the date.

Related Topics

- Search for an Asset Utilization — Result
- View the Asset Utilization Details
- View the Component Viewer Details
- Enter the Asset Utilization Record
- Update an Asset Utilization
- Delete an Asset Utilization
- View the Asset Utilization Transaction Status
- Export an Asset Utilization Report

Search for Asset Utilization Record — Results

Overview

The Asset Utilization Results process provides the ability to view, add, update, or delete a utilization record.

Navigation

MAINT/UTIL > Asset Utilization > Search > Asset Utilization Record Search Results page

Page Fields

The following fields display on the **Asset Utilization Record Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
377	When available, select Update or Delete hyperlink to process a record.
5	Select "Hyperlink" to view details for specific record.
121	When available, select Change button to apply mass changes to all records in grid.
356	When available, select Record UTIL button to create a new record.

14	Select "Cancel" button to return to previous page.

Record Util - Multiple Search

Search Criteria Grid

Rptd From Dt
Rptd To Dt
Stock Nbr
LIN/TAMCN
Equip Pool
Dispatch Cd
Util Rptd

Search Results Grid

Select/Deselect
Asset Id
Metered
Mtr Rdng
Total Util Qty
Util Measure Cd
Stock Nbr
Serial Nbr
Secondary Serial Number
UII
Equip Pool
Dispatch Cd
Item Desc
LIN/TAMCN
Loc
Fdcry Deprn Mthd Cd

Update/Delete Util Search

Search Criteria Grid

Rptd Dt
Asset Id
UII

Search Results Grid

Update
Delete
Asset Id
Tran Ref Id
Rptd Dt
Updtd By
Metered
Mtr Rdng
Tran Util Qty
Util Measure Cd
Stock Nbr
Serial Nbr
Secondary Serial Number
UII
Item Desc
LIN/TAMCN
Loc
Fdcry Deprn Mthd Cd
Locked By Dispatch

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Search for an Asset Utilization Record — Criteria — Record UTIL - Multiple

1. Click ☐ to select the entry. *The* ☑ *appears when the entry is selected. Repeat Step 1 to add additional entries.*
2. Select Record Util. *The* ***Asset Utilization Record*** *page appears.*

Update an Asset Utilization Record

Select the Update hyperlink. *The* ***Asset Utilization Record Update*** *page appears.*

Delete an Asset Utilization Record

Select the Delete hyperlink. *The **Asset Utilization Record Delete** page appears.*

View the Asset Utilization Record Details

Select the ASSET ID hyperlink. *The **Asset Details** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
641 — Selected rows must match; Meter = Yes or No.	Invalid Entry. All selected assets must have the same Metered value (Yes or No). Re—select entries so that they have the same Metered value.
94 — Select a record(s) to continue.	Missing Entry. Record Util was clicked without any records selected. Click ☐ to select a record, then select Record Util.

Related Topics

- Search for an Asset Utilization Record — Criteria
- View the Asset Utilization Details
- View the Component Viewer Details

- Add the Asset Utilization Record
- Update an Asset Utilization
- Delete an Asset Utilization
- View the Asset Utilization Transaction Status
- Export an Asset Utilization Report

Enter an Asset Utilization Record

Overview

The Asset Utilization Record process provides the ability to enter a record for either one asset (Record UTIL - Single) or enter one record per each asset selected (Record UTIL - Multiple).

Navigation

MAINT/UTIL > Asset Utilization > Search Criteria > Record Util > Asset Utilization Record Add page

Page Fields

The following fields display on the **Asset Utilization Record Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
121	When available, select Change button to apply mass changes to all records in grid.
358	When available, select New Row button to insert a blank utilization record into the grid.
356	When available, select Record UTIL button to create a new record.

13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Record Single UTIL

Mass Change Grid

Mass Rptd Dt
Mass Fuel Type Cd
Mass Fuel Unit Cost
History Remarks

Report UTIL Grid

Rptd Dt *
Current Mtr Rdng *
Util On Base
Util Off Base
Fuel Type Cd
Fuel Qty
Fuel Unit Cost
Fuel State Cd
Days Used
Days Not Used
Days Unavl
Replacement Mtr Rdng
Tran Ref Id
History Remarks

Record Multiple UTIL

Mass Change Section

Mass Rptd Dt
Mass Fuel Unit Cost
History Remarks

Report UTIL

Asset Id

Item Desc
Rptd Dt *
Current Mtr Rdng *
Util On Base
Util Off Base
Fuel Type Cd
Fuel Qty
Fuel Unit Cost
Fuel State Cd
Days Used
Days Not Used
Days Unavl
Replacement Mtr Rdng
Tran Ref Id
History Remarks

* Asterisk identifies mandatory fields.

Procedures

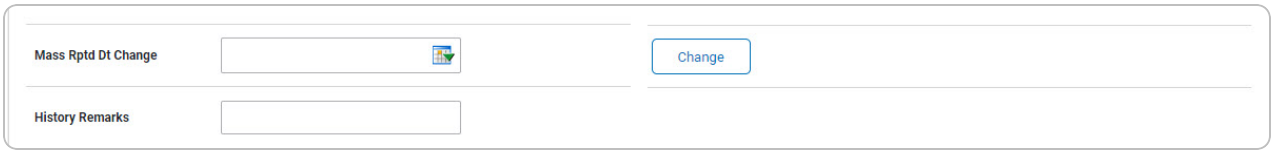
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Enter an Asset Utilization Record — Record UTIL - Single

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

1. Select Record Util. *The* ***Asset Utilization Record Add*** *page appears.*



A. *Disregard the MASS RPTD DT Change.*

B. *Disregard the Mass FUEL TYPE CD.*

C. *Disregard the Mass Fuel Unit Cost.*

D. *Disregard the History Remarks.*

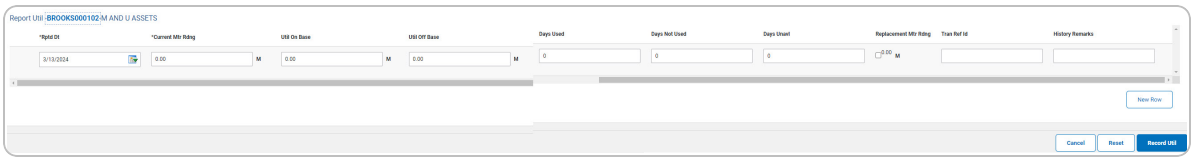
Helpful Tip

For Single Entries within a Single Record, disregard the above fields. The Mass Update section is for updating multiple entries at the same time.

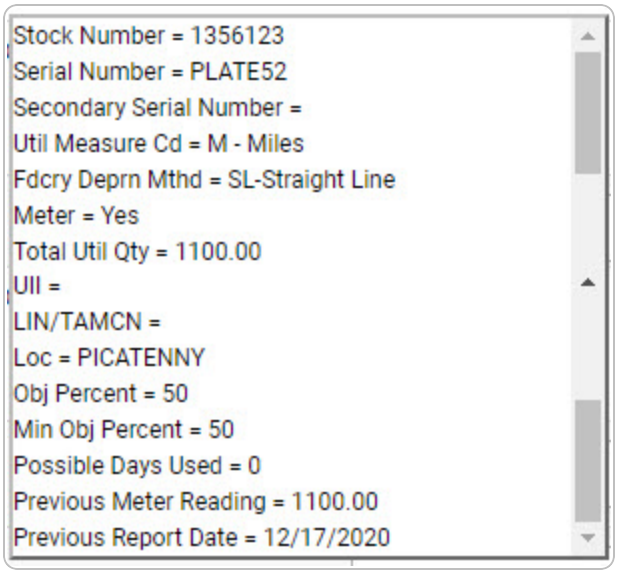
For Multiple Entries within a Single Record, the Mass Update Section allows changing all entries at one time.

Revise the desired fields in the Mass Update Section and select Change. *All entries display the changes.*

E. *Complete the Report UTIL grid.*



a. Hover over the ASSET ID. *The details for that asset appear in a pop-up window.*



b. Update the RPTD DT, using or entering it (MM/DD/YYYY) in the field provided.

c. Enter the CURRENT MTR RDNG in the field provided. *This is a 12 numeric character field.*

Note

The CURRENT MTR RDNG field appears when the asset is metered.

d. Enter the UTIL ON BASE in the field provided. *This is a 7 numeric character field.*

e. Enter the UTIL OFF BASE in the field provided. *This is a 7 numeric character field.*

Helpful Tip

The sum of the UTIL ON BASE and the UTIL OFF BASE must equal the difference between the PREV MTR RDNG and the CURRENT MTR RDNG.
Therefore, CURRENT MTR RDNG—PREV MTR RDNG=UTIL ON BASE+UTIL OFF BASE.

Note

The FUEL TYPE CD, FUEL QTY, Fuel Unit Cost, and FUEL STATE CD fields become available when the fuel code default value exists.

f. Update the Fuel Type Cd, using ˅ to select the desired code.

Note

If the utilization does not record fuel usage, set the FUEL TYPE CD to *Select an Item*.

g. Enter the FUEL QTY in the field provided. *This is a 5 numeric character field.*

h. Enter the Fuel Unit Cost in the field provided. *This is a 3 numeric character field.*

i. Update the Fuel State Cd, using ˅ to select the desired code.

j. Enter the Days Used in the field provided. *This is a 3 numeric character field.*

k. Enter the Days Not Used in the field provided. *This is a 3 numeric character field.*

l. Enter the DAYS UNAVL in the field provided. *This is a 3 numeric character field.*

m. Click ☐ to select the REPLACEMENT MTR RDNG. *Check this to record the meter reading of the replacement meter at the time of replacement.*

1. Enter the REPLACEMENT MTR RDNG in the field provided. *This is a 12 numeric character field.*

n. Enter the TRAN REF ID in the field provided. *This is a 36 alphanumeric character field.*

o. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

p. Select New Row to enter the another Asset Utilization Record for the same asset. *A new entry line appears. Repeat Steps b-o.*

2. Select Record Util. *The **Asset Utilization Record Transaction Status** page appears.*

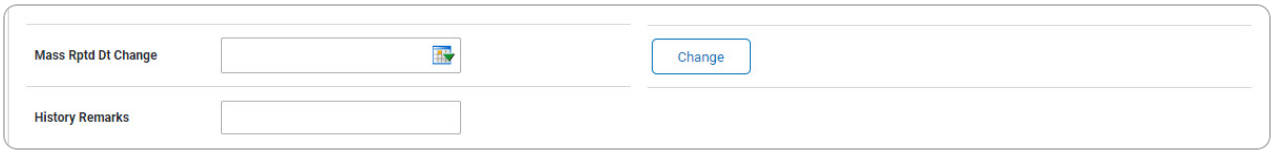
Add an Asset Utilization Record — Record UTIL - Multiple

Note

To record utilization for multiple assets, all selected assets must have the same meter code.

1. Use ☐ to select the desired entry(s). *The ☑ appears when the entry is selected. Repeat Step 1 as many times as needed.*

2. Select Record Util. *The **Asset Utilization Record Add** page appears.*



3. *Complete the Mass Update Grid.*

Note

Complete the Mass Update Grid to revise multiple assets at once.

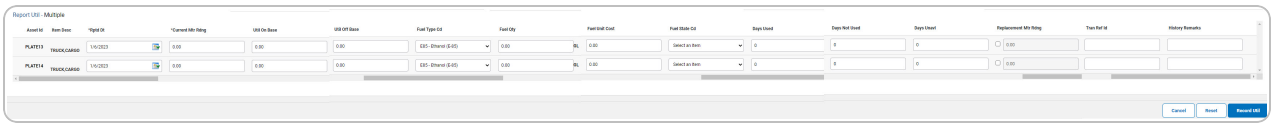
A. Use to select the MASS RPTD DT, or enter the date (MM/DD/YYYY) in the field provided.

B. Enter the Mass Fuel Unit Cost in the field provided. *This is a 3 numeric character field.*

C. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

4. Select Change. *All below Utilization entries display the above changes.*

5. *Complete the Report UTIL - Multiple grid.*



A. Hover over the ASSET ID. *The details for that asset appear in a pop-up window.*

B. *The ITEM DESC automatically populates and is not editable.*

C. Update the RPTD DT, using or entering the date (MM/DD/YYYY) in the field provided.

D. Enter the CURRENT MTR RDNG in the field provided. *This is a 12 numeric character field.*

E. Enter the UTIL ON BASE in the field provided. *This is a 7 numeric character field.*

F. Enter the UTIL OFF BASE in the field provided. *This is a 7 numeric character field.*

Helpful Tip

The sum of the UTIL ON BASE and the UTIL OFF BASE must equal the difference between the PREV MTR RDNG and the CURRENT MTR RDNG.
Therefore, CURRENT MTR RDNG—PREV MTR RDNG=UTIL ON BASE+UTIL OFF BASE.

Note

The FUEL TYPE CD, FUEL QTY, Fuel Unit Cost, and FUEL STATE CD fields become available when the fuel code default value exists.

G. Update the Fuel Type Cd, using to select the desired code.

Note

If the utilization does not record fuel usage, set the FUEL TYPE CD to *Select an Item*.

H. Enter the FUEL QTY in the field provided. *This is a 5 numeric character field.*

I. Enter the Fuel Unit Cost in the field provided. *This is a 3 numeric character field.*

J. Update the Fuel State Cd, using ⌄ to select the desired code.

K. Enter the Days Used in the field provided. *This is a 3 numeric character field.*

L. Enter the Days Not Used in the field provided. *This is a 3 numeric character field.*

M. Enter the DAYS UNAVL in the field provided. *This is a 3 numeric character field.*

N. Click ☐ to select the REPLACEMENT MTR RDNG. *Check this to record the meter reading of the replacement meter at the time of replacement.*

   a. Enter the REPLACEMENT MTR RDNG in the field provided. *This is a 12 numeric character field.*

O. Enter the TRAN REF ID in the field provided. *This is a 36 alphanumeric character field.*

P. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

6. Select Record Util. *The **Asset Utilization Record Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

13 — Mandatory Entry: *RPTD DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *CURRENT MTR RDNG*.	
13 — Mandatory Entry: *Fuel Unit Cost and FUEL QTY*.	Missing Entry. If the Fuel Type drop-down has a value, the Fuel Unit Cost and Fuel Quantity must have a value. Enter the appropriate information in the desired field.
645 - UTIL ON BASE+UTIL OFF BASE must =TOTAL TRAN QTY.	Invalid Entry. The TOTAL TRAN QTY must equal the UTIL ON BASE amount and the UTIL OFF BASE amount together. Verify the selected ASSET ID, and re-enter the information.
xxxx - Nothing entered to mass update.	No Mass changes were entered.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
44 - Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
647 - TRAN REF ID already exists.	Invalid Entry. The Transaction Reference Identifier entered is a duplicate. Enter a valid identification.

503 - UTIL value exists for RPTD DT; cannot record a REPLACEMENT MTR.	Invalid Entry. The Replacement Meter Reading field has a value entered, and the Reported Date being entered already exists for the given asset. Verify the date and meter reading, and re-enter the information.
559 - Current Meter Reading must be >= Replacement Meter Reading.	Invalid Entry. The Replacement Meter Reading must be smaller than or equal to the Current Meter Reading. Re-enter the meter reading.
642 - CURRENT MTR RDNG must be >= Previous Meter Reading.	Invalid Entry. The Previous Meter Reading must be smaller than or equal to the Current Meter Reading. Re-enter the meter reading.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
92 - Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.

Related Topics

- Search for an Asset Utilization — Criteria
- Search for an Asset Utilization — Result
- View the Asset Utilization Details
- View the Component Viewer Details
- Update an Asset Utilization

- Delete an Asset Utilization
- View the Asset Utilization Transaction Status
- Export an Asset Utilization Report

Update an Asset Utilization Record

Overview

The Asset Utilization Record Update process allows editing of a single Asset Utilization Record. Only certain fields (depending on attributes assigned to assets) are available for updating.

Navigation

MAINT/UTIL > Asset Utilization > Search > Search Results > Update hyperlink > Asset Utilization Update Record page

Page Fields

The following fields display on the **Asset Utilization Record Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Update Grid

Asset Id
Stock Nbr
Serial Nbr
DOD Serial Nbr
Custodian Nbr
Loc
Fdcry Deprn Mthd Cd
Item Desc
Util Measure Cd
Util Svc Life
Possible Days Used
UII
Obj Percent
Min Obj Percent
Prev Rptd Dt
Tran Ref Id
Rptd Dt
Fuel Type Cd
Fuel Unit Cost
Fuel Qty
Fuel State Cd
Days Used
Days Not Used
Days Unavl
History Remarks

Procedures

ELMS Navigation Helpful Tips

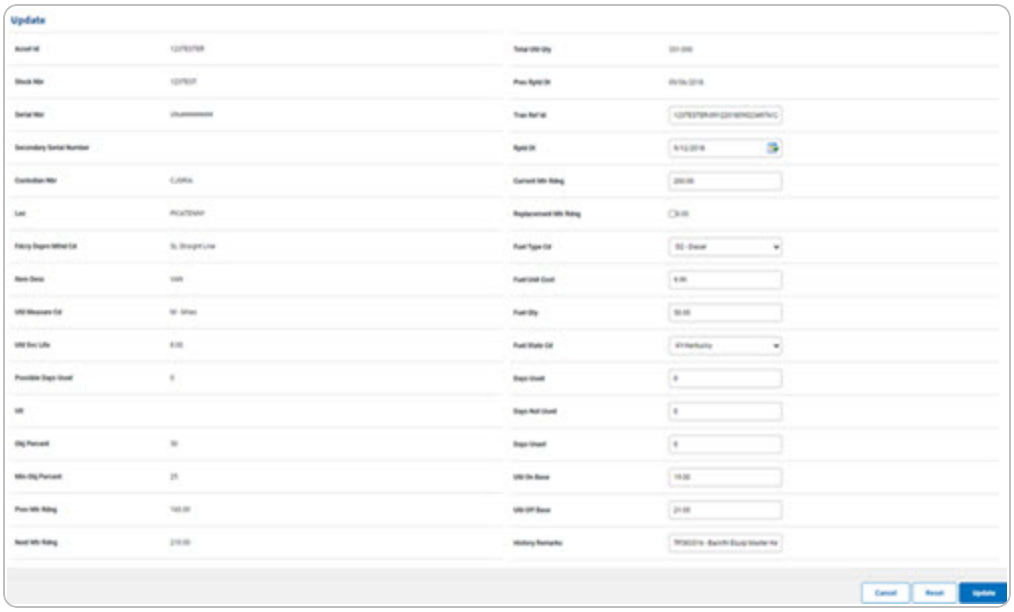
Click the following link to display PA Navigation Tips.

Update an Asset Utilization Record

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

Selecting Reset *at any point of this procedure returns all fields to the default setting.*

1. Select the Update hyperlink. *The **Update an Asset Utilization Record** page appears.*



A. *Verify the ASSET ID.*
B. *Verify the STOCK NBR.*
C. *Verify the SERIAL NBR.*
D. *Verify the Secondary Serial Number.*
E. *Verify the CUSTODIAN NBR.*
F. *Verify the LOC.*
G. *Verify the FDCRY DEPRN MTHD CD.*
H. *Verify the ITEM DESC.*
I. *Verify the UTIL MEASURE CD.*
J. *Verify the UTIL SCV LIFE.*
K. *Verify the Possible Days Used.*
L. *Verify the UII.*
M. *Verify the OBJ PERCENT.*
N. *Verify the MIN OBJ PERCENT.*
O. *Verify the PREV MTR RDNG.*
P. *Verify the NEXT MTR RDNG.*
Q. *Verify the TOTAL UTIL QTY.*

R. *Verify the PREV RPTD DT.*

S. Update the TRAN REF ID, entering the revised identifier in the field provided. *This is a 36 alphanumeric character field.*

T. Update the RPTD DT, using or entering the date (MM/DD/YYYY) in the field provided.

U. Update the CURRENT MTR RDNG, entering the correct value in the field provided. *This is a 12 numeric character field.*

V. Verify the REPLACEMENT MTR RDNG contains the appropriate ☑ or ☐. *Check this to record the meter reading of the replacement meter at the time of replacement.*

Note

The FUEL TYPE CD, FUEL QTY, Fuel Unit Cost, and FUEL STATE CD fields become available when the fuel code default value exists.

W. Update the Fuel Type Cd, using ⌄ to select the desired code.

X. Update the Fuel Unit Cost, entering the revised price in the field provided. *This is a 3 numeric character field.*

Y. Update the FUEL QTY, entering the revised amount in the field provided. *This is a 5 numeric character field.*

Z. Update the Fuel State Cd, using ⌄ to select the desired code.

AA. Update the Days Used, entering the revised days in the field provided. *This is a 3 numeric character field.*

AB. Update the Days Not Used, entering the revised days in the field provided. *This is a 3 numeric character field.*

AC. Update the DAYS UNAVL, entering the revised days in the field provided. *This is a 3 numeric character field.*

AD. Update the UTIL ON BASE, entering the revised value in the field provided. *This is a 7 numeric character field.*

AE. Update the UTIL OFF BASE, entering the revised value in the field provided. *This is a 7 numeric character field.*

AF. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

AG. Select Update. *The **Asset Utilization Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *RPTD DT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *CURRENT MTR RDNG*.	
13 — Mandatory Entry: *Fuel Unit Cost and FUEL QTY*.	
13 — Mandatory Entry: *REPLACEMENT MTR RDNG*.	
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
44 — Input date must be	Invalid Date Entry. The system date (Today's

<= system date.	Date) must be after or the same as the Input date. Re—enter the date.
xxxx — UTIL ON BASE + UTIL OFF BASE must = the difference of the CURRENT MTR RDNG minus the Previous Meter Reading.	Invalid Entry. The total amount of the Utilization Off Base and Utilization Off Base must be the same as the total amount between the CURRENT MTR RDNG and the Previous Meter Reading. Check the amounts and re-enter the fields.
647 — TRAN REF ID already exists.	Invalid Entry. The Transaction Reference Identifier entered is a duplicate. Enter a valid identification.
503 — UTIL value exists for RPTD DT; cannot record a REPLACEMENT MTR.	Invalid Entry. The Replacement Meter Reading field has a value entered, and the Reported Date being entered already exists for the given asset. Verify the date and meter reading, and re-enter the information.
559 — CURRENT MTR RDNG must be >= Replacement Meter Reading.	Invalid Entry. The Replacement Meter Reading must be smaller than or equal to the Current Meter Reading. Re—enter the meter reading.
xxxx — Invalid Entry: Meter reading already exists for the date specified.	Invalid Entry. Meter reading matches a record already entered. Select a different date or update the existing entry.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters. The field name + "Up to ## whole numbers and ## decimals are allowed. Replace

	the ## signs with the actual numbers for the given field.
9 — No change(s) made to record.	Missing Entry. Record must be modified before Update button is selected. Check the information again, and revise one of the fields.
642 — Current Mtr Rdng must be >= Previous Meter Reading.	Invalid Entry. The Previous Meter Reading must be smaller than or equal to the Current Meter Reading. Re—enter the meter reading.
644 — Current Mtr Rdng must be <= Next Mtr Rdng.	Invalid Entry. The Next Meter Reading must be larger than or equal to the Current Meter Reading. Re—enter the meter reading.
645 — Util On Base+Util Off Base must =Total Tran Qty.	Invalid Entry. The Total Tran Qty must equal the Util On Base amount and the Util Off Base amount together. Verify the selected Asset Id, and re—enter the information.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Asset Utilization Record — Criteria
- Search for an Asset Utilization Record — Result
- View the Asset Utilization Details
- View the Component Viewer Details
- Enter the Asset Utilization Record
- Delete an Asset Utilization
- View the Asset Utilization Transaction Status
- Export an Asset Utilization Report

Delete an Asset Utilization Record

Overview

The Asset Utilization Record Delete process allows removal of utilization records no longer required.

Note

Prior to the Delete action, verify the correct utilization record is selected to be removed.

Navigation

MAINT/UTIL > Asset Utilization > Search > Search Results > Delete hyperlink > Asset Utilization Record Delete page

Page Fields

The following fields display on the **Asset Utilization Record Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Grid

Asset Id
Stock Nbr
Serial Nbr
Secondary Serial Number
Custodian Nbr
Loc
Fdcry Deprn Mthd Cd

Item Desc
Util Measure Cd
Util Svc Life
Possible Days Used
UII
Obj Percent
Min Obj Percent
Prev Mtr Rdng
Next Mtr Rdng
Total Util Qty
Prev Rptd Dt
Tran Ref Id
Rptd Dt
Current Mtr Rdng
Replacement Mtr Rdng
Fuel Type Cd
Fuel Unit Cost
Fuel Qty
Fuel State Cd
Days Used
Days Not Used
Days Unavl
Util On Base
Util Off Base
History Remarks

Procedures

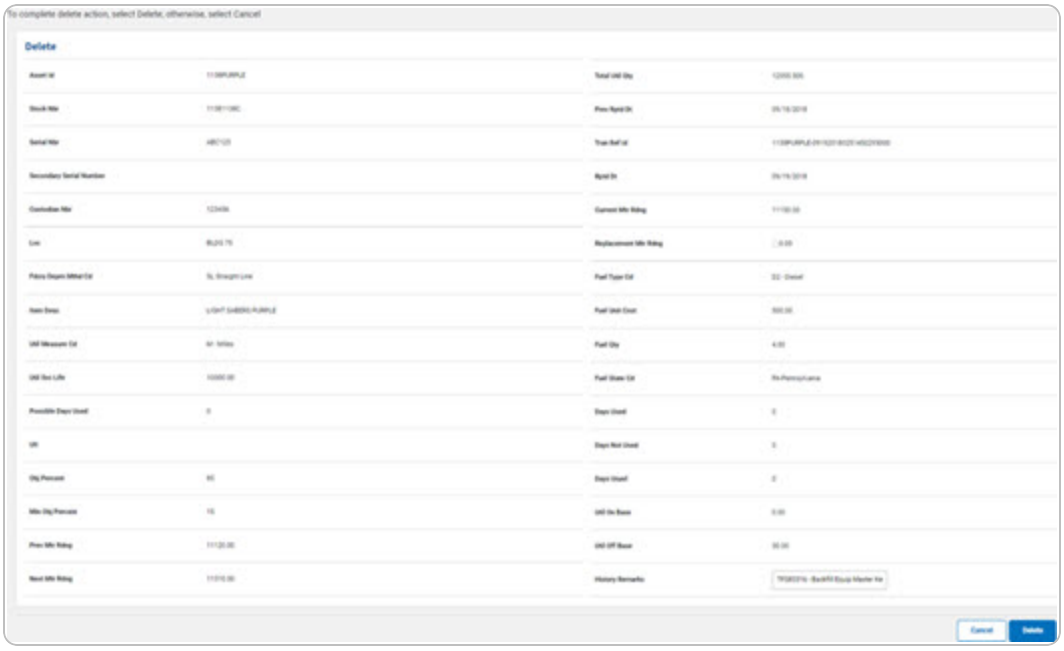
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete an Asset Utilization Record

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

1. Select the Delete hyperlink. *The **Asset Utilization Record Delete** page appears.*



1. *Verify the ASSET ID.*
2. *Verify the STOCK NBR.*
3. *Verify the SERIAL NBR.*
4. *Verify the Secondary Serial Number.*
5. *Verify the CUSTODIAN NBR.*
6. *Verify the LOC.*
7. *Verify the FDCRY DEPRN MTHD CD.*
8. *Verify the ITEM DESC.*
9. *Verify the UTIL MEASURE CD.*
10. *Verify the UTIL SCV LIFE.*
11. *Verify the Possible Days Used.*
12. *Verify the UII.*
13. *Verify the OBJ PERCENT.*
14. *Verify the MIN OBJ PERCENT.*
15. *Verify the PREV MTR RDNG.*
16. *Verify the NEXT MTR RDNG.*
17. *Verify the TOTAL UTIL QTY.*

18. *Verify the PREV RPTD DT.*
19. *Verify the TRAN REF ID.*
20. *Verify the RPTD DT.*
21. *Verify the CURRENT MTR RDNG.*
22. *Verify the REPLACEMENT MTR RDNG.*

> **Note**
>
> The FUEL TYPE CD, FUEL QTY, Fuel Unit Cost, and FUEL STATE CD fields become available when the fuel code default value exists.

23. *Verify the FUEL TYPE CD.*
24. *Verify the Fuel Unit Cost.*
25. *Verify the FUEL QTY.*
26. *Verify the FUEL STATE CD.*
27. *Verify the Days Used.*
28. *Verify the Days Not Used.*
29. *Verify the DAYS UNAVL.*
30. *Verify the UTIL ON BASE.*
31. *Verify the UTIL OFF BASE.*
32. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

2. Select Delete. *The **Asset Utilization Record Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access.

not have the appropriate security access.	Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
350 — Must be alphanumeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
656 — UTIL RECORD is associated with a Dispatch record; cannot delete.	Invalid Deletion. An Asset's Utilization record cannot be deleted if a Dispatch Record exists, and the Dispatch STATUS CD is not 'RC' (Return-Closed) for any of the records being deleted. Review the Asset's Utilization record again, and remove any remaining associated information so the record can be deleted.

Related Topics

- Search for an Asset Utilization — Criteria
- Search for an Asset Utilization — Result
- View the Asset Utilization Details
- View the Component Viewer Detail
- Enter the Asset Utilization Record
- Update an Asset Utilization
- View the Asset Utilization Transaction Status

- Export an Asset Utilization Report

View the Asset Utilization Details

Overview

The Asset Utilization Details page is view only and displays information for a specific record. In addition, any attachments added to the record are available for display.

Navigation

MAINT/UTIL > Search Criteria > Search > Search Results > Asset Id hyperlink > Asset Utilization Detail page

Page Fields

The following fields display on the **Asset Utilization Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
204	For "ASSET LVL CD" "CE" or "CC", Select hyperlink to view components.
61	Select "Cancel" to return to Search Criteria page.

Details Grid

Stock Nbr
Serial Nbr
Item Desc
LIN/TAMCN
Asset Id

UII
UIC
Custodian Nbr
Lot Nbr
Expr Dt
UI
Qty
Loc
Sub Loc
Acq Cost
Acq Dt
Total Cost
Type Asset Cd
Cond Cd
Asset Level Cd
Asset Cd
Sys Id
Doc Nbr
Excs Actn Cd
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd
Supply Category Management Cd
Non-Actbl
ACC-SFIS Cd
Deprn Cd
Fund Cd/ASN
Acct Rpt Nbr
Cptl Cd
iRAPT/WAWF Receipt
iRAPT/WAWF Shpmt Id
Loan Cd
Loan Contract Nbr
Loaning DoDAAC/CAGE Cd
Loan Activity Name
Loan Start Dt
Loan End Dt
Loan Rcvd By
Loan Rcvd Dt
Loan Notify Cd
Mode of Shipment
TCN

Shipment Dt
Shipment Id
Lease Cd
Lease Activity
Lease Start Dt
Lease End Dt
Oblign Doc Nbr
Cntr/PO Nbr
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
Task Cd
Deprn Task Cd
Job Ord Nbr
Deprn Job Ord Nbr
Activiation Dt
Deprn Period
Deprn Util Prd
Accmd Deprn
Deprn SL Rebsln
Deprn AB Rebsln
Prior Deprn
Current Mnth Deprn Amt
Prr Deprn AB Rebsln
Deprn Util Svc Life
Deprn Util Qty
Prr Deprn Util Qty
Deprn Period Days
Write Down Amt
Fdcry Deprn Mthd Cd
Util Measure Cd
Auth LIN/TAMCN
Attachments
Attribute(s) Template
Attribute(s)
Software Name
License Desc
License Details
License Qty
License Type
Start Dt
End Dt
Usage Level Cd

Hosting Environment
Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Asset Utilization Details

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

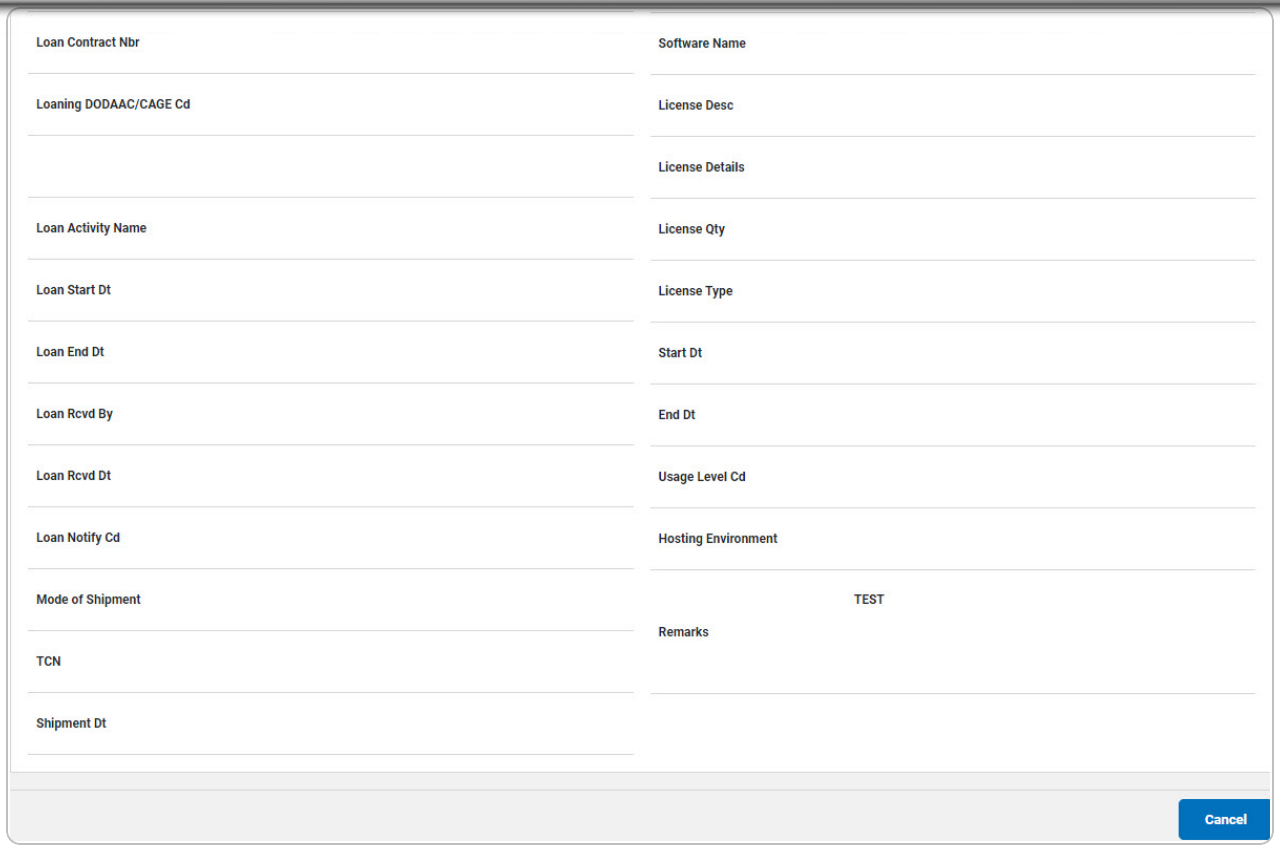
1. Select the ASSET ID hyperlink. *The* ***Asset Details*** *page appears*.

Details

Stock Nbr	4940002558246	Shipment Id	
Serial Nbr	33P99	Lease Cd	N
Item Desc	DEGREASER	Lease Activity	
LIN/TAMCN	12345A - THIS IS GREAT WHITE SHARK	Lease Start Dt	
Asset Id	330P9999	Lease End Dt	
UII	LDN003670000090158	Oblign Doc Nbr	W0MEAA80940001
UIC	BROOKS	Cntr/PO Nbr	4253453255643
Custodian Nbr	JCH001	Owng Cost Center	
Lot Nbr		Fndng Cost Center	5H122
Expr Dt		Deprn Cost Center	PKMNCENTER
UI	EA	Task Cd	D2001
Qty	1	Deprn Task Cd	

Loc	BUILDING 11	Job Ord Nbr	SFGDS3546436DFA
Sub Loc	YOU ARE MINE	Deprn Job Ord Nbr	
Acq Cost	$ 103000.00	Activation Dt	4/8/2008
Acq Dt	4/8/2008	Deprn Period	120
Total Cost	$ 103000.00	Deprn Util Prd	120
Type Asset Cd	G	Accumd Deprn	$ 103000.00
Cond Cd	A	Deprn SL Rebsln	$ 103000.00
Asset Level Cd	EC	Deprn SL Lst Rebsln	$ 0.00
Asset Cd	Y	Deprn AB Rebsln	$ 0.00
Sys Id		Deprn AB Lst Rebsln	$ 0.00
Doc Nbr	BR00KS62644000	Prior Deprn	$ 0.00
Excs Actn Cd		Current Mnth Deprn Amt	$ 0.00

Mfr Name	DEGREASER	Prr Deprn SL Rebsln	$ 0.00
Mfr Model Nbr		Prr Deprn AB Rebsln	$ 0.00
Mfr Part Nbr	454526256	Deprn Util Svc Life	0.00
CAGE Cd		Deprn Util Qty	0.00
Supply Category Management Cd	-	Prr Deprn Util Qty	0.00
Non-Actbl	NO	Deprn Period Days	3652.00
ACC-SFIS Cd	I 20000000000045	Write Down Amt	$0.00
Deprn Cd	T	Fdcry Deprn Mthd Cd	SL
Fund Cd/ASN	99/	Util Measure Cd	N - Months
Acct Rpt Nbr	BROOKS201511240001	Authn LIN/TAMCN	
Cptl Cd	A	Attachments	No Attachments Available
iRAPT/WAWF Receipt		Attribute(s) Template	
iRAPT/WAWF Shpmt Id		Attribute(s)	
Loan Cd	G		



A. *Verify the STOCK NBR.*
B. *Verify the SERIAL NBR.*
C. *Verify the ITEM DESC.*
D. *Verify the LIN/TAMCN.*
E. *Verify the ASSET ID.*
F. *Verify the UII.*
G. *Verify the UIC.*
H. *Verify the CUSTODIAN NBR.*
I. *Verify the LOT NBR.*
J. *Verify the EXPR DT.*
K. *Verify the UI.*
L. *Verify the QTY.*
M. *Verify the LOC.*
N. *Verify the SUB LOC.*

O. *Verify the ACQ COST.*
P. *Verify the ACQ DT.*
Q. *Verify the Total Cost.*
R. *Verify the TYPE ASSET CD.*
S. *Verify the COND CD.*
T. Select the ASSET LEVEL CD hyperlink. *The **Component Viewer** page appears.*
U. *Verify the SYS ID.*
V. *Verify the DOC NBR.*
W. *Verify the EXCS ACTN CD.*
X. *Verify the MFR NAME.*
Y. *Verify the MFR MODEL NBR.*
Z. *Verify the MFR PART NBR.*
AA. *Verify the CAGE CD.*
AB. *Verify the Supply Category Management Cd.*
AC. *Verify the NON—ACTBL.*
AD. *Verify the ACC—SFIS CD.*
AE. *Verify the DEPRN CD.*
AF. *Verify the FUND CD/ASN.*
AG. *Verify the ACCT RPT NBR.*
AH. *Verify the CPTL CD.*
AI. *Verify the IRAPT/WAWF Receipt.*
AJ. *Verify the IRAPT/WAWF SHPMT ID.*
AK. *Verify the Loan CD.*
AL. *Verify the Loan CONTRACT NBR.*
AM. *Verify the Loaning DODAAC/CAGE CD.*
AN. *Verify the Loan Activity Name.*
AO. *Verify the Loan START DT.*
AP. *Verify the Loan END DT.*
AQ. *Verify the Loan RCVD BY.*
AR. *Verify the Loan Notify CD.*
AS. *Verify the Mode of Shipment.*

AT. *Verify the TCN.*
AU. *Verify the SHIPMENT DT.*
AV. *Verify the Shipment ID.*
AW. *Verify the Lease CD.*
AX. *Verify the Lease Activity.*
AY. *Verify the Lease START DT.*
AZ. *Verify the Lease END DT.*
BA. *Verify the OBLIGN DOC NBR.*
BB. *Verify the CNTR/PO NBR.*
BC. *Verify the OWNG COST CENTER.*
BD. *Verify the FNDNG COST CENTER.*
BE. *Verify the DEPRN COST CENTER.*
BF. *Verify the TASK CD.*
BG. *Verify the DEPRN TASK CD.*
BH. *Verify the JOB ORDER NBR.*
BI. *Verify the DEPRN JOB ORDER NBR.*
BJ. *Verify the ACTIVATION DT.*
BK. *Verify the DEPRN PERIOD.*
BL. *Verify the DEPRN UTIL PERIOD.*
BM. *Verify the ACCUMD DEPRN.*
BN. *Verify the DEPRN SL LST REBSLN.*
BO. *Verify the DEPRN AB REBSLN.*
BP. *Verify the DEPRN AB LST REBSLN.*
BQ. *Verify the PRIOR DEPRN.*
BR. *Verify the CURRENT MNTH DEPRN AMT.*
BS. *Verify the PRR DEPRN SL REBSLN.*
BT. *Verify the PRR DEPRN AB REBSLN.*
BU. *Verify the DEPRN UTIL SVC LIFE.*
BV. *Verify the DEPRN UTIL QTY.*
BW. *Verify the PRR DEPRN UTIL QTY.*
BX. *Verify the DEPRN PERIOD DAYS.*

BY. *Verify the WRITE OFF AMT.*
BZ. *Verify the FDCRY DEPRN MTHD CD.*
CA. *Verify the UTIL MEASURE CD.*
CB. *Verify the AUTHN LIN/TAMCN.*
CC. *Verify the Attachments.*
CD. *Verify the Attribute(s) Template.*
CE. *Verify the Attribute(s).*
CF. *Verify the Software Name.*
CG. *Verify the License DESC.*
CH. *Verify the License Details.*
CI. *Verify the License Qty.*
CJ. *Verify the License Type.*
CK. *Verify the START DT.*
CL. *Verify the END DT.*
CM. *Verify the Usage Level CD.*
CN. *Verify the Hosting Environment.*
CO. *Verify the Remarks.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Cancel. *The The **Asset Details** page appears. page appears.*

Related Topics

- Search for an Asset Utilization — Criteria
- Search for an Asset Utilization — Result

- View the Component Viewer Details
- Enter the Asset Utilization Record
- Update an Asset Utilization
- Delete an Asset Utilization
- View the Asset Utilization Transaction Status
- Export an Asset Utilization Report

View the Asset Utilization Transaction Status

Overview

The Asset Utilization Record Transaction Status process displays a verification of the transaction performed.

Navigation

MAINT/UTIL > Asset Utilization > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Asset Utilization Record Transaction Status page

Page Fields

The following fields display on the **Asset Utilization Record Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Asset Utilization Record Transaction Status

1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Asset Utilization Record Report Export*** *page appears.*
5. Select Search Criteria. *The* ***Search for an Asset Utilization Record — Criteria*** *page appears*.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Asset Utilization — Criteria
- Search for an Asset Utilization — Result
- View the Asset Utilization Details
- View the Component Viewer Details
- Enter the Asset Utilization Record
- Update an Asset Utilization
- Delete an Asset Utilization

- Export an Asset Utilization Report

Export an Asset Utilization Report

Overview

The Asset Utilization Record Report Export process provides the ability to save the Asset Utilization Record Transaction Status in different formats.

Navigation

MAINT/UTIL > Asset Utilization > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > Asset Utilization Report Export page

Page Fields

The following fields display on the **Asset Utilization Record Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
121	When available, select Change button to apply mass changes to all records in grid.
358	When available, select New Row button to insert a blank utilization record into the grid.
356	When available, select Record UTIL button to create a new record.

13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Utilization Report

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

2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The **Asset Utilization Record — 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 [Next] to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select [Search Criteria]. *The **Asset Utilization Record — Search Criteria** page appears.*

Related Topics

- Search for an Asset Utilization — Criteria
- Search for an Asset Utilization — Result
- View the Asset Utilization Details
- View the Component Viewer Details
- Enter the Asset Utilization Record
- Update an Asset Utilization
- Delete an Asset Utilization
- View the Asset Utilization Transaction Status

Search for Utilization Exceptions Update — Criteria

Overview

The Property Accountability module Utilization Exceptions Update process provides the ability to review Utilization Exceptions data in ELMS. Exceptions are created when data is imported into ELMS but has no matching asset record or has more than one matching record. This process is used to mark received assets as ELMS assets or non ELMS assets.

Note

No additions or deletions to the utilization exceptions are made through this process. ELMS can receive service life and usage data sent from an interface such as Aircraft Inventory Readiness and Reporting System (AIRRS).

Navigation

MAINT/UTIL > UTIL EXCP UPDATE > Utilization Exceptions Update Search Criteria page

Page Fields

The following fields display on the **Utilization Exceptions Update Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
28	To perform Search, data must be entered in one or more fields.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Serial Nbr
Type Dsg Name
Report Dt
Util Excp Sts Cd
Asset Id
Stock Nbr
UII

Search Results Grid

Update
Serial Nbr
Type Dsg Name
Report Dt
Asset Id
Stock Nbr
UII

Procedures

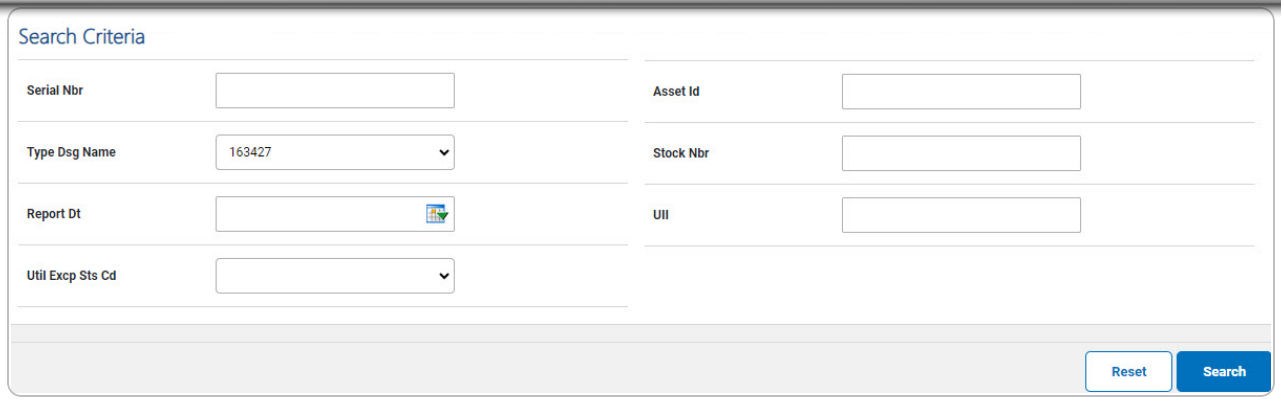
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for Available Exceptions

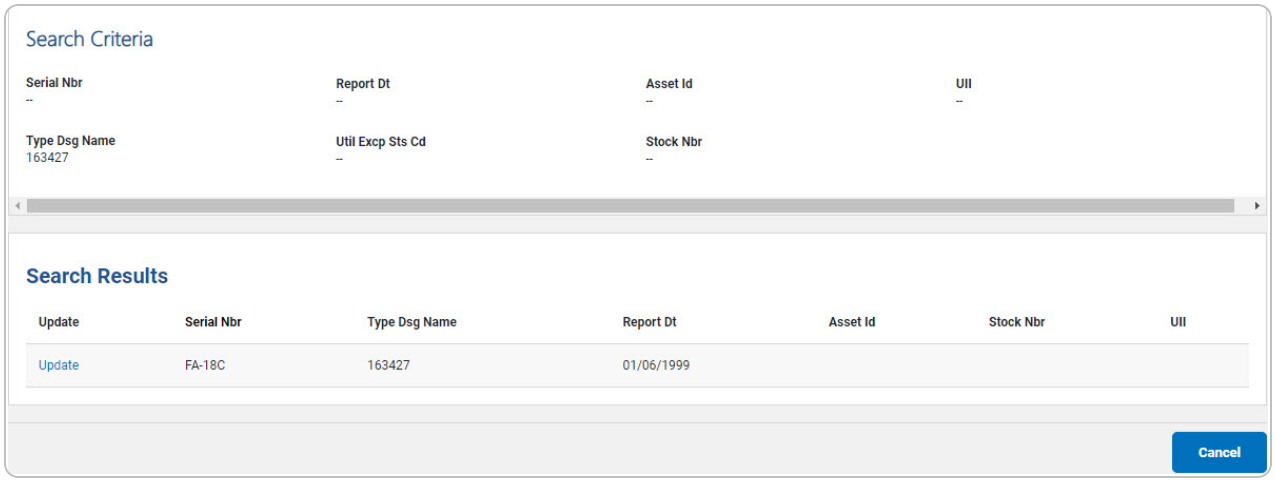
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

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



- Enter the SERIAL NBRin the field provided. *This is a 30 alphanumeric character field.*
- Use to select the desired Type Dsg Name.
- Use to select the Report DT, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the desired Util Excp Sts Cd.
- Enter the ASSET IDin the field provided. *This is a 12 alphanumeric character field.*
- Enter the STOCK NBRin the field provided. *This is a 15 alphanumeric character field.*
- Enter the UIIin the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The **Utilization Exceptions Update Search Results** page appears. Results display in the Search Results grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

Related Topics

- Search for a Utilization Exceptions Update — Results
- Update a Utilization Exceptions Update
- View the Utilization Exceptions Transaction Status
- Export the Utilization Exceptions Report

Search for Utilization Exceptions Update — Results

Overview

The Utilization Exceptions Update Results process provides the ability to view the exceptions that match the specified criteria.

Navigation

MAINT/UTIL > UTIL EXCP UPDATE > Search Criteria > Search > Utilization Exceptions Update Search Results page

Page Fields

The following fields display on the **Utilization Exceptions Update Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.
61	Select "Cancel" to return to Search Criteria page.

Search Criteria Grid

Serial Nbr
Type Dsg Name
Report Dt
Util Excp Sts Cd
Asset Id
Stock Nbr

UII

Search Results Grid

Update
Serial Nbr
Type Dsg Name
Report Dt
Asset Id
Stock Nbr
UII

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Update an Exception

Select the Update hyperlink. *The **Utilization Exceptions Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Utilization Exceptions Update — Criteria
- Update a Utilization Exceptions Update
- View the Utilization Exceptions Transaction Status
- Export the Utilization Exceptions Report

Update a Utilization Exception

Overview

The Utilization Exceptions Update process allows editing of an item's Utilization Exception Status Code.

Navigation

MAINT/UTIL > UTIL EXCP UPDATE > Search Criteria > Search > Search Results > Update hyperlink > Utilization Exceptions Update - Update page

Page Fields

The following fields display on the **Utilization Exceptions Update - Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Update" button to revise selected fields in record(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Update Grid

Report Dt
Serial Nbr
Cmd Cd
Util Qty
Type Dsg Name
Asset Id
Stock Nbr
UII
Process Remarks
Util Excp Sts Cd *
Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

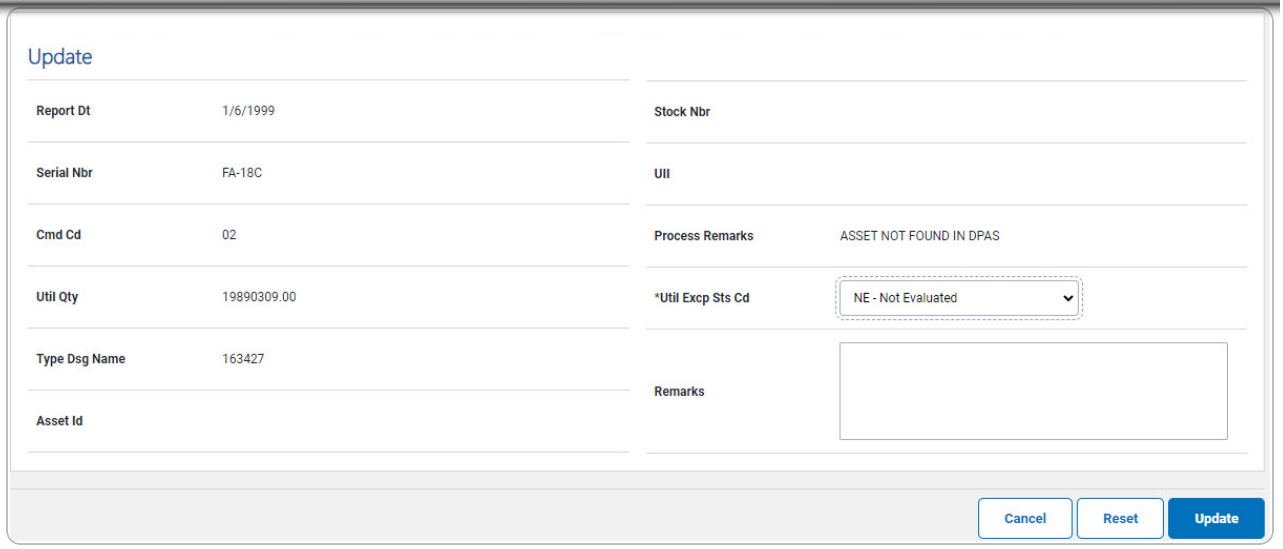
Click the following link to display PA Navigation Tips.

Update a Utilization Exception

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

Selecting Reset *at any point of this procedure returns all fields to the default setting.*

1. Select the Update hyperlink. *The* ***Utilization Exceptions Update - Update*** *page appears.*



A. *Verify the Report DT.*

B. *Verify the SERIAL NBR.*

C. *Verify the CMD CD.*

D. *Verify the UTIL QTY.*

E. *Verify the TYPE DSG NAME.*

F. *Verify the STOCK NBR.*

G. *Verify the UII.*

H. *Verify the Process Remarks.*

I. Update the Util Excp Sts Cd, using ⌄ to select the desired code.

J. Update the Remarks, entering the revised information in the provided field. *This is a 256 alphanumeric character field.*

2. Select Update. *The **Utilization Exceptions Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *UTIL EXCP STS CD*.	Missing Entry. Enter the appropriate information in the desired field.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Utilization Exceptions Update — Criteria
- Search for a Utilization Exceptions Update — Results
- View the Utilization Exceptions Update Transaction Status
- Export the Utilization Exceptions Update Report

View the Utilization Exceptions Update Transaction Status

Overview

The Utilization Exceptions Update Transaction Status process displays a verification of the update transaction performed.

Navigation

MAINT/UTIL > UTIL EXCP UPDATE > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Utilization Exceptions Update Transaction Status page

Page Fields

The following fields display on the **Utilization Exceptions Update Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Update" button to revise selected fields in record(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

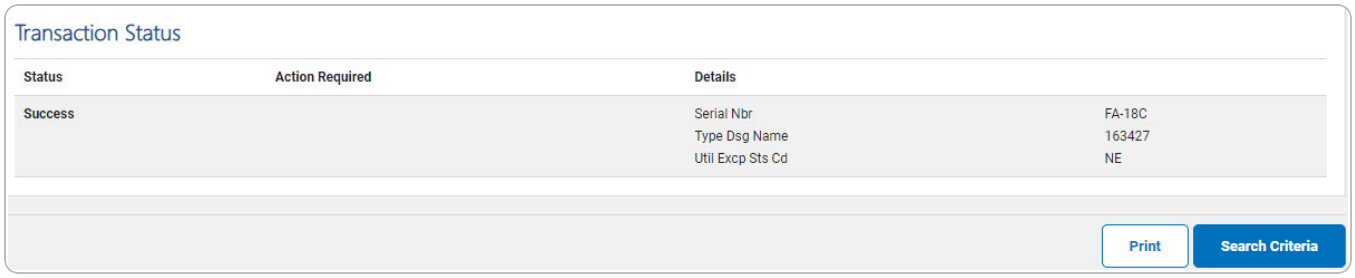
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Utilization Exceptions Update Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Utilization Exceptions Update Report Export** page appears.*
5. Select Search Criteria. *The **Utilization Exceptions Update Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS CALL CENTER for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Utilization Exceptions Update — Criteria
- Search for a Utilization Exceptions Update — Results
- Update a Utilization Exceptions Update
- Export the Utilization Exceptions Update Report

Export a Utilization Exceptions Update Report

Overview

The Utilization Exceptions Update Report Export process provides the ability to save the Transaction Status in different formats.

Navigation

MAINT/UTIL > UTIL EXCP UPDATE > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > Utilization Exceptions Update Report Export page

Page Fields

The following fields display on the **Utilization Exceptions Update Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Update" button to revise selected fields in record(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Export Grid

Status

Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

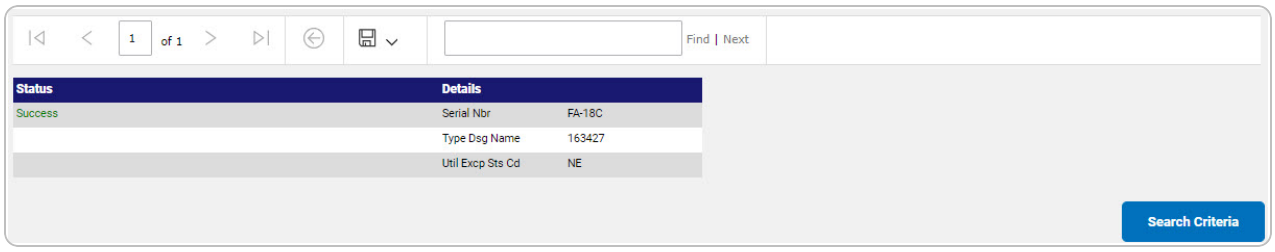
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export a Utilization Exceptions Update Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The **Utilization Exceptions Search Criteria** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Utilization Exceptions Search Criteria** page appears.*

Related Topics

- Search for a Utilization Exceptions Update — Criteria
- Search for a Utilization Exceptions Update — Results
- Update a Utilization Exceptions Update
- View the Utilization Exceptions Update Transaction Status

Search for a WRNTY/SVC/SUBSCRIPTION — Terms/COND — Criteria

Overview

The Property Accountability module Warranty/Service/Subscription — Terms/Conditions Search Criteria process provides the ability to create, update, and delete warranties, extended warranties, services and subscription information.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > WRNTY/SVC/SUBSCRIPTION — Terms/COND Search Criteria page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Terms/COND Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Contract Use Cd *
CAGE Cd
Contract Nbr
Asset Id
Serial Nbr
DoD Number
UII

Search Results Grid

Update
Delete
CAGE Cd
Contract Nbr
Dlvy Ord Nbr
CLIN
SLIN

(*) Asterisk identifies mandatory fields.

Procedures

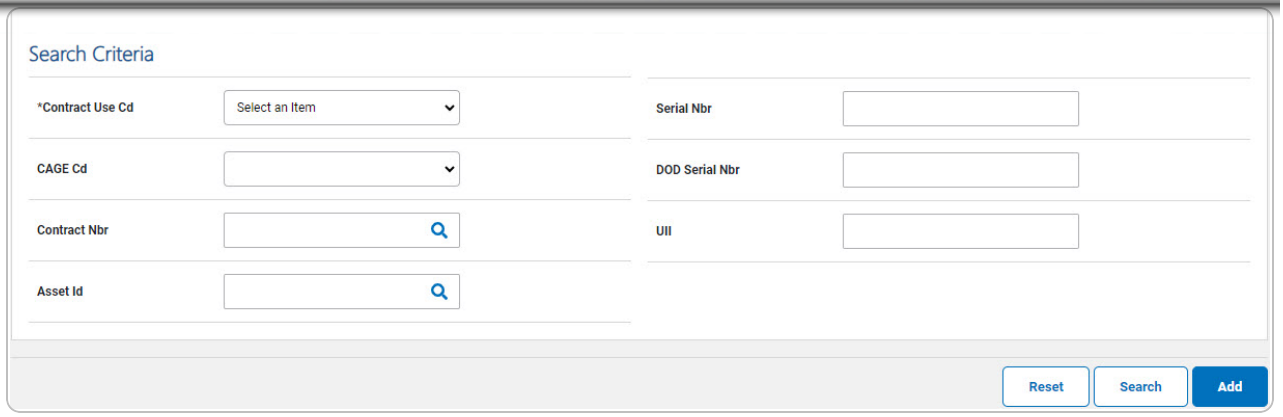
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Wrnty/Svc/Subscription — Terms/Cond

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.* ***Bold*** *numbered steps are required.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.

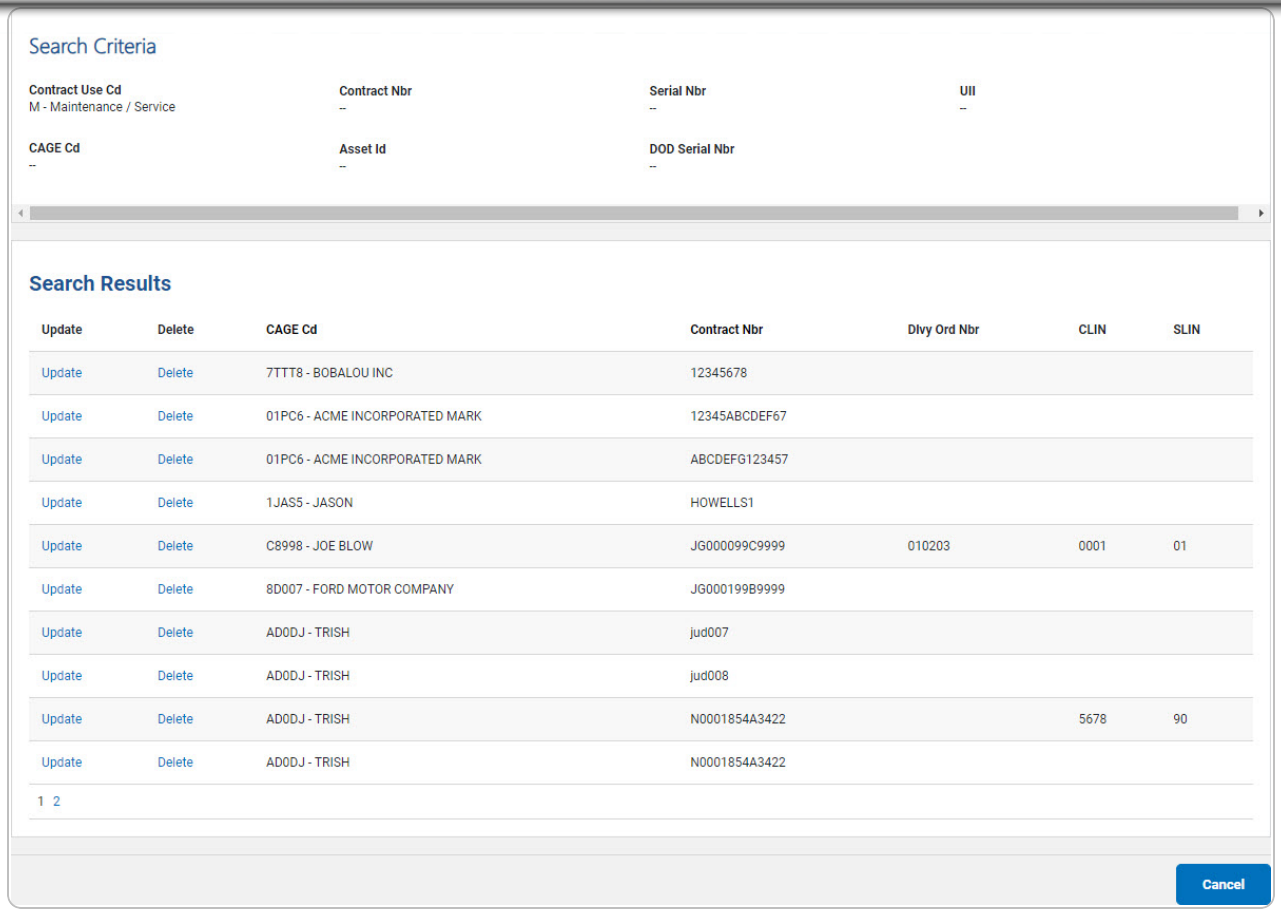


- Use to select the Contract Use Cd. *The choices for the CAGE CD depend upon this code.*
- Use to select the CAGE Cd.
- Enter the CONTRACT NBR, or use to browse for the number. *This is a 50 alpha-numeric character field.*

  Contract Nbr Browse
- Enter the ASSET ID, or use to browse for the asset. *This is a 12 alphanumeric character field.*

  Asset Id Browse
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The **Wrnty/Svc/Subscription — Terms/Cond Search Results** page appears.*



Add a Wrnty/Svc/Subscription — Terms/Cond

1. Use ⌄ to select the Contract Use Cd. *The choices for the CAGE Cd depend upon this code.*
2. Select Add. *The **Wrnty/Svc/Subscription — Terms/Cond Add** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *CONTRACT USE CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *CAGE CD*.	
13 — Mandatory Entry: *CAGE CD required for Add when CONTRACT NBR specified.*	
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
1 — Record must exist: *CONTRACT NBR*.	Select Contract Number to search for a valid number.

Related Topics

- Search for a Wrnty/Svc/Subscription — Terms/Cond — Results
- Add a Wrnty/Svc/Subscription — Terms/Cond
- Update a Wrnty/Svc/Subscription — Terms/Cond
- Delete a Wrnty/Svc/Subscription — Terms/Cond
- View the Wrnty/Svc/Subscription — Terms/Cond Transaction Status
- Export a Wrnty/Svc/Subscription — Terms/Cond Report

Search for the WRNTY/SVC/SUBSCRIPTION — Terms/COND — Results

Overview

The WRNTY/SVC/SUBSCRIPTION — TERMS/CONDSearch Results process provides the ability to update or delete a clause for a Contract Line.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > WRNTY/SVC/SUBSCRIPTION — Terms/COND Search Results page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Terms/COND Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Contract Use Cd
CAGE Cd
Contract Nbr
Asset Id
Serial Nbr
DoD Number

UII

Search Results Grid

Update
Delete
CAGE Cd
Contract Nbr
Dlvy Ord Nbr
CLIN
SLIN

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Update a Wrnty/Svc/Subscription — Terms/Cond

Select the Update hyperlink. *The* ***Wrnty/Svc/Subscription — Terms/Cond Update*** *page appears.*

Delete a Wrnty/Svc/Subscription — Terms/Cond

Select the Delete hyperlink. *The* ***Wrnty/Svc/Subscription — Terms/Cond Delete*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
765 - No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. There are no selected records in the grid. Select at least one record to proceed.

Related Topics

- Search for a Wrnty/Svc/Subscription — Terms/Cond — Criteria
- Add a Wrnty/Svc/Subscription — Terms/Cond
- Update a Wrnty/Svc/Subscription — Terms/Cond
- Delete a Wrnty/Svc/Subscription — Terms/Cond
- View the Wrnty/Svc/Subscription — Terms/Cond Transaction Status
- Export a Wrnty/Svc/Subscription — Terms/Cond Report

Add a Wrnty/Svc/Subscription — Terms/Cond

Overview
TheWrnty/Svc/Subscription — Terms/Cond Add process provides the ability to create new clauses per contract line.

Navigation

Maint/Util > Wrnty/Svc/Subscrip > Terms/Conditions > Search Criteria > Add > Wrnty/Svc/Subscription — Terms/Cond Add page

Page Fields

The following fields display on the **Wrnty/Svc/Subscription — Terms/Cond Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
198	When complete select "Add" to process single and/or multiple records.
xxxx	Select "Update" button to revise selected fields in record(s).
198	When complete select "Add" to process single and/or multiple records.

14	Select "Cancel" button to return to previous page.

Add Grid

P - Equipment Purchase

Contract Use Cd *
New Contract
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures
Util Measure Cd
Util Measure Qty
Service Loc Cd

When CF - Company Facility or AD - Dealer is Selected

Service Loc Name
Provider

When Provider is Checked

Provided By
POC
Address 1
Address 2
City
State
ZIP Cd
Country
E-mail
CAGE Cd *
Org Nm
Phone Nbr
E-Mail Address

Transfer Level Cd
Attachment
Attachment(s)
Remarks
History Remarks

M - Maintenance / Service

Contract Use Cd *
New Contract
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures
Start Dt
End Dt
Util Measure Cd
Util Measure Qty
Service Loc Cd

When CF - Company Facility or AD - Dealer is Selected

Service Loc Name
Cost Amt *
Provider

When Provider is Checked

Provided By
POC
Address 1
Address 2
City
State
ZIP Cd
Country
E-mail
CAGE Cd *
Org Nm
Phone Nbr
E-Mail Address

Transfer Level Cd
Attachment
Attachment(s)
Remarks
History Remarks

W - Extended Warranty

Contract Use Cd *
New Contract
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures
Start Dt
End Dt
Util Measure Cd
Util Measure Qty
Service Loc Cd

When CF - Company Facility or AD - Dealer is Selected

Service Loc Name
Cost Amt *
Provider

When Provider is Checked

Provided By
POC
Address 1
Address 2
City
State
ZIP Cd
Country
E-mail
CAGE Cd *
Org Nm
Phone Nbr
E-Mail Address

Transfer Level Cd
Attachment
Attachment(s)
Remarks
History Remarks

S - Subscriptions

Contract Use Cd *
New Contract
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures
Start Dt
End Dt
Util Measure Cd
Util Measure Qty
Service Loc Cd

When CF - Company Facility or AD - Dealer is Selected

Service Loc Name
Cost Amt *
Provider

When Provider is Checked

Provided By
POC
Address 1
Address 2
City
State
ZIP Cd
Country
E-mail
CAGE Cd *
Org Nm
Phone Nbr
E-Mail Address

Transfer Level Cd
Attachment
Attachment(s)
Remarks
History Remarks

L - Software License

Contract Use Cd *
New Contract
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures
Start Dt
End Dt
Service Loc Cd

When CF - Company Facility or AD - Dealer is Selected

Service Loc Name
License Type
License Qty
Cost Per License
Cost Amt *
Provider

When Provider is Checked

Provided By
POC
Address 1
Address 2
City
State
ZIP Cd
Country
E-mail
CAGE Cd *
Org Nm
Phone Nbr

E-Mail Address
Transfer Level Cd
Attachment
Attachment(s)
Remarks
History Remarks

Clauses Grid

Update
Delete
Contract Nbr
CLIN
SLIN
Seq Nbr
Clause Desc
Util Measure Cd
Util Measure Qty

Clauses Update Grid

Contract Use Cd *
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures
Util Measure Cd *
Util Measure Qty *
Service Loc Cd
Provider

Provider is Checked

Provided By
POC
Address 1
Address 2
City
State

ZIP Cd
Country
E-mail

CAGE Cd
Org Nm
Phone Nbr
E-mail Address
Transfer Level Cd
Attachment
Attachment(s)
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

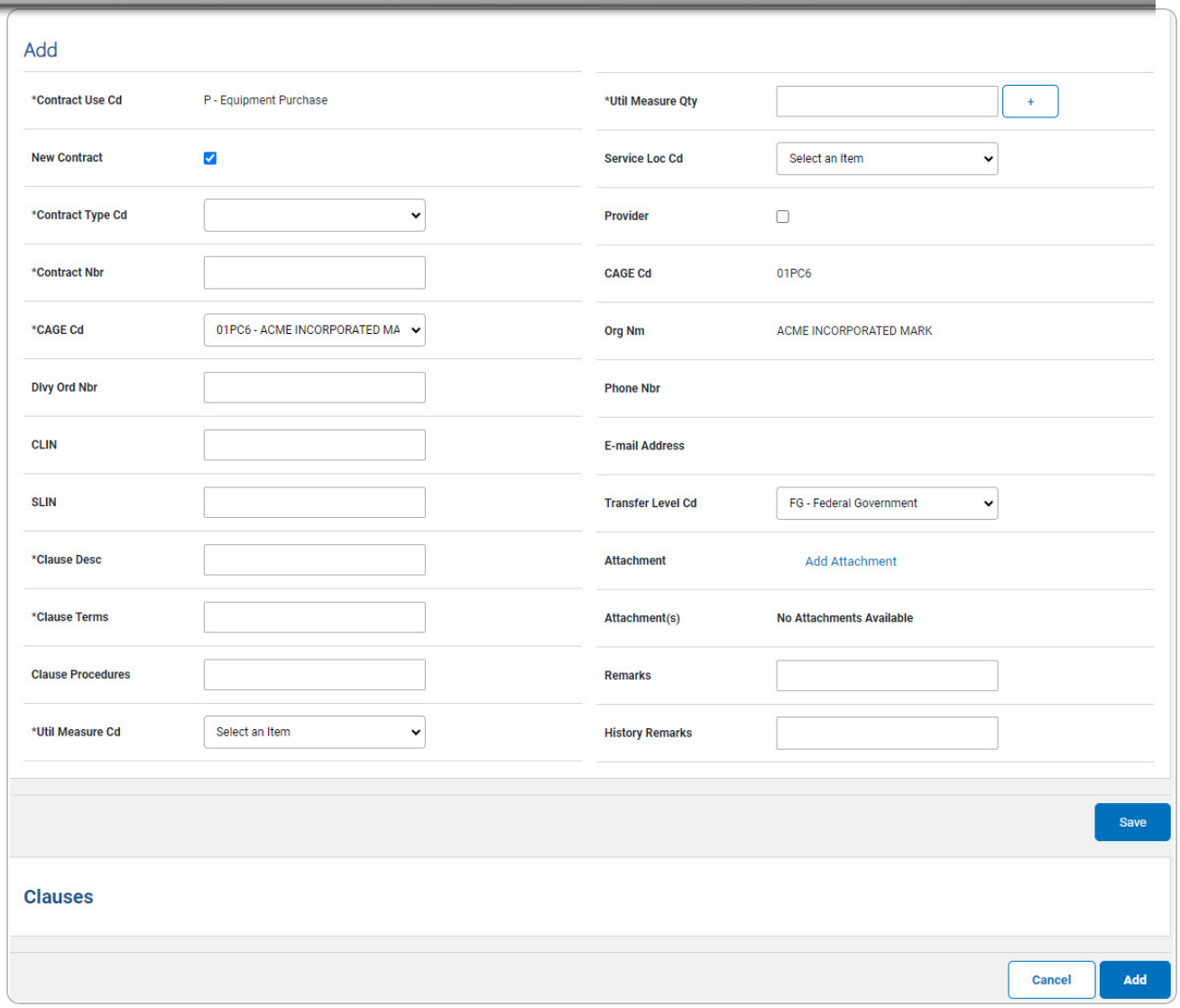
Click the following link to display PA Navigation Tips.

Add a Wrnty/Svc/Subscription — Terms/Cond

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

1. Use ⌄ to select the Contract Use Cd.

2. Select Add. *The* ***Wrnty/Svc/Subscription— Terms/Cond Add*** *page appears.*



A. *The CONTRACT USE CD automatically populates and is not editable.*

B. Click ☑ to select the New Contract. *When selected (☑), indicates the added contract is a new contract. Deselect to indicate the contract is not new.*

C. Use ⌄ to select the Contract Type Cd.

D. Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*

E. Use ⌄ to select the CAGE Cd.

F. Enter the DLVY ORD NBR in the field provided. *This is a 11 alphanumeric character field.*

G. Enter the CLINin the field provided. *This is a 4 alphanumeric character field.*

H. Enter the SLINin the field provided. *This is a 2 alphanumeric character field.*

I. Enter the CLAUSE DESCin the field provided. *This is a 1,024 alphanumeric character field.*

J. Enter the Clause Terms in the field provided. *This is a 8 alphanumeric character field.*

K. Enter the Clause Procedures in the field provided. *This is a 1,024 alphanumeric character field.*

L. Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

M. Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

Note

When the CONTRACT USE CD is P - Equipment Purchase, the START DT and END DT fields do not appear.

N. Use to select the Util Measure Cd.

O. Enter the UTIL MEASURE QTYin the field provided. *This is an 8 numeric character field.*

Helpful Tip

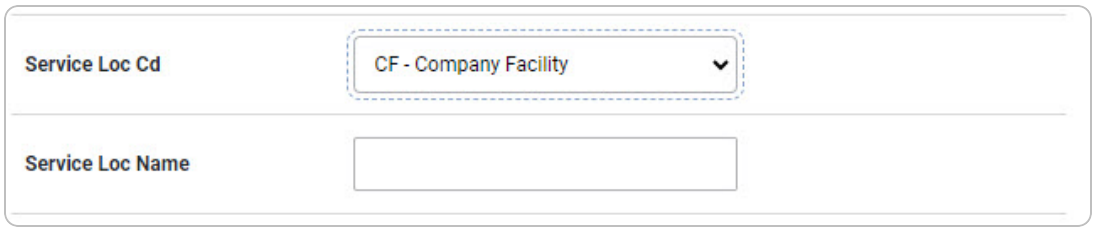
Select to add one additional UTIL MEASURE CD and UTIL MEASURE QTY set.

P. Use to select the Service Loc Cd.

Q. Enter the SERVICE LOC NM in the field provided. *This is a 55 alphanumeric character field.*

Note

The SERVICE LOC NM appears when the selected Service Location Code is CF - Company Facility or AD - Dealer.



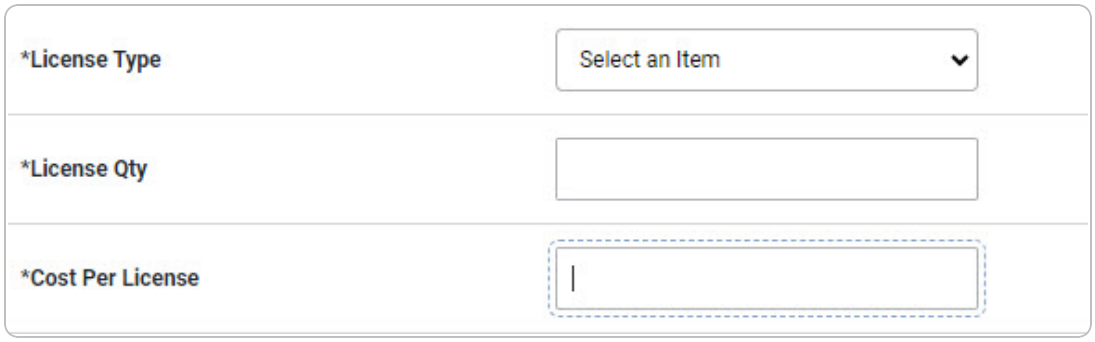
R. Use to select the License Type.

S. Enter the License QTY in the field provided. *This is a 9 numeric character field.*

T. Enter the Cost Per License in the field provided. *This is a 18 numeric character field.*

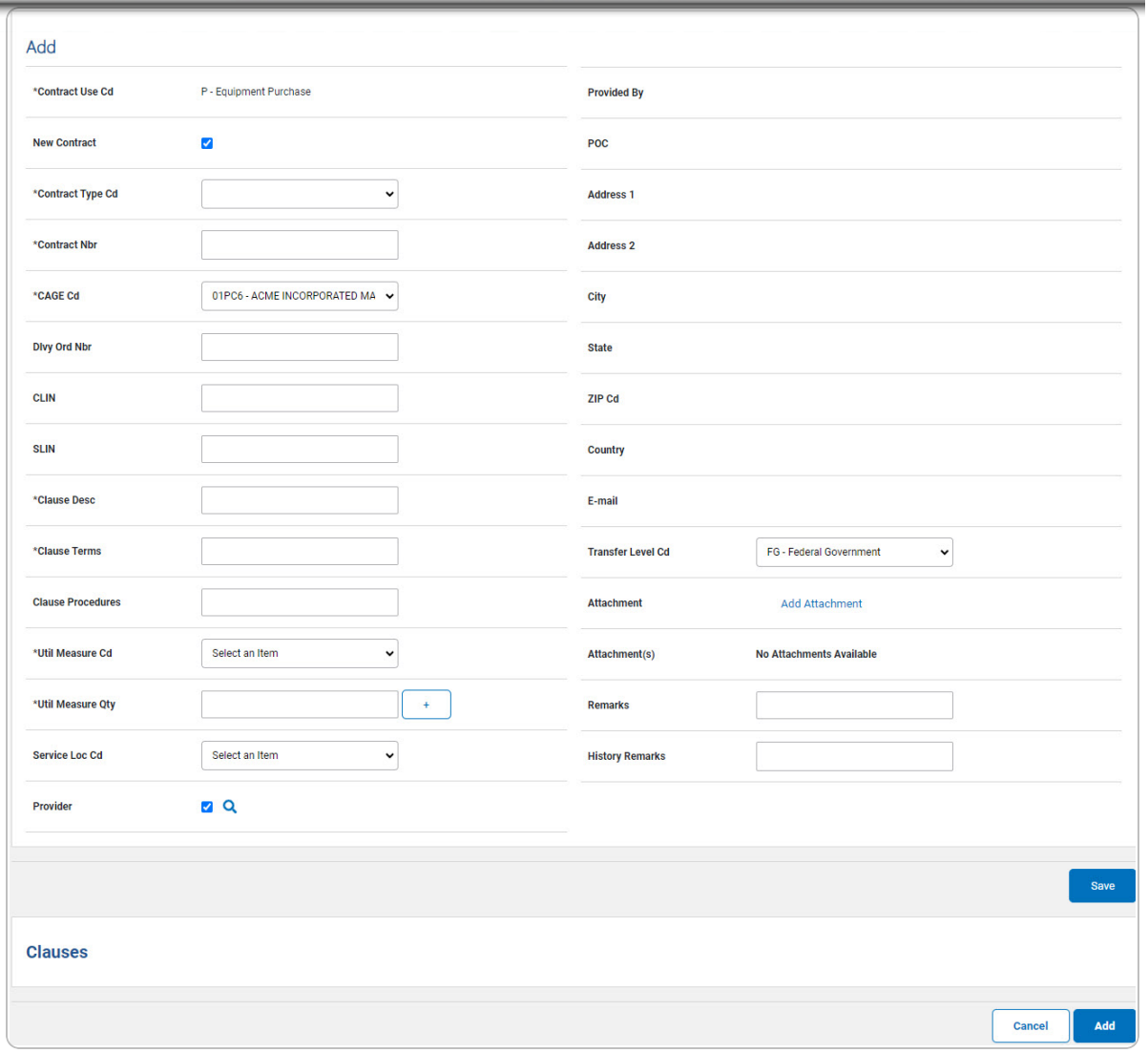
Note

The License Type, License QTY, and Cost Per License fields appear when the CONTRACT USE CD is L - Software License.



U. Enter the COST AMTin the field provided. *This is a 12 numeric character field.*

V. Click ☐ to select the Provider. *Checking this removes the CAGE CD, ORG NM, PHONE NBR, E-MAIL Address fields, and opens new fields.*



a. Use to browse for the Provider.

Address Browse help

b. *The Provided By automatically populates and is not editable.*

c. *The POC automatically populates and is not editable.*

d. *The Address 1 automatically populates and is not editable.*

e. *The Address 2 automatically populates and is not editable.*

f. *The City automatically populates and is not editable.*

g. *The State automatically populates and is not editable.*

h. *The ZIP CD automatically populates and is not editable.*

i. *The Country automatically populates and is not editable.*

j. *The E-MAIL automatically populates and is not editable.*

W. *The CAGE CD automatically populates and is not editable.*

X. *The ORG NM automatically populates and is not editable.*

Y. *The PHONE NBR automatically populates and is not editable.*

Z. *The E-MAIL Address automatically populates and is not editable.*

AA. *The Attachment automatically populates and is not editable.*

AB. *The Attachment(s) automatically populates and is not editable.*

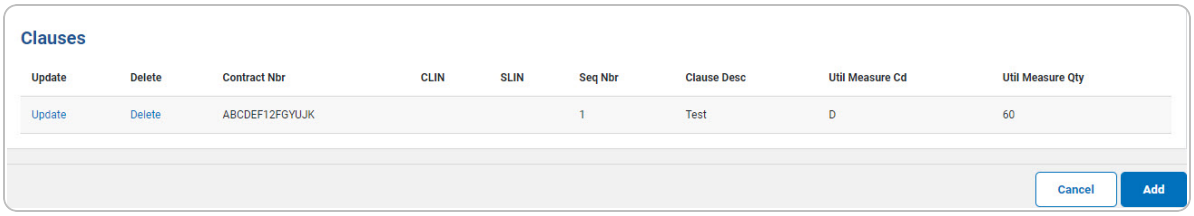
Note

The Add Attachments is provided in the Update process ONLY in the form of a .jpg, .jpeg, .gif or .pdf from a local workstation or shared drive. The maximum file size is 2MB.

AC. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

AD. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

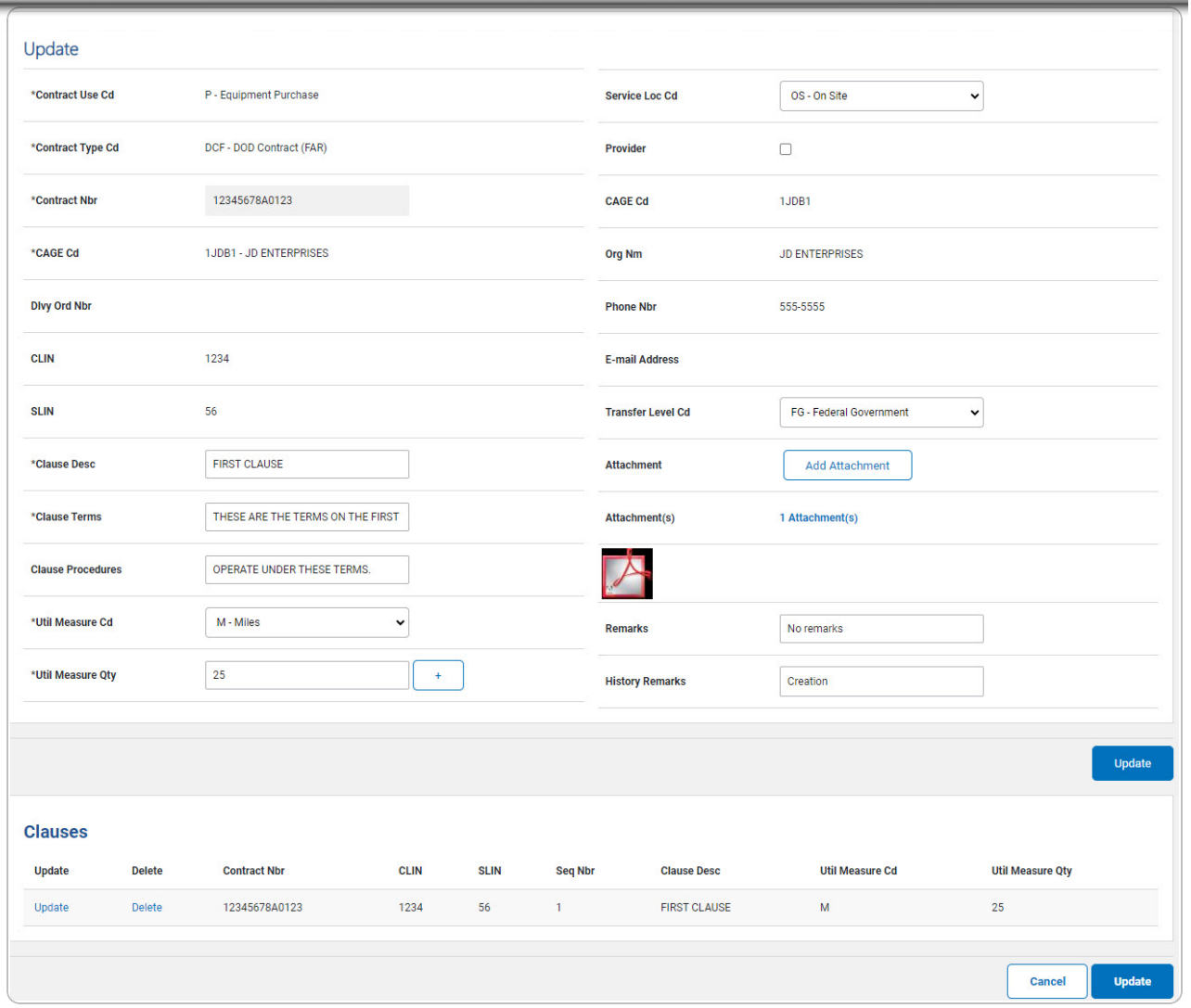
AE. Select Save. *The **Clauses** grid is populated with the information, and the fields above are reset.*



3. Select Add. *The **Wrnty/Svc/Subscription — Terms/Cond Transaction Status** page appears.*

Update a Clause

1. Select the Update hyperlink. *The fields in the Update panel populate with the desired Clause information.*



A. *Verify the CONTRACT USE CD.*

B. *Verify the CONTRACT TYPE CD.*

C. *Verify the CONTRACT NBR.*

D. *Verify the CAGE CD.*

E. *Verify the DLVY ORD NBR.*

F. *Verify the CLIN.*

G. *Verify the SLIN.*

H. Update the CLAUSE DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*

I. Update the Clause Terms, entering the revised terms in the field provided. *This is an 8 alphanumeric character field.*

J. Update the Clause Procedures, entering the revised steps in the field provided. *This is a 1,024 alphanumeric character field.*

K. Update the START DT, using or entering the date (MM/DD/YYYY) in the field provided.

L. Update the END DT, using or entering the date (MM/DD/YYYY) in the field provided.

Note

When the CONTRACT USE CD is P - Equipment Purchase, the START DT and END DT fields do not appear.

M. Update the Util Measure Cd, using to select the desired code.

N. Update the UTIL MEASURE QTY, entering the revised amount in the field provided. *This is an 8 numeric character field.*

Helpful Tip

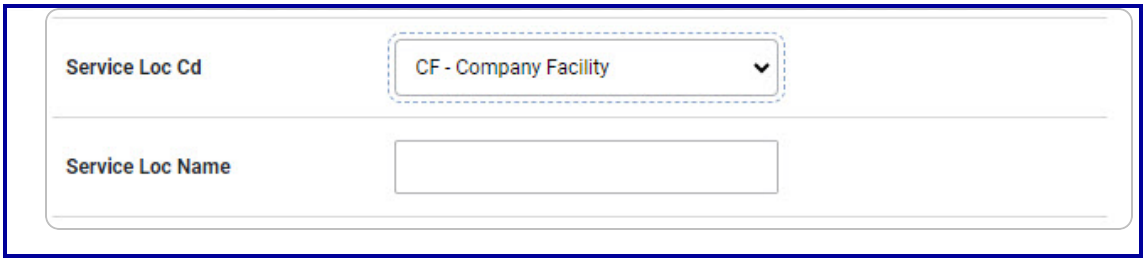
Select to add one additional UTIL MEASURE CD and UTIL MEASURE QTY set.

O. Update the Service Loc Cd, using to select the desired code.

P. Update the SERVICE LOC NM, entering the revised name in the field provided. *This is a 55 alphanumeric character field.*

Note

The SERVICE LOC NM appears when the selected Service Location Code is CF - Company Facility or AD - Dealer.



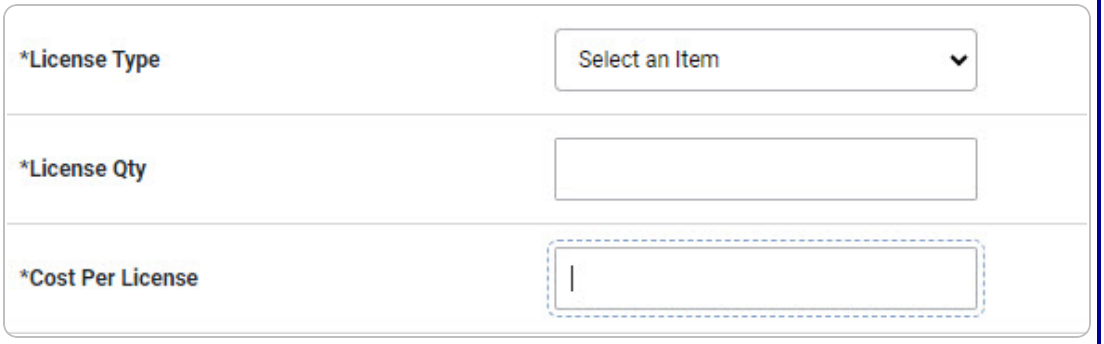
Q. Update the License Type, using ⌄ to select the desired type.

R. Update the License QTY, entering the revised amount in the field provided. *This is a 9 numeric character field.*

S. Update the Cost Per License, entering the revised amount in the field provided. *This is a 18 numeric character field.*

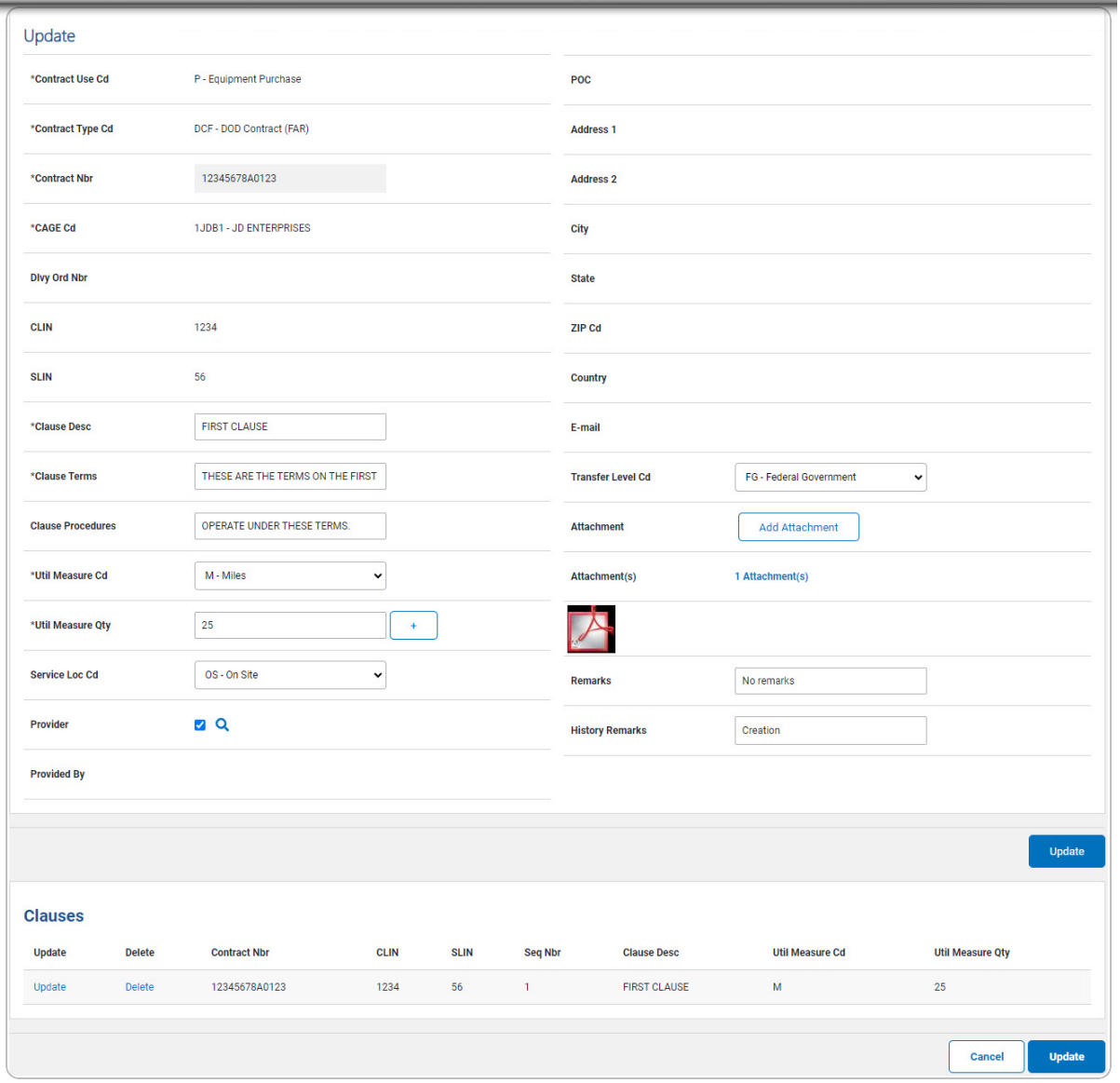
Note

The License Type, License QTY, and Cost Per License fields appear when the CONTRACT USE CD is L - Software License.



T. Update the COST AMT, entering the revised quantity in the field provided. *This is a 12 numeric character field.*

U. Verify the Provider contains the appropriate ☑ or ☐. *Checking this removes the CAGE CD, ORG NM, PHONE NBR, E-MAIL Address fields, and opens new fields.*



a. Use to browse for the Provider.

Address Browse help

b. *The Provided By automatically populates and is not editable.*

c. *The POC automatically populates and is not editable.*

d. *The Address 1 automatically populates and is not editable.*

e. *The Address 2 automatically populates and is not editable.*

f. *The City automatically populates and is not editable.*

g. *The State automatically populates and is not editable.*

h. *The ZIP CD automatically populates and is not editable.*

i. *The Country automatically populates and is not editable.*

j. *The E-MAIL automatically populates and is not editable.*

V. *Verify the CAGE CD.*

W. *Verify the ORG NM.*

X. *Verify the PHONE NBR.*

Y. *Verify the E-MAIL Address.*

Z. Select Add Attachment. *The **Attachment Add** page appears.*

AA. *Verify the Attachment(s).*

AB. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

AC. Update the History Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

AD. Select Save. *The **Clauses** grid is populated with the information, and the fields above are reset.*

Helpful Tip

Select Save prior to selecting Add to create a new record. Save up to fifty Clauses at a time.

2. Select Update. *The **Wrnty/Svc/Subscription — Terms/Cond Transaction Status** page appears.*

Delete a Clause

1. Select the Delete hyperlink. *The clause is instantly removed from the Clauses grid.*

2. Select Update. *The **Wrnty/Svc/Subscription — Terms/Cond Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *Util Measure Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Util Measure Qty*.	
13 — Mandatory Entry: *Clause Desc*.	
13 — Mandatory Entry: *Clause Terms*.	
13 — Mandatory Entry: *Service Location Name*.	
13 — Mandatory Entry: *Cost*	

***AMT*.**	
13 — Mandatory Entry: *CLIN*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric (“0” through “9”) characters.
553 — CONTRACT NBR consists of 13 POS: POS 1—6 = DODAAC, POS 7—8 and 10—13 numeric, POS 9 alpha and DODAAC alphanumeric, except for "I" or "O".	Invalid Characters entered in the Contract Number field. The field must have 13 characters. The first 6 positions are the DODAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—13 must be numbers.
492 — Invalid CLIN. First 2 — POS must be alphanumeric not to exceed 4 alphanumeric positions.	Invalid Entry. The first two positions of the CLIN must be alphanumeric. Re-enter the CLIN.
xxxx — Cannot commit clauses until current clause is updated.	Invalid Entry. The clause displayed at the top of the page must be saved prior to selecting a clause at the bottom of the page to update. Save the top information before continuing.
xxxx — No clause information found in Clauses grid.	Invalid Entry. Insert the clause information to proceed. Re—enter the entry.
xxxx — Invalid entry: *Con-*	Invalid Entry. The Contract Nbr format is incor-

tract Nbr - Invalid Format	rect. The field must have 13 characters. The first 6 positions are the DoDAAC; the 7th and 8th positions must be numbers; the 9th position must be a letter (but not "I" or "O"); and positions 10—13 must be numbers. Re-enter the Contract Nbr.
xxxx — Only 50 records can be processed at a time.	Invalid Entry. Over 50 records have been added. Remove the extra records and re-try the entry.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Wrnty/Svc/Subscription — Terms/Cond — Criteria
- Search for a Wrnty/Svc/Subscription — Terms/Cond — Results
- Update a Wrnty/Svc/Subscription — Terms/Cond
- Delete a Wrnty/Svc/Subscription — Terms/Cond
- View the Wrnty/Svc/Subscription — Terms/Cond Transaction Status
- Export a Wrnty/Svc/Subscription — Terms/Cond Report

Update a WRNTY/SVC/SUBSCRIPTION — Terms/COND

Overview

The WRNTY/SVC/SUBSCRIPTION — Terms/COND Update process allows editing of existing clauses per contract line.

Helpful Tip

The Contract Line Detail on the Transaction Status page displays the Sequential Number of Clauses associated with the updated record.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > Search > Search Results > Update hyperlink > WRNTY/SVC/SUBSCRIPTION — Terms/COND Update page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Terms/COND Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.

62	Select "Update" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Update Grid

P - Equipment Purchase

Contract Use Cd *
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures
Util Measure Cd
Util Measure Qty
Service Loc Cd

When CF - Company Facility or AD - Dealer is Selected

Service Loc Name
Provider

When Provider is Checked

Provided By
POC
Address 1
Address 2
City
State
ZIP Cd
Country
E-mail
CAGE Cd *
Org Nm

Phone Nbr
E-Mail Address
Transfer Level Cd
Attachment
Attachment(s)
Remarks
History Remarks

M - Maintenance / Service

Contract Use Cd *
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures
Start Dt
End Dt
Util Measure Cd
Util Measure Qty
Service Loc Cd

When CF - Company Facility or AD - Dealer is Selected

Service Loc Name
Cost Amt *
Provider

When Provider is Checked

Provided By
POC
Address 1
Address 2
City
State
ZIP Cd
Country
E-mail
CAGE Cd *
Org Nm
Phone Nbr

E-Mail Address
Transfer Level Cd
Attachment
Attachment(s)
Remarks
History Remarks

W - Extended Warranty

Contract Use Cd *
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures
Start Dt
End Dt
Util Measure Cd
Util Measure Qty
Service Loc Cd

When CF - Company Facility or AD - Dealer is Selected

Service Loc Name
Cost Amt *
Provider

When Provider is Checked

Provided By
POC
Address 1
Address 2
City
State
ZIP Cd
Country
E-mail
CAGE Cd *
Org Nm
Phone Nbr
E-Mail Address

Transfer Level Cd
Attachment
Attachment(s)
Remarks
History Remarks

S - Subscriptions

Contract Use Cd *
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures
Start Dt
End Dt
Util Measure Cd
Util Measure Qty
Service Loc Cd

When CF - Company Facility or AD - Dealer is Selected

Service Loc Name
Cost Amt *
Provider

When Provider is Checked

Provided By
POC
Address 1
Address 2
City
State
ZIP Cd
Country
E-mail
CAGE Cd *
Org Nm
Phone Nbr
E-Mail Address
Transfer Level Cd

Attachment
Attachment(s)
Remarks
History Remarks

L - Software License

Contract Use Cd *
New Contract
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures
Start Dt
End Dt
Service Loc Cd

When CF - Company Facility or AD - Dealer is Selected

Service Loc Name
License Type
License Qty
Cost Per License
Cost Amt *
Provider

When Provider is Checked

Provided By
POC
Address 1
Address 2
City
State
ZIP Cd
Country
E-mail
CAGE Cd *
Org Nm
Phone Nbr
E-Mail Address

Transfer Level Cd
Attachment
Attachment(s)
Remarks
History Remarks

Clauses Grid

Update
Delete
Contract Nbr
CLIN
SLIN
Seq Nbr
Clause Desc
Util Measure Cd
Util Measure Qty

Clauses Update Grid

Contract Use Cd *
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
Clause Desc *
Clause Terms *
Clause Procedures
Util Measure Cd *
Util Measure Qty *
Service Loc Cd
Provider

Provider is Checked

Provided By
POC
Address 1
Address 2
City
State
ZIP Cd

Country
E-mail

CAGE Cd
Org Nm
Phone Nbr
E-mail Address
Transfer Level Cd
Attachment
Attachment(s)
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

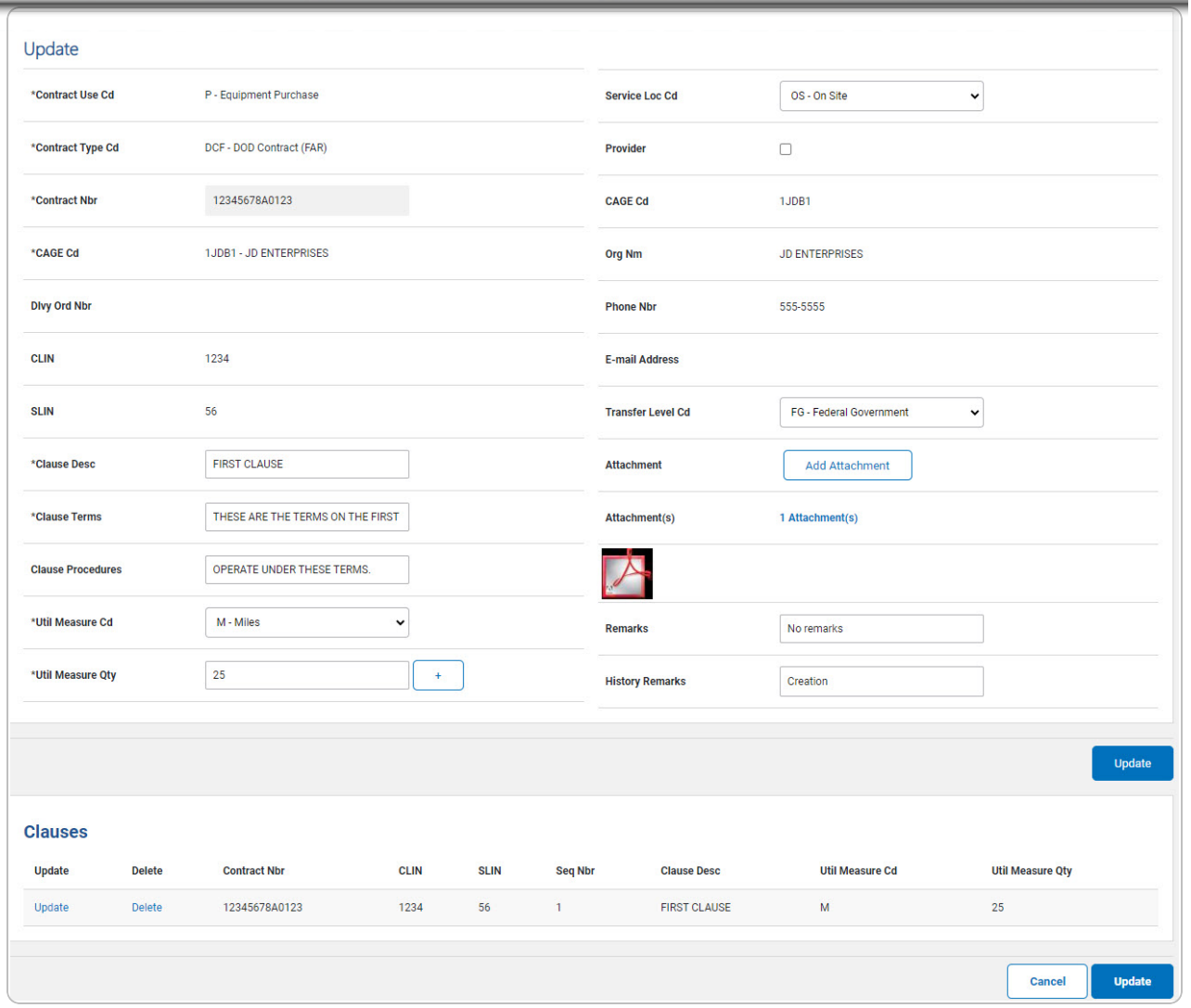
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Wrnty/Svc/Subscription — Terms/Cond

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

1. Select the Update hyperlink. *The **Wrnty/Svc/Subscription — Terms/Cond Update** page appears.*



A. *Verify the CONTRACT USE CD.*

B. *Verify the CONTRACT TYPE CD.*

C. *Verify the CONTRACT NBR.*

D. *Verify the CAGE CD.*

E. *Verify the DLVY ORD NBR.*

F. *Verify the CLIN.*

G. *Verify the SLIN.*

H. Update the CLAUSE DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*

I. Update the Clause Terms, entering the revised terms in the field provided. *This is an 8 alphanumeric character field.*

J. Update the Clause Procedures, entering the revised steps in the field provided. *This is a 1,024 alphanumeric character field.*

K. Update the START DT, using or entering the date (MM/DD/YYYY) in the field provided.

L. Update the END DT, using or entering the date (MM/DD/YYYY) in the field provided.

Note

When the CONTRACT USE CD is P - Equipment Purchase, the START DT and END DT fields do not appear.

M. Update the Util Measure Cd, using to select the desired code.

N. Update the UTIL MEASURE QTY, entering the revised amount in the field provided. *This is an 8 numeric character field.*

Helpful Tip

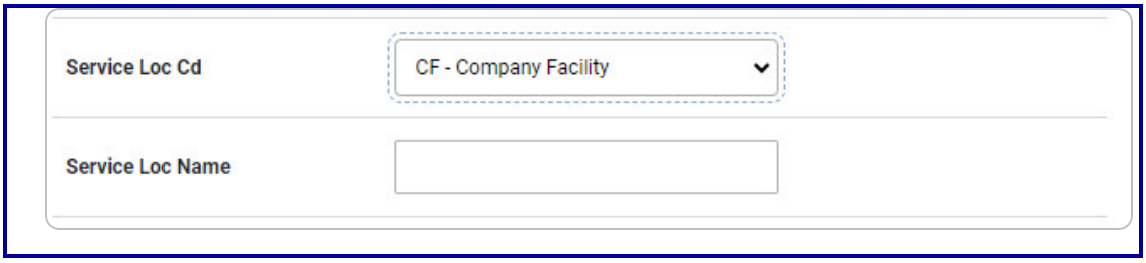
Select to add one additional UTIL MEASURE CD and UTIL MEASURE QTY set.

O. Update the Service Loc Cd, using to select the desired code.

P. Update the SERVICE LOC NM, entering the revised name in the field provided. *This is a 55 alphanumeric character field.*

Note

The SERVICE LOC NM appears when the selected Service Location Code is CF - Company Facility or AD - Dealer.



Q. Update the COST AMT, entering the revised quantity in the field provided. *This is a 12 numeric character field.*

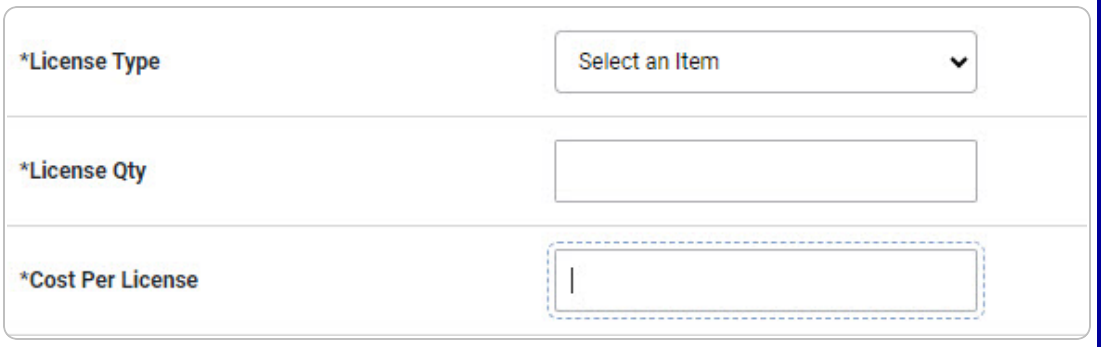
R. Update the License Type, using ⌄ to select the desired type.

S. Update the License QTY, entering the revised quantity in the field provided. *This is a 9 numeric character field.*

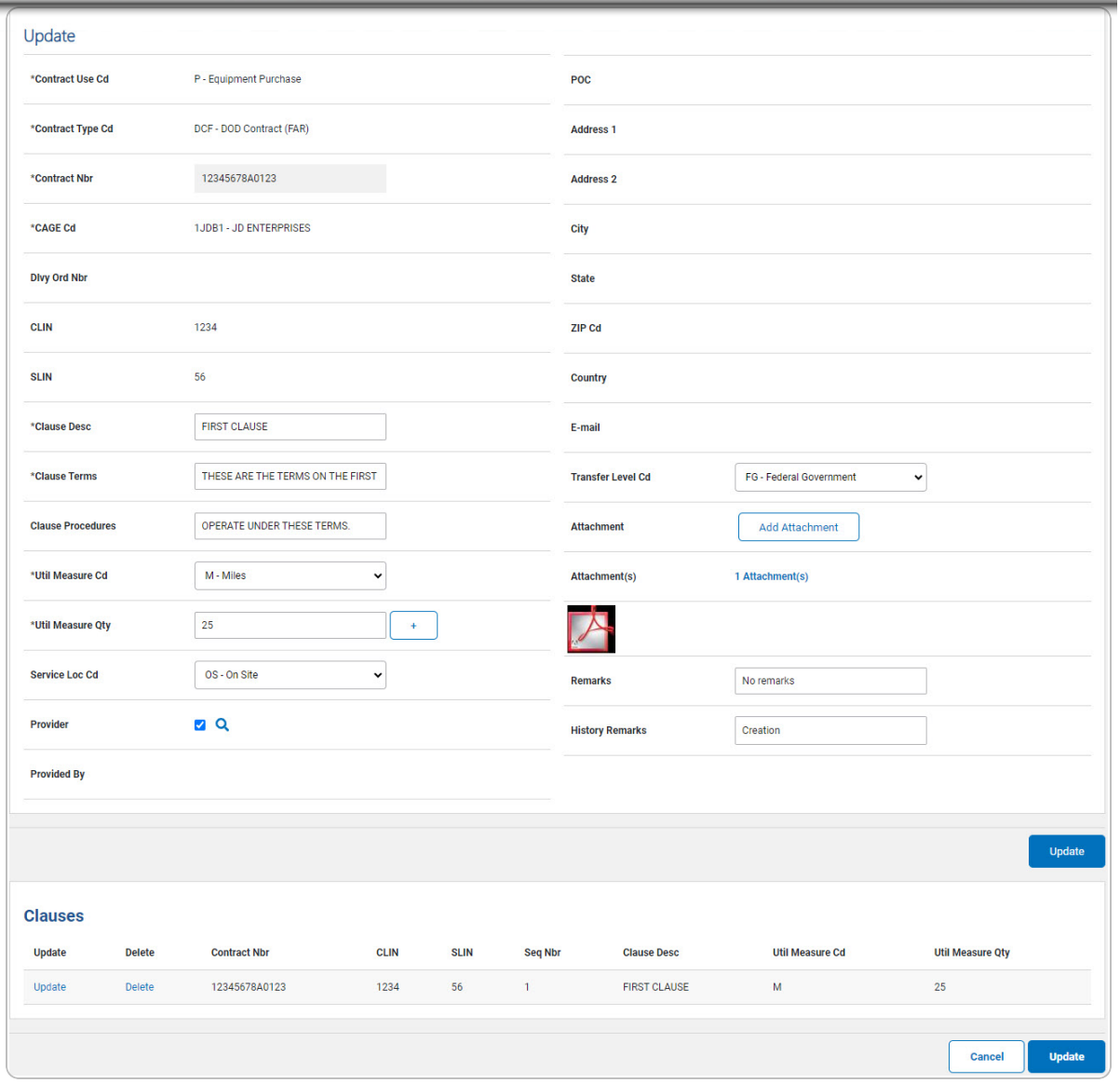
T. Update the Cost Per License, entering the revised cost in the field provided. *This is a 18 numeric character field.*

Note

The License Type, License QTY, and Cost Per License fields appear when the CONTRACT USE CD is L - Software License.



U. Verify the Provider contains the appropriate ☑ or ☐. *Checking this removes the CAGE CD, ORG NM, PHONE NBR, E-MAIL Address fields, and opens new fields.*



a. Use to browse for the Provider.

Address Browse help

b. *The Provided By automatically populates and is not editable.*

c. *The POC automatically populates and is not editable.*

d. *The Address 1 automatically populates and is not editable.*

e. *The Address 2 automatically populates and is not editable.*

f. *The City automatically populates and is not editable.*

g. *The State automatically populates and is not editable.*

h. *The ZIP CD automatically populates and is not editable.*

i. *The Country automatically populates and is not editable.*

j. *The E-MAIL automatically populates and is not editable.*

V. *Verify the CAGE CD.*

W. *Verify the ORG NM.*

X. *Verify the PHONE NBR.*

Y. *Verify the E-MAIL Address.*

Z. Update the Transfer Level Cd, using ⌄ to select the desired code.

AA. *Verify the Attachment.*

AB. *Verify the Attachment(s).*

AC. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

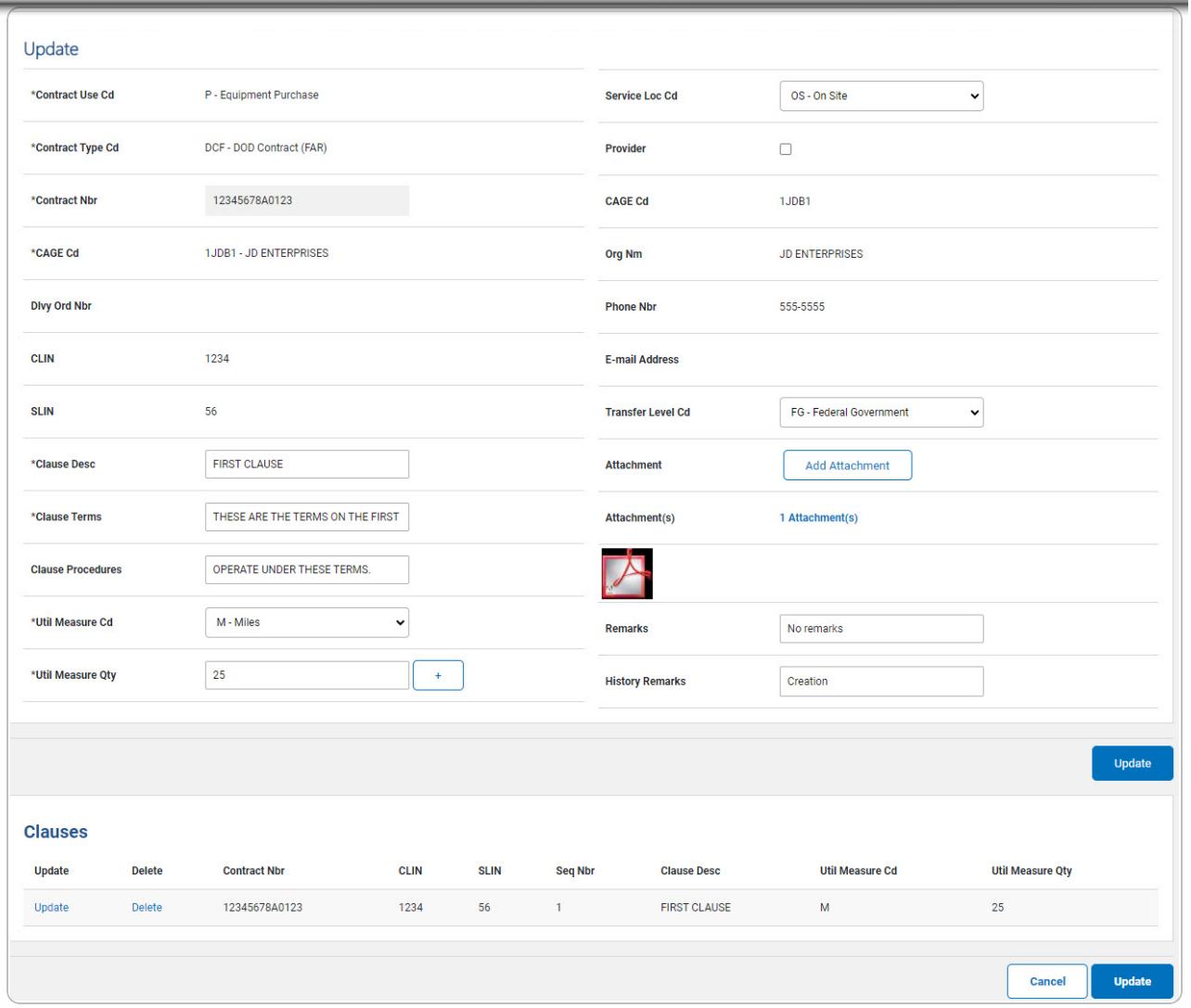
AD. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

AE. Select Save. *The **Clauses** grid is populated with the information, and the fields above are reset.*

2. Select Update. *The **Wrnty/Svc/Subscription — Terms/Cond Transaction Status** page appears.*

Update a Clause

1. Select the Update hyperlink. *The fields in the Update panel populate with the desired Clause information.*



A. *Verify the CONTRACT USE CD.*

B. *Verify the CONTRACT TYPE CD.*

C. *Verify the CONTRACT NBR.*

D. *Verify the CAGE CD.*

E. *Verify the DLVY ORD NBR.*

F. *Verify the CLIN.*

G. *Verify the SLIN.*

H. Update the CLAUSE DESC, entering the revised description in the field provided. *This is a 1,024 alphanumeric character field.*

I. Update the Clause Terms, entering the revised terms in the field provided. *This is an 8 alphanumeric character field.*

J. Update the Clause Procedures, entering the revised steps in the field provided. *This is a 1,024 alphanumeric character field.*

K. Update the START DT, using or entering the date (MM/DD/YYYY) in the field provided.

L. Update the END DT, using or entering the date (MM/DD/YYYY) in the field provided.

Note

When the CONTRACT USE CD is P - Equipment Purchase, the START DT and END DT fields do not appear.

M. Update the Util Measure Cd, using to select the desired code.

N. Update the UTIL MEASURE QTY, entering the revised amount in the field provided. *This is an 8 numeric character field.*

Helpful Tip

Select to add one additional UTIL MEASURE CD and UTIL MEASURE QTY set.

O. Update the Service Loc Cd, using to select the desired code.

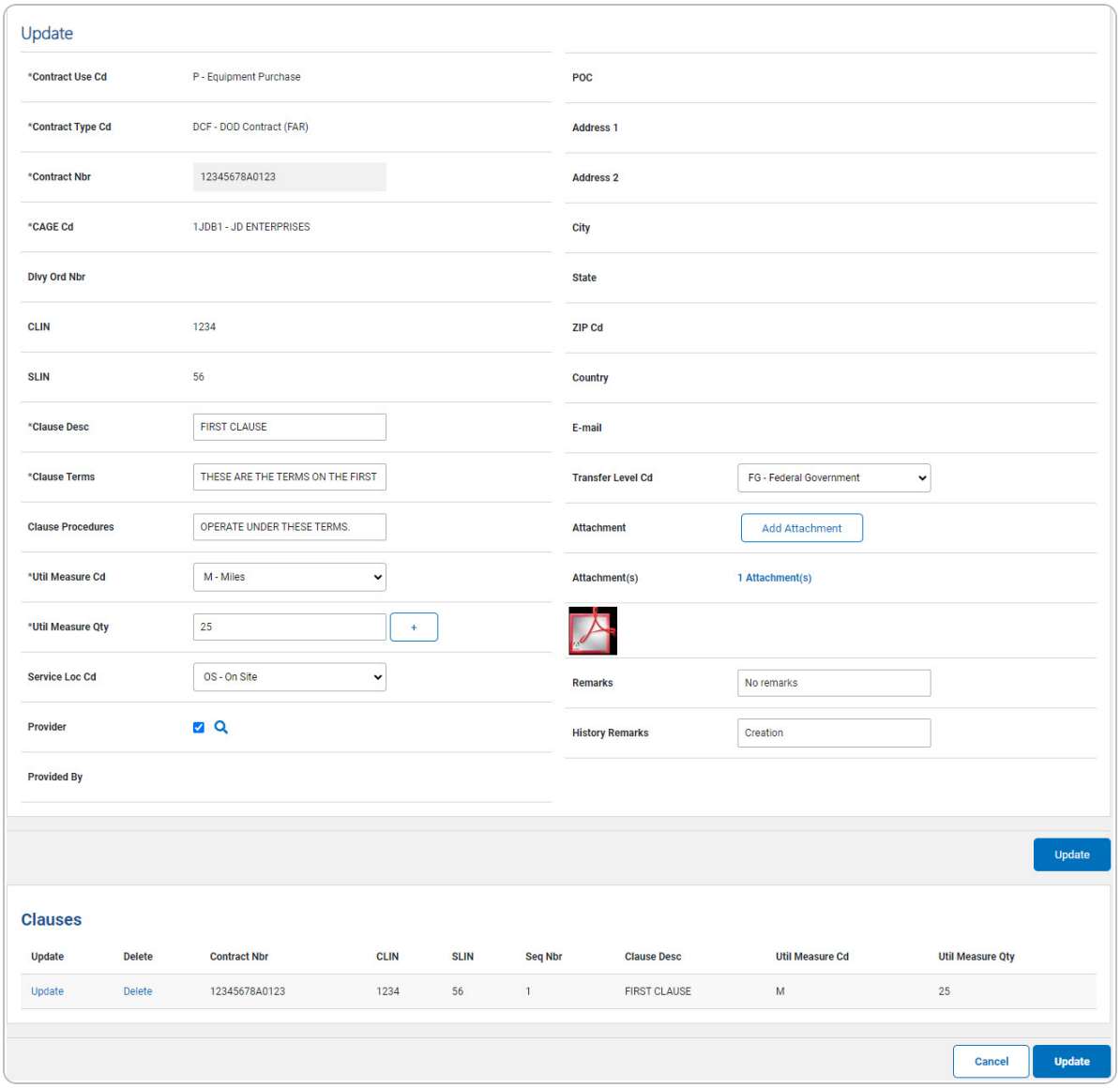
P. Update the SERVICE LOC NM, entering the revised name in the field provided. *This is a 55 alphanumeric character field.*

Note

The SERVICE LOC NM appears when the selected Service Location Code is CF - Company Facility or AD - Dealer.

Q. Update the COST AMT, entering the revised quantity in the field provided. *This is a 12 numeric character field.*

R. Verify the Provider contains the appropriate ☑ or ☐. *Checking this removes the CAGE CD, ORG NM, PHONE NBR, E-MAIL Address fields, and opens new fields.*



a. Use 🔍 to browse for the Provider.

Address Browse help

b. *The Provided By automatically populates and is not editable.*

c. *The POC automatically populates and is not editable.*

d. *The Address 1 automatically populates and is not editable.*

e. *The Address 2 automatically populates and is not editable.*

f. *The City automatically populates and is not editable.*

g. *The State automatically populates and is not editable.*

h. *The ZIP CD automatically populates and is not editable.*

i. *The Country automatically populates and is not editable.*

j. *The E-MAIL automatically populates and is not editable.*

S. *Verify the CAGE CD.*

T. *Verify the ORG NM.*

U. *Verify the PHONE NBR.*

V. *Verify the E-MAIL Address.*

W. Update the Transfer Level Cd, using to select the desired code.

X. Select Add Attachment. *The **Attachment Add** page appears.*

Y. *Verify the Attachment(s).*

Z. Update the Remarks, entering the revised information in the field provided. *This is a 256 alphanumeric character field.*

AA. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

AB. Select Save. *The **Clauses** grid is populated with the information, and the fields above are reset.*

Helpful Tip

Select Save prior to selecting Add to create a new record. Save up to fifty Clauses at a time.

2. Select Update. *The **Wrnty/Svc/Subscription — Terms/Cond Transaction Status** page appears.*

Delete a Clause

1. Select the Delete hyperlink. *The clause is instantly removed from the Clauses grid.*
2. Select Update. *The **Wrnty/Svc/Subscription — Terms/Cond Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Util Measure Cd*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Util Measure Qty*.	
13 — Mandatory Entry: *Clause Desc*.	
13 — Mandatory Entry: *Clause Terms*.	
13 — Mandatory Entry: *Service Location Name*.	
13 — Mandatory Entry: *Cost Amt*.	

13 — Mandatory Entry: *CLIN*.	
13 — Mandatory Entry: *SLIN*.	
13 — Mandatory Entry: *START DT*.	
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
xxxx — Cannot commit clauses until current clause is updated.	Invalid Entry. The clause displayed at the top of the page must be saved prior to selecting a clause at the bottom of the page to update. Save the top information before continuing.
xxxx — WRNTY/SVC/SUB can only be added 50 at a time.	Invalid Entry. There can only be up to 50 clauses per Contract Number at a time. Start a new contract before adding any more clauses.

xxxx — Invalid entry: *START DT*	Invalid Entry. The START DT format is incorrect. Re-enter the START DT.
xxxx — Invalid entry: *END DT*	Invalid Entry. The END DT format is incorrect. Re-enter the END DT.

Related Topics

- Search for a Wrnty/Svc/Subscription — Terms/Cond — Criteria
- Search for a Wrnty/Svc/Subscription — Terms/Cond — Results
- Add a Wrnty/Svc/Subscription — Terms/Cond
- Delete a Wrnty/Svc/Subscription — Terms/Cond
- View the Wrnty/Svc/Subscription — Terms/Cond Transaction Status
- Export a Wrnty/Svc/Subscription — Terms/Cond Report

Delete a WRNTY/SVC/SUBSCRIPTION — Terms/COND

Overview

The WRNTY/SVC/SUBSCRIPTION — Terms/COND Delete process allows removal of existing clauses per Contract Line.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > Search > Search Results > Delete hyperlink > WRNTY/SVC/SUBSCRIPTION — Terms/COND Delete page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Terms/COND Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
198	When complete select "Add" to process single and/or multiple records.
62	Select "Update" button to revise selected fields in record(s).

14	Select "Cancel" button to return to previous page.

Delete Grid

Contract Use Cd *
Contract Type Cd *
Contract Nbr *
CAGE Cd *
Dlvy Ord Nbr
CLIN
SLIN
History Remarks

Clauses Grid

Seq Nbr
Clause Desc
Util Measure Cd
Util Measure Qty

(*) Asterisk identifies mandatory fields.

Procedures

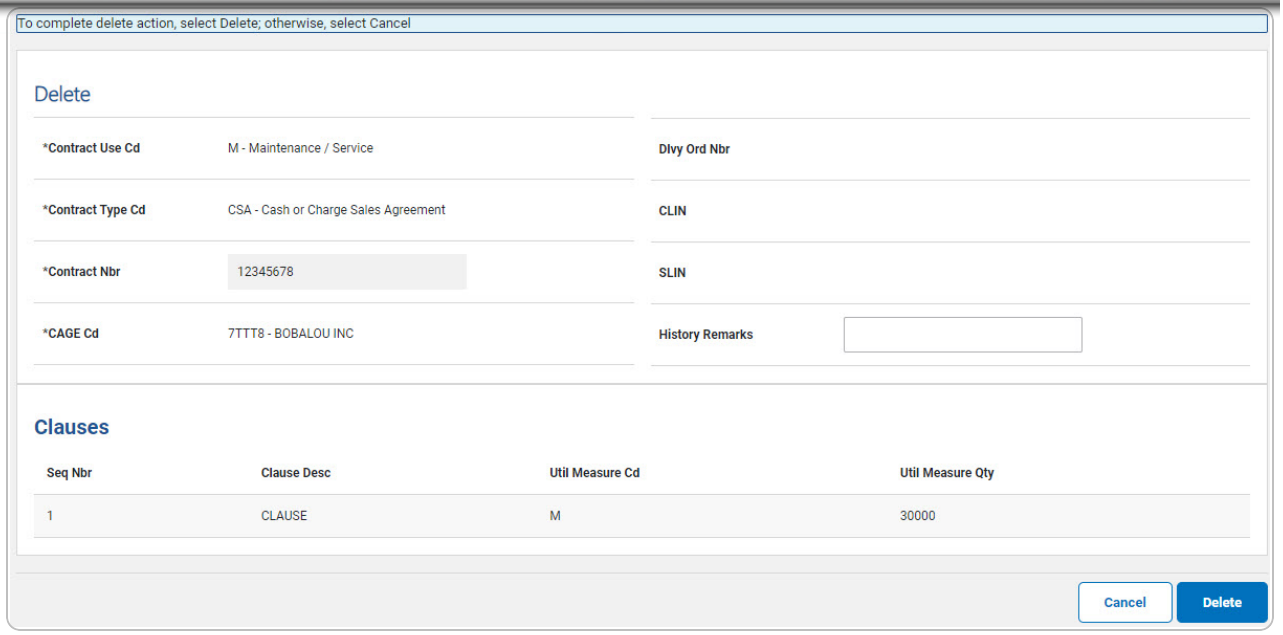
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a WRNTY/SVC/SUBSCRIPTION — Terms/COND

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

1. Select the Delete hyperlink. *The **WRNTY/SVC/SUBSCRIPTION — Terms/COND Delete** page appears.*



A. *Verify the CONTRACT USE CD.*

B. *Verify the CONTRACT TYPE CD.*

C. *Verify the CONTRACT NBR.*

D. *Verify the CAGE CD.*

E. *Verify the DLVY ORD NBR.*

F. *Verify the CLIN.*

G. *Verify the SLIN.*

H. Enter the History Remarks in the field provided. *This is a 256 alphanumeric character field.*

I. *Verify the Clauses Grid.*

   a. *Verify the SEQ NBR.*

   b. *Verify the Clause DESC.*

   c. *Verify the UTIL MEASURE CD.*

   d. *Verify the UTIL MEASURE QTY.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space, and max length of 256.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space, with a max length of 256. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Wrnty/Svc/Subscription — Terms/Cond — Criteria
- Search for a Wrnty/Svc/Subscription — Terms/Cond — Results
- Add a Wrnty/Svc/Subscription — Terms/Cond
- Update a Wrnty/Svc/Subscription — Terms/Cond
- View the Wrnty/Svc/Subscription — Terms/Cond Transaction Status
- Export a Wrnty/Svc/Subscription — Terms/Cond Report

View the WRNTY/SVC/SUBSCRIPTION — Terms/COND Transaction Status

Overview

The WRNTY/SVC/SUBSCRIPTION — Terms/COND Transaction Status process displays a verification of the creations, updates, or deletions performed.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > Terms/Conditions > Search Criteria > *VARIOUS PROCEDURAL STEPS* > WRNTY/SVC/SUBSCRIPTION — Terms/COND Transaction Status page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Terms/CONDTransaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

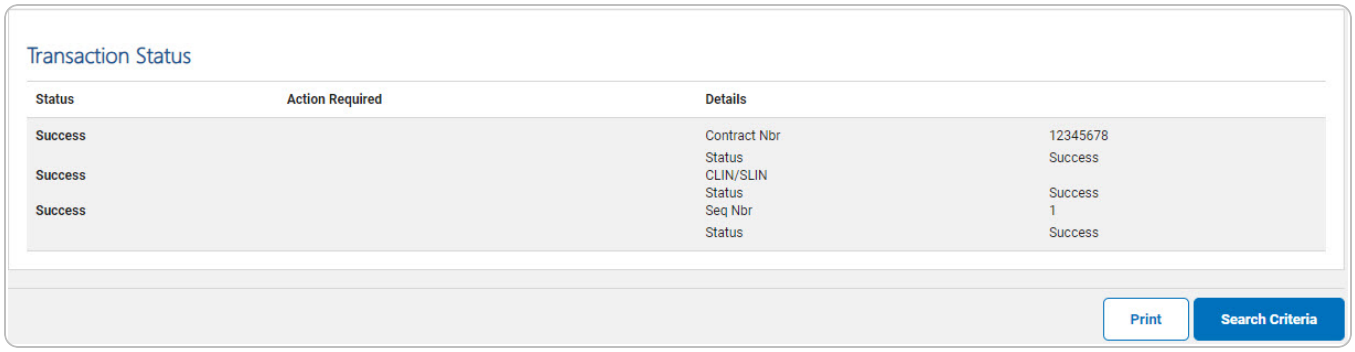
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Wrnty/Svc/Subscription — Terms/Cond Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Wrnty/Svc/Subscription — Terms/Cond Report Export** page appears.*
5. Select Search Criteria. *The **Wrnty/Svc/Subscription — Terms/Cond Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Wrnty/Svc/Subscription — Terms/Cond — Criteria
- Search for a Wrnty/Svc/Subscription — Terms/Cond — Results
- Add a Wrnty/Svc/Subscription — Terms/Cond

- Update a Wrnty/Svc/Subscription — Terms/Cond
- Delete a Wrnty/Svc/Subscription — Terms/Cond
- Export the Wrnty/Svc/Subscription — Terms/Cond Report

Export a Wrnty/Svc/Subscription — Terms/Cond Report

Overview

The Wrnty/Svc/Subscription — Terms/Cond Report Export process provides the ability to save the Wrnty/Svc/Subscription — Terms/Cond Report in different formats.

Navigation

Maint/Util > Wrnty/Svc/Subscrip > Terms/Conditions > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Wrnty/Svc/Subscription — Terms/CondReport Export page

Page Fields

The following fields display on the **Wrnty/Svc/Subscription — Terms/Cond Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
198	When complete select "Add" to process single and/or multiple records.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

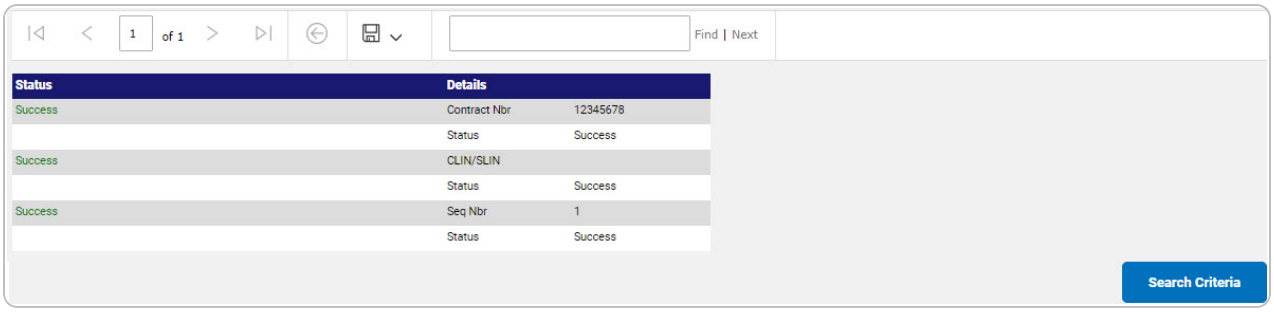
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Wrnty/Svc/Subscription — Terms/Cond Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The **Wrnty/Svc/Subscription — Terms/Cond 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 [Next] to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select [Search Criteria]. *The **Wrnty/Svc/Subscription — Terms/Cond Search Criteria** page appears.*

Related Topics

- Search for a Wrnty/Svc/Subscription — Terms/Cond — Criteria
- Search for a Wrnty/Svc/Subscription — Terms/Cond — Results
- Add a Wrnty/Svc/Subscription — Terms/Cond
- Update a Wrnty/Svc/Subscription — Terms/Cond
- Delete a Wrnty/Svc/Subscription — Terms/Cond
- View the Wrnty/Svc/Subscription — Terms/Cond Transaction Status

Search for a WRNTY/SVC/SUBSCRIPTION — Asset Assoc — Criteria

Overview

The Property Accountability module Warranty/Service/Subscription — Asset Association process provides the ability to update warranty, extended warranty, service, and subscription information supplied with an asset purchase.

Note

The options for CAGE CD are based on the contractors created in the Warranty/Service/Subscription Process. Choosing a CAGE CD further helps to eliminate the number of rows returned from the database when searching for a record.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > ASSET ASSOC > WRNTY/SVC/SUBCRIPTION — Asset ASSOC Search Criteria page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Asset Assoc Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria Grid

Contract Use Cd
CAGE Cd
Contract Nbr
Asset Id
Stock Nbr
Serial Nbr
DoD Serial Number
UII

Search Results Grid

Update
CAGE Cd
Contract Nbr
Contract Use Cd
Dlvy Ord Nbr
CLIN
SLIN

Procedures

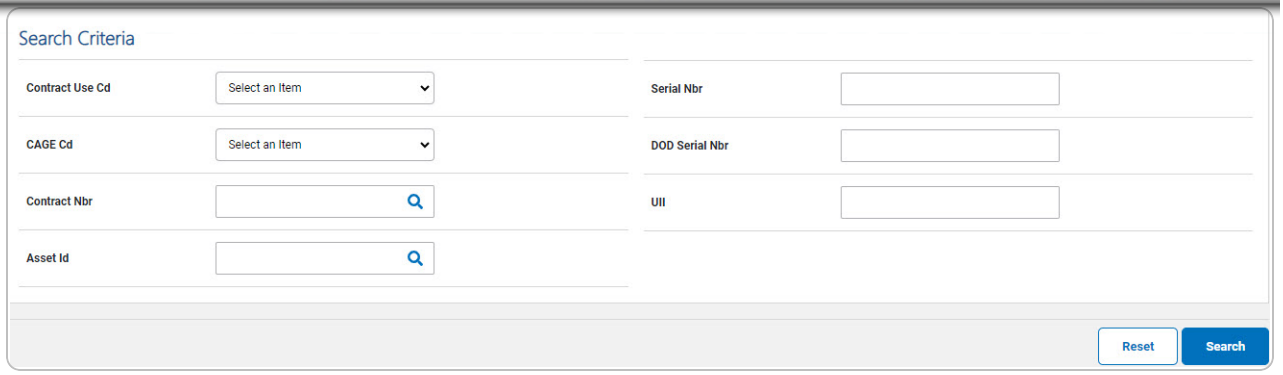
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Wrnty/Svc/Subcription — Asset Assoc

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.* ***Bold*** *numbered steps are required.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



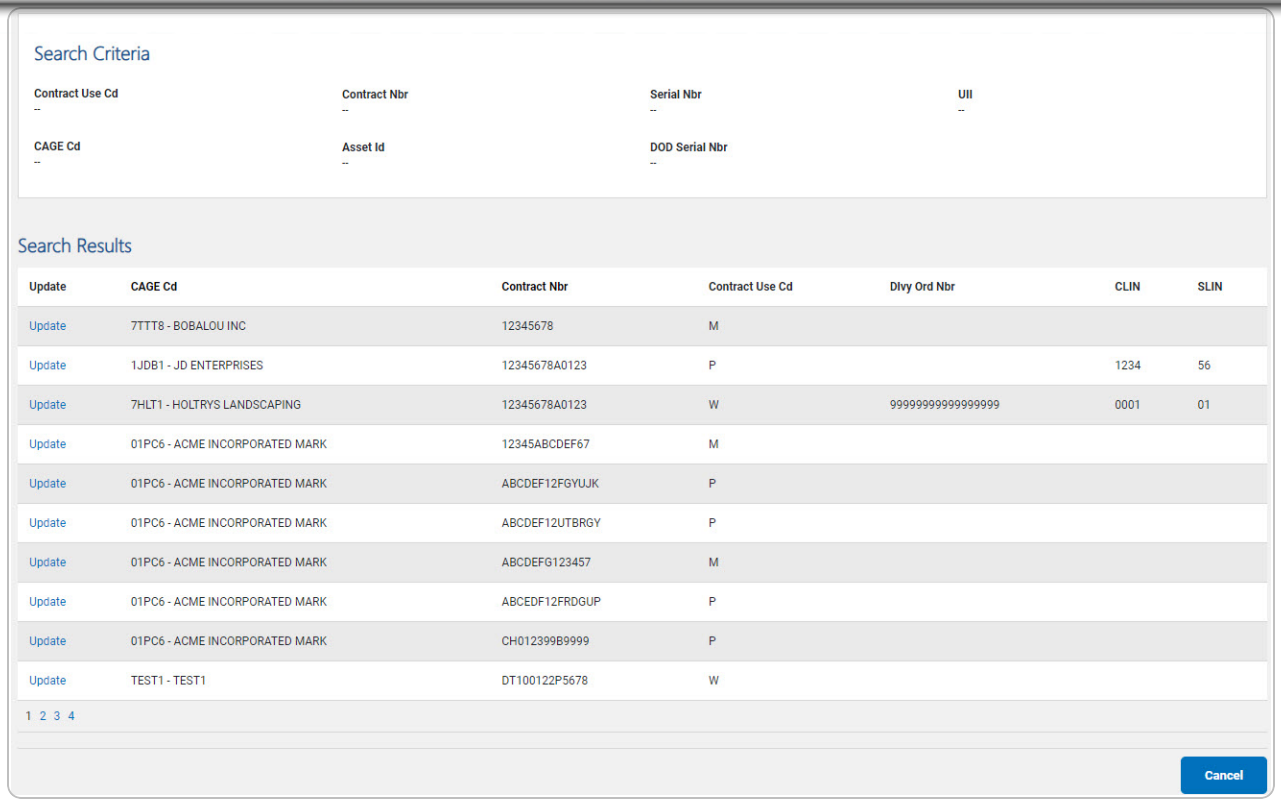
- Use to select the Contract Use Cd.
- Use to select the CAGE Cd.
- Enter the CONTRACT NBR, or use to browse for the number. *This is a 50 alpha-numeric character field.*

  Contract Nbr Browse help
- Enter the ASSET ID, or use to browse for the asset. *This is a 12 alphanumeric character field.*

  Asset Id Browse help
- Enter the STOCK NBR, or use to browse for the number. *This is a 15 alphanumeric character field.*

  Stock Nbr Browse help
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the DOD SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

2. Select Search. *The **Wrnty/Svc/Subscription — Asset Assoc Search Results** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Wrnty/Svc/Subscription — Asset Assoc — Results
- Update a Wrnty/Svc/Subscription — Asset Assoc

- View the Wrnty/Svc/Subscription — Asset Assoc Transaction Status
- Export a Wrnty/Svc/Subscription — Asset Assoc Report

Search for a WRNTY/SVC/SUBSCRIPTION — Asset ASSOC — Results

Overview

The WRNTY/SVC/SUBCRIPTION — Asset ASSOCSearch Results process provides the ability to update Asset Associations.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > ASSET ASSOC > Search Criteria > Search > WRNTY/SVC/SUBCRIPTION — Asset ASSOC Search Results page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.
14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Contract Use Cd
CAGE Cd
Contract Nbr
Asset Id
Serial Nbr

DoD Serial Number
UII

Search Results Grid

Update
CAGE Cd
Contract Nbr
Contract Use Cd
Dlvy Ord Nbr
CLIN
SLIN

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Wrnty/Svc/Subscription — Asset Assoc

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

Select Update hyperlink. *The* ***Wrnty/Svc/Subscription — Asset Assoc Update*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
765 — No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. Select at least one record to perform an action. To return to the Search Criteria page, click Cancel.

Related Topics

- Search for a Wrnty/Svc/Subscription — Asset Assoc — Criteria
- Update a Wrnty/Svc/Subscription — Asset Assoc
- View the Wrnty/Svc/Subscription — Asset Assoc Transaction Status
- Export a Wrnty/Svc/Subscription — Asset Assoc Report

Update a WRNTY/SVC/SUBSCRIPTION — Asset ASSOC

Overview

The WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Update process allows editing of an Asset Association.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > ASSET ASSOC > Search Criteria > Search > Search Results > Update hyperlink > WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Update page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
336	When complete select "Update" to process single and/or multiple records.
13	Select "Reset" button to clear data.

14	Select "Cancel" button to return to previous page.

WRNTY/SVC/SUBSCRIPTION — Asset ASSOC (Update Grid)

CAGE Cd
Contract Nbr
Dlvy Ord Nbr
CLIN
SLIN
Asset Id *
Select/Deselect

WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Save Grid

Remove
Asset Id
Item Desc
Stock Nbr
Serial Nbr
DoD Serial Number
UII
Status

(*) Asterisk identifies mandatory fields.

Procedures

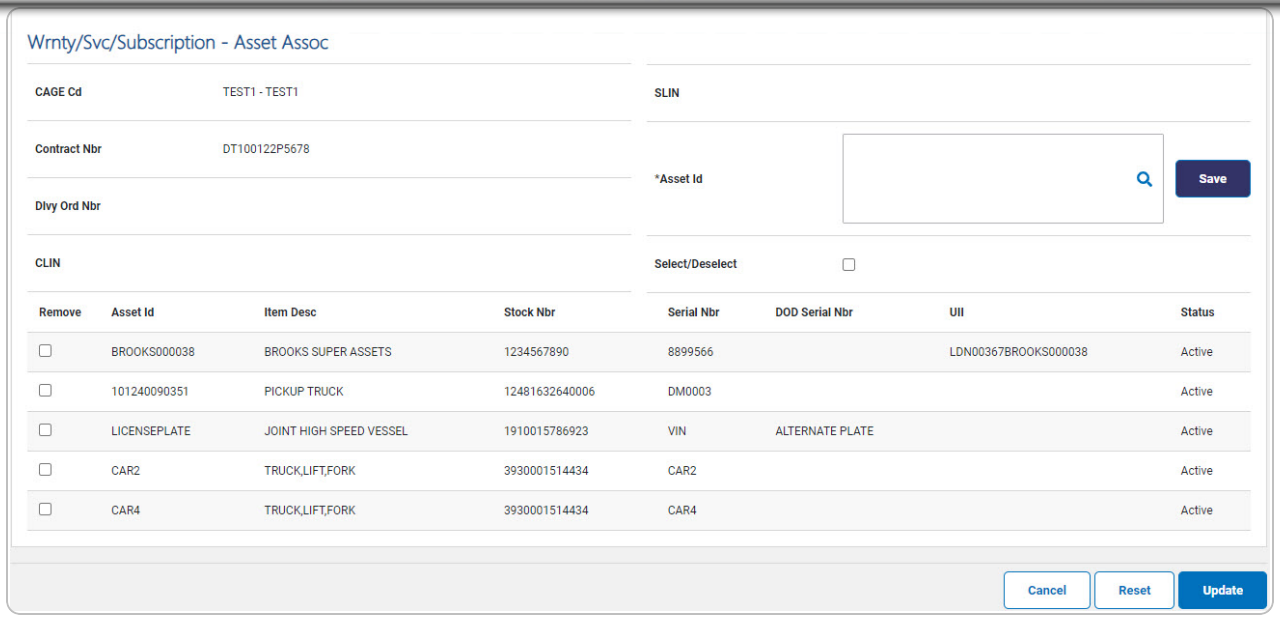
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a WRNTY/SVC/SUBSCRIPTION — Asset ASSOC

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

1. Select the Update hyperlink. *The* ***Update a WRNTY/SVC/SUBSCRIPTION — Asset ASSOC*** *page appears.*



A. *Verify the CAGE CD.*

B. *Verify the CONTRACT NBR.*

C. *Verify the DLVY ORD NBR.*

D. *Verify the CLIN.*

E. *Verify the SLIN.*

F. Enter the ASSET ID, or use 🔍 to browse for the asset. *This is a 12 alphanumeric character field.*

Asset Id Browse help

G. Select Save. *The entry appears in the WRNTY/SVC/SUBSCRIPTION - Asset ASSOC Save Grid.*

H. Click ☐ to select the Select/Deselect. *This selects or deselects all of the entries in the save grid.*

2. Select Update. *The **Wrnty/Svc/Subscription — Asset Assoc Transaction Status** page appears.*

Remove a WRNTY/SVC/SUBSCRIPTION — Asset ASSOC

1. Click ☐ next to the desired entry to Remove . *The entry is selected for removal.*

Note

There is no Delete page in this process. When a record is selected for removal, the WRNTY/SVC/SUBSCRIPTION - Asset ASSOC is deleted once clicking Update.

2. Select Update. *The **Wrnty/Svc/Subscription — Asset Assoc Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
765 — No record(s) selected. Select "Cancel" button to return to Search Criteria.	Invalid Entry. There are no selected records in the grid. Select at least one record to proceed.
13 — Mandatory Entry: ASSET ID.	Missing Entry. Enter the appropriate information in the desired field.
9 — No change(s) made to record.	Missing Entry. To Update, add a record. Re-enter the entry.
xxxx — Asset already exists in grid.	Invalid Entry. The Asset is already in use. Re-enter the entry.

Related Topics

- Search for a Wrnty/Svc/Subscription — Asset Assoc — Criteria
- Search for a Wrnty/Svc/Subscription — Asset Assoc — Results
- View the Wrnty/Svc/Subscription — Asset Assoc Transaction Status
- Export a Wrnty/Svc/Subscription — Asset Assoc Report

View the WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Transaction Status

Overview

The WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Transaction Status process displays a verification of the updates performed.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > ASSET ASSOC > Search Criteria > *VARIOUS PROCEDURAL STEPS* > WRNTY/SVC/SUBSCRIPTION — Asset ASSOCTransaction Status page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION — Asset ASSOC Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
336	When complete select "Update" to process single and/or multiple records.
13	Select "Reset" button to clear data.

14	Select "Cancel" button to return to previous page.

Transaction Status Grid

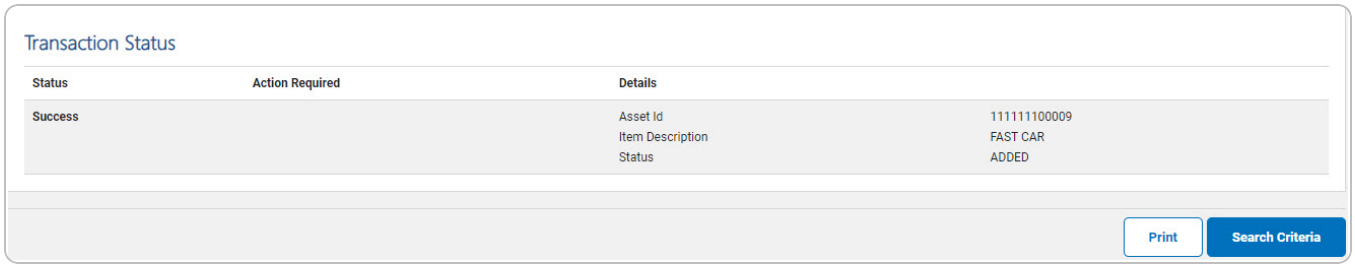
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Wrnty/Svc/Subscription — Asset Assoc Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Wrnty/Svc/Subscription — Asset Assoc Report** page appears.*
5. Select Search Criteria. *The **Wrnty/Svc/Subscription — Asset Assoc Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Wrnty/Svc/Subscription — Asset Assoc — Criteria
- Search for a Wrnty/Svc/Subscription — Asset Assoc — Results
- Update a Wrnty/Svc/Subscription — Asset Assoc
- Export a Wrnty/Svc/Subscription — Asset Assoc Report

Export an Asset Association Report

Overview

The WRNTY/SVC/SUBSCRIPTION - Asset ASSOC Report Export process provides the ability to save the WRNTY/SVC/SUBSCRIPTION - Asset ASSOC report in different formats.

Navigation

MAINT/UTIL > WRNTY/SVC/SUBSCRIP > ASSET ASSOC > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > WRNTY/SVC/SUBSCRIPTION - Asset ASSOC Report Export page

Page Fields

The following fields display on the **WRNTY/SVC/SUBSCRIPTION - Asset ASSOC Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
198	When complete select "Add" to process single and/or multiple records.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

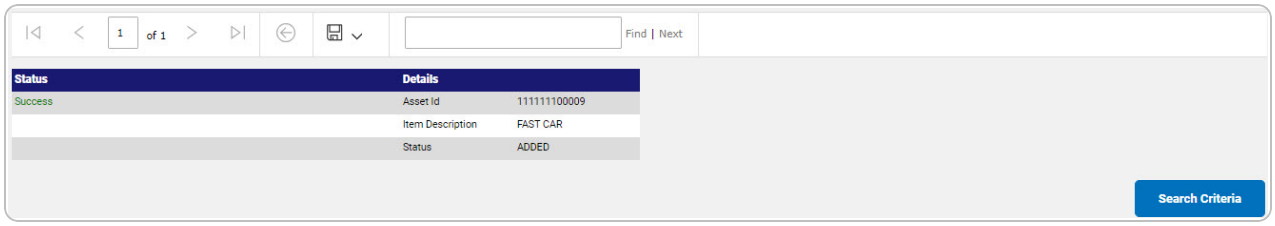
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Wrnty/Svc/Subscription - Asset Assoc Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Wrnty/Svc/Subscription — Asset Assoc — Criteria*** *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select Search Criteria. *The **Wrnty/Svc/Subscription — Asset Assoc — Criteria** page appears.*

Related Topics

- Search for a Wrnty/Svc/Subscription — Asset Assoc — Criteria
- Search for a Wrnty/Svc/Subscription — Asset Assoc — Results
- Update a Wrnty/Svc/Subscription — Asset Assoc
- View the Wrnty/Svc/Subscription — Asset Assoc Transaction Status

Search for a Reports Manager Report — Criteria - View

Overview

The Property Accountability module Reports Manager Search Criteria — View process provides the ability to view the reports from the Reports Manager.

Navigation

Forms-Reports > View Forms/Reports > Reports Manager Search Criteria — View page

Page Fields

The following fields display on the **Reports Manager Search Criteria — View** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.

Search Criteria Grid

Rpt Category
Rpt Status
Rpt Type

Search Results — View Grid

Rpt Id
Rpt Name
Rpt Level
Rpt Ctgry
Rpt File Size
Rpt Dt/Time
Rpt Owner
Rpt Status
Remarks

Procedures

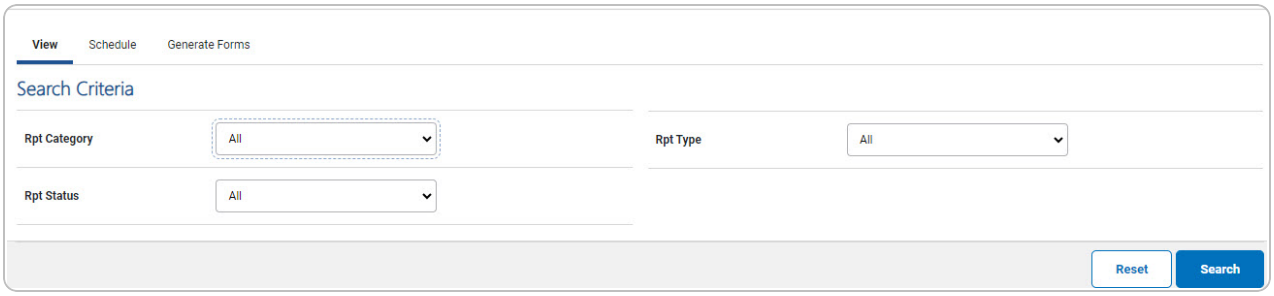
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Reports Manager Report — Criteria - View

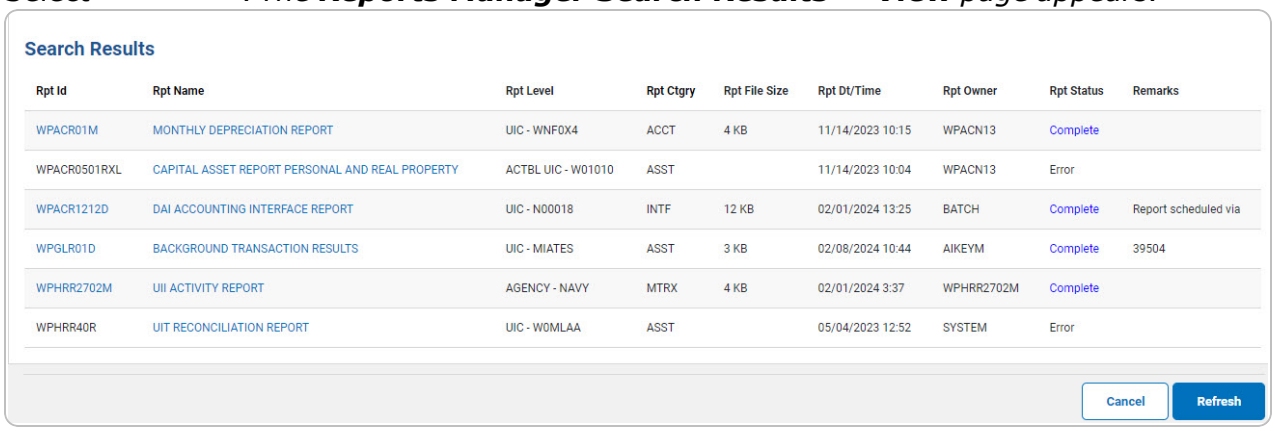
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



- *The RPT Category automatically populates and is not editable.*
- Use to select the Rpt Status.
- Use to select the Rpt Type.

Select Search. *The **Reports Manager Search Results — View** page appears.*



2.

OR

Select the Schedule tab. *The **Reports Manager Search Results — Schedule** page appears.*

OR

Select the Generate Forms tab. *The **Print Forms Request (Search Criteria)** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
67 - Process requires Secur-	Invalid Entry. The role level does not include the

ity Access. Contact your Site Security Officer.	current process. Contact the Site Security officer to receive the correct levels.

Related Topics

- Search for the Reports Manager Report — Results - View
- Search for a Reports Manager Report — Results - Schedule
- View the Reports Manager Report Details
- Delete the Reports Manager Report — View
- View the Reports Manager Report Transaction Status
- Export the Reports Manager Report — View

Search for Forms or Reports to View — Results

Overview

The Reports Manager Search Results — View process provides the ability to view the report(s) and the report details.

Navigation

Forms-Reports > View Forms/Reports > Search Criteria > Search > Reports Manager Search Results — View page

Page Fields

The following fields display on the **Reports Manager Search Results — View** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
46	Select "RPT ID" hyperlink to display the latest version of a completed report.
47	Select "RPT NAME" hyperlink to view current (and previous) versions of a specific report.
14	Select "Cancel" button to return to previous page.
XXXX	Select "RPT NAME" hyperlink to print multiple reports.

Search Results Grid

Rpt Id
Rpt Name
Rpt Level
Rpt Ctgry
Rpt File Size
Rpt Dt/Time
Rpt Owner
Rpt Status
Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Selecting Refresh *at any point of this procedure re-loads the page.*

View the Reports Manager Report

Note

Multiple rows may be returned, but only one can be viewed at a time.

Helpful Tip

The RPT ID provides identification for the report and how often a report is generated. For example, the "R" in RPT IDWPHRR0102R reflects the report is Requested.

Select the RPT ID hyperlink. *The selected report PDF opens in another window.*

View the Reports Manager Report Details

Select the RPT NAME hyperlink. *The* ***Reports Manager — Details*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Reports Manager Report — Criteria - View
- View the Reports Manager Report Details
- Delete the Reports Manager Report — View
- View the Reports Manager Report Transaction Status
- Export the Reports Manager Report — View

View a Single Form or Report

Overview

The View Forms/Reports View a Single Form or Report page displays the report in Acrobat Portable Document Form (PDF) view only format.

Navigation

Forms-Reports > View Forms/Reports > Search Criteria > Search > Search Results > RPT ID hyperlink > PDF Report

Page Fields

Fields displayed vary based on the report selected.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Acrobat PDF Report

Hover over the bottom of the PDF. *The Acrobat toolbar opens, which allows saving, printing, zooming, and scrolling.*

Close the Acrobat PDF Report

Helpful Tip

The Acrobat PDF Report opens in a separate tab from the ELMS application.

Close the Acrobat PDF's Windows tab. *The report closes, and the ELMS application returns to the front of the screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for Forms or Reports to View — Criteria
- Search for Forms or Reports to View — Results
- View the Multiple Forms / Reports Details
- Delete the Form / Report
- View the Delete the Form / Report Transaction Status
- Export the Form / Report Delete Report

View the Reports Manager Report Details

Overview

The Reports Manager Details — View process is view only and provides the ability to select a report to display the report details or to delete a report.

Navigation

Forms-Reports > View Forms/Reports > Search Criteria > Search > Search Results > RPT NAME hyperlink > Reports Manager Details — View page

Page Fields

The following fields display on the **Reports Manager Details — View** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
46	Select "RPT ID" hyperlink to display the latest version of a completed report.
15	"Select All" button marks all rows, all pages for Mass Update/Delete actions.
16	"Deselect All" button clears all rows, all pages.
36	Select "Delete" button to remove record(s) from applicable tables.

14	Select "Cancel" button to return to previous page.
xxxx	To print multiple reports, Click the report checkbox that applies and then select the "Show Selected" button.

Details Grid

Select
Rpt Id
Rpt Name
Rpt Level
Rpt Ctgry
Rpt File Size
Rpt Dt/Time
Rpt Format
Rpt Owner
Rpt Status
Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

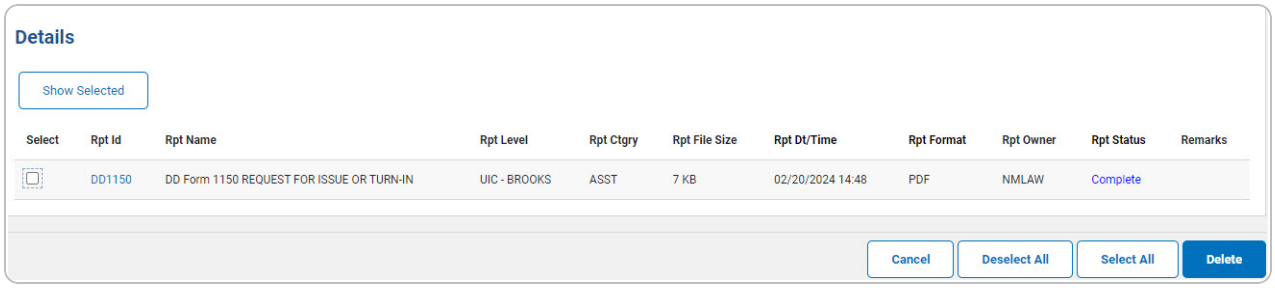
Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Deselect All *deselects the checked entries. Selecting* Select All *selects all present entries.*

Delete a Reports Manager Report

Note

A report can only be deleted by the RPT Owner.

1. Select the RPT NAME hyperlink. *The **Reports Manager — Details** page appears.*

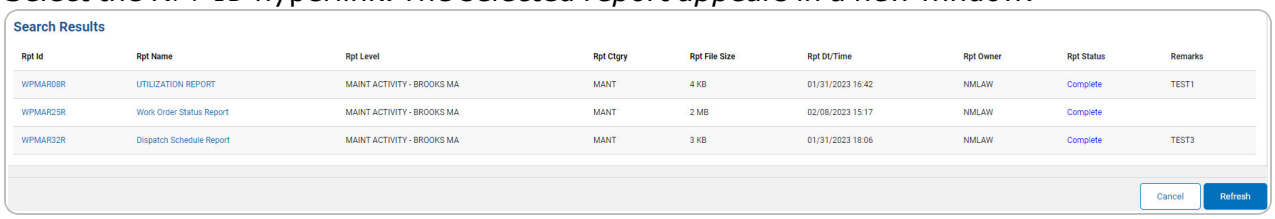


Click ☐ to select the desired RPT ID. *The RPT ID is selected for viewing or deletion.*

2. Select Delete. *The **Reports Manager — Delete** page appears.*

View a Reports Manager Report

Select the RPT ID hyperlink. *The selected report appears in a new window.*



1.

OR

Click ☐ to select the desired RPT ID. *The RPT ID is selected for viewing or deletion.*

2. Select Show Selected. *The selected report appears in a new window.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Select a record(s) to continue.	Invalid Selection. At least one report must be

	selected prior to selecting Delete. Click at least one record to proceed.
165 — Unable to delete report. You are not the report owner.	Invalid Entry. A user that does not own the report tried to delete the report. Have the appropriate user delete the report or Contact the ELMS Call Center.
xxxx — Maximum file size (<MAX>) has been exceeded. Total file size selected is <TOTAL>.	Invalid Selection. The maximum file size is reached and the current selection exceeds the maximum limit. Re-try the selection.

Related Topics

- Search for a Reports Manager Report — Criteria - View
- Search for the Reports Manager Report — Results - View
- Delete the Reports Manager Report — View
- View the Reports Manager Report Transaction Status
- Export the Reports Manager Report — View

Delete a Reports Manager Report — View

Overview

The Reports Manager Delete — View process allows removal of a report.

Attention

Only the RPT OWNER can delete a form or report.

Navigation

Forms-Reports > View Forms/Reports > Search Criteria > Search > Search Results > RPT NAME hyperlink > Details > ☐ (desired record) > Delete > Reports Manager Delete — View page

Page Fields

The following fields display on the **Reports Manager Delete — View** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete Grid

Rpt Id
Rpt Name
Rpt Ctgry
Rpt Dt/Time
Rpt Owner
Rpt Status

Procedures

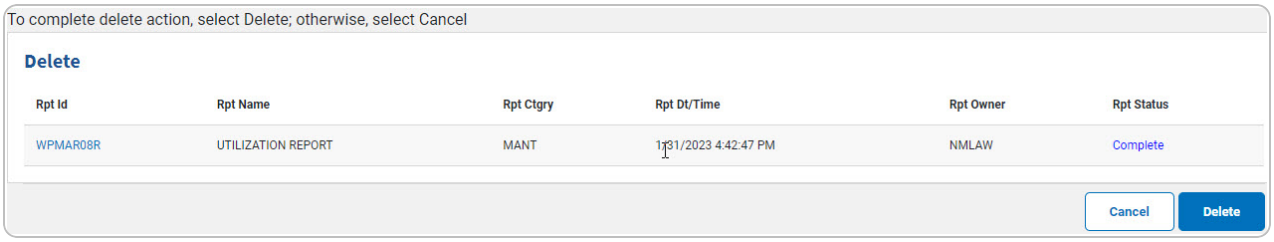
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Delete a Reports Manager Report

1. Click ☐ to select the desired RPT ID. *The RPT ID is selected for viewing or deletion.*
2. Select Delete. *The* ***Reports Manager Delete — View*** *page appears.*



3. *Verify the Delete grid.*
   A. *Verify the RPT ID hyperlink. The selected report appears in a new window.*
   B. *Verify the RPT NAME.*
   C. *Verify the RPT CTGRY.*
   D. *Verify the RPT DT/TM.*
   E. *Verify the RPT OWNER.*
   F. *Verify the RPT STATUS.*
4. Select Delete. *The* ***Reports Manager Transaction Status — View*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Reports Manager Report — Criteria - View
- Search for the Reports Manager Report — Results - View
- View the Reports Manager Report Details
- View the Reports Manager Report Transaction Status
- Export the Reports Manager Report

View the Reports Manager Report Transaction Status

Overview

The Reports Manager Transaction Status — View process displays a verification of the sub-missions performed.

Navigation

Forms-Reports > View Forms/Reports > Search Criteria > *Various Procedural Steps* > The Reports Manager Transaction Status — View page

Page Fields

The following fields display on the **Reports Manager Transaction Status — View** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
36	Select "Delete" button to remove record(s) from applicable tables.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

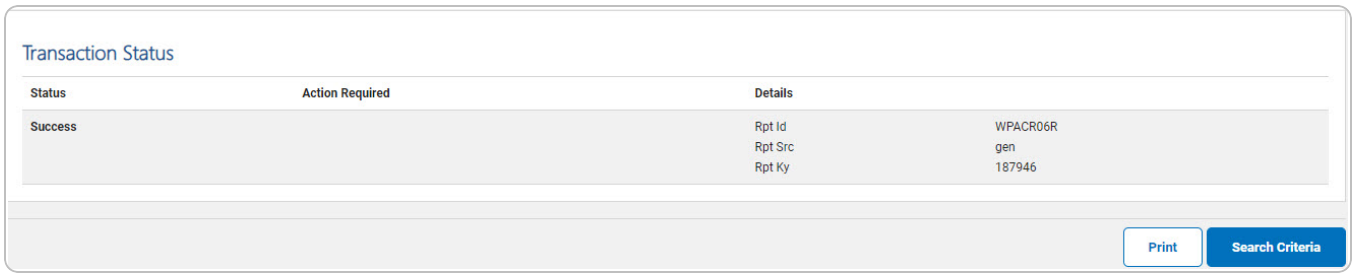
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Reports Manager Report Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Reports Manager Report Export — View** page appears.*
5. Select Search Criteria. *The **Reports Manager — Criteria - View** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Reports Manager Report — Criteria - View
- Search for the Reports Manager Report — Results - View
- View the Reports Manager Report Details
- Delete the Reports Manager Report — View
- Export the Reports Manager Report — View

Export a Reports Manager Report — View

Overview

The Reports Manager Report Export — View process provides the ability to save the report information in different formats.

Navigation

Forms-Reports > View Forms/Reports > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > Reports Manager Report Export — View page

Page Fields

The following fields display on the **Reports Manager Report Export — View** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
36	Select "Delete" button to remove record(s) from applicable tables.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

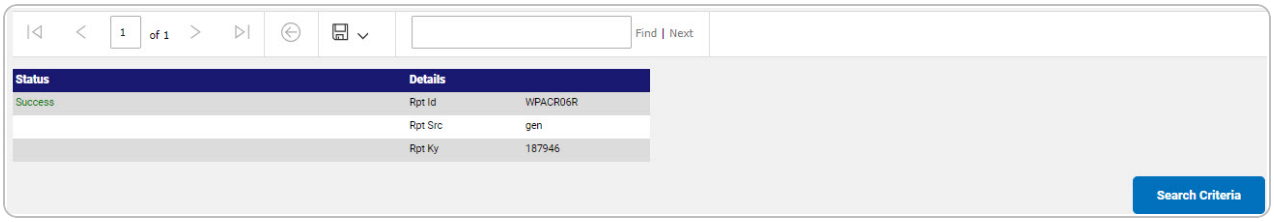
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export a Reports Manager Report — View

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Reports Manger — Criteria - View*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria *The **Search for a Reports Manager Report — Criteria - View** page appears.*

Related Topics

- Search for a Reports Manager Report — Criteria - View
- Search for the Reports Manager Report — Results - View
- View the Reports Manager Report Details
- Delete the Reports Manager Report — View
- View the Reports Manager Report Transaction Status

Schedule an Acquisition Program Asset Values by Quarter Report

Overview

The Schedule Accounting Reports — Acquisition Program Asset Values by Quarter Report provides the Total Cost, Write Down Amount, Accumulated Depreciation Amount, and Net Book Value for every active Acquisition Program.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR31R hyperlink > Acquisition Program Asset Values by Quarter Report - Submit/Schedule page

Page Fields

The following fields display on the **Acquisition Program Asset Values by Quarter Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *

Remarks

Acquisition Program Asset Values by Quarter Report Grid

Agency Cd *
Acq Program
Fiscal Year
Deprn Mthd Cd

(*) Asterisk identifies mandatory fields.

Procedures

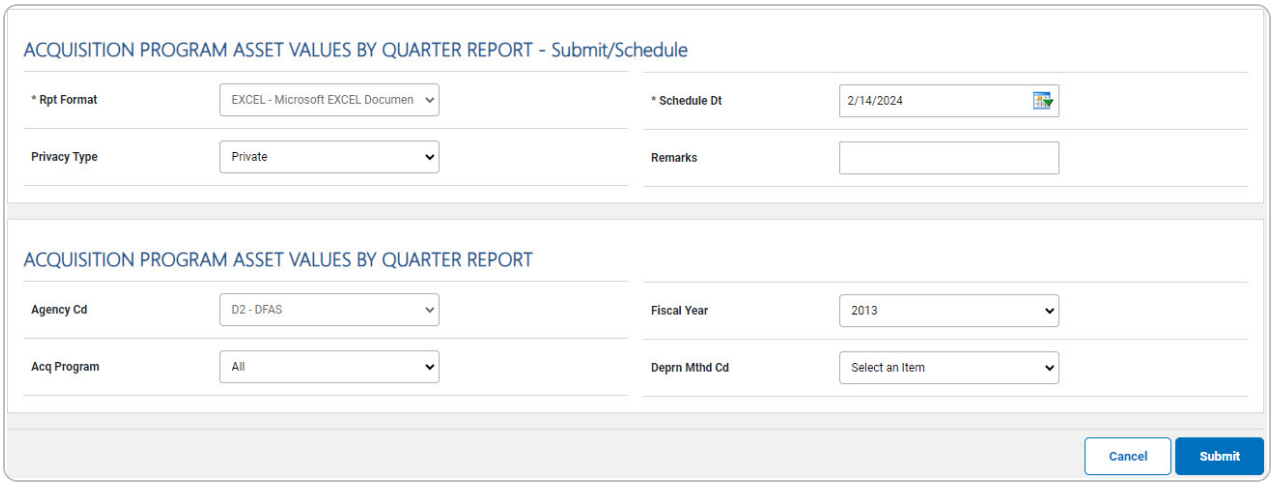
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule an Acquisition Program Asset Values by Quarter Report

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

1. Select the WPAC31R hyperlink. *The **Acquisition Program Asset Values by Quarter Report - Submit/Schedule** page appears.*



2. *Complete the Submit/Schedule grid.*

A. Use to select the Rpt Format.

B. Use to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Acquisition Program Asset Values by Quarter Report grid.*

   A. *The Agency Cd automatically populates and is not editable.*

   B. Use to select the Acq Program.

   C. Use to select the Fiscal Year.

   D. Use to select the Deprn Mthd Cd.

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
13 — Mandatory Entry:	

AGENCY CD.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Accounting Reports — Results
- Acquisition Program CIP Project Status Report
- Agency CFO Accounting Statement Report
- Capital Asset Report
- Capital Asset Trial Balance Report
- CFO Out of Balance Detail Report
- Non-Activated Depreciable Capital Asset Report
- Real Property Report

Schedule an Acquisition Program CIP Project Status Report

Overview

The Schedule Accounting Reports — Acquisition Program CIP Project Status Report provides the Quantities (planned, funded, received, awaiting capitalization, on hand, and disposed), Totals (estimated program amount, funded amount, costs incurred amount, capitalized amount, and awaiting capitalization amount) and Asset amounts (on hand acquisition amount, on hand accumulated depreciation amount, on hand intangible amount, on hand write down amount, and on hand net book value amount) for each acquisition program.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR33R hyperlink > Acquisition Program CIP Project Status Report - Submit/Schedule page

Page Fields

The following fields display on the **Acquisition Program CIP Project Status Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

Acquisition Program CIP Project Status Report Grid

Agency Cd *
Acq Program Name
Project Status

(*) Asterisk identifies mandatory fields.

Procedures

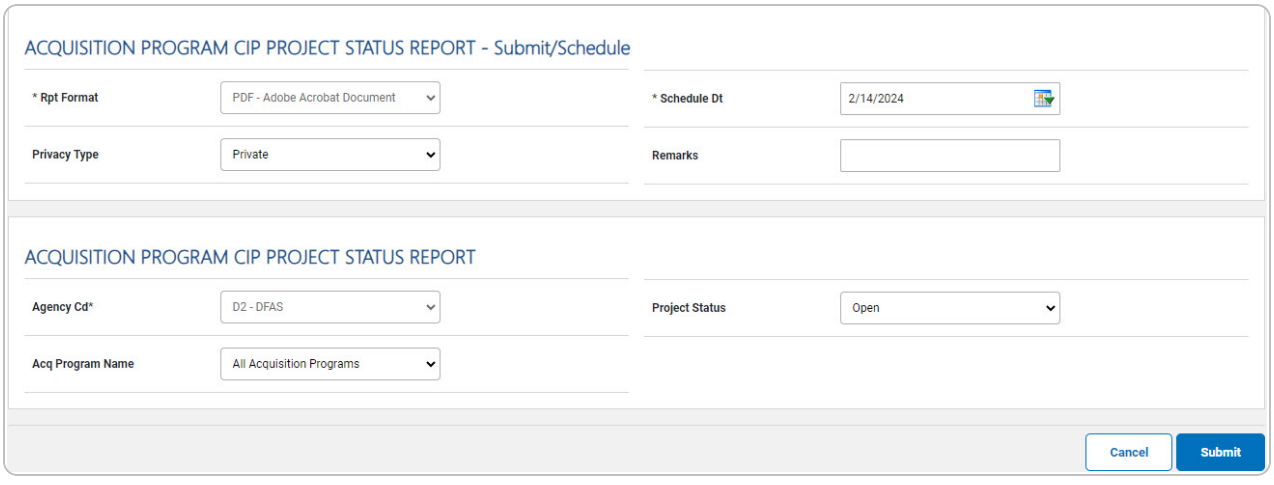
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule an Acquisition Program CIP Project Status Report

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

1. Select the WPAC33R hyperlink. *The* ***Acquisition Program CIP Project Status Report - Submit/Schedule*** *page appears.*



2. *Complete the Submit/Schedule grid.*

   A. Use to select the Rpt Format.

   B. Use to select the Privacy Type.

   C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

   D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Acquisition Program Asset Values by Quarter Report grid.*

   A. Use to select the Agency Cd.

   B. Use to select the Acq Program Name.

   C. Use to select the Project Status.

4. Select Submit. *The* ***Reports Manager — Schedule Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
13 — Mandatory Entry:	

AGENCY CD.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Accounting Reports — Results
- Acquisition Program Asset Values By Quarter Report
- Agency CFO Accounting Statement Report
- Capital Asset Report
- Capital Asset Trial Balance Report
- CFO Out of Balance Detail Report
- Non-Activated Depreciable Capital Asset Report
- Real Property Report

Schedule an Agency CFO Accounting Statement Report

Overview

The Schedule Accounting Reports — Agency CFO Accounting Statement Report provides the Description and Dollar Amount for every asset code in a specified report period.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Accounting > WPACR19R hyperlink > Agency CFO Accounting Statement Report - Submit/Schedule page

Page Fields

The following fields display on the **Agency CFO Accounting Statement Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

Agency CFO Accounting Statement Report Grid

Type of Request
Major Cmd
Rpt Begin FY Dt
Rpt End Dt

(*) Asterisk identifies mandatory fields.

Procedures

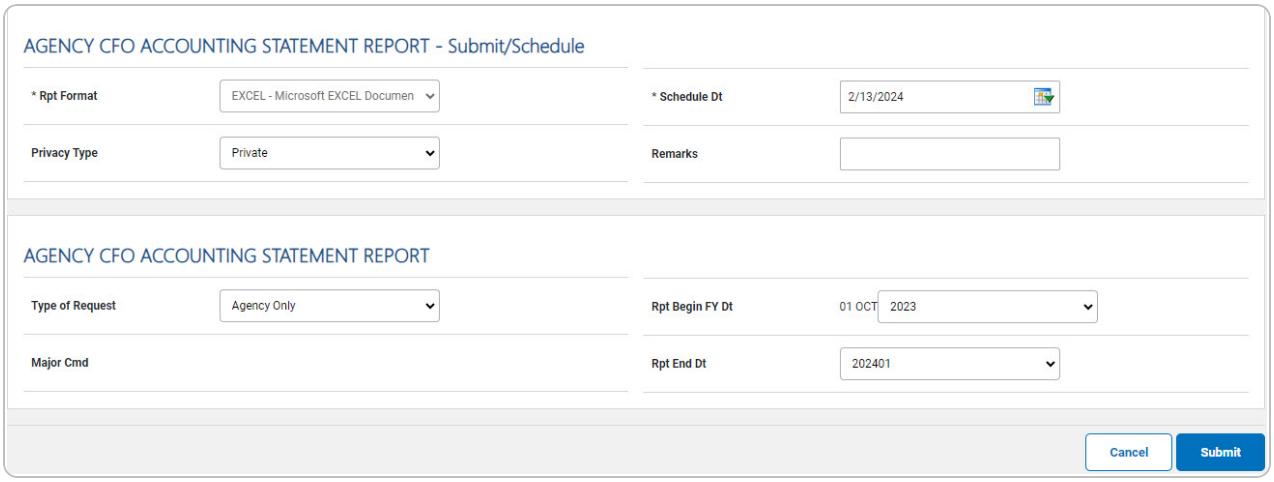
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule an Agency CFO Accounting Statement Report

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

1. Select the WPACR19R hyperlink. *The* ***Agency CFO Accounting Statement Report - Submit/Schedule*** *page appears.*



2. *Complete the Submit/Schedule grid.*

A. Use to select the Rpt Format.

B. Use to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

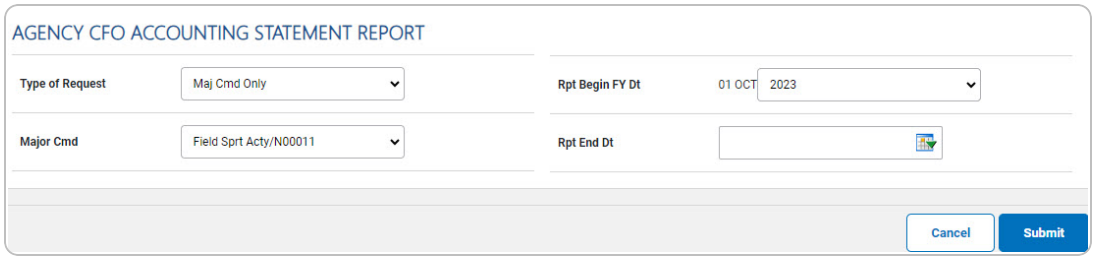
3. *Compete the Agency CFO Accounting Statement Report grid.*

A. Use to select the Type of Request. *The MAJOR CMD field becomes editable when the Type of Request is "MAJOR CMD Only".*

B. Use to select the Major Cmd.

Note

The Major CMD field appears when the Type of Request is MAJ CMD Only.



C. Use to select the Rpt Begin FY Dt.

D. Use to select the Rpt End Dt.

OR

Use to select the RPT END DT, or enter the date (MM/DD/YYYY) in the field provided.

Note

The calender icon appears in the RPT END DT when the Type of Request is "Agency/MAJ CMD" or "MAJ CMD Only".

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Accounting Reports — Results
- Acquisition Program Asset Values By Quarter Report
- Acquisition Program CIP Project Status Report
- Capital Asset Report
- Capital Asset Trial Balance Report
- CFO Out of Balance Detail Report

- Non-Activated Depreciable Capital Asset Report
- Real Property Report

Schedule a Capital Asset Report

Overview

The Schedule Accounting Reports — Capital Asset Report provides the Document Number, Asset Identifier, Stock Number, Cost Center, Depreciation Cost Center, Asset Code, Activity Address Code, Depreciation Code, Capital Code, Action Code, Acquisition Date, Account Report Number, Improvement Number, Task Code, Depreciation Task Code, Activation Date, Serial Number, Depreciation Expiration Code, Job Order Number, and Depreciation Job Order Number for a specified UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR25R hyperlink > Capital Asset Report - Submit/Schedule page

Page Fields

The following fields display on the **Capital Asset Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type

Schedule Dt *
Remarks

Capital Asset Report Grid

Actbl UIC/UIC
Report Type

(*) Asterisk identifies mandatory fields.

Procedures

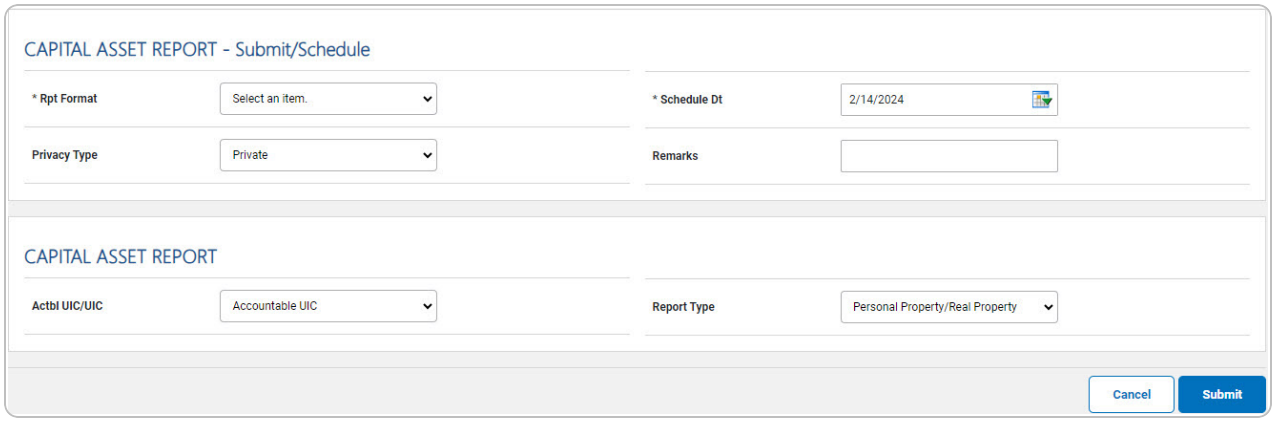
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Capital Asset Report

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

1. Select the WPACR25R hyperlink. *The **Capital Asset Report - Submit/Schedule** page appears.*



2. *Complete the Submit/Schedule grid.*

   A. Use ⌄ to select the Rpt Format.

   B. Use ⌄ to select the Privacy Type.

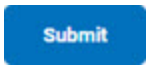
C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Capital Asset Report grid.*

   A. Use to select the Actbl UIC/UIC.

   B. Use to select the Report Type.

4. Select  . *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Accounting Reports — Results

- Acquisition Program Asset Values By Quarter Report
- Acquisition Program CIP Project Status Report
- Agency CFO Accounting Statement Report
- Capital Asset Trial Balance Report
- CFO Out of Balance Detail Report
- Non-Activated Depreciable Capital Asset Report
- Real Property Report

Schedule a Capital Asset Trial Balance Report

Overview

The Schedule Accounting Reports — Capital Asset Trial Balance Report provides the Activity Code, Fund Code, Department Code, Program Year, Basic Symbol, Subhead, Program, General Ledger Account Code Title, General Ledger Account Code, Debit Balance, and Credit Balance for the specified UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR04R hyperlink > Capital Asset Trial Balance Report - Submit/Schedule page

Page Fields

The following fields display on the **Capital Asset Trial Balance Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

Capital Asset Trial Balance Report Grid

Site *
Actbl UIC *
UIC

(*) Asterisk identifies mandatory fields.

Procedures

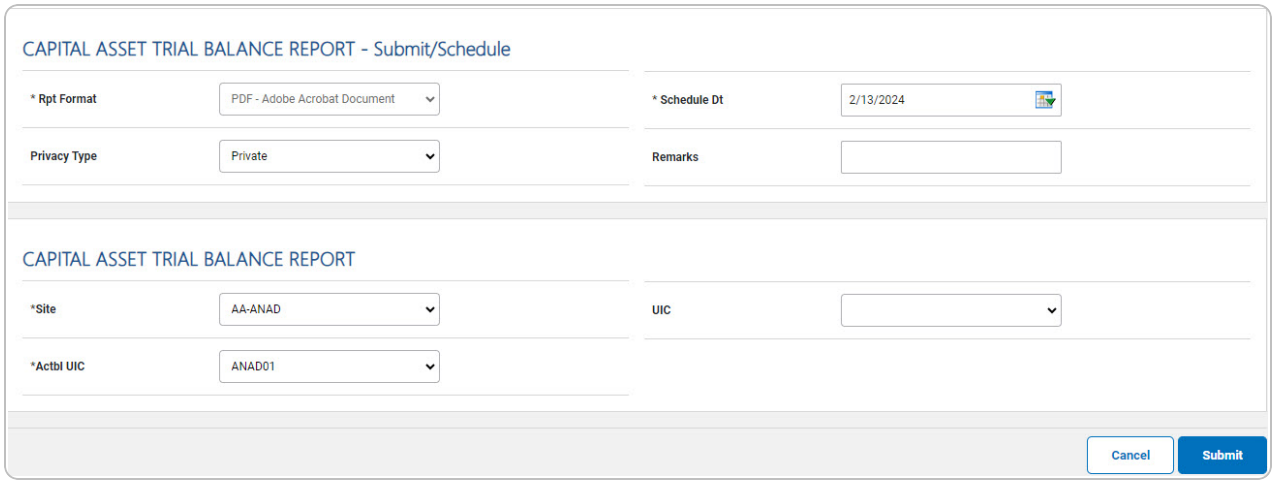
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Capital Asset Trial Balance Report

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

1. Select the WPACR04R hyperlink. *The **Capital Asset Trial Balance Report - Submit/Schedule** page appears.*



2. *Complete the Submit/Schedule grid.*

   A. Use ⌄ to select the Rpt Format.

   B. Use ⌄ to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Capital Asset Trial Balance Report grid.*

A. Use to select the Site.

B. Use to select the Actbl UIC.

C. Use to select the UIC.

4. Select Submit. *The* ***Reports Manager — Schedule Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
13 — Mandatory Entry: *Site*.	
13 — Mandatory Entry: *ACTBL UIC*.	
895 - Date entered must be	Invalid Date Entry. The date must be either the

>= System Date.	system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Accounting Reports — Results
- Acquisition Program Asset Values By Quarter Report
- Acquisition Program CIP Project Status Report
- Agency CFO Accounting Statement Report
- Capital Asset Report
- CFO Out of Balance Detail Report
- Non-Activated Depreciable Capital Asset Report
- Real Property Report

Schedule a CFO Out of Balance Detail Report

Overview

The Schedule Accounting Reports — CFO Out of Balance Detail Report provides the Asset Identifier, Improvement Number, Asset Code, Serial Number, Total Cost, Beginning Accumulated Depreciation Amount, Transaction Total, Accumulated Depreciation Amount, and Out of Balance Amount for a specified UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR44R hyperlink > CFO Out of Balance Detail Report - Submit/Schedule page

Page Fields

The following fields display on the **CFO Out of Balance Detail Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

CFO Out of Balance Detail Report Grid

Site *
Actbl UIC *
UIC *
Asset Cd *
Out of Balance Area *

(*) Asterisk identifies mandatory fields.

Procedures

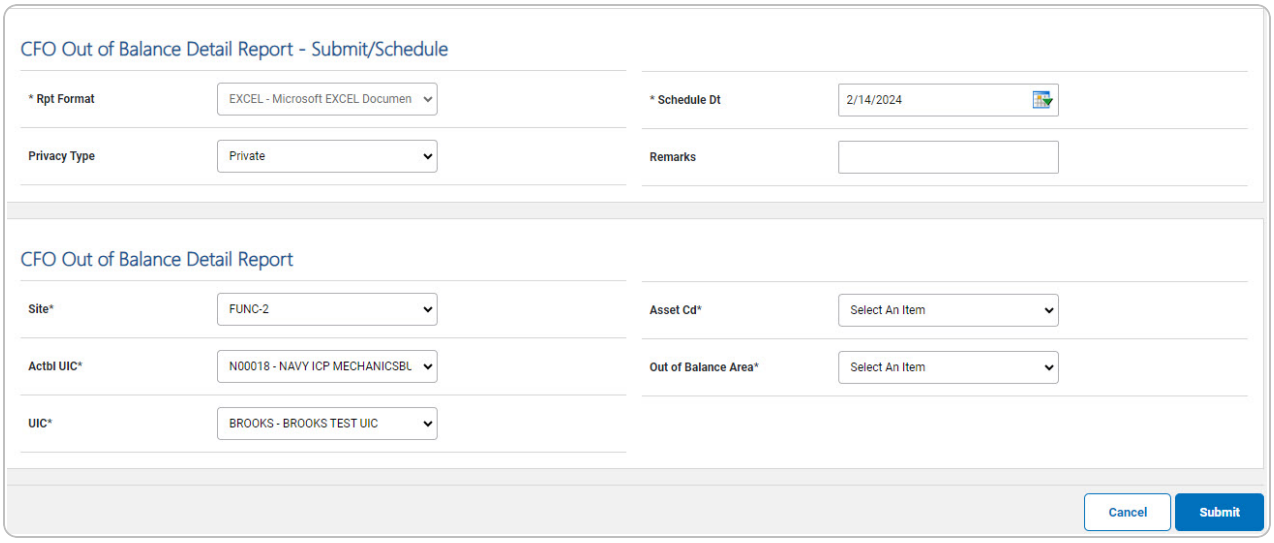
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a CFO Out of Balance Detail Report

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

1. Select the WPACR44R hyperlink. *The **CFO Out of Balance Detail Report - Submit/Schedule** page appears.*



2. *Complete the Submit/Schedule grid.*

A. Use to select the Rpt Format.

B. Use to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Capital Asset Trial Balance Report grid.*

A. Use to select the Site.

B. Use to select the Actbl UIC.

C. Use to select the UIC.

D. Use to select the Asset Cd.

E. Use to select the Out of Balance Area.

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	

13 — Mandatory Entry: *Site*.	
13 — Mandatory Entry: *ACTBL UIC*.	
13 — Mandatory Entry: *UIC*.	
13 — Mandatory Entry: *ASSET CD*.	
13 — Mandatory Entry: *Out of Balance Area*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Accounting Reports — Results
- Acquisition Program Asset Values By Quarter Report
- Acquisition Program CIP Project Status Report
- Agency CFO Accounting Statement Report
- Capital Asset Trial Balance Report
- Capital Asset Report
- Non-Activated Depreciable Capital Asset Report
- Real Property Report

Schedule a Non-Activated Depreciable Capital Asset Report

Overview

The Schedule Accounting Reports — Non-Activated Depreciable Capital Asset Report provides the Subordinate Custodian Number, Asset Identifier, Improvement Number, Receipt Date, Days Since Receipt, Stock Number, Serial Number, Asset Status Code, Total Cost, and Item Description for a specified UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR17R hyperlink > Non-Activated Depreciable Capital Asset Report - Submit/Schedule page

Page Fields

The following fields display on the **Non-Activated Depreciable Capital Asset Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type

Schedule Dt *
Remarks

Non-Activated Depreciable Capital Asset Report Grid

Asset Type *
Custodian Nbr
Min Days Since Rcpt *
Include Sub Cust

(*) Asterisk identifies mandatory fields.

Procedures

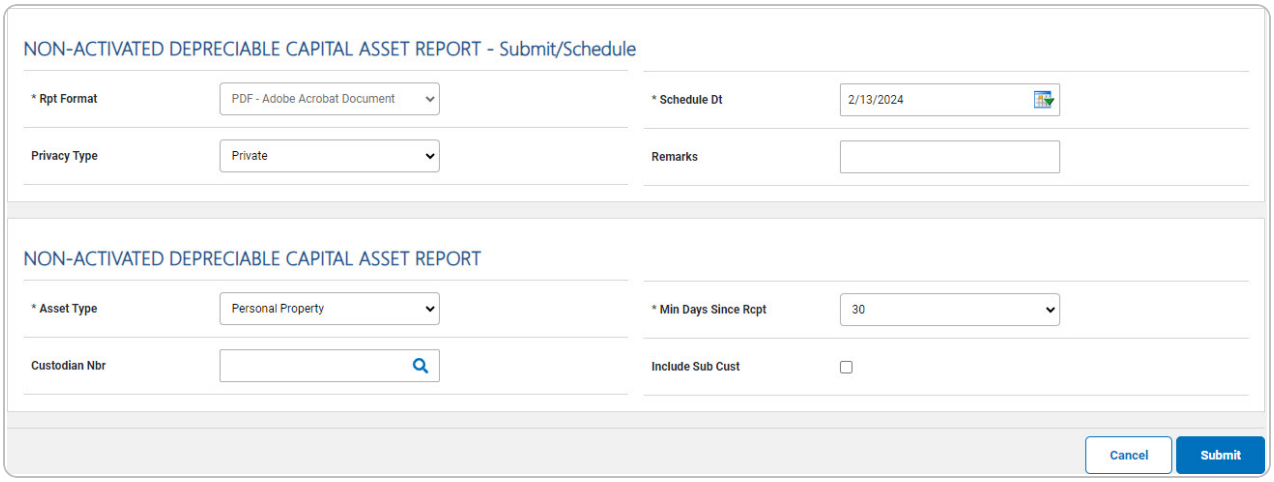
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Non-Activated Depreciable Capital Asset Report

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

1. Select the WPACR17R hyperlink. *The* ***Non-Activated Depreciable Capital Asset Report - Submit/Schedule*** *page appears.*



2. *Complete the Submit/Schedule grid.*

A. Use to select the Rpt Format.

B. Use to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Non-Activated Depreciable Capital Asset Report grid.*

A. Use to select the Asset Type.

B. Enter the CUSTODIAN NBR, or use to browse for the entry. *This is a 6 alpha-numeric character field.*

Custodian Browse help

C. Use to select the Min Days Since Rcpt.

D. Click to select the Include SUB CUST. *This includes the inventory for all the SUB CUSTs also.*

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	

13 — Mandatory Entry: *Asset Type*.	
13 — Mandatory Entry: *Min Days Since Rcpt*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Accounting Reports — Results
- Acquisition Program Asset Values By Quarter Report
- Acquisition Program CIP Project Status Report
- Agency CFO Accounting Statement Report
- Capital Asset Trial Balance Report
- Capital Asset Report
- CFO Out of Balance Detail Report
- Real Property Report

Schedule a Real Property Report

Overview

The Schedule Accounting Reports — Real Property Report provides the Installation Number, Installation Name, Improvement Number, Asset Code, Unit of Issue, Cost Center, Task Code, Real Property Site Unique Identifier, Site Name, Document Number, Real Property Quantity, Job Order Number, Account Report Number, Real Property Unique Identifier, Facility Name, Facility Number, Land Acquisition Tract Identifier, Heritage, Custodial Unit Identification Code, Acquisition Date, Effective Date, Activation Date, Last Activity Date, Fund Code, Dollar Amount, Accumulated Depreciation, and Fiscal Year Cost for a specified UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Accounting > WPACR06R hyperlink > Real Property Report - Submit/Schedule page

Page Fields

The following fields display on the **Real Property Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *

Privacy Type
Schedule Dt *
Remarks

Real Property Report Grid

Actbl UIC/UIC
Instl Nbr

(*) Asterisk identifies mandatory fields.

Procedures

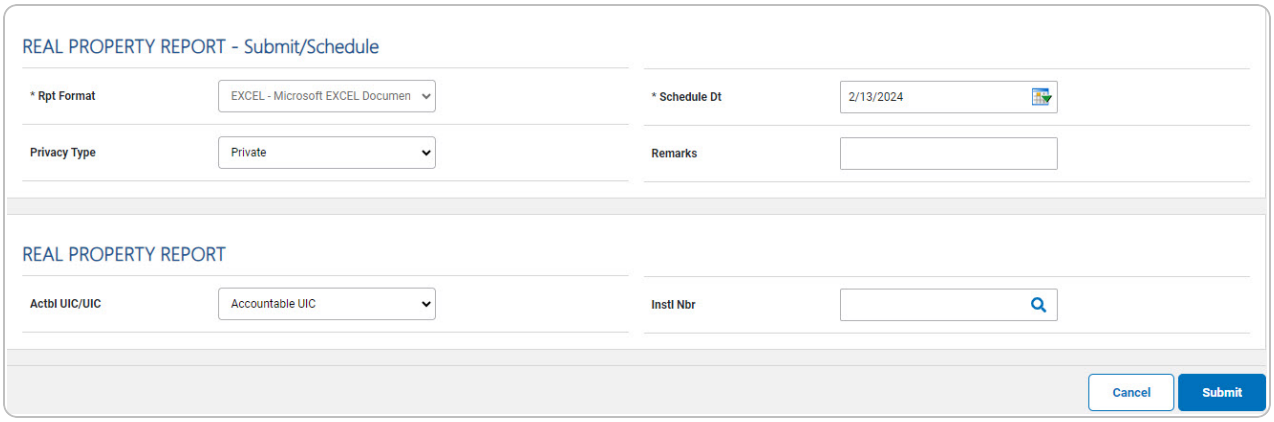
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Real Property Report

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

1. Select the WPACR06R hyperlink. *The **Real Property Report - Submit/Schedule** page appears.*



2. *Complete the Submit/Schedule grid.*

A. Use ⌄ to select the Rpt Format.

B. Use ⌄ to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Real Property Report grid.*

   A. Use to select the Actbl UIC/UIC.

   B. Enter the INSTL NBR, or use to browse for the entry. *This is a 5 alphanumeric character field.*

      Installation Number Browse help

4. Select Submit. *The* ***Reports Manager — Schedule Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report

- Delete the Form/Report
- Search for Schedule Accounting Reports — Results
- Acquisition Program Asset Values By Quarter Report
- Acquisition Program CIP Project Status Report
- Agency CFO Accounting Statement Report
- Capital Asset Report
- Capital Asset Trial Balance Report
- CFO Out of Balance Detail Report
- Non-Activated Depreciable Capital Asset Report

Schedule Accounting Reports — Results

Overview

The Reports Manager Schedule Accounting Reports Results process provides the ability to list the pre-determined Accounting reports.

Navigation

Forms-Reports > Schedule Reports > Reports Manager - Schedule > RPT CTGRY > Accounting > Reports Manager — Schedule - Accounting Search Results page

Page Fields

The following fields display on the **Reports Manager — Schedule - Accounting** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
99	Select "RPT ID" hyperlink to display the associated report criteria.

Search Results Grid

Rpt Category

Results Grid

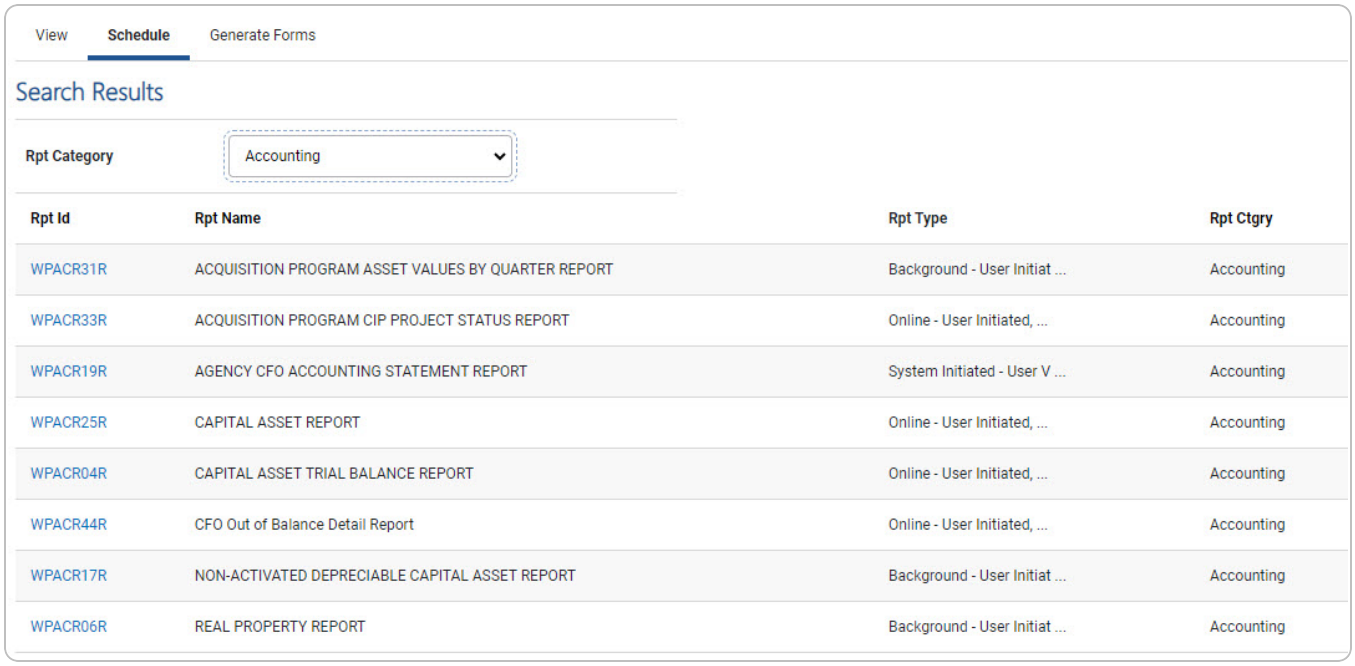
Rpt Id
Rpt Name
Rpt Type
Rpt Category

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Schedule an Accounting Report



Select the desired report hyperlink. *The report page opens, with applicable fields available.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT CTGRY*.	Missing Entry. Enter the appropriate information in the desired field.

895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Acquisition Program Asset Values By Quarter Report
- Acquisition Program CIP Project Status Report
- Agency CFO Accounting Statement Report
- Capital Asset Report
- Capital Asset Trial Balance Report
- CFO Out of Balance Detail Report
- Non-Activated Depreciable Capital Asset Report
- Real Property Report

Schedule a Custodian Report

Overview

The Schedule Administration Reports — Custodian Report provides the Custodian Number, Custodian Name, Custodian Phone Number, Custodian E-mail Address, Order Date, Transfer Automatically, Alternate Custodian Name, Alternate Custodian Phone Number, Alternate Custodian Order Date, Office, Office Name, Location, and Substitute Location for a specified UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Administration > WPHRR31R hyperlink > Custodian Report - Submit/Schedule page

Page Fields

The following fields display on the **Custodian Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

Custodian Report Grid

Agency
Site
Actbl UIC
UIC

(*) Asterisk identifies mandatory fields.

Procedures

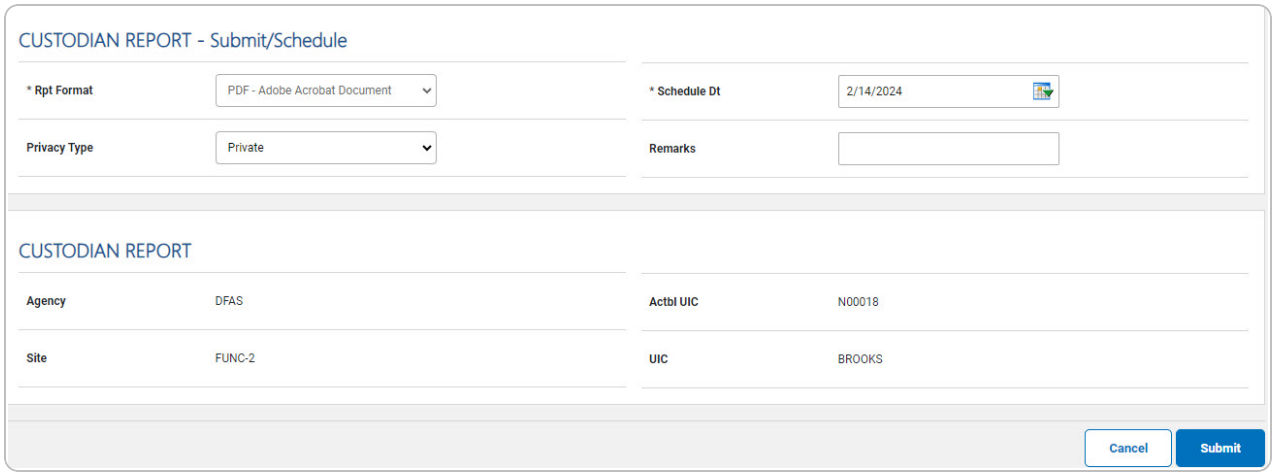
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Custodian Report

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

1. Select the WPHRR31R hyperlink. *The **Custodian Report - Submit/Schedule** page appears.*



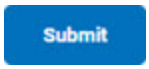
2. *Complete the Submit/Schedule grid.*

   A. Use ⌄ to select the Rpt Format.

   B. Use ⌄ to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Custodian Report grid.*
   A. *The Agency automatically populates and is not editable.*
   B. *The Site automatically populates and is not editable.*
   C. *The ACTBL UIC automatically populates and is not editable.*
   D. *The UIC automatically populates and is not editable.*
4. Select 

. *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report

- Search for Schedule Administration Reports — Results

Search for Schedule Administration Reports — Results

Overview

The Reports Manager Schedule Administration Results process provides the ability to list the pre-determined Administration reports.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Administration > Reports Manager — Schedule - Administration Search Results page

Page Fields

The following fields display on the **Reports Manager — Schedule - Administration** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
99	Select "RPT ID" hyperlink to display the associated report criteria.

Search Results Grid

Rpt Category

Results Grid

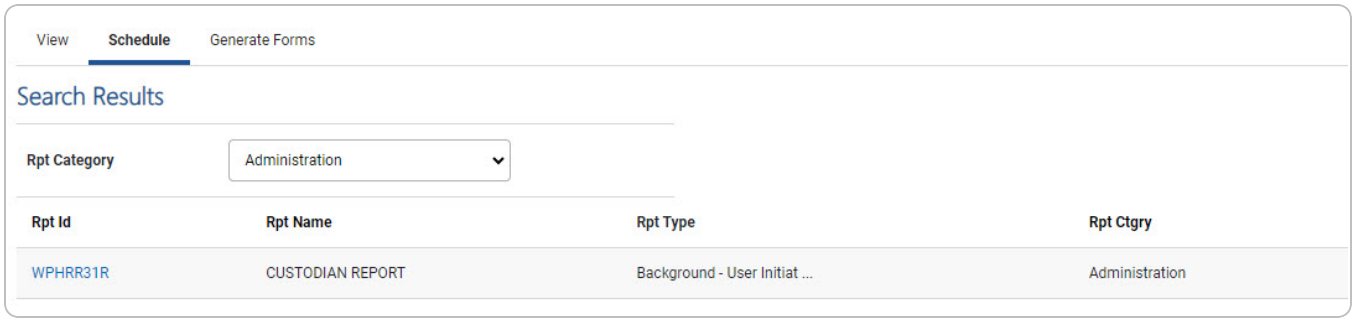
Rpt Id
Rpt Name
Rpt Type
Rpt Category

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Schedule an Administration Report



Select the desired report hyperlink. *The report page opens, with applicable fields available.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT CTGRY*.	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report

- Delete the Form/Report
- Custodian Report

Schedule Agency Reports — Results

Overview

The Reports Manager Schedule Agency Results process provides the ability to list the pre-determined Agency reports.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Agency > Reports Manager — Schedule - Agency Search Results page

Page Fields

The following fields display on the **Reports Manager — Schedule - Agency** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
99	Select "RPT ID" hyperlink to display the associated report criteria.

Search Results Grid

Rpt Category

Results Grid

Rpt Id
Rpt Name
Rpt Type
Rpt Category

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Schedule an Agency Report

Select the desired report hyperlink. *The report page opens, with applicable fields available.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT CTGRY*.	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report

Schedule an Assets on Loan Report

Overview

The Schedule Asset Reports — Assets on Loan Report provides the Activity Name, Custodian Name, Asset Identifier, Stock Number, Serial Number, Lot Number, Last Inventory Date and Time, Quantity, and Dollar Value for each specified DoDAAC within a UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > Rpt Ctgry > Asset > WPHRR24R hyperlink > Assets on Loan Report - Submit/Schedule page

Page Fields

The following fields display on the **Assets on Loan Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

Assets on Loan Report Grid

Actbl UIC/UIC
Report Type
Loan Cd *
Activity Name
Contractor
Contract Nbr

(*) Asterisk identifies mandatory fields.

Procedures

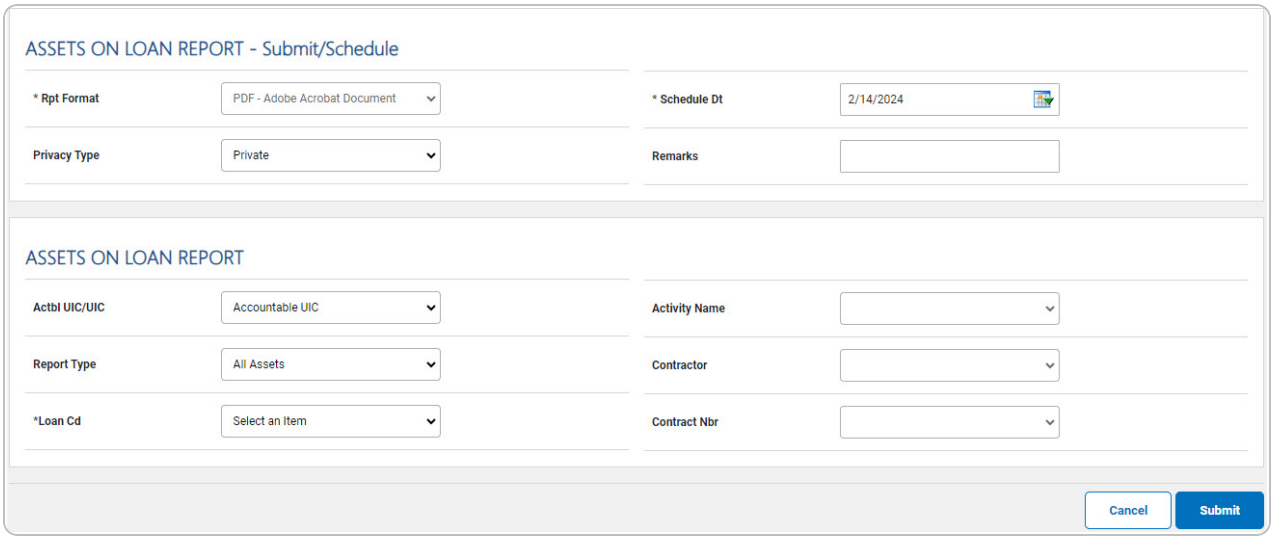
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule an Assets on Loan Report

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

1. Select the WPHRR24R hyperlink. *The **Assets on Loan Report - Submit/Schedule** page appears.*



2. *Complete the Submit/Schedule grid.*

A. Use to select the Rpt Format.

B. Use to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Assets on Loan Report grid.*

A. Use to select the Actbl UIC/UIC.

B. Use to select the Report Type.

C. Use to select the Loan Cd.

D. Use to select the Activity Name.

E. Use to select the Contractor.

F. Use to select the Contract Nbr.

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *SCHEDULE DT*.	
13 — Mandatory Entry: *LOAN CD*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Asset Reports — Results
- Agency Pending Transaction Report
- Custodian Asset Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- Primary Hand Receipt Report
- PSN Import Status Report
- Sensitive Asset Report
- Sub Hand Receipt Report
- UII Asset Status Report
- UIT Interface Transaction Report
- User Property Custodian Report

Schedule a Custodian Asset Report

Overview

The Schedule Asset Reports — Custodian Asset Report provides the Asset Identifier, Stock Number, Serial Number, Lot Number, Item Description, Quantity, Acquisition Cost, Location, Substitute Location, Expiration Date, Asset Code, Controlled Inventory Item Code, Loan Code, Lease Code, Suspected Loss, Last Inventory Date, Inventory Location, Inventory Subordinate Location, Substitute Custodian Number, Asset Level Code, Unit of Issue, Pilferable, Non-Accountable, Manufacturer Name, Manufacturer Part Number, Manufacturer Model Number, Status Code, Manufacturer Year, and Excess Action Code for each specified UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR0101R hyperlink > Custodian Asset Report - Submit/Schedule page

Page Fields

The following fields display on the **Custodian Asset Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *

Privacy Type
Schedule Dt *
Remarks

Custodian Asset Report Grid

Available Custodian(s)
Selected Custodian(s)
Sort Seq
Rpt Message

(*) Asterisk identifies mandatory fields.

Procedures

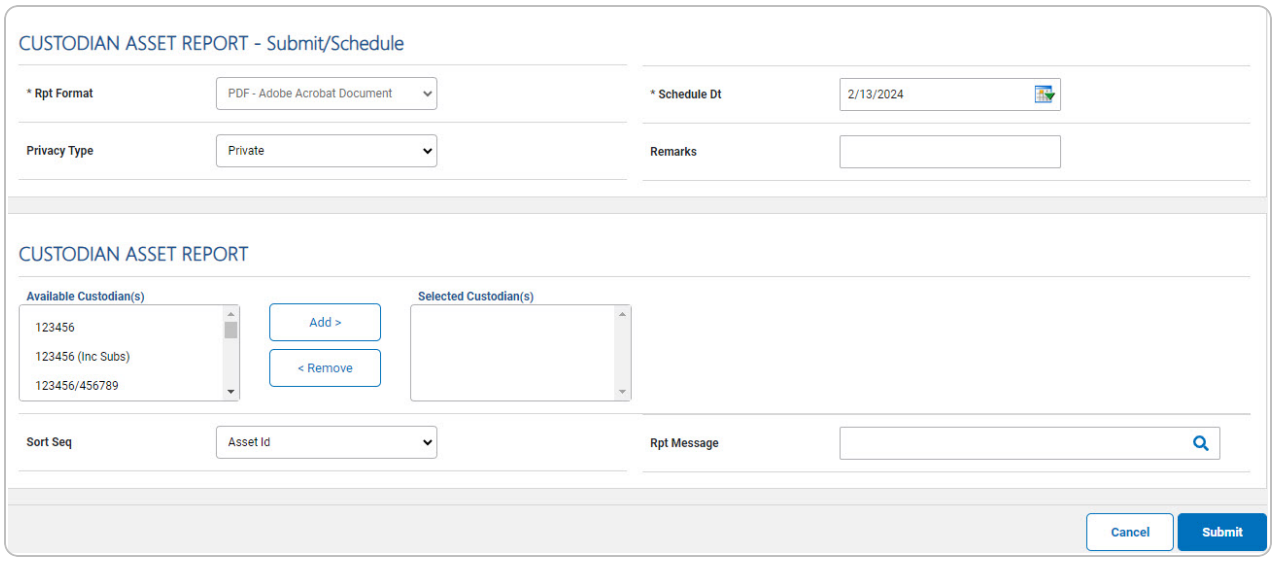
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Custodian Asset Report

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

1. Select the WPHRR0101R hyperlink. *The **Custodian Asset Report - Submit/Schedule** page appears.*



2. *Complete the Submit/Schedule grid.*

   A. Use ⌄ to select the Rpt Format.

   B. Use ⌄ to select the Privacy Type.

   C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

   D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Custodian Asset Report grid.*

   A. Select the custodian(s) in the Available Custodian(s) field to use in the report. *The custodian(s) are highlighted.*

> **Helpful Tip**
>
> To select more than one adjacent custodian, press and hold the Shift key after selecting the first custodian. Click the custodian at the end of the list, then release the Shift key.
>
> To select more than one individual custodians, press and hold the Control key after selecting the first custodian. Click the specific custodians required, then release the Control key.

   B. Select Add >. *The custodian(s) appear in the Selected Custodian(s) field.*

> **Helpful Tip**
>
> If a custodian was added inadvertently, select the incorrect custodian, and select < Remove. The custodian returns to the Available Custodian(s) list.

   C. Use ⌄ to select the Sort Seq.

   D. Enter the RPT MESSAGE, or use 🔍 to browse for the entry. *This is a 1024 alpha-numeric character field.*

      Msg Id Browse help

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Rpt Format*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Schedule Dt*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Asset Reports — Results
- Agency Pending Transaction Report
- Assets on Loan Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- Primary Hand Receipt Report
- PSN Import Status Report
- Sensitive Asset Report
- Sub Hand Receipt Report
- UII Asset Status Report
- UIT Interface Transaction Report
- User Property Custodian Report

Schedule an Increase Decrease Actions Report

Overview

The Schedule Asset Reports — Increase Decrease Actions Report provides the Stock Number, Item Description, Asset Identifier, Serial Number, Document Number, Custodian Number, Action Code, Quantity, Acquisition Cost, Date, and Time for each Increased or Decreased Stock Number for each specified UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR06R hyperlink > Increase Decrease Actions Report - Submit/Schedule page

Page Fields

The following fields display on the **Increase Decrease Actions Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

Increase Decrease Actions Report Grid

Start Dt *
End Dt *
Actbl UIC/UIC Select

(*) Asterisk identifies mandatory fields.

Procedures

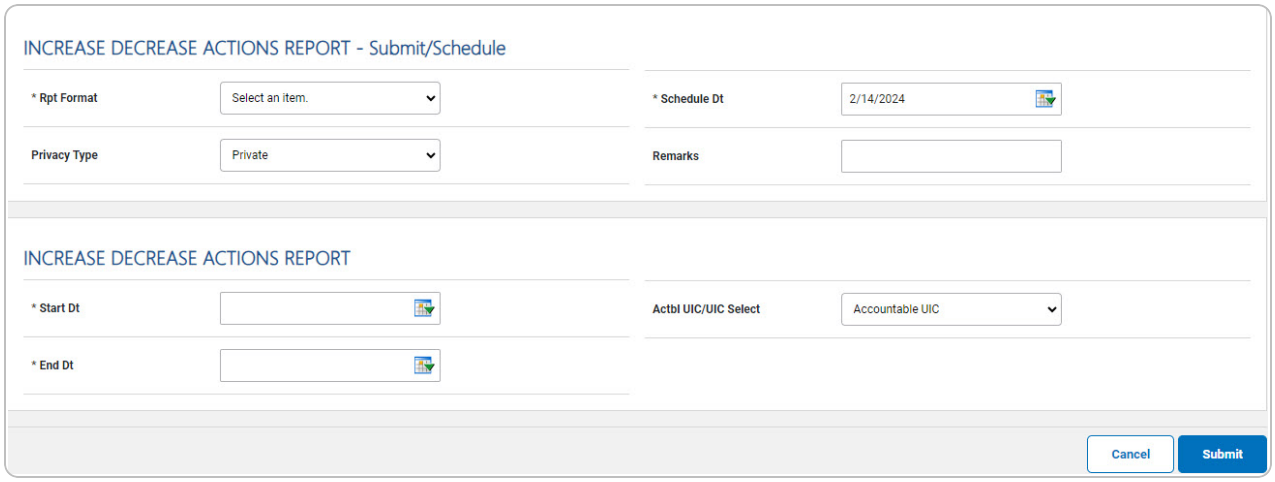
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule an Increase Decrease Actions Report

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

1. Select the WPHRR06R hyperlink. *The* ***Increase Decrease Actions Report - Submit/Schedule*** *page appears.*



2. *Complete the Submit/Schedule grid.*

   A. Use ⌄ to select the Rpt Format.

   B. Use ⌄ to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

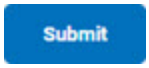
D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Increase Decrease Actions Report grid.*

A. Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

B. Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

C. Use to select the Actbl UIC/UIC.

4. Select  . *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
13 — Mandatory Entry: *START DT*.	
13 — Mandatory Entry: *END DT*.	

895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Asset Reports — Results
- Agency Pending Transaction Report
- Assets on Loan Report
- Custodian Asset Report
- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- Primary Hand Receipt Report
- PSN Import Status Report
- Sensitive Asset Report
- Sub Hand Receipt Report
- UII Asset Status Report
- UIT Interface Transaction Report
- User Property Custodian Report

Schedule an IUID Registry Submission Report

Overview

The Schedule Asset Reports — IUID Registry Submission Report provides the Asset Identifier, Stock Number, Serial Number, Item Description, Transaction Date, Unique Item Identifier, and Life Cycle Event for each specified Asset within a UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR25R hyperlink > IUID Registry Submission Report - Submit/Schedule page

Page Fields

The following fields display on the **IUID Registry Submission Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

IUID Registry Submission Report Grid

UIC
Start Dt *
End Dt *

(*) Asterisk identifies mandatory fields.

Procedures

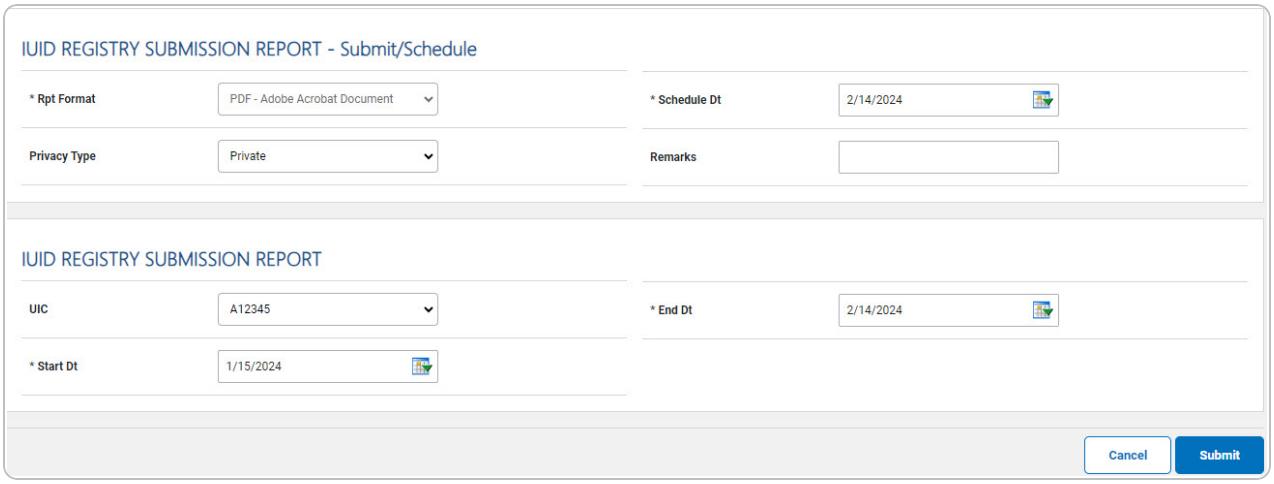
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule anIUID Registry Submission Report

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

1. Select the WPHRR25R hyperlink. *The **IUID Registry Submission Report - Submit/Schedule** page appears.*



2. *Complete the Submit/Schedule grid.*

   A. Use ⌄ to select the Rpt Format.

   B. Use ⌄ to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the IUID Registry Submission Report grid.*

A. Use to select the UIC.

B. Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

C. Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
13 — Mandatory Entry: *LOAN CD*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Asset Reports — Results
- Agency Pending Transaction Report
- Assets on Loan Report
- Custodian Asset Report
- Increase Decrease Actions Report
- Location Asset Report
- Pending Transactions Report
- Primary Hand Receipt Report
- PSN Import Status Report
- Sensitive Asset Report
- Sub Hand Receipt Report
- UII Asset Status Report
- UIT Interface Transaction Report
- User Property Custodian Report

Schedule a Location Asset Report

Overview

The Schedule Asset Reports — Location Asset Report provides the Asset Identifier, Stock Number, Serial Number, Lot Number, Item Description, Quantity, Acquisition Cost, Major Custodian Number, Subordinate Custodian Number, Subordinate Location, Expiration Date, Asset Code, Controlled Inventory Item Code, Loan Code, Lease Code, Suspected Loss, Last Inventory Date, Asset Condition Code, Inventory Location, Inventory Subordinate Location, Asset Level Code, Unit of Issue, Pilferable, Non-Accountable, Manufacturer Name, Manufacturer Part Number, Manufacturer Model Number, Status Code, Manufacturer Year, and Excess Action Code for each specified UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR0401R hyperlink > Location Asset Report - Submit/Schedule page

Page Fields

The following fields display on the **Location Asset Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *

Privacy Type
Schedule Dt *
Remarks

Location Asset Report Grid

Available Location(s)
Selected Location(s)
Sort Seq
Rpt Message

(*) Asterisk identifies mandatory fields.

Procedures

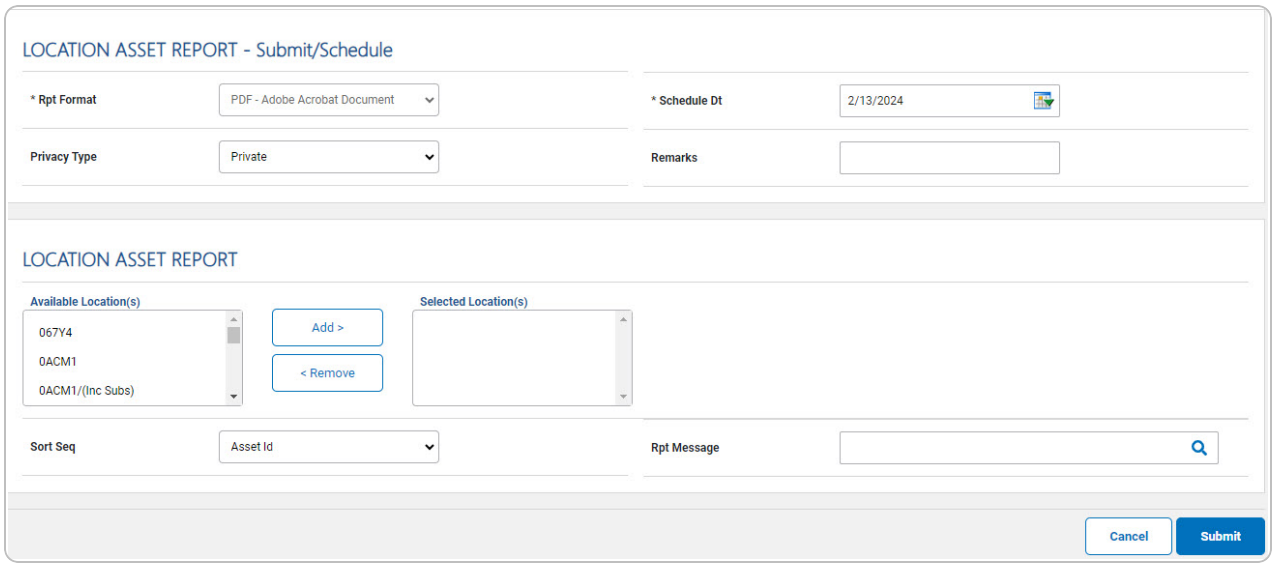
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Location Asset Report

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

1. Select the WPHRR0401R hyperlink. *The **Location Asset Report - Submit/Schedule** page appears.*



2. *Complete the Submit/Schedule grid.*

   A. Use ⌄ to select the Rpt Format.

   B. Use ⌄ to select the Privacy Type.

   C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

   D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Location Asset Report - Submit/Schedule grid.*

   A. Select the location(s) in the Available Location(s) field to use in the report. *The location(s) are highlighted.*

> **Helpful Tip**
>
> To select more than one adjacent location, press and hold the Shift key after selecting the first location. Click the location at the end of the list, then release the Shift key.
>
> To select more than one individual location, press and hold the Control key after selecting the first location. Click the specific location required, then release the Control key.

   B. Select Add >. *The location(s) appear in the Selected Location(s) field.*

> **Helpful Tip**
>
> If a location was added inadvertently, select the incorrect location, and select < Remove. The location returns to the Available Location(s) list.

   C. Use ⌄ to select the Sort Seq.

   D. Enter the RPT MESSAGE, or use 🔍 to browse for the entry. *This is a 1024 alphanumeric character field.*

      Msg Id Browse help

4. Select Submit. *The* ***Schedule Reports Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
13 — Mandatory Entry: *LOAN CD*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Asset Reports — Results
- Agency Pending Transaction Report
- Assets on Loan Report
- Custodian Asset Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Pending Transactions Report
- Primary Hand Receipt Report
- PSN Import Status Report
- Sensitive Asset Report
- Sub Hand Receipt Report

- UII Asset Status Report
- UIT Interface Transaction Report
- User Property Custodian Report

Schedule a Pending Transactions Report

Overview

The Schedule Asset Reports — Pending Transactions Report provides the Document Number, Asset Identifier, Stock Number, Serial Number, Custodian Number, Item Description, Quantity, Date, and Process Status Code for each Type of Transaction within a UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR08D hyperlink > Pending Transactions Report - Submit/Schedule page

Page Fields

The following fields display on the **Pending Transactions Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

Pending Transactions Report Grid

Site Id
Actbl UIC
UIC
Start Dt
End Dt

(*) Asterisk identifies mandatory fields.

Procedures

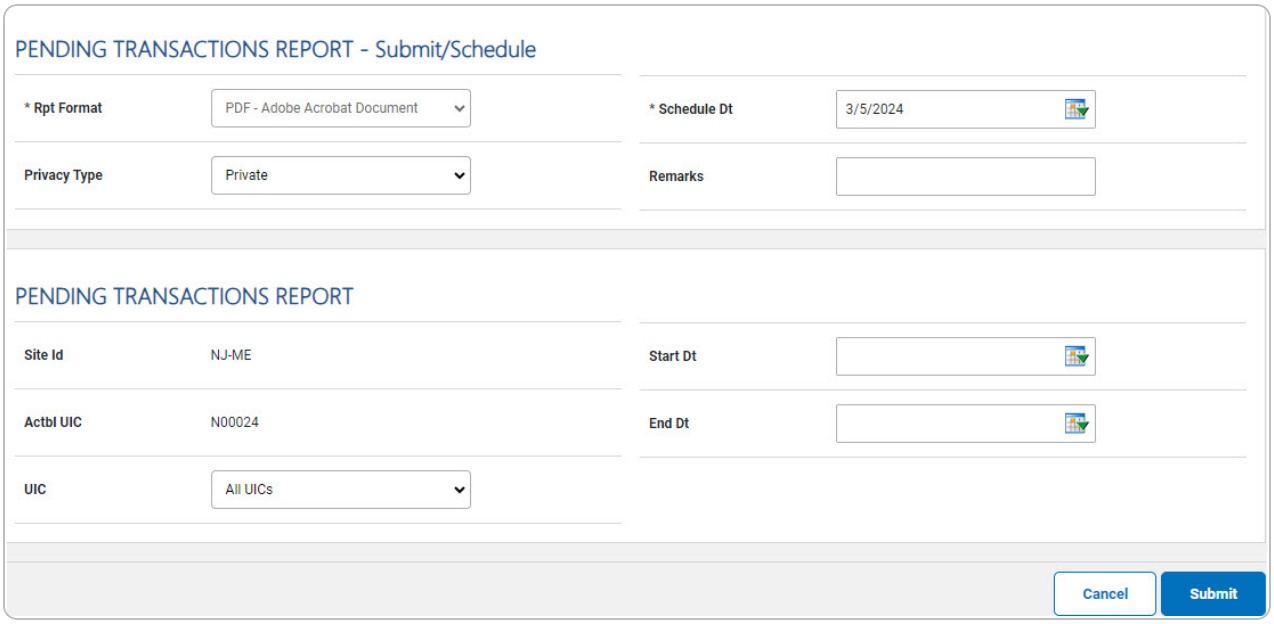
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Pending Transactions Report

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

1. Select the WPHRR08D hyperlink. *The* ***Pending Transactions Report - Submit/Schedule*** *page appears.*



2. *Complete the Submit/Schedule grid.*

   A. Use to select the Rpt Format.

   B. Use to select the Privacy Type.

   C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

   D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Pending Transactions Report grid.*

   A. *The SITE ID automatically populates and is not editable.*

   B. *The ACTBL UIC automatically populates and is not editable.*

   C. Use to select the UIC.

   D. Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

   E. Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	

13 — Mandatory Entry: *LOAN CD*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Asset Reports — Results
- Agency Pending Transaction Report
- Assets on Loan Report
- Custodian Asset Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Location Asset Report
- Primary Hand Receipt Report
- PSN Import Status Report
- Sensitive Asset Report
- Sub Hand Receipt Report
- UII Asset Status Report
- UIT Interface Transaction Report
- User Property Custodian Report

Schedule a PSN Import Status Report

Overview

The Schedule Asset Reports — PSN Import Status Report provides the DoDAAC, Shipment Identifier, File Name, Date, and Time for each specified UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > Rpt Ctgry > Asset > WPSAR01R hyperlink > PSN Import Status Report - Submit/Schedule page

Page Fields

The following fields display on the **PSN Import Status Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

PSN Import Status Report Grid

(*) Asterisk identifies mandatory fields.

Procedures

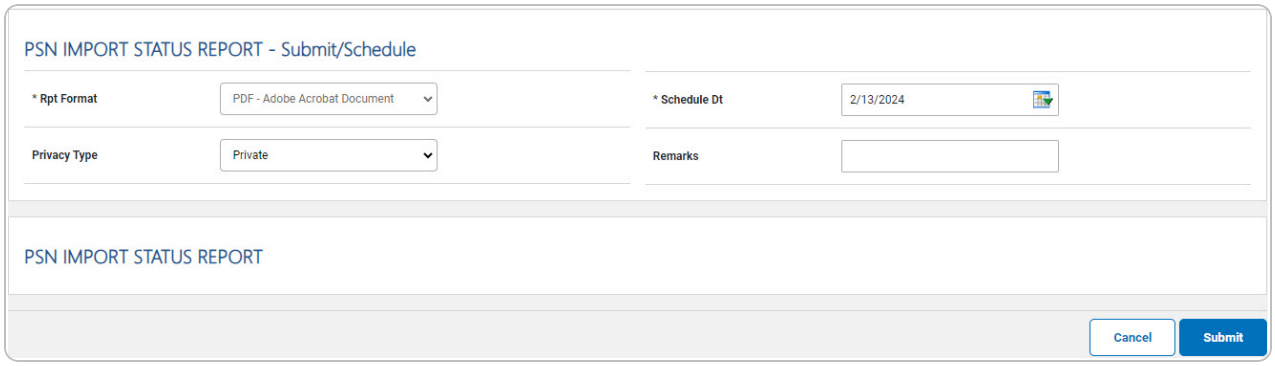
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a PSN Import Status Report

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

1. Select the WPSAR01R hyperlink. *The **PSN Import Status Report - Submit/Schedule** page appears.*



2. *Complete the Submit/Schedule grid.*

   A. Use ⌄ to select the Rpt Format.

   B. Use ⌄ to select the Privacy Type.

   C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

   D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the PSN Import Status Report grid.*

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Asset Reports — Results
- Agency Pending Transaction Report
- Assets on Loan Report
- Custodian Asset Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- Primary Hand Receipt Report
- Sensitive Asset Report
- Sub Hand Receipt Report

- UII Asset Status Report
- UIT Interface Transaction Report
- User Property Custodian Report

Schedule a Sensitive Asset Report

Overview

The Schedule Asset Reports — Sensitive Asset Report provides the Asset Identifier, Stock Number, Serial Number, Lot Number, Item Description, Quantity, Acquisition Cost, Location, Substitute Location, Expiration Date, Asset Code, Controlled Inventory Item Code, Loan Code, Lease Code, Suspected Loss, Last Inventory Date, Inventory Location, Inventory Subordinate Location, Substitute Custodian Number, Asset Level Code, Unit of Issue, Pilferable, Non-Accountable, Manufacturer Name, Manufacturer Part Number, Manufacturer Model Number, Status Code, Manufacturer Year, and Excess Action Code for each specified UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR0301R hyperlink > Sensitive Asset Report - Submit/Schedule page

Page Fields

The following fields display on the **Sensitive Asset Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *

Privacy Type
Schedule Dt *
Remarks

Sensitive Asset Report Grid

Available Custodian(s)
Selected Custodian(s)
Include PILFRBL
Sort Seq
Rpt Message

(*) Asterisk identifies mandatory fields.

Procedures

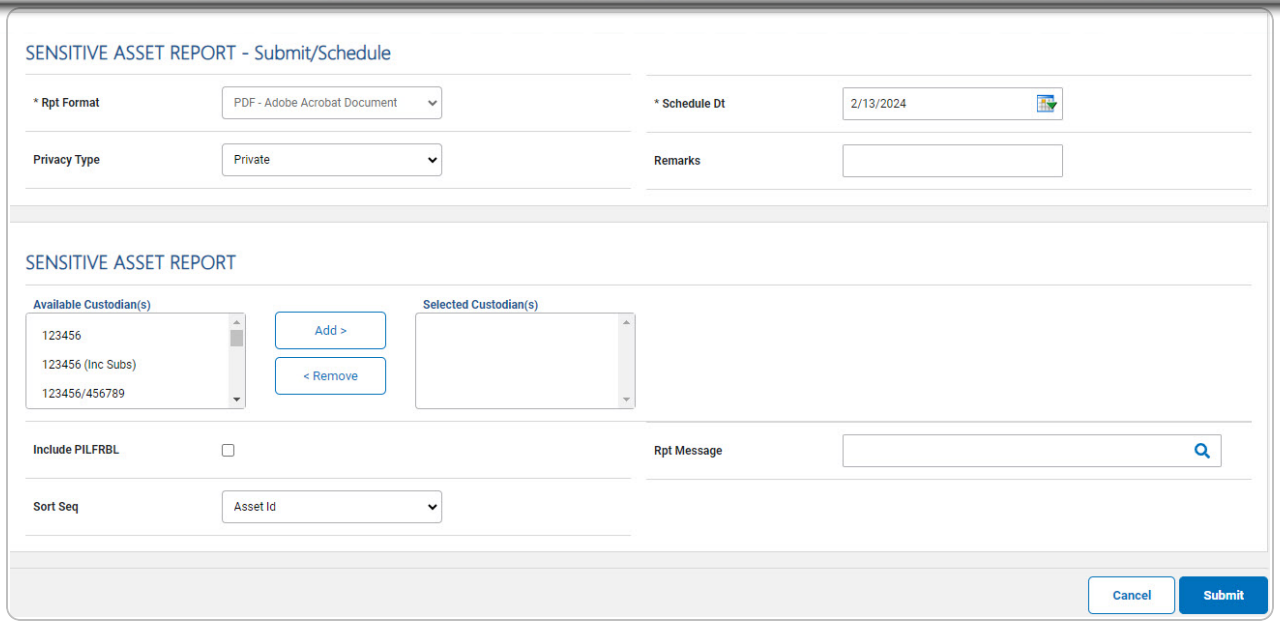
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Sensitive Asset Report

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

1. Select the WPHRR0301R hyperlink. *The* ***Sensitive Asset Report - Submit/Schedule*** *page appears.*



2. *Complete the Submit/Schedule grid.*

A. Use to select the Rpt Format.

B. Use to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Sensitive Asset Report grid.*

A. Select the custodian(s) in the Available Custodian(s) field to use in the report. *The custodian(s) are highlighted.*

Helpful Tip

To select more than one adjacent custodian, press and hold the Shift key after selecting the first custodian. Click the custodian at the end of the list, then release the Shift key.

To select more than one individual custodians, press and hold the Control key after selecting the first custodian. Click the specific custodians required, then release the Control key.

B. Select Add >. *The custodian(s) appear in the Selected Custodian(s) field.*

Helpful Tip

If a custodian was added inadvertently, select the incorrect custodian, and select < Remove. The custodian returns to the Available Custodian(s) list.

C. Click ☐ to select the Include PILFRBL. *The assets marked as pilferable are included in the report.*

D. Use ⌄ to select the Sort Seq.

E. Enter the RPT MESSAGE, or use 🔍 to browse for the entry. *This is a 1024 alpha-numeric character field.*

Msg Id Browse help

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Asset Reports — Results
- Agency Pending Transaction Report
- Assets on Loan Report
- Custodian Asset Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- Primary Hand Receipt Report
- PSN Import Status Report
- Sub Hand Receipt Report
- UII Asset Status Report
- UIT Interface Transaction Report
- User Property Custodian Report

Schedule a UII Asset Status Report

Overview

The Schedule Asset Reports — UII Asset Status Report provides the Location, Substitute Location, Asset Identifier, Stock Number, Serial Number, Item Description, Custodian Number, Substitute Custodian Number, Unique Item Identifier, Unique Item Identifier Verified Flag , and Unique Item Identifier Verified Date for each specified UII status within a UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR36R hyperlink > UII Asset Status Report - Submit/Schedule page

Page Fields

The following fields display on the **UII Asset Status Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

UII Asset Status Report Grid

Custodian Nbr
Include Sub Cust
UII Sts *

(*) Asterisk identifies mandatory fields.

Procedures

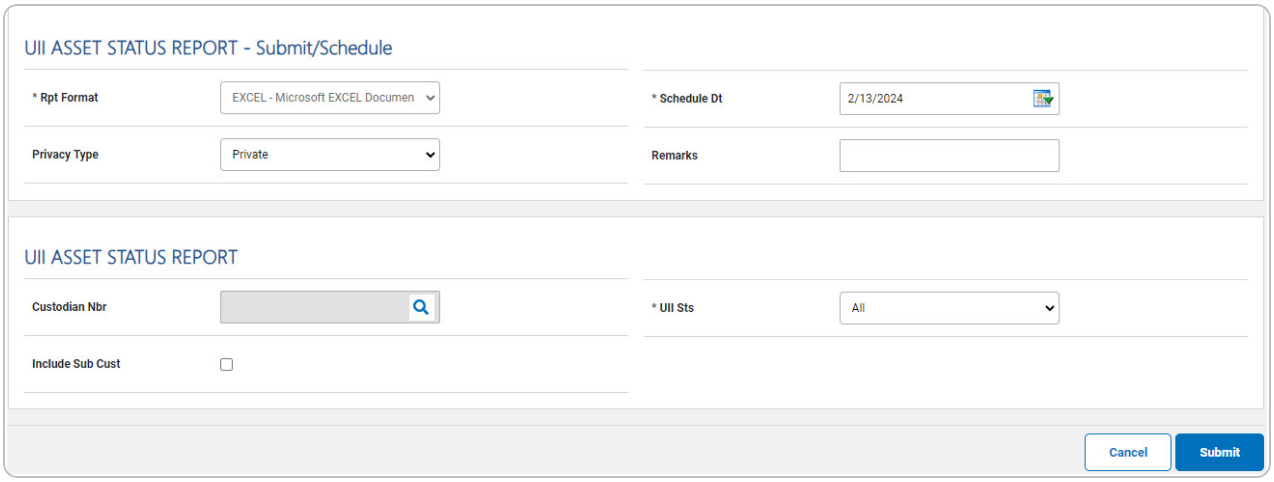
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a UII Asset Status Report

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

1. Select the WPHRR36R hyperlink. *The **UII Asset Status Report - Submit/Schedule** page appears.*



2. *Complete the Submit/Schedule grid.*

   A. Use ⌄ to select the Rpt Format.

   B. Use ⌄ to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the UII Asset Status Report grid.*

A. Enter the CUSTODIAN NBR, or use to browse for the entry. *This is a 6 alpha-numeric character field.*

Custodian Browse help

B. Click to select the Include SUB CUST. *The assets with each subordinate custodian is included in the report.*

C. Use to select the UII Sts.

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
13 — Mandatory Entry: *LOAN CD*.	
895 - Date entered must be	Invalid Date Entry. The date must be either the

>= System Date.	system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Asset Reports — Results
- Agency Pending Transaction Report
- Assets on Loan Report
- Custodian Asset Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- Primary Hand Receipt Report
- PSN Import Status Report
- Sensitive Asset Report
- Sub Hand Receipt Report
- UIT Interface Transaction Report
- User Property Custodian Report

Schedule a User Property Custodian Report

Overview

The Schedule Asset Reports — User Property Custodian Report provides the Asset Identifier, Item Description, Stock Number, Manufacturer Model Number, Location, Custodian Number, Serial Number, Manufacturer Part Number, Cost Center, and Total Cost for each specified UIC.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Asset > WPHRR3501R hyperlink > User Property Custodian Report - Submit/Schedule page

Page Fields

The following fields display on the **User Property Custodian Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

User Property Custodian Report Grid

Sys Id
Sys Id List *

(*) Asterisk identifies mandatory fields.

Procedures

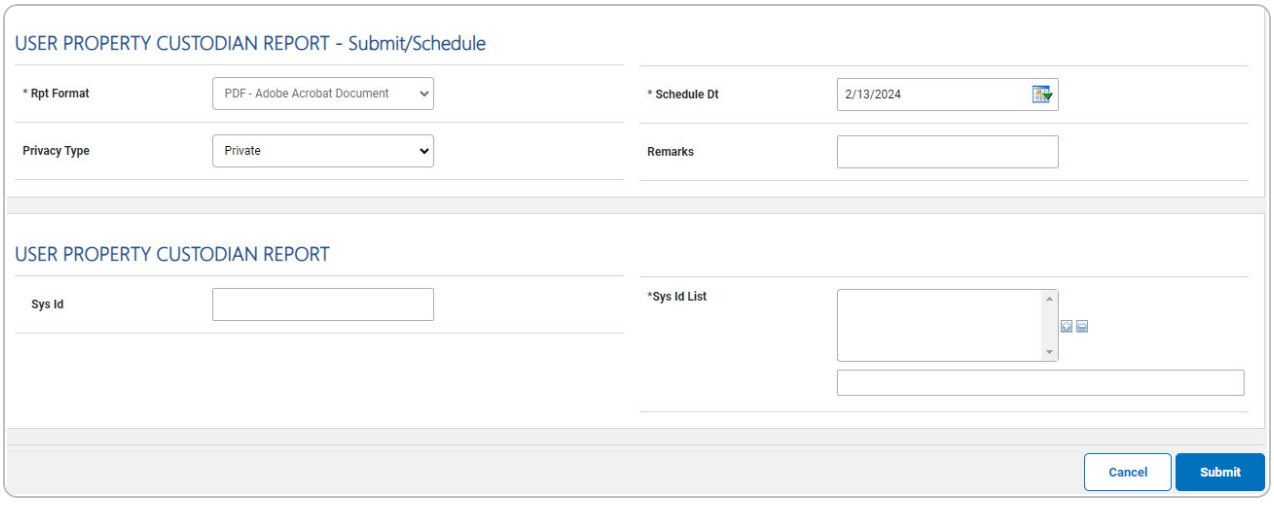
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a User Property Custodian Report

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

1. Select the WPHRR3501R hyperlink. *The **User Property Custodian Report - Submit/Schedule** page appears.*



2. *Complete the Submit/Schedule grid.*

   A. Use to select the Rpt Format.

   B. Use to select the Privacy Type.

   C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

   D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the User Property Custodian Report grid.*

   A. Enter the SYS ID, using to assist with the entry. *This is a 10 alphanumeric character field.*

   B. Select . *The SYS ID(s) appear in the SYS ID List field.*

   Helpful Tip

   If a SYS ID was added inadvertently, select the incorrect SYS ID, and select . The SYS ID is removed from the list.

   C. Repeat Step 6 until all the chosen SYS ID(s) appear in the SYS ID List field.

4. Select Submit. *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry:	

***Schedule Dt*.**	
13 — Mandatory Entry: *Sys Id List*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Asset Reports — Results
- Agency Pending Transaction Report
- Assets on Loan Report
- Custodian Asset Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- Primary Hand Receipt Report
- PSN Import Status Report
- Sensitive Asset Report
- Sub Hand Receipt Report
- UII Asset Status Report
- UIT Interface Transaction Report

Schedule Asset Reports — Results

Overview

The Schedule Asset Reports process Results process provides the ability to list the pre-determined Asset reports.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Asset > Reports Manager — Schedule - Asset Search Results page

Page Fields

The following fields display on the **Reports Manager — Schedule - Asset** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
99	Select "RPT ID" hyperlink to display the associated report criteria.

Search Results

Rpt Category

Results Grid

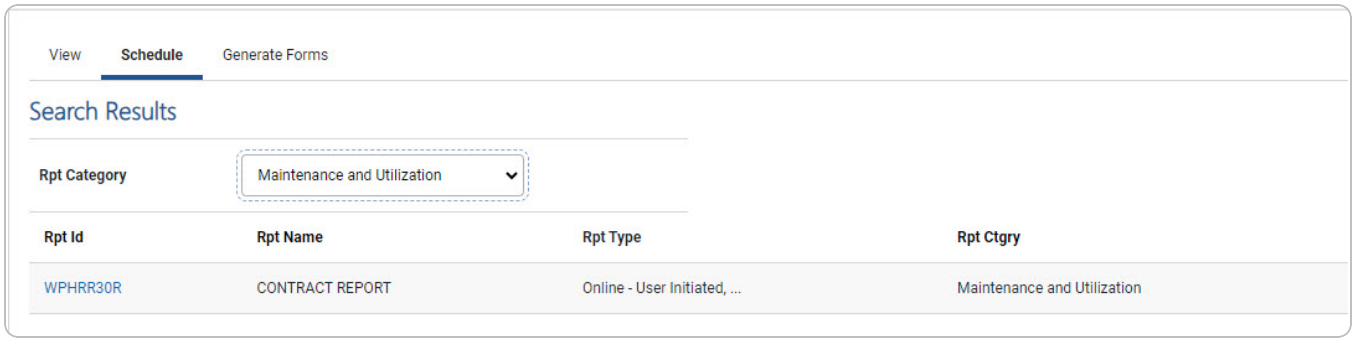
Rpt Id
Rpt Name
Rpt Type
Rpt Category

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Schedule an Asset Report



Select the desired report hyperlink. *The report page opens, with applicable fields available.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT CTGRY*.	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report

- Delete the Form/Report
- Agency Pending Transaction Report
- Assets on Loan Report
- Custodian Asset Report
- Increase Decrease Actions Report
- IUID Registry Submission Report
- Location Asset Report
- Pending Transactions Report
- Primary Hand Receipt Report
- PSN Import Status Report
- Sensitive Asset Report
- Sub Hand Receipt Report
- UII Asset Status Report
- UIT Interface Transaction Report
- User Property Custodian Report

Schedule an Asset Authorization Report (LIN/TAMCN)

Overview

The Schedule Authorization Reports — Asset Authorization Report (LIN/TAMCN) provides the LIN/TAMCN information, Unit Identification Code, and Paragraph Number for each specified UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Authorization > WPAUR05R hyperlink > Asset Authorization Report (LIN/TAMCN) - Submit/Schedule page

Page Fields

The following fields display on the **Asset Authorization Report (LIN/TAMCN) - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *

Remarks

Asset Authorization Report (LIN/TAMCN) Grid

All LIN/TAMCN
Specific LIN/TAMCN
LIN/TAMCN Range
Multi LIN/TAMCN
UIC
Para Nbr
LIN/TAMCN

(*) Asterisk identifies mandatory fields.

Procedures

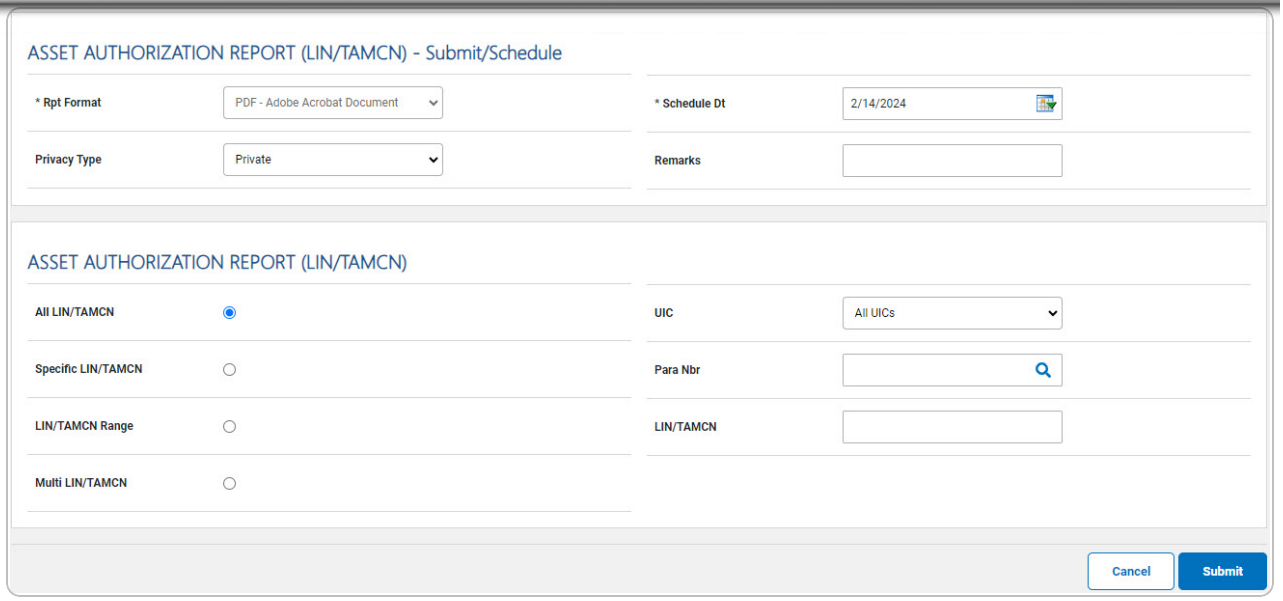
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule an Asset Authorization Report (LIN/TAMCN)

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

1. Select the WPAUR05R hyperlink. *The **Asset Authorization Report (LIN/TAMCN) - Submit/Schedule** page appears.*



2. *Complete the Submit/Schedule grid.*

A. Use to select the Rpt Format.

B. Use to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Asset Authorization Report (LIN/TAMCN) grid.*

A. Select All LIN/TAMCN if all LIN/TAMCN's are required in the report. *All of the LIN/TAMCN are included in the Asset Authorization Report (LIN/TAMCN) Report.*

B. Select Specific LIN/TAMCN if only specific LIN/TAMCN's are required in the report. *All of the LIN/TAMCN are included in the Asset Authorization Report (LIN/TAMCN) Report.*

C. Select LIN/TAMCN Range if only specific range of LIN/TAMCN's are required in the report. *Only a specific range of LIN/TAMCNs are included in the Asset Authorization Report (LIN/TAMCN) Report.*

D. Select Multi LIN/TAMCN if multiple LIN/TAMCN's are required in the report. *Multiple LIN/TAMCNs are included in the Asset Authorization Report (LIN/TAMCN) Report.*

E. Use to select the UIC.

F. Enter the PARA NBR, or use to browse for the entry. *This is a 4 alphanumeric character field.*

Paragraph Browse help

G. Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

4. Select Submit. *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report

- Delete the Form/Report
- Search for Schedule Authorization Reports — Results
- Asset Summary Report
- Authorization Report
- FSM Auth Mgt On-Hand Report

Schedule an Asset Summary Report

Overview

The Schedule Authorization Reports — Asset Summary Report provides the Accountable Unit Identification Code, Parent Unit Identification Code, and Specific Unit Identification Code for each specified UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Result > RPT CTGRY > Authorization > WPAUR06R hyperlink > Asset Summary Report - Submit/Schedule page

Page Fields

The following fields display on the **Asset Summary Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

Asset Summary Report Grid

Actbl UIC
Parent UIC
Specific UIC

(*) Asterisk identifies mandatory fields.

Procedures

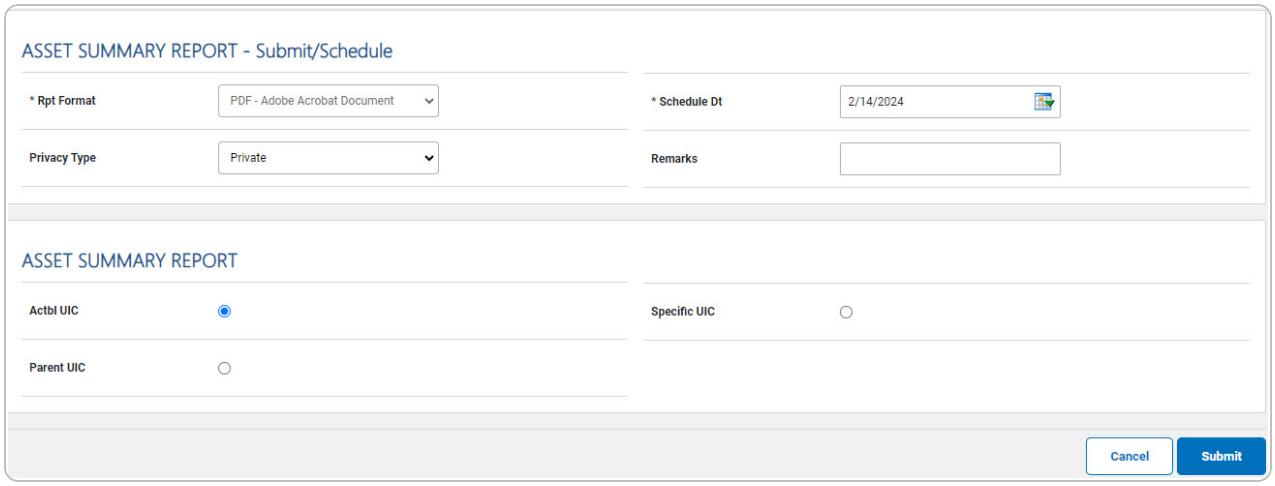
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule an Asset Summary Report

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

1. Select the WPAUR06R hyperlink. *The* ***Asset Summary Report - Submit/Schedule*** *page appears.*



2. *Complete the Submit/Schedule grid.*

A. Use ⌄ to select the Rpt Format.

B. Use ⌄ to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

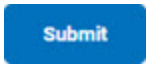
D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Asset Summary Report grid.*

   A. Select ACTBL UIC if the ACTBL UIC is required in the report. *The ACTBL UIC is included in the Asset Summary Report.*

   B. Select PARENT UIC if the PARENT UIC is required in the report. *The PARENT UIC is included in the Asset Summary Report.*

   C. Select SPECIFIC UIC if the SPECIFIC UIC is required in the report. *The SPECIFIC UIC is included in the Asset Summary Report.*

4. Select  . *The **Reports Manager — Schedule Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Authorization Reports — Results
- Asset Authorization Report (LIN/TAMCN)
- Authorization Report
- FSM Auth Mgt On-Hand Report

Schedule an Authorization Report

Overview

The Schedule Authorization Reports — Authorization Report provides the Stock Number, Item Description, Unit Identification Code, Authorization Code, Authorization Reference Number, On Hand Quantity, Authorization Quantity, Requested Quantity, Overage Quantity, and Shortage Quantity for each specified UIC.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Authorization > WPAUR03R hyperlink > Authorization Report - Submit/Schedule page

Page Fields

The following fields display on the **Authorization Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

Authorization Report Grid

UIC
Authn Cd
Sort Seq

(*) Asterisk identifies mandatory fields.

Procedures

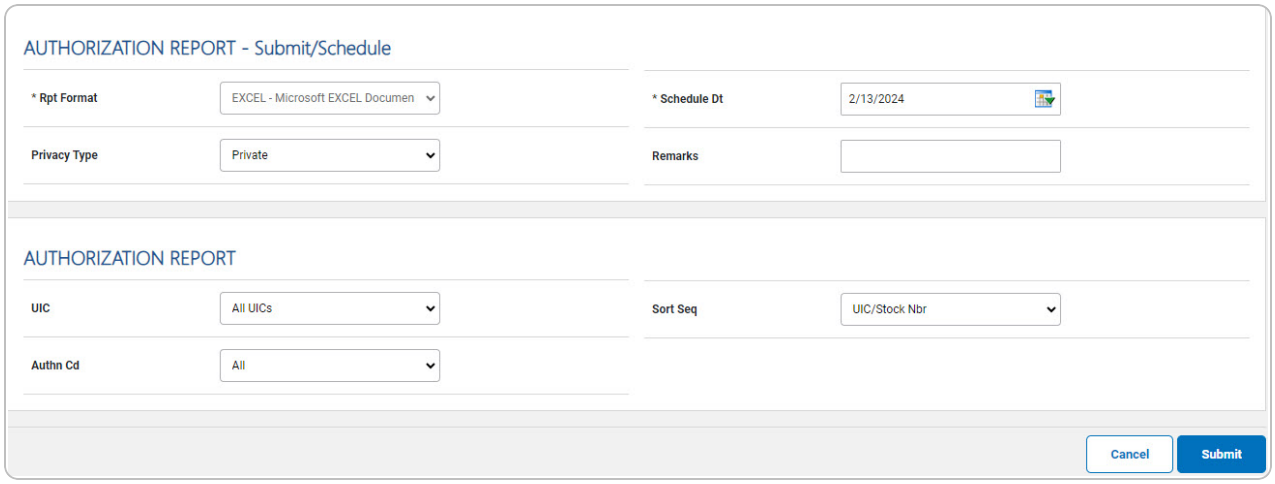
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule an Authorization Report

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

1. Select the WPAUR03R hyperlink. *The* ***Authorization Report - Submit/Schedule*** *page appears.*



2. *Complete the Submit/Schedule grid.*

A. Use ⌄ to select the Rpt Format.

B. Use ⌄ to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

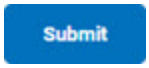
D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Authorization Report grid.*

   A. Use to select the UIC.

   B. Use to select the Authn Cd.

   C. Use to select the Sort Seq.

4. Select 

. *The* ***Reports Manager — Schedule Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report

- Delete the Form/Report
- Search for Schedule Authorization Reports — Results
- Asset Authorization Report (LIN/TAMCN)
- Asset Summary Report
- FSM Auth Mgt On-Hand Report

Search for Schedule Authorization Reports — Results

Overview

The Schedule Authorization Reports process Results process provides the ability to list the pre-determined Authorization reports.

Navigation

Forms-Reports > Schedule Reports > Reports Manager - Schedule > RPT CTGRY > Authorization > Reports Manager — Schedule - Authorization Search Results page

Page Fields

The following fields display on the **Reports Manager — Schedule - Authorization** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
99	Select "RPT ID" hyperlink to display the associated report criteria.

Search Results Grid

Rpt Category

Results Grid

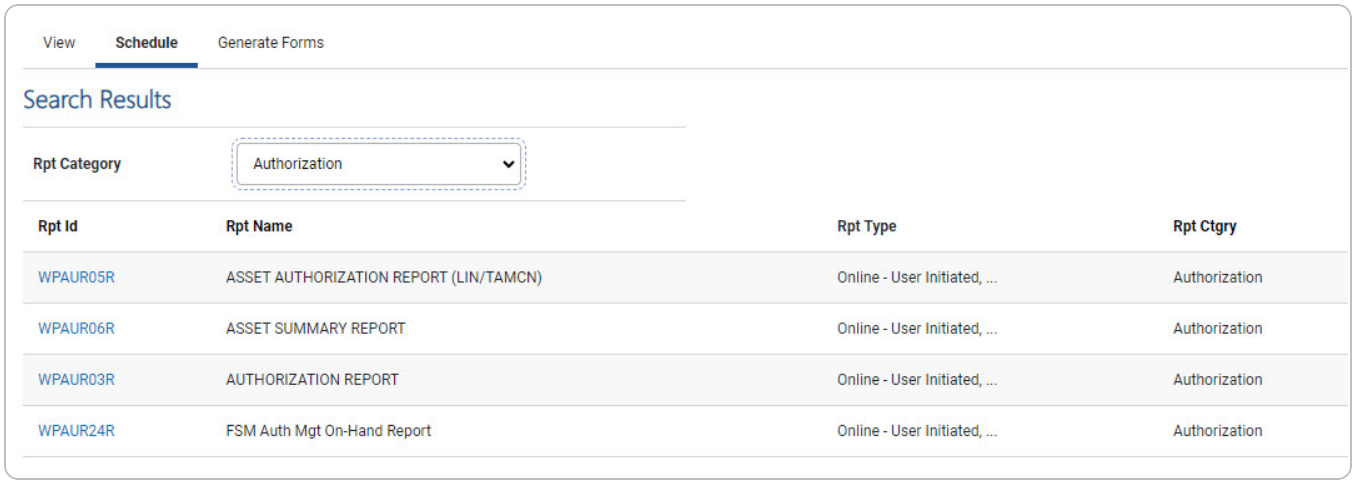
Rpt Id
Rpt Name
Rpt Type
Rpt Category

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Schedule an Authorization Report



Select the desired report hyperlink. *The report page opens, with applicable fields available.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT CTGRY*.	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Asset Authorization Report (LIN/TAMCN)
- Asset Summary Report
- Authorization Report
- FSM Auth Mgt On-Hand Report

Schedule a Contract Report

Overview

The Schedule Maintenance and Utilization Reports — Contract Report provides the Site, Accountable Unit Identification Code, and Contractor Name within each Accountable Unit Identification Code.

Navigation

Forms-Reports > Schedule Reports > Reports Manager — Schedule Search Results > RPT CTGRY > Maintenance and Utilization > WPHRR30R hyperlink > Contract Report - Submit/Schedule page

Page Fields

The following fields display on the **Contract Report - Submit/Schedule** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Submit/Schedule Grid

Rpt Format *
Privacy Type
Schedule Dt *
Remarks

Contract Report Grid

Site *
Actbl UIC
Contractor Name

(*) Asterisk identifies mandatory fields.

Procedures

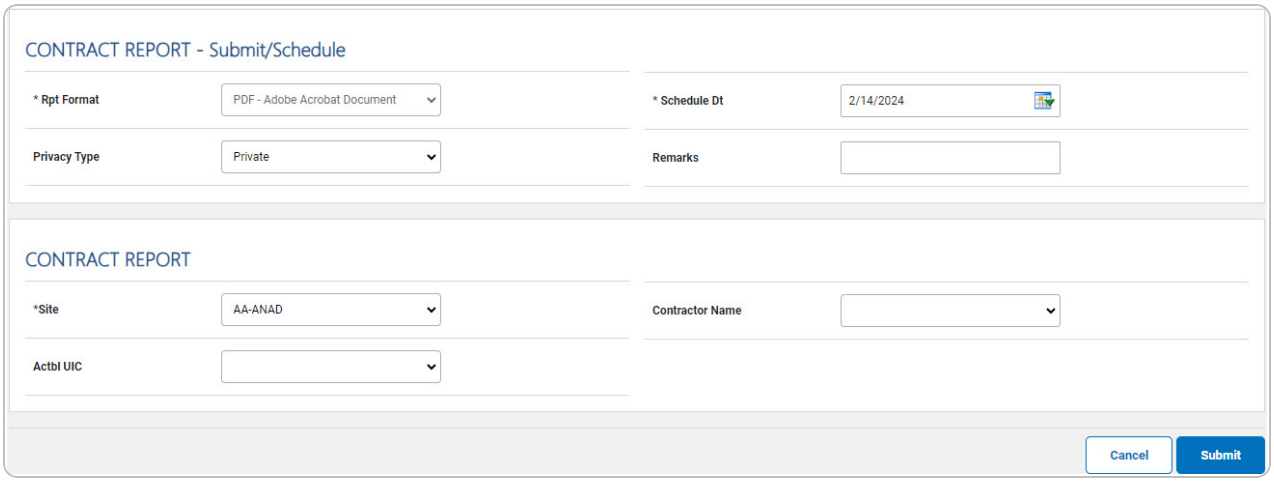
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit or Schedule a Contract Report

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

1. Select the WPHRR30R hyperlink. *The **SUB Hand Receipt Report - Submit/Schedule** page appears.*



2. *Complete the Submit/Schedule grid.*

   A. Use ⌄ to select the Rpt Format.

   B. Use ⌄ to select the Privacy Type.

C. Use to select the SCHED DT, or enter the date (MM/DD/YYYY) in the field provided.

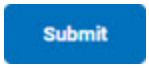
D. Enter the Remarks in the field provided. *This is a 256 alphanumeric character field.*

3. *Complete the Contract Report grid.*

A. Use to select the Site.

B. Use to select the Actbl UIC.

C. Use to select the Contractor Name.

4. Select 

. *The **Schedule Reports Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT FORMAT*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *SCHEDULE DT*.	
13 — Mandatory Entry: *Site*.	
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Maintenance and Utilization Reports — Results

Search for Schedule Maintenance and Utilization Reports — Results

Overview

The Reports Manager Schedule Maintenance and Utilization Reports Results process provides the ability to list the pre-determined Maintenance and Utilization reports.

Navigation

Forms-Reports > Schedule Reports > Scheduled Reports Manager > RPT CTGRY > Maintenance and Utilization > Reports Manager — Schedule - Maintenance and Utilization Search Results page

Page Fields

The following fields display on the **Reports Manager — Schedule - Maintenance and Utilization** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
99	Select "RPT ID" hyperlink to display the associated report criteria.

Search Results Grid

Rpt Category

Results Grid

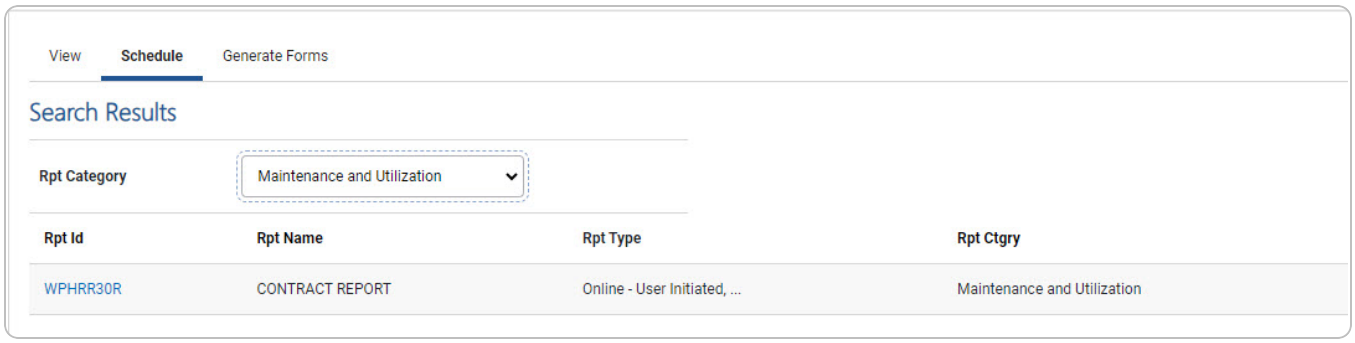
Rpt Id
Rpt Name
Rpt Type
Rpt Category

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Schedule a Maintenance and Utilization Report



Select the desired report hyperlink. *The report page opens, with applicable fields available.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *RPT CTGRY*.	Missing Entry. Enter the appropriate information in the desired field.
895 - Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system date or later. Re-enter the date.

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report

- Delete the Form/Report
- Contract Report

Schedule Reports

Overview

The Property Accountability module Schedule Reports process provides the ability to run pre-determined reports.

Navigation

Forms-Reports > Schedule Reports > Reports Manager - Schedule - Search Results page

Page Fields

The following fields display on the **Scheduled Reports Manager** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
99	Select "RPT ID" hyperlink to display the associated report criteria.

Search Results Grid

Rpt Category

Results Grid

Rpt Id
Rpt Name
Rpt Type
Rpt Category

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Report to Schedule

1. Use to select the Rpt Category. *The page automatically refreshes, showing only the reports in the specified category:*
   - Accounting
   - Administration
   - Agency
   - Asset
   - Authorization
   - Catalog
   - Interface
   - Inventory
   - IT Software Management
   - Maintenance and Utilization
   - Metrics
   - Security
   - Utility
2. Select the desired report hyperlink. *The report page opens, with applicable fields available.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- View the Schedule Reports Transaction Status
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Accounting Reports — Results
- Search for Schedule Administration Reports — Results

Export a Schedule Reports Report

Overview

The Schedule Reports Report Export process provides the ability to save the Transaction Status in different formats.

Navigation

Forms-Reports > Schedule Reports > Search Results > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Reports Manager Report Export page

Page Fields

The following fields display on the **Reports Manager Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
36	Select "Delete" button to remove record(s) from applicable tables.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

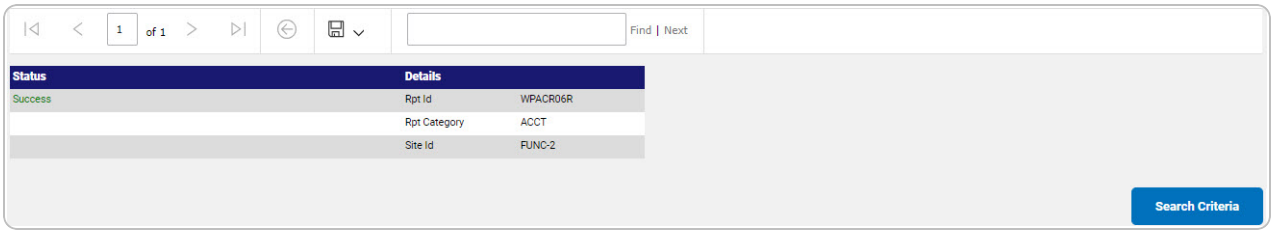
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export a Schedule Reports Report

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



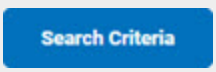
2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Reports Manager — Results - Schedule*** *page appears.*

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  . *The* ***Reports Manager —***

	Results - Schedule *page appears.*

Related Topics

- Schedule Reports
- View the Schedule Reports Transaction Status
- Delete the Form/Report
- Search for Schedule Accounting Reports — Results
- Search for Schedule Administration Reports — Results

View the Reports Manager Transaction Status

Overview

The Schedule Reports Transaction Status page displays a verification of the deletion performed.

Navigation

Forms-Reports > Schedule Reports > Search Results > *VARIOUS PROCEDURAL STEPS* > Reports Manager Transaction Status page

Page Fields

The following fields display on the **Reports Manager Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
36	Select "Delete" button to remove record(s) from applicable tables.
14	Select "Cancel" button to return to previous page.

Transaction Status Grid

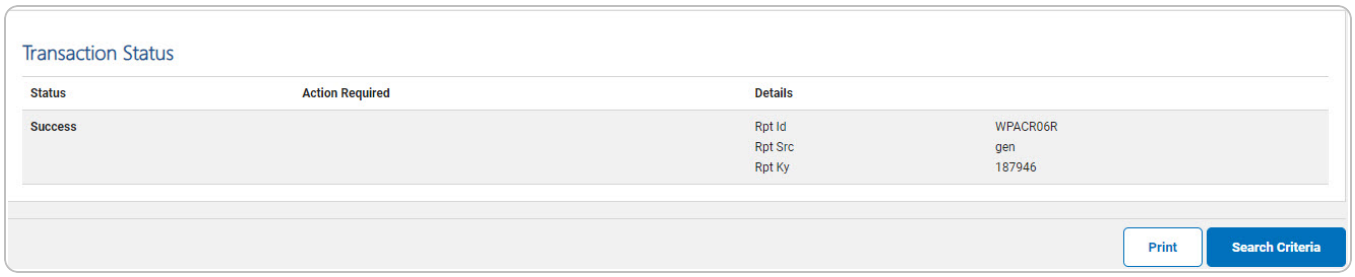
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Report Manager Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Reports Manager Report Export — Schedule** page appears.*
5. Select Search Criteria. *The **Reports Manager — Results - Schedule** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Schedule Reports
- Export the Schedule Reports Report
- Delete the Form/Report
- Search for Schedule Accounting Reports — Results
- Search for Schedule Administration Reports — Results

Search for a Print Forms Request— Criteria - Generate Forms

Overview

The Property Accountability module Print Forms Request Search Criteria process provides the ability to generate a DD Form 1348-1A (Issue/Release/Receipt Document), DD Form 1150 (Request for Issue or Turn- In) and a DD Form 1149 (Requisition and Invoice/Shipping Document).

Navigation

Forms-Reports > Generate Forms > Print Forms Request Search Criteria page

Page Fields

The following fields display on the **Print Forms Request Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.

Search Criteria Grid

Disposition, Excess to DRMO, Asset Update

Action *
Printed *
Doc Nbr
Date Range From
Date Range To

Issue To Custodian, Custodian Transfer, UIC Transfer

Action *
Print Level *
Printed *
Doc Nbr
Date Range From
Date Range To

Search Results Grid

Disposition

Select
Form

Issue to Custodian, Custodian Transfer, UIC Transfer

Select
Estbd Dt

(*) Asterisk identifies mandatory fields.

Procedures

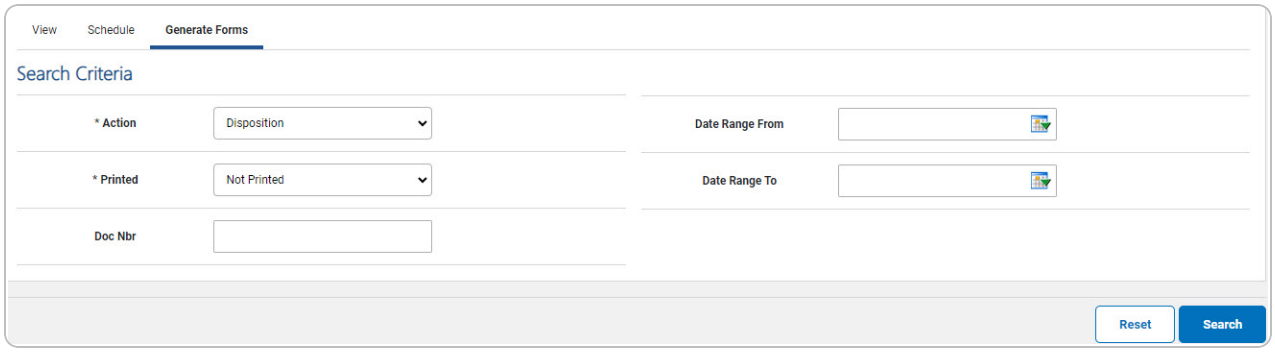
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Print Forms Request — Criteria - Generate Forms

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.* ***Bold*** *numbered steps are required.*

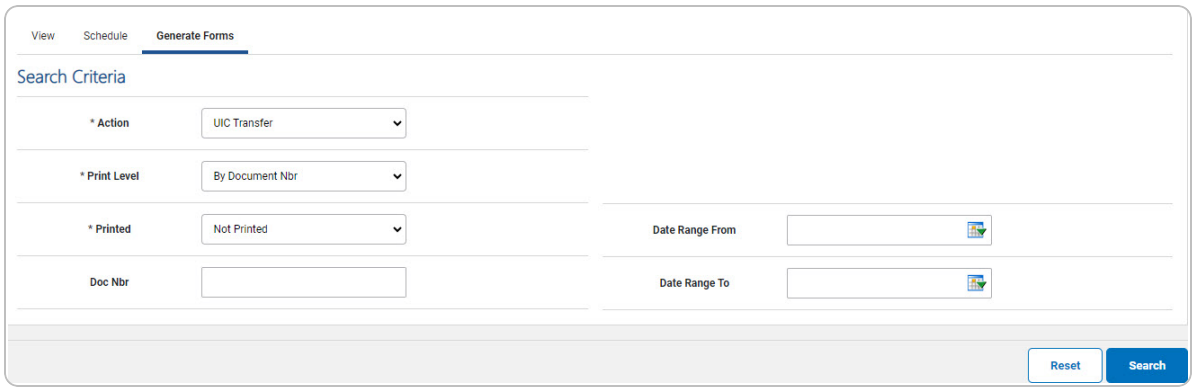
1. In the Search Criteria box, narrow the results by entering the following fields:.



- Use to select the Action.
- Use to select the Print Level.

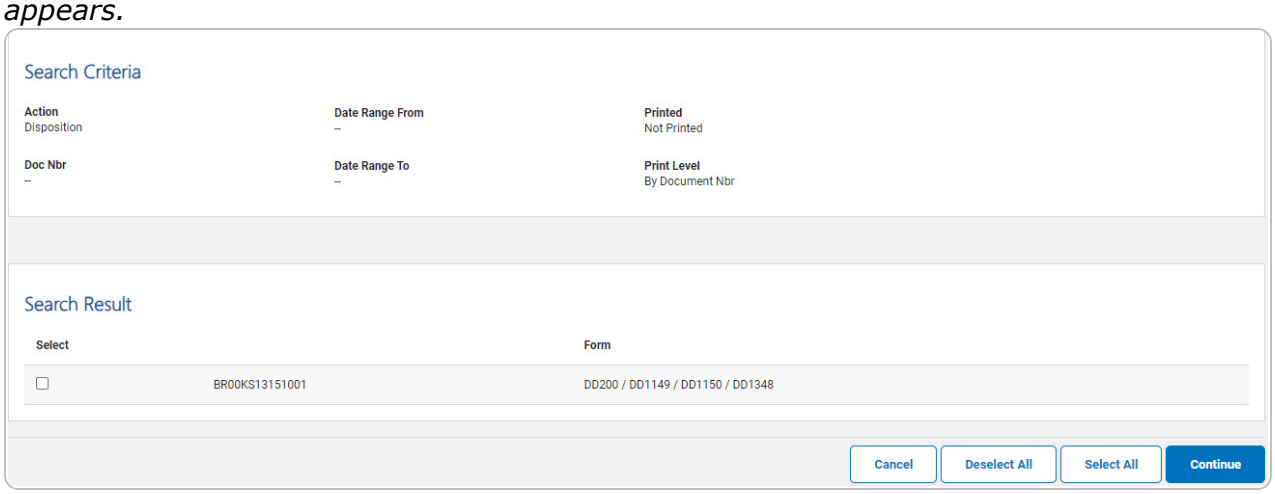
Note

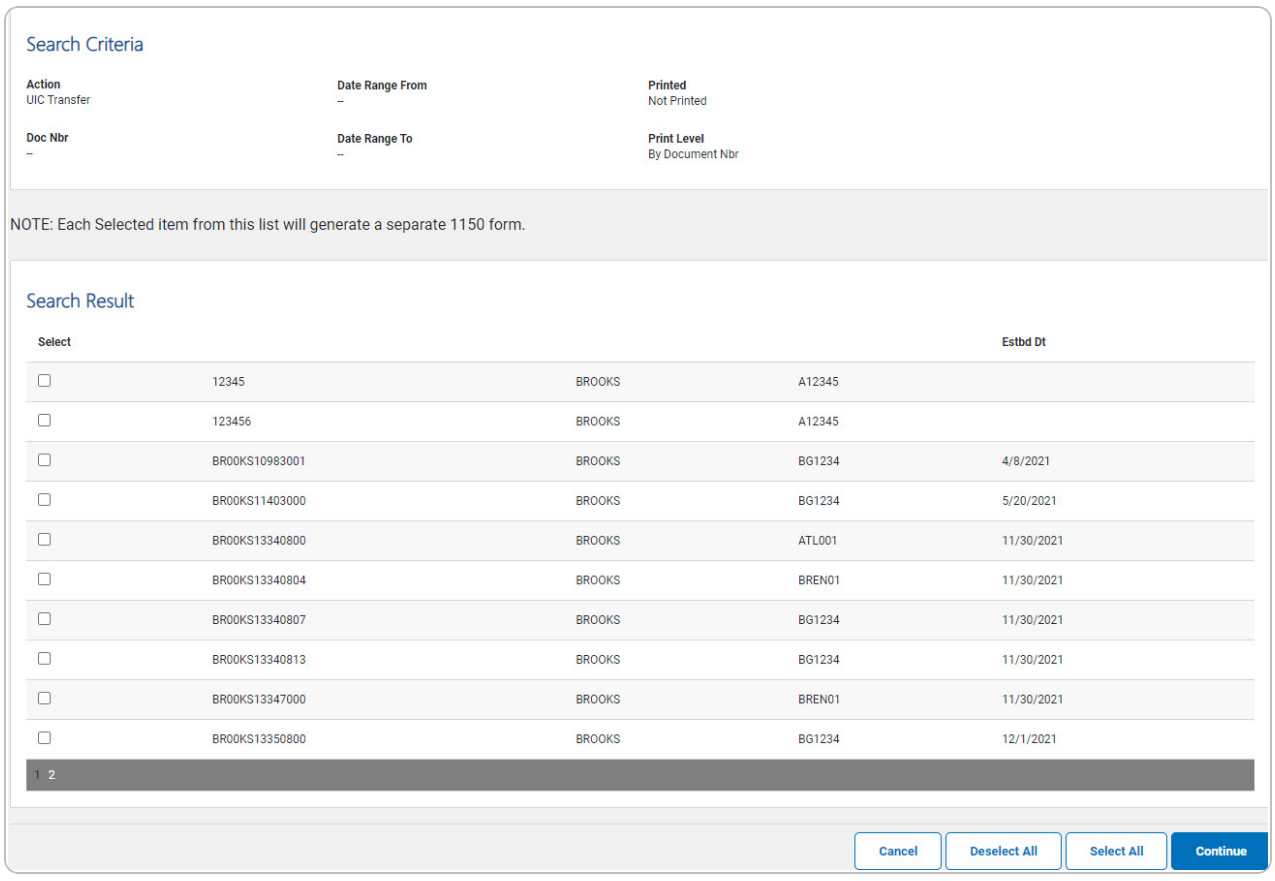
The Print Level field only appears when the Action is Issue to Custodian, Custodian Transfer, or UIC Transfer.



- Use to select the Printed.
- Enter the DOC NBR in the field provided. *This is a 14 alphanumeric character field.*
- Use to select the Document Range From, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the Document Range To, or enter the date (MM/DD/YYYY) in the field provided.

Select Search. *The **Print Forms Request Search Results — Generate Forms** page appears.*





2.

OR

Select the Schedule tab. *The **Reports Manager Search Results — Schedule** page appears.*

OR

Select the View tab. *The **Reports Manager — Criteria - View** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *ACTION*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *PRINTED*.	
13 — Mandatory Entry: *PRINTED LEVEL*.	
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

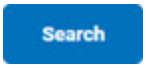
- Search for Print Forms Request Results — Generate Forms
- Submit a Print Forms Request — Generate Forms
- View the Print Forms Request — Generate Forms Transaction Status
- Export a Print Forms Request — Generate Forms Report

Search for Print Forms Request Results — Generate Forms

Overview

The Print Forms Request Search Results — Generate Forms process provides the ability to retrieve requested Print Forms.

Navigation

Forms-Reports > Generate Forms > Search Criteria > 

> Print Forms Request Search Results page

Page Fields

The following fields display on the **Print Forms Request Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
185	Select the Check Box to identify those assets for selected Action form.
16	"Deselect All" button clears all rows, all pages.
15	"Select All" button marks all rows, all pages for Mass Update/Delete actions.

14	Select "Cancel" button to return to previous page.

Search Criteria Grid

Disposition, Excess to DRMO, Asset Update

Action *
Printed *
Doc Nbr
Date Range From
Date Range To

Issue To Custodian, Custodian Transfer, UIC Transfer

Action *
Print Level *
Printed *
Doc Nbr
Date Range From
Date Range To

Search Results Grid

Disposition

Select
Form

Issue to Custodian, Custodian Transfer, UIC Transfer

Select
Estbd Dt

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Selecting Cancel *at any point of this procedure removes all revisions and closes the page. Selecting* Deselect All *deselects the checked entries. Selecting* Select All *selects all present entries.*

Select the Print Forms Request

1. Click ☐ to select the Form. *When selected, indicates the Form is designated for the sub-mission process.*
2. Select Continue. *The* ***Print Forms Request Submission*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.

Related Topics

- Search for a Print Forms Request Criteria — Generate Forms
- Submit a Print Forms Request — Generate Forms
- View the Print Forms Request — Generate Forms Transaction Status
- Export a Print Forms Request — Generate Forms Report

Submit a Print Forms Request — Generate Forms

Overview

The Print Forms Request Submission process provides the ability to retrieve records based on the Action selected on the Search Criteria page.

Navigation

Forms-Reports > Generate Forms > Search Criteria > Search > Search Results > Continue > Print Forms Request Submission page

Page Fields

The following fields display on the **Print Forms Request Submission** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Submission Grid

Form
Sched Dt
Rpt Format
Privacy Type
Remarks

DD Form Grid

DD Form 1149

3 - Ship To - Mark For

4 - Appropriations Data
4 - Appropriations Amount
7 - Date Material Reqd
9 - Authority or Purpose
8 - Priority
11a - Voucher Number and Date
11b - Voucher Number and Date
12 - Date Shipped
13 - Mode of Shipment
14 - Bill of Lading Number
15 - Air Movement Designator or Port Reference No.

DD Form 1150 Request for Issue or Turn-In

DD Form 1348 DRMO Turn-In

DD Form 1348 Return to SPLY ACTY

DD Form 200 FLIPL

Inquiry Investigation No.
Date Loss Discovered *
Circumstances of Loss

(*) Asterisk identifies mandatory fields.

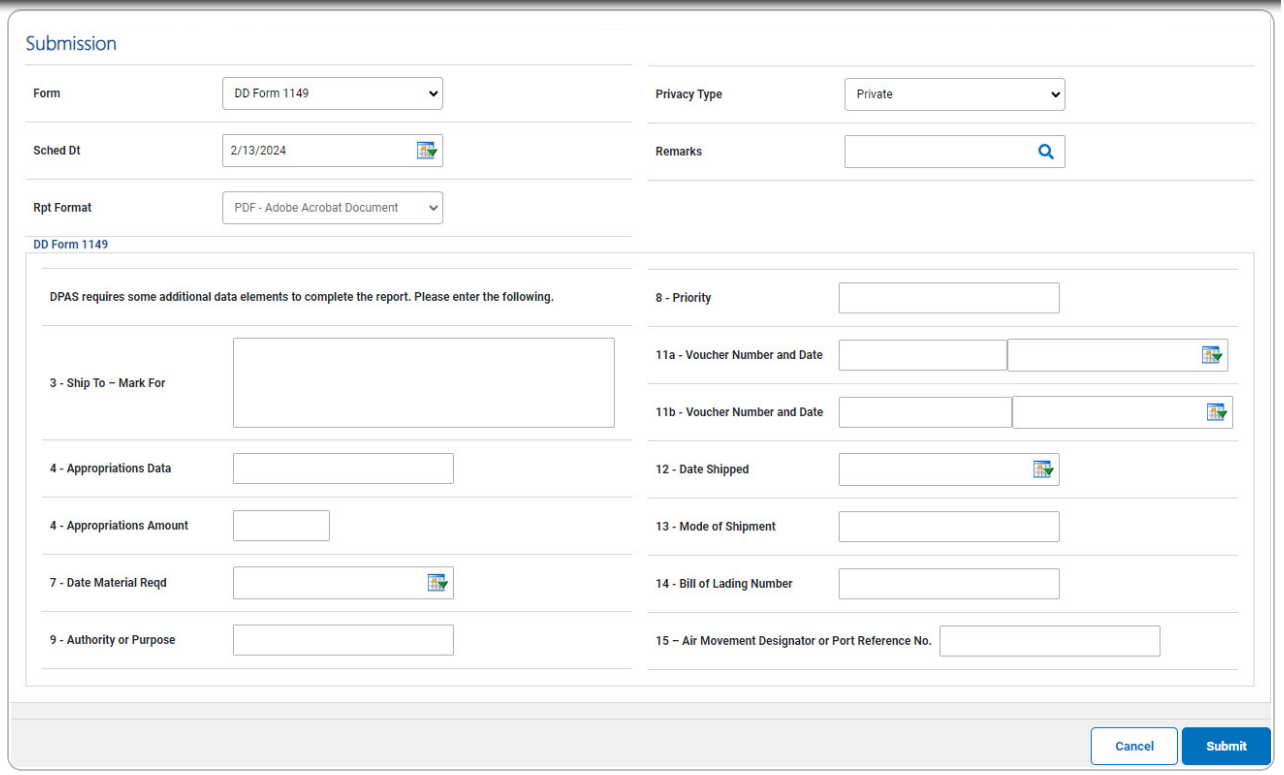
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Submit a Print Forms Request — Generate Forms

1. Click ☐ to select the Form. *When selected, indicates the Form is designated for the sub-mission process.*
2. Select Continue. *The **Print Forms Request Submission** page appears.*



3. Use ⌄ to select the Form.
4. Use 📅 to select the Document Range From, or enter the date (MM/DD/YYYY) in the field provided.
5. *The RPT Format automatically populates and is not editable.*
6. Use ⌄ to select the Privacy Type.
7. Use 🔍 to browse for the Remarks.

   Message Identifier Browse help

   - DD Form 1149

     A. Enter the 3 - Ship To - Mark For in the field provided. *This is a 1024 alphanumeric character field.*

     B. Enter the 4 - Appropriations Data in the field provided. *This is a 1024 alpha-numeric character field.*

     C. Enter the 4 - Appropriations Amount in the field provided. *This is a 1024 alpha-numeric character field.*

D. Enter the 7 - Date Material REQD in the field provided. *This is a 1024 alpha-numeric character field.*

E. Enter the 9 - Authority or Purpose in the field provided. *This is a 1024 alpha-numeric character field.*

F. Enter the 8 - Priority in the field provided. *This is a 1024 alphanumeric character field.*

G. Enter the 11a - Voucher Number and Date in the field provided. *This is a 1024 alphanumeric character field.*

H. Enter the 11b - Voucher Number and Date in the field provided. *This is a 1024 alphanumeric character field.*

I. Enter the 12 - Date Shipped in the field provided. *This is a 1024 alphanumeric character field.*

J. Enter the 13 - Mode of Shipment in the field provided. *This is a 1024 alpha-numeric character field.*

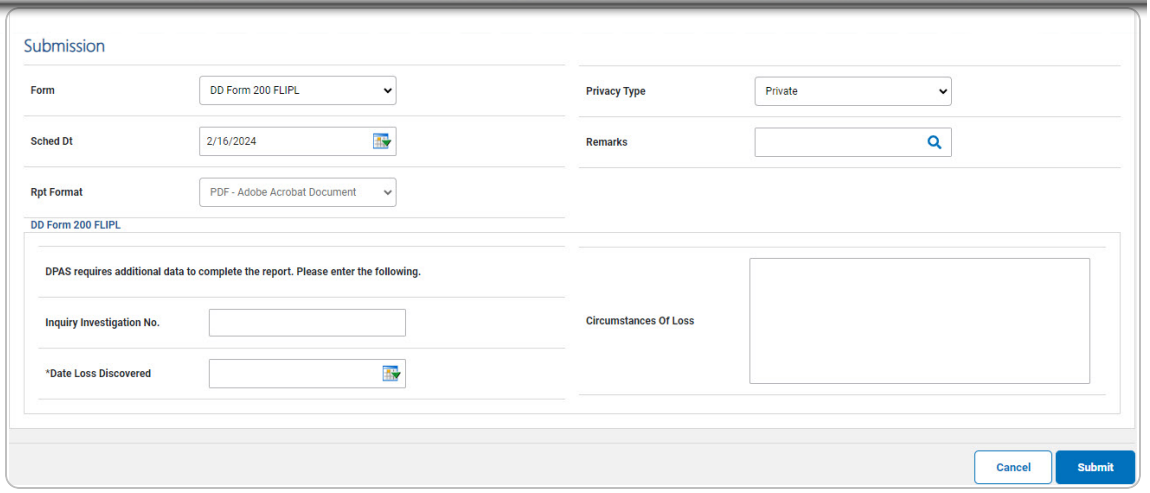
K. Enter the 14 - Bill of Lading Number in the field provided. *This is a 1024 alpha-numeric character field.*

L. Enter the 15 - Air Movement Designator or Port Reference NO. in the field provided. *This is a 1024 alphanumeric character field.*

Note

DD Form 1150 Request for Issue or Turn-In, DD Form 1348 DRMO Turn-In, and DD Form 1348 Return to SPLYACTY do not have additional fields.

- DD Form 200 FLIPL



A. Enter the Inquiry Investigation No. in the field provided. *This is a 50 alpha-numeric character field.*

B. Enter the Date Loss Discovered in the field provided. *This is a 8 numeric character field.*

C. Enter the Circumstances of Loss in the field provided. *This is a 1024 alpha-numeric character field.*

8. Select Submit. *The **Print Forms Request — Generate Forms Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center
13 — Mandatory Entry: *Date Loss Discovered*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for a Print Forms Request Criteria — Generate Forms
- Search for Print Forms Request Results — Generate Forms
- View the Print Forms Request — Generate Forms Transaction Status
- Export a Print Forms Request — Generate Forms Report

View the Print Forms Request — Generate Forms Transaction Status

Overview

The Print Forms Request Transaction Status — View process displays a verification of the submissions generated and performed.

Navigation

Forms-Reports > Generate Forms > Search Criteria > *Various Procedural Steps* > Print Forms Request Transaction Status page

Page Fields

The following fields display on the **Print Forms Request — Generate Forms Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status Grid

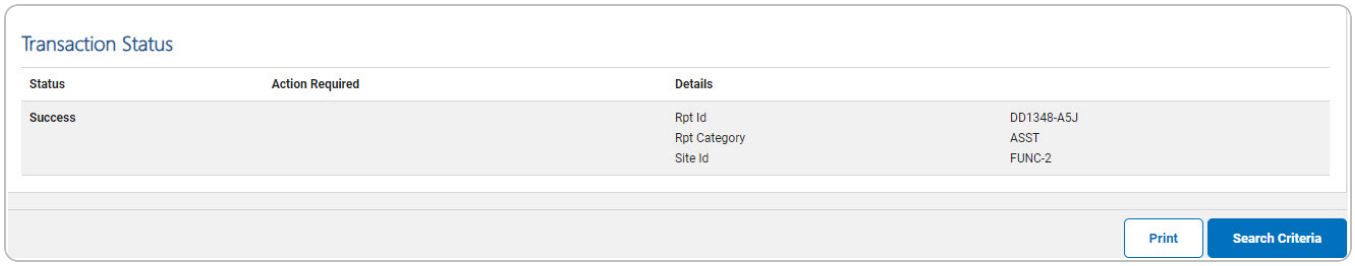
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Print Forms Request — Generate Forms Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Print Forms Request — Generate Forms Report Export** page appears.*
5. Select Search Criteria. *The **Print Forms Request — Generate Forms Search Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Print Forms Request Criteria — Generate Forms
- Search for Print Forms Request Results — Generate Forms
- Submit a Print Forms Request — Generate Forms
- Export a Print Forms Request — Generate Forms Report

Export a Print Forms Request — Generate Forms Report

Overview

The Print Forms Request Generate Forms Report Export provides the ability to save the Transaction Status in different formats.

Navigation

Forms-Reports > Generate Forms > Search Criteria > *Various Procedural Steps* > Transaction Status > Report Export page

Page Fields

The following fields display on the **Reports Manager Report Export — View** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

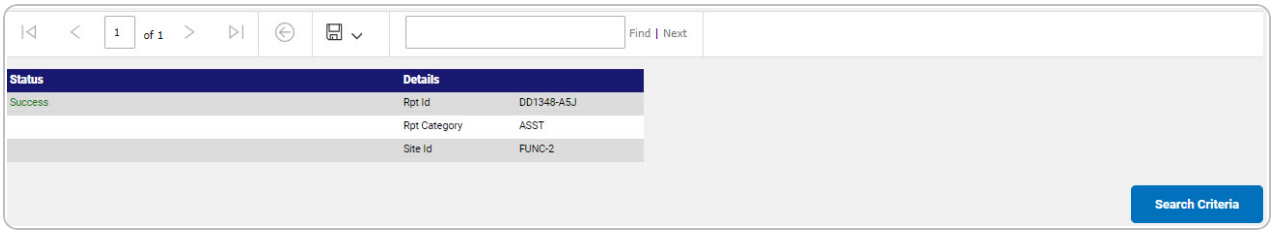
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Forms-Reports Generate Forms Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The **Print Forms Request — Generate Forms Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

xxxx - Unable to get off page.	Select Search Criteria *The **Search for a Print Forms Request Criteria — Generate Forms** page appears.*

Related Topics

- Search for a Print Forms Request Criteria — Generate Forms
- Search for Print Forms Request Results — Generate Forms
- Submit a Print Forms Request — Generate Forms
- View the Print Forms Request — Generate Forms Transaction Status

Add an Improvement

Overview

The Improvement Add process provides the ability to create new Construction In Progress (CIP) Improvement assets to the ELMS property book or to add Direct Input Improvements.

Navigation

Accounting > Improvement > Search Criteria > Search > Search Results > Add hyperlink > Impv Add page

Page Fields

The following fields display on the **Improvement Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

CIP Real Property Improvement Grid

UIC
Fac Name
Instl Nbr
RPUID

Fac Nbr
Impv Nbr
Type Action
Yrs Svc Life *
ACC
Reason Cd *
Rcpt Doc Nbr
Oblign Doc Nbr
Impv Cost Amt
Fund Cd/ASN
Cptl Cd
Acq Dt
Eff Dt
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Ord Nbr
LOA
Remarks
History Remarks

CIP Asset Improvement Grid

UIC
Item Desc
Stock Nbr
Asset Id
Serial Nbr
Impv Nbr
Type Action
Yrs Svc Life *
Reason Cd *
Rcpt Doc Nbr
Oblign Doc Nbr
Impv Cost Amt
Fund Cd/ASN
Cptl Cd
Acq Dt
Eff Dt
Owng Cost Center
Owng Cost Center Desc

Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Ord Nbr
LOA
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Helpful Tip

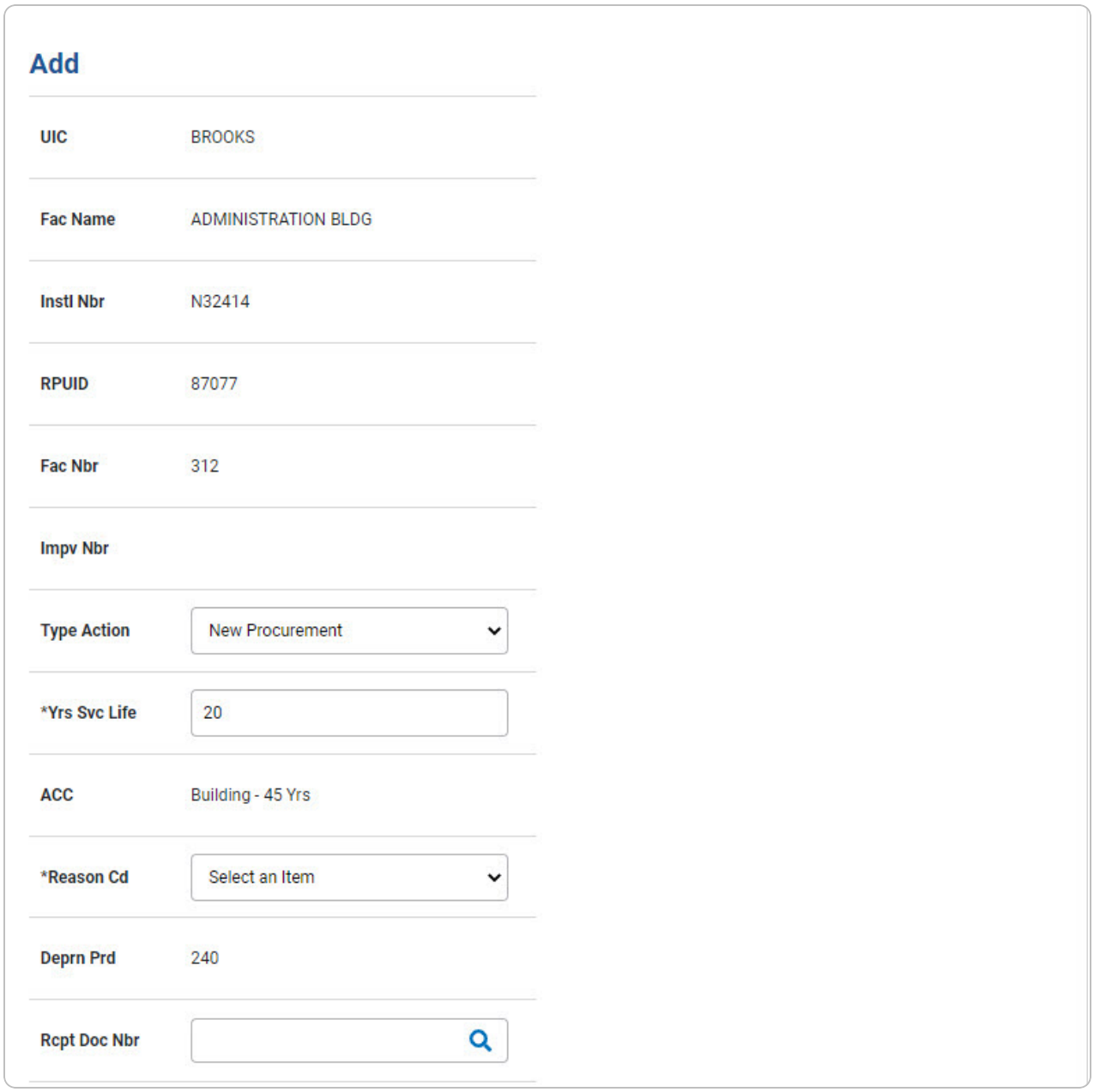
Unless directed otherwise – Accept the default value "A—DoD Threshold".

Note

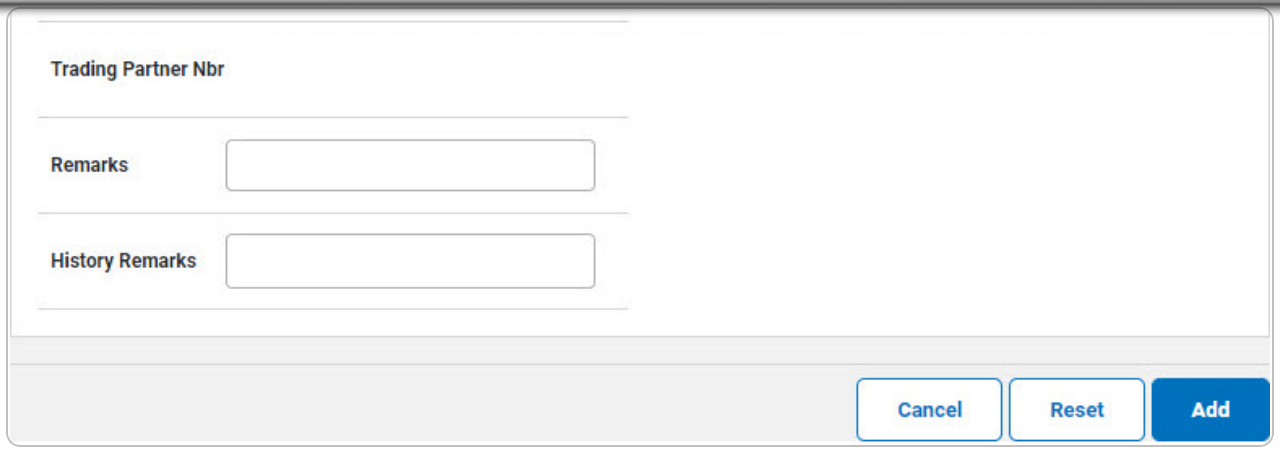
The date must be greater than or equal to the system date.

Add a CIP Real Property Improvement

1. Update the fields on the Add tab.



Oblign Doc Nbr	
Impv Cost Amt	5000.00
Fund Cd/ASN	Select an Item
Cptl Cd	A-DoD Threshold
Acq Dt	
Eff Dt	5/19/2023
Owng Cost Center	
Owng Cost Center Desc	
Fndng Cost Center	
Fndng Cost Center Desc	
Task Cd	
Job Order Nbr	
LOA	



A. *Verify the UIC.*

B. *Verify the FAC NAME.*

C. *Verify the INSTL NBR.*

D. *Verify the RPUID.*

E. *Verify the FAC NBR.*

F. *Verify the IMPV NBR.*

G. Use to select the Type Action.

H. Enter the YRS SVC LIFE. *This is a 3 alphanumeric character field.*

I. *Verify the ACC.*

J. Use to select the Reason Cd.

K. Enter the RCPT DOC NBR, or use to browse for the entry. *This is a 15 alpha-numeric character field.*

Document Number Browse help

L. Enter the OBLIGN DOC NBR. *This is a 15 alphanumeric character field.*

M. Enter the IMPV COST AMT. *This is a 18 alphanumeric character field.*

N. Use to select the Fund Cd/ASN.

O. Use to select the Cptl Cd.

P. Use to select the ACQ DT, or enter the date MM/DD/YYYY in the field provided.

Q. Use to select the EFF DT or enter the date MM/DD/YYYY in the field provided.

R. Enter the OWNG COST CENTER, or use to browse for the entry. *This is a 11 alphanumeric character field.*

Cost Center Browse help

S. Enter the OWNG COST CENTER DESC. *This is a 11 alphanumeric character field.*

T. Enter the FNDNG COST CENTER, or use to browse for the entry. *This is a 11 alphanumeric character field.*

Cost Center Browse help

U. Enter the FNDNG COST CENTER DESC. *This is a 11 alphanumeric character field.*

V. Enter the TASK CD. *This is a 14 alphanumeric character field.*

W. Enter the JOB ORD NBR. *This is a 15 alphanumeric character field.*

X. Enter the LOA, or use to browse for the entry. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

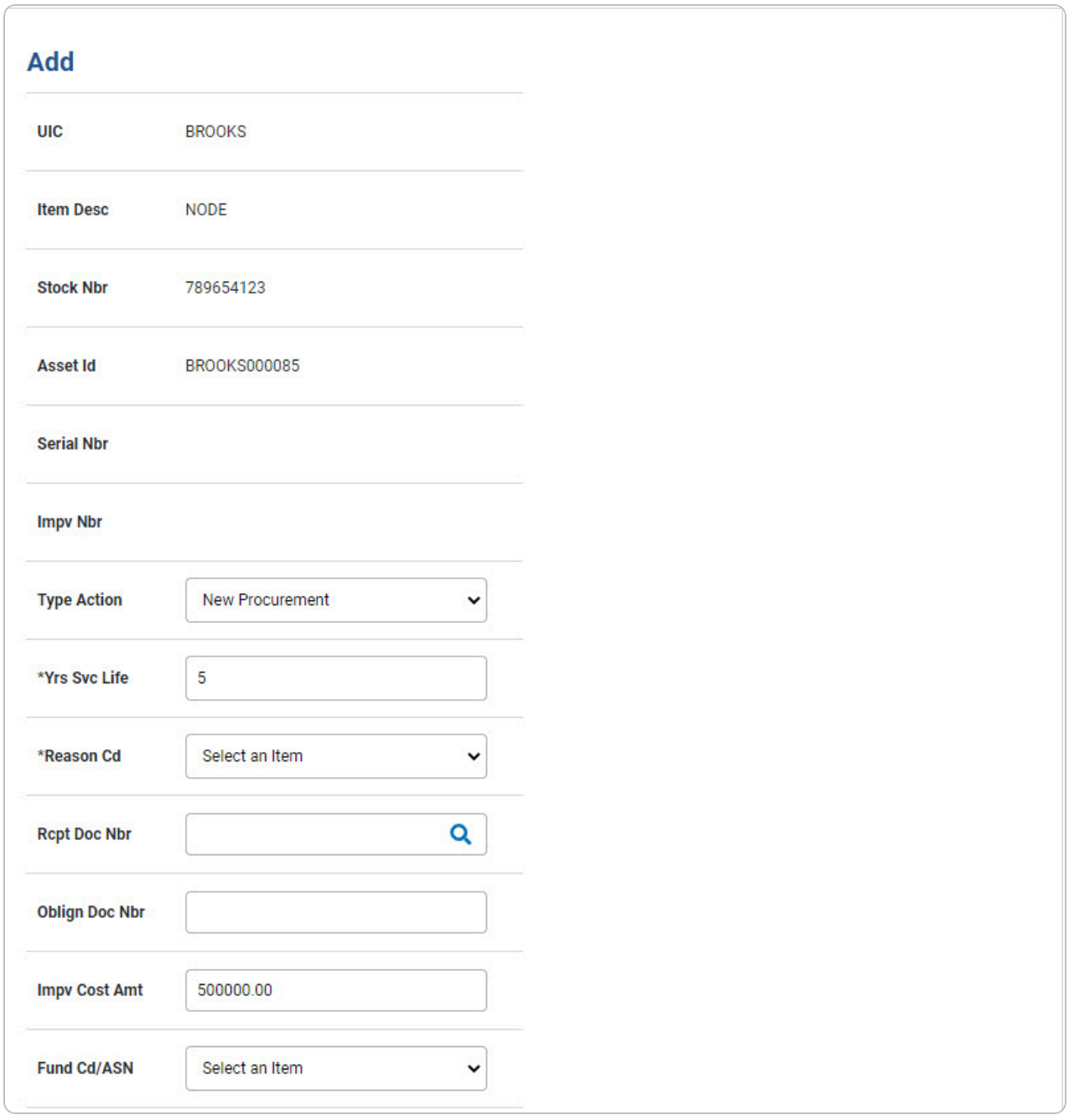
Y. Enter the Remarks. *This is a 256 alphanumeric character field.*

Z. Enter the History Remarks. *This is a 256 alphanumeric character field.*

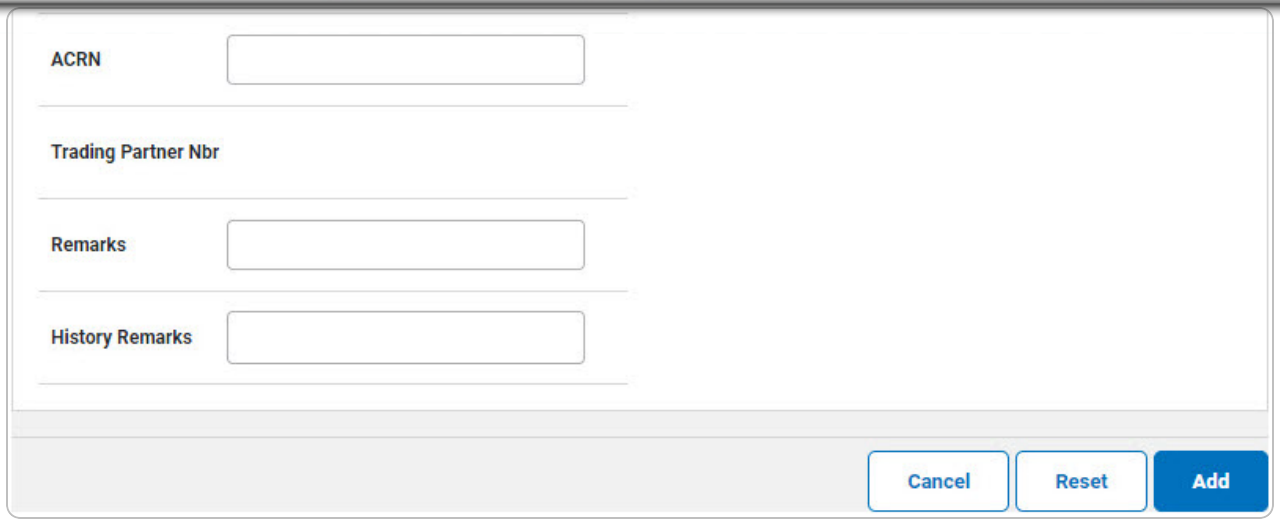
AA. Select Add. *The **Improvement Cost Transaction Status** page appears.*

Add a CIP Asset Improvement

1. Update the fields on the Add tab.



Cptl Cd	A-DoD Threshold
Acq Dt	
Eff Dt	5/19/2023
Owng Cost Center	
Owng Cost Center Desc	
Fndng Cost Center	
Fndng Cost Center Desc	
Task Cd	
Job Order Nbr	
LOA	
Cntr/PO Nbr	
SPIIN	
CLIN	
SLIN	



A. *Verify the UIC.*

B. *Verify the ITEM DESC.*

C. *Verify the STOCK NBR.*

D. *Verify the ASSET ID.*

E. *Verify the SERIAL NBR.*

F. *Verify the IMPV NBR.*

G. Use to select the Type Action.

H. Enter the YRS SVC LIFE. *This is a 3 alphanumeric character field.*

I. Use to select the Reason Cd.

J. Enter the RCPT DOC NBR, or use to browse for the entry. *This is a 15 alpha-numeric character field.*

Document Number Browse help

K. Enter the OBLIGN DOC NBR. *This is a 15 alphanumeric character field.*

L. Enter the IMPV COST AMT. *This is a 18 alphanumeric character field.*

M. Use to select the Fund Cd/ASN.

N. Use to select the Cptl Cd.

O. Update the ACQ DT, using or entering the date in the field provided.

P. Update the EFF DT, using or entering the date in the field provided.

Q. Enter the OWNG COST CENTER, or use to browse for the entry. *This is a 11 alpha-numeric character field.*

Cost Center Browse help

R. Enter the OWNG COST CENTER DESC. *This is a 11 alphanumeric character field.*

S. Enter the FNDNG COST CENTER, or use to browse for the entry. *This is a 11 alpha-numeric character field.*

Cost Center Browse help

T. Enter the FNDNG COST CENTER DESC. *This is a 11 alphanumeric character field.*

U. Enter the TASK CD. *This is a 14 alphanumeric character field.*

V. Enter the JOB ORD NBR. *This is a 15 alphanumeric character field.*

W. Enter the LOA, or use to browse for the entry. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

X. Enter the CNTR/PO NBR. *This is a 13 alphanumeric character field.*

Y. Enter the SPIIN. *This is a 6 alphanumeric character field.*

Z. Enter the CLIN. *This is a 4 alphanumeric character field.*

AA. Enter the SLIN. *This is a 2 alphanumeric character field.*

AB. Enter the ACRN. *This is a 2 alphanumeric character field.*

AC. Enter the Remarks. *This is a 1024 alphanumeric character field.*

AD. Enter the History Remarks. *This is a 1024 alphanumeric character field.*

AE. Select Add. *The **Improvement Cost Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
13 — Mandatory Entry: *Oblign Doc Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Impv Cost Amt*.	
13 — Mandatory Entry: *Fund Cd/ASN*.	
13 — Mandatory Entry: *Transfer Type Cd*.	

119 — DOC NBR is mandatory: *RCPT DOC NBR*.	Missing Entry. The DOC NBR is mandatory for the Add process. Enter the appropriate information in the desired field.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.
561 — Improvement cannot be added to asset with Non—Accountable Manufacturer.	Missing Entry. Non—Accountable Manufacturer Information is required for the Add action. Enter the information in the field.
497 — IMPV is tied to an open CIP PRJ. If IMPV COST is incorrect, use CIP ASSET/IMPV A/U/D to correct cost.	Invalid Entry. The option containing "Price Correction" or "Price Revaluation" is selected for Improvement with an Open Construction In Progress (CIP) Project. Either uncheck the option, or use CIP ASSET to correct the cost.
635 — TASK CD selected is invalid. Must select another TASK CD.	Invalid Entry. The TASK CD chosen is not appropriate for this Improvement. Select the drop—down list to choose a different Task Code for the Improvement.
749 — Cost Center invalid for cost center type.	Invalid Entry. The type of cost center entered does not match the type of cost center expected (OWNG, FNDNG, DEPRN, etc.). Enter a valid cost center.
750 — Cost Center does not exist.	Invalid Entry. The entered Cost Center is not currently in the system. Enter a valid Cost Center.

751 — Cost Center is either frozen or outside of date range.	Invalid Entry. The cost center entered is not currently available. Enter a valid cost center.

Related Topics

- Search for an Improvement — Criteria
- Search for an Improvement — Results
- Update an Improvement – Type Action
- Update an Improvement
- Delete an Improvement
- View the Improvement Transaction Status
- Export an Improvement Report

Delete an Improvement

Overview

The Improvement Delete process allows the removal of existing Direct Input Improvements for serial managed and real property.

Navigation

Accounting > Improvement > Search Criteria > Search > Search Results > Delete hyperlink > Improvement Delete page

Page Fields

The following fields display on the **Improvement Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
XXXX	Select "Update" button to revise selected fields in record(s).
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Asset Improvement Grid

UIC

Item Desc
Stock Nbr
Asset Id
Serial Nbr
Impv Nbr
Type Action
Yrs Svc Life *
Reason Cd *
Rcpt Doc Nbr
Oblign Doc Nbr
Trans Doc Nbr *
Impv Cost Amt
Fund Cd/ASN
Cptl Cd
Retirement/Dspsl Dt
Acq Dt
Eff Dt
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Ord Nbr
LOA
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Transfer Type Cd
Trading Dept Cd
Trading Dept Cd To
Trading Partner Nbr *
Trading Basic Symbol
Trading Basic Symbol To
Trading Subhead
Trading Subhead To
Remarks *
History Remarks *

Direct Input Real Property Improvement Grid

UIC

Fac Name
Instl Nbr
RPUID
Fac Nbr
Impv Nbr
Type Action
Yrs Svc Life *
ACC
Reason Cd *
Rcpt Doc Nbr
Oblign Doc Nbr
Trans Doc Nbr *
Impv Cost Amt
Fund Cd/ASN
Cptl Cd
Retirement/Dspsl Dt
Acq Dt
Eff Dt
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Ord Nbr
LOA
Transfer Type Cd
Trading Partner Nbr *
Trading Dept Cd
Trading Dept Cd To
Trading Basic Symbol
Trading Basic Symbol To
Trading Subhead
Trading Subhead To
Remarks *
History Remarks *

(*) Asterisk identifies mandatory fields.

Procedures

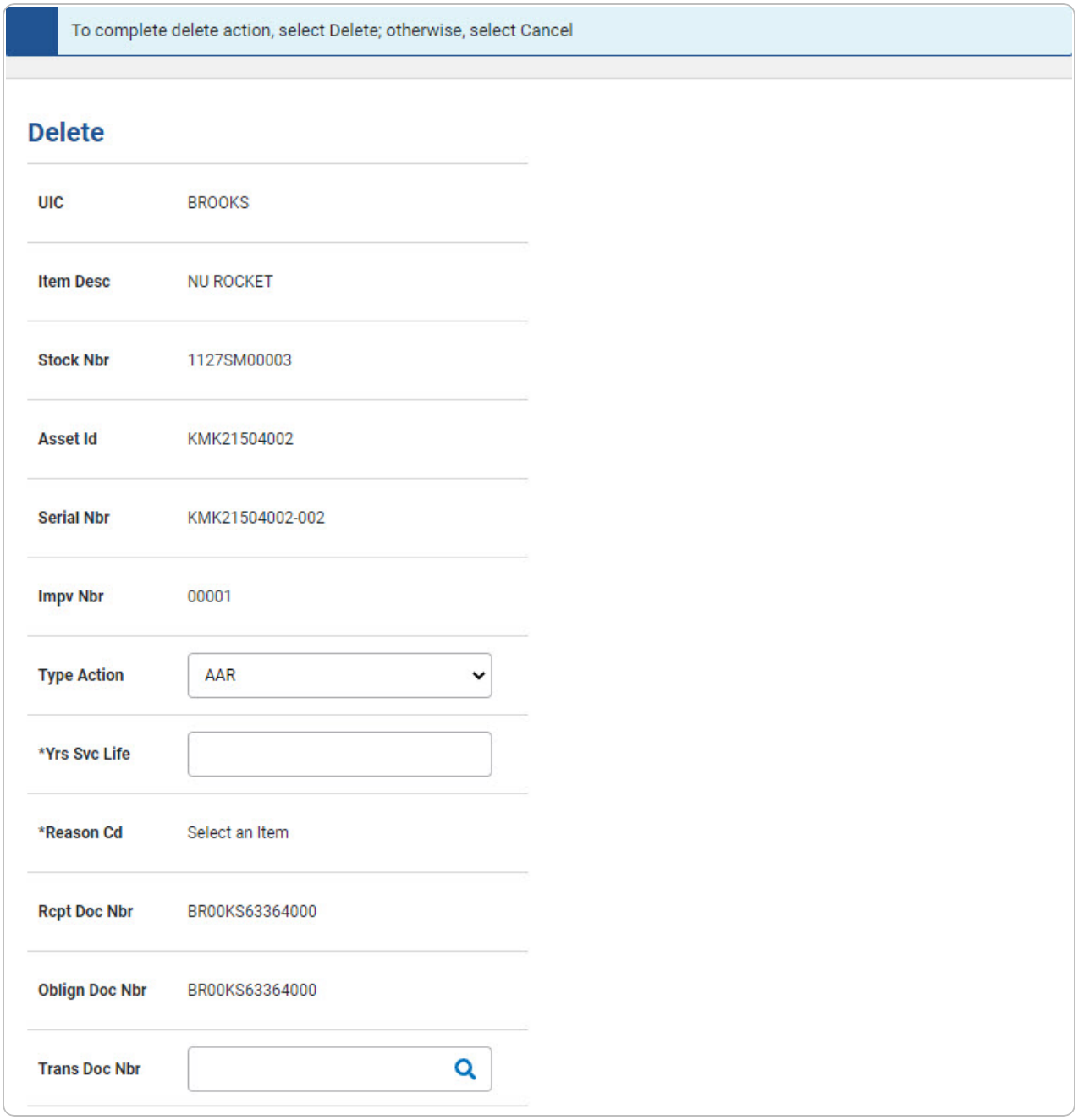
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

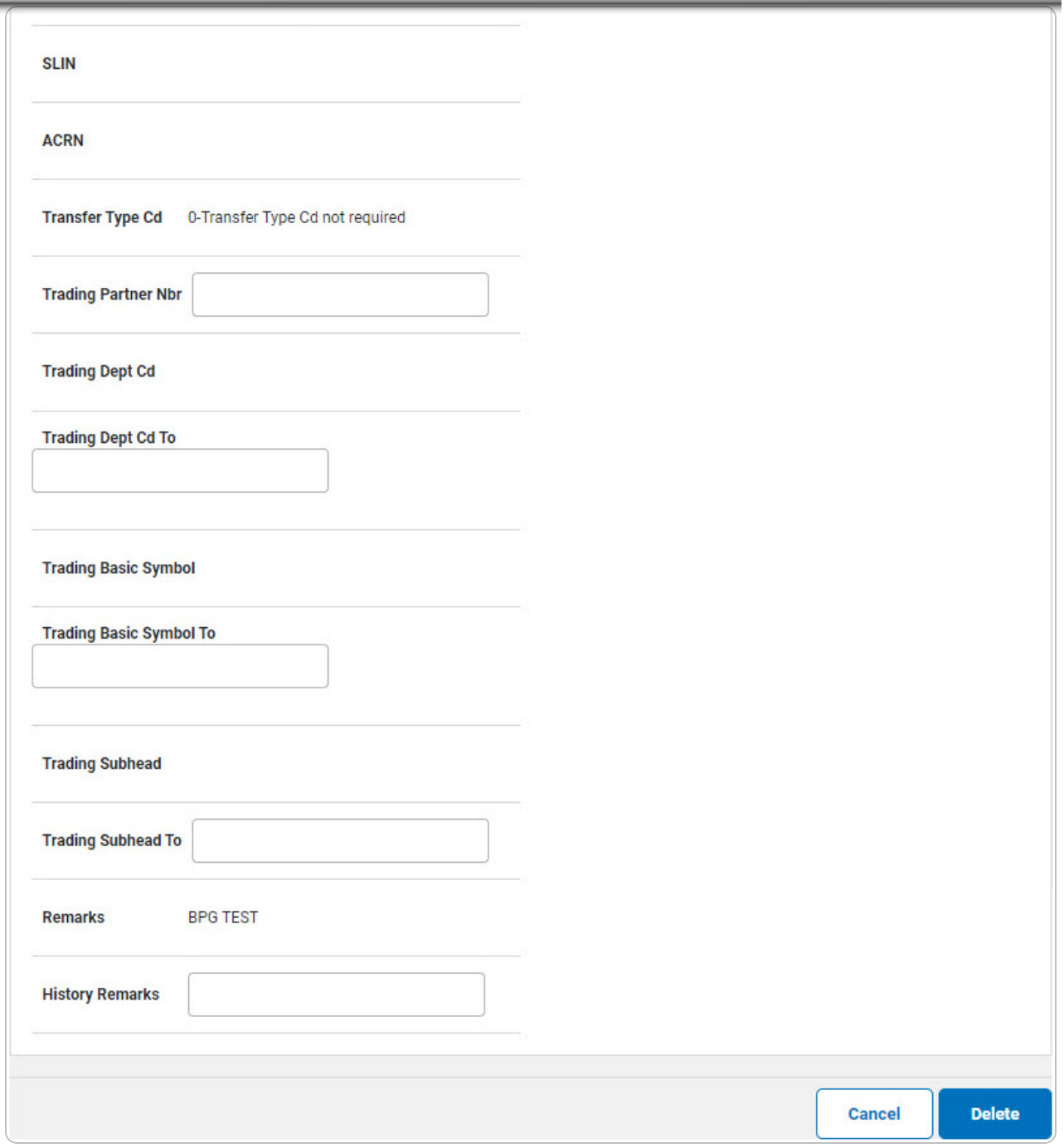
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

Delete an Asset Improvement

1. Update the fields on the Delete tab.



Impv Cost Amt	3521000.00
Fund Cd/ASN	68-
Cptl Cd	A-DoD Threshold
Retirement/Dspsl Dt	5/23/2023
Acq Dt	02/10/2015
Eff Dt	02/10/2015
Owng Cost Center	ABCDE
Owng Cost Center Desc	BPG COST CENTER
Fndng Cost Center	ABCDE
Fndng Cost Center Desc	BPG COST CENTER
Task Cd	
Job Order Nbr	
LOA	
Cntr/PO Nbr	
SPIIN	
CLIN	



A. Verify the UIC.

B. Verify the ITEM DESC.

C. Verify the STOCK NBR.

D. *Verify the ASSET ID.*

E. *Verify the SERIAL NBR.*

F. *Verify the IMPV NBR.*

G. Update the Type Action, using to select the desired action.

H. Update the YRS SVC LIFE, entering the revised number in the field provided. *This is a 3 alphanumeric character field.*

I. *Verify the REASON CD.*

J. *Verify the RCPT DOC NBR.*

K. *Verify the OBLIGN DOC NBR.*

L. Update the TRANS DOC NBR, using to browse for the number. *This is a 15 alpha-numeric character field.*

Document Number Browse help

M. *Verify the IMPV COST AMT.*

N. *Verify the FUND CD/ASN.*

O. *Verify the CPTL CD.*

P. Update the Retirement/DSPSL DT, using or entering the date MM/DD/YYYY in the field provided.

Q. *Verify the ACQ DT.*

R. *Verify the EFF DT.*

S. *Verify the OWNG COST CENTER.*

T. *Verify the OWNG COST CENTER DESC.*

U. *Verify the FNDNG COST CENTER.*

V. *Verify the FNDNG COST CENTER DESC.*

W. *Verify the TASK CD.*

X. *Verify the JOB ORD NBR.*

Y. Update the LOA, using to browse for the revised LOA. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

Z. *Verify the CNTR/PO NBR.*

AA. *Verify the SPIIN.*

AB. *Verify the CLIN.*

AC. *Verify the SLIN.*

AD. *Verify the ACRN.*

AE. *Verify the TRANSFER TYPE CD.*

AF. Update the TRADING PARTNER NBR, entering the revised number in the field provided. *This is a 9 alphanumeric character field.*

AG. *Verify the TRADING DEPT CD.*

AH. Update the TRADING DEPT CD To, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

AI. *Verify the Trading Basic Symbol.*

AJ. Update the Trading Basic Symbol To, entering the revised code in the field provided. *This is a 4 alphanumeric character field.*

AK. *Verify the Trading SUBHEAD.*

AL. Update the Trading SUBHEAD To, entering the revised code in the field provided. *This is a 4 alphanumeric character field.*

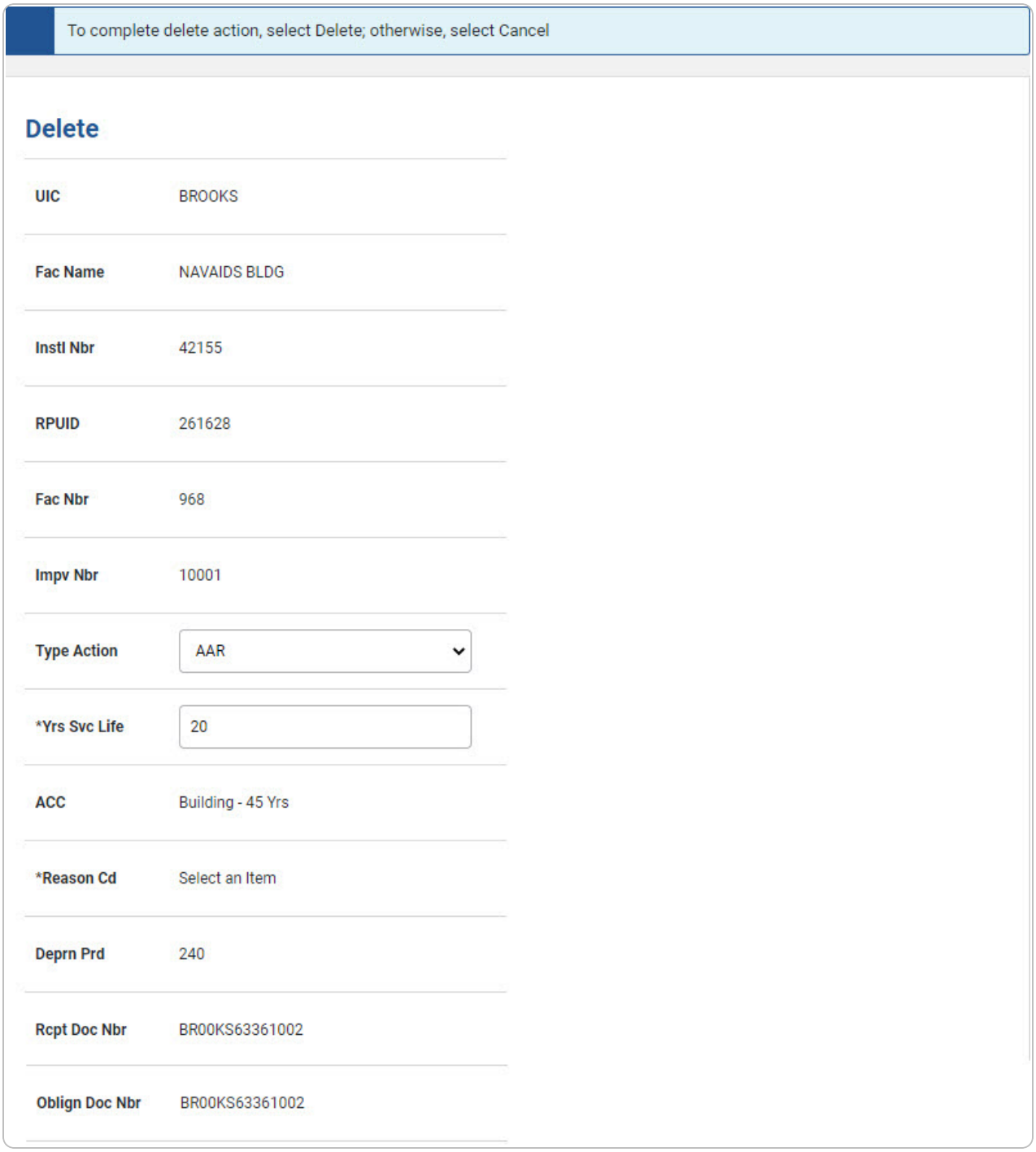
AM. *Verify the Remarks.*

AN. Update the History Remarks, entering the revised remarks in the field provided. *This is a 1024 alphanumeric character field.*

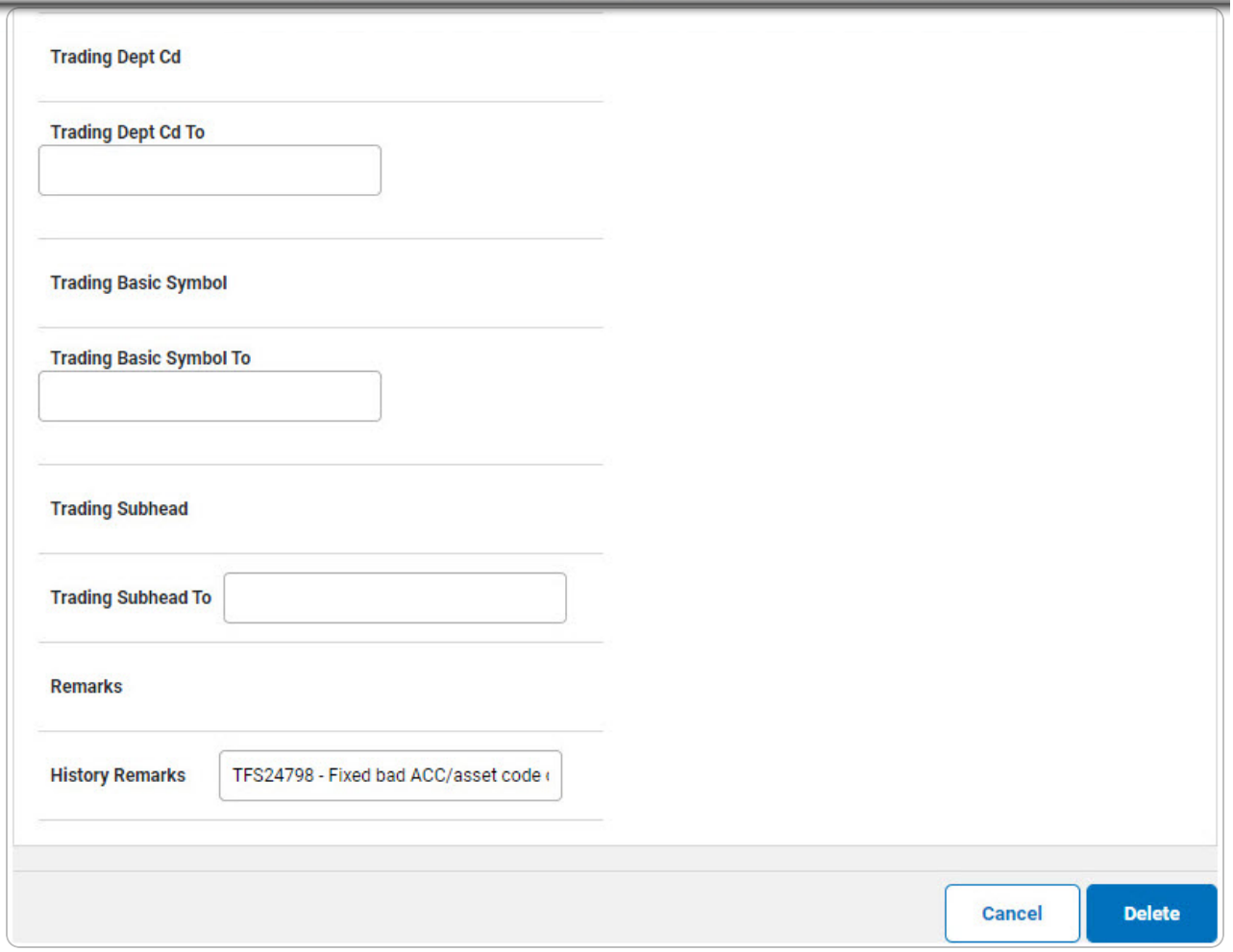
AO. Select Delete. *The* ***Improvement Cost Transaction Status*** *page appears.*

Delete a Direct Input Real Property Improvement

1. Update the fields on the Delete tab.



Trans Doc Nbr	
Impv Cost Amt	15000357.66
Fund Cd/ASN	68-
Cptl Cd	A-DoD Threshold
Retirement/Dspsl Dt	5/23/2023
Acq Dt	09/30/2014
Eff Dt	09/30/2014
Owng Cost Center	DMB068
Owng Cost Center Desc	SAT 2012 COST CENTER WITH ASSESTS ASSIGNED
Fndng Cost Center	5H122
Fndng Cost Center Desc	SEAN IS TESTING
Task Cd	
Job Order Nbr	
LOA	
Transfer Type Cd	0-Transfer Type Cd not required
Trading Partner Nbr	



A. *Verify the UIC.*

B. *Verify the FAC NAME.*

C. *Verify the INSTL NBR.*

D. *Verify the RPUID.*

E. *Verify the FAC NBR.*

F. *Verify the IMPV NBR.*

G. Use ☑ to select the Type Action.

H. Update the YRS SVC LIFE, entering the revised number in the field provided. *This is a 3 alphanumeric character field.*

I. *Verify the ACC.*

J. *Verify the REASON CD.*

K. *Verify the RCPT DOC NBR.*

L. *Verify the OBLIGN DOC NBR.*

M. Update the TRANS DOC NBR, using to browse for the number. *This is a 15 alpha-numeric character field.*

Document Number Browse help

N. *Verify the IMPV COST AMT.*

O. *Verify the FUND CD/ASN.*

P. *Verify the CPTL CD.*

Q. Update the Retirement/DSPSL DT, using or entering the date MM/DD/YYYY in the field provided.

R. *Verify the ACQ DT.*

S. *Verify the EFF DT.*

T. *Verify the OWNG COST CENTER.*

U. *Verify the OWNG COST CENTER DESC.*

V. *Verify the FNDNG COST CENTER.*

W. *Verify the FNDNG COST CENTER DESC.*

X. *Verify the TASK CD.*

Y. *Verify the JOB ORD NBR.*

Z. Update the LOA, using to browse for the revised LOA. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

AA. *Verify the TRANSFER TYPE CD.*

AB. Update the TRADING PARTNER NBR, entering the revised number in the field provided. *This is a 9 alphanumeric character field.*

AC. *Verify the TRADING DEPT CD.*

AD. Update the TRADING DEPT CD To, entering the revised code in the field provided. *This is a 3 alphanumeric character field.*

AE. *Verify the Trading Basic Symbol.*

AF. Update the Trading Basic Symbol To, entering the revised code in the field provided. *This is a 4 alphanumeric character field.*

AG. *Verify the Trading SUBHEAD.*

AH. Update the Trading SUBHEAD To, entering the revised code in the field provided. *This is a 4 alphanumeric character field.*

AI. *Verify the Remarks.*

AJ. Update the History Remarks, entering the revised remarks in the field provided. *This is a 1024 alphanumeric character field.*

AK. Select Delete. *The **View the Improvement Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *TRANS DOC NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *History Remarks*.	
13 — Mandatory Entry: *Trading Partner*.	
13 — Mandatory Entry: *Remarks*.	
219 — Capital Threshold criteria does not exist.	Missing Entry. The Basic Tab is completed, but the mandatory fields from the other tabs are still empty. Enter the information from the other tabs, then select Add.

562 — Retirement/DSPSL DT must be = or < System Date.	Invalid Entry. Retirement / DSPSL DT field is mandatory when the Type Action = AAR (Administrative Adjustment) or Disposal, and must be the same as or before the system date. Re-enter the Retirement/DSPSL DT field.

Related Topics

- Search for an Improvement - Criteria
- Search for an Improvement - Results
- Add an Improvement
- Update an Improvement – Type Action
- Update an Improvement
- View the Improvement Transaction Status
- Export an Improvement Report

Export an Improvement Report

Overview

The Export an Improvement Report provides the ability to save the Transaction Status in different formats.

Navigation

Accounting > Improvement > Search Criteria > *Various Procedural Steps* > Transaction Status page > Print > Improvement Report Export page

Page Fields

The following fields display on the **Improvement Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

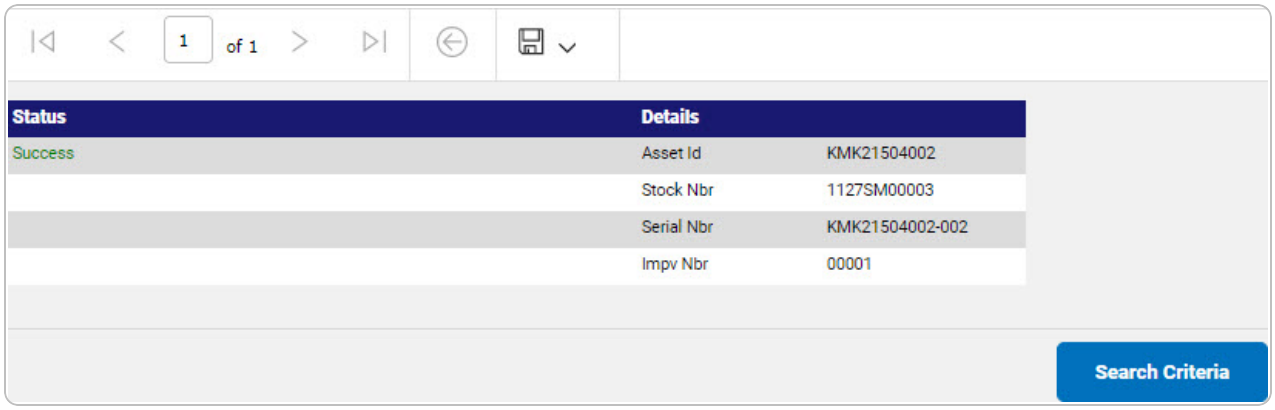
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Improvement Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select to return to the **Search for an Improvement - Criteria** page.

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for an Improvement - Criteria
- Search for an Improvement - Results
- Add an Improvement
- Update an Improvement – Type Action
- Update an Improvement
- Delete an Improvement
- View the Improvement Transaction Status

Search for an Improvement — Results

Overview

The Improvement Search Results process provides the ability to view the improvements that meet the information specified on the Search Criteria page.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > Improvement > Search Criteria > Search > Improvement Search Results page

Page Fields

The following fields display on the **Improvement Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
61	Select "Cancel" to return to Search Criteria page.

Asset Improvement Grid

Search Criteria

Type Action
UIC
Asset Id
Stock Nbr
Serial Nbr
Impv Nbr

Search Results

Update
Delete
Rcpt Doc Nbr
Impv Nbr
Asset Id
Stock Nbr
Serial Nbr
Item Desc

CIP Real Property Improvement Grid

Search Criteria

Type Action
UIC
RPUID
Instl Nbr
Fac Nbr

Search Results

Select
Fac Nbr
Instl Nbr
RPUID
Fac Name

Direct Input Real Property Improvement Grid

Search Criteria

Type Action

UIC
RPUID
Instl Nbr
Fac Nbr
Impv Nbr

Search Results

Update
Delete
Rcpt Doc Nbr
Fac Nbr
Instl Nbr
Impv Nbr
RPUID
Fac Name

CIP Asset Improvement Grid

Search Criteria

Type Action
UIC
Asset Id
Stock Nbr
Serial Nbr

Search Results

Select
Asset Id
Stock Nbr
Serial Nbr
Item Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Update an Asset Improvement

Select the Update hyperlink. *The **Update an Improvement** page appears.*

Delete an Asset Improvement

Select the Delete hyperlink. *The **Delete an Improvement** page appears.*

Update a Direct Input Real Property Improvement

Select the Update hyperlink. *The **Update an Improvement** page appears.*

Delete a Direct Input Real Property Improvement

Select the Delete hyperlink. *The **Delete an Improvement** page appears.*

Add a CIP Real Property Improvement

Select the Add hyperlink. *The **Add an Improvement** page appears.*

Add a CIP Asset Improvement

Select the Add hyperlink. *The **Add an Improvement** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Improvement — Criteria
- Add an Improvement
- Update an Improvement – Type Action
- Update an Improvement
- Delete an Improvement
- View the Improvement Transaction Status
- Export an Improvement Report

Search for an Improvement — Criteria

Overview

The Property Accountability module Improvement process provides the ability to add improvement records to Real Property and serially managed Direct Input Asset Improvements and gives users the capability to convert completed Construction In Progress (CIP) projects to Improvements. When deleting / removing an Improvement, there will not be an option for the Sale of an Improvement.
An Improvement is any change made to an asset that increases its value, performance or its useful life. Examples include:

- Installing utilities on unimproved land
- Excavating, clearing and landscaping real property
- Adding a functional part or accessory to a vehicle

Leasehold Improvements are repairs or improvements, usually prior to occupancy, made to a leased facility by the lessee. The cost is then added to fixed assets and amortized over the life of the lease.
The process will display different entry fields in each page depending on the Type Action selected.

Navigation

Accounting > Improvement > Improvement Search Criteria page

Page Fields

The following fields display on the **Improvement Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
12	Select "Search" button to view Search Results page.

Asset Improvement Grid

Type Action
UIC
Asset Id
Stock Nbr
Serial Nbr
Impv Nbr

Direct Input Real Property Improvement Grid

Type Action
UIC
RPUID
Instl Nbr
Fac Nbr
Impv Nbr

CIP Real Property Improvement Grid

Type Action
UIC
RPUID
Instl Nbr
Fac Nbr

CIP Asset Improvement Grid

Type Action
UIC
Asset Id
Stock Nbr

Serial Nbr

Procedures

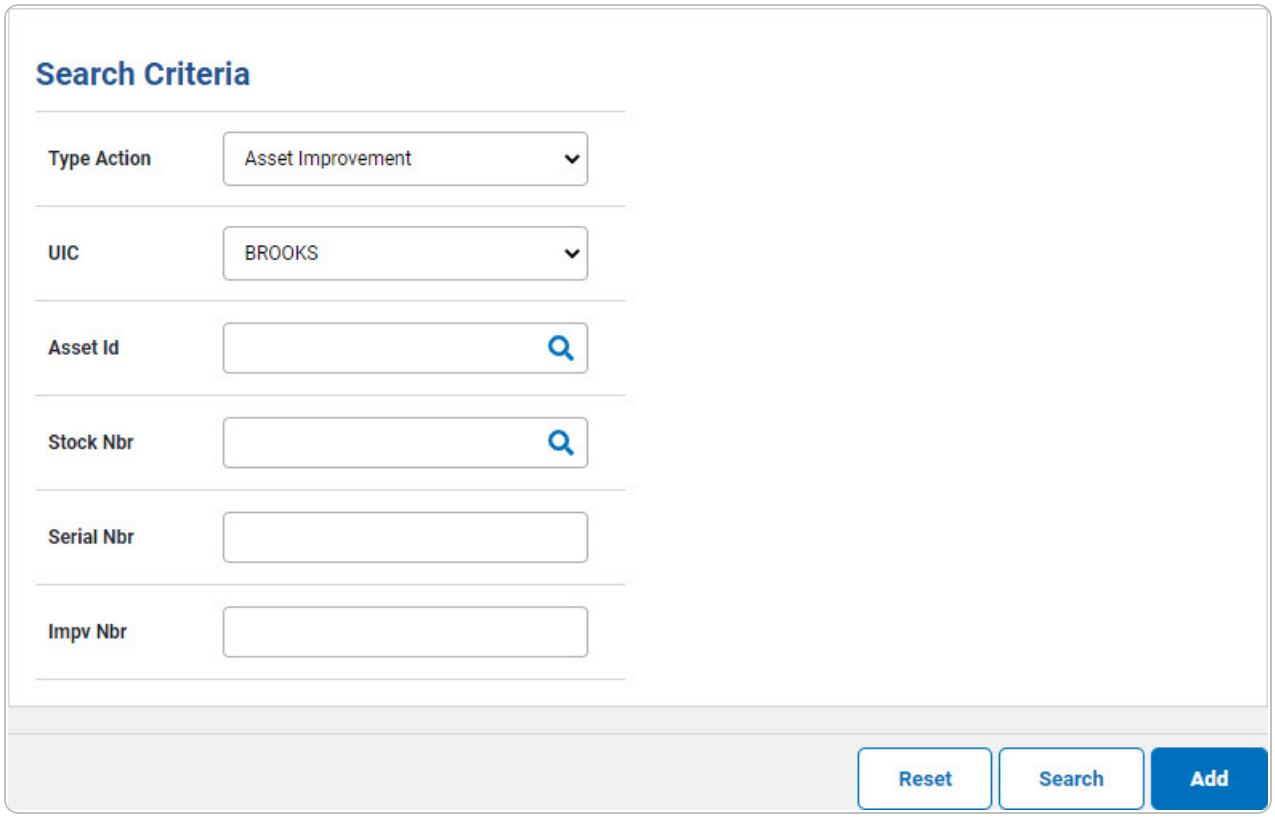
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Asset Improvement

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. Use ▼ to select the Type Action.



2. Use ▼ to select the UIC.

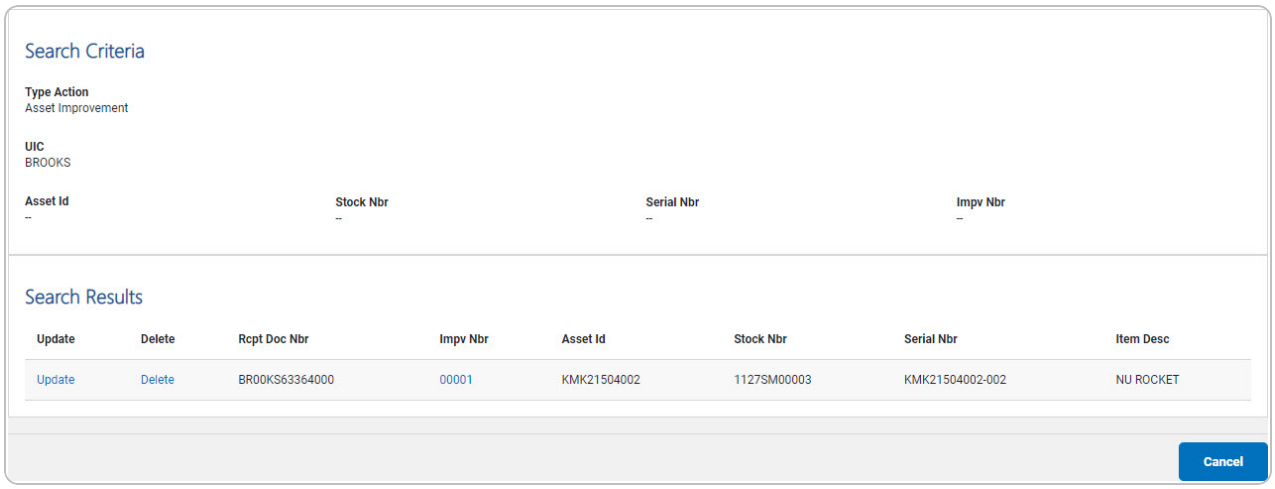
3. Enter the ASSET ID, or use to browse for the entry. *This is a 12 alphanumeric character field.*

   Asset Id Browse help

4. Enter the STOCK NBR, or use to browse for the entry. *This is a 15 alphanumeric character field.*

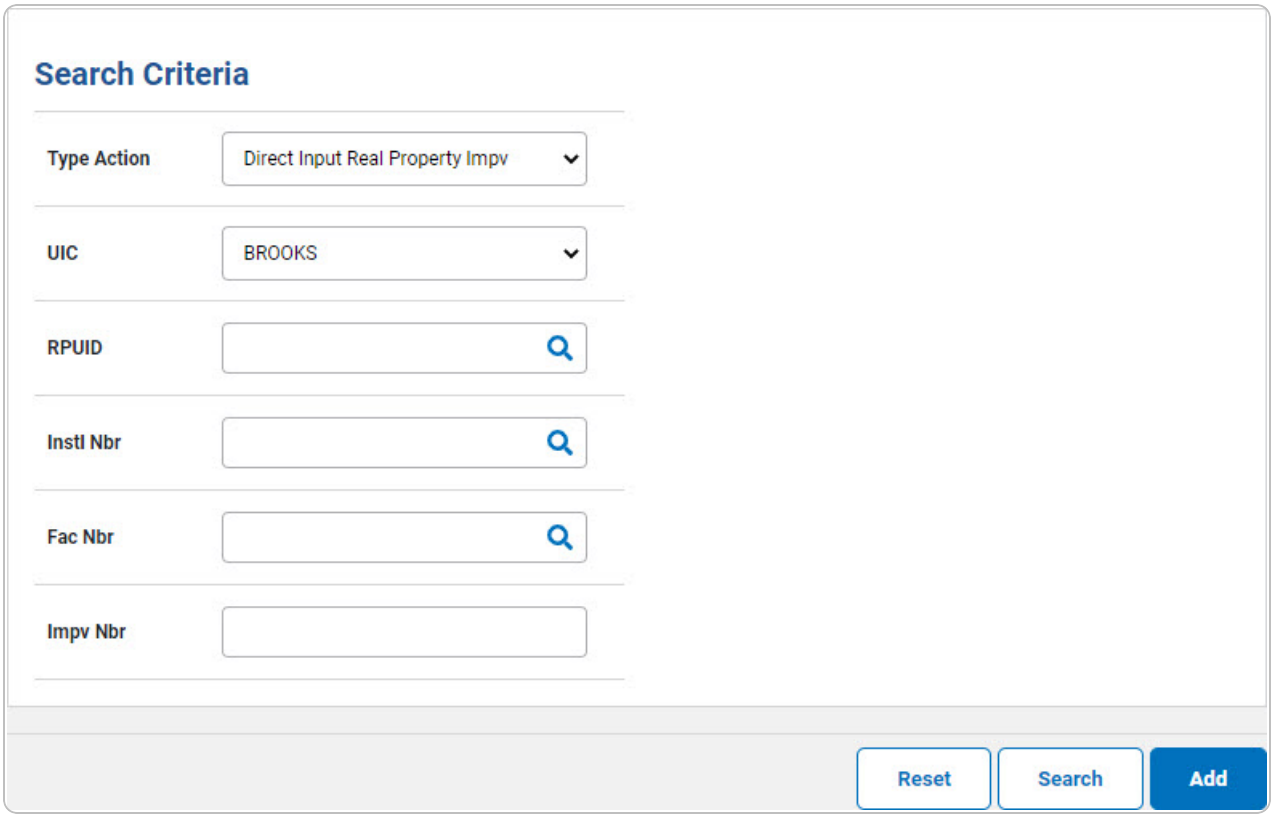
   Stock Number Browse help

5. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
6. Enter the IMPV NBR in the field provided. *This is a 5 alphanumeric character field.*
7. Select Search. *The **View the Improvement Search Results** page appears.*



Search a Direct Input Real Property Improvement

1. Use ▼ to select the Type Action.



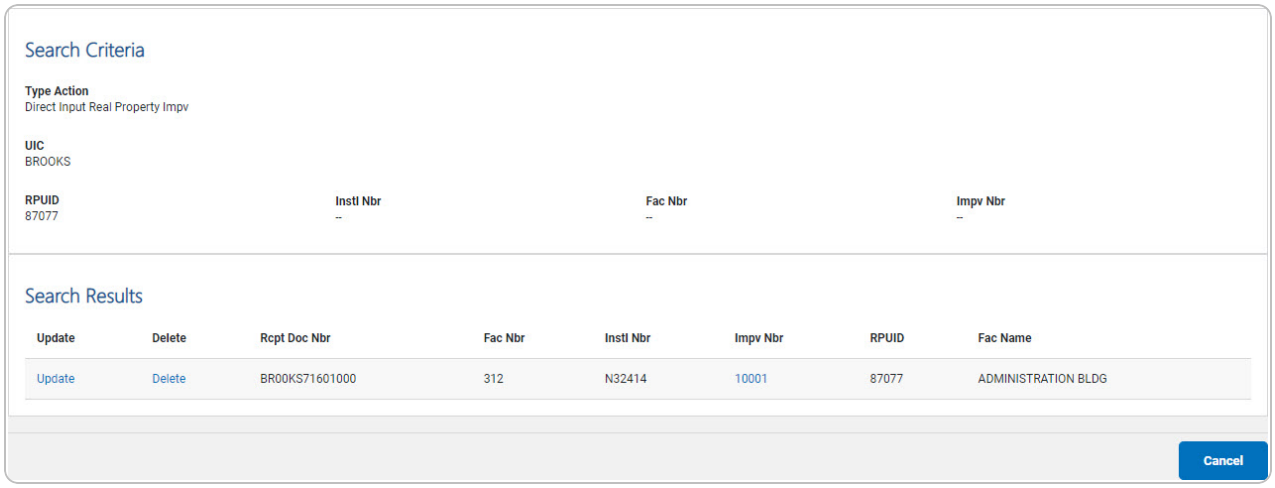
2. Use ▼ to select the UIC.
3. Enter the RPUID, or use 🔍 to browse for the entry. *This is a 18 alphanumeric character field.*

   Real Property Site Name Browse help
4. Enter the INSTL NBR, or use 🔍 to browse for the entry. *This is a 6 alphanumeric character field.*

   Installation Number Browse help
5. Enter the FAC NBR, or use 🔍 to browse for the entry. *This is a 10 alphanumeric character field.*

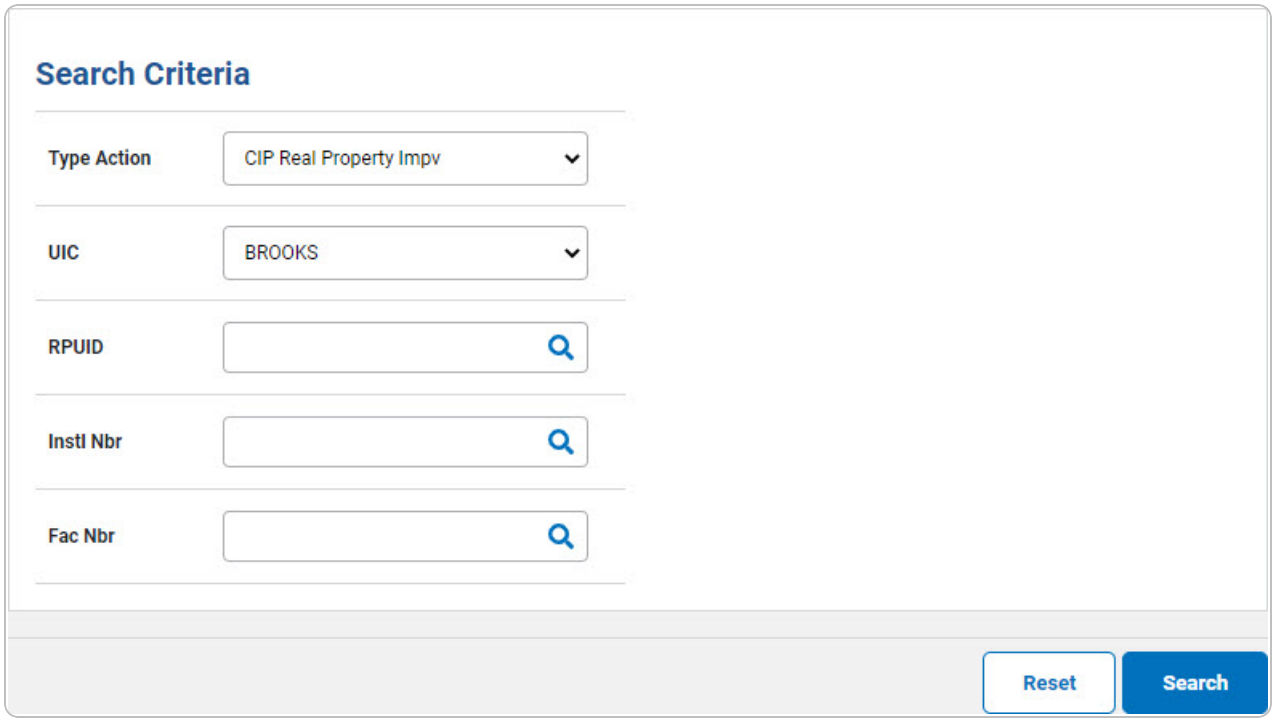
   Real Property UID Browse help
6. Enter the IMPV NBR in the field provided. *This is a 5 alphanumeric character field.*

7. Select Search. *The* ***View the Improvement Search Results*** *page appears.*



Search a CIP Real Property Improvement

1. Use to select the Type Action.



2. Use to select the UIC.

3. Enter the RPUID, or use to browse for the entry. *This is a 18 alphanumeric character field.*

   Real Property Site Name Browse help

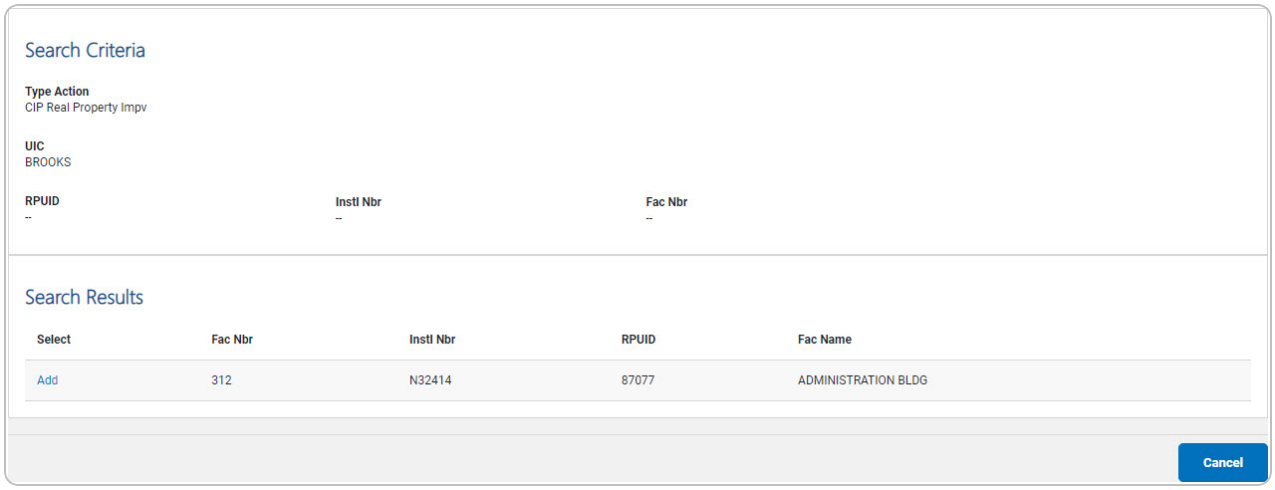
4. Enter the INSTL NBR, or use to browse for the entry. *This is a 6 alphanumeric character field.*

   Installation Number Browse help

5. Enter the FAC NBR, or use to browse for the entry. *This is a 10 alphanumeric character field.*

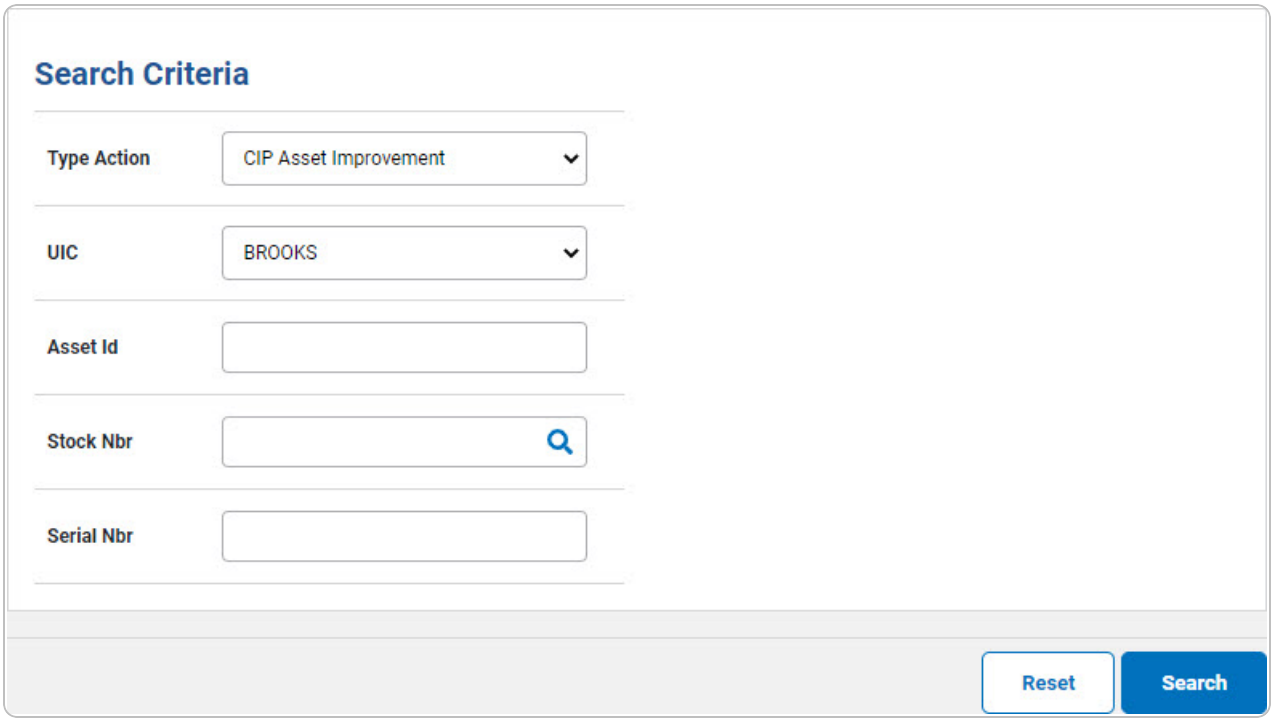
   Real Property UID Browse help

6. Select Search. *The **View the Improvement Search Results** page appears.*



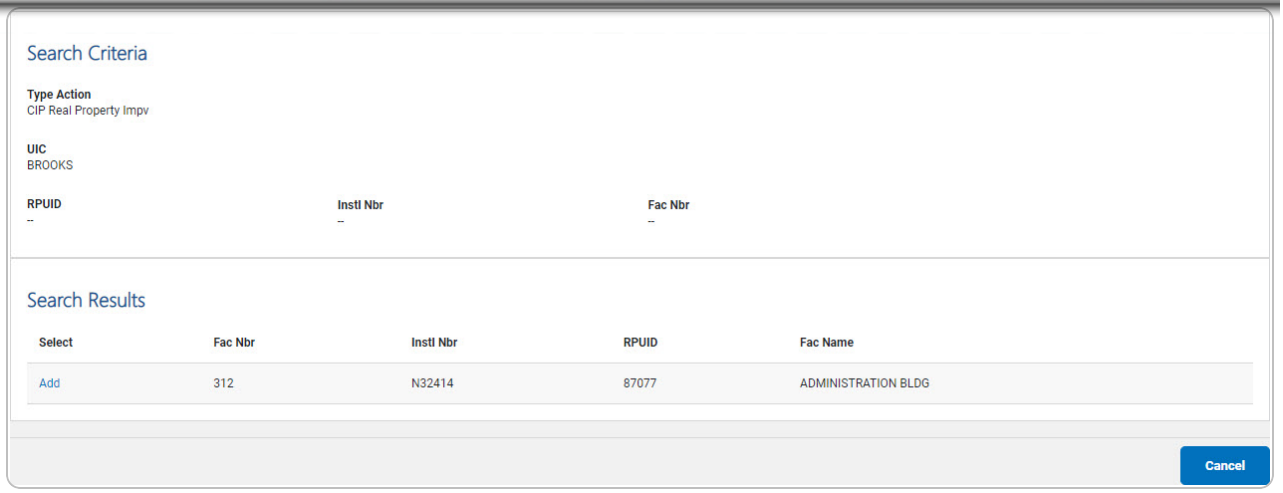
Search a CIP Asset Improvement

1. Use ☑ to select the Type Action.



2. Use ☑ to select the UIC.
3. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
4. Enter the STOCK NBR, or use 🔍 to browse for the entry. *This is a 15 alphanumeric character field.*

   Stock Number Browse help
5. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
6. Select Search. *The **View the Improvement Search Results** page appears.*



Search an Improvement — Add

Note

The Add button is available when searching for an Asset Improvement and Direct Input Real Property Improvement.

Select Add. *The **Add an Improvement** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
676 — Entry must be alpha-	Invalid Entry. The characters entered in the field

numeric.	include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
82 — STOCK NBR must be alphanumeric with valid special character(s) $, — , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
86 — ASSET ID or STOCK NBR/SERIAL NBR must be entered.	Invalid Entry. An Ancillary Cost was entered without identifying the asset first. Enter the asset information.
380 — RPUID or INSTL NBR/FAC NBR must be entered.	Invalid Entry. The RPUID or INSTL NBR/FAC NBR must be entered when the type action is DIRECT INPUT REAL PROPERTY IMPV. Re—enter either the RPUID or INSTL NBR/FAC NBR field.
541 — Invalid entry, IMPV NBR must be blank when selecting the "Add" button.	Invalid Entry. When attempting an Add, do not enter an IMPV NBR. Remove the field and select Add again.

Related Topics

- Search for an Improvement — Results
- Add an Improvement
- Update an Improvement – Type Action
- Update an Improvement
- Delete an Improvement
- View the Improvement Transaction Status
- Export an Improvement Report

View the Improvement Transaction Status

Overview

The Improvement Transaction Status displays a verification of the add, update, or delete transaction performed.

Navigation

Accounting > Improvement > Search Criteria > *Various Procedural Steps* > Improvement Transaction Status page

Page Fields

The following fields display on the **Improvement Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.

Transaction Status

Status

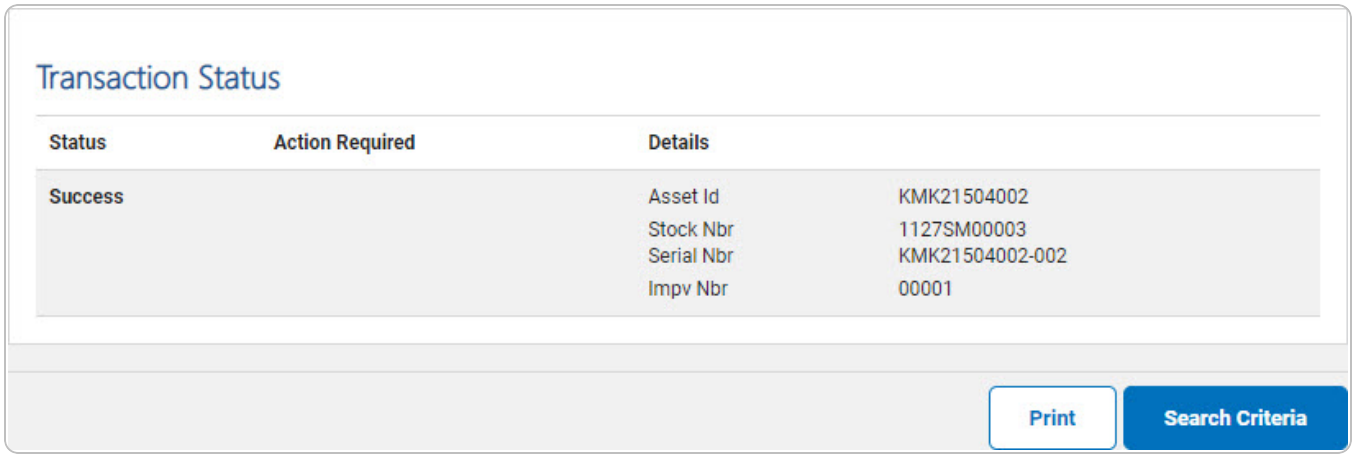
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Improvement Cost Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print to print a report of the transaction. *The **Export an Improvement Report** page appears.*
5. Select Search Criteria. *The **Search for an Improvement - Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for an Improvement - Criteria
- Search for an Improvement - Results
- Add an Improvement
- Update an Improvement – Type Action
- Update an Improvement
- Delete an Improvement
- Export an Improvement Report

Update an Improvement

Overview

The Improvement Update process allows editing of existing Direct Input Improvements for serial managed and real property. The available fields will change depending on the Type Action selected on the **Update – Type Action page**.

Navigation

Accounting > Improvement > Search Criteria > Search > Search Results > Update hyperlink > Update an Improvement – Type Action > Continue > Impv Update page

Page Fields

The following fields display on the **Improvement Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
394	When available, select Update button to revise selected field(s) in record(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Asset Improvement Grid

UIC

Stock Nbr
Serial Nbr
Item Desc
Asset Id
Impv Nbr
Type Action
Yrs Svc Life *
Reason Cd *
Rcpt Doc Nbr
Trans Doc Nbr
Impv Cost Amt
Cptl Cd
Acq Dt
Cost Center
Job Ord Nbr
Cntr/PO Nbr
Transfer Type Cd
Oblign Doc Nbr
Fund Cd/ASN
Task Cd
Eff Dt
Owng Cost Center
Fndng Cost Center
Owng Cost Center Desc
Fndng Cost Center Desc
LOA
SPIIN
SLIN
CLIN
ACRN
Remarks
History Remarks

Direct Input Real Property Improvement Grid

UIC
Instl Nbr
Fac Nbr
Type Action
Yrs Svc Life *
Rcpt Doc Nbr
Trans Doc Nbr
Impv Cost Amt

Cptl Cd
Acq Dt
Cost Center
Job Ord Nbr
LOA
Transfer Type Cd
Fac Name
RPUID
Impv Nbr
ACC
Reason Cd *
Oblign Doc Nbr
Fund Cd/ASN
Task Cd
Eff Dt
Owng Cost Center
Fndng Cost Center
Owng Cost Center Desc
Fndng Cost Center Desc
Deprn Cost Center
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

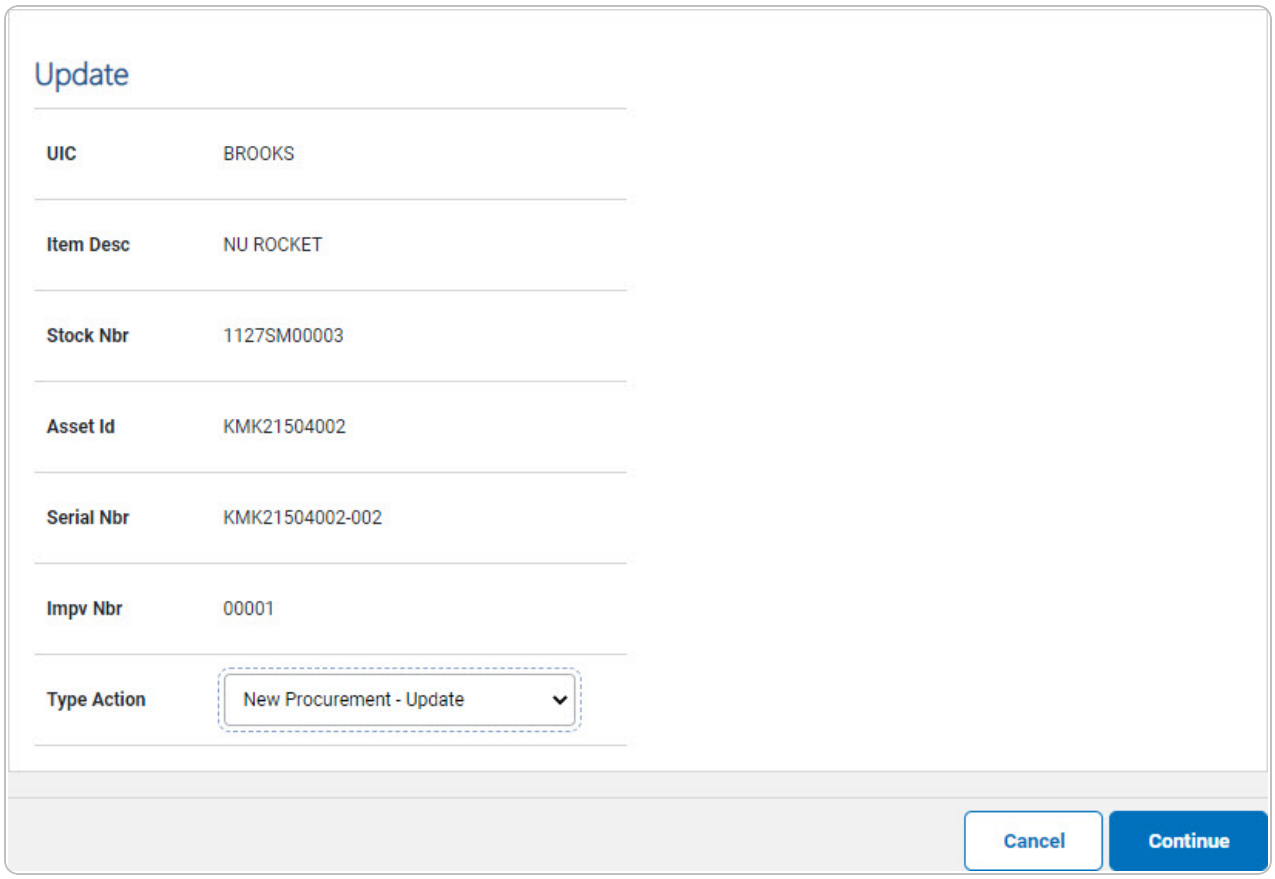
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

Note

OBLIGN DOC NBR is not available to edit for Price Correction or Price Revaluation. The IMPV COST AMT is only available to edit when completing a Price Correction or Price Revaluation.

Update an Asset Improvement

1. Select the Update hyperlink. *The **Update – Type Action** page appears.*



A. Verify the UIC.

B. Verify the ITEM DESC.

C. Verify the STOCK NBR.

D. Verify the ASSET ID.

E. Verify the SERIAL NBR.

F. Verify the IMPV NBR.

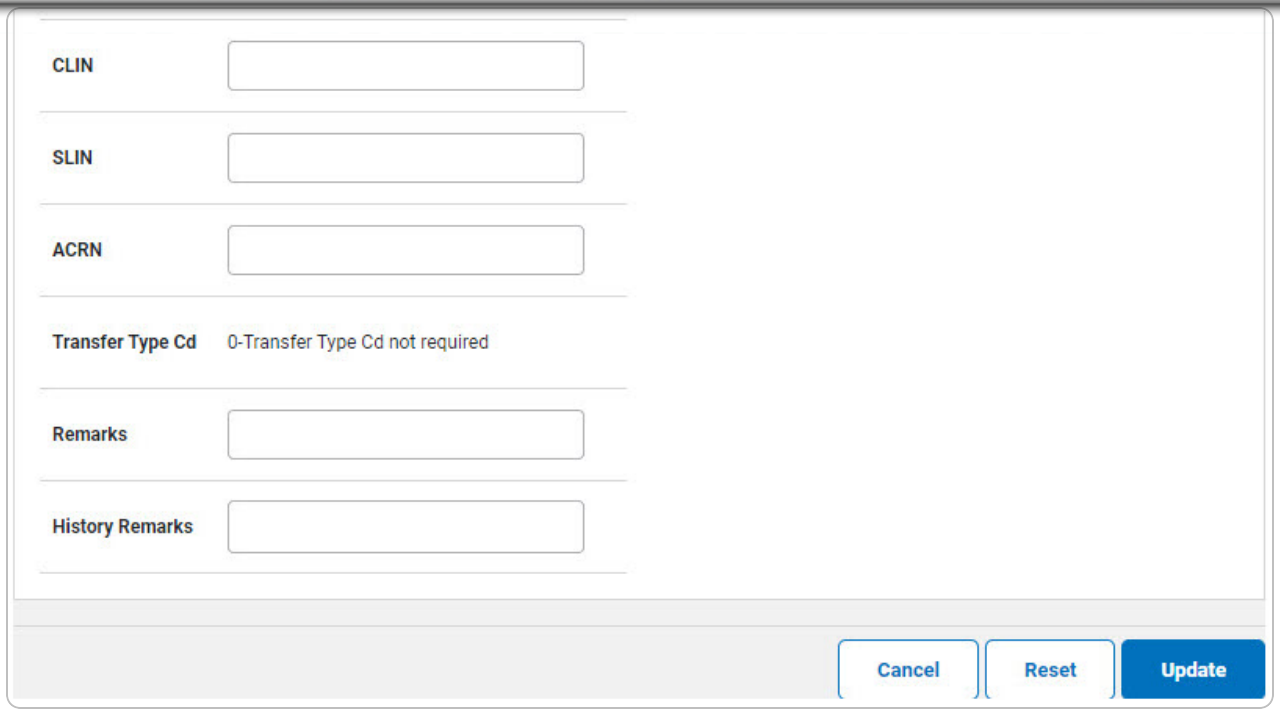
G. Use to select the Type Action. *Choose New Procurement - Update.*

H. Select Continue. *The main Update page appears.*

Update

UIC	BROOKS
Item Desc	NU ROCKET
Stock Nbr	1127SM00003
Asset Id	KMK21504002
Serial Nbr	KMK21504002-002
Impv Nbr	00001
Type Action	New Procurement - Update
***Yrs Svc Life**	0
***Reason Cd**	Select an Item
Rcpt Doc Nbr	BR0OKS63364000
Oblign Doc Nbr	BR0OKS63364000
Trans Doc Nbr	
Impv Cost Amt	3521000.00

Fund Cd/ASN	Select an Item
Cptl Cd	A-DoD Threshold
Acq Dt	2/10/2015
Eff Dt	2/10/2015
Owng Cost Center	DMB068
Owng Cost Center Desc	SAT 2012 COST CENTER WITH ASSEST
Fndng Cost Center	DMB068
Fndng Cost Center Desc	SAT 2012 COST CENTER WITH ASSEST
Task Cd	
Job Order Nbr	
LOA	
Cntr/PO Nbr	
SPIIN	



A. *Verify the UIC.*

B. *Verify the ITEM DESC.*

C. *Verify the STOCK NBR.*

D. *Verify the ASSET ID.*

E. *Verify the SERIAL NBR.*

F. *Verify the IMPV NBR.*

G. *Verify the Type Action.*

H. Update the YRS SVC LIFE, entering the revised number in the field provided. *This is a 3 alphanumeric character field.*

I. Update the Reason Cd, using to select the desired code.

J. Update the RCPT DOC NBR, entering the revised Document Number in the field provided. *This is a 15 alphanumeric character field.*

K. Update the OBLIGN DOC NBR, entering the revised Document Number in the field provided. *This is a 15 alphanumeric character field.*

L. Update the TRANS DOC NBR, using to browse for the number. *This is a 15 alpha-numeric character field.*

Document Number Browse help

M. *Verify the IMPV COST AMT.*

N. Update the Fund Cd/ASN, using to select the desired item.

O. Update the Cptl Cd, using to select the desired code.

P. Update the ACQ DT, using or entering the date MM/DD/YYYY in the field provided.

Q. Update the EFF DT, using or entering the date MM/DD/YYYY in the field provided.

R. Update the OWNG COST CENTER, using to browse for the revised entry. *This is a 30 alphanumeric character field.*

Cost Center Browse help

S. Update the OWNG COST CENTER DESC, entering the revised description in the field provided. *This is a 11 alphanumeric character field.*

T. Update the FNDNG COST CENTER, using to browse for the revised entry. *This is a 30 alphanumeric character field.*

Cost Center Browse help

U. Update the FNDNG COST CENTER DESC, entering the revised description in the field provided. *This is a 11 alphanumeric character field.*

V. Update the TASK CD, entering the revised code in the field provided. *This is a 14 alphanumeric character field.*

W. Update the JOB ORD NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*

X. Update the LOA, using to browse for the revised entry. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

Y. Update the CNTR/PO NBR, entering the revised code in the field provided. *This is a 13 alphanumeric character field.*

Z. Update the SPIIN, entering the revised code in the field provided. *This is a 6 alpha-numeric character field.*

AA. Update the CLIN, entering the revised code in the field provided. *This is a 4 alpha-numeric character field.*

AB. Update the SLIN, entering the revised code in the field provided. *This is a 2 alpha-numeric character field.*

AC. Update the ACRN, entering the revised code in the field provided. *This is a 2 alpha-numeric character field.*

AD. Verify the TRANSFER TYPE CD.

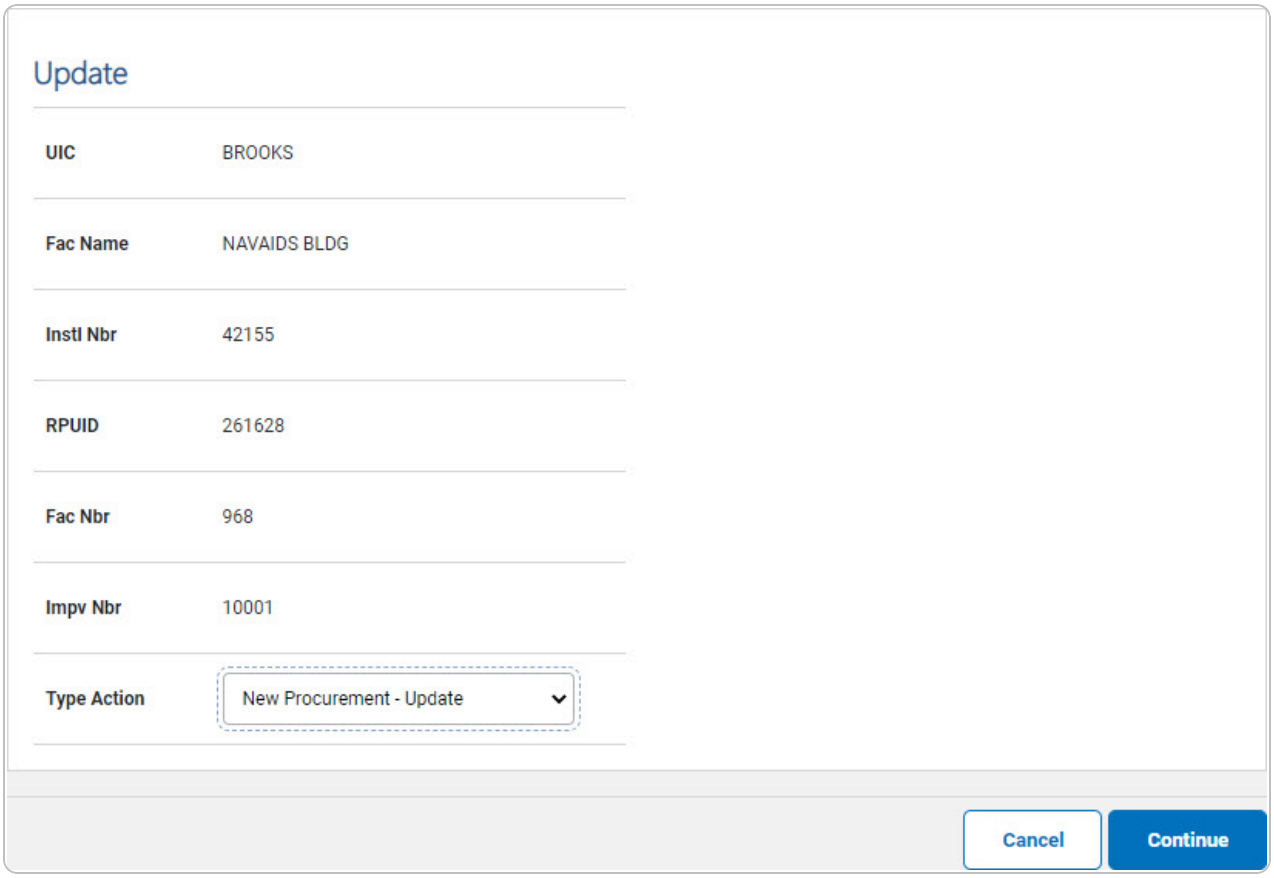
AE. Update the Remarks, entering the revised remarks in the field provided. *This is a 1024 alphanumeric character field.*

AF. Enter the History Remarks. *This is a 1024 alphanumeric character field.*

AG. Select Update. The ***Improvement Cost Transaction Status page*** appears.

Update a Direct Input Real Property Improvement

1. Select the Update hyperlink. *The **Update – Type Action** page appears.*



A. Verify the UIC.

B. *Verify the FAC NAME.*

C. *Verify the INSTL NBR.*

D. *Verify the RPUID.*

E. *Verify the FAC NBR.*

F. *Verify the IMPV NBR.*

G. Use to select the Type Action. *Choose New Procurement - Update.*

H. Select

. *The main Update page appears.*

Update

UIC	BROOKS
Fac Name	NAVAIDS BLDG
Instl Nbr	42155
RPUID	261628
Fac Nbr	968
Impv Nbr	10001
Type Action	New Procurement - Update
***Yrs Svc Life**	20
ACC	Building - 45 Yrs
***Reason Cd**	Select an Item
Deprn Prd	240
Rcpt Doc Nbr	BR00KS63361002
Oblign Doc Nbr	BR00KS63361002
Trans Doc Nbr	
Impv Cost Amt	15000357.66

Fund Cd/ASN	68-
Cptl Cd	A-DoD Threshold
Acq Dt	9/30/2014
Eff Dt	9/30/2014
Owng Cost Center	DMB068
Owng Cost Center Desc	SAT 2012 COST CENTER WITH ASSEST
Fndng Cost Center	5H122
Fndng Cost Center Desc	SEAN IS TESTING
Task Cd	
Job Order Nbr	
LOA	
Transfer Type Cd	0-Transfer Type Cd not required
Remarks	
History Remarks	TFS24798 - Fixed bad ACC/asset code (

Cancel Reset Update

A. *Verify the UIC.*

B. *Verify the FAC NAME.*

C. *Verify the INSTL NBR.*

D. *Verify the RPUID.*

E. *Verify the FAC NBR.*

F. *Verify the IMPV NBR.*

G. Update the YRS SVC LIFE, entering the revised number in the field provided. *This is a 3 alphanumeric character field.*

H. *Verify the ACC.*

I. Update the Reason Cd, using to select the desired code.

J. Update the RCPT DOC NBR, entering the revised Document Number in the field provided. *This is a 15 alphanumeric character field.*

K. Update the OBLIGN DOC NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*

L. Update the TRANS DOC NBR, using to browse for the number. *This is a 15 alpha-numeric character field.*

Document Number Browse help

M. *Verify the IMPV COST AMT Amt.*

N. Update the Fund Cd/ASN, using to select the desired item.

O. Update the Cptl Cd, using to select the desired code.

P. Update the ACQ DT, using or entering the date MM/DD/YYYY in the field provided.

Q. Update the EFF DT, using or entering the date MM/DD/YYYY in the field provided.

R. Update the OWNG COST CENTER , using to browse for the revised entry. *This is a 30 alphanumeric character field.*

Cost Center Browse help

S. Update the OWNG COST CENTER DESC, entering the revised description in the field provided. *This is a 11 alphanumeric character field.*

T. Update the FNDNG COST CENTER, using to browse for the revised entry. *This is a 30 alphanumeric character field.*

Cost Center Browse help

U. Update the FNDNG COST CENTER DESC, entering the revised description in the field provided. *This is a 11 alphanumeric character field.*

V. Update the TASK CD, entering the revised code in the field provided. *This is a 14 alphanumeric character field.*

W. Update the JOB ORD NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*

X. Update the LOA, using to browse for the revised entry. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

Y. Verify the TRANSFER TYPE CD.

Z. Update the Remarks, entering the revised remarks in the field provided. *This is a 1024 alphanumeric character field.*

AA. Enter the History Remarks. *This is a 1024 alphanumeric character field.*

AB. Select

. The ***Improvement Cost Transaction Status page*** appears.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

13 — Mandatory Entry: *OBLIGN DOC NBR*.	Missing Entry. Enter the appropriate information in the desired field.
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
119 — DOC NBR is mandatory: *TRANS DOC NBR*.	Missing Entry. The DOC NBR is mandatory. Enter the appropriate information in the desired field.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
540 — PRIOR DEPRN must be <= total Improvement Cost.	Invalid Entry. PRIOR DEPRN is less than total Improvement Cost. Re-enter the PRIOR DEPRN.
749 — Cost Center invalid for cost center type.	Invalid Entry. The type of cost center entered does not match the type of cost center expected (OWNG, FNDNG, DEPRN, etc.). Enter a valid cost center.
750 — Cost Center does not exist.	Invalid Entry. The entered Cost Center is not currently in the system. Enter a valid Cost Center.
751 — Cost Center is either frozen or outside of date	Invalid Entry. The cost center entered is not currently available. Enter a valid cost center.

range.	

Related Topics

- Search for an Improvement - Criteria
- Search for an Improvement - Results
- Add an Improvement
- Update an Improvement – Type Action
- Delete an Improvement
- View the Improvement Transaction Status
- Export an Improvement Report

Update an Improvement – Type Action

Overview

The Improvement — Type Action Update process allows editing of Direct Input Improvements.

Note

If Fund Code/Allotment Serial Number (ASN) selected is associated with the Defense Agencies Initiative (DAI) Interface System Code, the TASK CD and Cost Center displays, and TASK CD, Cost Center and JOB ORDER NBR are unavailable for data entry.

Navigation

Accounting > Improvement > Search Criteria > Search > Search Results > Update hyperlink > Improvement Update – Type Action page

Page Fields

The following fields display on the **Improvement Update– Type Action** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
142	Select "Continue" to continue processing.
14	Select "Cancel" button to return to previous page.

Asset Improvement Grid

UIC

Stock Nbr
Serial Nbr
Type Action
Item Desc
Asset Id
Impv Nbr

Direct Input Real Property Improvement Grid

UIC
Instl Nbr
Fac Nbr
Type Action
Fac Name
RPUID
Impv Nbr

Procedures

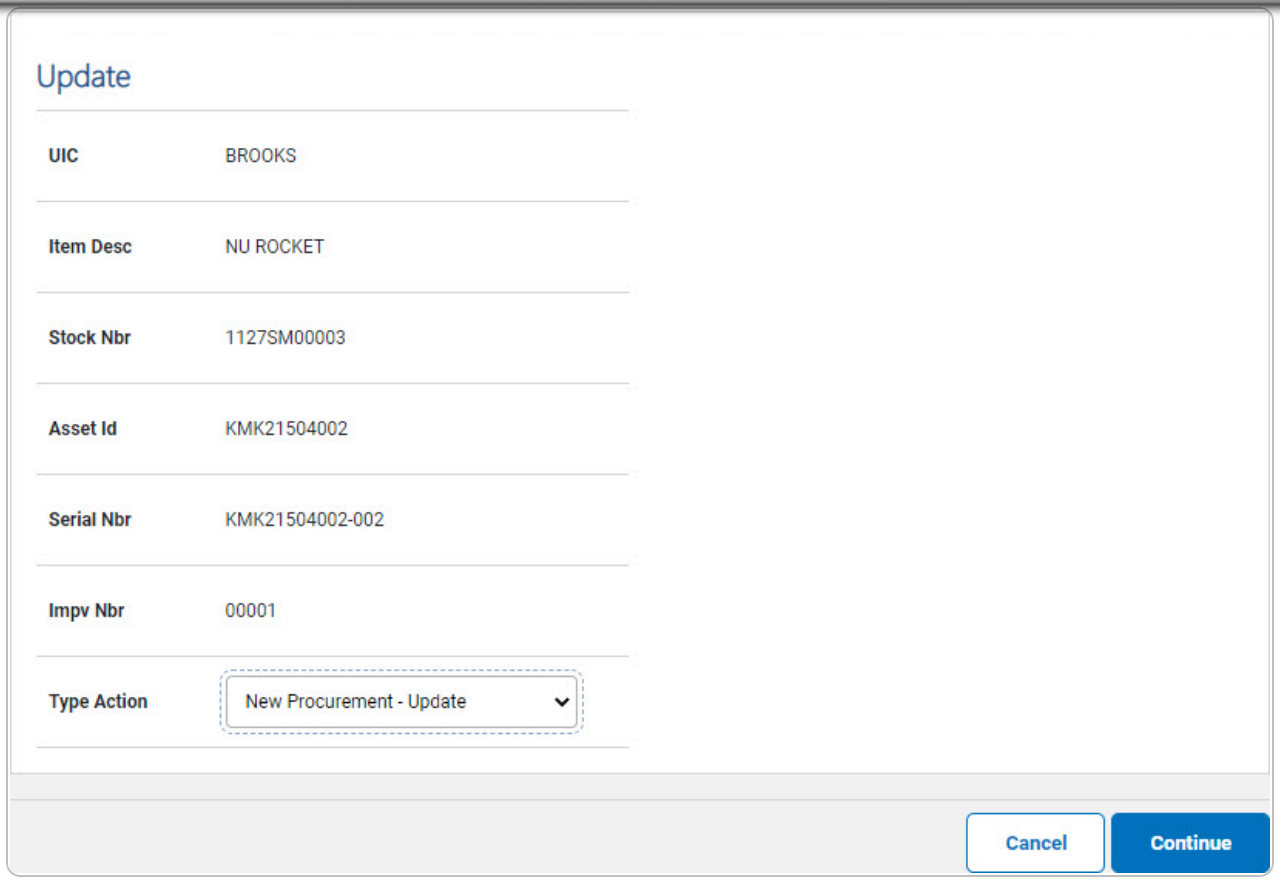
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

Update an Asset Improvement — Type Action

1. Select the Update hyperlink on the desired row. *The* ***Update an Asset Improvement — Type Action*** *page appears.*



A. *Verify the UIC.*

B. *Verify the ITEM DESC.*

C. *Verify the STOCK NBR.*

D. *Verify the ASSET ID.*

E. *Verify the SERIAL NBR.*

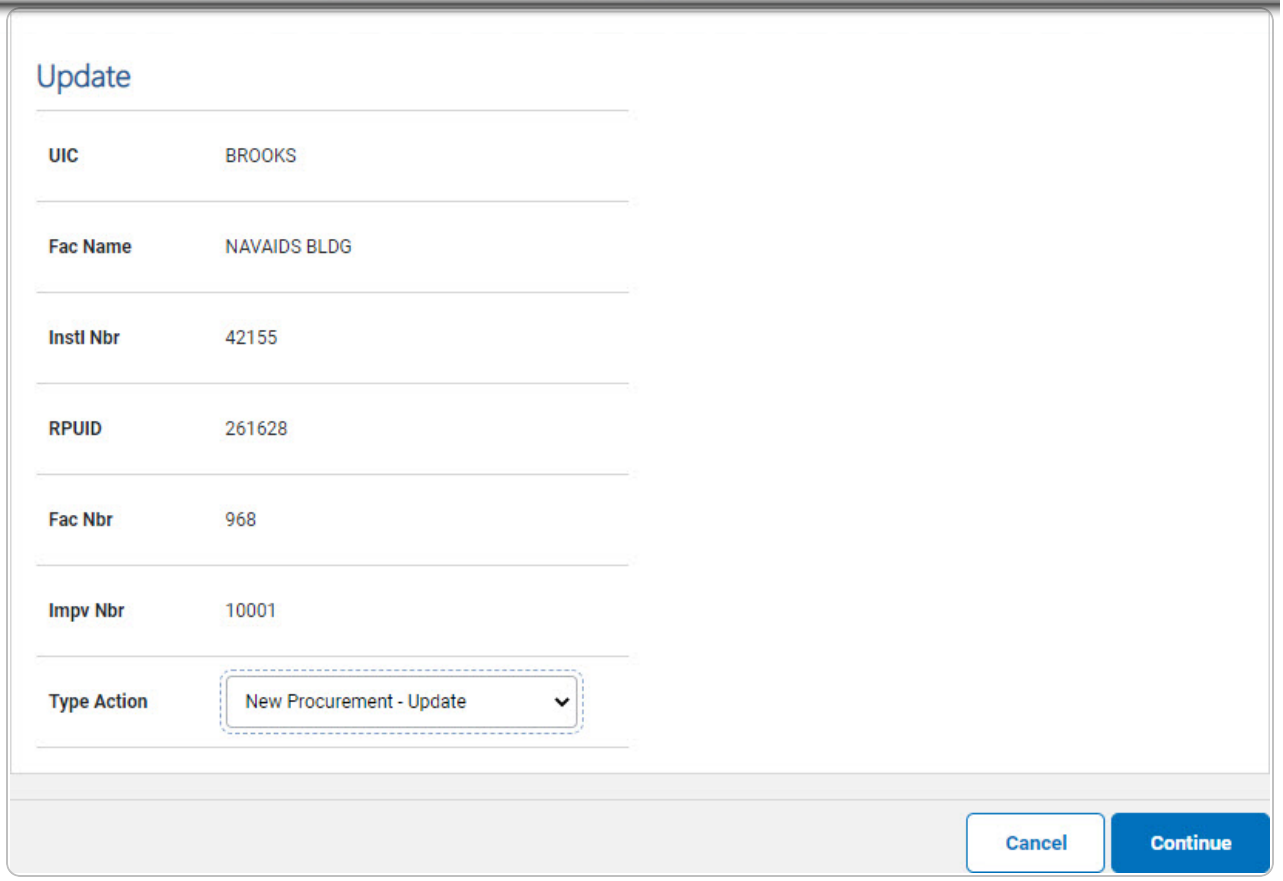
F. *Verify the IMPV NBR.*

G. Use ☑ to select the Type Action. *Choose New Procurement - Update.*

H. Select Continue. *The **Update an Asset Improvement** page appears.*

Update a Direct Input Real Property Improvement — Type Action

1. Select the Update hyperlink on the desired row. *The **Update a Direct Input Real Property Improvement —Type Action** page appears.*



A. *Verify the UIC.*

B. *Verify the FAC NAME.*

C. *Verify the INSTL NBR.*

D. *Verify the RPUID.*

E. *Verify the FAC NBR.*

F. *Verify the IMPV NBR.*

G. Use ☑ to select the Type Action. *Choose New Procurement - Update.*

H. Select Continue. *The Update a Direct Input Real Property Improvement page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
497 — IMPV is tied to an open CIP PRJ. If IMPV COST is incorrect, use CIP ASSET/IMPV A/U/D to correct cost.	Invalid Entry. The option containing "Price Correction" or "Price Revaluation" is selected for Improvement with an Open Construction In Progress (CIP) Project. Either uncheck the option, or use CIP ASSET to correct the cost.

Related Topics

- Search for an Improvement — Criteria
- Search for an Improvement — Results
- Add an Improvement
- Update an Improvement
- Delete an Improvement
- View the Improvement Transaction Status
- Export an Improvement Report

Add an Ancillary Cost

Overview

The Ancillary Cost Add process provides the ability to create new personal property or improvement costs.

Navigation

Accounting > Ancillary Cost > Search Criteria > Add > Add an Ancillary Cost page

Page Fields

The following fields display on the **Ancillary Cost Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Add

UIC
Asset Id
Stock Nbr
Serial Nbr

Impv Nbr
Item Desc
Cost Type *
Cost Amt *
Acq Dt *
Eff Dt *
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Oblign Doc Nbr
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

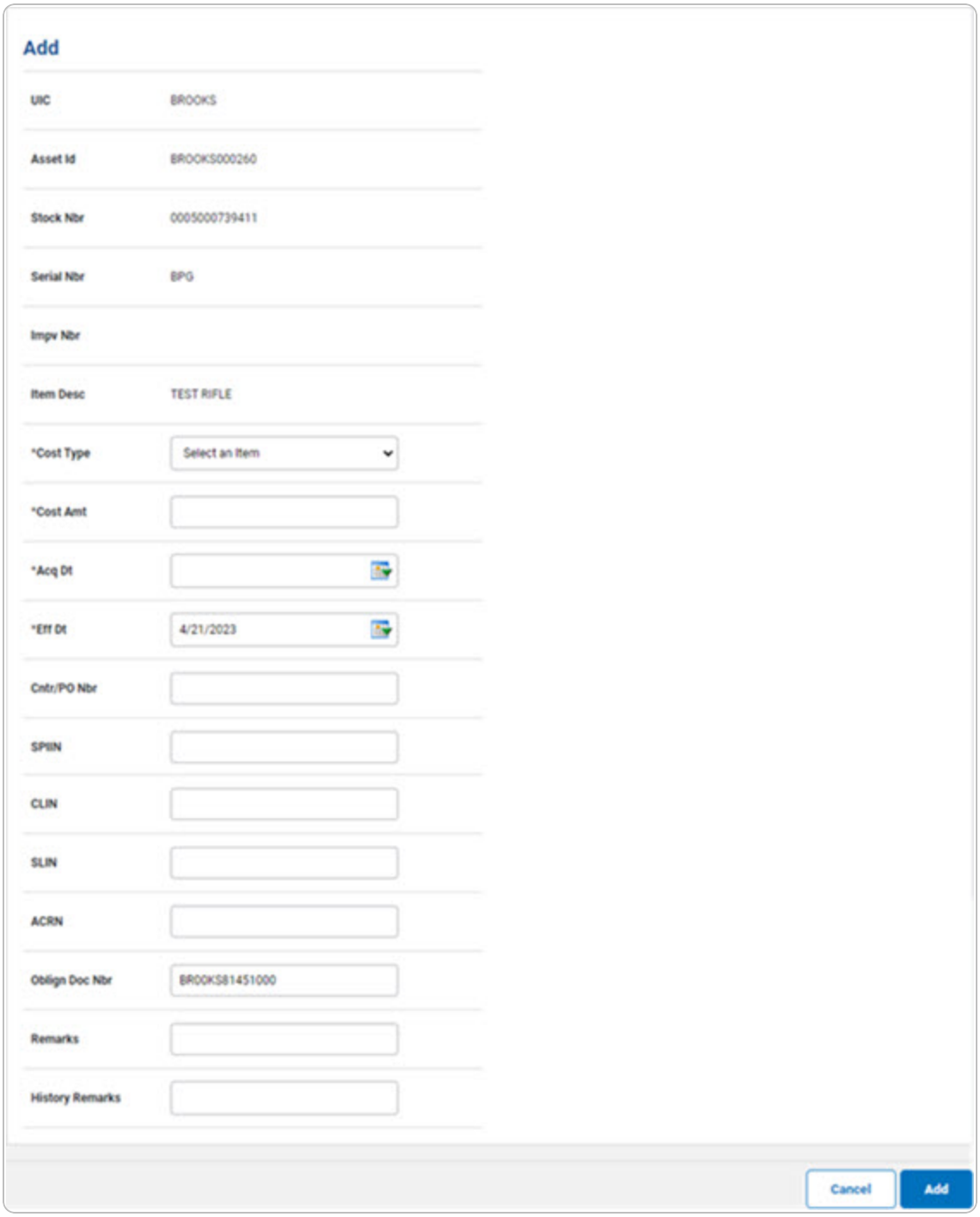
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Ancillary Cost

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

1. Select Add. *The **Add an Ancillary Cost** page appears.*



2. *The UIC automatically populates and is not editable.*

3. *The ASSET ID automatically populates and is not editable.*
4. *The STOCK NBR automatically populates and is not editable.*
5. *The SERIAL NBR automatically populates and is not editable.*
6. *The IMPV NBR automatically populates and is not editable. This field only displays when Improvement is selected.*
7. *The ITEM DESC automatically populates and is not editable.*
8. Use to select the Cost Type.
9. Enter the Cost AMT in the field provided. *This is a 12 numeric character field.*

Attention

If the Capital Asset is activated for depreciation, the entered ancillary cost affects the dollar amount of depreciation reported to the agency's accounting system. If there is any question as to the correct dollar amount, select Cancel and consult with the agency's accountant or comptroller to confirm before processing.

10. Use to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.
11. Use to select the EFF DT, or enter the date (MM/DD/YYYY) in the field provided.
12. Enter the CNTR/PO NBR in the field provided. *This is a 13 alphanumeric character field.*
13. Enter the SPIIN in the field provided. *This is a 6 alphanumeric character field.*
14. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*
15. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*
16. Enter the ACRN in the field provided. *This is a 2 alphanumeric character field.*
17. Enter the OBLIGN DOC NBR in the field provided. *This is a 15 alphanumeric character field.*
18. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*
19. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*
20. Select Add. *The **Ancillary Cost Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
92 — Entry must be numeric Cost AMT.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
xxxx — CNTR/PO NBR must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only.
xxxx — SPIIN must be alphanumeric.	
xxxx — CLIN must be alpha-numeric.	
xxxx — SLIN must be alpha-numeric.	
xxxx — ACRN must be alphanumeric.	

Related Topics

- Search for an Ancillary Cost — Criteria
- Search for an Ancillary Cost — Results
- Update an Ancillary Cost
- Delete an Ancillary Cost
- View the Ancillary Cost Transaction Status

- Export an Ancillary Cost Report

Delete an Ancillary Cost

Overview

The Ancillary Cost Delete process allows removal of the personal property or improvement costs.

Navigation

Accounting > Ancillary Cost > Search Criteria > Search > Delete hyperlink > Delete an Ancillary Cost page

Page Fields

The following fields display on the **Ancillary Cost Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete

UIC
Asset Id
Stock Nbr
Serial Nbr
Impv Nbr
Item Desc
Cost Type *
Cost Amt *
Acq Dt *
Eff Dt *
Cntr/PO Nbr
SPIIN

CLIN
SLIN
ACRN
Oblign Doc Nbr
Remarks
History Remarks *

Procedures

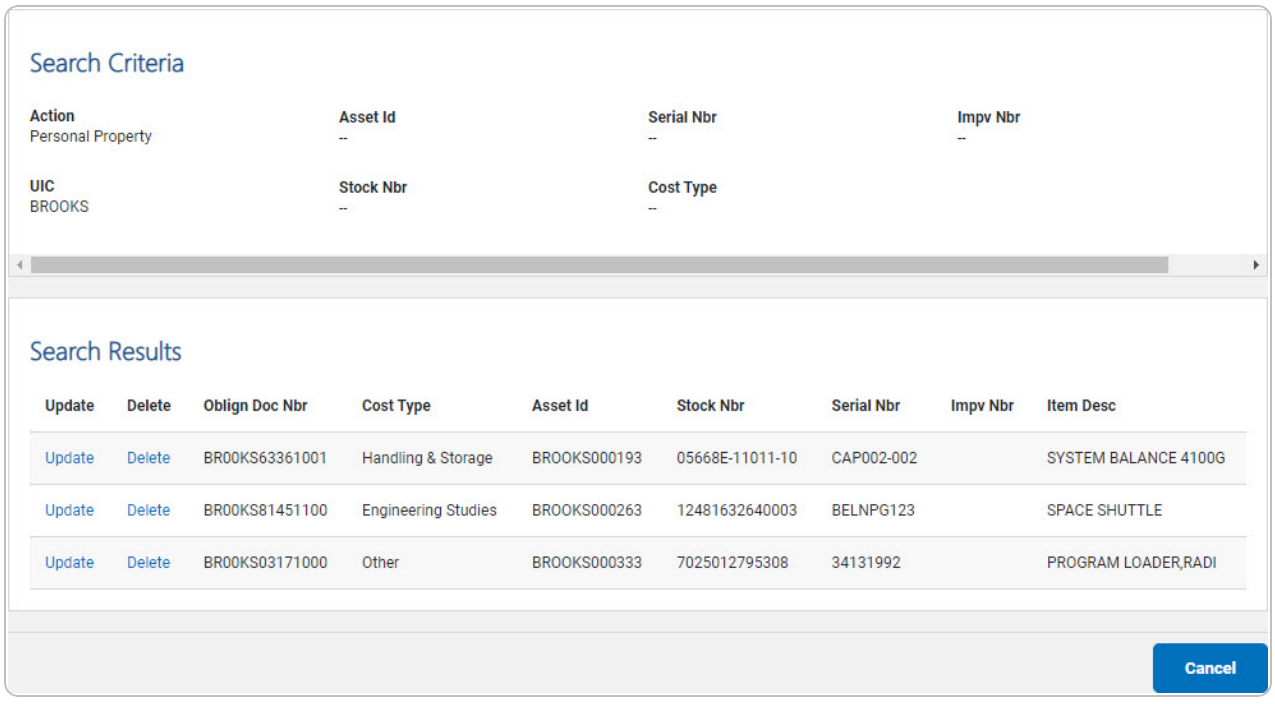
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete an Ancillary Cost

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

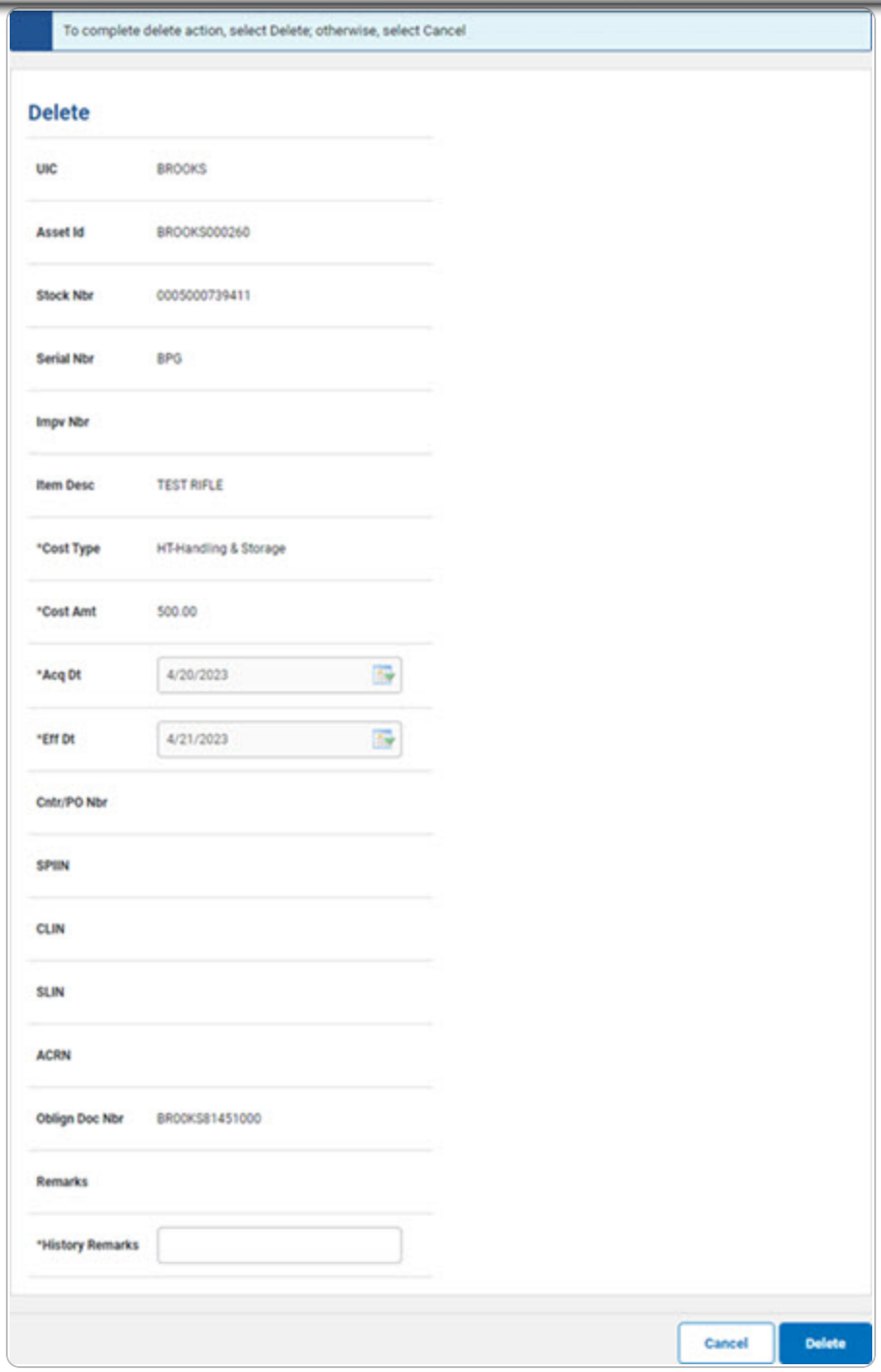
1. Select Search. *The* ***Search for an Ancillary Cost — Results*** *page appears.*



2. Review the Search Criteria panel.

- *Verify the Action.*
- *Verify the UIC.*
- *Verify the ASSET ID.*
- *Verify the STOCK NBR.*
- *Verify the SERIAL NBR.*
- *Verify the Cost Type.*
- *Verify the IMPV NBR.*

3. Review the Search Results panel.
   - *Verify the OBLIGN DOC NBR.*
   - *Verify the Cost Type.*
   - *Verify the ASSET ID.*
   - *Verify the STOCK NBR.*
   - *Verify the SERIAL NBR.*
   - *Verify the IMPV NBR.*
   - *Verify the ITEM DESC.*
4. Select the Delete hyperlink. *The* ***Delete an Ancillary Cost*** *page appears.*



A. *Verify the UIC.*

B. *Verify the ASSET ID.*

C. *Verify the STOCK NBR.*

D. *Verify the SERIAL NBR.*

E. *Verify the IMPV NBR.*

F. *Verify the ITEM DESC.*

G. *Verify the Cost Type.*

H. *Verify the Cost AMT.*

I. *Verify the ACQ DT.*

J. *Verify the EFF DT.*

K. *Verify the CNTR/PO NBR.*

L. *Verify the SPIIN.*

M. *Verify the CLIN.*

N. *Verify the SLIN.*

O. *Verify the ACRN.*

P. *Verify the OBLIGN DOC NBR.*

Q. *Verify the Remarks.*

R. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

S. Select Delete. *The **Ancillary Cost Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for an Ancillary Cost — Criteria
- Search for an Ancillary Cost — Results
- Add an Ancillary Cost
- Update an Ancillary Cost
- View the Ancillary Cost Transaction Status
- Export an Ancillary Cost Report

Export an Ancillary Cost Report

Overview

The Export an Ancillary Cost Report page provides the ability to save the Transaction Status in different formats.

Navigation

Accounting > Ancillary Cost > Search Criteria > Search > Search Results > *VARIOUS PROCEDURAL STEPS* > Transaction Status > Print > Ancillary Cost Report Export page

Page Fields

The following fields display on the **Ancillary Cost Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

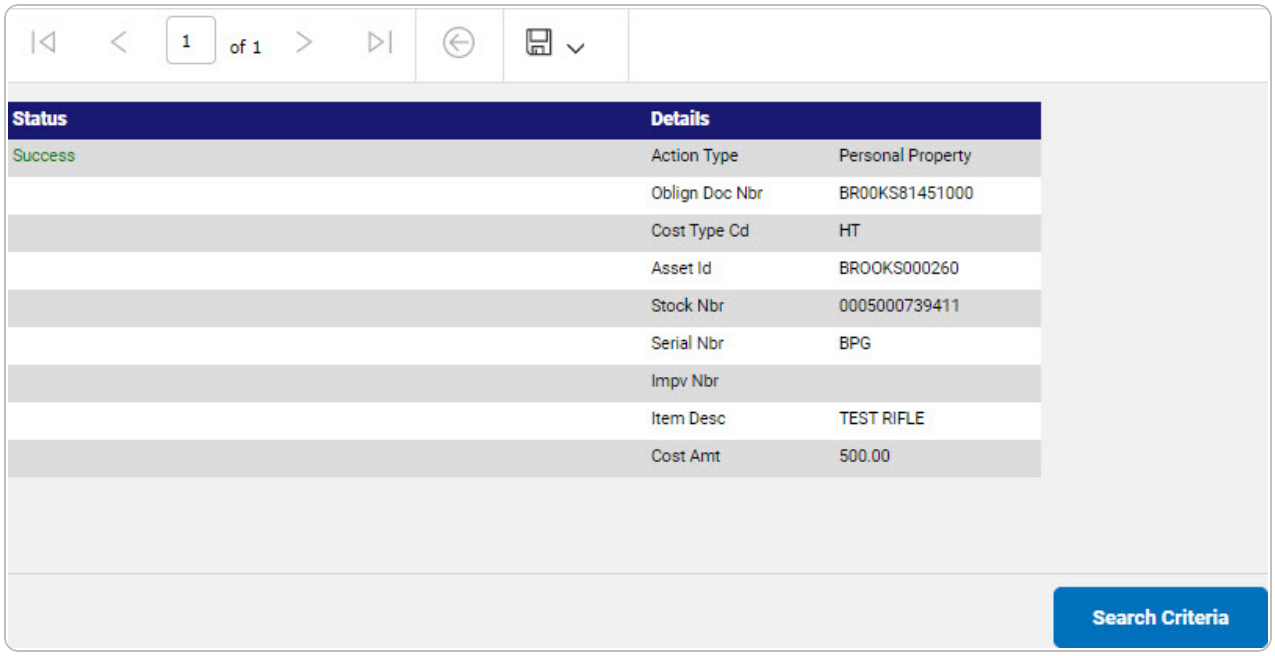
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Ancillary Cost Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The **Search for an Ancillary Cost — 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria. *The **Search for an Ancillary Cost — Criteria** page appears.*

Related Topics

- Search for an Ancillary Cost — Criteria
- Search for an Ancillary Cost — Results
- Add an Ancillary Cost
- Update an Ancillary Cost
- Delete an Ancillary Cost
- View the Ancillary Cost Transaction Status

Search for an Ancillary Cost — Criteria

Overview

The Property Accountability module Ancillary Cost process provides the ability to add additional costs and improvement costs to assets. Additional costs, known as ancillary costs, are shown as installation, de-installation, and transportation costs, legal fees, etc. Improvement costs are those costs incurred to 'improve' an existing asset and extend its useful life.

Note

Ancillary Costs are recorded costs or values that include the amount(s) paid to bring the asset to its form and location suitable for its intended use. They are identifiable and Materiel to the value of the asset. In addition to the amount paid to the vendor, additional, usually subordinate costs that are identifiable, shall be included in the recorded cost.

Navigation

Accounting > Ancillary Cost > Ancillary Cost Search Criteria page

Page Fields

The following fields display on the **Ancillary Cost Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
337	ASSET ID or STOCK NBR/SERIAL NBR is mandatory when "Add" button is selected.

12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

Personal Property
Improvement
UIC *
Asset Id
Stock Nbr
Serial Nbr
Cost Type
Impv Nbr

(*) Asterisk identifies mandatory fields.

Procedures

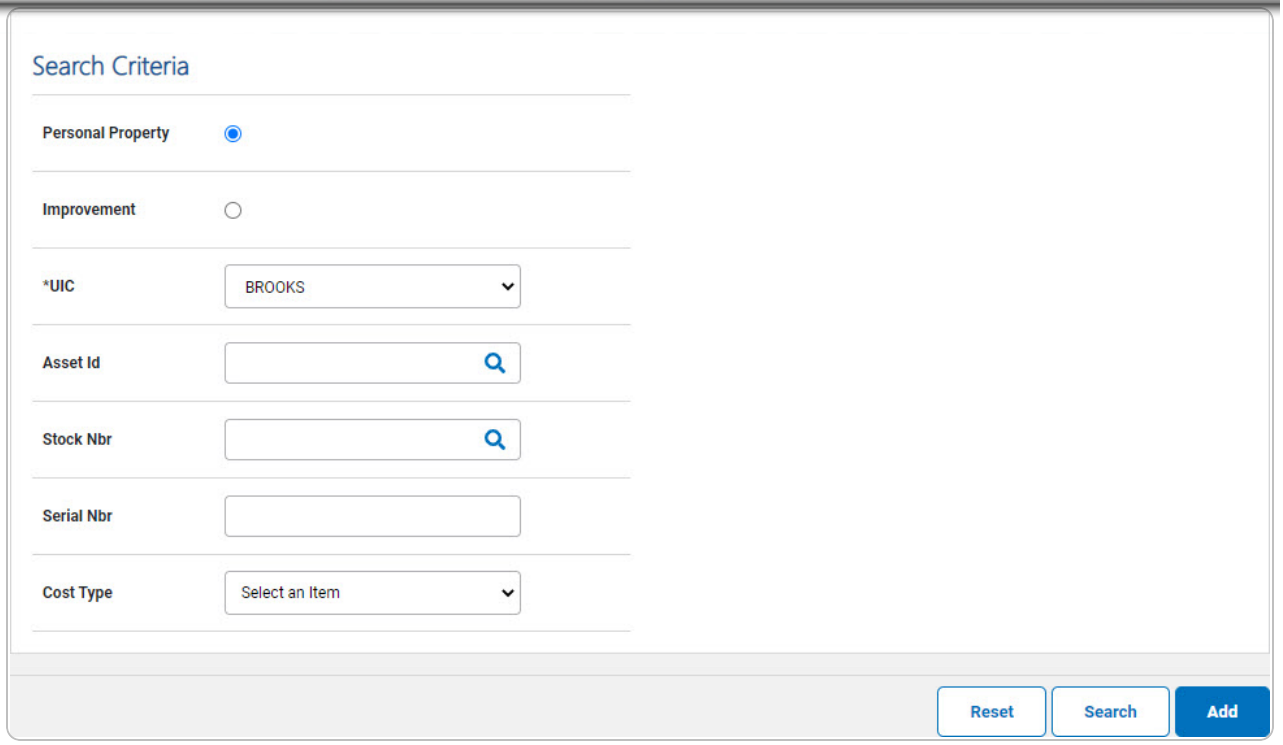
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Ancillary Cost

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, narrow the results by entering one of the following optional fields:.



A. Select ◉ Personal Property if the search is for the additional cost for a personal property asset.

OR

Select ◉ Improvement if the search is for the additional cost for an improvement cost.

B. Use ⌄ to select the UIC. *The default is to the currently logged UIC.*

C. Enter the ASSET ID, or use 🔍 to browse for the entry. *This is a 12 alphanumeric character field.*

Asset Identifier Browse help

D. Enter the STOCK NBR, or use 🔍 to browse for the number. *This is a 15 alphanumeric character field.*

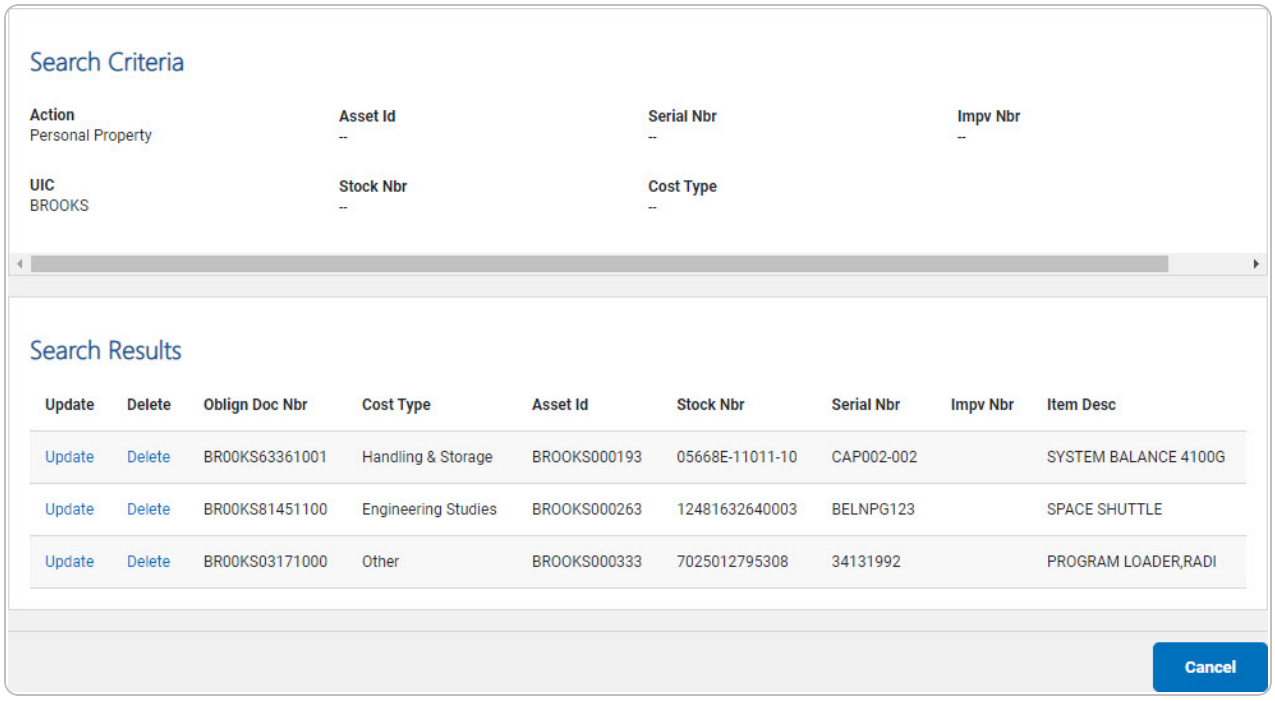
Stock Number Browse help

E. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

F. Use ⌄ to select the Cost Type.

G. Enter the IMPV NBR in the field provided. *This 5 numeric character field only displays when Improvement is selected.*

2. Select Search. *The **Search for an Ancillary Cost — Results** page appears.*



Add an Ancillary Cost

Select Add. *The **Add an Ancillary Cost** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — ASSET ID failed internal validation.	A character that was not a letter or number was entered into the ASSET ID field. Please delete

	your entry and try again.
86 — Asset Id or Stock Nbr/Serial Nbr must be entered.	Invalid Entry. An Ancillary Cost was entered without identifying the asset first. Enter the asset information.
xxxx — Asset Id must be alphanumeric.	A character that was not a letter or number was entered into the Asset Id field. Please delete your entry and try again.
xxxx — Impv Nbr must be alphanumeric.	A character that was not a letter or number was entered into the Impv Nbr field. Please delete your entry and try again.

Related Topics

- Search for an Ancillary Cost — Results
- Add an Ancillary Cost
- Update an Ancillary Cost
- Delete an Ancillary Cost
- View the Ancillary Cost Transaction Status
- Export an Ancillary Cost Report

Search for an Ancillary Cost — Results

Overview

The Ancillary Cost Search Results page provides the ability to select which ancillary cost records to update or delete.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > Ancillary Cost > Search Criteria > Search > Ancillary Cost Search Results page

Page Fields

The following fields display on the **Ancillary Cost Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
61	Select "Cancel" to return to Search Criteria page.

Search Criteria

Action

UIC
Asset Id
Stock Nbr
Serial Nbr
Cost Type
Impv Nbr

Search Results

Update
Delete
Oblign Doc Nbr
Cost Type
Asset Id
Stock Nbr
Serial Nbr
Impv Nbr
Item Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Ancillary Cost

Select the Update hyperlink. *The **Update an Ancillary Cost** page appears.*

Delete an Ancillary Cost

Select the Delete hyperlink. *The **Delete an Ancillary Cost** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Ancillary Cost — Criteria
- Add an Ancillary Cost
- Update an Ancillary Cost
- Delete an Ancillary Cost
- View the Ancillary Cost Transaction Status
- Export an Ancillary Cost Report

View the Ancillary Cost Transaction Status

Overview

The Ancillary Cost Transaction Status process displays a verification of the add, update, or delete transaction performed.

Navigation

Accounting > Ancillary Cost > Search Criteria > Search > Search Results > Continue > *VARIOUS PROCEDURAL STEPS* > Ancillary Cost Transaction Status page

Page Fields

The following fields display on the **Ancillary Cost Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.

Transaction Status

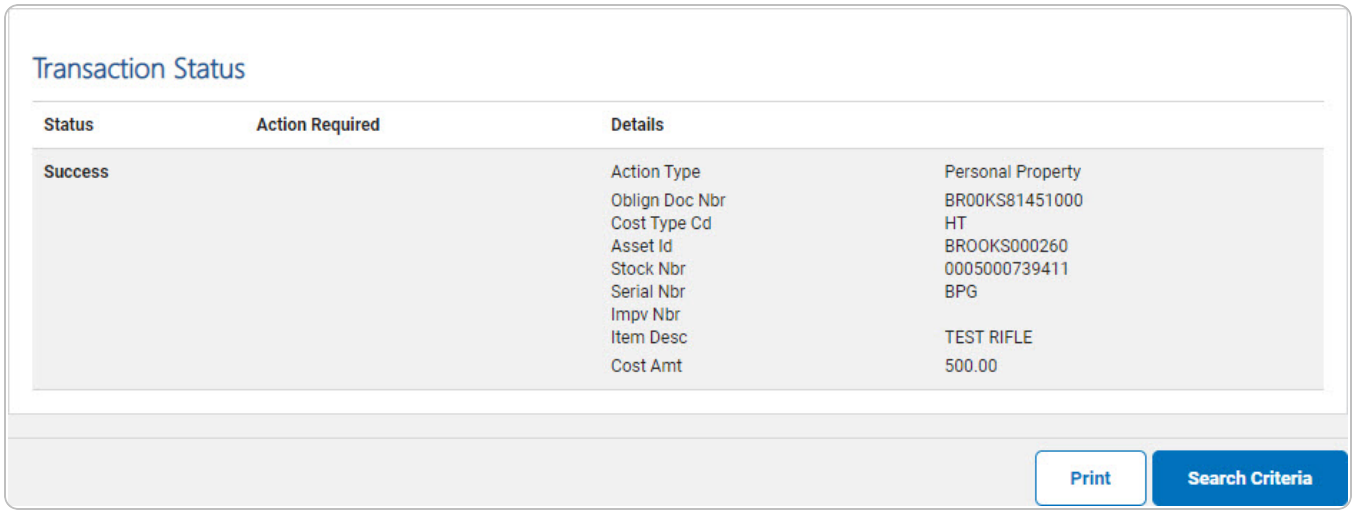
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Ancillary Cost Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The **Ancillary Cost Report Export** page appears.*
- Select Search Criteria. *The **Search for an Ancillary Cost — Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for an Ancillary Cost — Criteria
- Search for an Ancillary Cost — Results
- Add an Ancillary Cost
- Update an Ancillary Cost
- Delete an Ancillary Cost
- Export an Ancillary Cost Report

Update the Ancillary Cost

Overview

The Ancillary Cost Update page allows editing of personal property or improvement costs.

Navigation

Accounting > Ancillary Cost > Search Criteria > Search > Update hyperlink > Type Action > Continue > Update an Ancillary Cost page

Page Fields

The following fields display on the **Ancillary Cost Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

Search Results Update Page

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
142	Select "Continue" to continue processing.

Update Page

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
14	Select "Cancel" button to return to previous page.

Search Results Update Page

UIC
Asset Id
Stock Nbr
Serial Nbr
Impv Nbr
Item Desc
Type Action

Update Page

UIC
Asset Id
Stock Nbr
Serial Nbr
Impv Nbr
Item Desc
Cost Type *
Cost Amt *
Acq Dt *
Eff Dt *
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Oblign Doc Nbr
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

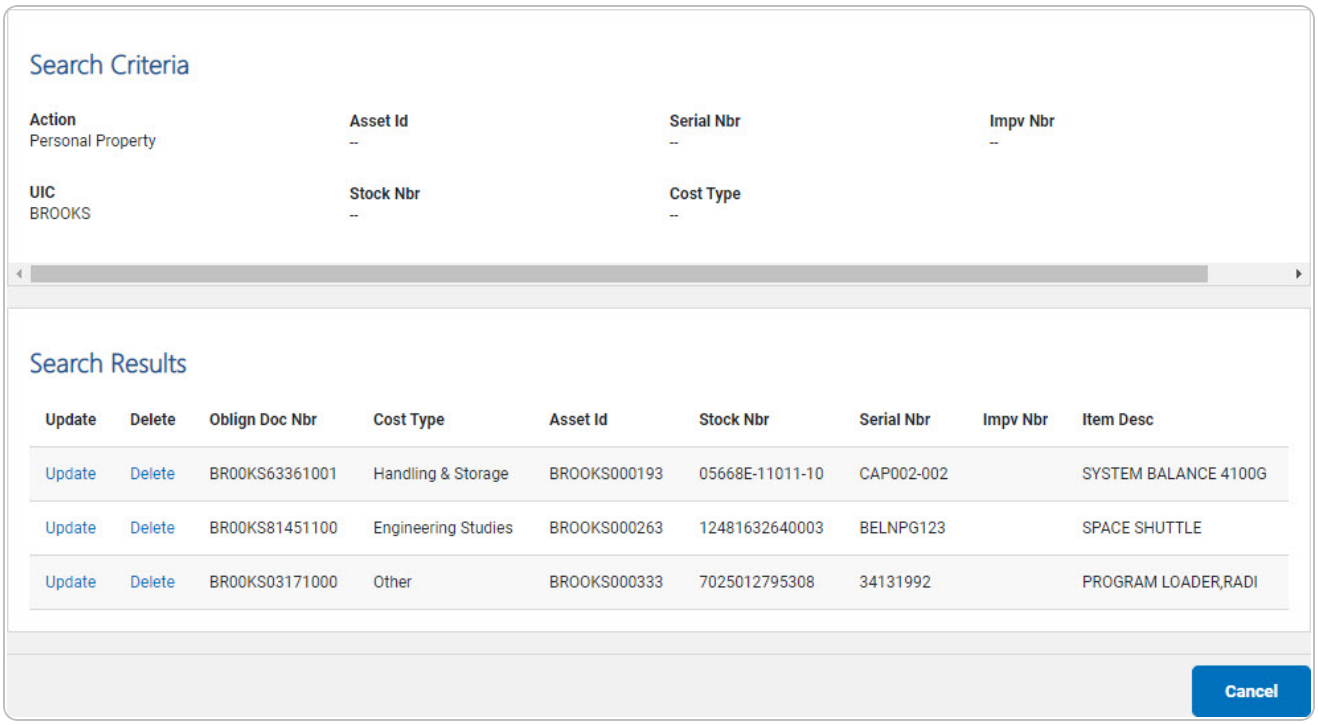
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Ancillary Cost

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

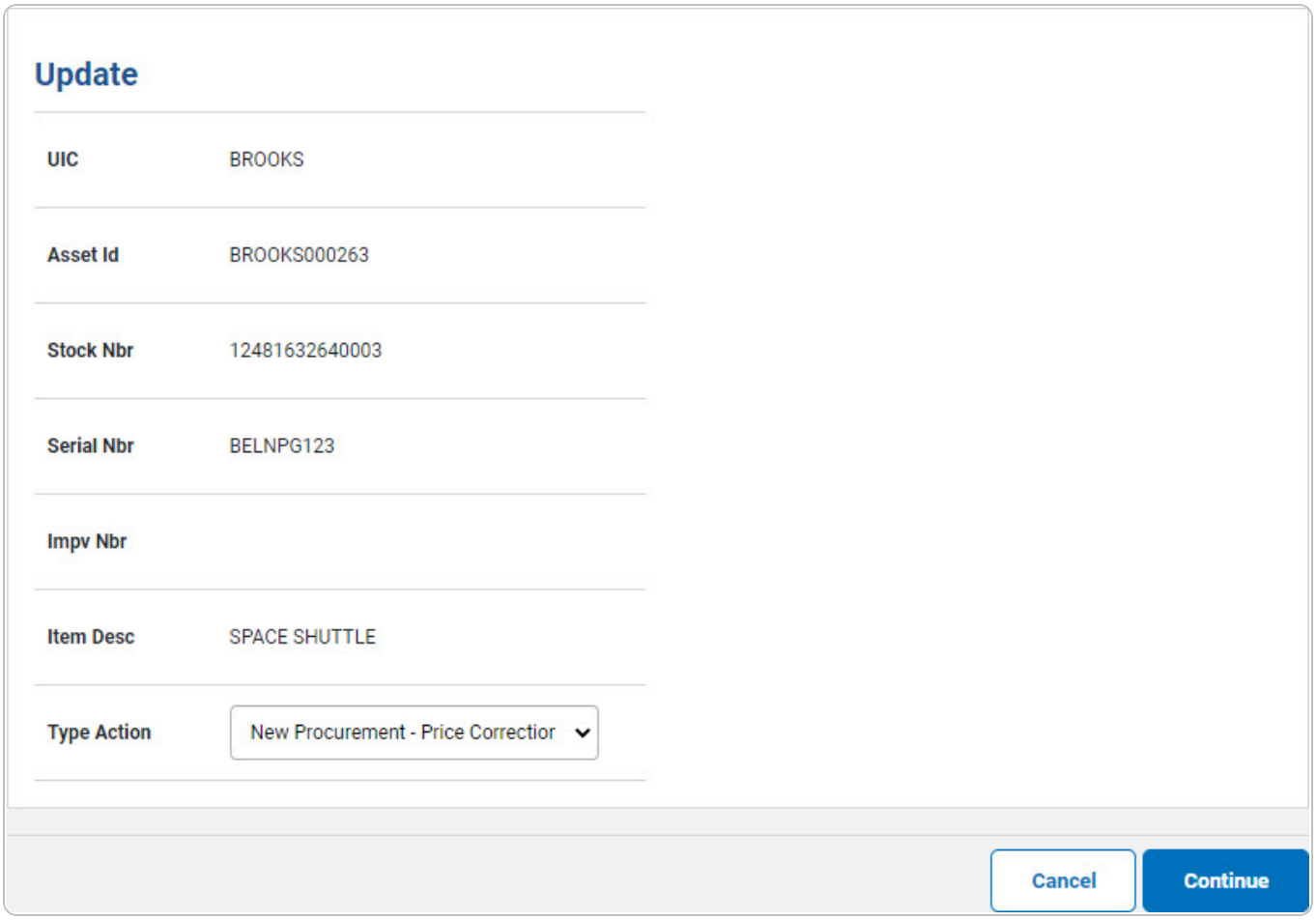
1. Select Search. *The* ***Search for an Ancillary Cost — Results*** *page appears.*



2. Review the Search Criteria panel.
   - *Verify the Action.*
   - *Verify the UIC.*
   - *Verify the ASSET ID.*
   - *Verify the STOCK NBR.*
   - *Verify the SERIAL NBR.*

- *Verify the Cost Type.*
- *Verify the IMPV NBR.*

3. Review the Search Results panel.
   - *Verify the OBLIGN DOC NBR.*
   - *Verify the Cost Type.*
   - *Verify the ASSET ID.*
   - *Verify the STOCK NBR.*
   - *Verify the SERIAL NBR.*
   - *Verify the IMPV NBR.*
   - *Verify the ITEM DESC.*
4. Select the desired Update hyperlink. *The* ***Search Results — Update an Ancillary Cost*** *page appears.*



A. *Verify the UIC.*

B. *Verify the ASSET ID.*

C. *Verify the STOCK NBR.*

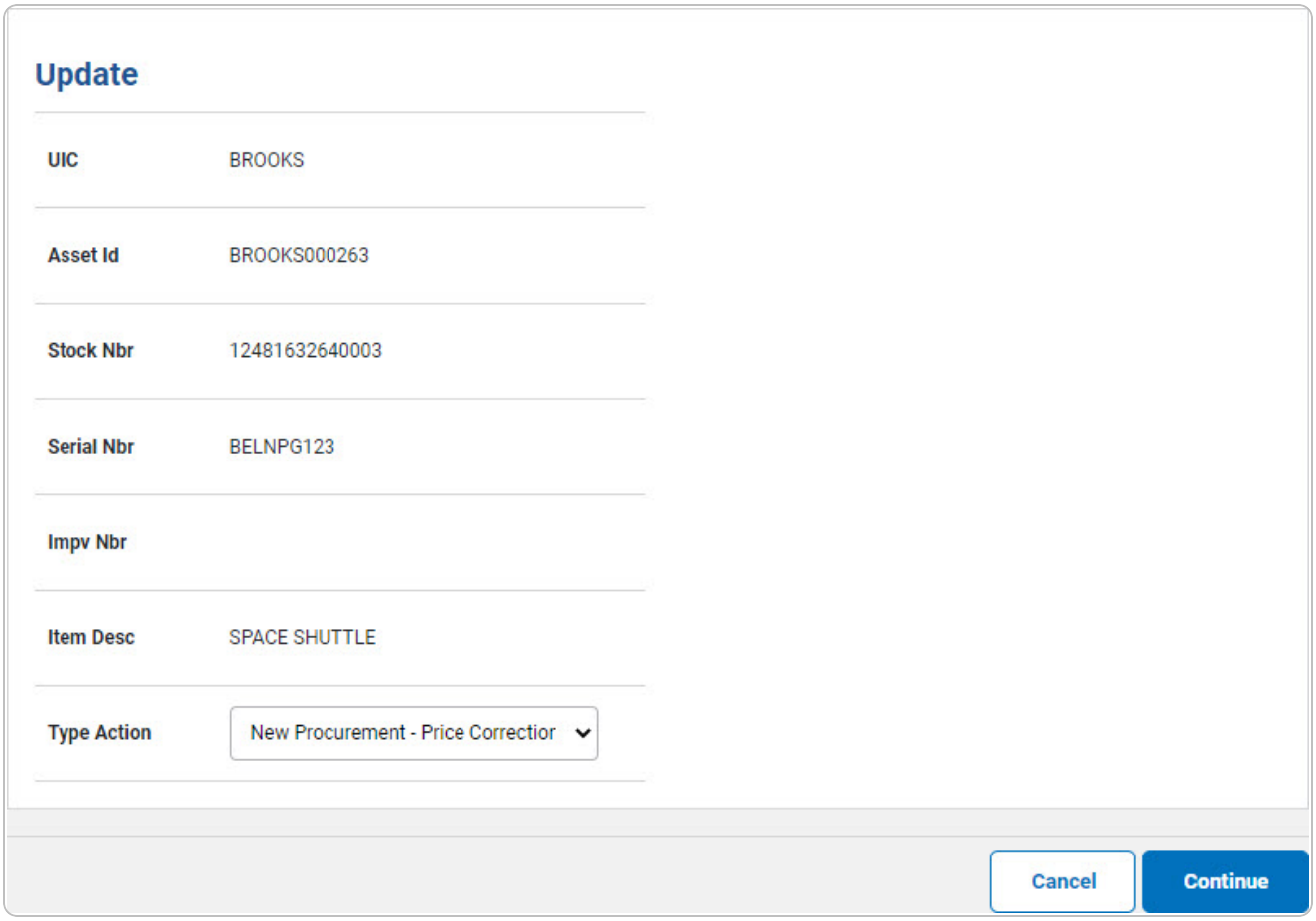
D. *Verify the SERIAL NBR.*

E. *Verify the IMPV NBR.*

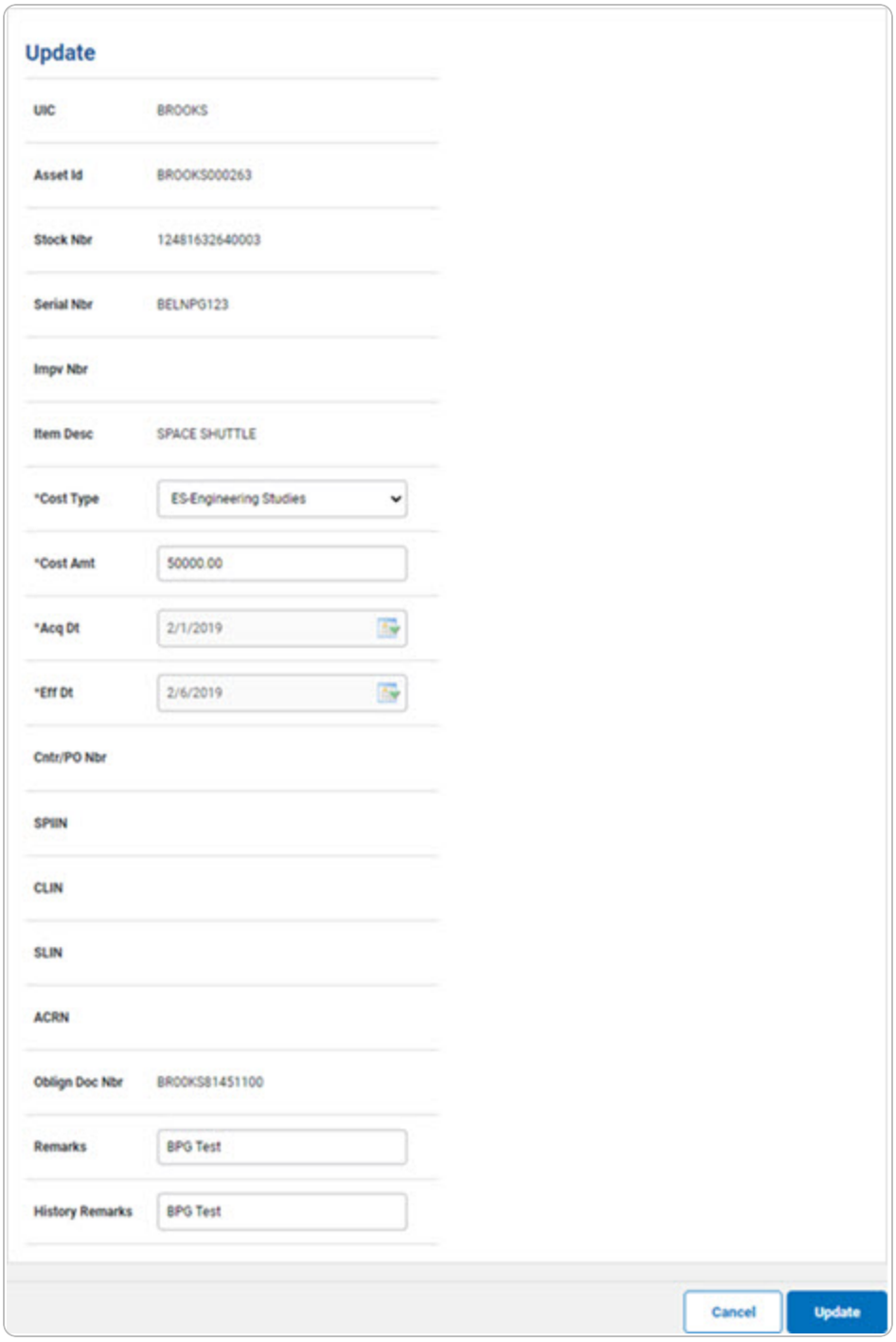
F. *Verify the ITEM DESC.*

G. Use ☑ to select the Type Action.

New Procurement - Price Correction



a. Select Continue. *The* ***Update a Real Property*** *page appears.*



b. *Verify the UIC.*

c. *Verify the ASSET ID.*

d. *Verify the STOCK NBR.*

e. *Verify the SERIAL NBR.*

f. *Verify the IMPV NBR.*

g. *Verify the ITEM DESC.*

h. Update the Cost Type, using ⌄ to select the desired type.

i. Update the Cost AMT, entering the revised cost in the field provided. *This is a 12 numeric character field.*

j. *Verify the ACQ DT.*

k. *Verify the EFF DT.*

l. *Verify the CNTR/PO NBR.*

m. *Verify the SPIIN.*

n. *Verify the CLIN.*

o. *Verify the SLIN.*

p. *Verify the ACRN.*

q. *Verify the OBLIGN DOC NBR.*

r. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

s. Enter any additional History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

t. Select Update. *The **Ancillary Cost Transaction Status** page appears.*

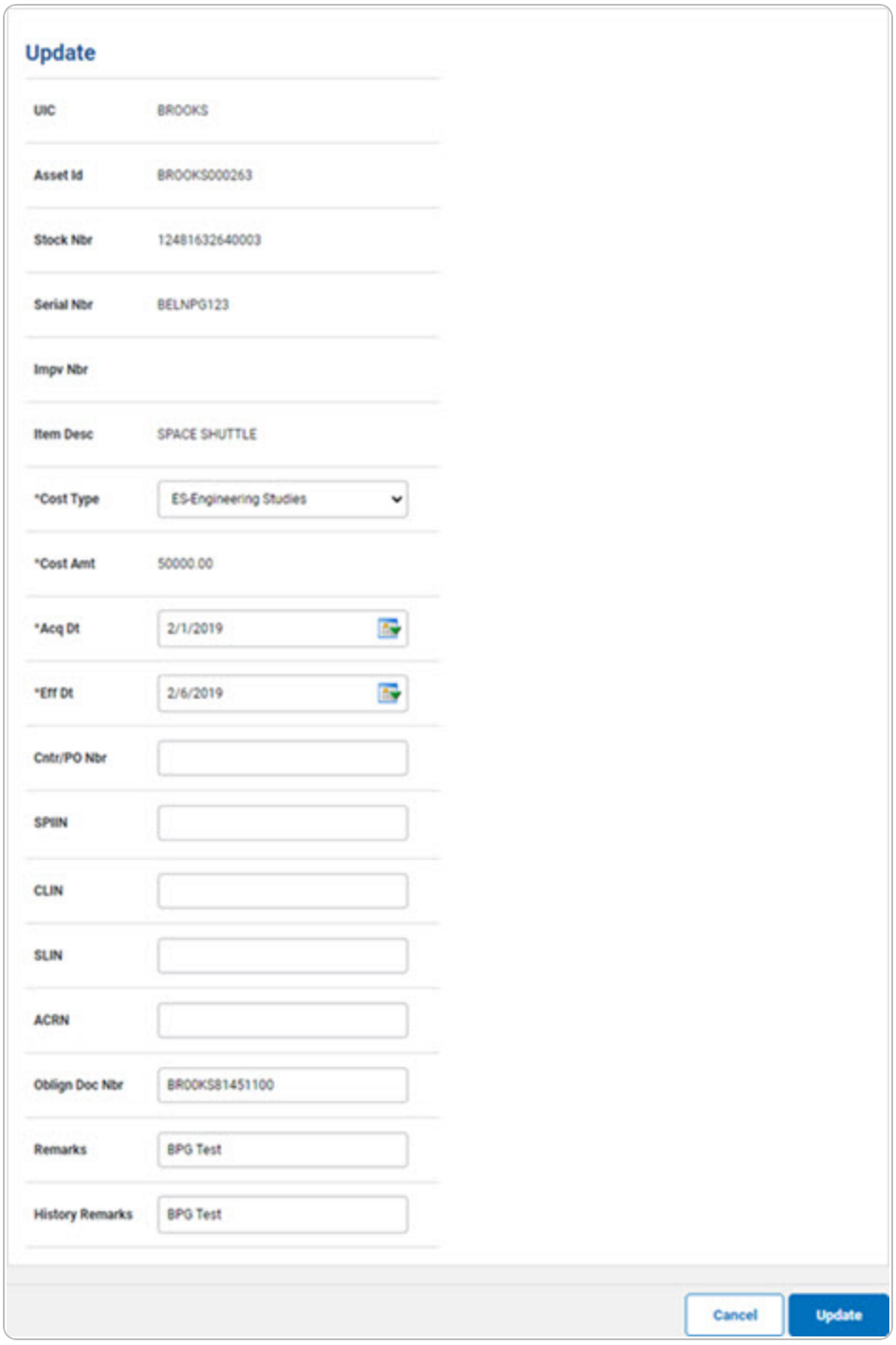
New Procurement - Update

Update

UIC	BROOKS
Asset Id	BROOKS000263
Stock Nbr	12481632640003
Serial Nbr	BELNPG123
Impv Nbr	
Item Desc	SPACE SHUTTLE
Type Action	New Procurement - Update

Cancel Continue

a. Select Continue. *The **Update a Real Property** page appears.*



b. *Verify the UIC.*

c. *Verify the ASSET ID.*

d. *Verify the STOCK NBR.*

e. *Verify the SERIAL NBR.*

f. *Verify the IMPV NBR.*

g. *Verify the ITEM DESC.*

h. Update the Cost Type, using to select the desired type.

i. Update the Cost AMT, entering the revised cost in the field provided. *This is a 12 numeric character field.*

j. Update the ACQ DT, using or entering the date (MM/DD/YYYY) in the field provided.

k. Update the EFF DT, using or entering the date (MM/DD/YYYY) in the field provided.

l. Update the CNTR/PO NBR, entering the revised identifier in the field provided. *This is a 13 alphanumeric character field.*

m. Update the SPIIN, entering the revised identifier in the field provided. *This is a 6 alpha-numeric character field.*

n. Update the CLIN, entering the revised identifier in the field provided. *This is a 4 alpha-numeric character field.*

o. Update the SLIN, entering the revised identifier in the field provided. *This is a 2 alpha-numeric character field.*

p. Update the ACRN, entering the revised identifier in the field provided. *This is a 2 alpha-numeric character field.*

q. Update the OBLIGN DOC NBR, entering the revised identifier in the field provided. *This is a 15 alphanumeric character field.*

r. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

s. Enter any additional History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

t. Select

. *The **Ancillary Cost Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
92 — Entry must be numeric Cost AMT.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
xxxx — CNTR/PO NBR must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only.
xxxx — SPIIN must be alphanumeric.	
xxxx — CLIN must be alpha-numeric.	
xxxx — SLIN must be alpha-numeric.	
xxxx — ACRN must be alphanumeric.	

Related Topics

- Search for an Ancillary Cost — Criteria
- Search for an Ancillary Cost — Results
- Add an Ancillary Cost
- Delete an Ancillary Cost
- View the Ancillary Cost Transaction Status
- Export an Ancillary Cost Report

Dispose of a Real Property

Overview

The Real Property Disposition process allows removal of a real property through five different means:

- **DSPL** — Disposal
  — Write it off as disposed
- **DTNI** — Turn In
  — Exchanged for money inside ELMS
- **DTRO** — Transfer Out
  — Exchanged for money outside ELMS
- **DSAL** — Sales
  — Sold for money
- **DAAR** — AAR
  — Administrative Adjustment Report

Navigation

Accounting > Real Property > Search Criteria > Search > Delete hyperlink > Delete Type Action > Continue > Delete a Real Property page

Page Fields

The following fields display on the **Dispose of a Real Property** page. For more information on each field, select the appropriate hyperlink.

Instructions

Search Result Delete Page

The table below provides the list of instructions.

Number	Value

233	Select "Delete" hyperlink to process a Delete Action.

Delete Page

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
13	Select "Reset" button to clear data.

Search Results Disposition Page

Search Criteria

Type Action
Instl Nbr
Site Name
RPSUID
Fac Nbr
RPUID

Search Results

Delete
RPUID
Instl Nbr
Fac Nbr
Fac Name
Land Acq Tract Id
Impvs
Site Nm

Delete Search Results Page

Search Criteria

Instl Nbr
RP Site Name
RPSUID
Fac Nbr
Fac Name
Land Acq Tract Id
RPUID

Delete

Type Action *

DSPL

Instl Nbr
Fac Nbr
Fac Name
Land Acq Tract Id
RPUID
Disp Status Cd *
Disp Reason Cd *
Disp Method Cd *
Estimated Disp Cost
Actual Disp Cost
Approval Dt
Planned Fiscal Yr
Disp Pgm Org Cd *
Disp Pgm Fund Cd *
Disp Start Dt *
Disp Cmpltn Dt
Doc Nbr *
Total Cost
Impv Cost
Accumd Deprn Amt
Write Off Amt
Write Off
Attachment
Attachment(s)
Remarks
History Remarks *

DTNI

Instl Nbr
Fac Nbr
Fac Name
Land Acq Tract Id
RPUID
Disp Status Cd *
Disp Reason Cd *
Disp Method Cd *
Estimated Disp Cost
Actual Disp Cost
Approval Dt
Planned Fiscal Yr
Disp Pgm Org Cd *
Disp Pgm Fund Cd *
Disp Start Dt *
Disp Cmpltn Dt
Doc Nbr *
Total Cost
Impv Cost
Accumd Deprn Amt
Attachment
Attachment(s)
Remarks
History Remarks *

DTRO

Instl Nbr
Fac Nbr
Fac Name
Land Acq Tract Id
RPUID
Disp Status Cd *
Disp Reason Cd *
Disp Method Cd *
Estimated Disp Cost
Actual Disp Cost
Approval Dt
Planned Fiscal Yr
Disp Pgm Org Cd *

Disp Pgm Fund Cd *
Disp Start Dt *
Disp Cmpltn Dt
Doc Nbr *
Total Cost
Impv Cost
Accumd Deprn Amt
Transfer Type Cd To *
Trading Partner Nbr To *
Trading Dept Cd To
Trading Basic Symbol To
Trading Subhead To
Attachment
Attachment(s)
Remarks
History Remarks *

DSAL

Instl Nbr
Fac Nbr
Fac Name
Land Acq Tract Id
RPUID
Disp Status Cd *
Disp Reason Cd *
Disp Method Cd *
Estimated Disp Cost
Actual Disp Cost
Approval Dt
Planned Fiscal Yr
Disp Pgm Org Cd *
Disp Pgm Fund Cd *
Disp Start Dt *
Disp Cmpltn Dt
Doc Nbr *
Total Cost
Impv Cost
Accumd Deprn Amt
Book Value
Selling Price *
Estimated Selling Price
Attachment

Attachment(s)
Remarks
History Remarks *

DAAR

Instl Nbr
Fac Nbr
Fac Name
Land Acq Tract Id
RPUID
Attachment
Attachment(s)
Remarks
History Remarks *

(*) Asterisk identifies mandatory fields.

Procedures

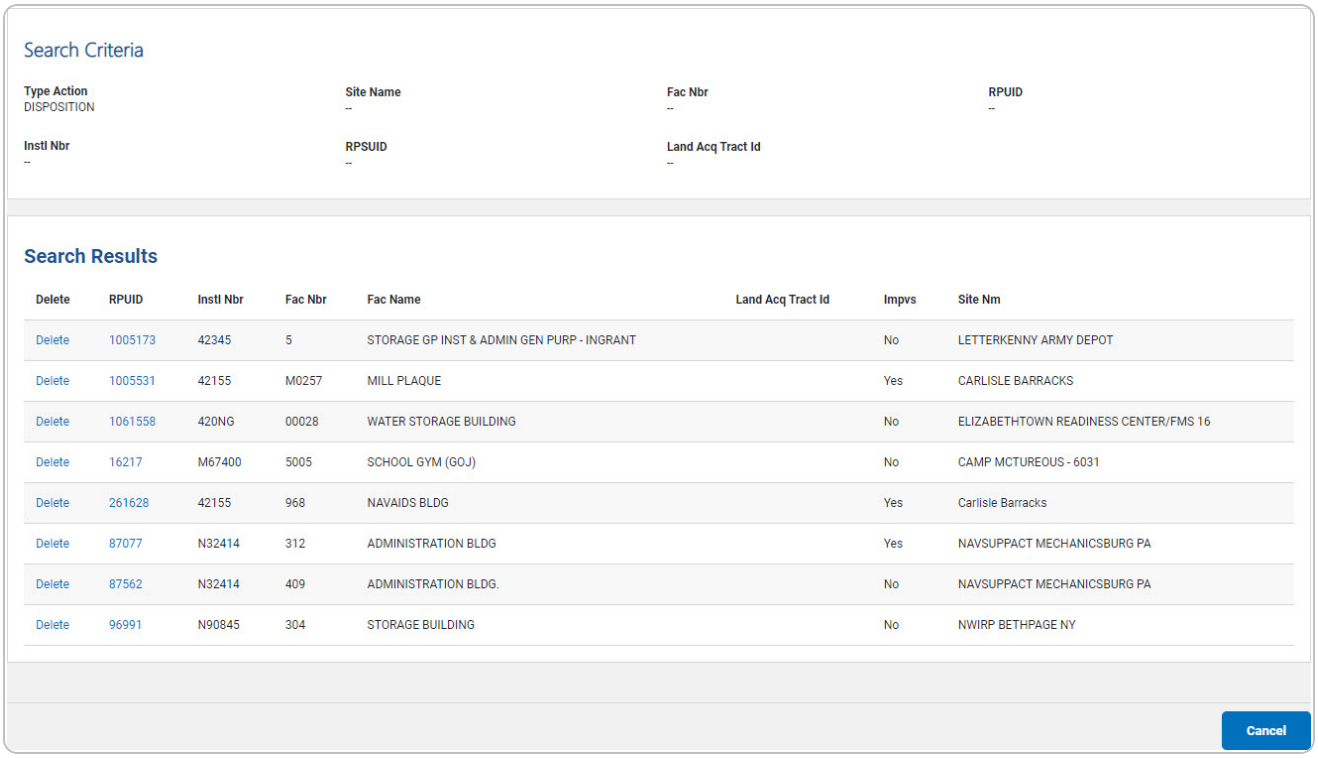
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Dispose of a Real Property

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

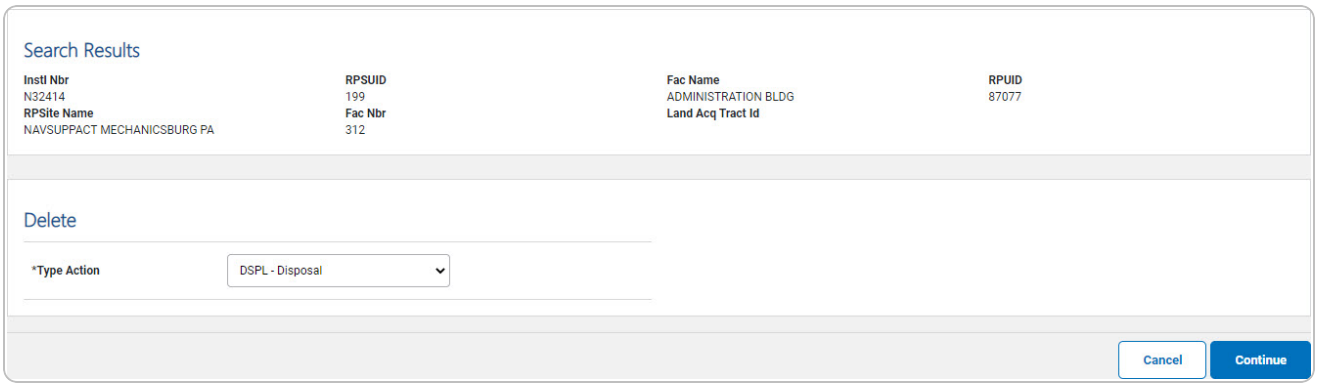
1. Select Search. *The **Search Results — Dispose of a Real Property** page appears.*



2. Review the Search Criteria panel.
   - *Verify the Type Action.*
   - *Verify the INSTL NBR.*
   - *Verify the Site Name.*
   - *Verify the RPSUID.*
   - *Verify the FAC NBR.*
   - *Verify the LAND ACQ TRACT ID.*
   - *Verify the RPUID.*
3. Review the Search Results panel.
   - Select the desired RPSUID hyperlink. *The **Real Property Details** page appears.*
   - *Verify the INSTL NBR.*
   - *Verify the FAC NBR.*
   - *Verify the FAC NAME.*
   - *Verify the LAND ACQ TRACT ID.*

- *Verify the IMPVS.*
- *Verify the Site NM.*

4. Select the desired Delete hyperlink. *The* ***Search Results - Delete A Real Property*** *page appears.*

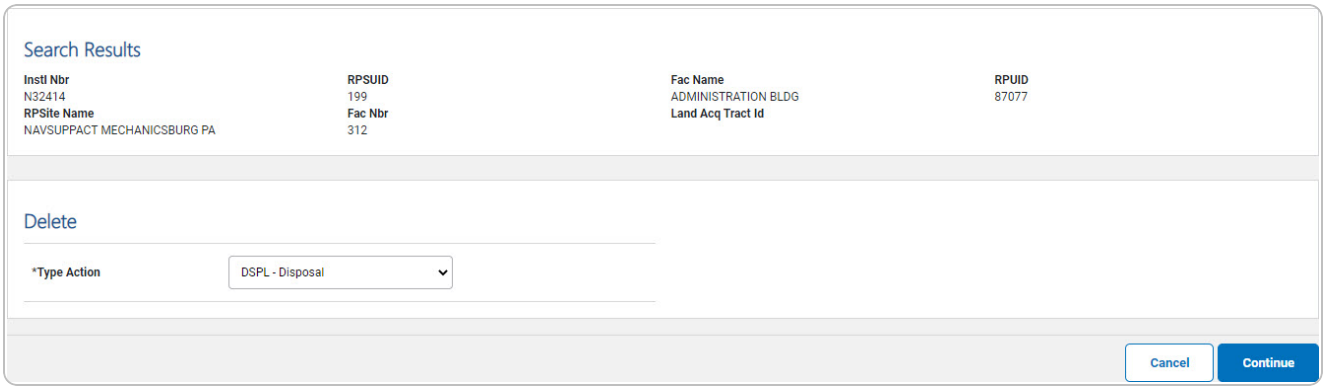


5. Review the Search Results panel.

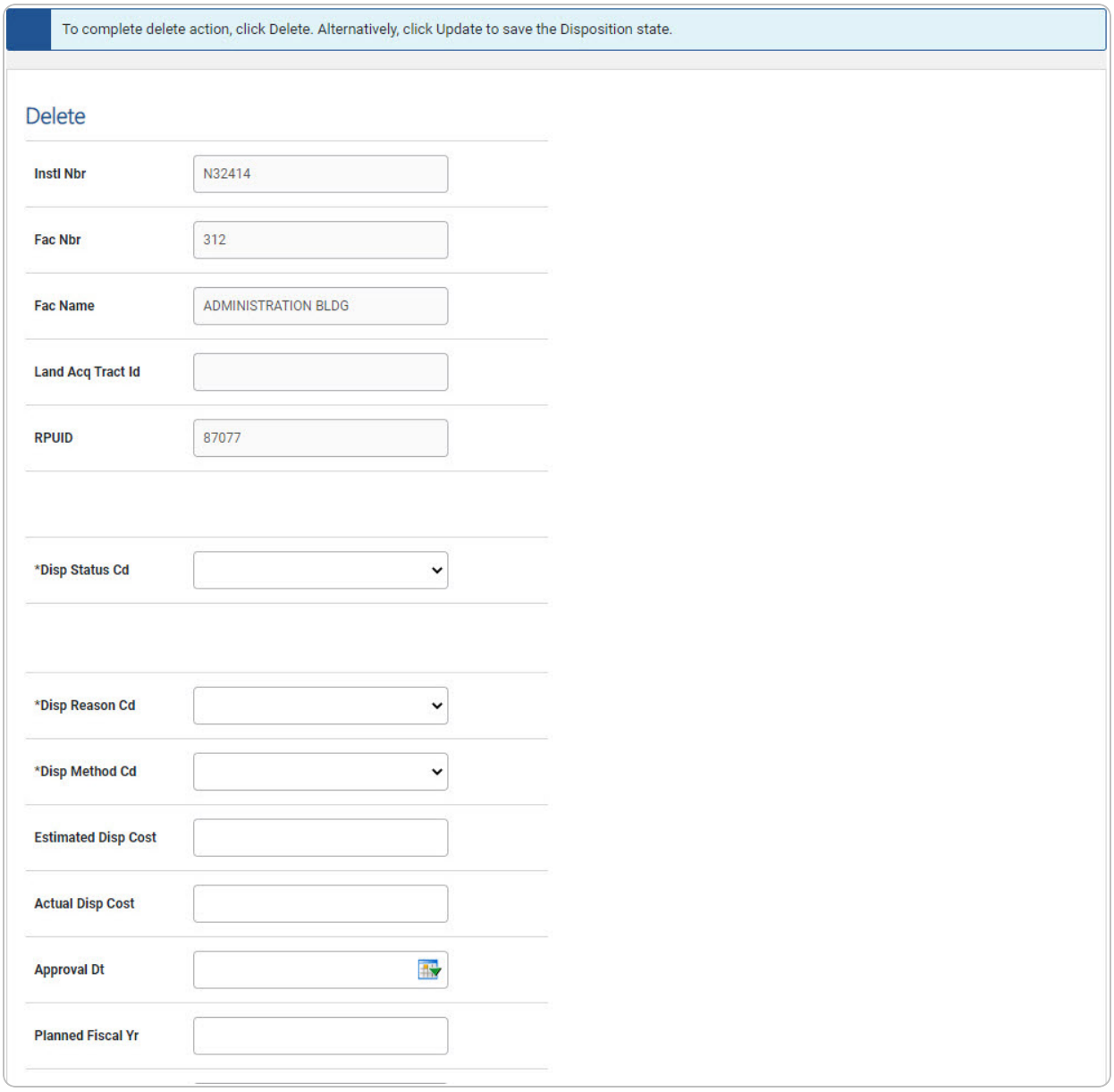
- *Verify the INSTL NBR.*
- *Verify the RP SITE NAME.*
- *Verify the RPSUID.*
- *Verify the FAC NBR.*
- *Verify the FAC NAME.*
- *Verify the LAND ACQ TRACT ID.*
- *Verify the RPUID.*

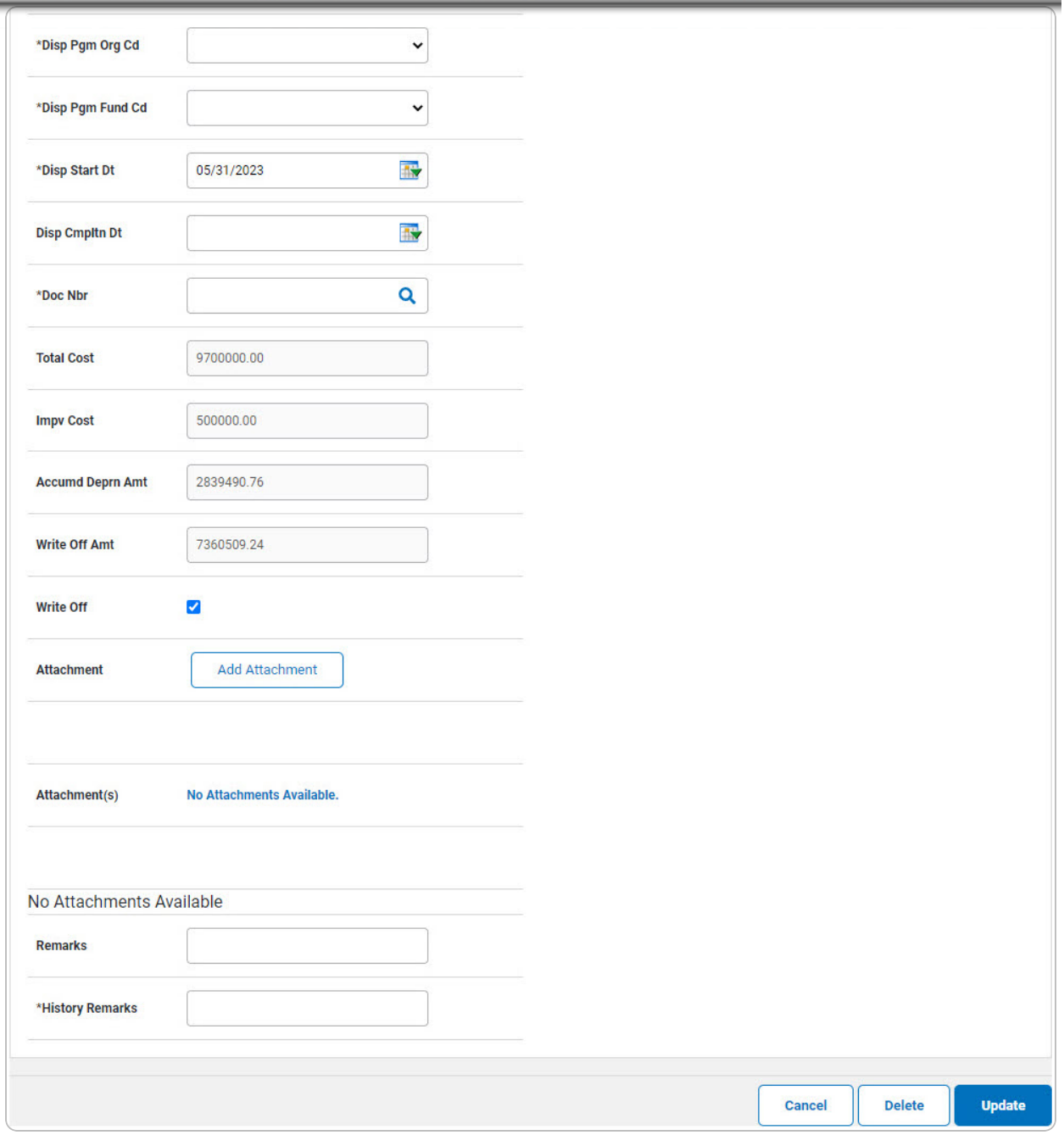
6. Use ☑ to select the Type Action.

- **DSPL — Disposal**



A. Select Continue. *The **Delete a Real Property** page appears.*





B. Enter the fields:

a. *The INSTL NBR automatically populates and is not editable.*

b. *The FAC NBR automatically populates and is not editable.*

c. *The FAC NAME automatically populates and is not editable.*

d. *The LAND ACQ TRACT ID automatically populates and is not editable.*

e. *The RPUID automatically populates and is not editable.*

f. Use to select the Disp Status Cd.

g. Use to select the Disp Reason Cd.

h. Use to select the Disp Method Cd.

i. Enter the Estimated DISP Cost in the field provided. *This is a 16 numeric character field.*

j. Enter the Actual DISP Cost in the field provided. *This is a 16 numeric character field.*

k. Use to select the Approval DT, or enter the date (MM/DD/YYYY) in the field provided.

l. Enter the Planed Fiscal YR in the field provided. *This is a 4 numeric character field.*

m. Use to select the Disp Pgm Org Cd.

n. Use to select the Disp Pgm Fund Cd.

o. Use to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.

p. Use to select the DISP CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

q. Enter the DOC NBR, or use to browse for the entry. *This is a 14 numeric character field.*

Document Number Browse help

r. *The Total Cost automatically populates and is not editable.*

s. *The IMPV COST automatically populates and is not editable.*

t. *The ACCUMD DEPRN AMT automatically populates and is not editable.*

u. *The Write Off AMT automatically populates and is not editable.*

v. Click to select the Write Off. *This indicates that a quantity of asset(s) is designated as unrecoverable due to destruction or loss of property.*

w. Select Add Attachment. *The **Attachment Add** page appears.*

x. *View any attachments as thumbnails in the Attachments field.*

y. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

z. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

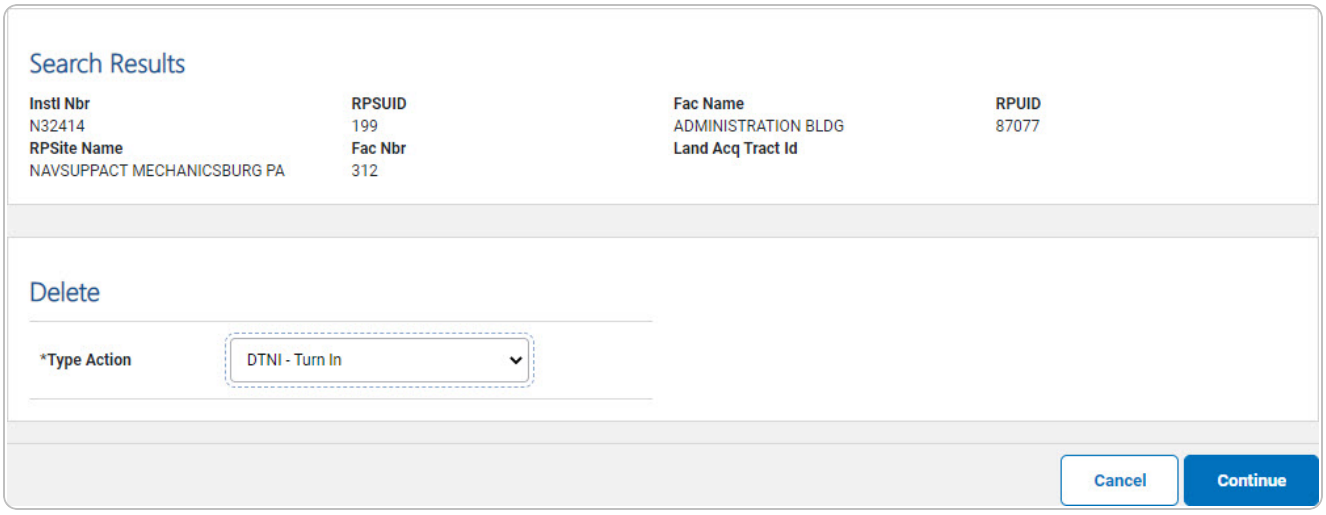
Select Update to save and continue. *The **Real Property Transaction Status** page appears.*

C.

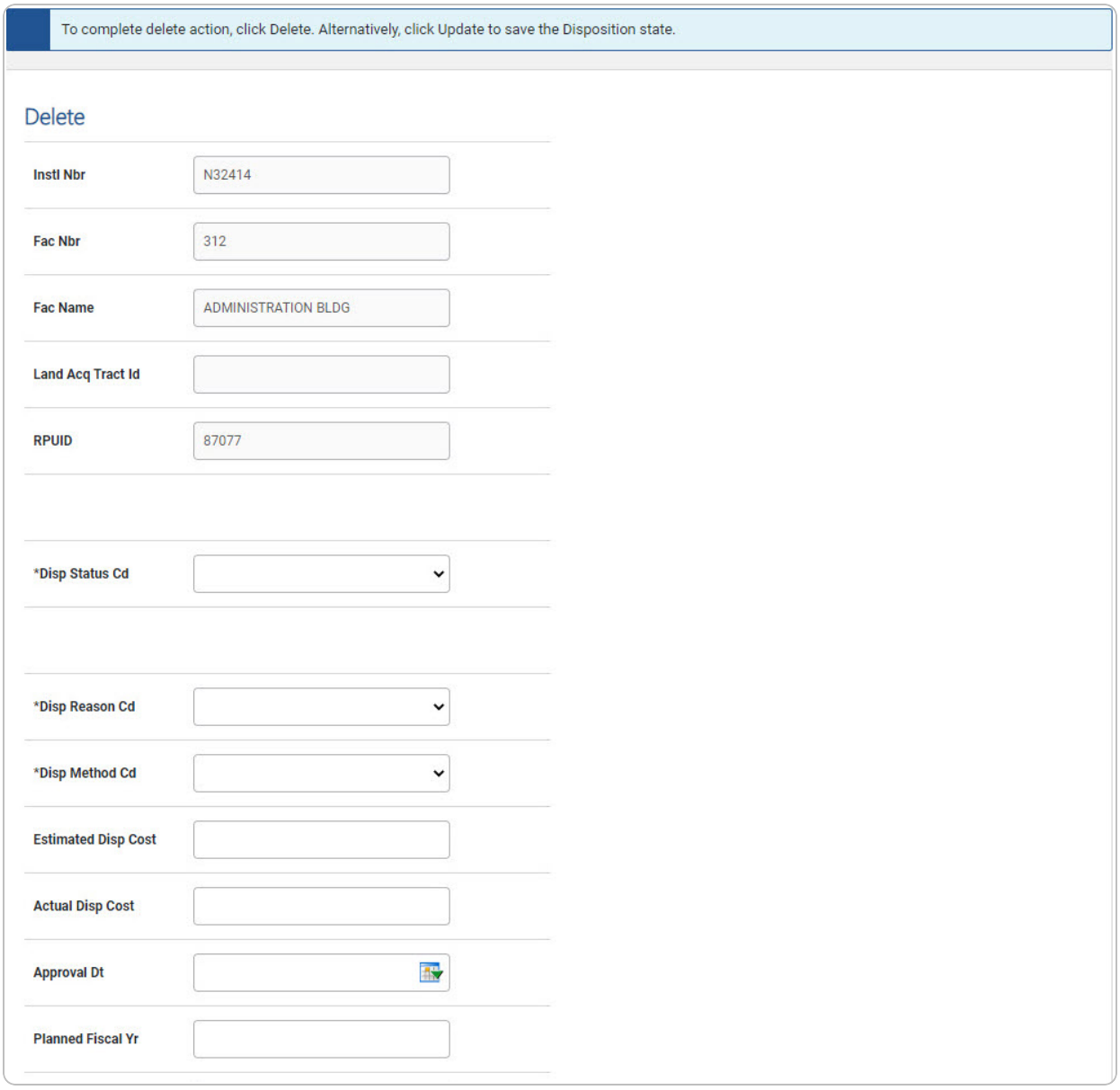
OR

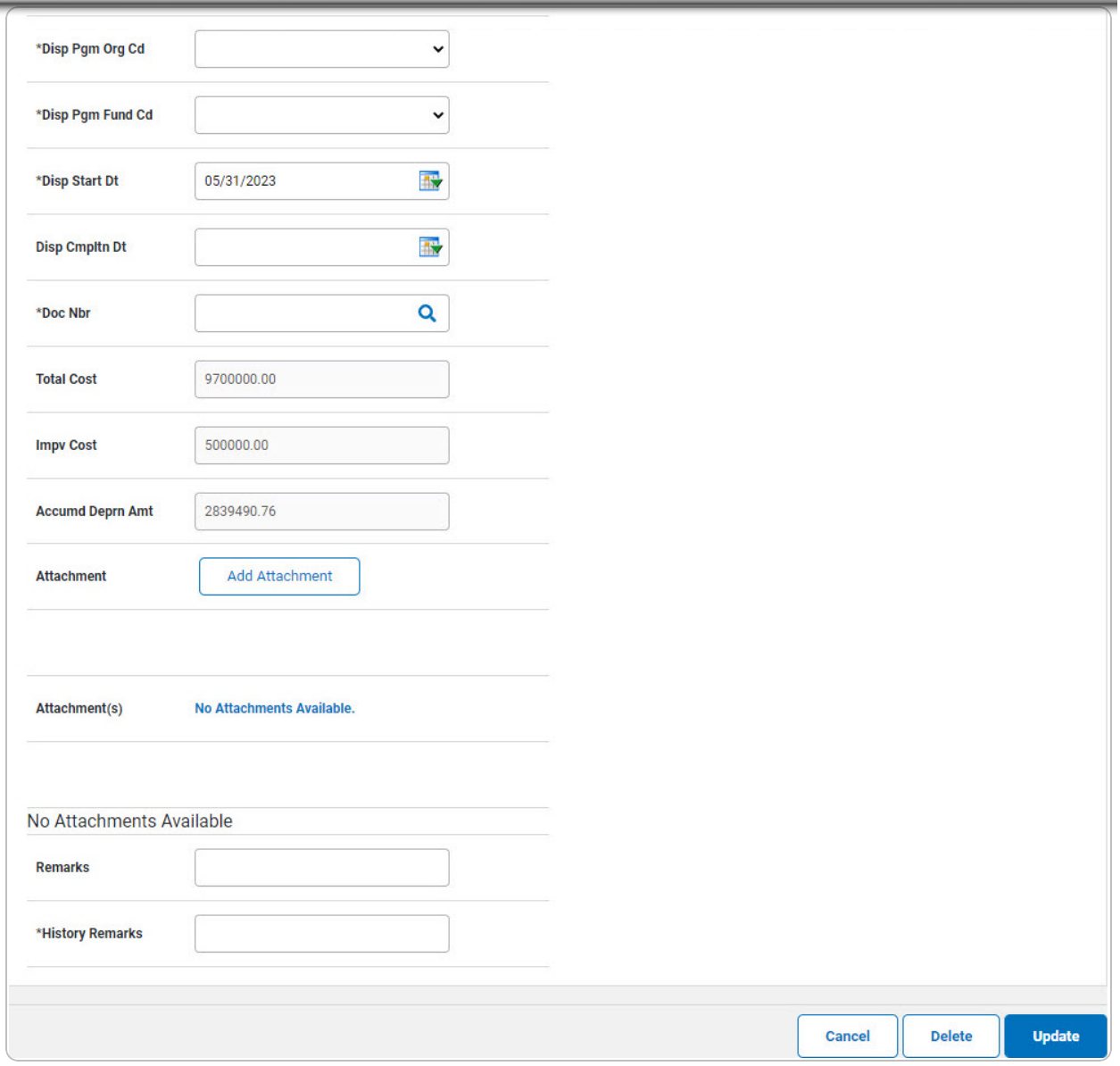
Select Delete to delete the record. *The **Real Property Transaction Status** page appears.*

- **DTNI — Turn In**



A. Select Continue. *The **Delete a Real Property** page appears.*





B. Enter the fields:

a. *The INSTL NBR automatically populates and is not editable.*

b. *The FAC NBR automatically populates and is not editable.*

c. *The FAC NAME automatically populates and is not editable.*

d. *The LAND ACQ TRACT ID automatically populates and is not editable.*

e. *The RPUID automatically populates and is not editable.*

f. Use to select the Disp Status Cd.

g. Use to select the Disp Reason Cd.

h. Use to select the Disp Method Cd.

i. Enter the Estimated DISP Cost in the field provided. *This is a 16 numeric character field.*

j. Enter the Actual DISP Cost in the field provided. *This is a 16 numeric character field.*

k. Use to select the Approval DT, or enter the date (MM/DD/YYYY) in the field provided.

l. Enter the Planed Fiscal YR in the field provided. *This is a 4 numeric character field.*

m. Use to select the Disp Pgm Org Cd.

n. Use to select the Disp Pgm Fund Cd.

o. Use to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.

p. Use to select the DISP CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

q. Enter the DOC NBR, or use to browse for the entry. *This is a 14 numeric character field.*

Document Number Browse help

r. *The Total Cost automatically populates and is not editable.*

s. *The IMPV COST automatically populates and is not editable.*

t. *The ACCUMD DEPRN AMT automatically populates and is not editable.*

u. Select Add Attachment. *The **Attachment Add** page appears.*

v. *View any attachments as thumbnails in the Attachments field.*

w. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

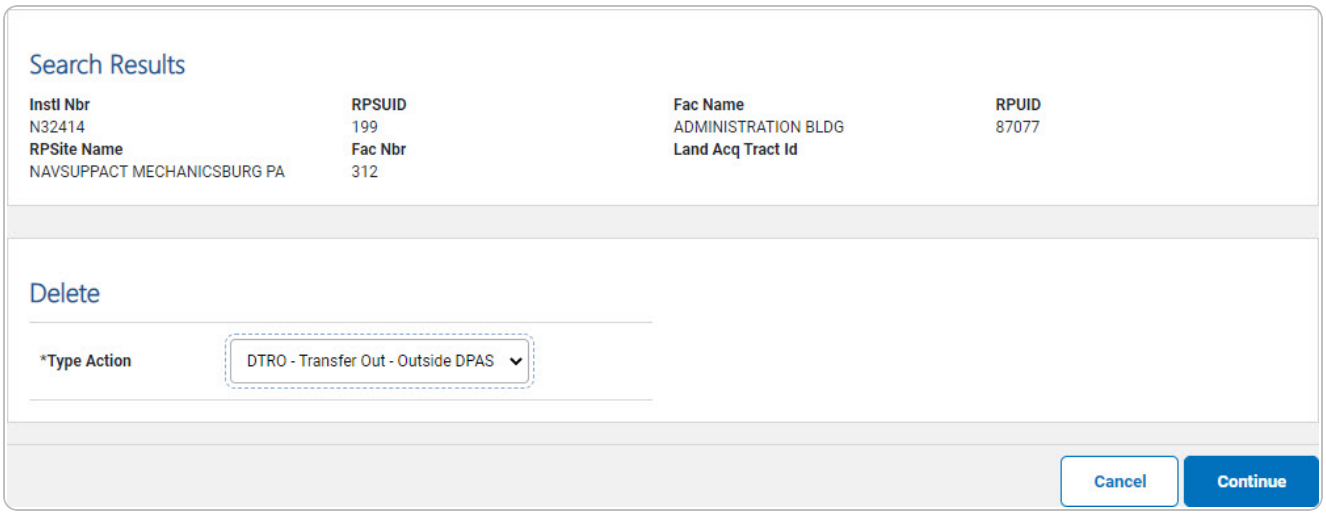
x. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Select Update to save and continue. *The **Real Property Transaction Status** page appears.*

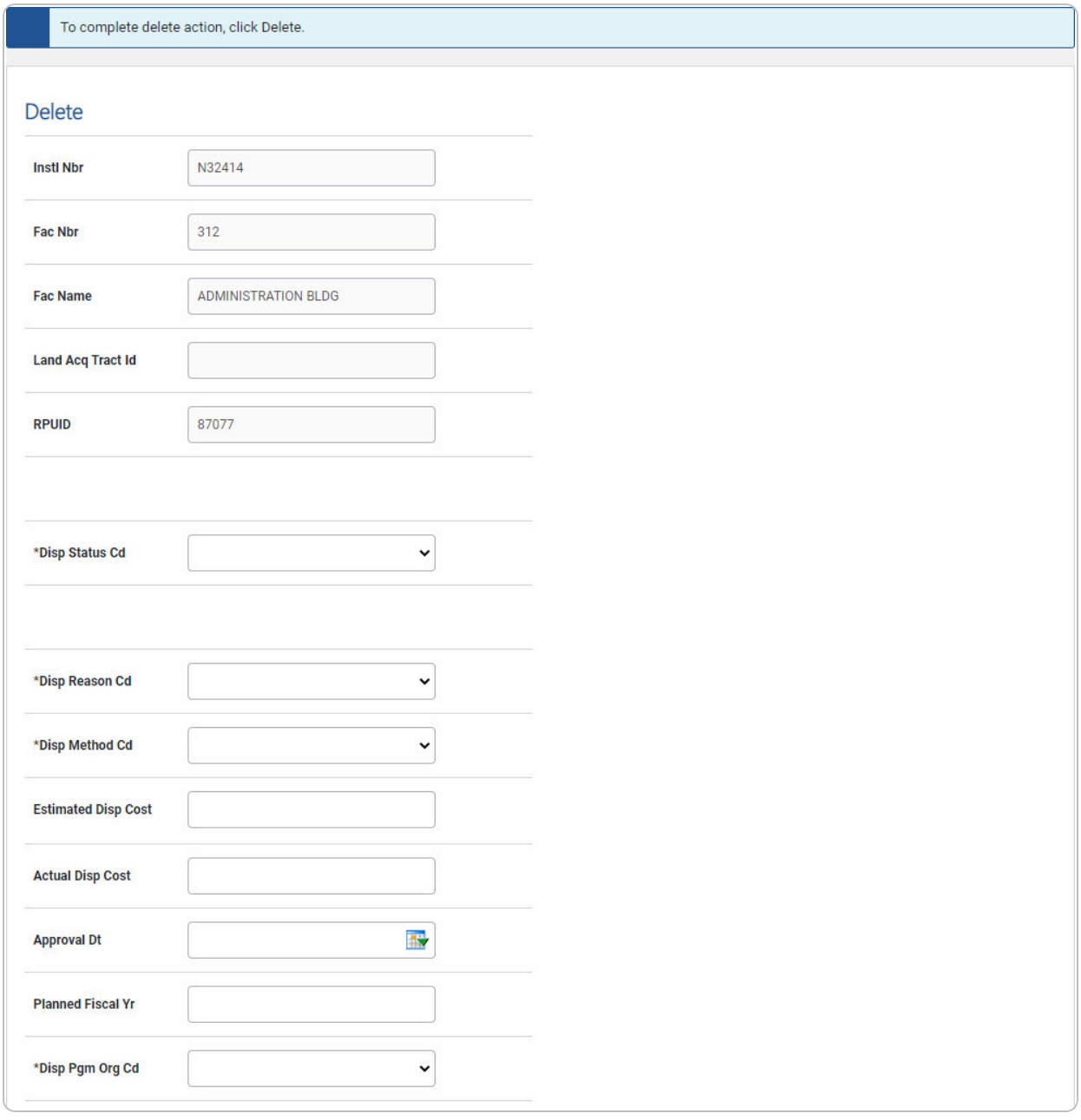
OR

Select Delete to delete the record. *The **Real Property Transaction Status** page appears.*

- **DTRO — Transfer Out**



A. Select Continue. *The **Delete a Real Property** page appears.*



*Disp Pgm Fund Cd	
*Disp Start Dt	05/31/2023
Disp Cmpltn Dt	
*Doc Nbr	
Total Cost	9700000.00
Impv Cost	500000.00
Accumd Deprn Amt	2839490.76
*Transfer Type Cd To	1 - Within Service - In Fund
*Trading Partner Nbr To	
Trading Dept Cd To	021
Trading Basic Symbol To	
Trading Subhead To	
Attachment	Add Attachment
Attachment(s)	No Attachments Available.

No Attachments Available

Remarks	
*History Remarks	

Cancel Delete

B. Enter the fields:

a. *The INSTL NBR automatically populates and is not editable.*

b. *The FAC NBR automatically populates and is not editable.*

c. *The FAC NAME automatically populates and is not editable.*

d. *The LAND ACQ TRACT ID automatically populates and is not editable.*

e. *The RPUID automatically populates and is not editable.*

f. Use to select the Disp Status Cd.

g. Use to select the Disp Reason Cd.

h. Use to select the Disp Method Cd.

i. Enter the Estimated DISP Cost in the field provided. *This is a 16 numeric character field.*

j. Enter the Actual DISP Cost in the field provided. *This is a 16 numeric character field.*

k. Use to select the Approval DT, or enter the date (MM/DD/YYYY) in the field provided.

l. Enter the Planed Fiscal YR in the field provided. *This is a 4 numeric character field.*

m. Use to select the Disp Pgm Org Cd.

n. Use to select the Disp Pgm Fund Cd.

o. Use to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.

p. Use to select the DISP CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

q. Enter the DOC NBR, or use to browse for the entry. *This is a 14 numeric character field.*

Document Number Browse help

r. *The Total Cost automatically populates and is not editable.*

s. *The IMPV COST automatically populates and is not editable.*

t. *The ACCUMD DEPRN AMT automatically populates and is not editable.*

u. Use to select the Transfer Type Cd To.

v. Enter the TRADING PARTNER NBR To in the field provided. *This is a 9 alphanumeric character field.*

w. Enter the TRADING DEPT CD To in the field provided. *This is a 2 alphanumeric character field.*

x. Enter the Trading Basic Symbol To in the field provided. *This is a 4 alphanumeric character field.*

y. Enter the Trading SUBHEAD To in the field provided. *This is a 4 alphanumeric character field.*

z. Select Add Attachment. *The **Attachment Add** page appears.*

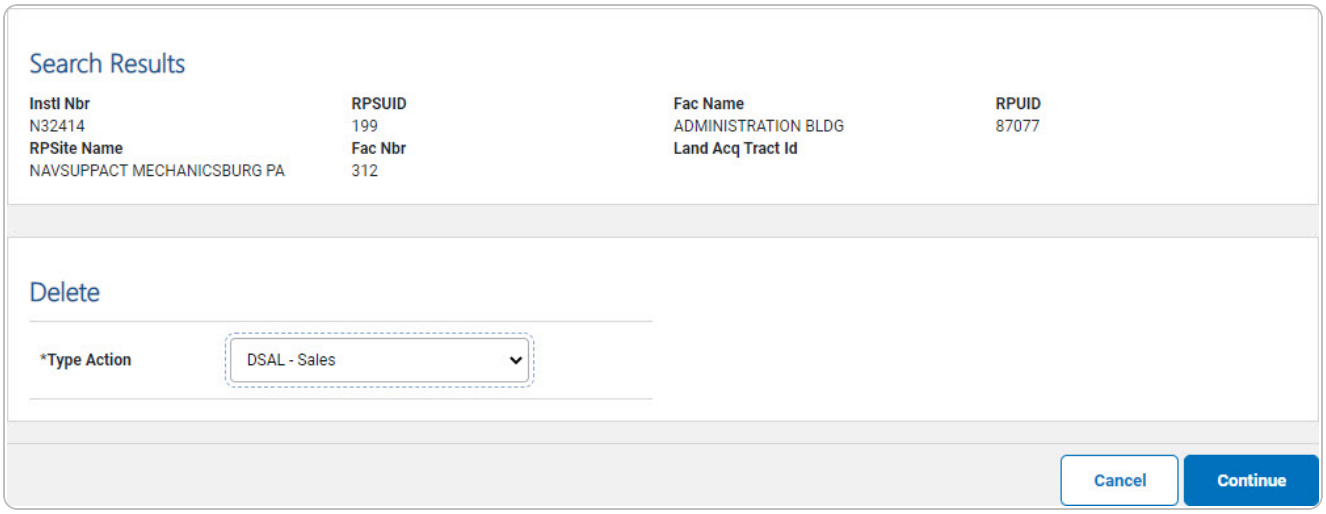
aa. *View any attachments as thumbnails in the Attachments field.*

ab. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

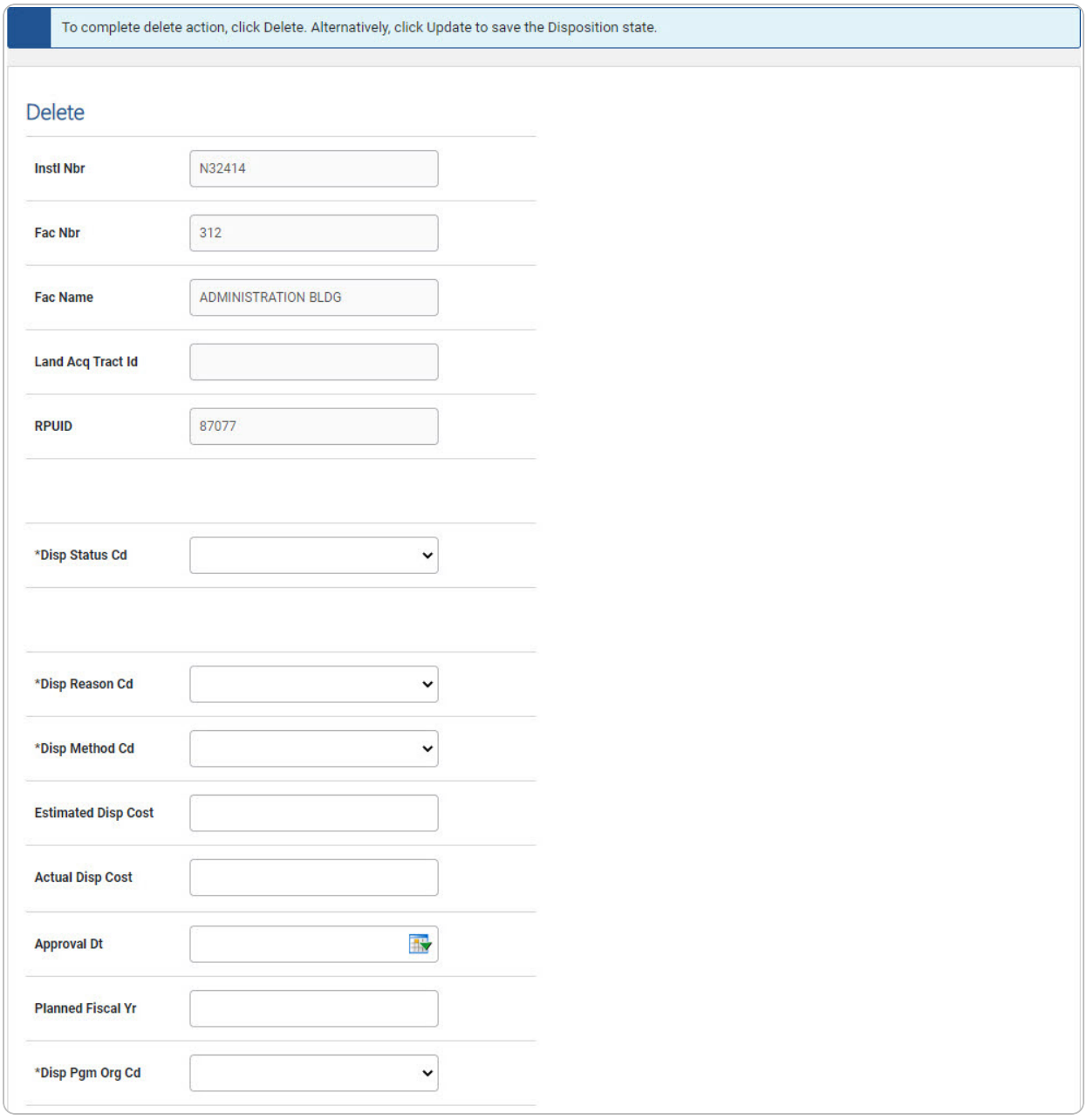
ac. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

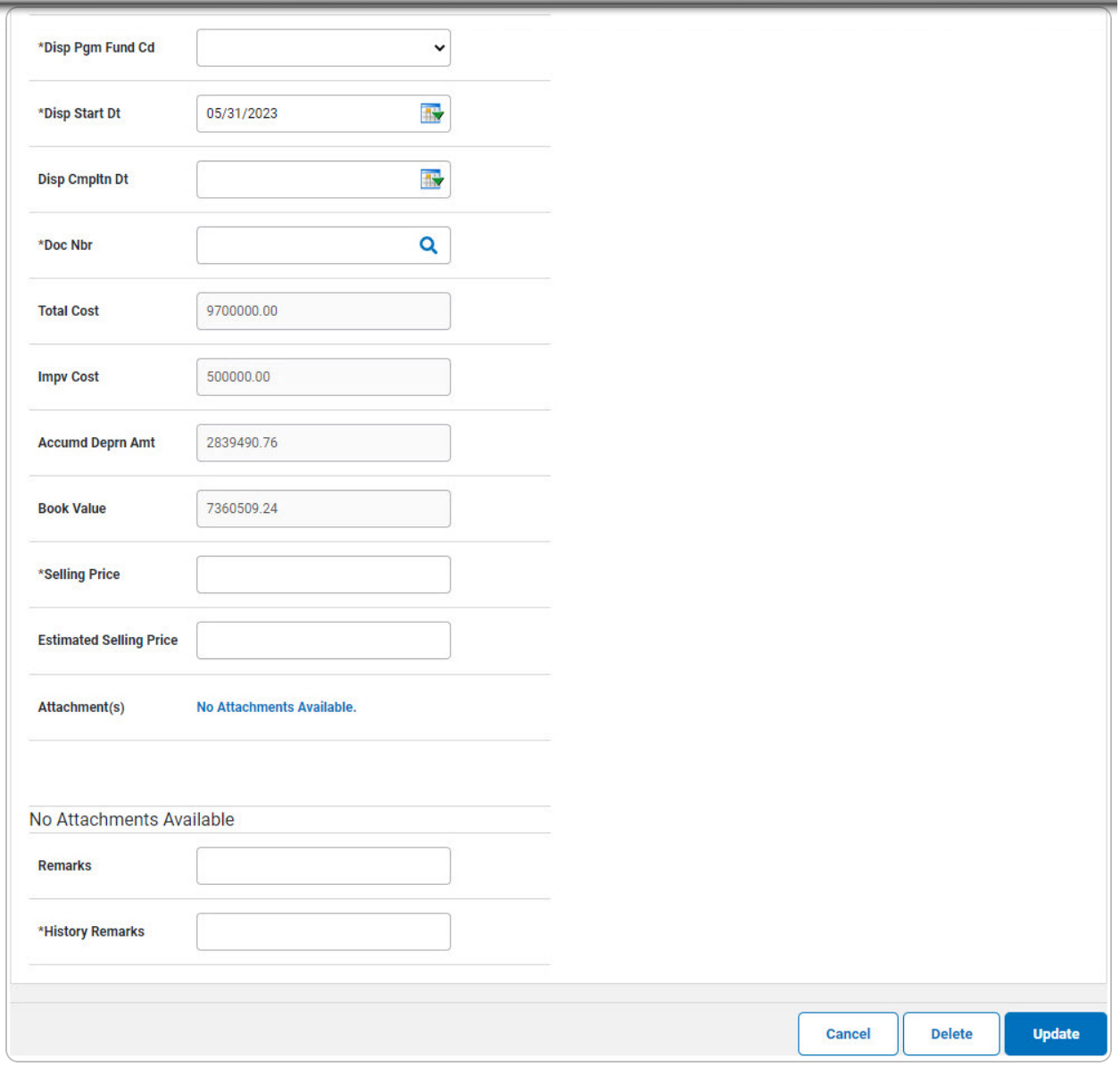
C. Select Delete. *The **Real Property Transaction Status** page appears.*

- **DSAL — Sales**



A. Select Continue. *The **Delete a Real Property** page appears.*





B. Enter the fields:

a. *The INSTL NBR automatically populates and is not editable.*

b. *The FAC NBR automatically populates and is not editable.*

c. *The FAC NAME automatically populates and is not editable.*

d. *The LAND ACQ TRACT ID automatically populates and is not editable.*

e. *The RPUID automatically populates and is not editable.*

f. Use to select the Disp Status Cd.

g. Use to select the Disp Reason Cd.

h. Use to select the Disp Method Cd.

i. Enter the Estimated DISP Cost in the field provided. *This is a 16 numeric character field.*

j. Enter the Actual DISP Cost in the field provided. *This is a 16 numeric character field.*

k. Use to select the Approval DT, or enter the date (MM/DD/YYYY) in the field provided.

l. Enter the Planed Fiscal YR in the field provided. *This is a 4 numeric character field.*

m. Use to select the Disp Pgm Org Cd.

n. Use to select the Disp Pgm Fund Cd.

o. Use to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.

p. Use to select the DISP CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

q. Enter the DOC NBR, or use to browse for the entry. *This is a 14 alphanumeric character field.*

Document Number Browse help

r. *The Total Cost automatically populates and is not editable.*

s. *The IMPV COST automatically populates and is not editable.*

t. *The ACCUMD DEPRN AMT automatically populates and is not editable.*

u. *The Book Value automatically populates and is not editable.*

v. Enter the Selling Price in the field provided. *This is a 15 numeric character field.*

w. Enter the Estimated Selling Price in the field provided. *This is a 15 numeric character field.*

x. Select Add Attachment. *The **Attachment Add** page appears.*

y. *View any attachments as thumbnails in the Attachments field.*

z. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

aa. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

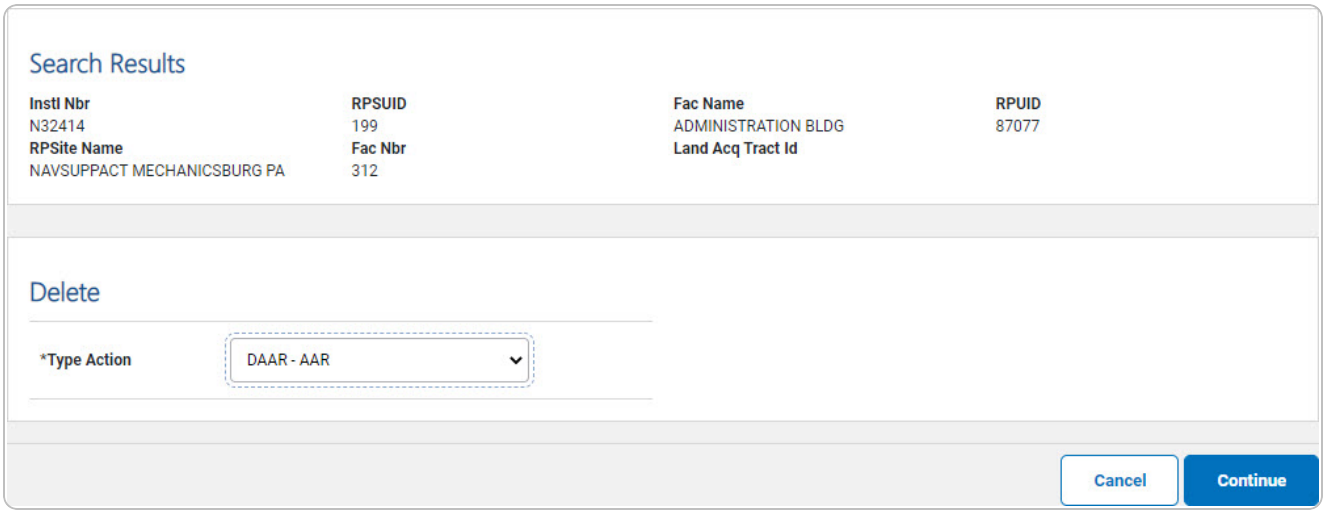
Select Update to save and continue. *The **Real Property Transaction Status** page appears.*

C.

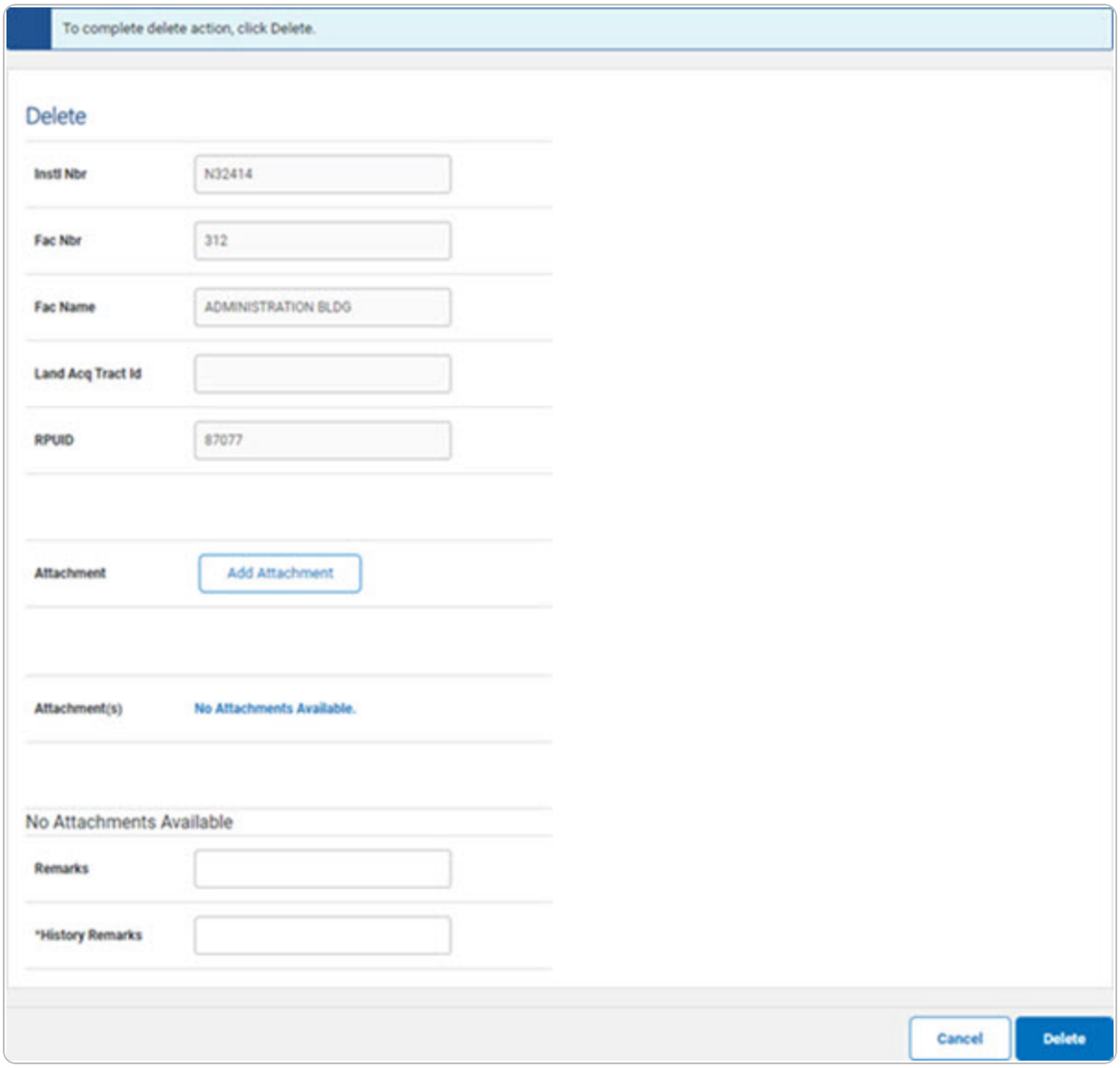
OR

Select Delete to delete the record. *The **Real Property Transaction Status** page appears.*

- **DAAR — Administrative Adjustment Report**



A. Select Continue. *The **Delete a Real Property** page appears.*



B. Enter the fields:

a. *The INSTL NBR automatically populates and is not editable.*

b. *The FAC NBR automatically populates and is not editable.*

c. *The FAC NAME automatically populates and is not editable.*

d. *The LAND ACQ TRACT ID automatically populates and is not editable.*

e. *The RPUID automatically populates and is not editable.*

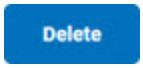
f. Select

. *The **Attachment Add** page appears.*

g. *View any attachments as thumbnails in the Attachments field.*

h. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

i. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

C. Select 

. *The **Real Property Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *DISP METHOD CD*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *DISP PGM FND CD*.	
13 — Mandatory Entry: *DISP PGM ORG CD*.	
13 — Mandatory Entry: *DISP REASON CD*.	
13 — Mandatory Entry: *DISP START DT*.	

13 — Mandatory Entry: *Disp Status Cd*.	
13 — Mandatory Entry: *Doc Nbr*.	
13 — Mandatory Entry: *History Remarks*.	
13 — Mandatory Entry: *Transfer Type Cd To*.	
13 — Mandatory Entry: *Trading Partner Nbr To*.	
13 — Mandatory Entry: *Type Action*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
219 — Capital Threshold criteria does not exist.	Missing Entry. The Basic Tab is completed, but the mandatory fields from the other tabs are still empty. Enter the information from the other tabs, then select Add.
453 — Agency has no user defined fields.	Empty tab. The Agency tab is customer-specific, and currently has no available fields. Select the

	Characteristics tab to continue.
194 — Entry must be > zero.	Missing Entry. The field must be a positive number. Enter the missing field.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.

Related Topics

- Search for a Real Property — Criteria
- Add a Real Property
- Update a Real Property
- Transfer a Real Property
- View the Details of the Real Property
- View the Real Property Transaction Status
- Export a Real Property Report

View the Details of a Real Property

Overview

The Real Property Details page displays all the available fields for the specified real property record.

Navigation

Accounting > Real Property > Search Criteria > Search > RPUID hyperlink > Real Property Details page

Page Fields

The following fields display on the **Real Property Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Details

RPUID
Instl Nbr
Fac Nbr
Fac Name
UI
Qty
Total Cost
Acq Dt
Asset Cd
Fund Cd/ASN

ACC-SFIS Cd
Cond Cd
Tran Doc Nbr
Tran Action Cd
Rctpt Doc Nbr
Rcpt Action Cd
Dsp Doc Nbr
Dsp Action Cd
Heratige Asset Cd
Mfr Yr
Eff Dt
Deprn Dt
Acct Rpt Nbr
Cptl Cd
Cost Center
Deprn Cost Center
Task Cd
Deprn Task Cd
Job Order Nbr
Deprn Job Ord Nbr
Accumd Deprn
Prior Deprn
Activation Dt
Deprn Period
Cntr/PO Nbr
Trading Partner Nbr

Procedures

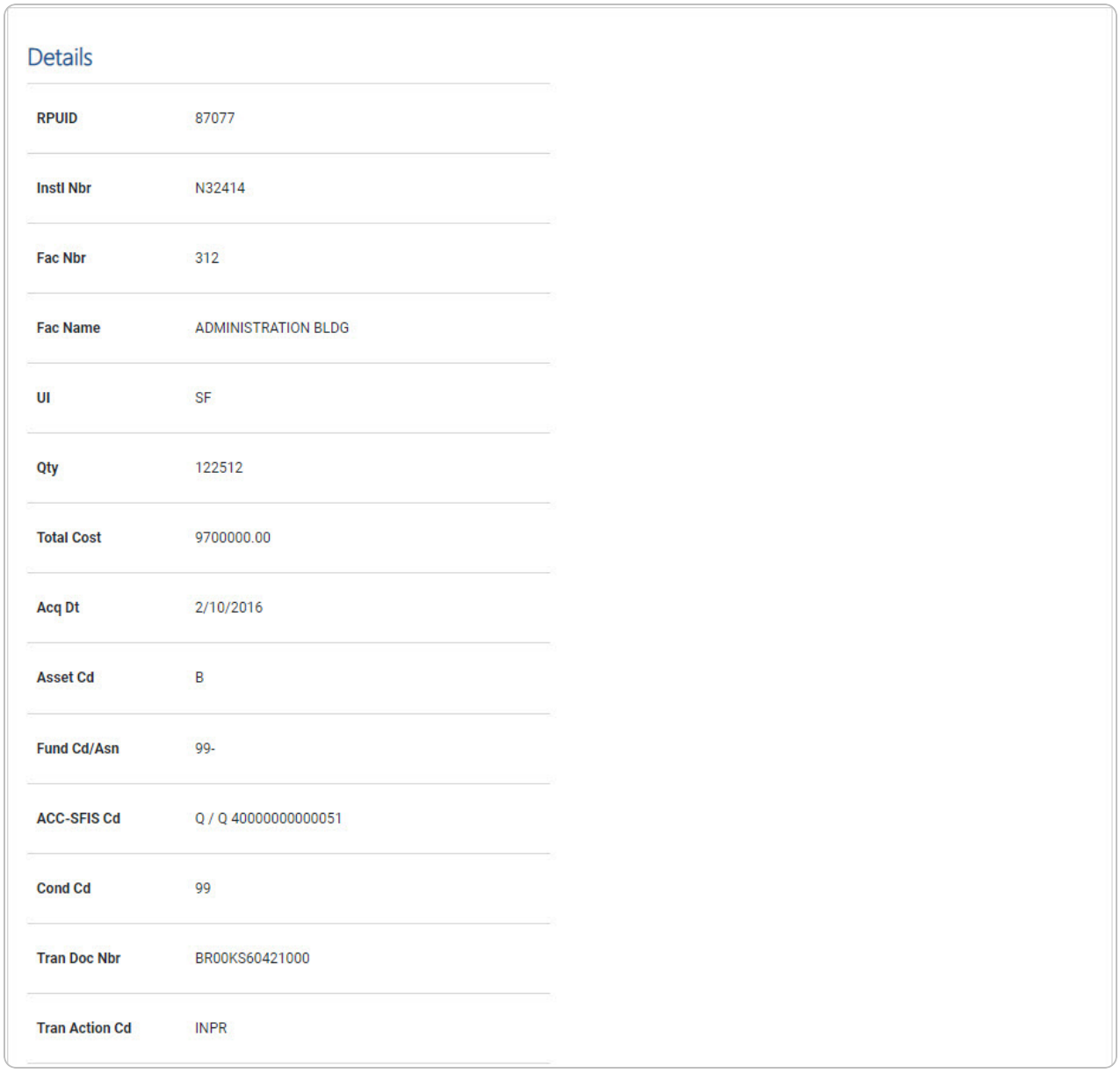
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review the Real Property Details

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

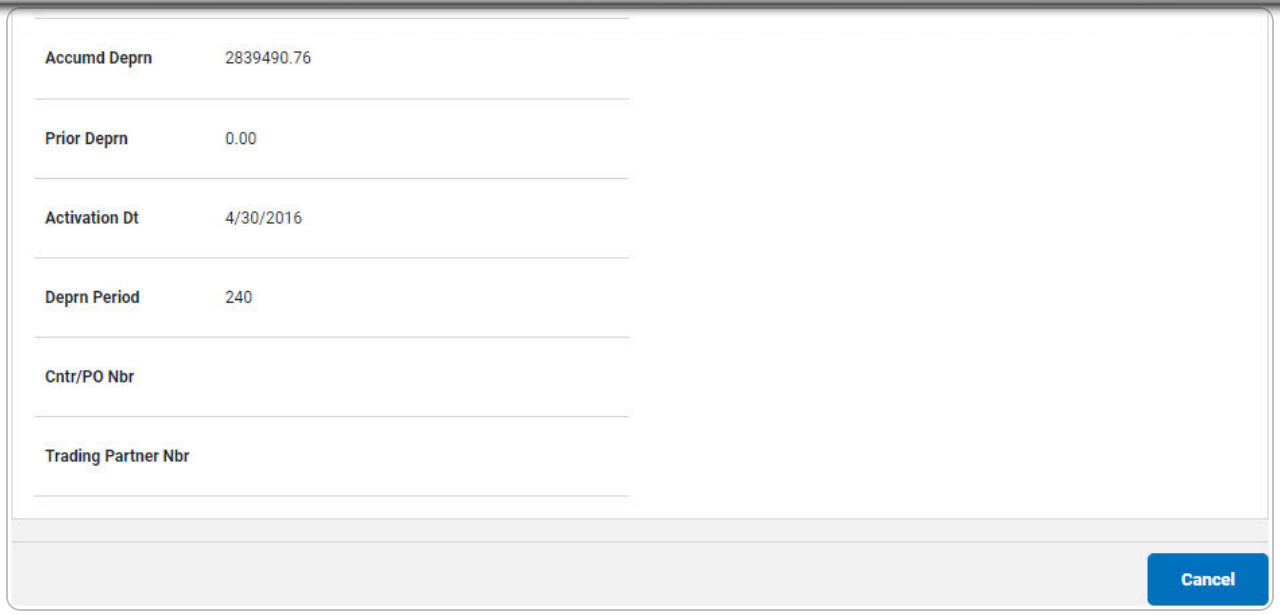
1. Select the desired RPSUID hyperlink. *The Real Property Details page appears.*



Details

RPUID	87077
Instl Nbr	N32414
Fac Nbr	312
Fac Name	ADMINISTRATION BLDG
UI	SF
Qty	122512
Total Cost	9700000.00
Acq Dt	2/10/2016
Asset Cd	B
Fund Cd/Asn	99-
ACC-SFIS Cd	Q / Q 40000000000051
Cond Cd	99
Tran Doc Nbr	BR00KS60421000
Tran Action Cd	INPR

Rcpt Doc Nbr	BR00KS60421000
Rcpt Action Cd	INPR
Dsp Doc Nbr	
Dsp Action Cd	
Heritage Asset Cd	N
Mfr Yr	2016
Eff Dt	2/10/2016
Deprn Cd	T
Acct Rpt Nbr	BROOKS201602110001
Cptl Cd	A
Cost Center	ENGINE
Deprn Cost Center	5H122
Task Cd	5657278227356
Deprn Task Cd	0002
Job Order Nbr	5265727256
Deprn Job Order Nbr	1JOB2



2. Review the available fields:.
   A. *Verify the RPUID.*
   B. *Verify the INSTL NBR.*
   C. *Verify the FAC NBR.*
   D. *Verify the FAC NAME.*
   E. *Verify the UI.*
   F. *Verify the QTY.*
   G. *Verify the Total Cost.*
   H. *Verify the ACQ DT.*
   I. *Verify the ASSET CD.*
   J. *Verify the FUND CD / ASN.*
   K. *Verify the ACC-SFIS CD.*
   L. *Verify the COND CD.*
   M. *Verify the TRAN DOC NBR.*
   N. *Verify the TRAN ACTION CD.*
   O. *Verify the RCPT DOC NBR.*
   P. *Verify the RCPT ACTION CD.*
   Q. *Verify the DSP DOC NBR.*

R. *Verify the DSP ACTION CD.*
S. *Verify the Heritage Asset CD.*
T. *Verify the MFR YR.*
U. *Verify the EFF DT.*
V. *Verify the DEPRN CD.*
W. *Verify the ACCT RPT NBR.*
X. *Verify the CPTL CD.*
Y. *Verify the Cost Center.*
Z. *Verify the DEPRN COST CENTER.*
AA. *Verify the TASK CD.*
AB. *Verify the DEPRN TASK CD.*
AC. *Verify the JOB ORDER NBR.*
AD. *Verify the DEPRN JOB ORDER NBR.*
AE. *Verify the ACCUMD DEPRN.*
AF. *Verify the PRIOR DEPRN.*
AG. *Verify the ACTIVATION DT.*
AH. *Verify the DEPRN PERIOD.*
AI. *Verify the CNTR/PO NBR.*
AJ. *Verify the TRADING PARTNER NBR.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a Real Property — Criteria
- Add a Real Property

- Update a Real Property
- Dispose of a Real Property
- Transfer a Real Property
- View the Real Property Transaction Status
- Export a Real Property Report

Add a Real Property

Overview

The Real Property Add process provides the ability to create a new Real Property record. The Add process starts with the Receipt type action.
There are two types of Receipts to add a real property:

- **INPR** — New Procurement
- **ITRO** — Transfer In – Outside ELMS

Navigation

Accounting > Real Property > Search Criteria > Add > Add Type Action > Continue > Add a Real Property page

Page Fields

The following fields display on the **Add a Real Property** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the lists of instructions.

Search Result Add Page

Number	Value
14	Select "Cancel" button to return to previous page.
105	Selection of "Type Action" is required.

Add Page

Number	Value
24	(*) Asterisk identifies mandatory fields.
13	Select "Reset" button to clear data.

Search Results Add Page

Search Criteria

Type Action
Instl Nbr
Site Name
RPSUID
Fac Nbr
RPUID
Fac Name
Land Acq Tract Id
Fac Address
Fac City
Fac State
Fac ZIP Cd
Fac Country Cd

Add

Type Action *

Add Page

Basic Tab

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID

Land Acq Tract Id
ACC *
Asset Cd *
Cptl Cd *
Heritage Asset Cd *
Dollar Amt *
Original Asset Dollar Amt
Doc Nbr *
Acq Method Cd *
Acq Org Cd *
Acq Fund Cd *
UM
Qty
Asset Desc
ADA Compliance Cd *
Mfr Yr
Place In Svc Dt
Yr Svc Life *
Cond Cd *
Replacement Pgm Org Cd *
Replacement Pgm Fnd Cd *
Remarks
History Remarks
Attachment
Attachment(s)

Accounting Tab

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id
Acq Dt *
Eff Dt*
Fund Cd/ASN *
Oblign Doc Nbr *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr

Job Order Desc
LOA
Replacement Amount

ITRO only

Transfer Type Cd *
Trading Partner Nbr *
Trading Dept Cd
Trading Subhead
Trading Basic Symbol

Rest and Mod Pgm Org Cd
Rest and Mod Pgm Fnd Cd

Agency

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Characteristics

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id
Construction Typ Cd *
Construction Materiel Cd *
Construction Agent Cd
Sustainability Cd
Curr Use Func Cap Cd
Utilization Rate
Total UM
Total (Qty)
Depth UM
Depth (Qty)
Length UM
Length (Qty)
Width UM
Width (Qty)

Height UM
Height (Qty)
Floor Above Ground (Qty)
Floor Below Ground (Qty)
Module Qty

(*) Asterisk identifies mandatory fields.

Procedures

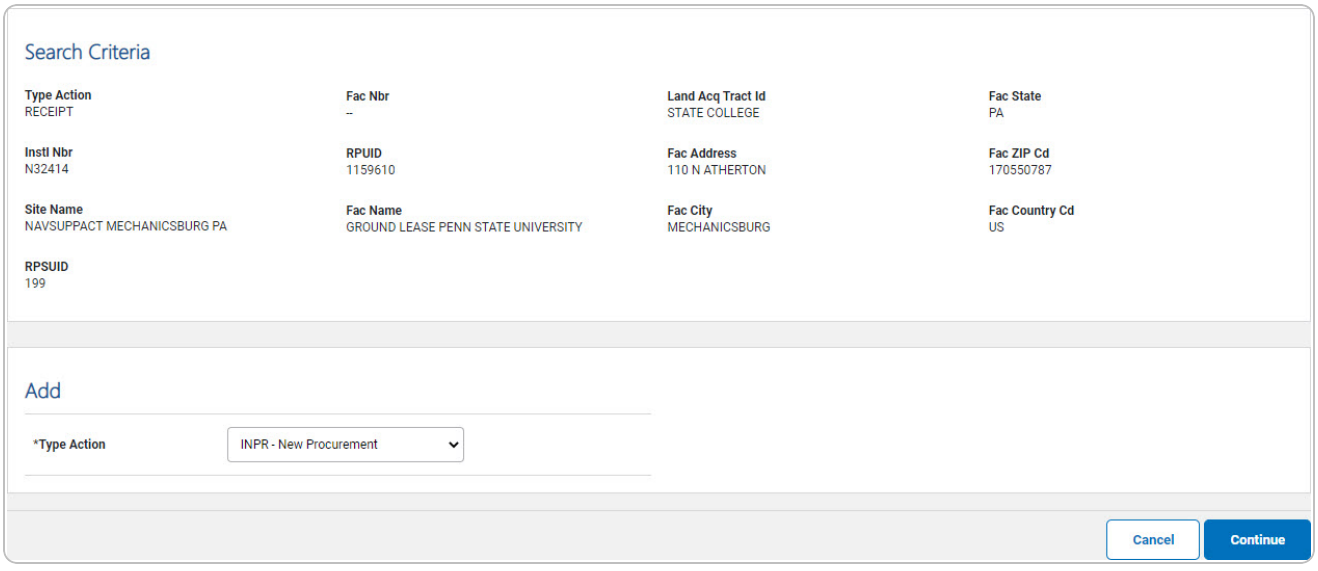
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Real Property

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

1. Select Add. *The **Search Results — Add a Real Property** page appears.*

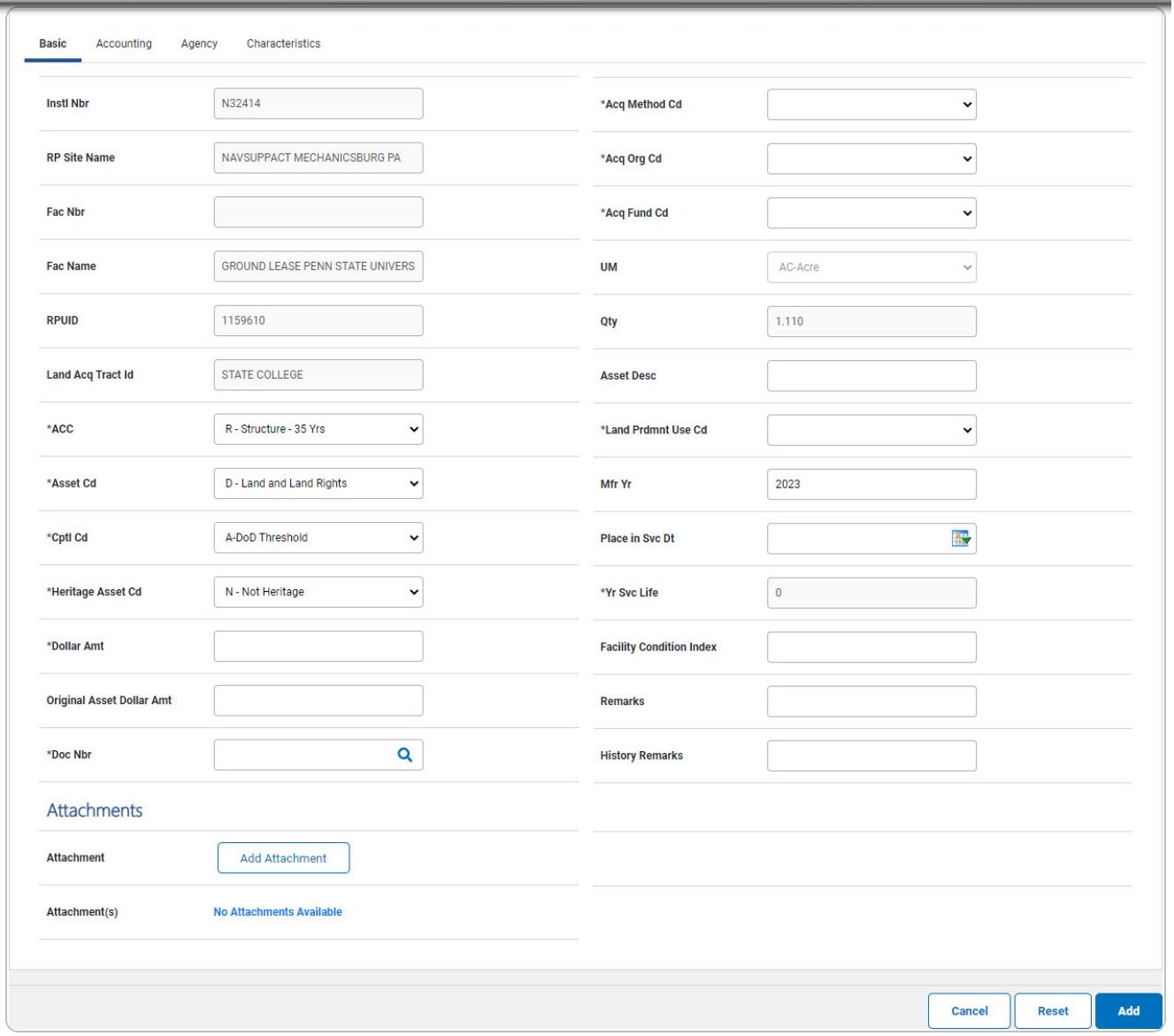


2. Review the Search Criteria panel.
   - *Verify the Type Action.*
   - *Verify the INSTL NBR.*
   - *Verify the Site Name.*

- *Verify the RPSUID.*
- *Verify the FAC NBR.*
- *Verify the RPUID.*
- *Verify the FAC NAME.*
- *Verify the LAND ACQ TRACT ID.*
- *Verify the FAC ADDRESS.*
- *Verify the FAC CITY.*
- *Verify the FAC STATE.*
- *Verify the FAC ZIP CD.*
- *Verify the FAC COUNTRY CD.*

3. Use ☑ to select the Type Action.

4. Select Continue. *The **Add a Real Property** page appears, open to the Basic tab.*



5. Enter the fields in the Basic tab:

A. *The INSTL NBR automatically populates and is not editable.*

B. *The RP SITE NAME automatically populates and is not editable.*

C. *The FAC NBR automatically populates and is not editable.*

D. *The FAC NAME automatically populates and is not editable.*

E. *The RPUID automatically populates and is not editable.*

F. *The LAND ACQ TRACT ID automatically populates and is not editable.*

G. Use to select the ACC.

H. Use to select the Asset Cd.

I. Use to select the Cptl Cd.

J. Use to select the Heritage Asset Cd.

K. Enter the Dollar AMT in the field provided. *This is a 15 numeric character field.*

L. Enter the Original Asset Dollar AMT in the field provided. *This is a 16 numeric character field.*

M. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

N. Use to select the Acq Method Cd.

O. Use to select the Acq Org Cd.

P. Use to select the Acq Fund Cd.

Q. *The UM automatically populates and is not editable.*

R. *The QTY automatically populates and is not editable.*

S. Enter the Asset DESC in the field provided. *This is a 1,024 alphanumeric character field.*

T. Use to select the ADA Compliance Cd.

U. Enter the MFR YEAR in the field provided. *This is a 4 numeric character field.*

V. Use to select the PLACE IN SVC DT, or enter the date (MM/DD/YYYY) in the field provided.

W. Enter the YR SVC LIFE in the field provided. *This is a 2 numeric character field.*

X. Use to select the Cond Cd.

Y. Use to select the Replacement Pgm Org Cd.

Z. Use to select the Replacement Pgm Fnd Cd.

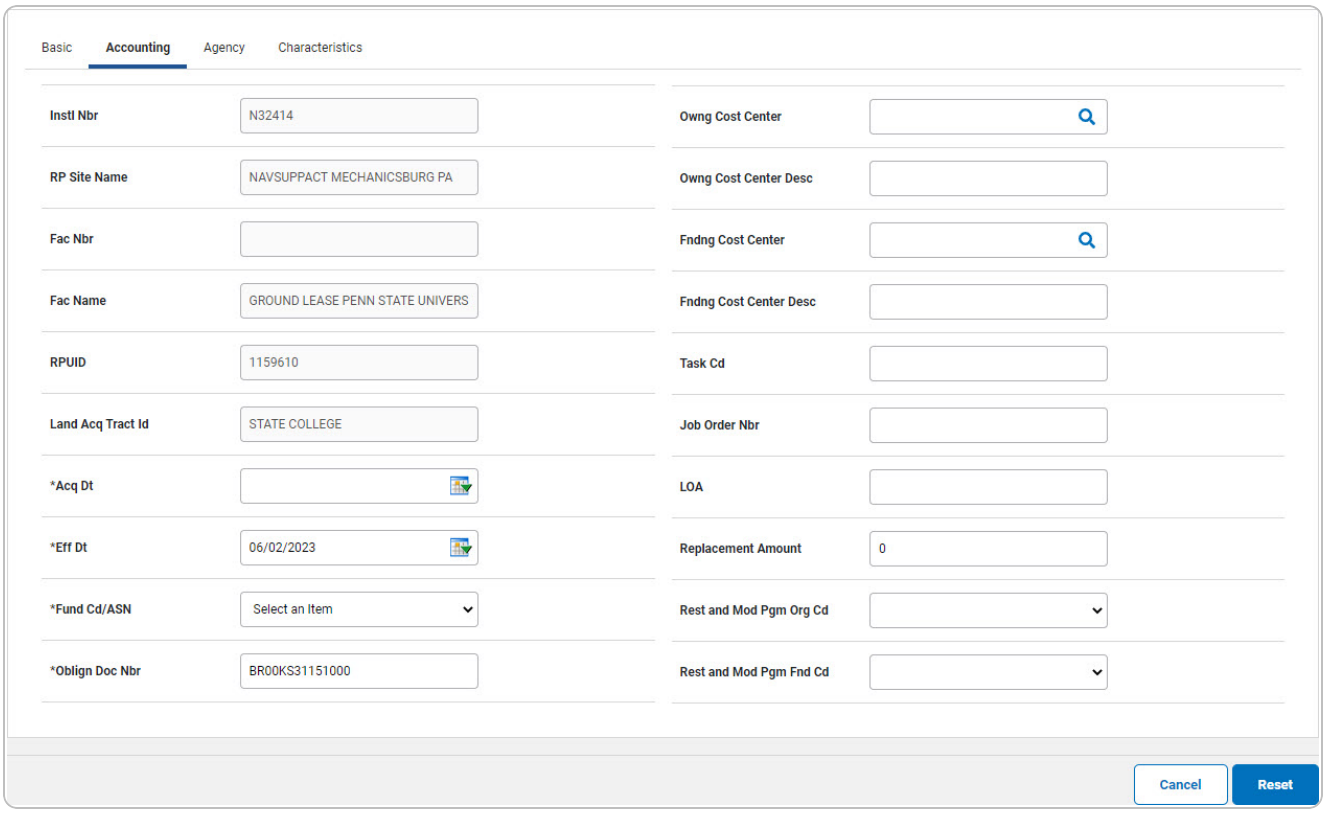
AA. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

AB. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

AC. *The* Add Attachment *is not accessible.*

AD. *View any attachments as thumbnails in the Attachments field.*

AE. Select the Accounting tab to continue adding information. *The Accounting tab displays.*



a. *The INSTL NBR automatically populates and is not editable.*

b. *The RP SITE NAME automatically populates and is not editable.*

c. *The FAC NBR automatically populates and is not editable.*

d. *The FAC NAME automatically populates and is not editable.*

e. *The RPUID automatically populates and is not editable.*

f. *The LAND ACQ TRACT ID automatically populates and is not editable.*

g. Use to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.

h. Use to select the EFF DT, or enter the date (MM/DD/YYYY) in the field provided.

i. Use to select the Fund Cd/ASN.

j. Enter the OBLIGN DOC NBR in the field provided. *This is a 15 alphanumeric character field.*

k. Enter the OWNG COST CENTER, or use to browse for the number. *This is an 11 alpha-numeric character field.*

Cost Center Browse help

l. Enter the OWNG COST CENTER DESC in the field provided. *This is a 250 alphanumeric character field.*

m. Enter the FNDNG COST CENTER, or use to browse for the number. *This is an 11 alpha-numeric character field.*

Cost Center Browse help

n. Enter the FNDNG COST CENTER DESC in the field provided. *This is a 250 alphanumeric character field.*

o. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

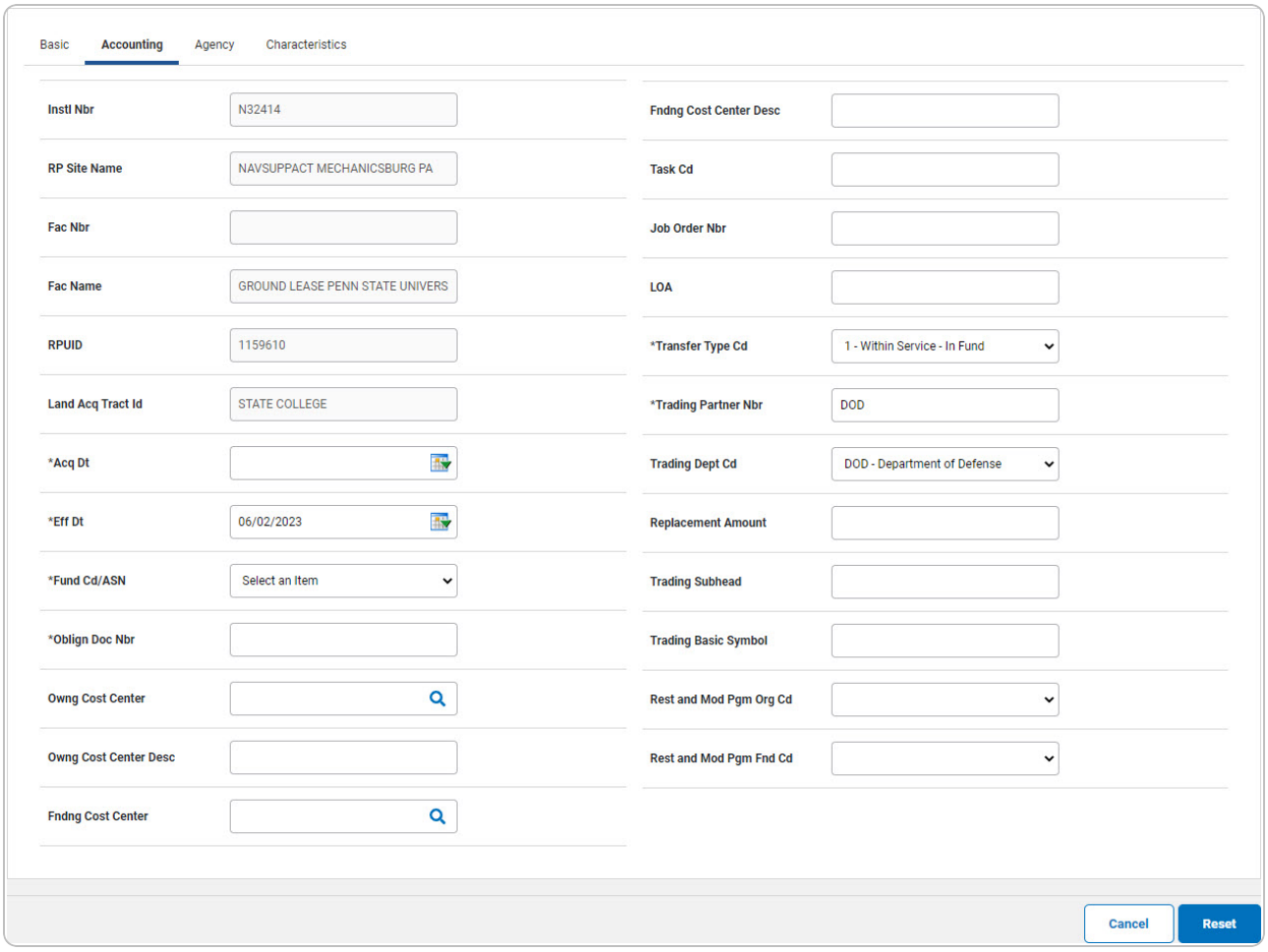
p. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

q. Enter the Job Order DESC in the field provided. *This is a 250 alphanumeric character field.*

r. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

ITRO Only



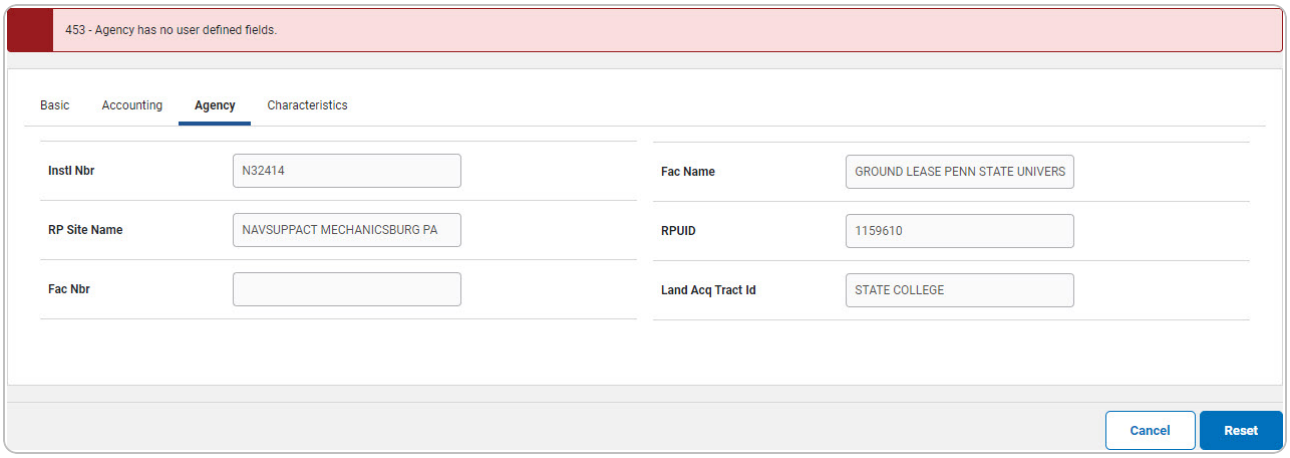
1. Use ☑ to select the Transfer Type Cd.
2. Enter the TRADING PARTNER NBR in the field provided. *This is a 9 alphanumeric character field.*
3. Use ☑ to select the Trading Dept Cd.
4. Enter the Trading SUBHEAD in the field provided. *This is a 4 alphanumeric character field.*
5. Enter the Trading Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

s. Enter the Replacement Amount in the field provided. *This is a 16 numeric character field.*

t. Use ☑ to select the Rest and Mod Pgm Org Cd.

u. Use ☑ to select the Rest and Mod Pgm Fnd Cd.

v. Select the Agency tab to continue adding information. *The Agency tab displays.*



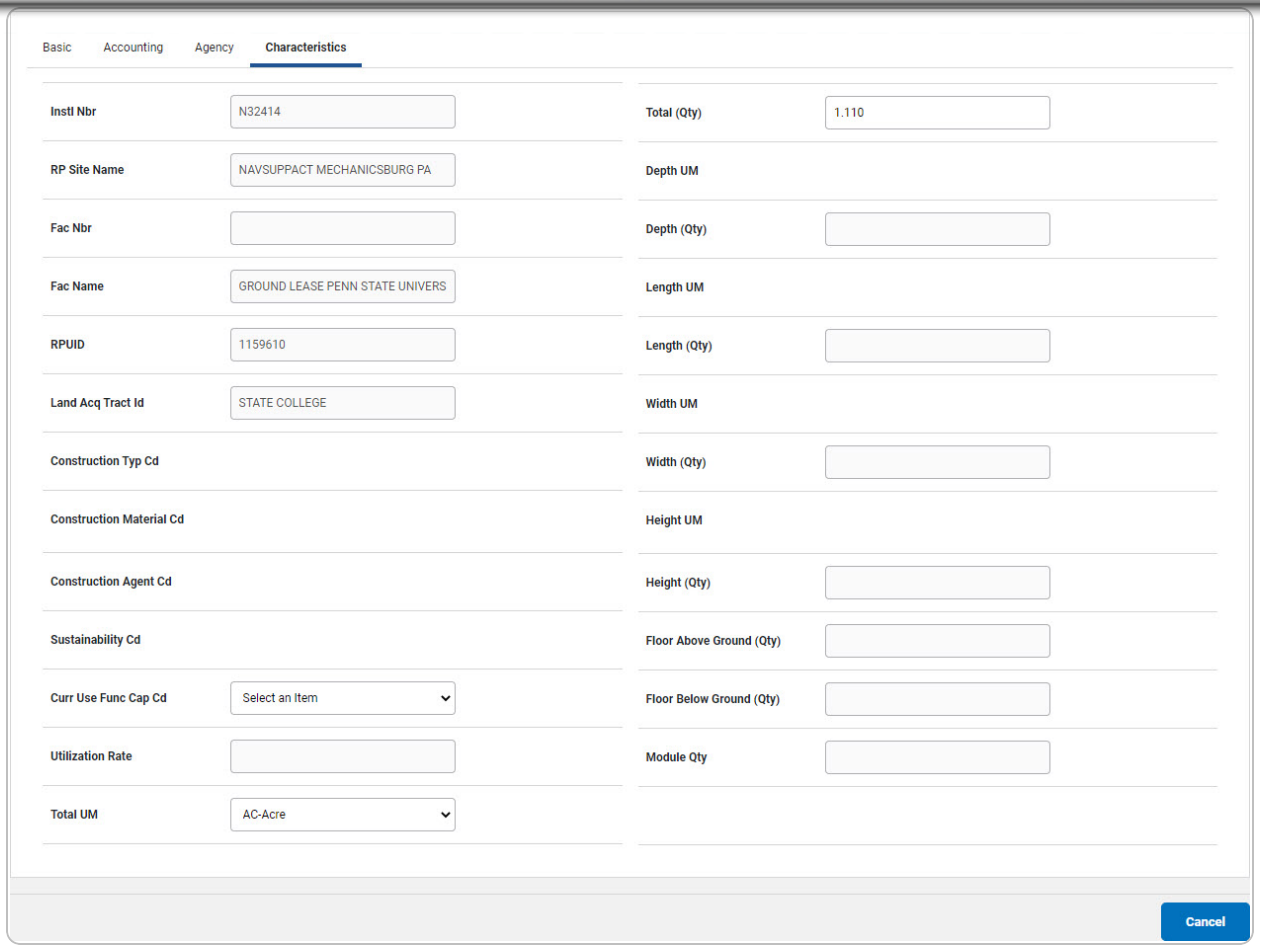
1. *The INSTL NBR automatically populates and is not editable.*
2. *The RP SITE NAME automatically populates and is not editable.*
3. *The FAC NBR automatically populates and is not editable.*
4. *The FAC NAME automatically populates and is not editable.*
5. *The RPUID automatically populates and is not editable.*
6. *The LAND ACQ TRACT ID automatically populates and is not editable.*

Note

The Agency tab is customer-specific. There are five fields available for the customer to show information.

ELMS does not contribute to the fields in this tab, nor store the information. It is simply a pass-through space.

7. Select the Characteristics tab to continue adding information. *The Characteristics tab displays.*



A. *The INSTL NBR automatically populates and is not editable.*

B. *The RP SITE NAME automatically populates and is not editable.*

C. *The FAC NBR automatically populates and is not editable.*

D. *The FAC NAME automatically populates and is not editable.*

E. *The RPUID automatically populates and is not editable.*

F. *The LAND ACQ TRACT ID automatically populates and is not editable.*

G. Use ☑ to select the Construction Typ Cd.

H. Use ☑ to select the Construction Materiel Cd.

I. Use ☑ to select the Construction Agent Cd.

J. Use ☑ to select the Sustainability Cd.

K. Enter the CURR USE FUNC CAP CD in the field provided. *This is a 2 alphanumeric character field.*

L. *The Utilization Rate automatically populates and is not editable.*

M. *The Total UM automatically populates and is not editable.*

N. *The Total QTY automatically populates and is not editable.*

O. Use to select the Depth UM.

P. Enter the Depth (QTY) in the field provided. *This is a 3 numeric character field.*

Q. Use to select the Length UM.

R. Enter the Length (QTY) in the field provided. *This is a 8 numeric character field.*

S. Use to select the Width UM.

T. Enter the Width (QTY) in the field provided. *This is a 8 numeric character field.*

U. Use to select the Height UM.

V. Enter the Height (QTY) in the field provided. *This is a 8 numeric character field.*

W. Enter the Floor Above Ground (QTY) in the field provided. *This is a 3 numeric character field.*

X. Enter the Floor Below Ground (QTY) in the field provided. *This is a 2 numeric character field.*

Y. Enter the Module QTY in the field provided. *This is a 3 numeric character field.*

Z. Select the Basic tab. *The buttons change to include* Add.

AA. Select Add. *The **Real Property Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry:	Missing Entry. Enter the appropriate information

***INSTL NBR*.**	in the desired field.
13 — Mandatory Entry: *RP SITE NAME*.	
13 — Mandatory Entry: *FAC NBR*.	
13 — Mandatory Entry: *LAND ACQ TRACK ID*.	
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
219 — Capital Threshold criteria does not exist.	Missing Entry. The Basic Tab is completed, but the mandatory fields from the other tabs are still empty. Enter the information from the other tabs, then select Add.
453 — Agency has no user defined fields.	Empty tab. The Agency tab is customer-specific, and currently has no available fields. Select the Characteristics tab to continue.

Related Topics

- Search for a Real Property — Criteria
- Update a Real Property
- Dispose of a Real Property

- Transfer a Real Property
- View the Details of the Real Property
- View the Real Property Transaction Status
- Export a Real Property Report

Transfer a Real Property

Overview

The Real Property Transfer process provides the ability to exchange ownership of a Real Property, either between two ELMS facilities, or between a ELMS facility and non-ELMS facility. There are two types of Transfers for a real property:

- **ITRI** — Transfer In
  — Within ELMS
- **DTRI** — Transfer Out
  — Within ELMS

Navigation

Accounting > Real Property > Search Criteria > Search > Transfer Type Action > Continue > Update hyperlink > Transfer a Real Property page

Page Fields

The following fields display on the **Transfer a Real Property** page. For more information on each field, select the appropriate hyperlink.

Instructions

Search Results Transfer Page

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.

Transfer Page

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.
13	Select "Reset" button to clear data.

Search Results Page

Search Criteria

Type Action
Instl Nbr
Site Name
RPSUID
Fac Nbr
Land Acq Tract Id
RPUID

Transfer

Type Action *

Search Results Transfer Page

Search Criteria

Type Action
Instl Nbr
Site Name
RPSUID
Fac Nbr
Land Acq Tract Id
RPUID

Search Results

Update

RPUID
Instl Nbr
Fac Nbr
Fac Name
Land Acq Tract Id
Impvs
Site Nm

Real Property Transfer Page

Destination Tab

ITRI

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id
Site Id
UIC
Site Id To *
UIC To *
Fund Cd/ASN *
Doc Nbr To *
Transfer Type Cd To *
Trading Partner Nbr To *
Trading Dept Cd To
Trading Basic Symbol To
Trading Subhead To
Remarks
History Remarks

DTRI

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id
Site Id
UIC

Site Id To *
UIC To *
Doc Nbr *
Fund Cd/ASN *
Doc Nbr To *
Transfer Type Cd To *
Trading Partner Nbr To *
Trading Dept Cd To
Trading Basic Symbol To
Trading Subhead To
Remarks
History Remarks

Accounting Tab

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id
Acq Dt *
Eff Dt*
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
LOA
Replacement Amount
Rest and Mod Pgm Org Cd
Rest and Mod Pgm Fnd Cd

Characteristics Tab

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id
Construction Typ Cd *
Construction Materiel Cd *
Construction Agent Cd

Sustainability Cd
Curr Use Func Cap Cd
Utilization Rate
Total UM
Total (Qty)
Depth UM
Depth (Qty)
Length UM
Length (Qty)
Width UM
Width (Qty)
Height UM
Height (Qty)
Floor Above Ground (Qty)
Floor Below Ground (Qty)
Module Qty

Procedures

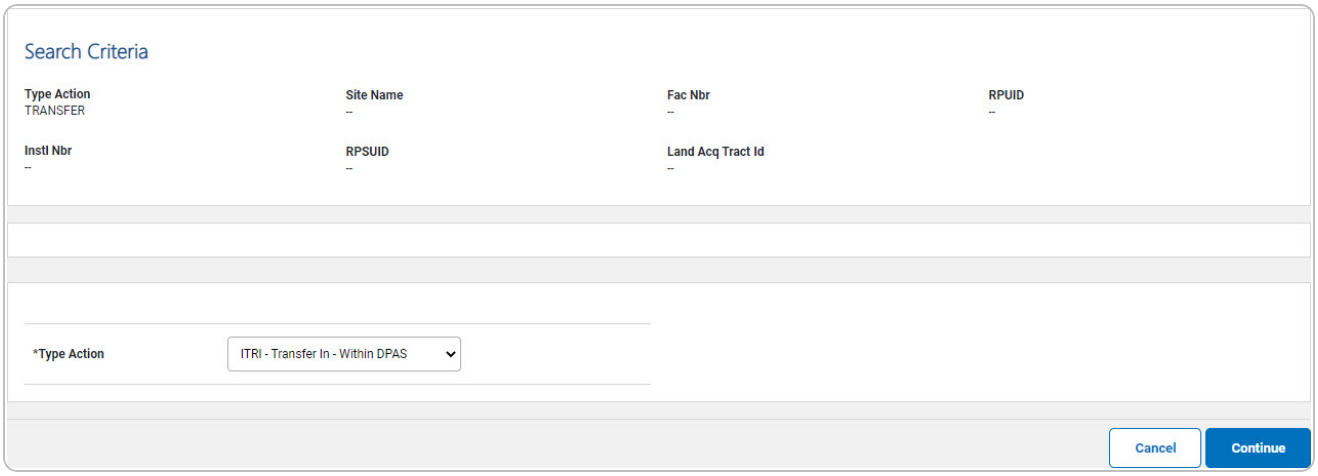
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Transfer a Real Property

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

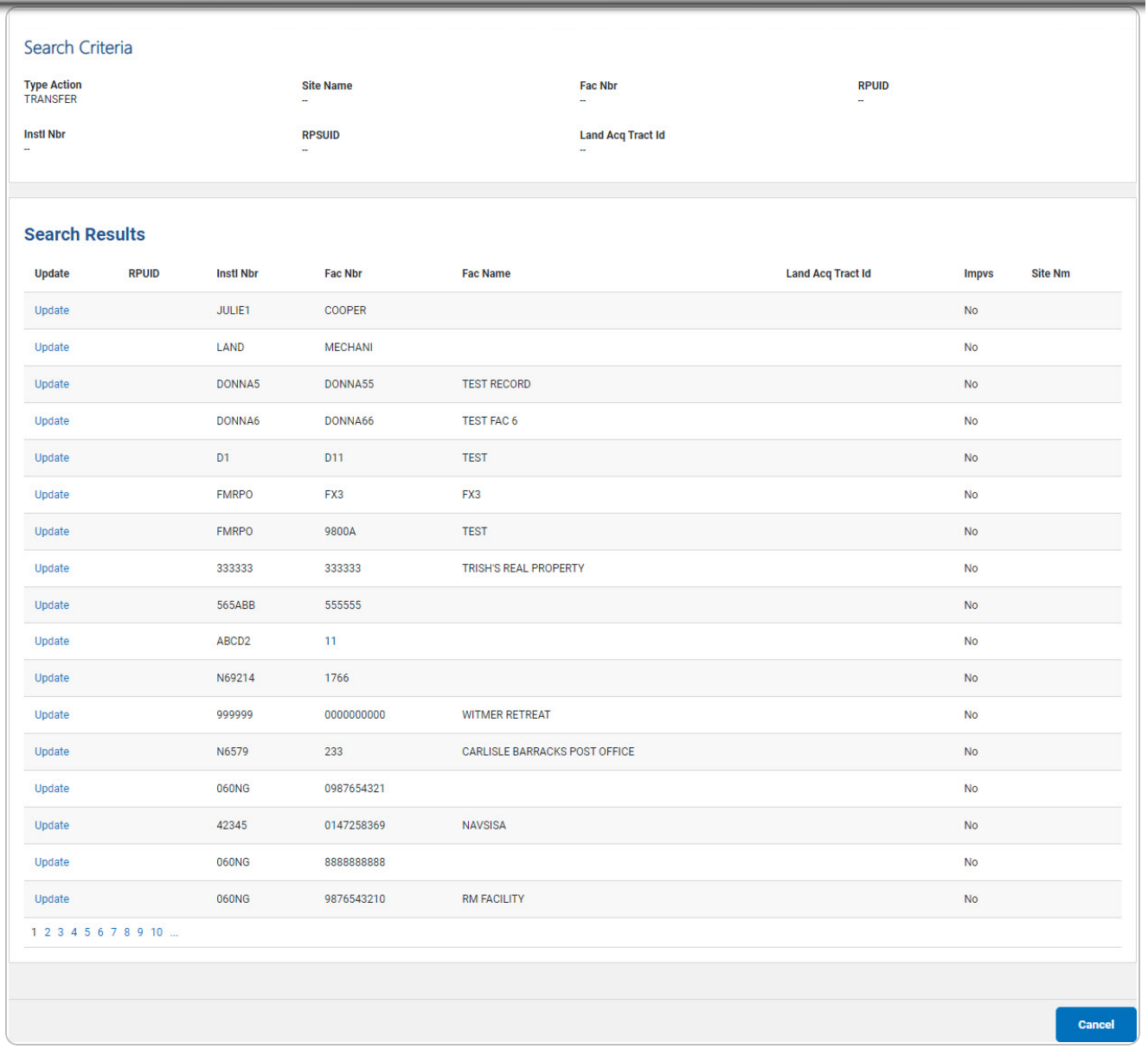
1. Select Search. *The **Search Results — Transfer a Real Property** page appears.*



2. Review the Search Criteria panel.
   - *Verify the Type Action.*
   - *Verify the INSTL NBR.*
   - *Verify the Site Name.*
   - *Verify the RPSUID.*
   - *Verify the FAC NBR.*
   - *Verify the LAND ACQ TRACT ID.*
   - *Verify the RPUID.*

3. Use ☑ to select the Type Action.

4. Select Continue. *The **Search Results - Transfer A Real Property** page appears.*



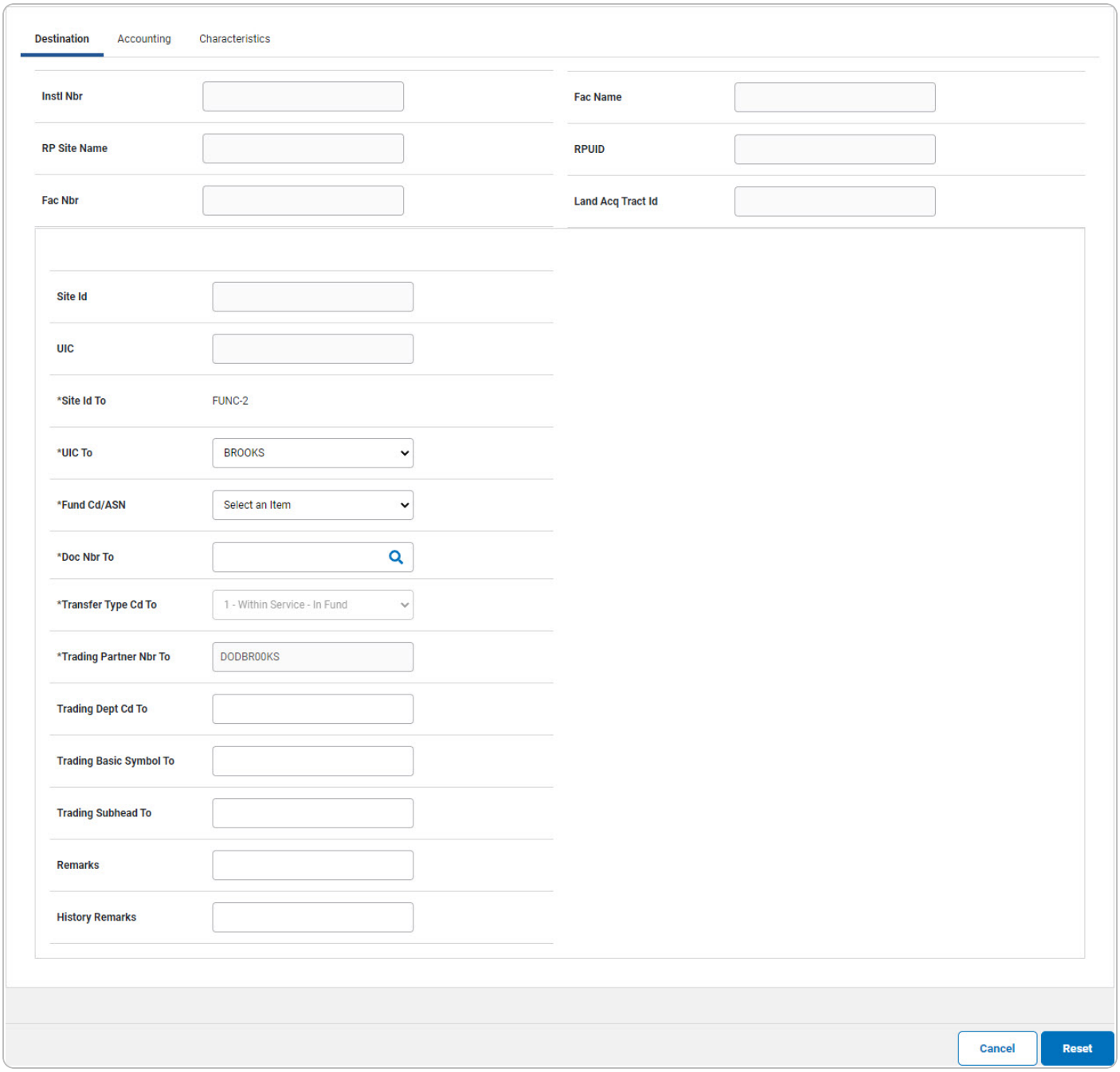
5. Review the Search Criteria panel.
   - *Verify the Type Action.*
   - *Verify the INSTL NBR.*
   - *Verify the Site Name.*
   - *Verify the RPSUID.*
   - *Verify the FAC NBR.*

- *Verify the LAND ACQ TRACT ID.*
- *Verify the RPUID.*

6. Review the Search Results panel.
   - Select the desired RPSUID hyperlink. *The **Real Property Details** page appears.*
   - *Verify the INSTL NBR.*
   - *Verify the FAC NBR.*
   - *Verify the FAC NAME.*
   - *Verify the LAND ACQ TRACT ID.*
   - *Verify the IMPVS.*
   - *Verify the Site NM.*
7. Select the desired Update hyperlink. *The **Transfer A Real Property** page appears, open to the Destination tab.*

Destination Tab

ITRI



A. *The INSTL NBR automatically populates and is not editable.*

B. *The RP SITE NAME automatically populates and is not editable.*

C. *The FAC NBR automatically populates and is not editable.*

D. *The FAC NAME automatically populates and is not editable.*

E. *The RPUID automatically populates and is not editable.*

F. *The LAND ACQ TRACT ID automatically populates and is not editable.*

G. *The SITE ID automatically populates and is not editable.*

H. *The UIC automatically populates and is not editable.*

I. *The SITE ID TO automatically populates and is not editable.*

J. Use to select the UIC To.

K. Use to select the Fund Cd/ASN.

L. Enter the DOC NBR TO, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

M. *The TRANSFER TYPE CD TO automatically populates and is not editable.*

N. *The TRADING PARTNER NBR TO automatically populates and is not editable.*

O. Enter the TRADING DEPT CD To in the field provided. *This is a 2 alphanumeric character field.*

P. Enter the Trading Basic Symbol To in the field provided. *This is a 4 alphanumeric character field.*

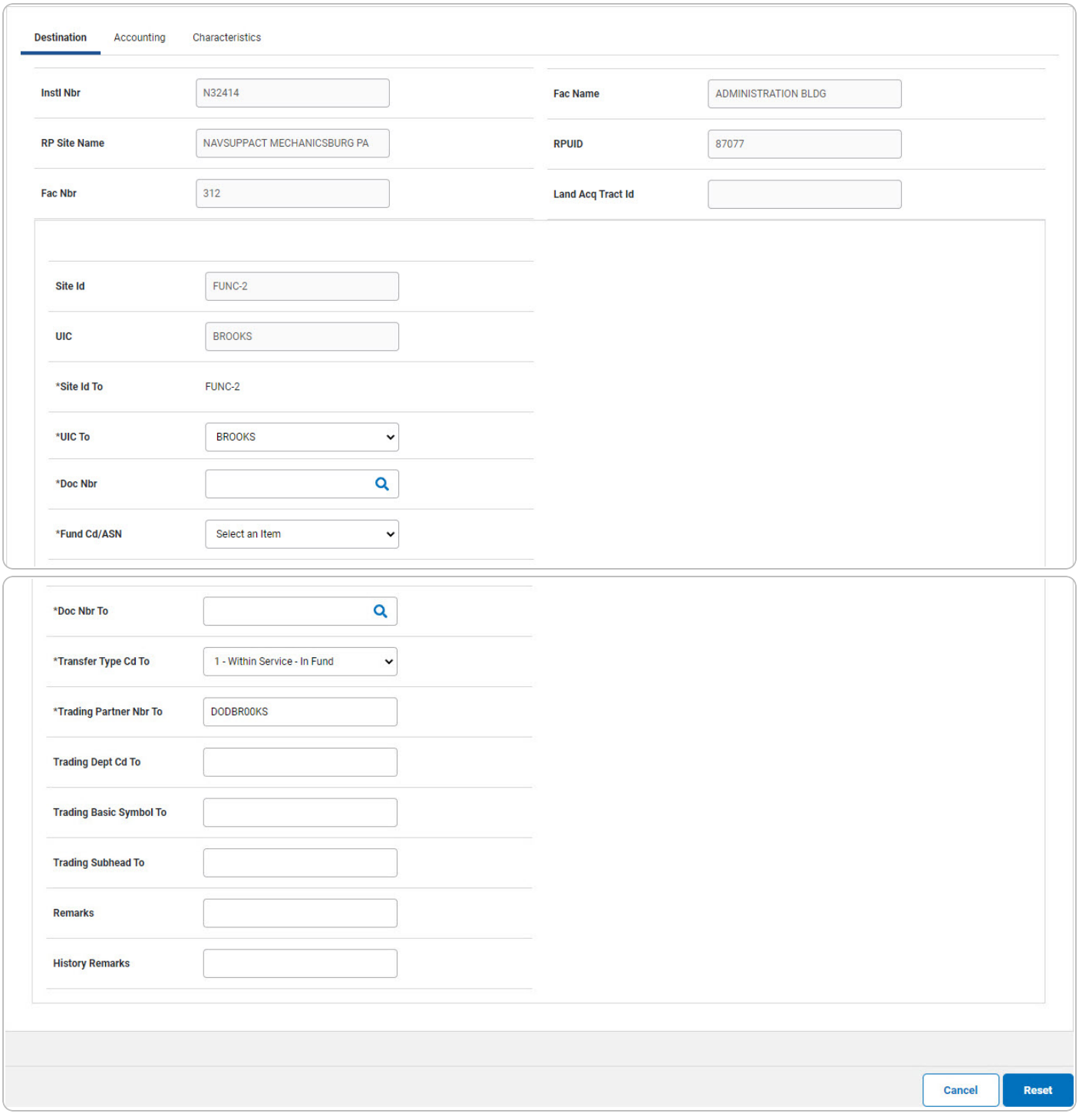
Q. Enter the Trading SUBHEAD To in the field provided. *This is a 4 alphanumeric character field.*

R. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

S. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

T. Select the Accounting tab to continue adding information. *The Accounting tab displays.*

DTRI


Destination
Accounting
Characteristics
Instl Nbr
N32414
Fac Name
ADMINISTRATION BLDG
RP Site Name
NAVSUPPACT MECHANICSBURG PA
RPUID
87077
Fac Nbr
312
Land Acq Tract Id
Site Id
FUNC-2
UIC
BROOKS
*Site Id To
FUNC-2
*UIC To
BROOKS
*Doc Nbr
*Fund Cd/ASN
Select an Item
*Doc Nbr To
*Transfer Type Cd To
1 - Within Service - In Fund
*Trading Partner Nbr To
DODBR00KS
Trading Dept Cd To
Trading Basic Symbol To
Trading Subhead To
Remarks
History Remarks
Cancel
Reset

A. *The INSTL NBR automatically populates and is not editable.*

B. *The RP SITE NAME automatically populates and is not editable.*

C. *The FAC NBR automatically populates and is not editable.*

D. *The FAC NAME automatically populates and is not editable.*

E. *The RPUID automatically populates and is not editable.*

F. *The LAND ACQ TRACT ID automatically populates and is not editable.*

G. *The SITE ID automatically populates and is not editable.*

H. *The UIC automatically populates and is not editable.*

I. Use to select the Site Id To.

J. Use to select the UIC To.

K. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

L. Use to select the Fund Cd/ASN.

M. Enter the DOC NBR TO, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

N. Use to select the Transfer Type Cd To.

O. Enter the TRADING PARTNER NBR TO To in the field provided. *This is a 9 alphanumeric character field.*

P. Enter the TRADING DEPT CD To in the field provided. *This is a 2 alphanumeric character field.*

Q. Enter the Trading Basic Symbol To in the field provided. *This is a 4 alphanumeric character field.*

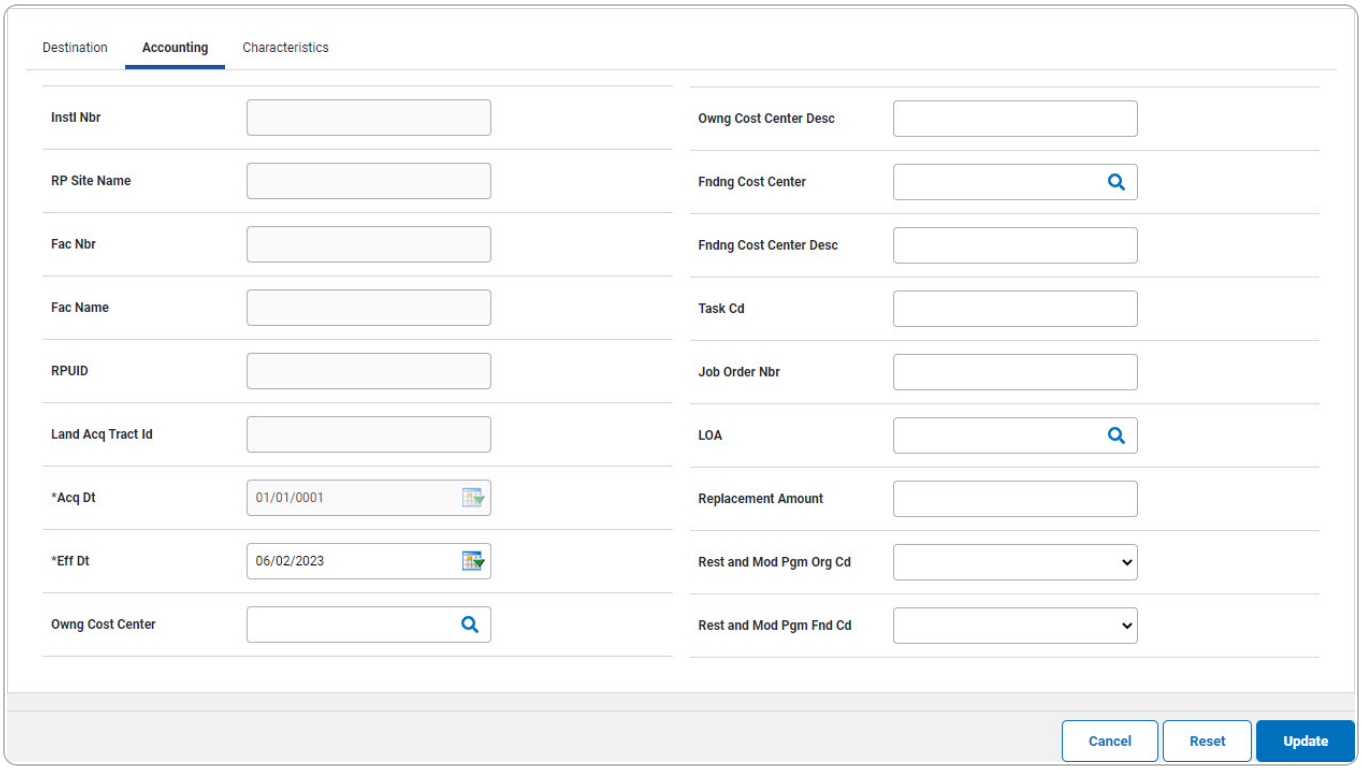
R. Enter the Trading SUBHEAD To in the field provided. *This is a 4 alphanumeric character field.*

S. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

T. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

U. Select the Accounting tab to continue adding information. *The Accounting tab displays.*

Accounting Tab



a. *The INSTL NBR automatically populates and is not editable.*

b. *The RP SITE NAME automatically populates and is not editable.*

c. *The FAC NBR automatically populates and is not editable.*

d. *The FAC NAME automatically populates and is not editable.*

e. *The RPUID automatically populates and is not editable.*

f. *The LAND ACQ TRACT ID automatically populates and is not editable.*

g. *The ACQ DT automatically populates and is not editable.*

h. Use to select the EFF DT, or enter the date (MM/DD/YYYY) in the field provided.

i. Enter the OWNG COST CENTER, or use to browse for the number. *This is an 11 alpha-numeric character field.*

Cost Center Browse help

j. Enter the OWNG COST CENTER DESC in the field provided. *This is a 250 alphanumeric character field.*

k. Enter the FNDNG COST CENTER, or use to browse for the number. *This is an 11 alpha-numeric character field.*

Cost Center Browse help

l. Enter the FNDNG COST CENTER DESC in the field provided. *This is a 250 alphanumeric character field.*

m. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

n. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

o. Enter the Job Order DESC in the field provided. *This is a 250 alphanumeric character field.*

p. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

q. Enter the Replacement Amount in the field provided. *This is a 16 numeric character field.*

r. Use to select the Rest and Mod Pgm Org Cd.

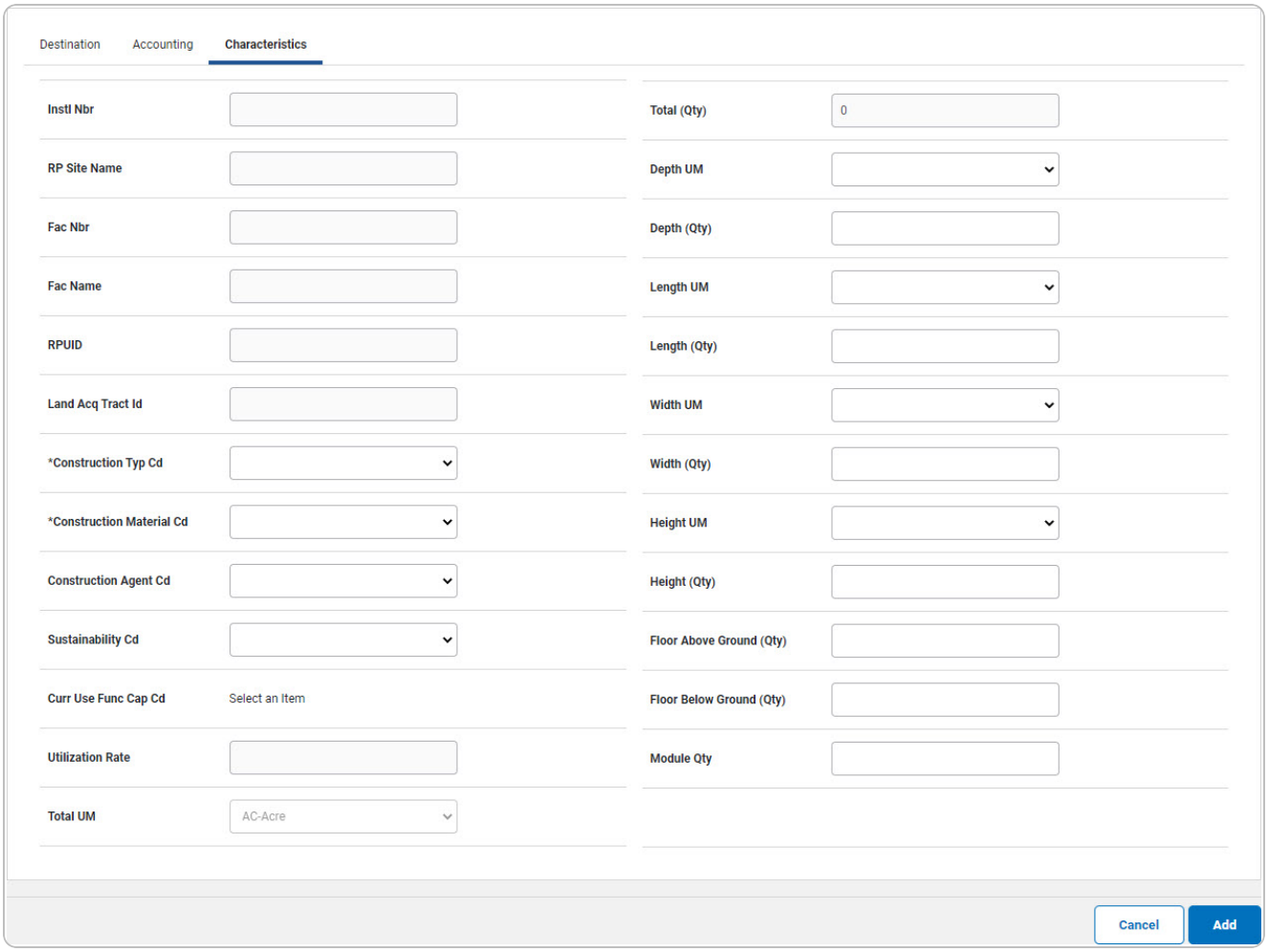
s. Use to select the Rest and Mod Pgm Fnd Cd.

t. Select Update. *The **Real Property Transaction Status** page appears.*

OR

Select Characteristics. Update the fields on the Characteristics tab:

Characteristics Tab



1. *Verify the INSTL NBR.*
2. *Verify the RP SITE NAME.*
3. *Verify the FAC NBR.*
4. *Verify the FAC NAME.*
5. *Verify the RPUID.*
6. *Verify the LAND ACQ TRACT ID.*
7. Use ☑ to select the Construction Typ Cd.
8. Use ☑ to select the Construction Materiel Cd.
9. Use ☑ to select the Construction Agent Cd.

10. Use to select the Sustainability Cd.
11. *Verify the CURR USE FUNC CAP CD.*
12. *Verify the Utilization Rate.*
13. *Verify the Total UM.*
14. *Verify the Total QTY.*
15. Use to select the Depth UM.
16. Enter the Depth (QTY) in the field provided. *This is a 3 numeric character field.*
17. Use to select the Length UM.
18. Enter the Length (QTY) in the field provided. *This is a 8 numeric character field.*
19. Use to select the Width UM.
20. Enter the Width (QTY) in the field provided. *This is a 8 numeric character field.*
21. Use to select the Height UM.
22. Enter the Height (QTY) in the field provided. *This is a 8 numeric character field.*
23. Enter the Floor Above Ground (QTY) in the field provided. *This is a 3 numeric character field.*
24. Enter the Floor Below Ground (QTY)in the field provided. *This is a 2 numeric character field.*
25. Enter the Module QTY in the field provided. *This is a 3 numeric character field.*
26. Select Add. *The **Real Property Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *DOC NBR*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Site Id To*.	
13 — Mandatory Entry: *UIC To*.	
13 — Mandatory Entry: *Fund Cd/ASN*.	
13 — Mandatory Entry: *Doc Nbr To*.	
13 — Mandatory Entry: *Transfer Type Cd To*.	
13 — Mandatory Entry: *Trading Partner Nbr To*.	
13 — Mandatory Entry: *Trading Dept Cd*.	
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
263 — Trading Partner Nbr must begin DoD followed by losing DoDAAC.	Invalid Entry. Enter a Trading Partner Number in the format of DoD and the losing DoD Activity Address Code (DoDAAC).

264 — Trading Partner Nbr must begin DoD followed by gaining DoDAAC.	Invalid Entry. Enter a Trading Partner Number in the format of DoD and the gaining DoD Activity Address Code (DoDAAC).

Related Topics

- Search for a Real Property — Criteria
- Add a Real Property
- Update a Real Property
- Dispose of a Real Property
- View the Details of the Real Property
- View the Real Property Transaction Status
- Export a Real Property Report

Update a Real Property

Overview

The Real Property Update process allows editing of a Real Property record.
There are three types of actions available:

- **CNPR** — New Procurement — Price Correction
  — requires the Basic Tab only
- **INPR** — New Procurement — Update
  — requires all 13 Tabs
- **RNPR** — New Procurement — Price Revaluation
  — requires the Basic Tab only

Navigation

Accounting > Real Property > Search Criteria > Search > Update hyperlink > Update Type Action > Continue > Update a Real Property page

Page Fields

The following fields display on the **Update a Real Property** page. For more information on each field, select the appropriate hyperlink.

Instructions

Search Results Update Page

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.

Update Page

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
13	Select "Reset" button to clear data.

Search Results Update Page

Search Criteria

Type Action
Instl Nbr
Site Name
RPSUID
Fac Nbr
Land Acq Tract Id
RPUID

Search Results

Update
RPUID
Instl Nbr
Fac Nbr
Fac Name
Land Acq Tract Id
Impvs
Site Nm

Update Page

Basic Tab — CNPR, INPR, and RNPR

Instl Nbr
RP Site Name
Fac Nbr

Fac Name
RPUID
Land Acq Tract Id
ACC *
Asset Cd *
Cptl Cd *
Heritage Asset Cd *
Dollar Amt *
Original Asset Dollar Amt
Doc Nbr *
Acq Method Cd *
Acq Org Cd *
Acq Fund Cd *
UM
Qty
Asset Desc
ADA Compliance Cd *
Mfr Yr
Place In Svc Dt
Yr Svc Life *
Cond Cd *
Replacement Pgm Org Cd *
Replacement Pgm Fnd Cd *
Remarks
History Remarks
Attachment
Attachment(s)

Accounting Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id
Acq Dt *
Eff Dt*
Fund Cd/ASN *
Oblign Doc Nbr *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc

Task Cd
Job Order Nbr
Rcpt Doc Nbr *
Job Order Desc
LOA
Replacement Amount
Rest and Mod Pgm Org Cd
Rest and Mod Pgm Fnd Cd

Agency Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Characteristics Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id
Construction Typ Cd *
Construction Materiel Cd *
Construction Agent Cd
Sustainability Cd
Curr Use Func Cap Cd
Utilization Rate
Total UM
Total (Qty)
Depth UM
Depth (Qty)
Length UM
Length (Qty)
Width UM
Width (Qty)
Height UM
Height (Qty)
Floor Above Ground (Qty)
Floor Below Ground (Qty)
Module Qty

Site / Installation Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Installation Info

Name
Virtual Ind
Operational Sts Cd
Reporting Cmpn Cd
Create Dt
Close Dt

Site Info

Primary Activity Cd
Command Claimant Cd
Operational Sts Cd
Reporting Cmpn Cd
Primary Indicator
Leased Indicator
Create Dt
Closed Dt
Release Dt
Rural Urban Cd
Congressional District Cd
Metro Statistical Area Cd
GSA Region Cd
EPA Region Cd
Total Land Area UM
Total Land Area (Qty)

Site Address

Site Location Directions Text

Facility Tab — INPR

Command Claimant Cd
Financial Reporting Org Cd
Cost Sharing Partner
Target Asset Owner

Dept Cd
Sub Account Cd
Type Cd
Interest Type Cd
Operational Status Cd
Annual Operating Cost
Salvage Value Amt
Historic Status Cd
Historic Status Dt
Facility Address
Facility Location Directions Text

Allocation Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Add Allocation

Shared Use Cd *
Agreement Nbr *
Reimb. Agrmt. Spt. Cd
Sustainment Org Cd
Sustainment Fnd Cd
Operational Fnd Org Cd *
Operational Fnd Src Cd *
Current Use Fac Cd *
Current Use Cat Cd *
UM *
Qty *
Remarks
History Remarks

Configuration Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Configuration Grid

Update
Delete
Design Use
Cat Cd
Fac Cd
UoM
Qty
Remarks

Sustainment Tab - INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Add Sustainment

Fiscal Year *
Actual Cost
Planned Cost *
Deferred Maintenance
Restoration Requirement Cost
History Remarks

Agreement Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Add Agreement

Agreement Nbr *
Agreement Type *
Desc
Eff Dt
Exp Dt
Authority Type Cd *
Status Cd *

Owning Org *
Using Org *
Start Dt
End Dt
Canc. Notif. Prd (Days)
Agreement Period (Days)
Termination Dt
Maint. Allowance Inc.
Imprvmnt Allowance Inc.
Parking Included
Using Fnd Cd *
Base Dollar Amt (Annual)
Fully Burdened Amt (Annual)
Agreement Nbr
Capital Lease Criteria Cd *
Lessor *
Remarks
History Remarks

Restriction Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Add Restriction

Restriction Type Cd *
Desc *
Start Dt *
End Dt
History Remarks

Review Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Add Review

Review Type *
Review Date *
Reviewed By
Remarks
History Remarks

Supplier Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Add Supplier

Service Category *
Service Desc *
Supplier Type *
Supplier Name *
Remarks
History Remarks

Building Module Tab — INPR

Instl Nbr
RP Site Name
Fac Nbr
Fac Name
RPUID
Land Acq Tract Id

Add Building Module

Building Module Nbr
Bdg Module Type Cd *
Description
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

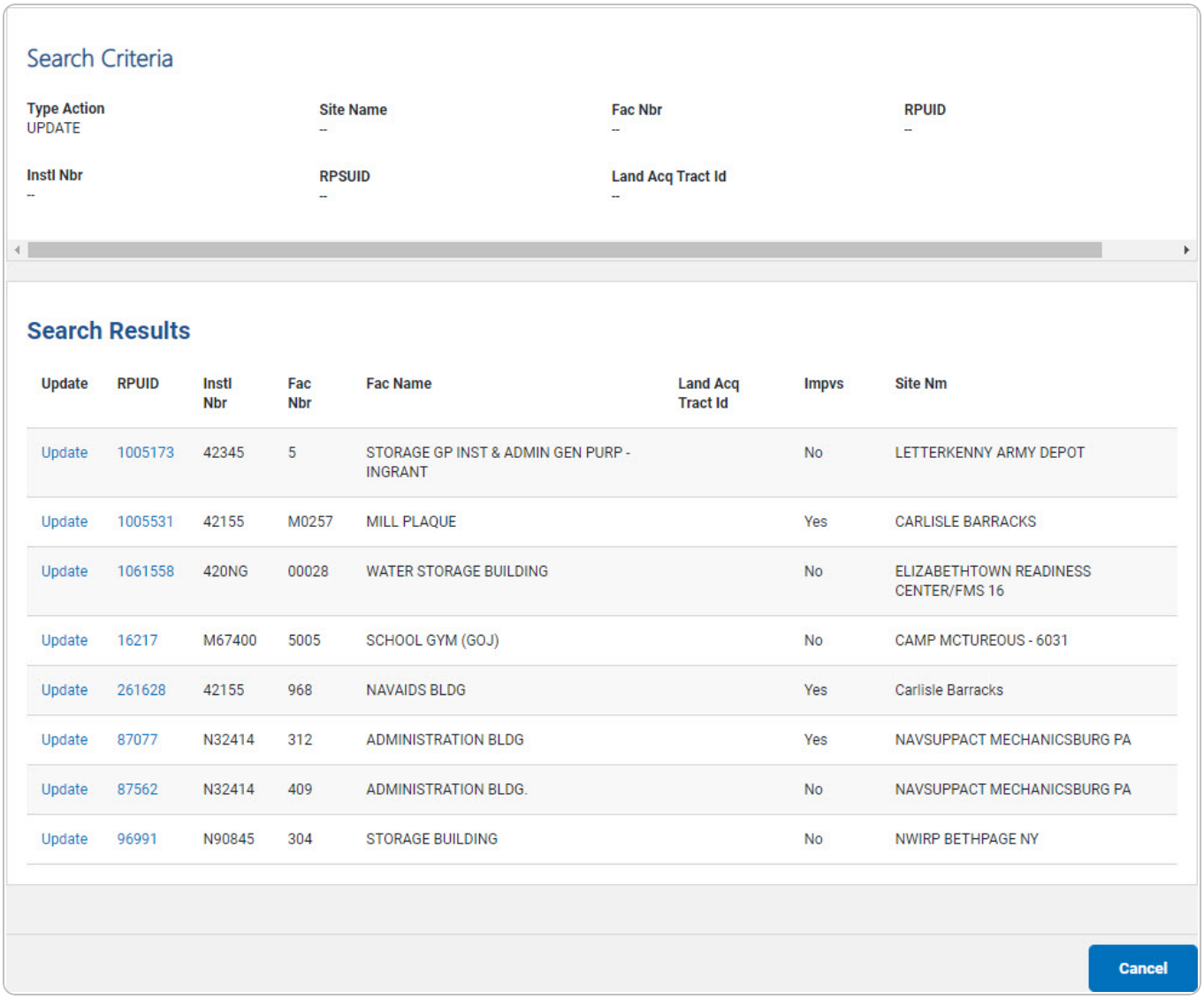
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Real Property

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

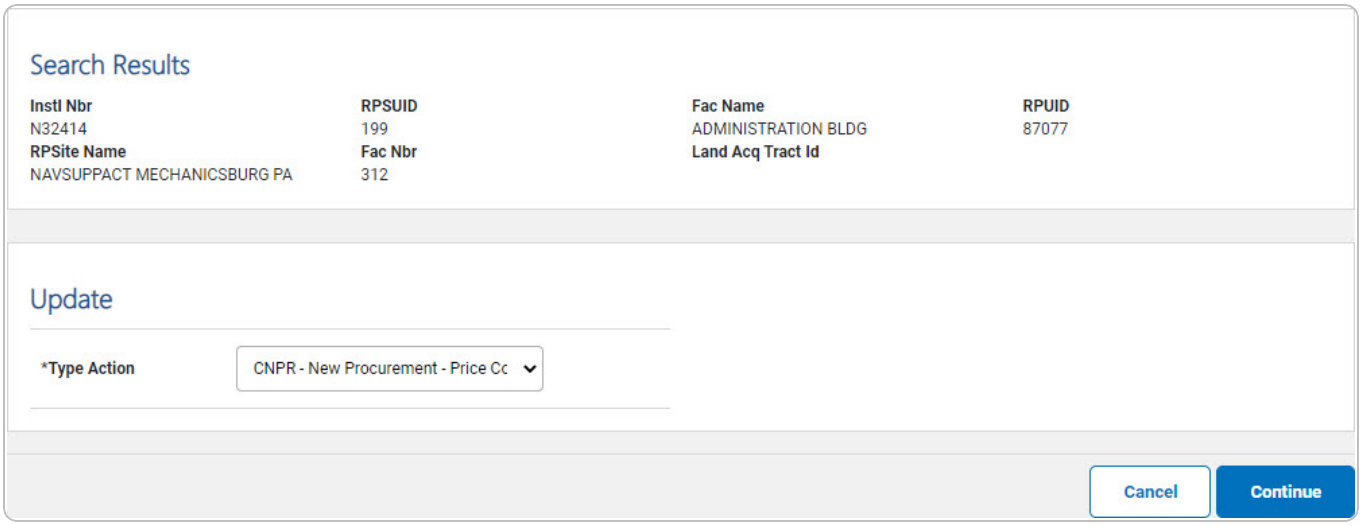
1. Select Search. *The **Search Results — Update a Real Property** page appears.*



2. Review the Search Criteria panel.
   - *Verify the Type Action.*
   - *Verify the INSTL NBR.*
   - *Verify the Site Name.*
   - *Verify the RPSUID.*
   - *Verify the FAC NBR.*
   - *Verify the LAND ACQ TRACT ID.*

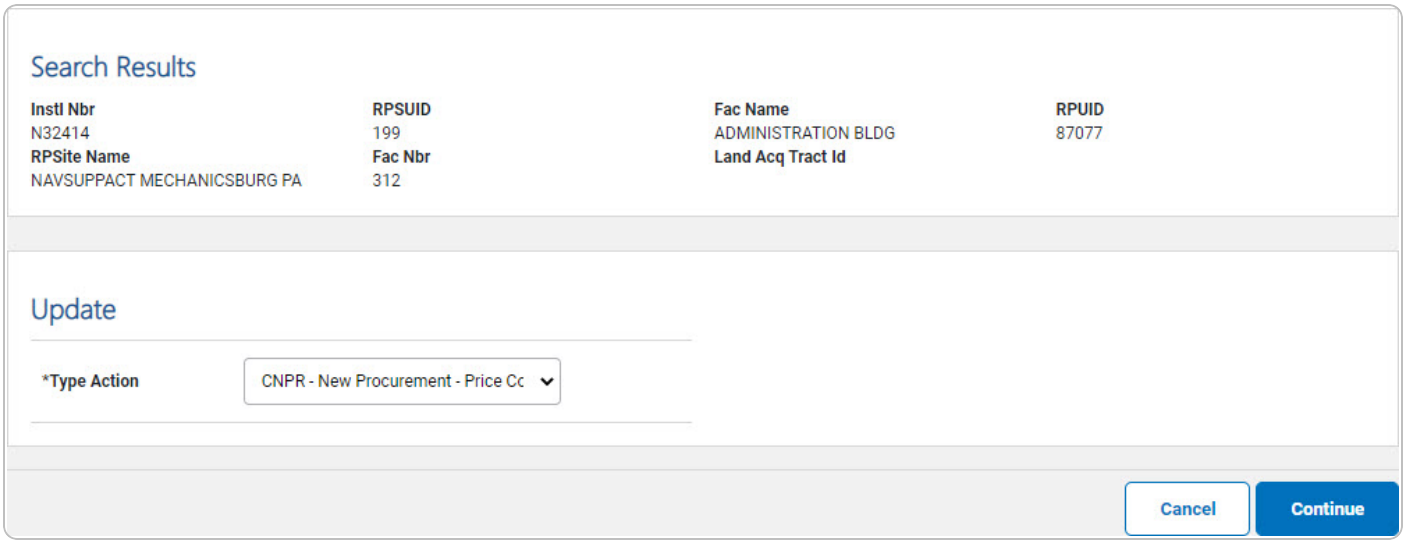
- *Verify the RPUID.*

3. Review the Search Results panel.
   - Select the desired RPSUID hyperlink. *The **Real Property Details** page appears.*
   - *Verify the INSTL NBR.*
   - *Verify the FAC NBR.*
   - *Verify the FAC NAME.*
   - *Verify the LAND ACQ TRACT ID.*
   - *Verify the IMPVS.*
   - *Verify the Site NM.*
4. Select the desired Update hyperlink. *The **Search Results - Update A Real Property** page appears.*

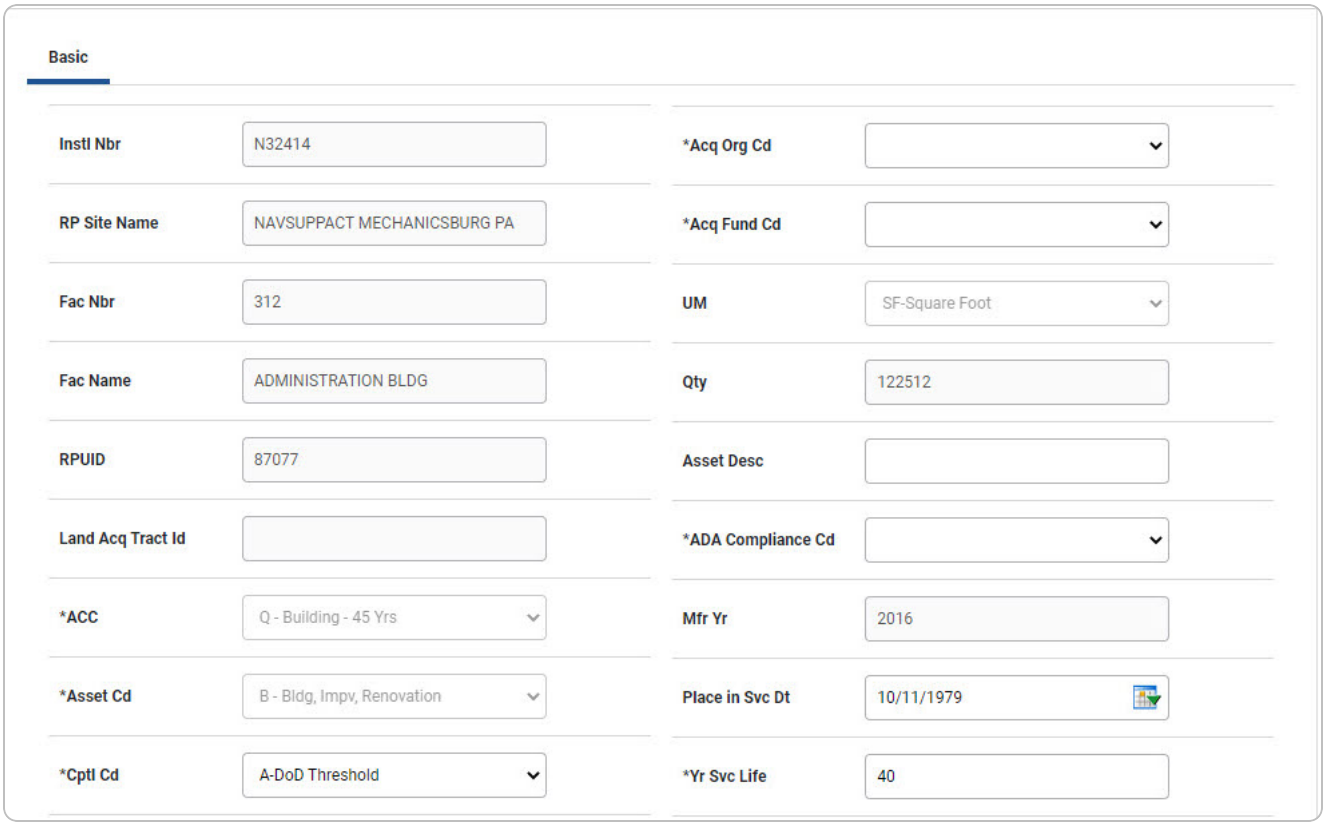


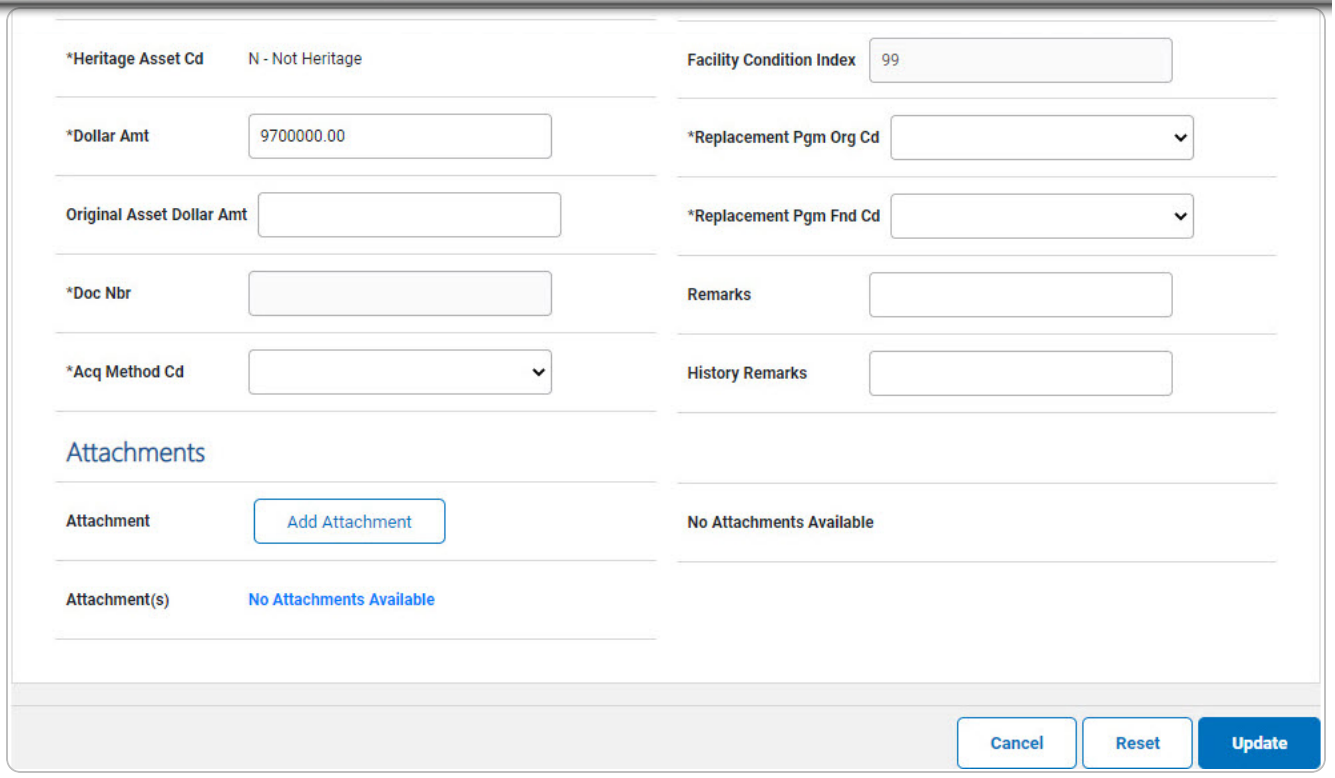
5. Review the Search Results panel.
   - *Verify the INSTL NBR.*
   - *Verify the RP SITE NAME.*
   - *Verify the RPSUID.*
   - *Verify the FAC NBR.*
   - *Verify the FAC NAME.*
   - *Verify the LAND ACQ TRACT ID.*
   - *Verify the RPUID.*
6. Use ☑ to select the Type Action.

CNPR — New Procurement — Price Correction



A. Select Continue. *The **Update a Real Property** page appears.*





B. Update the fields on the Basic Tab:

a. *Verify the INSTL NBR.*

b. *Verify the RP SITE NAME.*

c. *Verify the FAC NBR.*

d. *Verify the FAC NAME.*

e. *Verify the RPUID.*

f. *Verify the LAND ACQ TRACT ID.*

g. *Verify the ACC.*

h. *Verify the ASSET CD.*

i. Update the Cptl Cd, using ⌄ to select the desired code.

j. *Verify the Heritage Asset CD.*

k. Update the Dollar AMT, entering the revised amount in the field provided. *This is a 15 numeric character field.*

l. Update the Original Asset Dollar AMT, entering the revised amount in the field provided. *This is a 16 numeric character field.*

m. Update the DOC NBR, using to browse for the revised number. *This is a 14 alphanumeric character field.*

Document Number Browse help

n. Update the Acq Method Cd, using to select the desired code.

o. Update the Acq Org Cd, using to select the desired code.

p. Update the Acq Fund Cd, using to select the desired code.

q. *Verify the UM.*

r. *Verify the QTY.*

s. Update the Asset DESC, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*

t. Update the ADA Compliance Cd, using to select the desired code.

u. *Verify the MFR YEAR.*

v. Update the PLACE IN SVC DT, using or entering the date (MM/DD/YYYY) in the field provided.

w. Update the YR SVC LIFE, entering the revised amount in the field provided. *This is a 2 numeric character field.*

x. *Verify the COND CD.*

y. Update the Replacement Pgm Org Cd, using to select the desired code.

z. Update the Replacement Pgm Fnd Cd, using to select the desired code.

aa. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

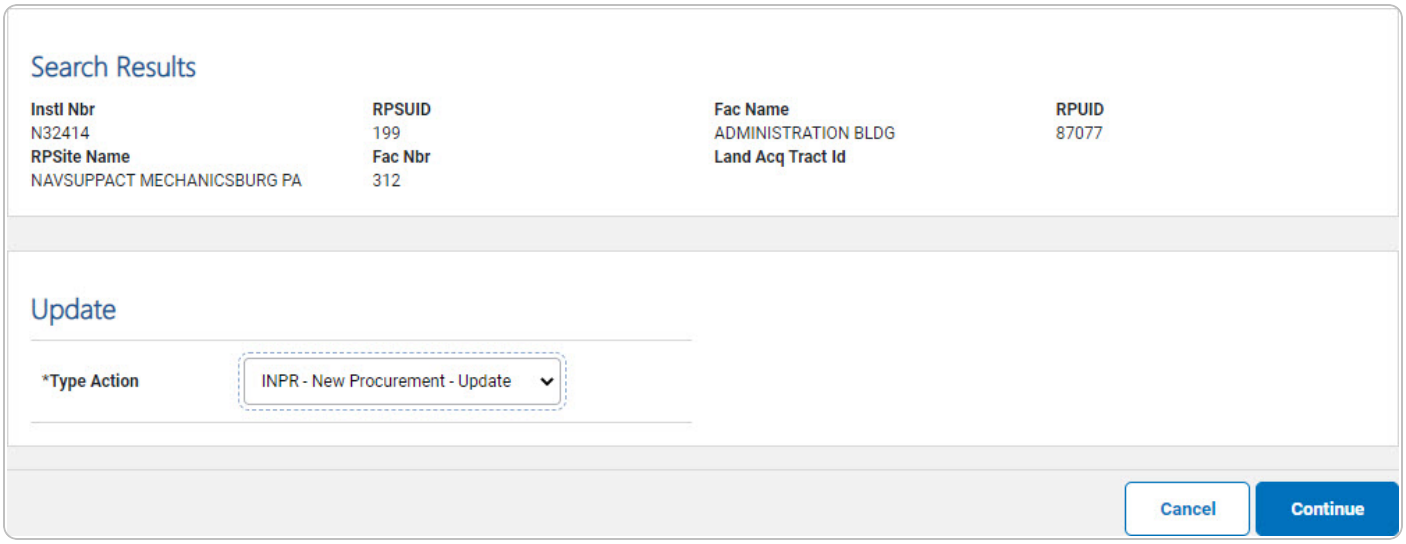
ab. Enter any additional History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

ac. *The* Add Attachment *is not accessible.*

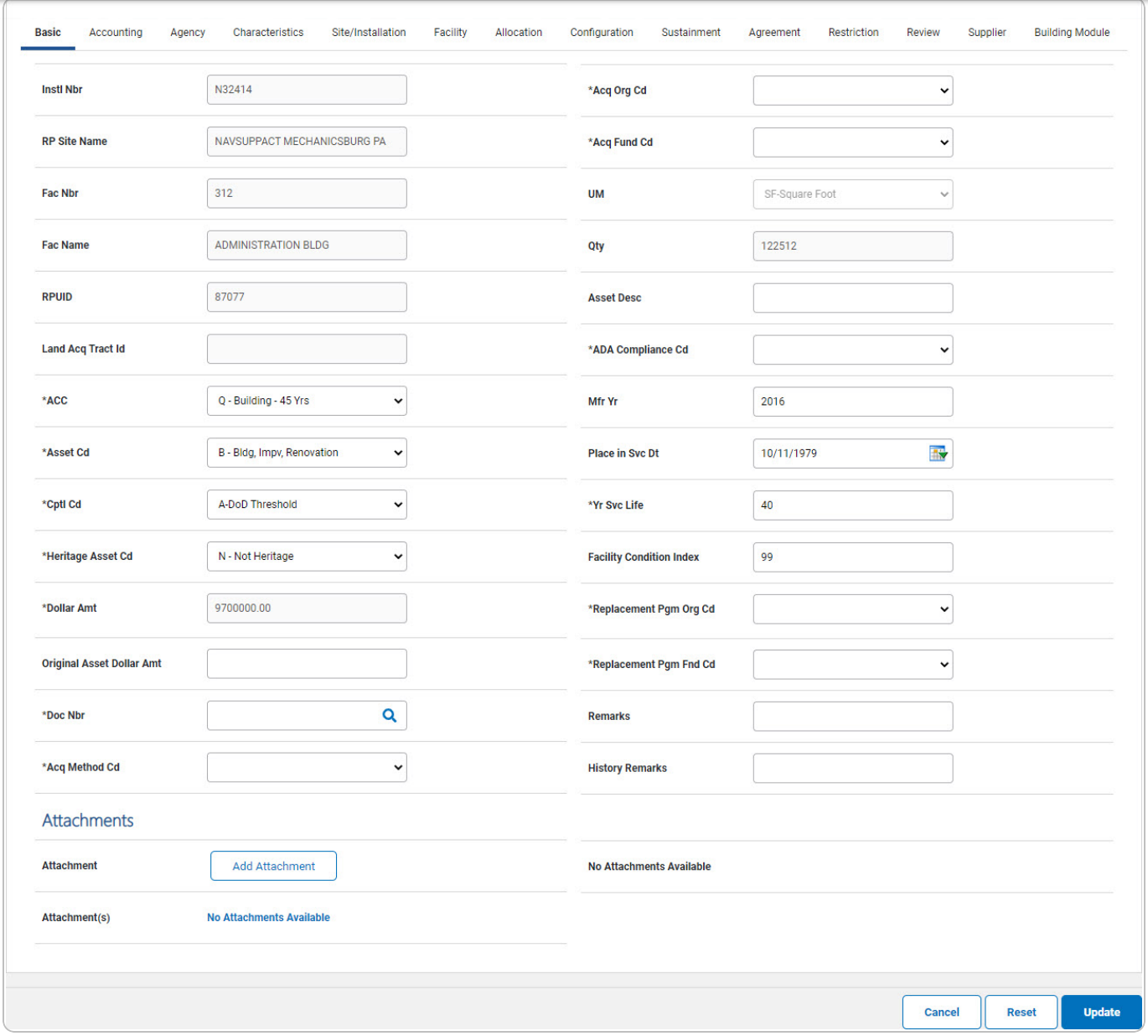
ad. *View any attachments as thumbnails in the Attachments field.*

C. Select Update. *The* ***Real Property Transaction Status*** *page appears.*

INPR — New Procurement — Update



1. Select Continue. *The **Update a Real Property** page appears.*
2. Update the fields on the Basic Tab:



A. *Verify the INSTL NBR.*

B. *Verify the RP SITE NAME.*

C. *Verify the FAC NBR.*

D. *Verify the FAC NAME.*

E. *Verify the RPUID.*

F. *Verify the LAND ACQ TRACT ID.*

G. Update the ACC, using to select the desired code.

H. Update the Asset Cd, using to select the desired code.

I. Update the Cptl Cd, using to select the desired code.

J. Update the Heritage Asset Cd, using to select the desired code.

K. *Verify the Dollar AMT.*

L. Update the Original Asset Dollar AMT, entering the revised amount in the field provided. *This is a 16 numeric character field.*

M. Update the DOC NBR, using to browse for the revised number. *This is a 14 alphanumeric character field.*

Document Number Browse help

N. Update the Acq Method Cd, using to select the desired code.

O. Update the Acq Org Cd, using to select the desired code.

P. Update the Acq Fund Cd, using to select the desired code.

Q. *Verify the UM.*

R. *Verify the QTY.*

S. Update the Asset DESC, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*

T. Update the ADA Compliance Cd, using to select the desired code.

U. Update the MFR YEAR, entering the revised year in the field provided. *This is a 4 numeric character field.*

V. Update the PLACE IN SVC DT, using or entering the date (MM/DD/YYYY) in the field provided.

W. Update the YR SVC LIFE, entering the revised amount in the field provided. *This is a 2 numeric character field.*

X. Update the Cond Cd, using to select the desired code.

Y. Update the Replacement Pgm Org Cd, using to select the desired code.

Z. Update the Replacement Pgm Fnd Cd, using to select the desired code.

AA. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

AB. Enter any additional History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

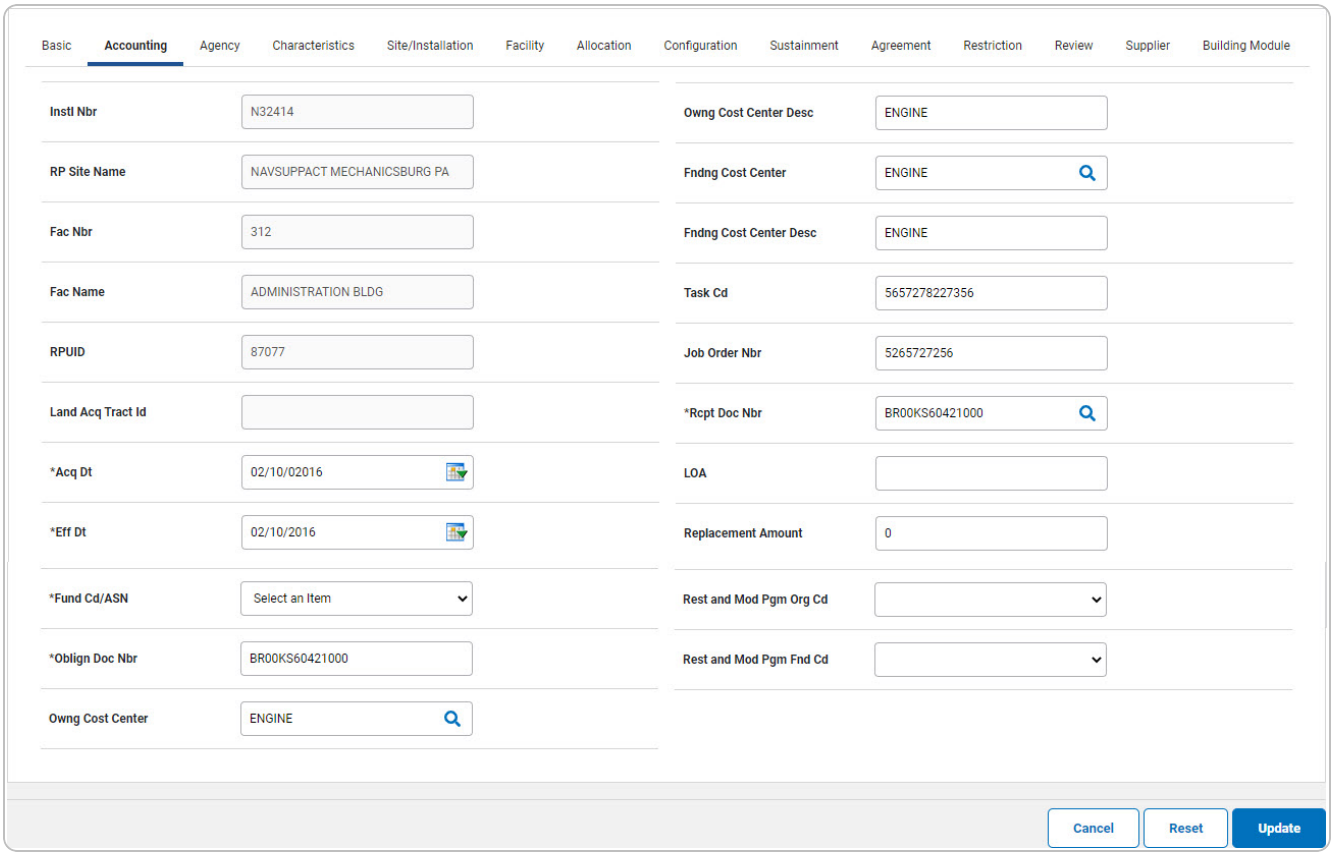
AC. Select Add Attachment. *The **Attachment Add** page appears.*

AD. *View any attachments as thumbnails in the Attachments field.*

AE. Select Update. *The **Real Property Transaction Status** page appears.*

OR

Select Accounting. Update the fields on the Accounting tab:



a. *Verify the INSTL NBR.*

b. *Verify the RP SITE NAME.*

c. *Verify the FAC NBR.*

d. *Verify the FAC NAME.*

e. *Verify the RPUID.*

f. *Verify the LAND ACQ TRACT ID.*

g. Update the ACQ DT, using or entering the date (MM/DD/YYYY) in the field provided.

h. Update the EFF DT, using or entering the date (MM/DD/YYYY) in the field provided.

i. Update the Fund Cd/ASN, using to select the desired code.

j. Update the OBLIGN DOC NBR, entering the revised identification in the field provided. *This is a 15 alphanumeric character field.*

k. Update the OWNG COST CENTER, using to browse for the correct number. *This is a 11 alphanumeric character field.*

Cost Center Browse help

l. Update the OWNG COST CENTER DESC, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*

m. Update the FNDNG COST CENTER, using to browse for the correct number. *This is a 11 alphanumeric character field.*

Cost Center Browse help

n. Update the FNDNG COST CENTER DESC, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*

o. Update the TASK CD, entering the revised identification in the field provided. *This is a 25 alphanumeric character field.*

p. Update the JOB ORDER NBR, entering the revised identification in the field provided. *This is a 15 alphanumeric character field.*

q. Update the RCPT DOC NBR, using to browse for the correct number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

r. Update the LOA, using to browse for the correct number. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

s. Update the Replacement Amount, entering the revised amount in the field provided. *This is a 16 numeric character field.*

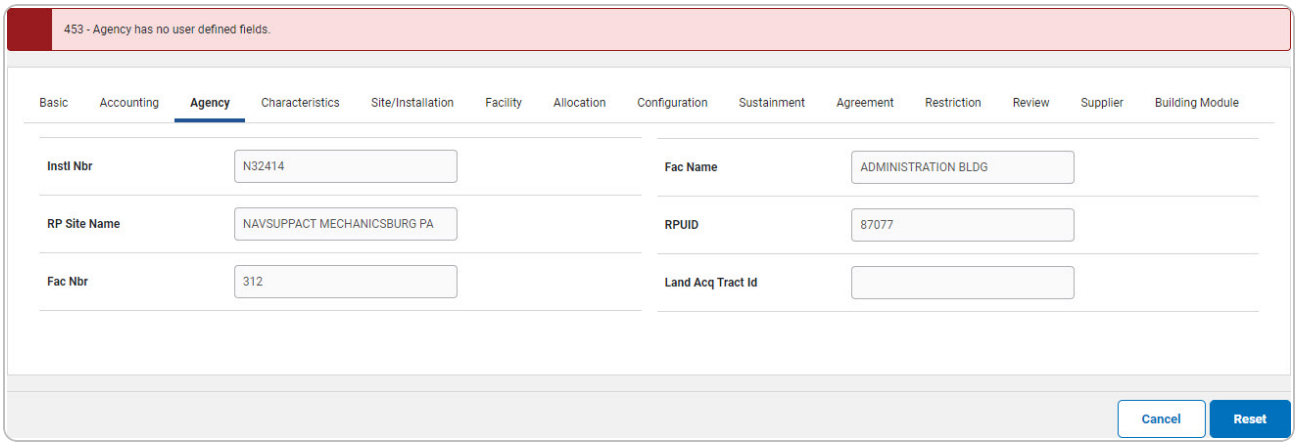
t. Update the Rest and Mod Pgm Org Cd, using to select the desired code.

u. Update the Rest and Mod Pgm Fnd Cd, using ⌄ to select the desired code.

Select Update. *The **Real Property Transaction Status** page appears.*

v. **OR**

Select Agency. Review the fields on the Agency tab:



1. *Verify the INSTL NBR.*
2. *Verify the RP SITE NAME.*
3. *Verify the FAC NBR.*
4. *Verify the FAC NAME.*
5. *Verify the RPUID.*
6. *Verify the LAND ACQ TRACT ID.*

Note

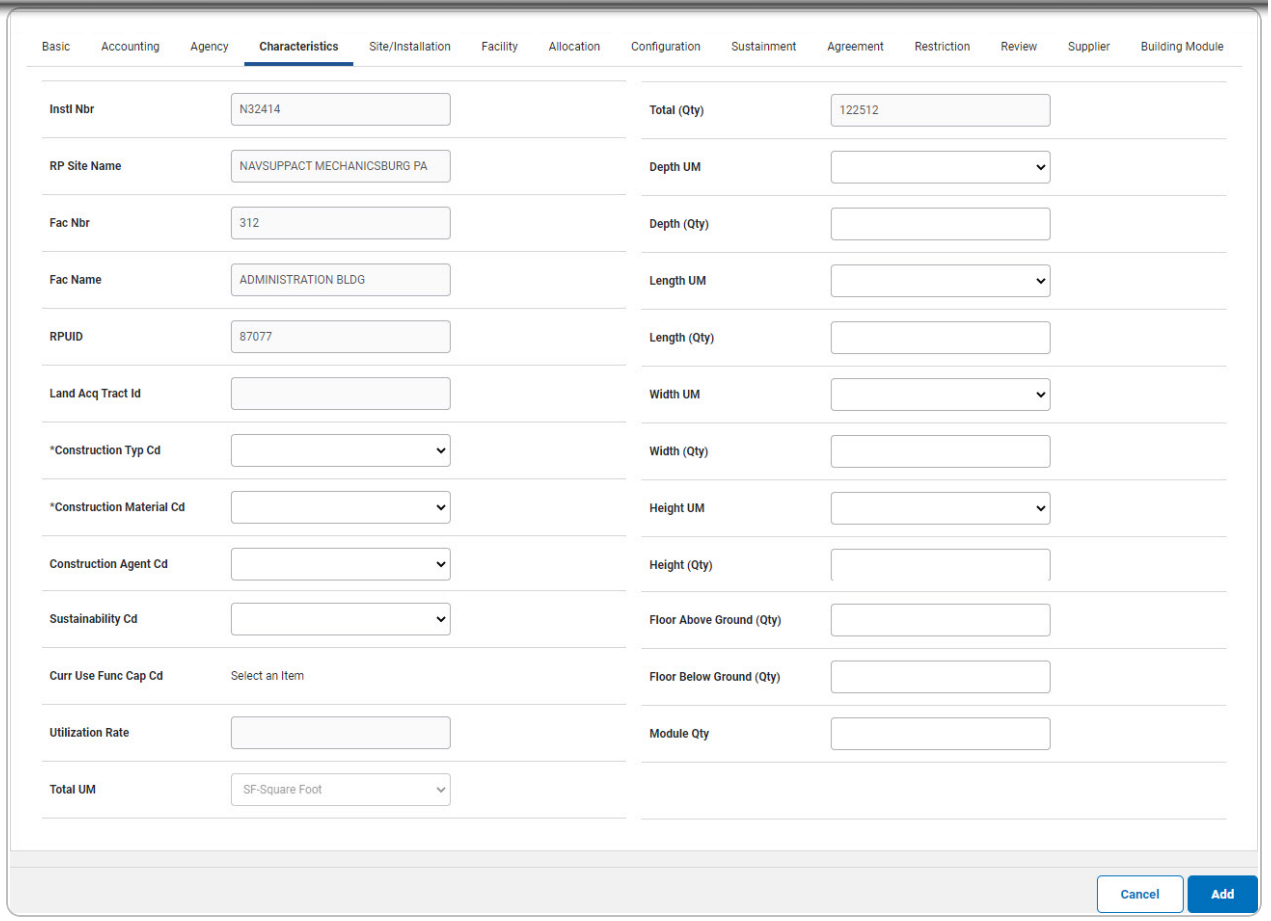
The Agency tab is customer-specific. There are five fields available for the customer to show information.

ELMS does not contribute to the fields in this tab, nor store the information. It is simply a pass-through space.

Select Update. *The **Real Property Transaction Status** page appears.*

7. **OR**

Select Characteristics. Update the fields on the Characteristics tab:



A. *Verify the INSTL NBR.*

B. *Verify the RP SITE NAME.*

C. *Verify the FAC NBR.*

D. *Verify the FAC NAME.*

E. *Verify the RPUID.*

F. *Verify the LAND ACQ TRACT ID.*

G. Update the Construction Typ Cd, using ☑ to select the desired code.

H. Update the Construction Materiel Cd, using ☑ to select the desired code.

I. Update the Construction Agent Cd, using ☑ to select the desired code.

J. Update the Sustainability Cd, using ☑ to select the desired code.

K. *Verify the CURR USE FUNC CAP CD.*

L. *Verify the Utilization Rate.*

M. *Verify the Total UM.*

N. *Verify the Total QTY.*

O. Update the Depth UM, using to select the desired units.

P. Update the Depth (QTY), entering the revised amount in the field provided. *This is a 3 numeric character field.*

Q. Update the Length UM, using to select the desired units.

R. Enter the Length (QTY), entering the revised amount in the field provided. *This is a 8 numeric character field.*

S. Update the Width UM, using to select the desired units.

T. Enter the Width (QTY), entering the revised amount in the field provided. *This is a 8 numeric character field.*

U. Update the Height UM, using to select the desired units.

V. Enter the Height (QTY), entering the revised amount in the field provided. *This is a 8 numeric character field.*

W. Update the Floor Above Ground (QTY), entering the revised amount in the field provided. *This is a 3 numeric character field.*

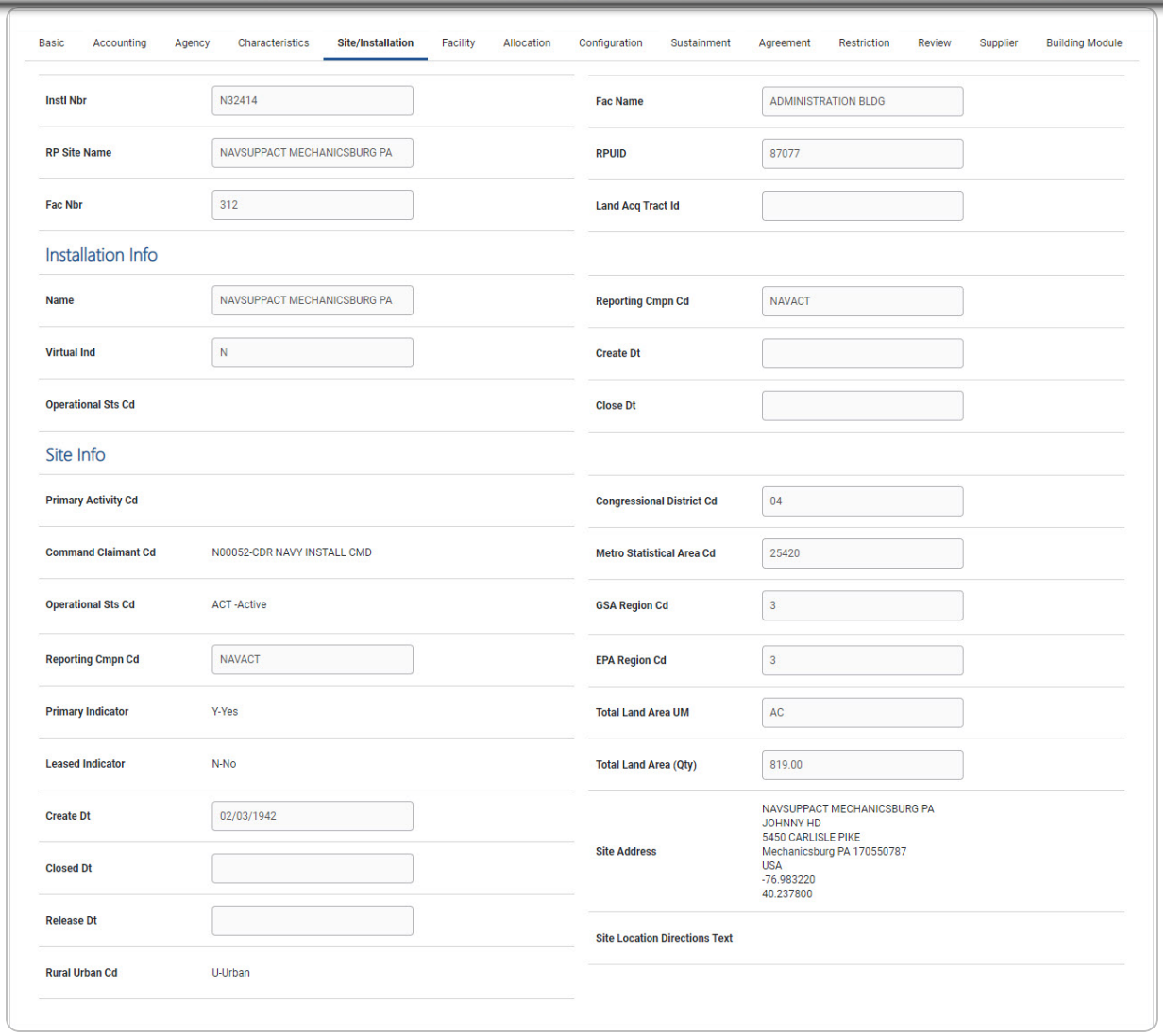
X. Update the Floor Below Ground (QTY), entering the revised amount in the field provided. *This is a 2 numeric character field.*

Y. Update the Module QTY, entering the revised amount in the field provided. *This is a 3 numeric character field.*

Z. Select Update. *The **Real Property Transaction Status** page appears.*

OR

Select Site/Installation. Review the fields on the Site/Installation tab:



a. *Verify the INSTL NBR.*

b. *Verify the RP SITE NAME.*

c. *Verify the FAC NBR.*

d. *Verify the FAC NAME.*

e. *Verify the RPUID.*

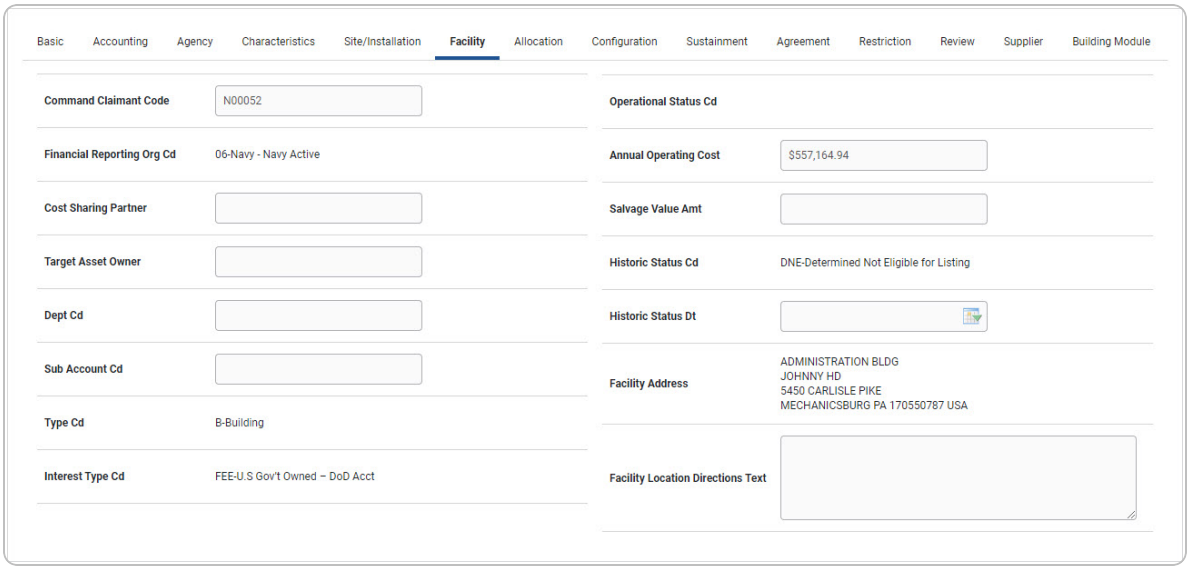
f. *Verify the LAND ACQ TRACT ID.*

g. *Verify the Name.*

h. *Verify the VIRTUAL IND.*

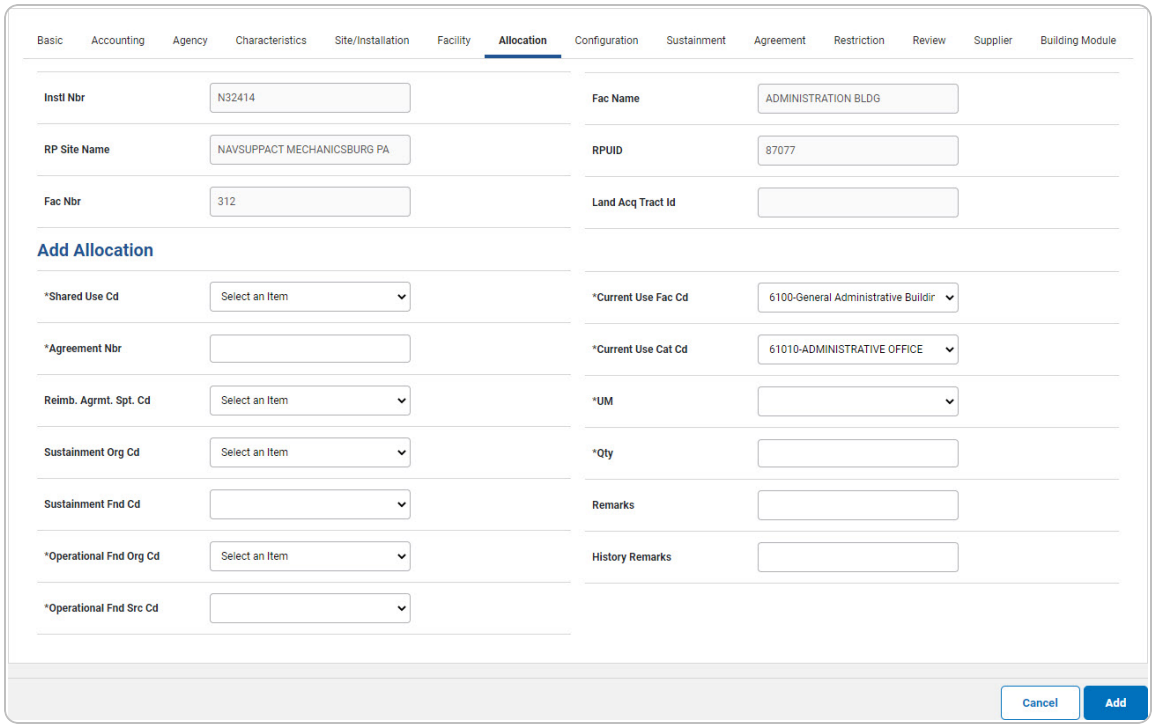
i. *Verify the Operational STS CD.*

j. *Verify the Reporting CMPN CD.*
k. *Verify the Primary Indicator.*
l. *Verify the Leased Indicator.*
m. *Verify the Create DT.*
n. *Verify the Closed DT.*
o. *Verify the Release DT.*
p. *Verify the Rural Urban CD.*
q. *Verify the Congressional District CD.*
r. *Verify the Metro Statistical Area CD.*
s. *Verify the GSA Region CD.*
t. *Verify the EPA Region CD.*
u. *Verify the Total Land Area UM.*
v. *Verify the Total Land Area QTY.*
w. *Verify the Site Address.*
x. *Verify the Site Location Directions Text.*
y. Select Facility. Review the fields on the Facility tab:



1. *Verify the Command Claimant Code.*
2. *Verify the Financial Reporting ORG CD.*
3. *Verify the Cost Sharing Partner.*

4. *Verify the Target Asset Owner.*
5. *Verify the DEPT CD.*
6. *Verify the SUB ACCOUNT CD.*
7. *Verify the TYPE CD.*
8. *Verify the Interest TYPE CD.*
9. *Verify the Operational STATUS CD.*
10. *Verify the Annual Operating Cost.*
11. *Verify the Salvage Value AMT.*
12. *Verify the Historic STATUS CD.*
13. *Verify the Historic Status DT.*
14. *Verify the Facility Address.*
15. *Verify the Facility Location Directions Text.*
16. Select Allocation. Enter the fields on the Allocation tab:



A. *Verify the INSTL NBR.*
B. *Verify the RP SITE NAME.*
C. *Verify the FAC NBR.*

D. *Verify the FAC NAME.*

E. *Verify the RPUID.*

F. *Verify the LAND ACQ TRACT ID.*

G. Use ☑ to select the Shared Use Cd.

H. Enter the Agreement NBR in the field provided. *This is a 25 numeric character field.*

I. Use ☑ to select the Reimb. Agrmt. Spt. Cd.

J. Use ☑ to select the Sustainment Org Cd.

K. Use ☑ to select the Sustainment Fnd Cd.

L. Use ☑ to select the Operational Fnd Org Cd.

M. Use ☑ to select the Operational Fnd Src Cd.

N. Use ☑ to select the Current Use Fac Cd.

O. Use ☑ to select the Current Use Cat Cd.

P. Use ☑ to select the UM.

Q. Enter the QTY in the field provided. *This is a 6 numeric character field.*

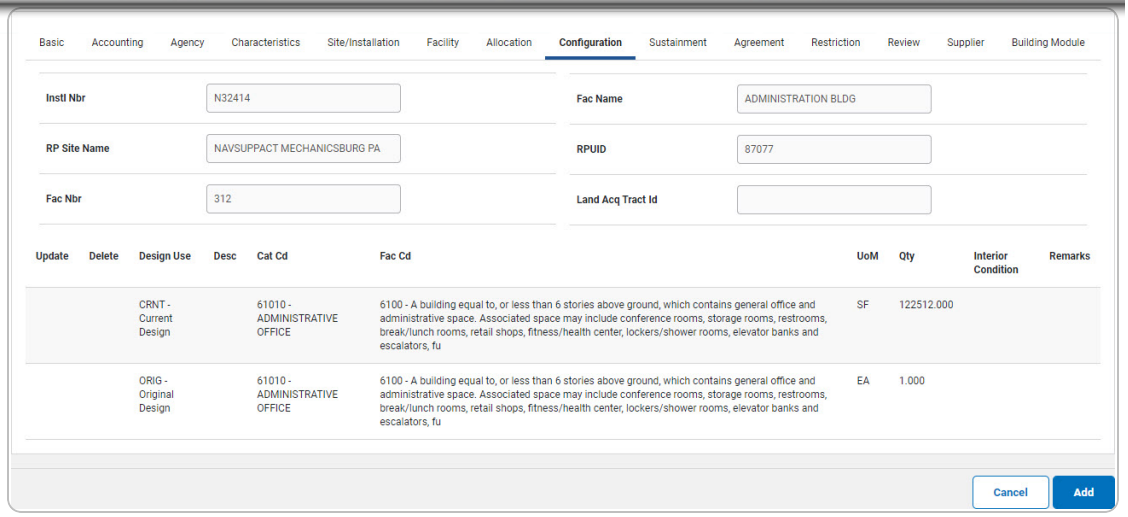
R. Enter any additional information in the Remarks field. *This is a 1,024 alpha-numeric character field.*

S. Enter any History Remarks in the field provided. *This is a 1,024 alpha-numeric character field.*

T. Select Add. *The **Real Property Transaction Status** page appears.*

OR

Select Configuration. Verify the fields on the Configuration tab:



a. *Verify the INSTL NBR.*

b. *Verify the RP SITE NAME.*

c. *Verify the FAC NBR.*

d. *Verify the FAC NAME.*

e. *Verify the RPUID.*

f. *Verify the LAND ACQ TRACT ID.*

g. Select the desired Update hyperlink. *The Configuration Update page appears.*

h. Select the desired Delete hyperlink. *The Configuration Update page appears.*

i. *Verify the Design Use.*

j. *Verify the CAT CD.*

k. *Verify the FAC CD.*

l. *Verify the UOM.*

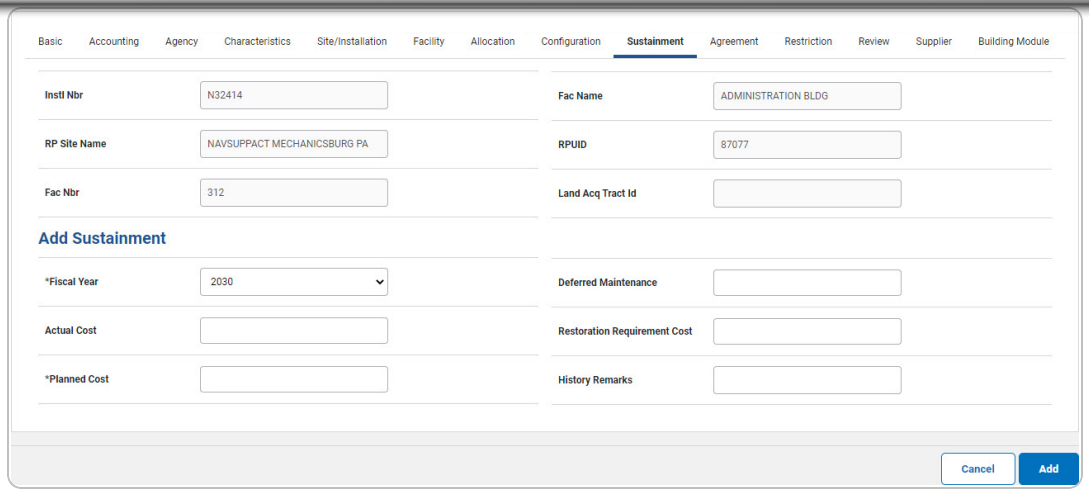
m. *Verify the QTY.*

n. *Verify the Remarks.*

o. Select Add. *The **Real Property Transaction Status** page appears.*

OR

Select Sustainment. Enter the fields on the Sustainment tab.

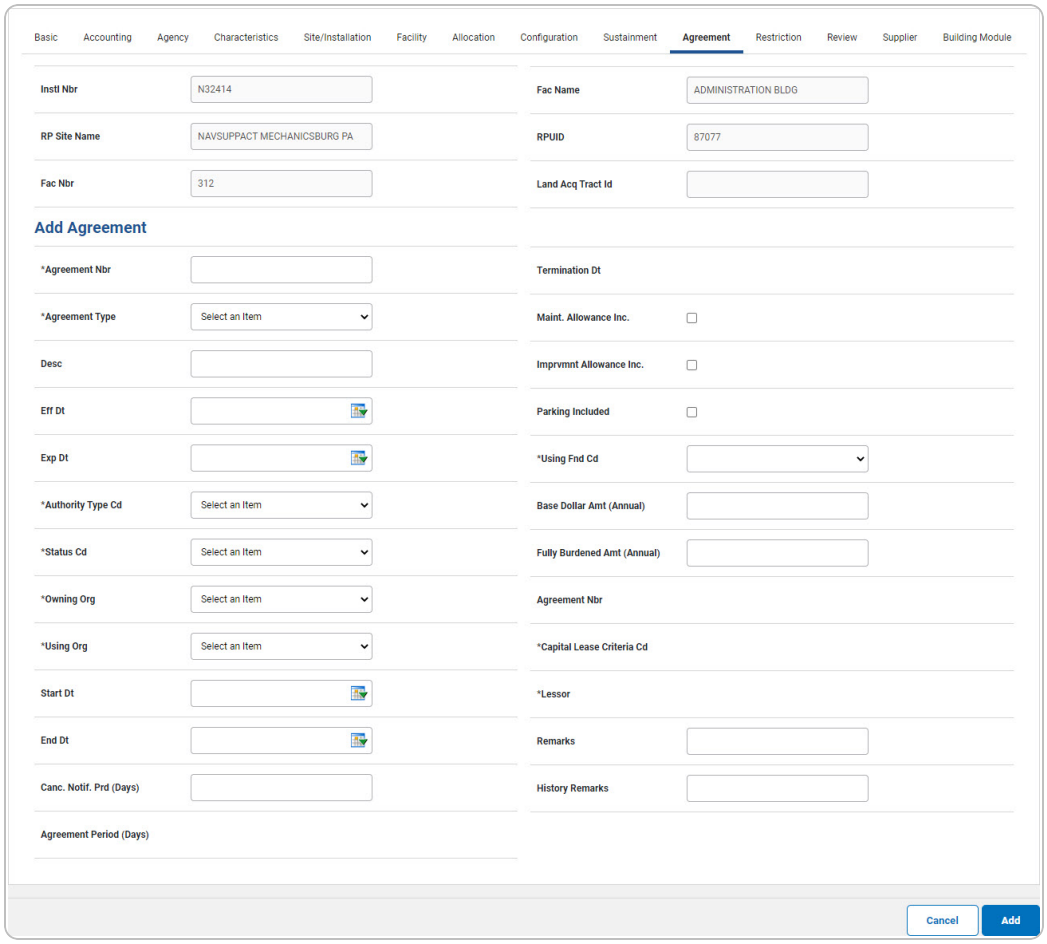


1. *Verify the INSTL NBR.*
2. *Verify the RP SITE NAME.*
3. *Verify the FAC NBR.*
4. *Verify the FAC NAME.*
5. *Verify the RPUID.*
6. *Verify the LAND ACQ TRACT ID.*
7. Use ⌄ to select the Fiscal Year.
8. Enter the Actual Cost in the field provided. *This is a 12 numeric character field.*
9. Enter the Planned Cost in the field provided. *This is a 12 numeric character field.*
10. Enter the Deferred Maintenance in the field provided. *This is a 12 numeric character field.*
11. Enter the Restoration Requirement Cost in the field provided. *This is a 12 numeric character field.*
12. Enter any History Remarks in the field provided. *This is a 1,024 alpha-numeric character field.*

    Select Add. *The **Real Property Transaction Status** page appears.*
13.

OR

Select Agreement. Enter the fields on the Agreement tab:



A. *Verify the INSTL NBR.*

B. *Verify the RP SITE NAME.*

C. *Verify the FAC NBR.*

D. *Verify the FAC NAME.*

E. *Verify the RPUID.*

F. *Verify the LAND ACQ TRACT ID.*

G. Enter the Agreement NBR in the field provided. *This is a 25 numeric character field.*

H. Use ▼ to select the Agreement Type.

I. Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*

J. Use to select the EFF DT, or enter the date (MM/DD/YYYY) in the field provided.

K. Use to select the EXP DT, or enter the date (MM/DD/YYYY) in the field provided.

L. Use to select the Authority Type Cd.

M. Use to select the Status Cd.

N. Use to select the Owning Org.

O. Use to select the Using Org.

P. Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

R. Enter the CANC NOTIF PRD (DAYS) in the field provided. *This is a 3 numeric character field.*

S. *Verify the Agreement Period (Days).*

T. *Verify the Termination DT.*

U. Click to select the MAINT ALLOWANCE INC. *This indicates that the Grantee of the asset has responsibility for maintaining it.*

V. Click to select the IMPRVMNT ALLOWANCE INC. *This indicates that the Grantee of the asset is paying a Tenant Improvement Allowance.*

W. Click to select the Parking Included. *This indicates that parking spaces are included in the grant.*

X. Use to select the Using Fnd Cd.

Y. Enter the Base Dollar AMT (Annual) in the field provided. *This is a 16 numeric character field.*

Z. Enter the Fully Burdened AMT (Annual) in the field provided. *This is a 16 numeric character field.*

AA. *Verify the Agreement NBR.*

AB. *Verify the Capital Lease Criteria CD.*

AC. *Verify the Lessor.*

AD. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

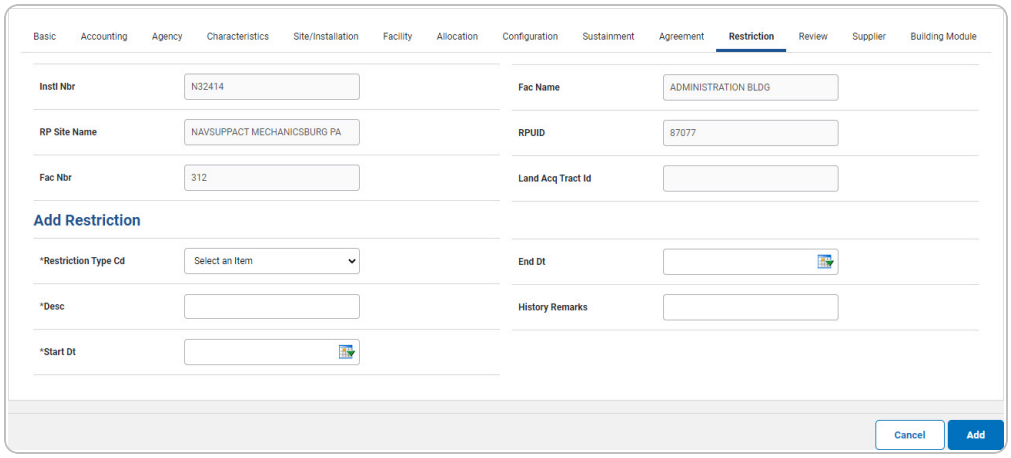
AE. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Select Add. *The **Real Property Transaction Status** page appears.*

AF.

OR

Select Restriction. Enter the fields on the Restriction tab:



a. *Verify the INSTL NBR.*

b. *Verify the RP SITE NAME.*

c. *Verify the FAC NBR.*

d. *Verify the FAC NAME.*

e. *Verify the RPUID.*

f. *Verify the LAND ACQ TRACT ID.*

g. Use to select the Restriction Type Cd.

h. Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*

i. Use to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

j. Use to select the END DT, or enter the date (MM/DD/YYYY) in the field provided.

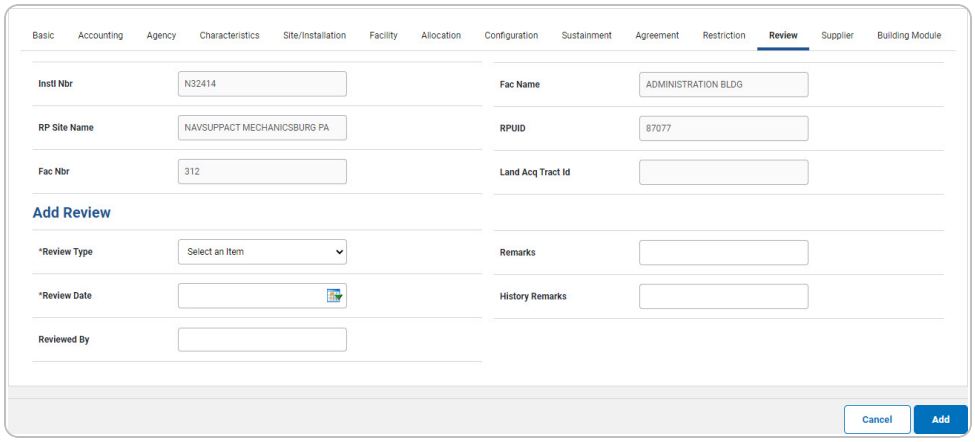
k. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Select Add. *The **Real Property Transaction Status** page appears.*

l.

OR

Select Review. Enter the fields on the Review tab:



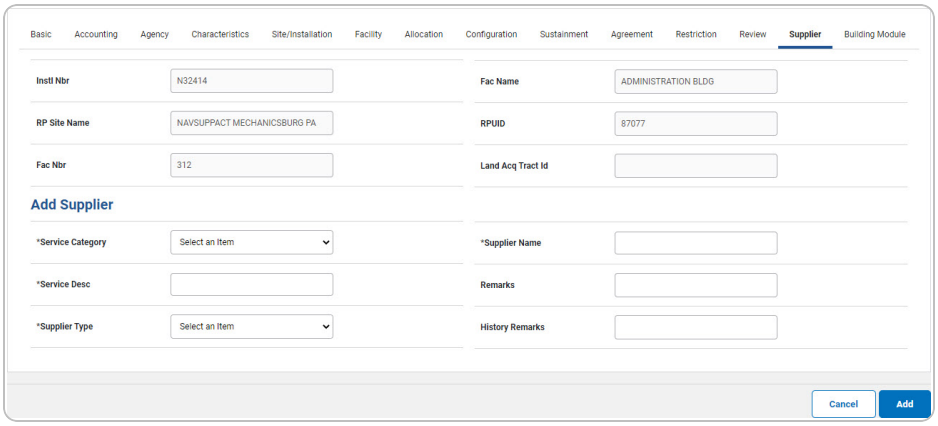
1. *Verify the INSTL NBR.*
2. *Verify the RP SITE NAME.*
3. *Verify the FAC NBR.*
4. *Verify the FAC NAME.*
5. *Verify the RPUID.*
6. *Verify the LAND ACQ TRACT ID.*
7. Use to select the Review Type.
8. Use to select the Review Date, or enter the date (MM/DD/YYYY) in the field provided.
9. Enter the Reviewed By in the field provided. *This is a 20 alpha-numeric character field.*
10. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

11. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

    Select Add. *The **Real Property Transaction Status** page appears.*

12. **OR**

    Select Supplier. Enter the fields on the Supplier tab:



A. *Verify the INSTL NBR.*

B. *Verify the RP SITE NAME.*

C. *Verify the FAC NBR.*

D. *Verify the FAC NAME.*

E. *Verify the RPUID.*

F. *Verify the LAND ACQ TRACT ID.*

G. Use ⌄ to select the Service Category.

H. Enter the Service DESC in the field provided. *This is a 2000 alphanumeric character field.*

I. Use ⌄ to select the Supplier Type.

J. Enter the Supplier Name in the field provided. *This is a 50 alphanumeric character field.*

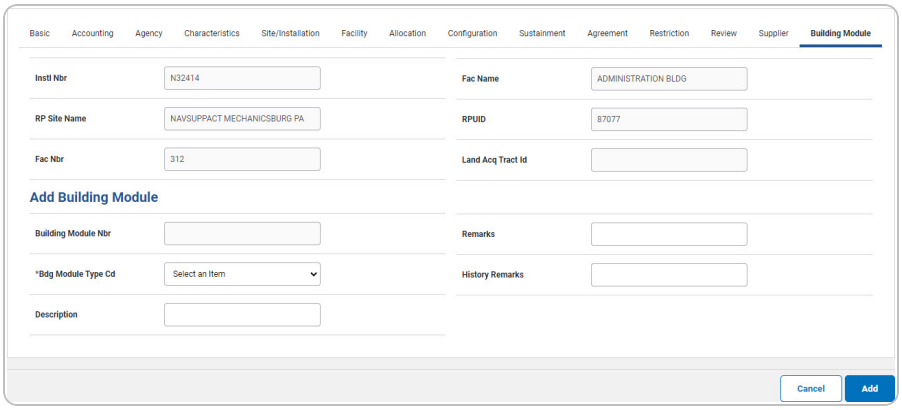
K. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

L. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Select Add. *The **Real Property Transaction Status** page appears.*

M. **OR**

Select Building Module. Enter the fields on the Building Module tab:



a. *Verify the INSTL NBR.*

b. *Verify the RP SITE NAME.*

c. *Verify the FAC NBR.*

d. *Verify the FAC NAME.*

e. *Verify the RPUID.*

f. *Verify the LAND ACQ TRACT ID.*

g. *Verify the Building Module NBR.*

h. Use to select the Bdg Module Type Cd.

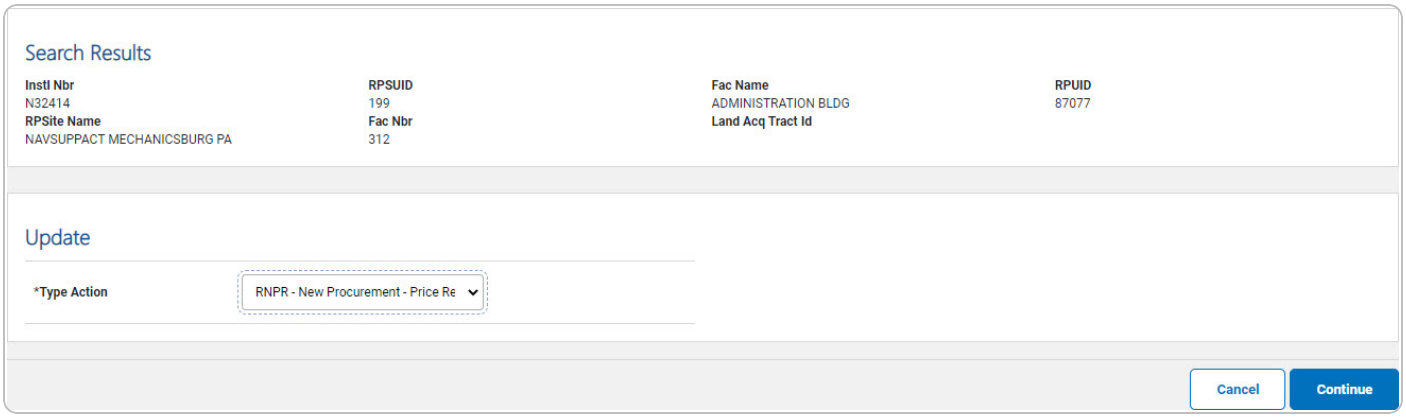
i. Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*

j. Enter any additional information in the Remarks field. *This is a 1,024 alphanumeric character field.*

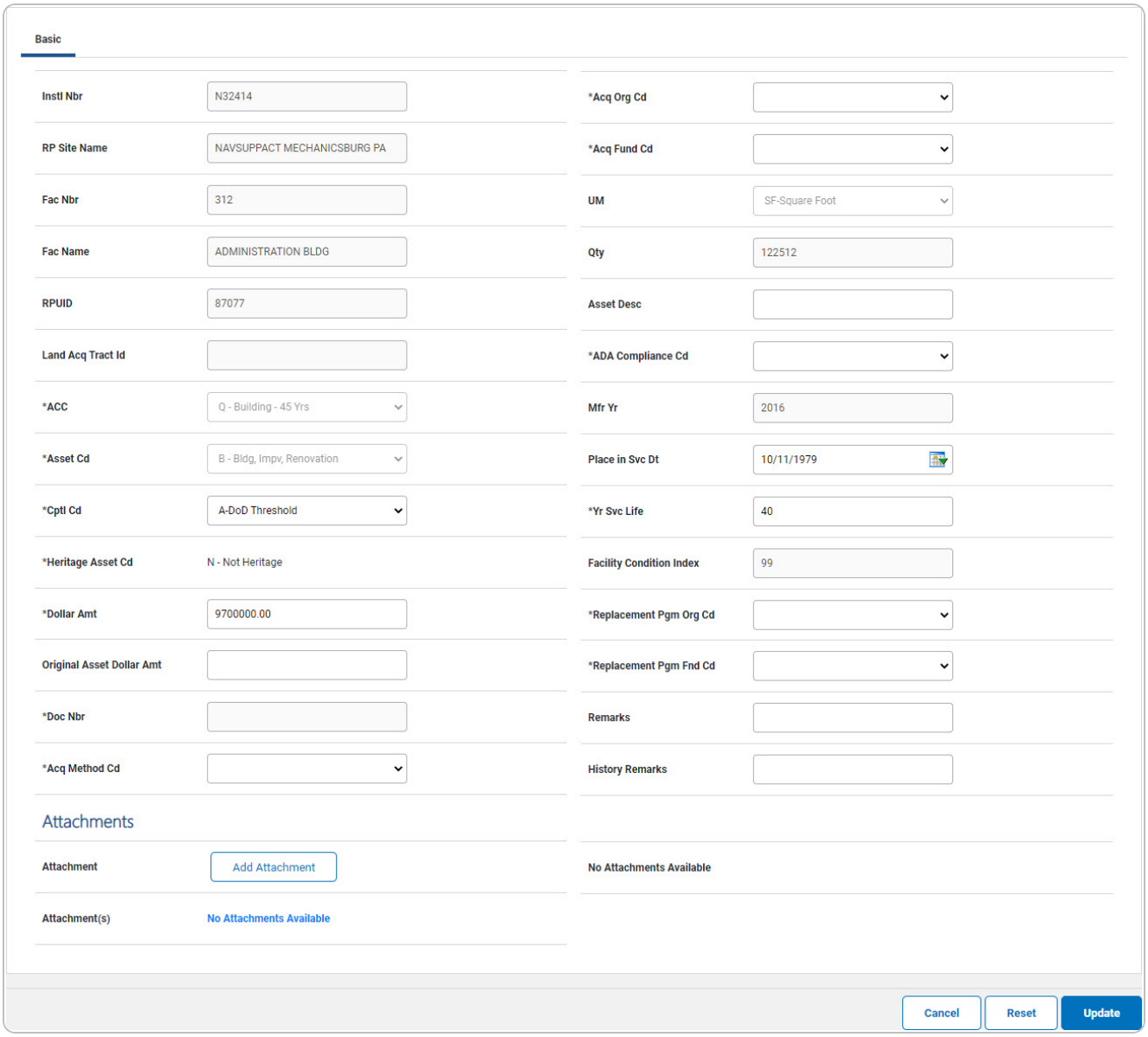
k. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

l. Select Add. *The **Real Property Transaction Status** page appears.*

RNPR — New Procurement — Price Revaluation



A. Select Continue. *The **Update a Real Property** page appears.*



B. Update the fields on the Basic Tab:

a. *Verify the INSTL NBR.*

b. *Verify the RP SITE NAME.*

c. *Verify the FAC NBR.*

d. *Verify the FAC NAME.*

e. *Verify the RPUID.*

f. *Verify the LAND ACQ TRACT ID.*

g. *Verify the ACC.*

h. *Verify the ASSET CD.*

i. Update the Cptl Cd, using to select the desired code.

j. *Verify the Heritage Asset CD.*

k. Update the Dollar AMT, entering the revised amount in the field provided. *This is a 15 numeric character field.*

l. Update the Original Asset Dollar AMT, entering the revised amount in the field provided. *This is a 16 numeric character field.*

m. Update the DOC NBR, using to browse for the revised number. *This is a 14 alphanumeric character field.*

Document Number Browse help

n. Update the Acq Method Cd, using to select the desired code.

o. Update the Acq Org Cd, using to select the desired code.

p. Update the Acq Fund Cd, using to select the desired code.

q. *Verify the UM.*

r. *Verify the QTY.*

s. Update the Asset DESC, entering the revised explanation in the field provided. *This is a 1,024 alphanumeric character field.*

t. Update the ADA Compliance Cd, using to select the desired code.

u. *Verify the MFR YEAR.*

v. Update the PLACE IN SVC DT, using or entering the date (MM/DD/YYYY) in the field provided.

w. Update the YR SVC LIFE, entering the revised amount in the field provided. *This is a 2 numeric character field.*

x. *Verify the COND CD.*

y. Update the Replacement Pgm Org Cd, using to select the desired code.

z. Update the Replacement Pgm Fnd Cd, using to select the desired code.

aa. Update the Remarks, entering the revised comments in the field provided. *This is a 1,024 alphanumeric character field.*

ab. Enter any additional History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

ac. *The* Add Attachment *is not accessible.*

ad. *View any attachments as thumbnails in the Attachments field.*

ae. Select Update. *The* ***Real Property Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *ACC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Acquisition Method Cd*.	
13 — Mandatory Entry: *Acquisition Org Cd*.	
13 — Mandatory Entry: *Acquisition Fund Source Cd*.	
13 — Mandatory Entry: *Asset Cd*.	

13 — Mandatory Entry: *Cptl Cd*.	
13 — Mandatory Entry: *Heritage Asset Cd*.	
13 — Mandatory Entry: *Mfr Yr*.	
13 — Mandatory Entry: *Replacement Org Cd*.	
13 — Mandatory Entry: *Yr Svc Life*.	
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
219 — Capital Threshold criteria does not exist.	Missing Entry. The Basic Tab is completed, but the mandatory fields from the other tabs are still empty. Enter the information from the other tabs, then select Add.
453 — Agency has no user defined fields.	Empty tab. The Agency tab is customer-specific, and currently has no available fields. Select the Characteristics tab to continue.
194 — Entry must be >	Missing Entry. The field must be a positive num-

zero.	ber. Enter the missing field.
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re—enter the date.

Related Topics

- Search for a Real Property — Criteria
- Add a Real Property
- Dispose of a Real Property
- Transfer a Real Property
- View the Details of the Real Property
- View the Real Property Transaction Status
- Export a Real Property Report

Export a Real Property Report

Overview

The Export a Real Property Report page provides the ability to save the Transaction Status in different formats.

Navigation

Accounting > Real Property > Search Criteria > *Various Procedural Steps* > Transaction Status page > Print > Real Property Report Export page

Page Fields

The following fields display on the **Improvement Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

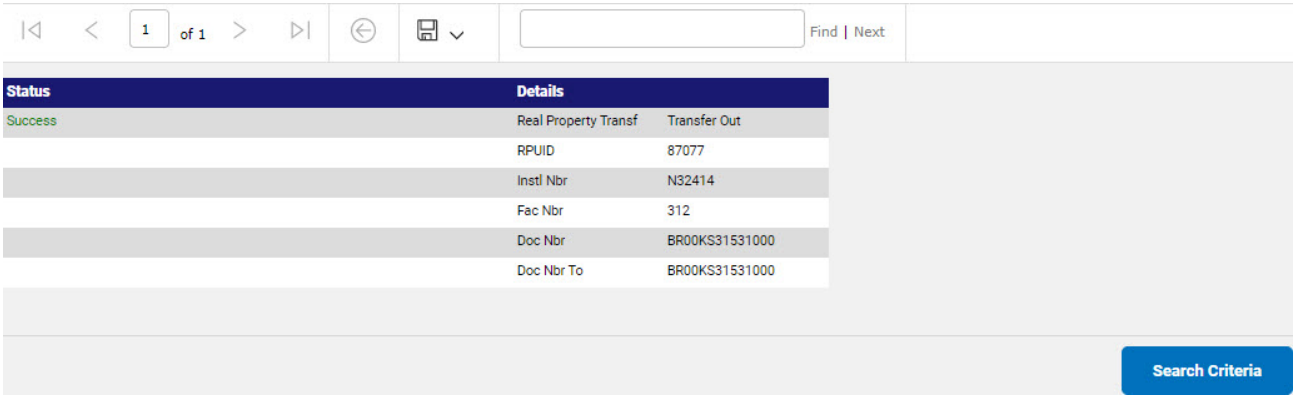
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select to return to the **Real Property Search Criteria** page.

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for a Real Property — Criteria
- Add a Real Property
- Update a Real Property
- Dispose of a Real Property
- Transfer a Real Property
- View the Details of the Real Property
- View the Real Property Transaction Status

Search for a Real Property — Criteria

Overview

The Property Accountability module Real Property process provides the ability to receive, update, transfer, and dispose of land, structures, and improvements with the exception of movable machinery and equipment. The key is that land must be involved; structures without land are not typically considered real property in and of themselves.

Note

When adding Real Property assets to the database, only add, transfer, update or dispose of one asset at a time.

There are three ways to receive new RP on the property book:

- New purchase
- Transfer from another UIC
- Construction In Progress (CIP) transfer

DoD Financial Management Regulation 7000.14-R (FMR) directs the relationship of CIP to RP. When authorization to construct RP is received, and the CIP project is opened, the sponsoring entity will request and assign a Real Property Unique Identifier (RPUID). This RPUID is recorded in the RP Registry. When the construction is complete and the property is accepted, this RPUID will be assigned to receive the new RP on the property book.

Navigation

Accounting > Real Property > Real Property Search Criteria page

Page Fields

The following fields display on the **Real Property Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
226	When Type Action is "Receipt", use browses to populate all fields.
227	When Type Action is not "Receipt", all fields are optional.
228	Select Type Action "Transfer" to transfer RPA within ELMS.

Search Criteria

Type Action *
Instl Nbr
RP Site Name
RPSUID
Fac Nbr/Land Acq Tract Id
RPUID

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

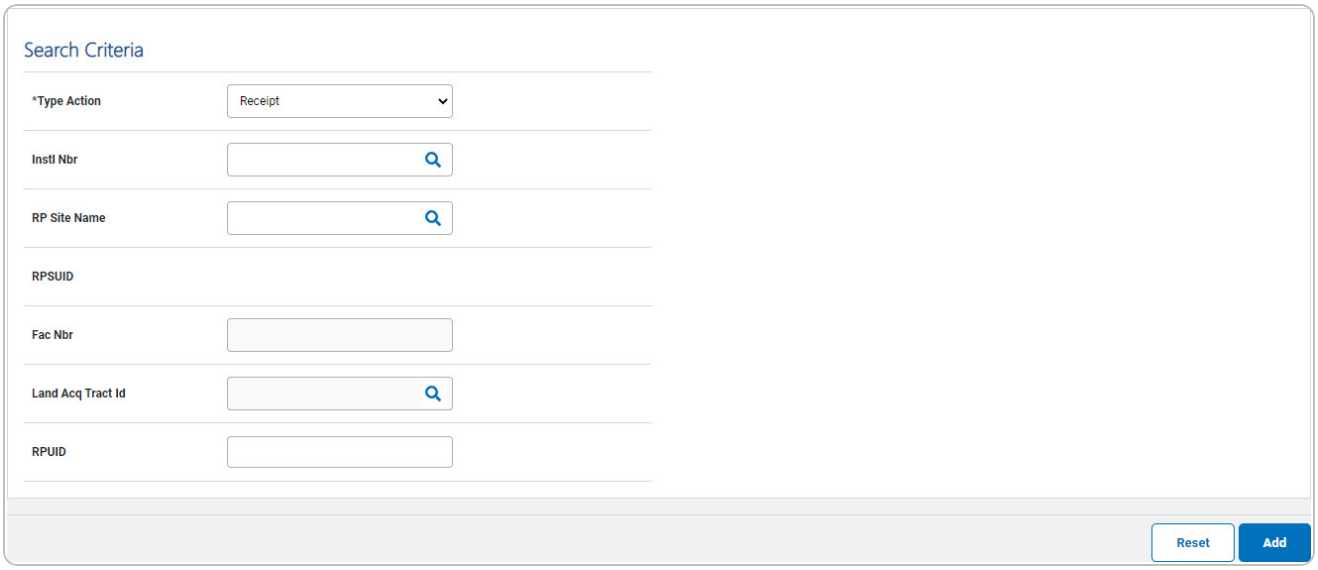
Click the following link to display PA Navigation Tips.

Search for a Real Property

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. Use ☑ to select the Type Action. *Everything else depends upon the option chosen.*

Select Receipt.



A. Enter the INSTL NBR, or use 🔍 to browse for the entry. *This is a 5 alphanumeric character field.*

Installation Number Browse help

B. Enter the RP SITE NAME, or use 🔍 to browse for the entry. *This is a 100 alphanumeric character field.*

Real Property Site Name help

C. *The RPSUID automatically populates and is not editable.*

D. *The FAC NBR automatically populates and is not editable once the RPSUID is entered.*

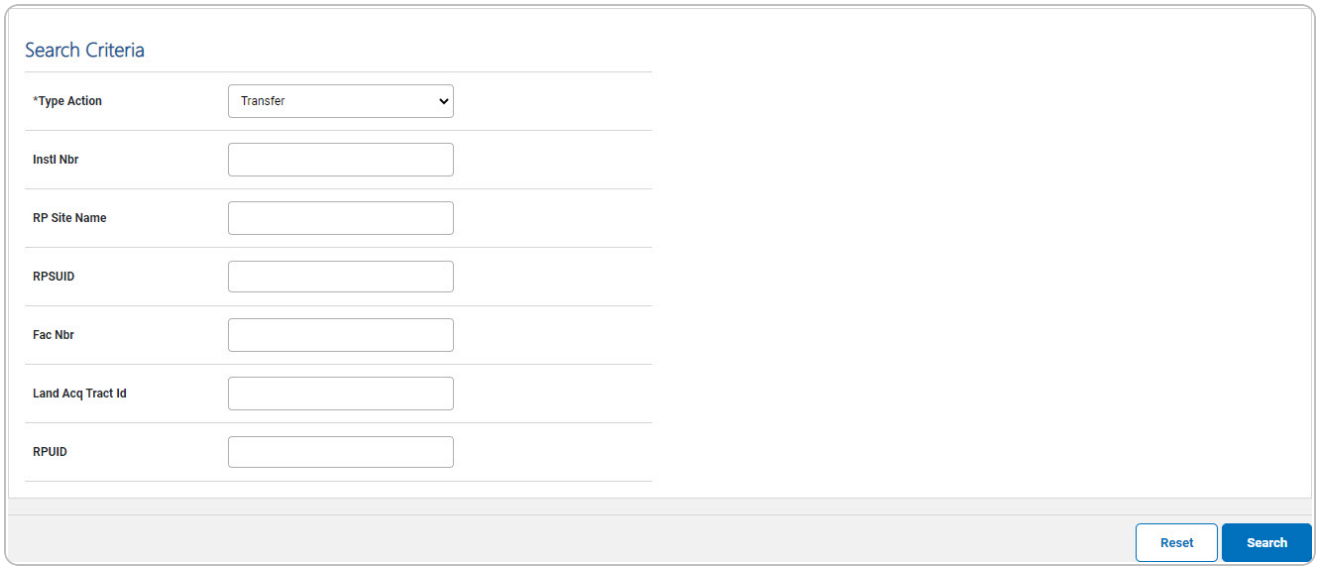
E. Enter the LAND ACQ TRACT ID, or use 🔍 to browse for the RPUID Asset entry. *This is a 25 alphanumeric character field.*

Real Property Unique Identifier Asset help

F. Enter the RPUID in the field provided. *This is an 18 alphanumeric character field.*

G. Select Add. *The **Add a Real Property** page appears.*

Select Transfer.



A. Enter the INSTL NBR in the field provided. *This is a 5 alphanumeric character field.*

B. Enter the RP SITE NAME in the field provided. *This is a 100 alphanumeric character field.*

C. Enter the RPSUID in the field provided. *This is an 6 alphanumeric character field.*

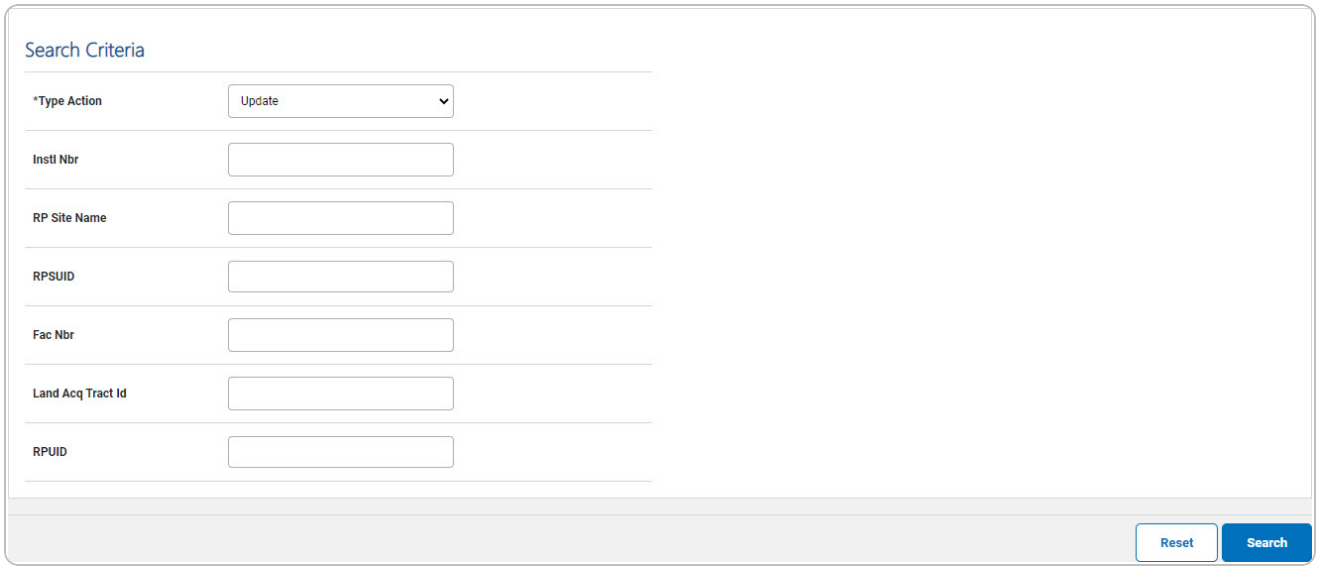
D. Enter the FAC NBR in the field provided. *This is an 20 alphanumeric character field.*

E. Enter the LAND ACQ TRACT ID in the field provided. *This is an 25 alphanumeric character field.*

F. Enter the RPUID in the field provided. *This is an 18 alphanumeric character field.*

G. Select Search. *The **Real Property Transfer** page appears. Results display in the Search Results grid.*

Select Update.



A. Enter the INSTL NBR in the field provided. *This is an 5 alphanumeric character field.*

B. Enter the RP SITE NAME in the field provided. *This is an 100 alphanumeric character field.*

C. Enter the RPSUID in the field provided. *This is an 6 alphanumeric character field.*

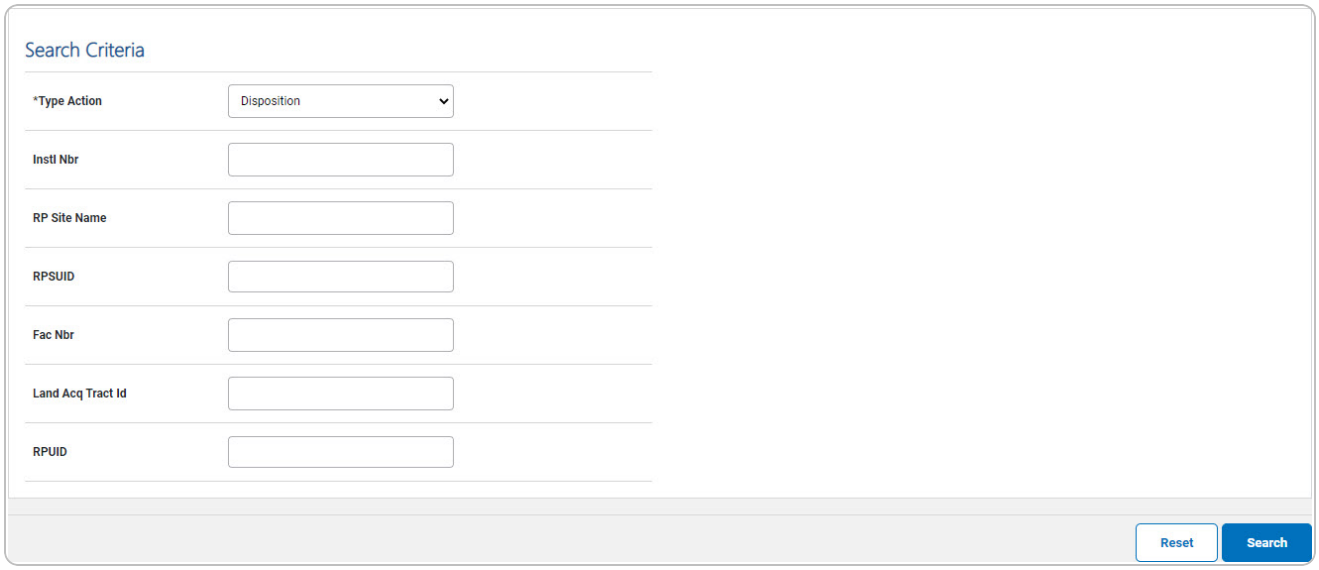
D. Enter the FAC NBR in the field provided. *This is an 20 alphanumeric character field.*

E. Enter the LAND ACQ TRACT ID in the field provided. *This is an 25 alphanumeric character field.*

F. Enter the RPUID in the field provided. *This is an 18 alphanumeric character field.*

G. Select Search. *The **Update a Real Property** page appears. Results display in the Search Results grid.*

Select Disposition.



A. Enter the INSTL NBR in the field provided. *This is an 5 alphanumeric character field.*

B. Enter the RP SITE NAME in the field provided. *This is an 100 alphanumeric character field.*

C. Enter the RPSUID in the field provided. *This is an 6 alphanumeric character field.*

D. Enter the FAC NBR in the field provided. *This is an 20 alphanumeric character field.*

E. Enter the LAND ACQ TRACT ID in the field provided. *This is an 25 alphanumeric character field.*

F. Enter the RPUID in the field provided. *This is an 18 alphanumeric character field.*

G. Select Search. *The **Real Property Disposition** page appears. Results display in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *INSTL NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *RP SITE NAME*.	
13 — Mandatory Entry: *FAC NBR*.	
13 — Mandatory Entry: *LAND ACQ TRACK ID*.	
533 — If INSTL NBR and FAC NBR are correct, select "Continue" button.	Invalid Entry. The Facility Number / Land Acquisition Tract Identification format is not recognized. Either fix the format of the entries, or select Continue.

Related Topics

- Add a Real Property
- Update a Real Property
- Dispose of a Real Property
- Transfer a Real Property
- View the Details of the Real Property
- View the Real Property Transaction Status
- Export a Real Property Report

View the Real Property Transaction Status

Overview

The Real Property Transaction Status page displays a verification of the add, update, or delete transaction performed.

Navigation

Accounting > Real Property > Search Criteria > *Various Procedural Steps* > Real Property Transaction Status Page

Page Fields

The following fields display on the **Real Property Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.

Transaction Status

Status

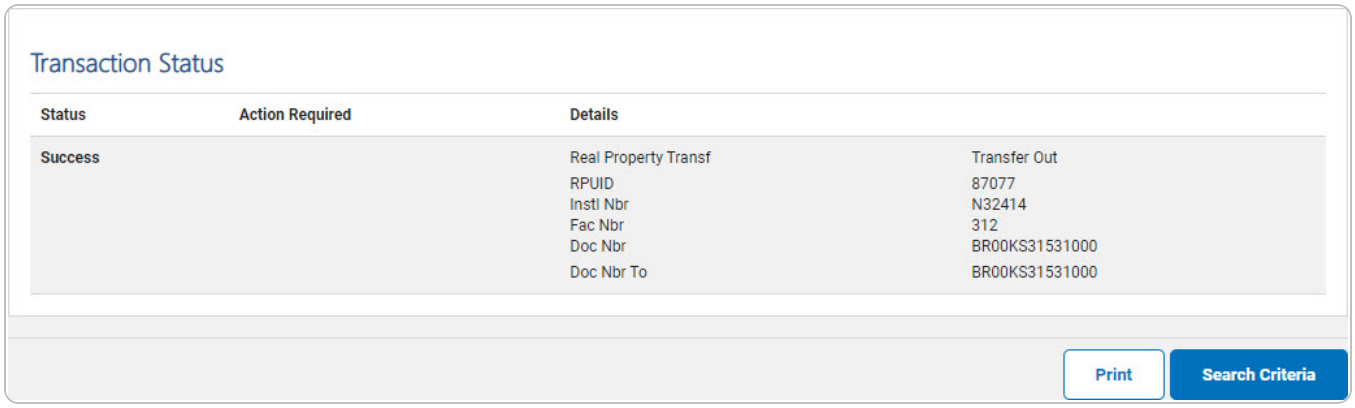
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Real Property Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The **Export a Real Property Report** page appears.*
- Select Search Criteria to return to the **Real Property Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error	Contact the ELMS Call Center

encountered, contact ELMS Call Center for assistance.	

Related Topics

- Search for a Real Property — Criteria
- Add a Real Property
- Update a Real Property
- Dispose of a Real Property
- Transfer a Real Property
- View the Details of the Real Property
- Export a Real Property Report

Depreciation Scheduler

Overview

The Property Accountability module Depreciation Scheduler process provides the ability to schedule to process a depreciation on a regular basis, or submit a one-time request to have a depreciation run in the next batch cycle.

Navigation

Accounting > DEPRN SCHED > Depreciation Scheduler page

Page Fields

The following fields display on the **Depreciation Scheduler** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
237	Select the "Cost" Tab to continue updating cost data.
257	Select the "Next DEPRN DT" to schedule depreciation date.
258	Select "Schedule Time" 20 - 30 day to schedule depreciation by day.
259	Select "Last" to schedule depreciation the last day of the month.
260	Select "NA" to cancel depreciation for accessed ACTBL UIC.

261	Select "Manually Scheduled" to schedule depreciation any day of the month.
262	Select "One Report" to generate report by ACTBL UIC. Select "Individual UIC Reports" for individual UICs.

Depreciation Scheduler

Last Deprn Dt *
Type *

One Time Depreciation

Next Deprn Dt *
Report Format *

Schedule Depreciation

Schedule Time *

20 - 30

Schedule Day *
Report Format *

Last

Report Format *

NA

Report Format *

Manually Scheduled

Schedule Day *
Report Format *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

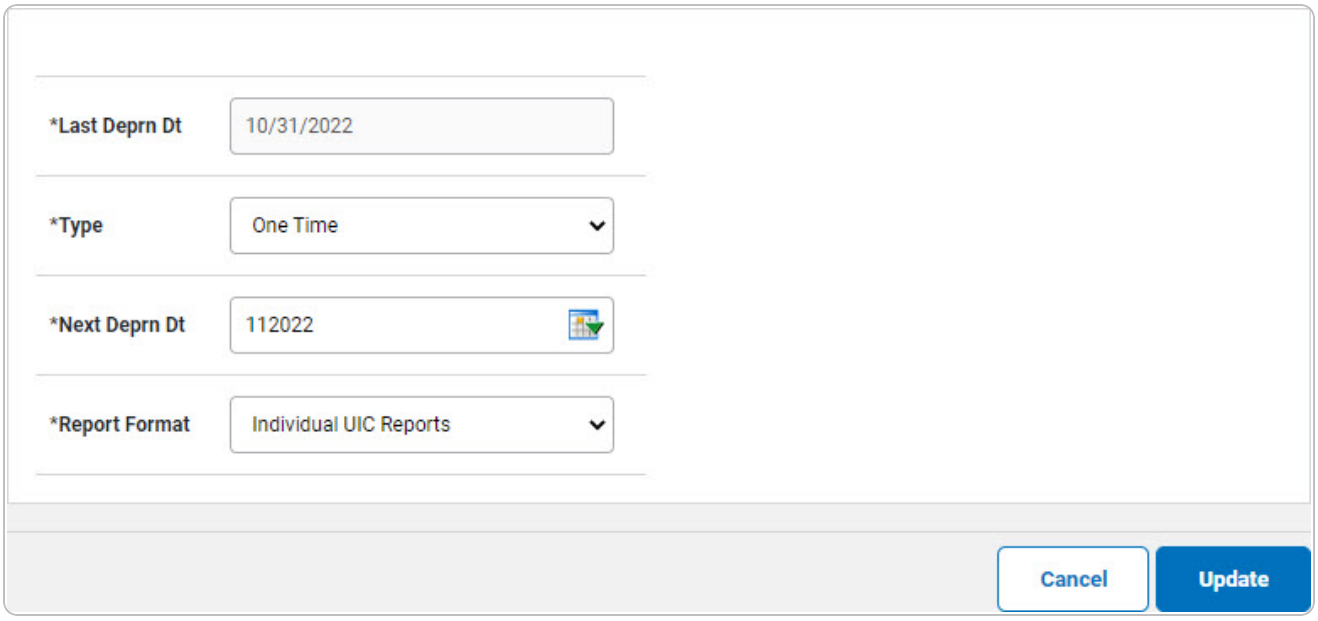
Schedule a Depreciation

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

1. *The LAST DEPRN DT automatically populates and is not editable.*

2. Use ▼ to select the desired Type.

One-Time Depreciation



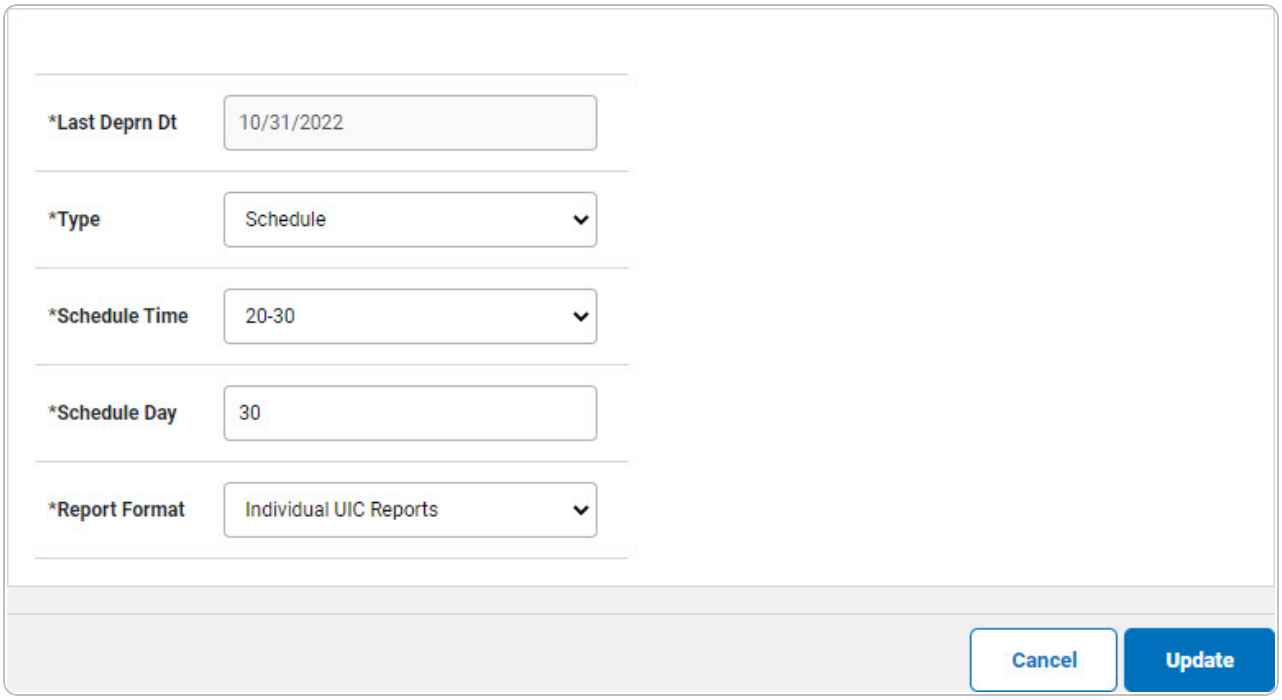
A. Use ▦ to select the NEXT DEPRN DT, or enter the date (MM/DD/YYYY) in the field provided.

B. Use ▼ to select the desired Report Format.

Scheduled Depreciation

A. Use ☑ to select the desired Schedule Time.

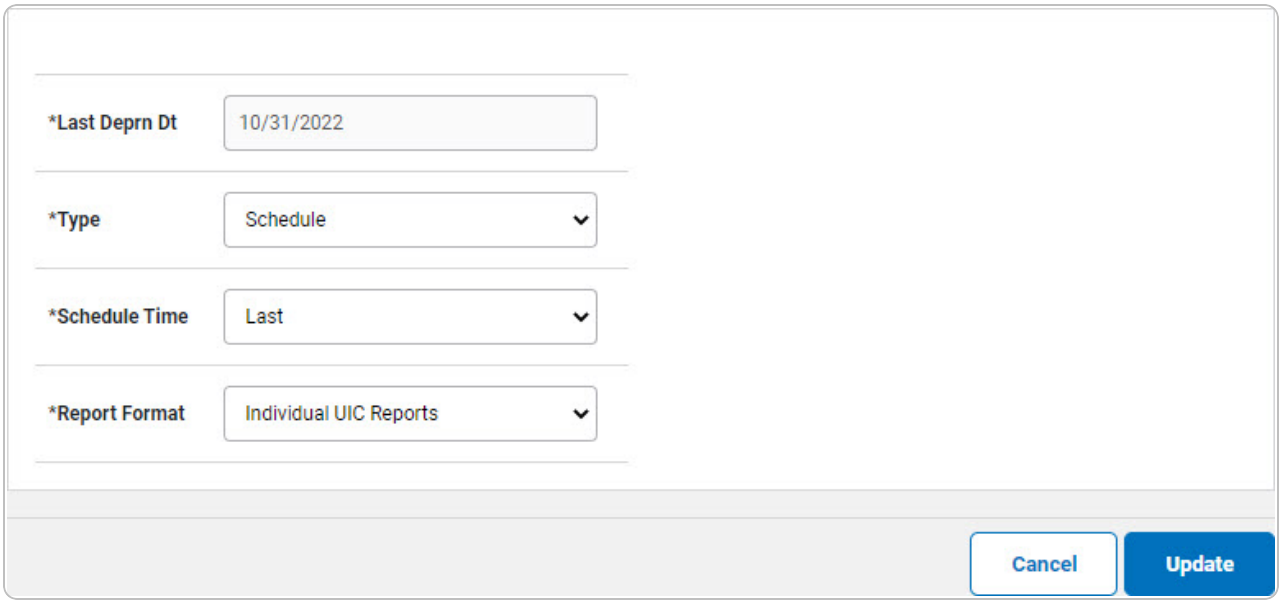
20 - 30



a. Enter the Schedule Day in the field provided. *This is a 2 numeric character field.*

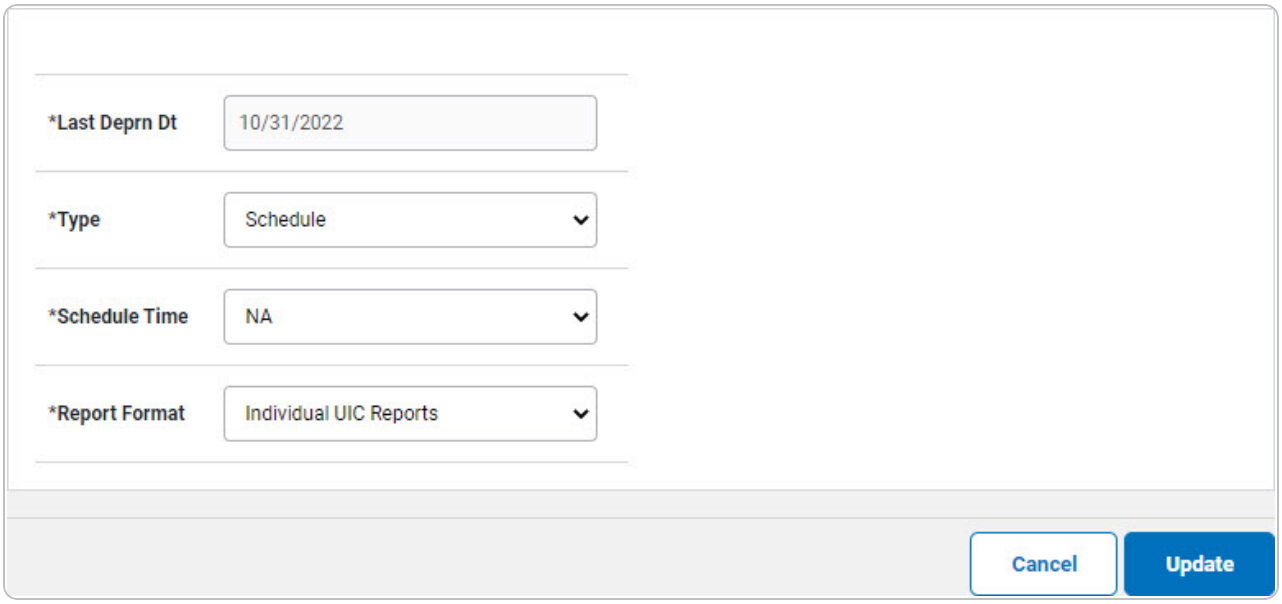
b. Use ☑ to select the desired Report Format.

Last



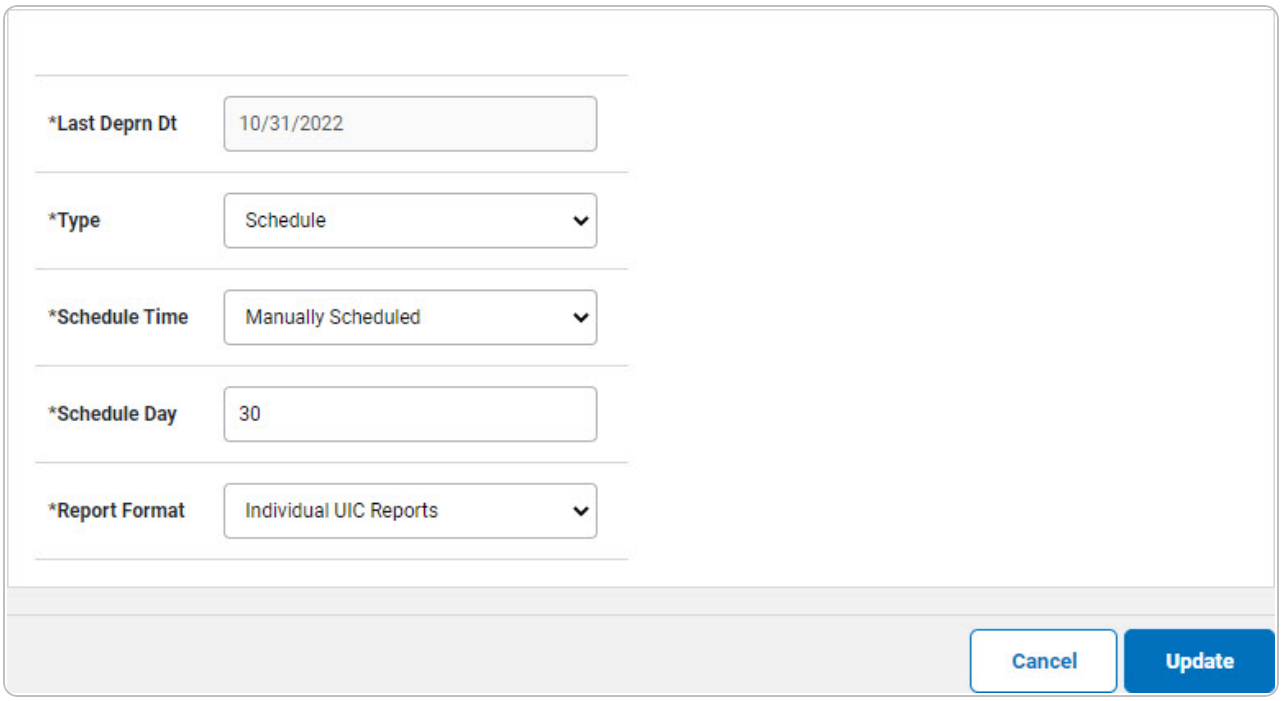
a. Use ☑ to select the desired Report Format.

NA



a. Use ☑ to select the desired Report Format.

Manually Scheduled



a. Enter the Schedule Day in the field provided. *This is a 2 numeric character field.*

b. Use ☑ to select the desired Report Format.

3. Select Update. *The Depreciation is scheduled.*

Note

The following message displays upon a successful update, "Your Depreciation Schedule Update was successful".

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

205 — DEPRN DT cannot be > than current month and year.	Invalid Date Entry. The current month and year must be before the scheduled depreciation date. Re-enter the date.
359 — Next DEPRN DT cannot be = or < LAST DEPRN DT.	Invalid Date Entry. The last depreciation date must be before the next depreciation date. Re-enter the date.
360 — DEPRN DT format is MMYYYY.	Invalid Date Format Entry. The date must be entered in the (MMYYYY) format. Re-enter the date.
361 — Depreciation already scheduled this month.	Invalid Month Entry. A depreciation cannot occur twice in the same month. Re-enter the month.

Related Topics

- Depreciation Forecast Request Schedule
- Search for a Depreciation Update — Criteria

Depreciation Forecast Report Request

Overview

The Property Accountability module Depreciation Forecast Report Request process provides the ability to ask for the report either by ACTBL UIC or specific UIC.
There are five types of Depreciation Forecast Reports:

- Detail by Asset
- Summary by UIC and Office
- Summary by UIC and Type of Asset
- Summary by FUND CD / APPN
- Detail and Summary

The report is either Private or Shared, and is schedulable at any time, but only compiles on a monthly or quarterly basis and compute via a nightly batch request.

Navigation

Accounting > Depreciation Forecast Request page

Page Fields

The following fields display on the **Depreciation Forecast Request** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
13	Select "Reset" button to clear data.

374	Select Submit button to submit transaction to batch queue.

Submit

Actbl UIC/UIC *
Report Type *
UIC *

(*) Asterisk identifies mandatory fields.

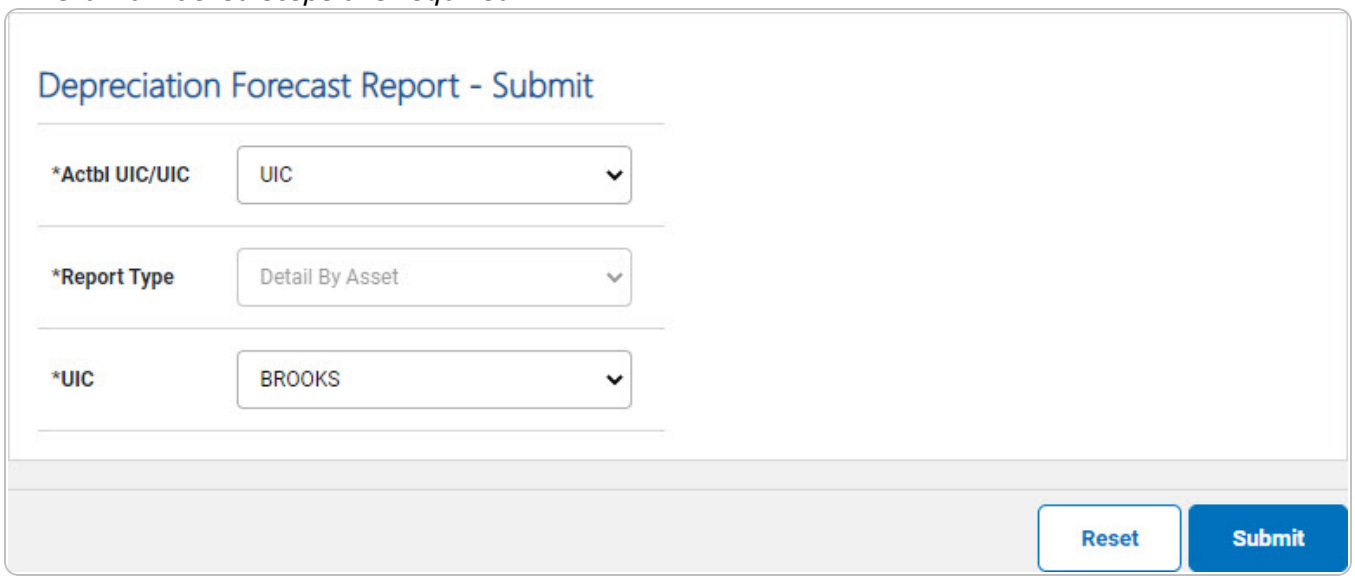
Procedures

ELMS Navigation Helpful Tips

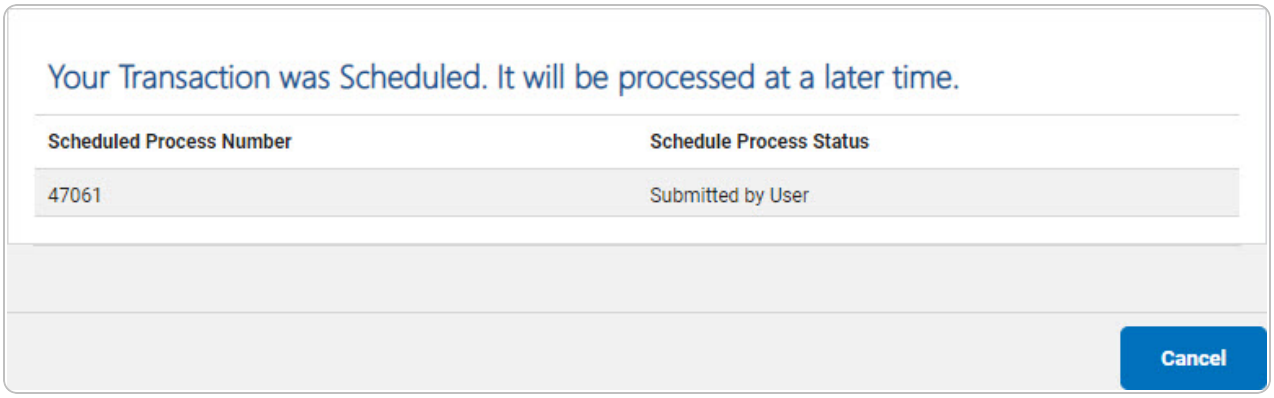
Click the following link to display PA Navigation Tips.

Request a Depreciation Forecast Report

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



1. Use ☑ to select the desired Actbl UIC/UIC.
2. Use ☑ to select the desired Report Type.
3. Use ☑ to select the desired UIC.
4. Select Submit. *The report is submitted and the* ***Batch Submission*** *page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Depreciation Scheduler
- Search for a Depreciation Update — Criteria

Depreciation Update Personal Property Improvement Details

Overview

The Depreciation Update Personal Property Improvement Details page is view only and displays information for a specific record.

Navigation

Accounting > DEPRN UPDATE > Personal Property > Search Criteria > Search > Search Results > IMPV NBR hyperlink > Depreciation Update Personal Property Improvement Detail page

Page Fields

The following fields display on the **Depreciation Update Personal Property Improvement Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Personal Property Improvement Details

Impv Nbr
Asset Id
Stock Nbr
Serial Nbr
Item Desc
LIN/TAMCN Authn
Acq Dt
Eff Dt
ACC-SFIS Cd
Type Action

Estbd By
Estbd Dt
Last Updtd By
Last Activity Dt
Improvement Cost
Total Cost
Asset Cd
Acct Sys Cd
Acct Rpt Nbr
Cptl Cd
Cost Center
Transfer Typ Cd
Task Cd
Trading Partner Nbr
Job Ord Nbr
Type Fund Cd
Fund Cd/ASN
Pgm Yr
Dept Cd
Subhead
Basic Symbol
LOA
Obj Class Cd
Cntr/PO Nbr
Oblign Doc Nbr
CLIN
SPIIN
ACRN
SLIN
Activation Dt
Deprn Exp Cd
Deprn Period
Deprn Cost Center
Deprn Task Cd
Deprn Job Order Nbr
Deprn Sts Cd
Accumd Deprn
Deprn SL Rebsln
Deprn SL Lst Rebsln
Deprn AB Rebsln
Deprn AB Lst Rebsln
FY Cost
Salvage Value

Prior Deprn
Current Mnth Deprn Amt
Prr Deprn SL Rebsln
Prr Deprn AB Rebsln
Deprn Util Svc Life
Deprn Util Qty
Prr Deprn Util Qty
Deprn Period Days
Write Down Amt
Fdcry Deprn Mthd Cd
Util Measure Cd
Deprn Util Period
Remarks
History Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

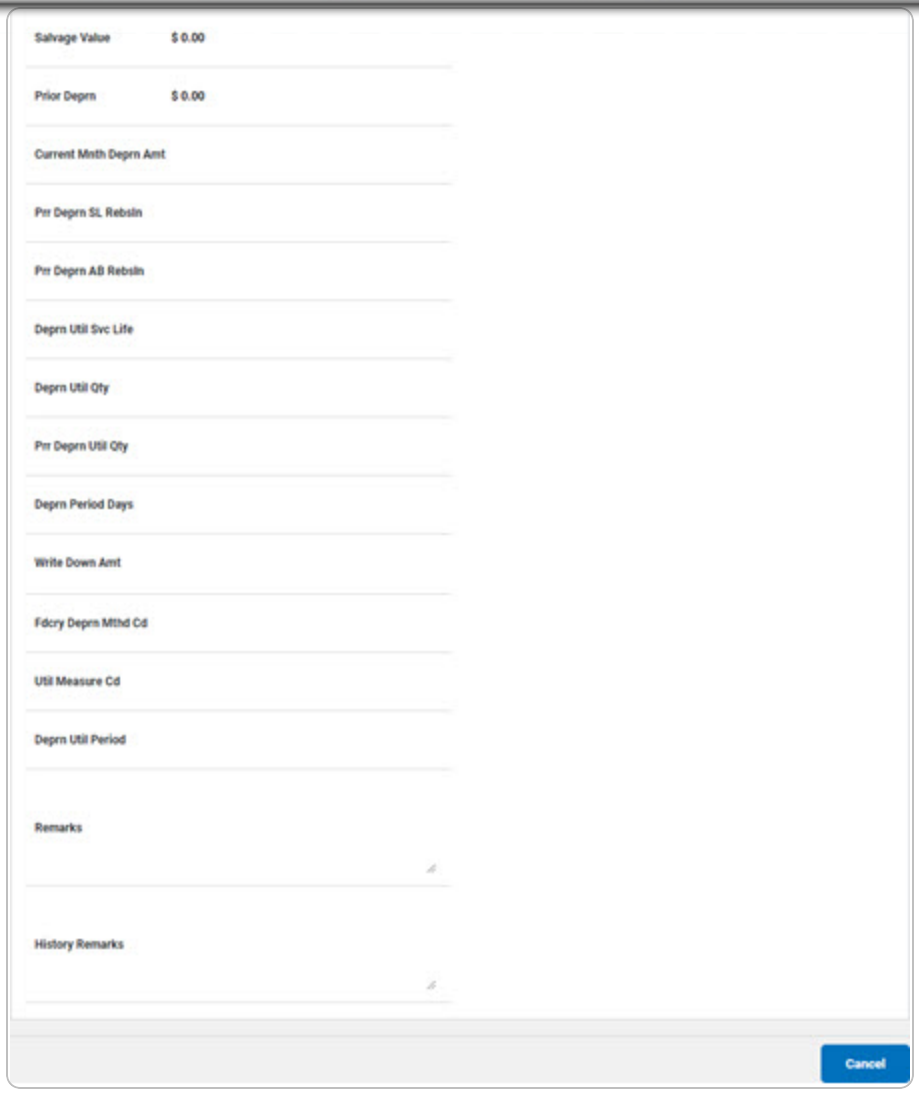
Review the Depreciation Update Personal Property Improvement Details

1. Select the IMPV NBR hyperlink. *The **Depreciation Update Personal Property Improvement Details** page appears.*

Personal Property Improvement Details

Impv Nbr	00001
Asset Id	DESL2C100000
Stock Nbr	7030DEVMOD
Serial Nbr	12
Item Desc	SOFTWARE DEV INHOUSE
LIN/TAMCN Authn	
Acq Dt	05/01/2008
Eff Dt	05/13/2008
ACC-SFIS Cd	L 30000000000020
Type Action	CNPR/UPDT
Estbd By	JLAFFERR
Estbd Dt	5/13/2008
Last Updtd By	SQLAdmin
Last Activity Dt	11/3/2009
Improvement Cost	$ 0.00
Total Cost	$ 1500000.00
Asset Cd	A
Acct Sys Cd	AY
Acct Rpt Nbr	DESL2C200805130001
Cptl Cd	A
Cost Center	55447766
Transfer Type Cd	0
Task Cd	6666666666666
Trading Partner Nbr	DOD
Job Order Nbr	1234567891010FA

Type Fund Cd	D
Fund Cd/ASN	08/DEDE
Pgm Yr	20082008
Dept Cd	
SubHead	DEDE
Basic Symbol	
LOA	0120082008344.DEDE DEDE 3310
Obj Class Cd	3100
Cntr/PO Nbr	
Oblign Doc Nbr	HQCWCF80790001
CLIN	
SPIIN	
ACRN	
SLIN	
Activation Dt	
Deprn Exp Cd	
Deprn Period	120
Deprn Cost Center	
Deprn Task Cd	
Deprn Job Order Nbr	
Deprn Sts Cd	N
Accumd Deprn	$ 0.00
Deprn SL Rebsln	
Deprn SL Lst Rebsln	
Deprn AB Rebsln	
Deprn AB Lst Rebsln	
FY Cost	$ 0.00



2. Review the available fields:.
   A. *Verify the IMPV NBR.*
   B. *Verify the ASSET ID.*
   C. *Verify the STOCK NBR.*
   D. *Verify the SERIAL NBR.*
   E. *Verify the ITEM DESC.*
   F. *Verify the LIN/TAMCN AUTHN.*
   G. *Verify the ACQ DT.*
   H. *Verify the EFF DT.*

I. *Verify the ACC—SFIS CD.*
J. *Verify the Type Action.*
K. *Verify the ESTBD BY.*
L. *Verify the ESTBD DT.*
M. *Verify the LAST UPDTD BY.*
N. *Verify the Last Activity DT.*
O. *Verify the Improvement Cost.*
P. *Verify the Total Cost.*
Q. *Verify the ASSET CD.*
R. *Verify the ACCT SYS CD.*
S. *Verify the ACCT RPT NBR.*
T. *Verify the CPTL CD.*
U. *Verify the Cost Center.*
V. *Verify the Transfer Type CD.*
W. *Verify the TASK CD.*
X. *Verify the Trading Partner NBR.*
Y. *Verify the JOB ORDER NBR.*
Z. *Verify the TYPE FUND CD.*
AA. *Verify the FUND CD / ASN.*
AB. *Verify the PGM YR.*
AC. *Verify the DEPT CD.*
AD. *Verify the SUBHEAD.*
AE. *Verify the Basic Symbol.*
AF. *Verify the LOA.*
AG. *Verify the OBJ CLASS CD.*
AH. *Verify the CNTR/PO NBR.*
AI. *Verify the OBLIGN DOC NBR.*
AJ. *Verify the CLIN.*
AK. *Verify the SPIIN.*
AL. *Verify the ACRN.*
AM. *Verify the SLIN.*

AN. *Verify the ACTIVATION DT.*
AO. *Verify the DEPRN EXP CD.*
AP. *Verify the DEPRN PERIOD.*
AQ. *Verify the DEPRN COST CENTER.*
AR. *Verify the DEPRN TASK CD.*
AS. *Verify the DEPRN JOB ORDER NBR.*
AT. *Verify the DEPRN STS CD.*
AU. *Verify the ACCUMD DEPRN.*
AV. *Verify the DEPRN SL REBSLN.*
AW. *Verify the DEPRN SL LST REBSLN.*
AX. *Verify the DEPRN AB REBSLN.*
AY. *Verify the DEPRN AB LST REBSLN.*
AZ. *Verify the FY Cost.*
BA. *Verify the Salvage Value.*
BB. *Verify the PRIOR DEPRN.*
BC. *Verify the CURRENT MNTH DEPRN AMT.*
BD. *Verify the PRR DEPRN SL REBSLN.*
BE. *Verify the PRR DEPRN AB REBSLN.*
BF. *Verify the DEPRN UTIL SVC LIFE.*
BG. *Verify the DEPRN UTIL QTY.*
BH. *Verify the PRR DEPRN UTIL QTY.*
BI. *Verify the DEPRN PERIOD DAYS.*
BJ. *Verify the WRITE DOWN AMT.*
BK. *Verify the FDCRY DEPRN MTHD CD.*
BL. *Verify the UTIL MEASURE CD.*
BM. *Verify the DEPRN UTIL PERIOD.*
BN. *Verify the Remarks.*
BO. *Verify the History Remarks.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a Personal Property Depreciation Update — Criteria
- Search for a Personal Property Depreciation Update — Results
- Select Personal Property Depreciation Update Rows
- Update the Personal Property Depreciation Update
- View the Personal Property Depreciation Update Transaction Status
- Export a Personal Property Depreciation Update Report

Export a Depreciation Update Personal Property Report

Overview

The Depreciation Update Personal Property Report Export page provides the ability to save the report in different formats.

Navigation

Accounting > DEPRN UPDATE > Personal Property > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > Export a Personal Property Depreciation Update Report page

Page Fields

The following fields display on the **Depreciation Update Personal Property Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

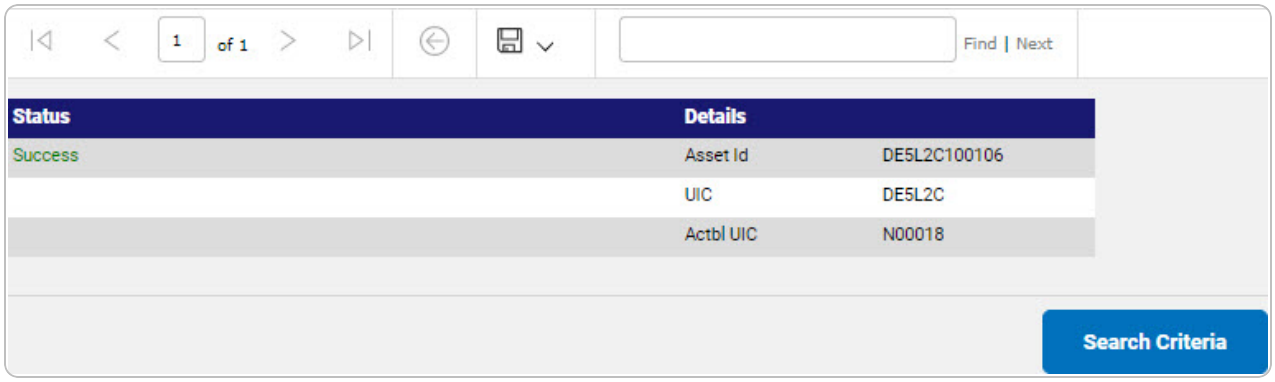
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Depreciation Update Personal Property Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The* ***Personal Property Depreciation Update Search Criteria*** *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the Search Results page.

Related Topics

- Search for a Personal Property Depreciation Update — Criteria
- Search for a Personal Property Depreciation Update — Results
- Select Personal Property Depreciation Update Rows
- Update the Personal Property Depreciation Update
- Personal Property Depreciation Update Improvement Detail
- View the Personal Property Depreciation Update Transaction Status

Search for a Depreciation Update Personal Property — Criteria

Overview

The Property Accountability module Depreciation Update Personal Property process provides the ability to activate Personal Property and Improvements for depreciation and updates the depreciation data. When a Personal Property asset is re-baselined, the previous depreciation reported cannot be recovered for that asset.

Navigation

Accounting > DEPRN UPDATE > Personal Property > Depreciation Update Personal Property Search Criteria page

Page Fields

The following fields display on the **Depreciation Update Personal Property Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
13	Select "Reset" button to clear data.

Personal Property

Personal Property
Personal Prop Impvs

Deprn Sts
UIC
Asset Id
Stock Nbr
Serial Nbr
Asset Sts Cd
Acq Program Name
Type Dsg Name

Personal Property Improvement

Personal Property
Personal Prop Impvs
Deprn Sts
UIC
Asset Id
Acq Program Name
Type Dsg Name
Impv Nbr

Procedures

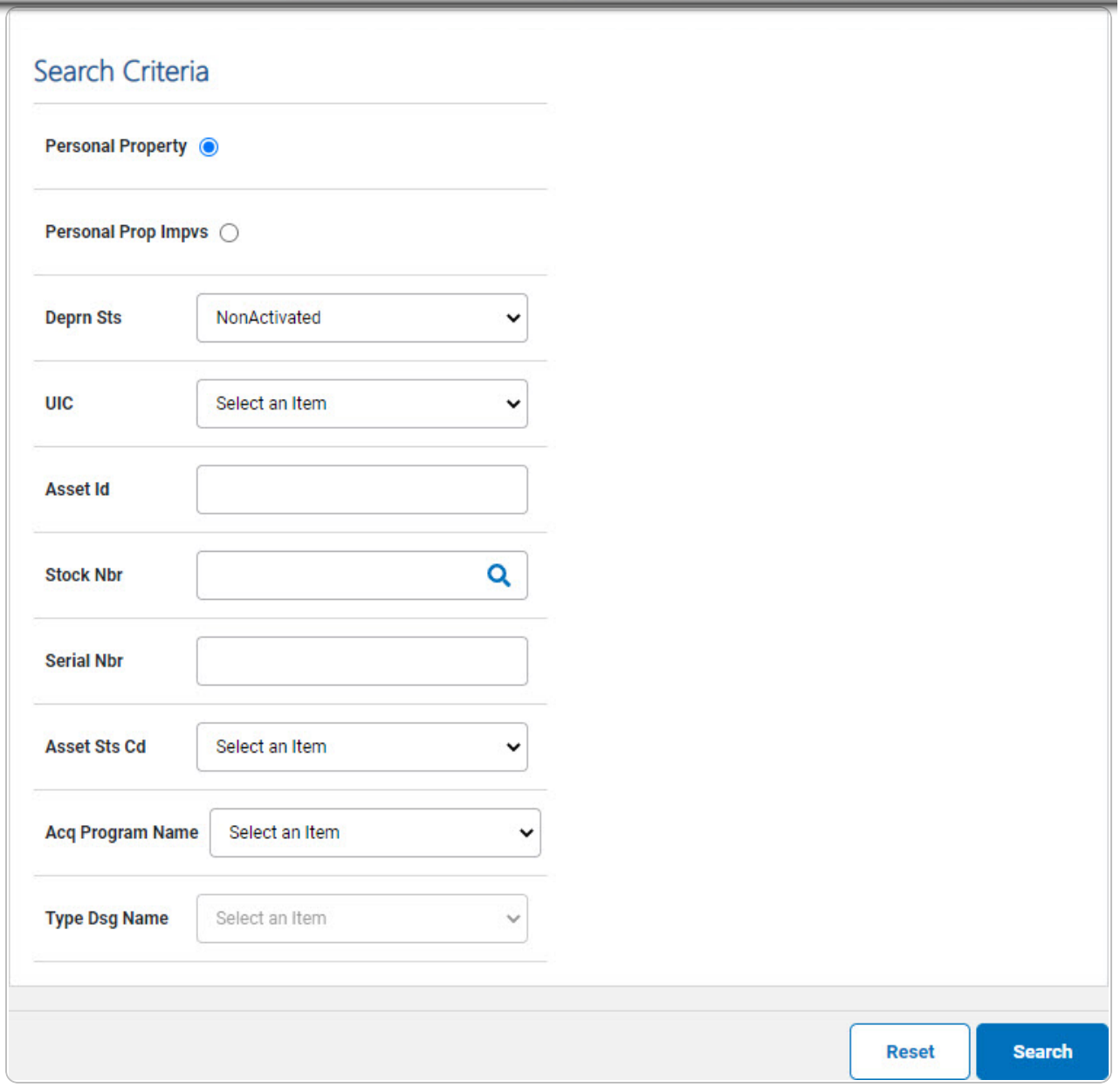
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for Personal Property

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.*

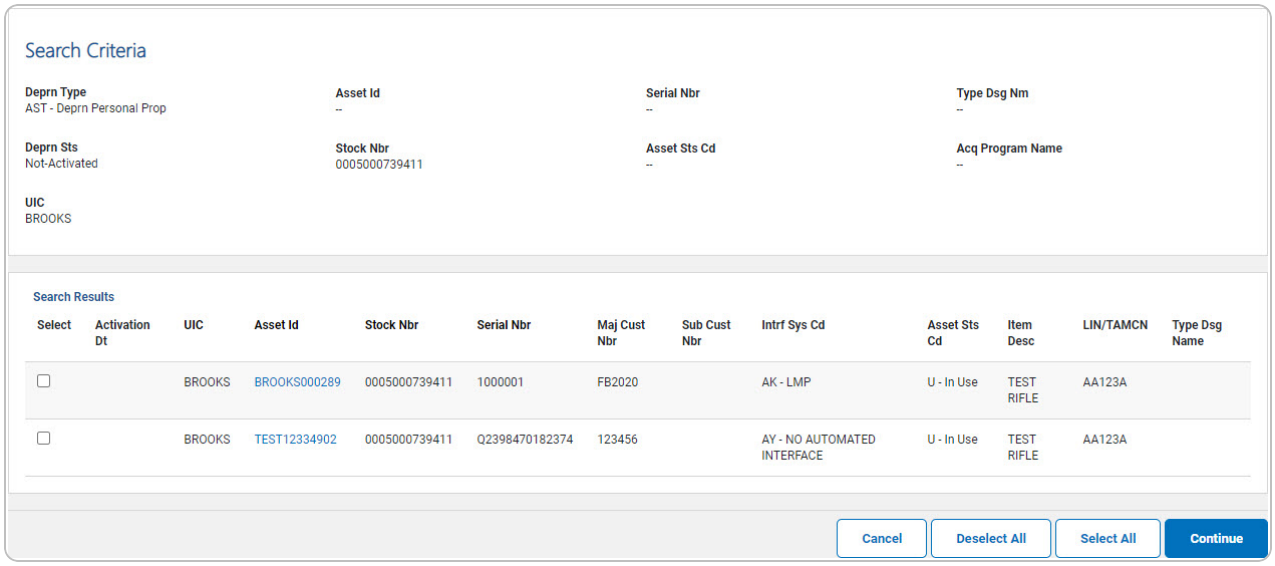
1. Select ○ Personal Property if the depreciated asset is a personal property. *The appropriate fields appear.*



2. Use ▼ to select the desired Deprn Sts.
3. Use ▼ to select the desired UIC.
4. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
5. Enter the STOCK NBR, or use 🔍 to browse for the number. *This is a 15 alphanumeric character field.*

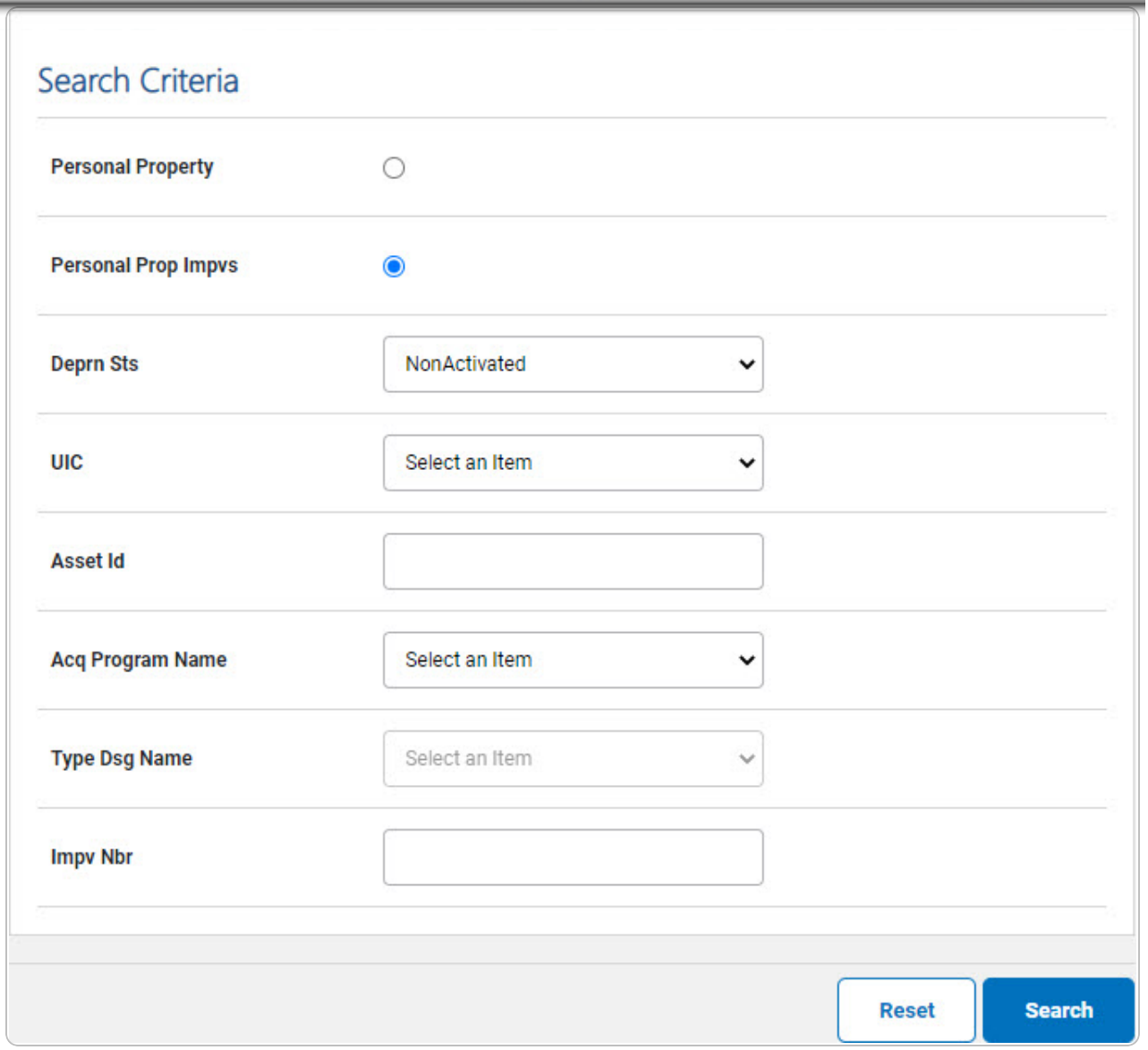
Stock Number Browse help

6. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
7. Use ☑ to select the desired Asset Sts Cd.
8. Use ☑ to select the desired Acq Program Name.
9. Use ☑ to select the desired Type Dsg Name.
10. Select Search. *The **Search for a Personal Property Depreciation Update — Results** page appears. Results display in the Search Results grid.*



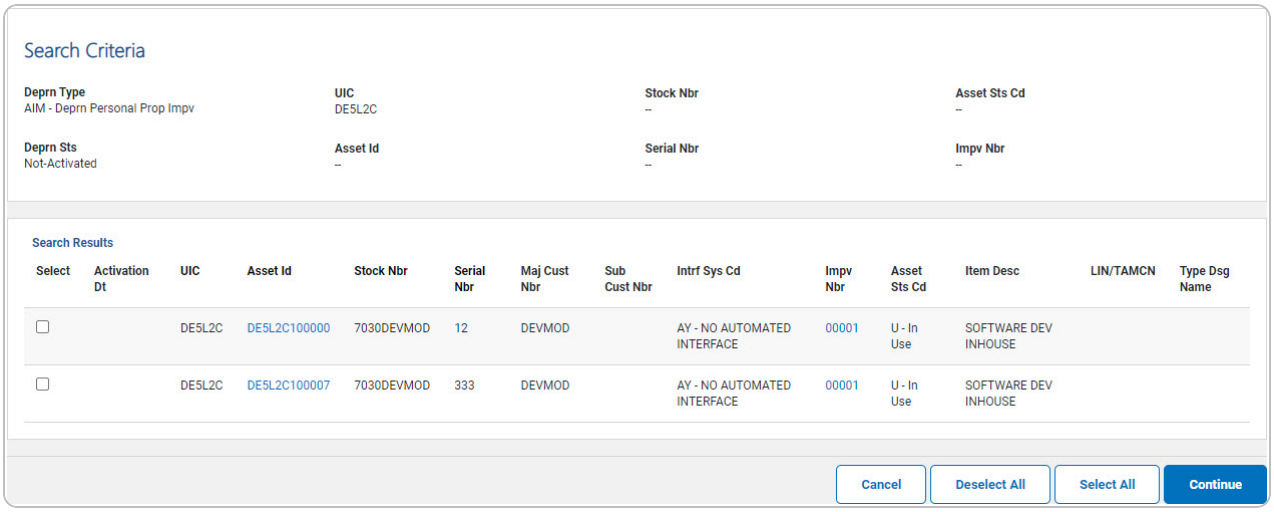
Search for Personal Property Improvements

1. Select ○ PERSONAL PROP IMPVS if the depreciated asset is an improvement on a personal property. *The appropriate fields appear.*



2. Use ☑ to select the desired Deprn Sts.
3. Use ☑ to select the desired UIC.
4. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
5. Use ☑ to select the desired Acq Program Name.
6. Use ☑ to select the desired Type Dsg Name.
7. Enter the IMPV NBR in the field provided. *This is a 5 numeric character field.*

8. Select Search. *The **Search for a Personal Property Depreciation Update — Results** page appears. Results display in the Search Results grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
762 — Special character(s) is not acceptable.	Invalid Entry. Only use alphanumeric characters in the ASSET ID field. Re-enter the field.
	Invalid Entry. Only use alphanumeric characters in the STOCK NBR field. Re-enter the field.
	Invalid Entry. Only use alphanumeric characters in the SERIAL NBR field. Re-enter the field.

	Invalid Entry. Only use alphanumeric characters in the IMPV NBR field. Re-enter the field.

Related Topics

- Search for a Personal Property Depreciation Update — Results
- Select Personal Property Depreciation Update Rows
- Update the Personal Property Depreciation Update
- Personal Property Depreciation Update Improvement Detail
- View the Personal Property Depreciation Update Transaction Status
- Export a Personal Property Depreciation Update Report

Search for a Depreciation Update Personal Property — Results

Overview

The Depreciation Update Personal Property Results page provides the ability to select the personal property and improvement record(s) to update.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > DEPRN UPDATE > Personal Property > Search Criteria > Search > Personal Property Depreciation Update Search Results page

Page Fields

The following fields display on the **Depreciation Update Personal Property Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
133	To Update record(s), select the Check Box(s) or choose the "Select All" button for mass actions.
5	Select "Hyperlink" to view details for specific record.

16	"Deselect All" button clears all rows, all pages.
61	Select "Cancel" to return to Search Criteria page.

Personal Property

Search Criteria

Deprn Type
Deprn Sts
UIC
Asset Id
Stock Nbr
Serial Nbr
Asset Sts Cd
Type Dsg Name
Acq Program Name

Search Results

Select
Activation Dt
UIC
Asset Id
Stock Nbr
Serial Nbr
Maj Cust Nbr
Sub Cust Nbr
Intrf Sys Cd
Asset Sts Cd
LIN/TAMCN
Type Dsg Name

Personal Property Improvements

Search Criteria

Deprn Type
Deprn Sts
UIC

Asset Id
Stock Nbr
Serial Nbr
Asset Sts Cd
Impv Nbr

Search Results

Select
Activation Dt
UIC
Asset Id
Stock Nbr
Serial Nbr
Maj Cust Nbr
Sub Cust Nbr
Intrf Sys Cd
Impv Nbr
Asset Sts Cd
Item Desc
LIN/TAMCN
Type Dsg Name

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Personal Property

Update a Single Personal Property

1. Click ☐ to select the desired property.
2. Select Continue. *The **Personal Property Depreciation Update Selected Rows** page appears.*

Mass Update a Personal Property

1. Select Select All to select all of the properties.

OR

Click ☐ to select the desired properties.

Helpful Tip

For mass updates, the selected records must have the same stock number and interface system code.

2. Select Continue. *The **Personal Property Depreciation Update Selected Rows** page appears.*

View the Personal Property Asset Details

Select the ASSET ID hyperlink. *The **Asset Details** page appears.*

Personal Property Improvements

Update a Single Personal Property Improvement

1. Click ☐ to select the desired property.
2. Select Continue. *The **Personal Property Depreciation Update Selected Rows** page appears.*

Mass Update a Personal Property Improvement

1. Select Select All to select all of the properties.

OR

Click ☐ to select the desired properties.

Helpful Tip

For mass updates, the selected records must have the same stock number and interface system code.

2. Select Continue. *The **Personal Property Depreciation Update Selected Rows** page appears.*

View the Personal Property Asset Details

Select the ASSET ID hyperlink. *The **Asset Details** page appears.*

View the Personal Property Improvement Details

Select the IMPV NBR hyperlink. *The **Personal Property Improvement Depreciation Update Details** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
375 — Selected rows must have matching STOCK NBR and INTRF SYS CD.	Invalid Entry. For mass updates, the selected records must have the same stock number and interface system code. Re-try record selection.

Related Topics

- Search for a Personal Property Depreciation Update — Criteria
- Select Personal Property Depreciation Update Rows
- Update the Personal Property Depreciation Update
- Personal Property Depreciation Update Improvement Detail
- View the Personal Property Depreciation Update Transaction Status
- Export a Personal Property Depreciation Update Report

Select Depreciation Update Personal Property Rows

Overview

The Depreciation Update Personal Property Selected Rows page displays the records selected for a depreciation update.

Navigation

Accounting > DEPRN UPDATE > Personal Property > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Depreciation Update Personal Property Selected Rows page

Page Fields

The following fields display on the **Depreciation Update Personal Property Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
133	To Update record(s), select the Check Box(s) or choose the "Select All" button for mass actions.
5	Select "Hyperlink" to view details for specific record.
16	"Deselect All" button clears all rows, all pages.
61	Select "Cancel" to return to Search Criteria page.

Personal Property

Search Criteria

Deprn Type
Deprn Sts
UIC
Asset Id
Stock Nbr
Serial Nbr
Asset Sts Cd
Type Dsg Name
Acq Program Name

Selected Rows

Activation Dt
UIC
Asset Id
Stock Nbr
Serial Nbr
Maj Cust Nbr
Sub Cust Nbr
Intrf Sys Cd
Asset Sts Cd
Item Desc
LIN/TAMCN
Type Dsg Name

Personal Property Improvements

Search Criteria

Deprn Type
Deprn Sts
UIC
Asset Id
Stock Nbr
Serial Nbr
Asset Sts Cd
Impv Nbr

Selected Rows

Activation Dt

UIC
Asset Id
Stock Nbr
Serial Nbr
Maj Cust Nbr
Sub Cust Nbr
Intrf Sys Cd
Impv Nbr
Asset Sts Cd
Item Desc
LIN/TAMCN
Type Dsg Name

Procedures

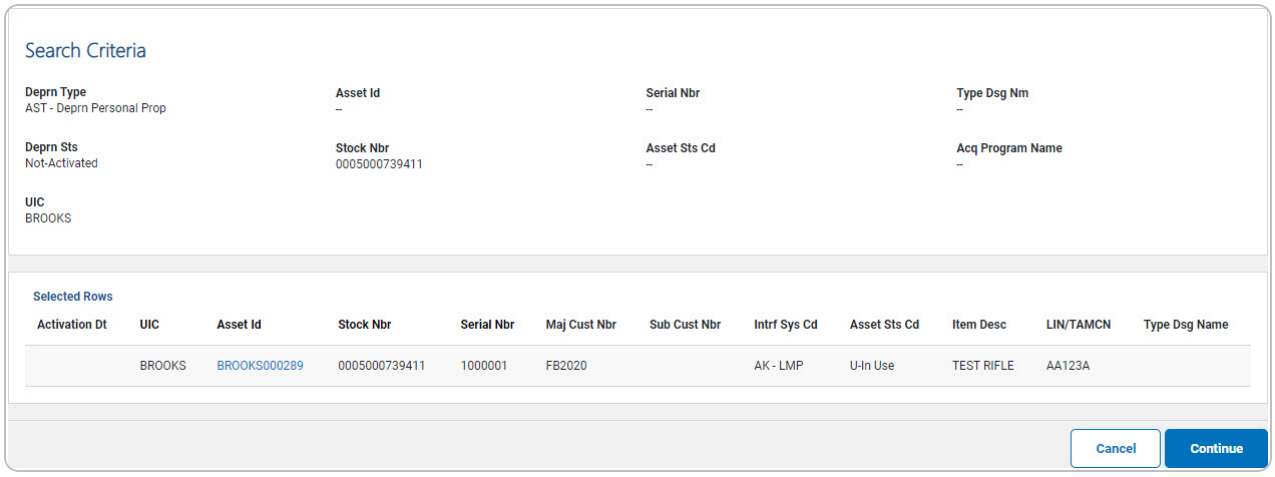
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review the Depreciation Update Personal Property Selected Records

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

1. Verify the Search Criteria panel:



- *Verify the DEPRN TYPE.*
- *Verify the DEPRN STS.*
- *Verify the UIC.*

- *Verify the ASSET ID.*
- *Verify the STOCK NBR.*
- *Verify the SERIAL NBR.*
- *Verify the ASSET STS CD.*
- *Verify the TYPE DSG NAME.*
- *Verify the ACQ PROGRAM NAME.*

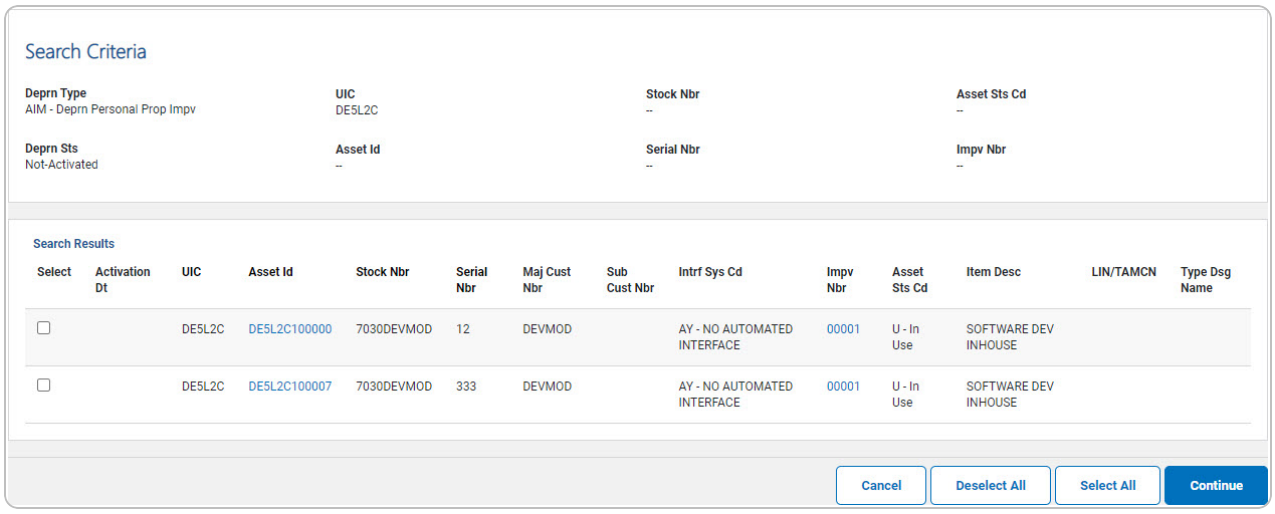
2. Select the ASSET ID hyperlink. *The **Asset Details** page appears.*

3. Select Continue. *The **Depreciation Update Personal Property Update** page appears.*

Review the Depreciation Update Personal Property Improvement Selected Records

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

1. Verify the Search Criteria panel:



- *Verify the DEPRN TYPE.*
- *Verify the DEPRN STS.*
- *Verify the UIC.*
- *Verify the ASSET ID.*
- *Verify the STOCK NBR.*

- *Verify the SERIAL NBR.*
- *Verify the ASSET STS CD.*
- *Verify the IMPV NBR.*

2. Select the ASSET ID hyperlink. *The **Asset Details** page appears.*
3. Select the IMPV NBR hyperlink. *The **Personal Property Improvement Depreciation Update Details** page appears.*
4. Select Continue. *The **Depreciation Update Personal Property Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a Personal Property Depreciation Update — Criteria
- Search for a Personal Property Depreciation Update — Results
- Update the Personal Property Depreciation Update
- Personal Property Depreciation Update Improvement Detail
- View the Personal Property Depreciation Update Transaction Status
- Export a Personal Property Depreciation Update Report

View the Depreciation Update Personal Property Transaction Status

Overview

The Depreciation Update Personal Property Transaction Status page displays a verification of the update or improve transaction performed.

Navigation

Accounting > DEPRN UPDATE > Personal Property > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Depreciation Update Personal Property Transaction Status page

Page Fields

The following fields display on the **Depreciation Update Personal Property Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

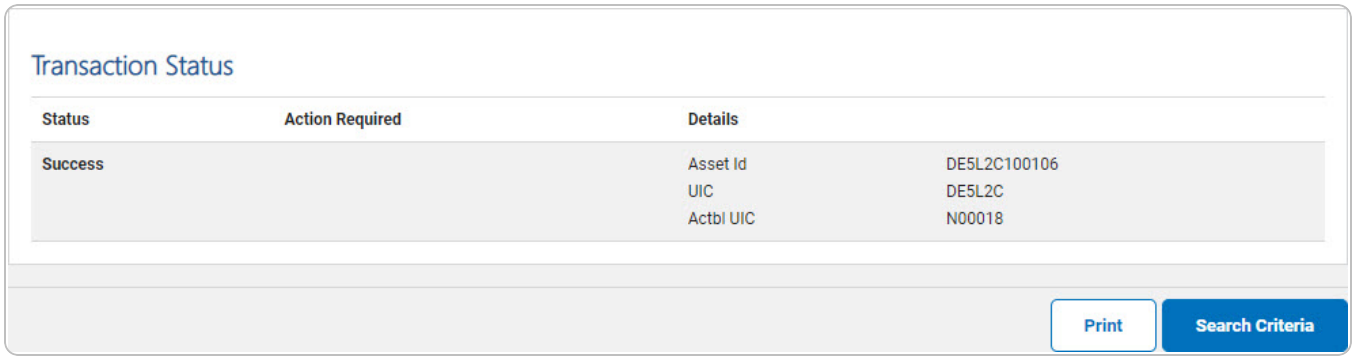
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Depreciation Update Personal Property Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The **Export a Personal Property Depreciation Update Report** page appears.*
- Select Search Criteria to return to the **Search for a Personal Property Depreciation Report — Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Personal Property Depreciation Update — Criteria
- Search for a Personal Property Depreciation Update — Results
- Select Personal Property Depreciation Update Rows
- Update the Personal Property Depreciation Update

- Personal Property Depreciation Update Improvement Detail
- Export a Personal Property Depreciation Update Report

Update the Depreciation Update Personal Property Record

Overview

The Depreciation Update Personal Property Update process allows editing and activating of assets, and beginning their depreciation. In this process, the depreciation period is set, prior depreciation is calculated, and accounting information is entered.

Navigation

Accounting > DEPRN UPDATE > Personal Property > Search Criteria > Search > Search Results > ☐ (desired record) > Continue > Selected Rows > Continue > Depreciation Update Personal Property Update page

Page Fields

The following fields display on the **Depreciation Update Personal Property Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
168	DEPRN Period may be between 24 months and the maximum number of months allowed by regulation
18	Select "Update" button to process transaction(s).

61	Select "Cancel" to return to Search Criteria page.
328	DEPRN UTIL SVC LIFE must be > "0" for Activity Based DEPRN".

Personal Property AND Personal Property Improvement

Record Information

Deprn Type
Deprn Sts
UIC
Asset Id
Stock Nbr
Serial Nbr
Asset Sts Cd
LIN/TAMCN
Fdcry Deprn Mthd Cd
Type Dsg Name
Deprn Util Qty
Util Measure Cd
Write Down Amt
Item Desc
Accumd Deprn
Total Cost
Deprn Cost Center Desc

Simulate Depreciation

Depreciation Update

Activation Dt
Deprn Period *
Salvage Value
Prior Deprn SL
Prior Deprn AB
Exp Cd *
Deprn Sts *
Deprn Cost Center
Deprn Task Cd
Deprn Job Order Nbr

Deprn Util Svc Life
Prior Deprn Util Qty
Action Type

(*) Asterisk identifies mandatory fields.

Procedures

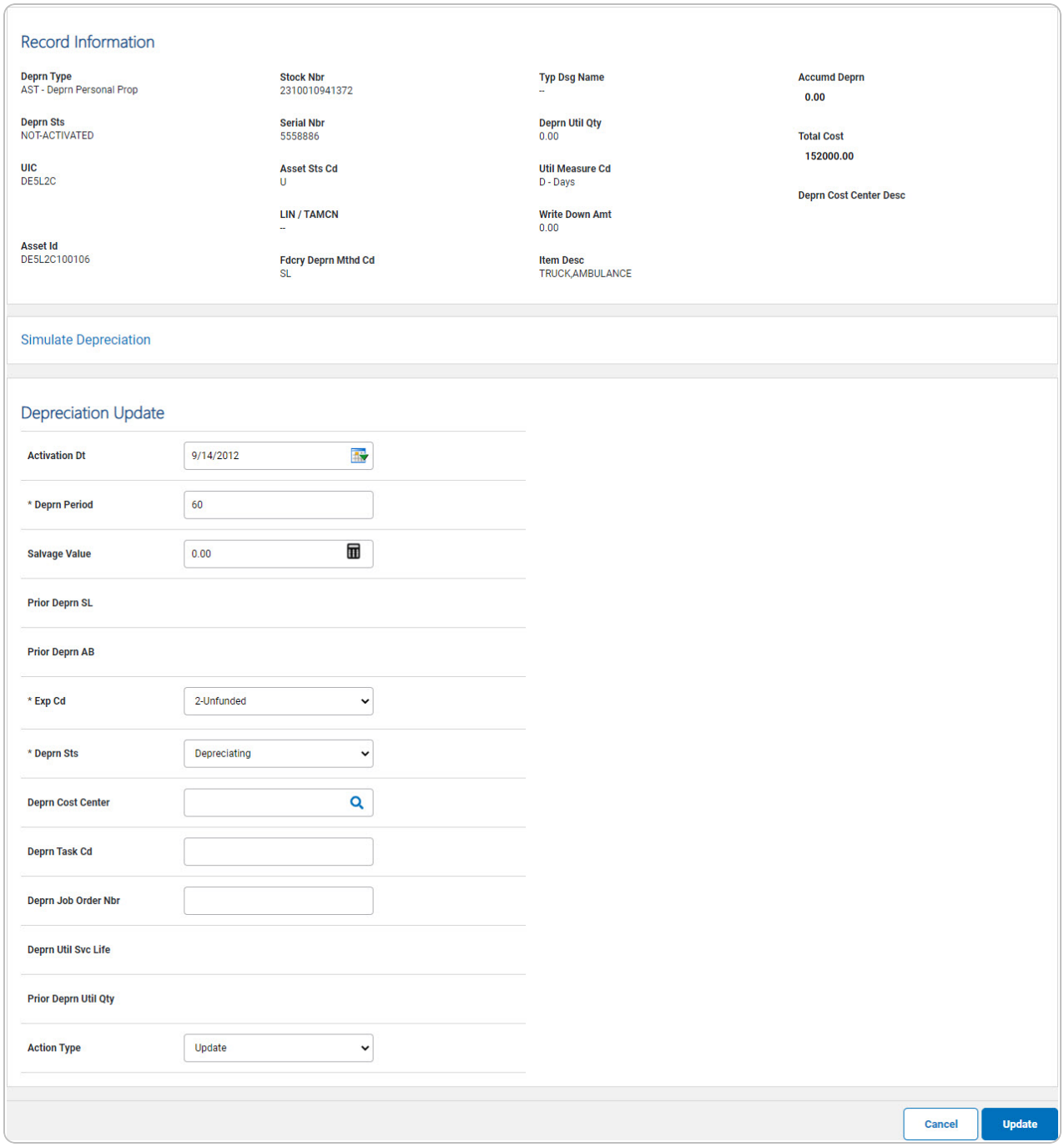
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Depreciation

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

1. Review the Record Information.



- *Verify the DEPRN TYPE.*
- *Verify the DEPRN STS.*

- *Verify the UIC.*
- *Verify the ASSET ID.*
- *Verify the STOCK NBR.*
- *Verify the SERIAL NBR.*
- *Verify the ASSET STS CD.*
- *Verify the LIN/TAMCN.*
- *Verify the FDCRY DEPRN MTHD CD.*
- *Verify the TYPE DSG NAME.*
- *Verify the DEPRN UTIL QTY.*
- *Verify the UTIL MEASURE CD.*
- *Verify the WRITE DOWN AMT.*
- *Verify the ITEM DESC.*
- *Verify the ACCUMD DEPRN.*
- *Verify the Total Cost.*
- *Verify the DEPRN COST CENTER DESC.*

2. Select the Simulate Depreciation hyperlink. *The **Depreciation Simulator** pop-up window appears.*
3. Update the ACTIVATION DT, using or entering the date (MM/DD/YYYY) in the field provided.
4. Update the DEPRN PERIOD, entering the revised identifier in the field provided. *This is a 3 numeric character field.*
5. Update the Salvage Value, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

   Salvage Value Calculator help
6. Update the PRIOR DEPRN SL, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

   Prior Depreciation Calculator help
7. Update the PRIOR DEPRN AB, entering the revised amount in the field provided. *This is a 17.2 numeric character field.*
8. Update the Exp Cd, using to select the desired code.
9. Update the Deprn Sts, using to select the desired status.

10. Update the DEPRN COST CENTER, using to browse for the revised identifier.

    Cost Center Browse help

11. Update the DEPRN TASK CD, entering the revised code in the field provided. *This is a 14 alphanumeric character field.*
12. Update the DEPRN JOB ORDER NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*
13. Update the DEPRN UTIL SVC LIFE, entering the revised value in the field provided. *This is a 17.2 numeric character field.*
14. Update the PRIOR DEPRN UTIL QTY, entering the revised value in the field provided. *This is a 17.2 numeric character field.*
15. Update the Action Type, using to select the desired kind.
16. Select Update. *The **Personal Property Depreciation Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
302 — ACTIVATION DT must be > or = to ACQ DT.	Invalid Entry. The ACQ DT must be the same as or before the ACTIVATION DT. Re-enter the ACTIVATION DT.
676 — Entry must be alpha-numeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z",

	numeric "0" through "9") characters.
310 — DEPRN PRD must be between 24 and the maximum number of months allowed by regulation 120.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
589 — DEPRN PRD must be > = to DEPRN UTIL PRD REBSLN value.	Invalid Entry. The period of rebaselining a depreciation utilization must be smaller than or the same as the depreciation period. Enter a valid amount.
751 — Cost Center is either frozen or outside of date range.	Invalid Entry. The cost center entered is not currently available. Enter a valid cost center.

Related Topics

- Search for a Personal Property Depreciation Update — Criteria
- Search for a Personal Property Depreciation Update — Results
- Select Personal Property Depreciation Update Rows
- Personal Property Depreciation Update Improvement Detail
- View the Personal Property Depreciation Update Transaction Status
- Export a Personal Property Depreciation Update Report

Export a Real Property Depreciation Update Report

Overview

The Export a Real Property Depreciation Update Report page provides the ability to save the Transaction Status in different formats.

Navigation

Accounting > DEPRN UPDATE > Real Property > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > Export a Real Property Depreciation Update Report page

Page Fields

The following fields display on the **Depreciation Update Real Property Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

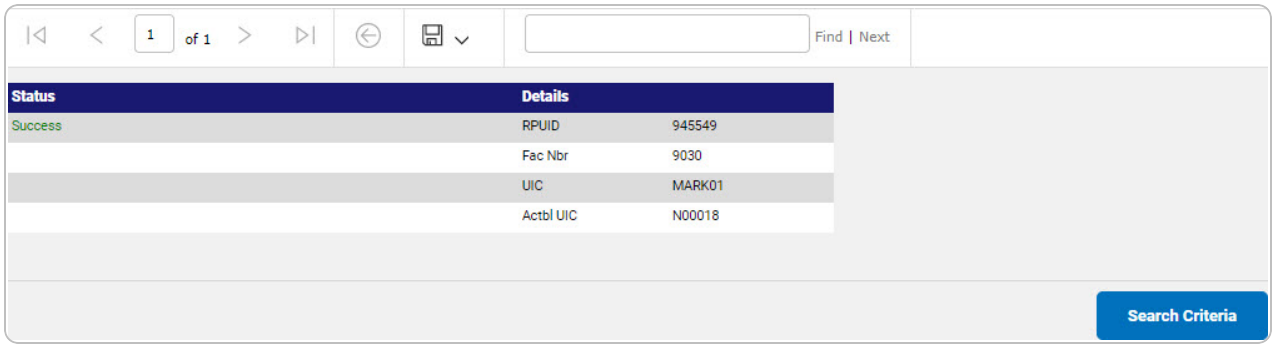
Procedures

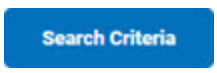
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Depreciation Update Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select  to return to the **Real Property Depreciation Update Search Criteria** page.

Search the Results

1. Select the empty field

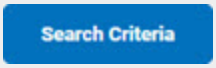
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Search for a Real Property Depreciation Update — Criteria
- Search for a Real Property Depreciation Update — Results
- Select Real Property Depreciation Update Rows
- Update the Real Property Depreciation Update
- Real Property Depreciation Update Detail
- Real Property Depreciation Update Improvement Detail
- View the Real Property Depreciation Update Transaction Status

Search for a Depreciation Update Real Property — Criteria

Overview

The Property Accountability module Depreciation Update Real Property process provides the ability to activate Real Property and Improvements for depreciation and updates the depreciation data.

Navigation

Accounting > DEPRN UPDATE > Real Property > Depreciation Update Real Property Search Criteria page

Page Fields

The following fields display on the **Depreciation Update Real Property Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
4	When "Search" button is selected all fields are optional, enter data to limit number of rows retrieved.
13	Select "Reset" button to clear data.

Real Property

Real Property
Real Prop Impvs
Deprn Sts

UIC
Instl Nbr
RP Site Name
Fac Nbr
Land Acq Tract Id
RPUID

Real Property Improvement

Real Property
Real Prop Impvs
Deprn Sts
UIC
Instl Nbr
RP Site Name
Fac Nbr
Land Acq Tract Id
RPUID
Impv Nbr

Procedures

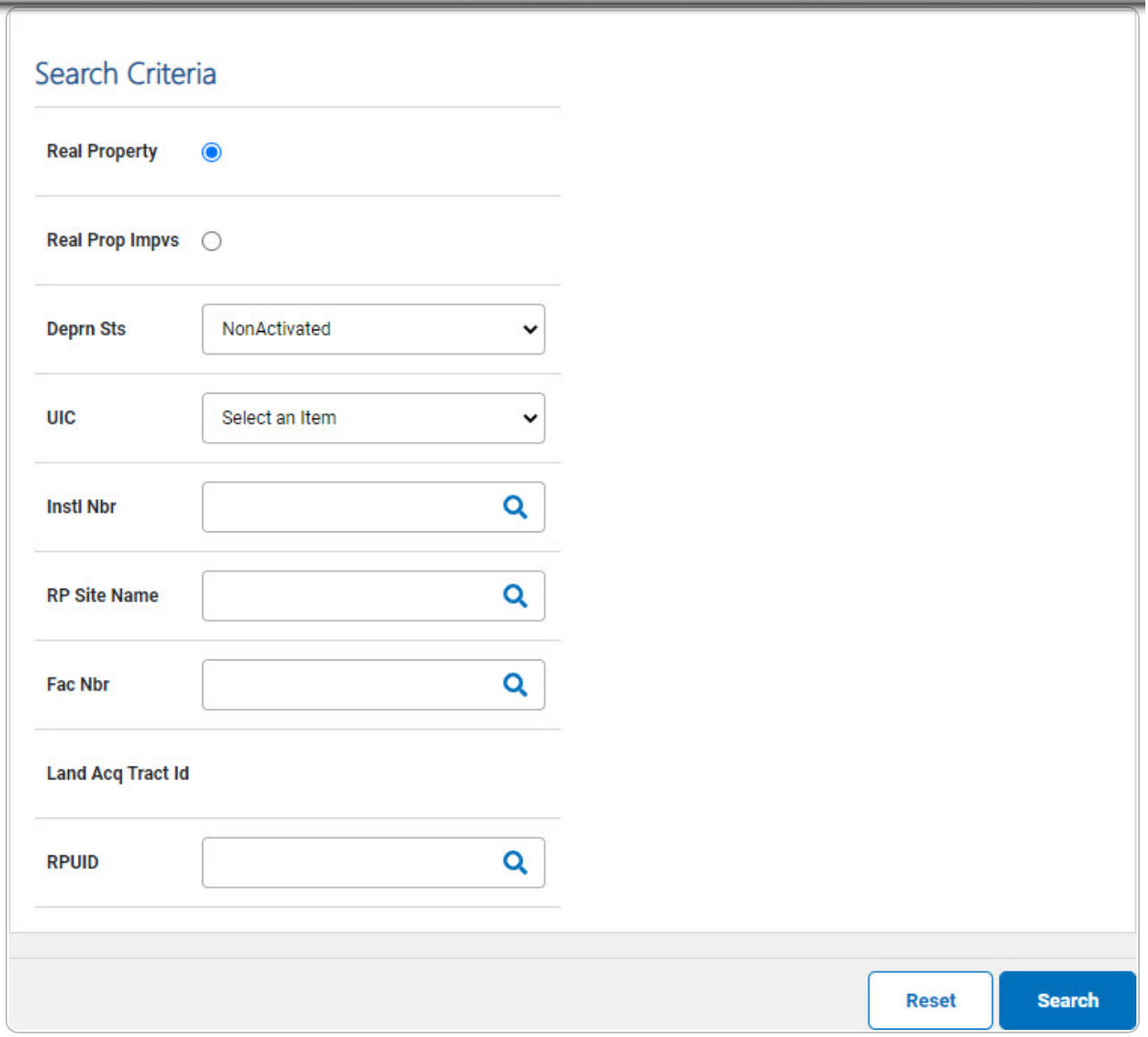
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for Real Property

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. Select ○ Real Property if the depreciated asset is a real property. *The appropriate fields appear.*



2. Use to select the desired Deprn Sts.
3. Use to select the desired UIC.
4. Enter the INSTL NBR, or use to browse for the entry. *This is a 5 alphanumeric character field.*

   Installation Number Browse help
5. Enter the RP SITE NAME, or use to browse for the entry. *This is a 100 alphanumeric character field.*

Real Property Site Name help

6. Enter the FAC NBR, or use to browse for the RPUID Asset entry. *This is an 20 alpha-numeric character field.*

   Real Property Unique Identifier Asset help

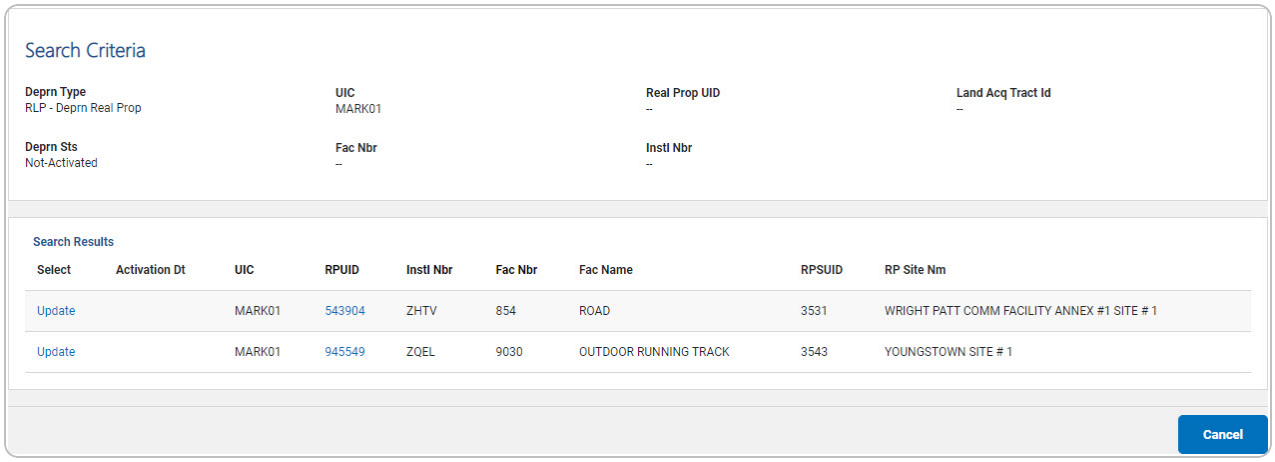
7. Enter the LAND ACQ TRACT ID, or use to browse for the RPUID Asset entry. *This is a 25 alphanumeric character field.*

   Real Property Unique Identifier Asset help

8. Enter the RPUID, or use to browse for the RPUID Asset entry. *This is an 18 alpha-numeric character field.*

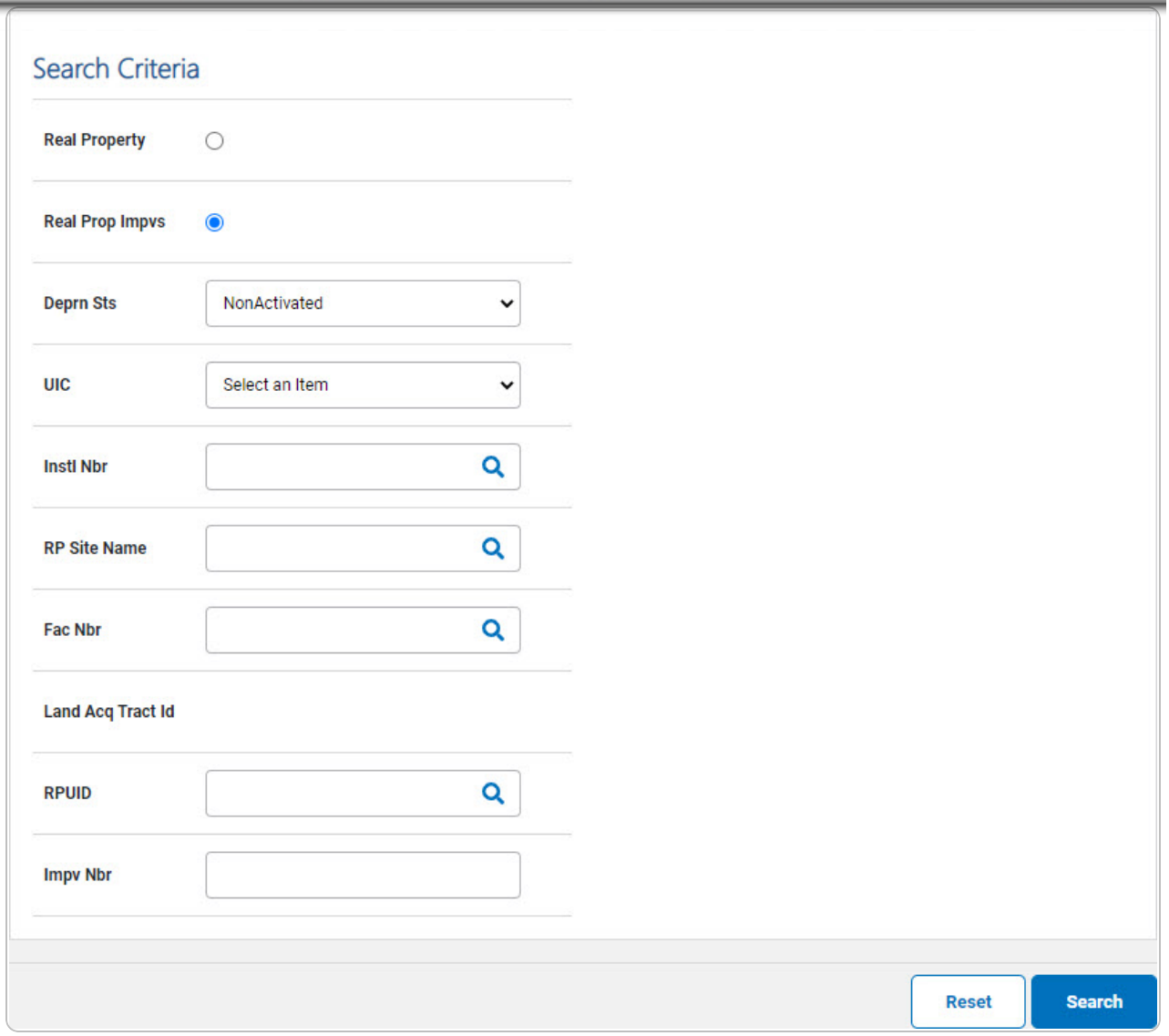
   Real Property Unique Identifier help

9. Select Search. *The **Search for a Real Property Depreciation Update — Results** page appears. Results display in the Search Results grid.*



Search for Real Property Improvements

1. Select REAL PROP IMPVS if the depreciated asset is an improvement on a real property. *The appropriate fields appear.*



2. Use to select the desired Deprn Sts.
3. Use to select the desired UIC.
4. Enter the INSTL NBR, or use to browse for the entry. *This is a 5 alphanumeric character field.*

   Installation Number Browse help
5. Enter the RP SITE NAME, or use to browse for the entry. *This is a 100 alphanumeric character field.*

   Real Property Site Name help

6. Enter the FAC NBR, or use to browse for the RPUID Asset entry. *This is an 20 alpha-numeric character field.*

   Real Property Unique Identifier Asset help

7. Enter the LAND ACQ TRACT ID, or use to browse for the RPUID Asset entry. *This is a 25 alphanumeric character field.*

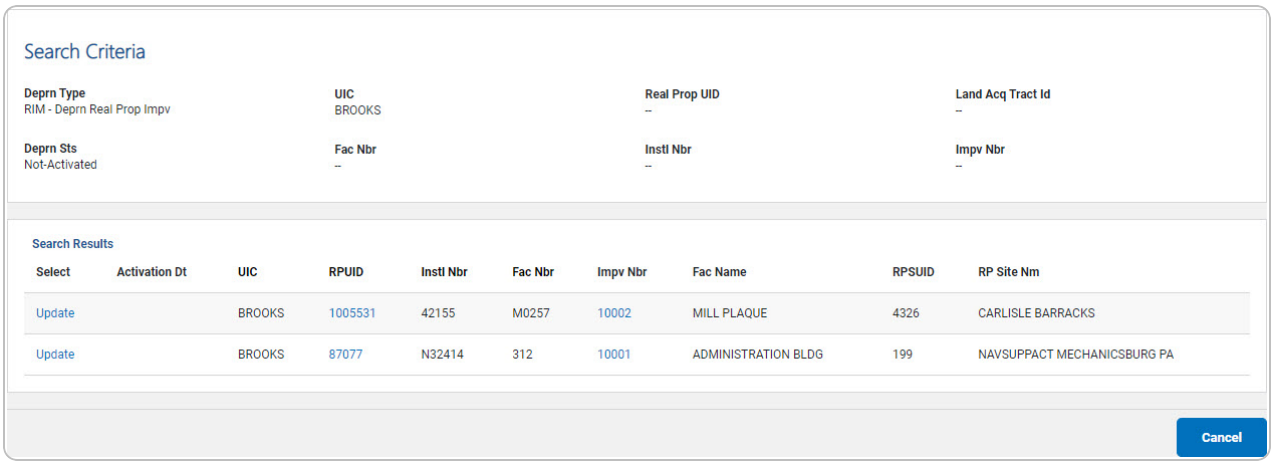
   Real Property Unique Identifier Asset help

8. Enter the RPUID, or use to browse for the RPUID Asset entry. *This is an 18 alpha-numeric character field.*

   Real Property Unique Identifier help

9. Enter the IMPV NBR in the field provided. *This is a 5 numeric character field.*

10. Select Search. *The **Search for a Real Property Depreciation Update — Results** page appears. Results display in the Search Results grid.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security

have the appropriate security access.	access. Enter different Search Criteria and try the Search again.
762 — Special character(s) is not acceptable.	Invalid Entry. Only use alphanumeric characters in the ASSET ID field. Re-enter the field.
	Invalid Entry. Only use alphanumeric characters in the STOCK NBR field. Re-enter the field.
	Invalid Entry. Only use alphanumeric characters in the SERIAL NBR field. Re-enter the field.
	Invalid Entry. Only use alphanumeric characters in the IMPV NBR field. Re-enter the field.
	Invalid Entry. Only use alphanumeric characters in the RPUID field. Re-enter the field.
	Invalid Entry. Only use alphanumeric characters in the FAC NBR field. Re-enter the field.

Related Topics

- Search for a Real Property Depreciation Update — Results
- Select Real Property Depreciation Update Rows
- Update the Real Property Depreciation Update
- Real Property Depreciation Update Detail
- Real Property Depreciation Update Improvement Detail
- View the Real Property Depreciation Update Transaction Status
- Export a Real Property Depreciation Update Report

Search for a Depreciation Update Real Property — Results

Overview

The Depreciation Update Real Property Results page provides the ability to select the real property and improvement record(s) to update.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > DEPRN UPDATE > Real Property > Search Criteria > Search > Real Property Depreciation Update Search Results page

Page Fields

The following fields display on the **Depreciation Update Real Property Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
5	Select "Hyperlink" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.

Real Property

Search Criteria

Deprn Type
Deprn Sts
UIC
Fac Nbr
Real Property UID
Instl Nbr
Land Acq Tract Id

Search Results

Select
Activation Dt
UIC
RPUID
Instl Nbr
Fac Nbr
Fac Name
RPSUID
RP Site Name

Real Property Improvements

Search Criteria

Deprn Type
Deprn Sts
UIC
Fac Nbr
Real Prop UID
Instl Nbr
Land Acq Tract Id
Impv Nbr

Search Results

Select
Activation Dt
UIC
RPUID
Instl Nbr
Fac Nbr

Impv Nbr
Fac Name
RPSUID
RP Site Name

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Real Property

Update a Real Property

Select the Update hyperlink. *The **Real Property Depreciation Update Selected Rows** page appears.*

Real Property Details

Select the RPUID hyperlink. *The **Real Property Depreciation Update Details** page appears.*

Real Property Improvements

Update a Real Property

Select the Update hyperlink. *The **Real Property Depreciation Update Selected Rows** page appears.*

Real Property Details

Select the RPUID hyperlink. *The **Real Property Depreciation Update Details** page appears.*

Real Property Improvements Details

Select the IMPV NBR hyperlink. *The **Real Property Improvements Depreciation Update Details** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
375 — Selected rows must have matching STOCK NBR and INTRF SYS CD.	Invalid Entry. For mass updates, the selected records must have the same stock number and interface system code. Re-try record selection.

Related Topics

- Search for a Real Property Depreciation Update — Criteria
- Select Real Property Depreciation Update Rows
- Update the Real Property Depreciation Update
- Real Property Depreciation Update Detail
- Real Property Depreciation Update Improvement Detail
- View the Real Property Depreciation Update Transaction Status
- Export a Real Property Depreciation Update Report

Select Depreciation Update Real Property Rows

Overview

The Depreciation Update Real Property Selected Rows page displays the records selected for a depreciation update.

Navigation

Accounting > DEPRN UPDATE > Real Property > Search Criteria > Search > Search Results > Update hyperlink > Depreciation Update Real Property Selected Rows page

Page Fields

The following fields display on the **Depreciation Update Real Property Selected Rows** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
5	Select "Hyperlink" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.

Real Property

Search Criteria

Deprn Type
Deprn Sts
UIC
Fac Nbr
Real Prop UID

Instl Nbr
Land Acq Tract Id

Selected Rows

Activation Dt
UIC
RPUID
Instl Nbr
Fac Nbr
Fac Name
RPSUID
RP Site Name

Real Property Improvements

Search Criteria

Deprn Type
Deprn Sts
UIC
Fac Nbr
Real Prop UID
Instl Nbr
Land Acq Tract Id
Impv Nbr

Selected Rows

Activation Dt
UIC
RPUID
Instl Nbr
Fac Nbr
Impv Nbr
Fac Name
RPSUID
RP Site Name

Procedures

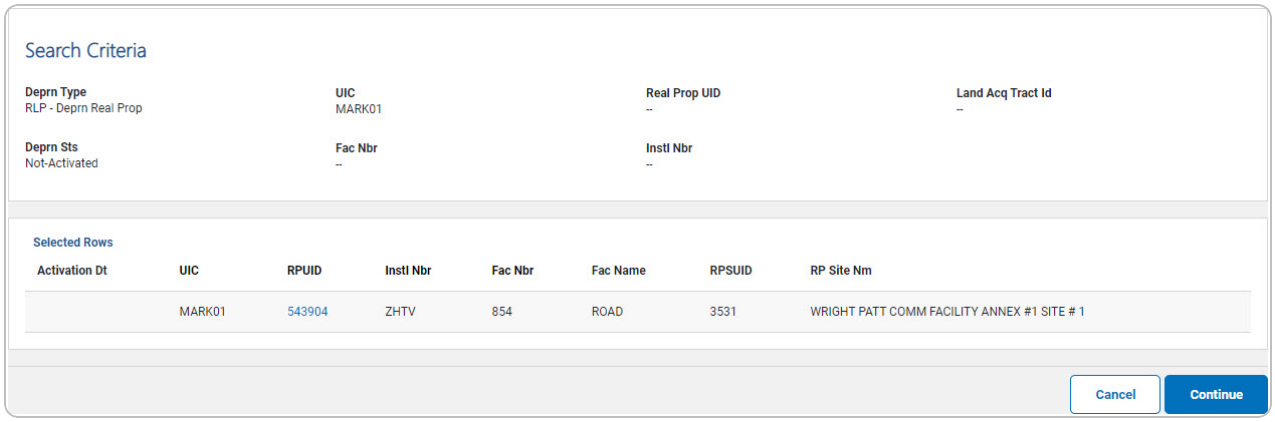
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review the Depreciation Update Real Property Selected Records

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

1. Verify the Search Criteria panel:

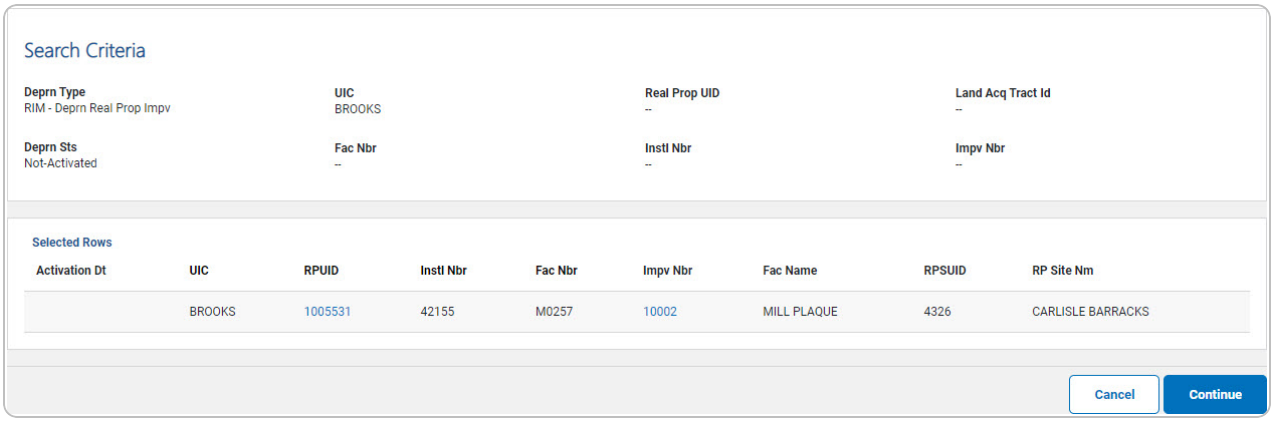


   - *Verify the DEPRN TYPE.*
   - *Verify the DEPRN STS.*
   - *Verify the UIC.*
   - *Verify the FAC NBR.*
   - *Verify the REAL PROP UID.*
   - *Verify the INSTL NBR.*
   - *Verify the LAND ACQ TRACT ID.*
2. Select the RPUID hyperlink. *The* ***Real Property Depreciation Update Details*** *page appears.*
3. Select Continue. *The* ***Depreciation Update Real Property Update*** *page appears.*

Review the Depreciation Update Real Property Improvement Selected Records

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

1. Verify the Search Criteria panel:



- *Verify the DEPRN TYPE.*
- *Verify the DEPRN STS.*
- *Verify the UIC.*
- *Verify the FAC NBR.*
- *Verify the REAL PROP UID.*
- *Verify the INSTL NBR.*
- *Verify the LAND ACQ TRACT ID.*
- *Verify the IMPV NBR.*

2. Select the RPUID hyperlink. *The **Real Property Depreciation Update Details** page appears.*
3. Select the IMPV NBR hyperlink. *The **Real Property Improvement Depreciation Update Details** page appears.*
4. Select Continue. *The **Depreciation Update Real Property Update** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No common errors have been identified for this page.

Related Topics

- Search for a Real Property Depreciation Update — Criteria
- Search for a Real Property Depreciation Update — Results
- Update the Real Property Depreciation Update
- Real Property Depreciation Update Detail
- Real Property Depreciation Update Improvement Detail
- View the Real Property Depreciation Update Transaction Status
- Export a Real Property Depreciation Update Report

View the Real Property Depreciation Update Transaction Status

Overview

The Real Property Depreciation Update Transaction Status page displays a verification of the update or improve transaction performed.

Navigation

Accounting > DEPRN UPDATE > Real Property > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Real Property Depreciation Update Transaction Status page

Page Fields

The following fields display on the **Real Property Depreciation Update Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Transaction Status

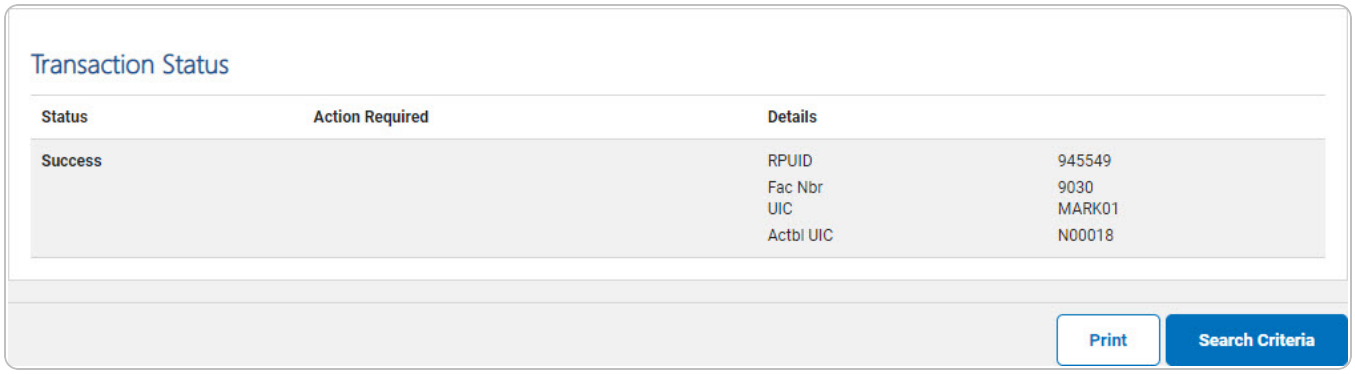
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Depreciation Update Real Property Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The **Export a Real Property Depreciation Update Report** page appears.*
- Select Search Criteria to return to the **Search for a Real Property Depreciation Report — Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Real Property Depreciation Update — Criteria
- Search for a Real Property Depreciation Update — Results
- Select Real Property Depreciation Update Rows
- Update the Real Property Depreciation Update

- Real Property Depreciation Update Detail
- Real Property Depreciation Update Improvement Detail
- Export a Real Property Depreciation Update Report

Update the Depreciation Update Real Property Record

Overview

The Depreciation Update Real Property Update process allows editing and activating of assets, and beginning their depreciation. In this process, the depreciation period is set, prior depreciation is calculated, and accounting information is entered.

Navigation

Accounting > DEPRN UPDATE > Real Property > Search Criteria > Search > Search Results > Update hyperlink > Selected Rows > Continue > Depreciation Update Real Property Update page

Page Fields

The following fields display on the **Depreciation Update Real Property Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
20	Enter data in the field(s) you want to update.
168	DEPRN Period may be between 24 months and the maximum number of months allowed by regulation
18	Select "Update" button to process transaction(s).

61	Select "Cancel" to return to Search Criteria page.
328	DEPRN UTIL SVC LIFE must be > "0" for Activity Based DEPRN".

Real Property

Record Information

Deprn Type
Deprn Sts
UIC
Instl Nbr
RPUID
Fac Nbr
RPSUID
RP Site Name
Accumd Deprn
Total Cost
Deprn Cost Center Desc

Simulate Depreciation

Depreciation Update

Activation Dt
Deprn Period *
Salvage Value
Prior Deprn SL
Exp Cd *
Deprn Sts *
Deprn Cost Center
Deprn Task Cd
Deprn Job Order Nbr
Action Type

(*) Asterisk identifies mandatory fields.

Procedures

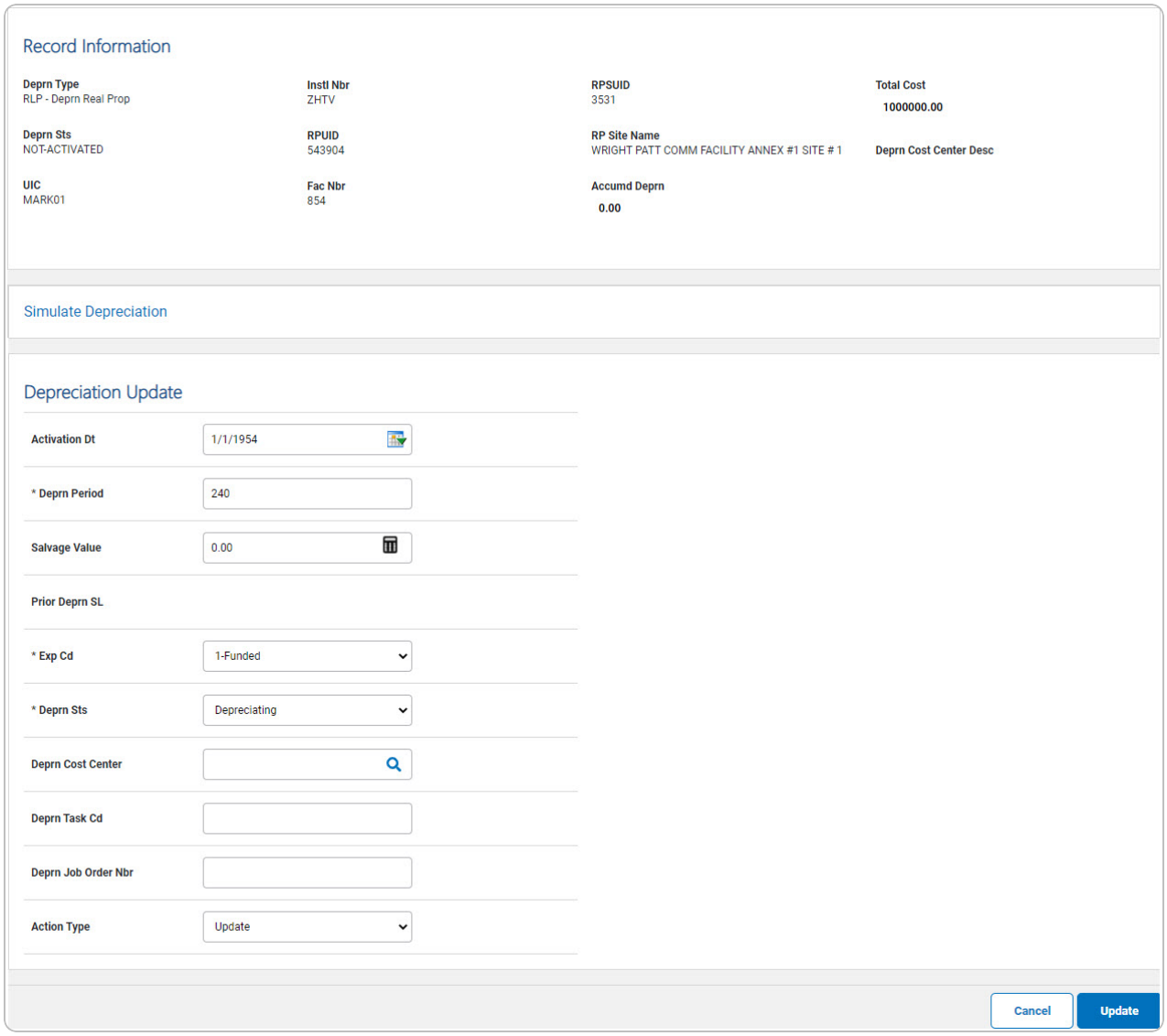
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Depreciation

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

1. Review the Record Information.



- *Verify the DEPRN TYPE.*
- *Verify the DEPRN STS.*
- *Verify the UIC.*
- *Verify the INSTL NBR.*
- *Verify the RPUID.*
- *Verify the FAC NBR.*
- *Verify the RPSUID.*

- *Verify the RP SITE NAME.*
- *Verify the ACCUMD DEPRN.*
- *Verify the Total Cost.*
- *Verify the DEPRN COST CENTER DESC.*

2. Select the Simulate Depreciation hyperlink. *The **Depreciation Simulator** pop-up window appears.*
3. Update the ACTIVATION DT, using or entering the date (MM/DD/YYYY) in the field provided.
4. Update the DEPRN PERIOD, entering the revised identifier in the field provided. *This is a 3 numeric character field.*
5. Update the Salvage Value, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

   Salvage Value Calculator help
6. Update the PRIOR DEPRN SL, using or entering the amount in the field provided. *This is a 17.2 numeric character field.*

   Prior Depreciation Calculator help
7. Update the Exp Cd, using to select the desired code.
8. Update the Deprn Sts, using to select the desired status.
9. Update the DEPRN COST CENTER, using to browse for the revised identifier.

   Cost Center Browse help
10. Update the DEPRN TASK CD, entering the revised code in the field provided. *This is a 14 alphanumeric character field.*
11. Update the DEPRN JOB ORDER NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*
12. Update the Action Type, using to select the desired kind.
13. Select Update. *The **Personal Property Depreciation Update Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
302 — Activation Dt must be > or = to Acq Dt.	Invalid Entry. The Acq Dt must be the same as or before the Activation Dt. Re-enter the Activation Dt.
676 — Entry must be alphanumeric.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
310 — Deprn Prd must be between 24 and the maximum number of months allowed by regulation 120.	Invalid Entry. The period of depreciation must be a specific number of months, between 24 (2 years) and a specified amount. Enter a valid amount of months.
92 — Entry must be numeric.	Invalid Entry. The characters entered in the field include letters. Enter numeric ("0" through "9") characters.
589 — Deprn Prd must be >= to Deprn Util Prd Rebsln value.	Invalid Entry. The period of rebaselining a depreciation utilization must be smaller than or the same as the depreciation period. Enter a valid amount.

751 — Cost Center is either frozen or outside of date range.	Invalid Entry. The cost center entered is not currently available. Enter a valid cost center.

Related Topics

- Search for a Real Property Depreciation Update — Criteria
- Search for a Real Property Depreciation Update — Results
- Select Real Property Depreciation Update Rows
- Real Property Depreciation Update Detail
- Real Property Depreciation Update Improvement Detail
- View the Real Property Depreciation Update Transaction Status
- Export a Real Property Depreciation Update Report

Depreciation Update Real Property Details

Overview

The Depreciation Update Real Property Details page is view only and displays information for a specific record. In addition, any attachments added to the record are available for display.

Navigation

Accounting > DEPRN UPDATE > Real Property > Search Criteria > Search > Search Results > RPUID hyperlink > Depreciation Update Real Property Detail page

Page Fields

The following fields display on the **Depreciation Update Real Property Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Details

RPUID
Instl Nbr
Fac Nbr
Fac Name
UI
Qty
Total Cost
Acq Dt
Asset Cd
Fund Cd /ASN

ACC-SFIS Cd
Cond Cd
Tran Doc Nbr
Tran Action Cd
Rctpt Doc Nbr
Rcpt Action Cd
Dsp Doc Nbr
Dsp Action Cd
Heratige Asset Cd
Mfr Yr
Eff Dt
Deprn Cd
Acct Rpt Nbr
Cptl Cd
Cost Center
Deprn Cost Center
Task Cd
Deprn Task Cd
Job Order Nbr
Deprn Job Order Nbr
Accumd Deprn
Prior Deprn
Activation Dt
Deprn Period
Cntr/PO Nbr
Trading Partner Nbr

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

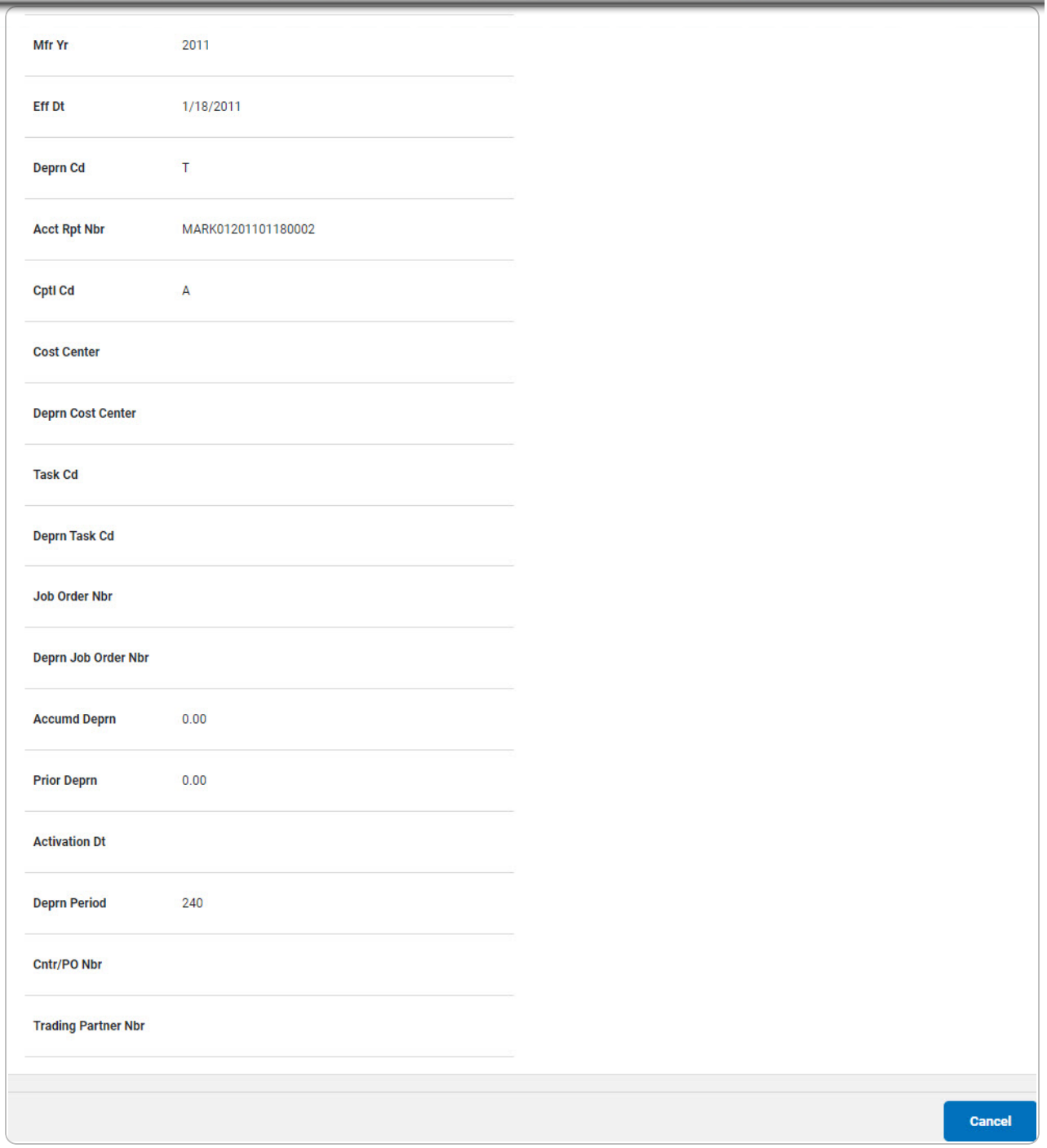
Review the Depreciation Update Real Property Details

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

1. Select the RPUID hyperlink. *The* ***Depreciation Update Real Property Details*** *page appears.*

Details

RPUID	543904
Insti Nbr	ZHTV
Fac Nbr	854
Fac Name	ROAD
UI	SY
Qty	2990
Total Cost	1000000.00
Acq Dt	1/18/2011
Asset Cd	B
Fund Cd/Asn	99-
ACC-SFIS Cd	Q / Q 40000000000051
Cond Cd	99
Tran Doc Nbr	MARK0110180201
Tran Action Cd	INPR
Rcpt Doc Nbr	MARK0110180201
Rcpt Action Cd	INPR
Dsp Doc Nbr	
Dsp Action Cd	
Heritage Asset Cd	N



2. Review the available fields:.
   A. *Verify the RPUID.*
   B. *Verify the INSTL NBR.*

C. *Verify the FAC NBR.*
D. *Verify the FAC NAME.*
E. *Verify the UI.*
F. *Verify the QTY.*
G. *Verify the Total Cost.*
H. *Verify the ACQ DT.*
I. *Verify the ASSET CD.*
J. *Verify the FUND CD / ASN.*
K. *Verify the ACC—SFIS CD.*
L. *Verify the COND CD.*
M. *Verify the TRAN DOC NBR.*
N. *Verify the TRAN ACTION CD.*
O. *Verify the RCPT DOC NBR.*
P. *Verify the RCPT ACTION CD.*
Q. *Verify the DSP DOC NBR.*
R. *Verify the DSP ACTION CD.*
S. *Verify the HERITAGE ASSET CD.*
T. *Verify the MFR YR.*
U. *Verify the EFF DT.*
V. *Verify the DEPRN CD.*
W. *Verify the ACCT RPT NBR.*
X. *Verify the CPTL CD.*
Y. *Verify the Cost Center.*
Z. *Verify the DEPRN COST CENTER.*
AA. *Verify the TASK CD.*
AB. *Verify the DEPRN TASK CD.*
AC. *Verify the JOB ORDER NBR.*
AD. *Verify the DEPRN JOB ORDER NBR.*
AE. *Verify the ACCUMD DEPRN.*
AF. *Verify the PRIOR DEPRN.*
AG. *Verify the ACTIVATION DT.*

AH. *Verify the DEPRN PERIOD.*

AI. *Verify the CNTR/PO NBR.*

AJ. *Verify the TRADING PARTNER NBR.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a Real Property Depreciation Update — Criteria
- Search for a Real Property Depreciation Update — Results
- Select Real Property Depreciation Update Rows
- Update the Real Property Depreciation Update
- Real Property Depreciation Update Improvement Detail
- View the Real Property Depreciation Update Transaction Status
- Export a Real Property Depreciation Update Report

Depreciation Update Real Property Improvement Details

Overview

The Depreciation Update Real Property Improvement Details page is view only and displays information for a specific record.

Navigation

Accounting > DEPRN UPDATE > Real Property > Search Criteria > Search > Search Results > IMPV NBR hyperlink > Depreciation Update Real Property Improvement Details page

Page Fields

The following fields display on the **Depreciation Update Real Property Improvement Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Improvement Details

Impv Nbr
RPUID
Instl Nbr
Fac Nbr
Fac Nm
RP Sys Flg
Acq Dt
Eff Dt
ACC-SFIS Cd
Type Action
Estbd By

Estbd Dt
Last Updtd By
Last Activity Dt
Improvement Cost
Total Cost
Asset Cd
Acct Sys Cd
Acct Rpt Nbr
Cptl Cd
Cost Center
Transfer Type Cd
Task Cd
Trading Partner Nbr
Job Order Nbr
Type Fund Cd
Fund Cd /ASN
Pgm Yr
Dept Cd
Subhead
Basic Symbol
LOA
Obj Class Cd
Cntr/PO Nbr
Oblign Doc Nbr
CLIN
SPIIN
ACRN
SLIN
Activation Dt
Deprn Exp Cd
Deprn Period
Deprn Cost Center
Deprn Task Cd
Deprn Job Order Nbr
Deprn Sts Cd
Accumd Deprn
Deprn SL Rebsln
Deprn SL Lst Rebsln
FY Cost
Salvage Value
Prior Deprn
Current Mnth Deprn Amt
Prr Deprn SL Rebsln

Remarks
History Remarks

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review the Depreciation Update Real Property Improvement Details

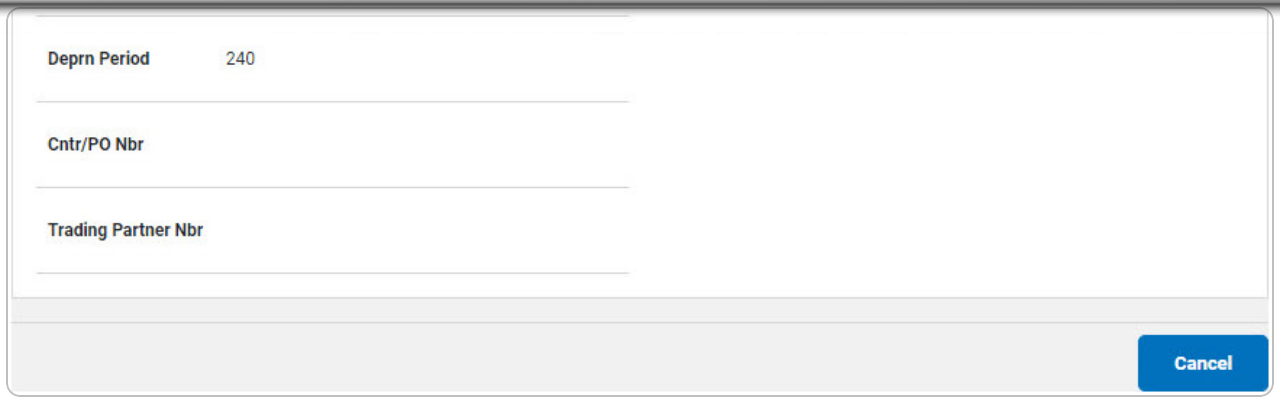
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the IMPV NBR hyperlink. *The* ***Depreciation Update Real Property Improvement Details*** *page appears.*

Details

RPUID	87077
Instl Nbr	N32414
Fac Nbr	312
Fac Name	ADMINISTRATION BLDG
UI	SF
Qty	122512
Total Cost	9700000.00
Acq Dt	2/10/2016
Asset Cd	B
Fund Cd/Asn	99-
ACC-SFIS Cd	Q / Q 40000000000051
Cond Cd	99
Tran Doc Nbr	BR00KS60421000
Tran Action Cd	INPR
Rcpt Doc Nbr	BR00KS60421000
Rcpt Action Cd	INPR

Dsp Doc Nbr	
Dsp Action Cd	
Heritage Asset Cd	N
Mfr Yr	2016
Eff Dt	2/10/2016
Deprn Cd	T
Acct Rpt Nbr	BROOKS201602110001
Cptl Cd	A
Cost Center	ENGINE
Deprn Cost Center	5H122
Task Cd	5657278227356
Deprn Task Cd	0002
Job Order Nbr	5265727256
Deprn Job Order Nbr	1JOB2
Accumd Deprn	2839490.76
Prior Deprn	0.00
Activation Dt	4/30/2016



2. Review the available fields:.
   A. *Verify the IMPV NBR.*
   B. *Verify the RPUID.*
   C. *Verify the INSTL NBR.*
   D. *Verify the FAC NBR.*
   E. *Verify the FAC NM.*
   F. *Verify the RP SYS FLG.*
   G. *Verify the ACQ DT.*
   H. *Verify the EFF DT.*
   I. *Verify the ACC—SFIS CD.*
   J. *Verify the Type Action.*
   K. *Verify the ESTBD BY.*
   L. *Verify the ESTBD DT.*
   M. *Verify the LAST UPDTD BY.*
   N. *Verify the Last Activity DT.*
   O. *Verify the Improvement Cost.*
   P. *Verify the Total Cost.*
   Q. *Verify the ASSET CD.*
   R. *Verify the ACCT SYS CD.*
   S. *Verify the ACCT RPT NBR.*
   T. *Verify the CPTL CD.*
   U. *Verify the Cost Center.*
   V. *Verify the Transfer Type CD.*

W. *Verify the TASK CD.*
X. *Verify the Trading Partner NBR.*
Y. *Verify the JOB ORDER NBR.*
Z. *Verify the TYPE FUND CD.*
AA. *Verify the FUND CD / ASN.*
AB. *Verify the PGM YR.*
AC. *Verify the DEPT CD.*
AD. *Verify the SUBHEAD.*
AE. *Verify the Basic Symbol.*
AF. *Verify the LOA.*
AG. *Verify the OBJ CLASS CD.*
AH. *Verify the CNTR/PO NBR.*
AI. *Verify the OBLIGN DOC NBR.*
AJ. *Verify the CLIN.*
AK. *Verify the SPIIN.*
AL. *Verify the ACRN.*
AM. *Verify the SLIN.*
AN. *Verify the ACTIVATION DT.*
AO. *Verify the DEPRN EXP CD.*
AP. *Verify the DEPRN PERIOD.*
AQ. *Verify the DEPRN COST CENTER.*
AR. *Verify the DEPRN TASK CD.*
AS. *Verify the DEPRN JOB ORDER NBR.*
AT. *Verify the DEPRN STS CD.*
AU. *Verify the ACCUMD DEPRN.*
AV. *Verify the DEPRN SL REBSLN.*
AW. *Verify the DEPRN SL LST REBSLN.*
AX. *Verify the FY Cost.*
AY. *Verify the Salvage Value.*
AZ. *Verify the PRIOR DEPRN.*
BA. *Verify the CURRENT MNTH DEPRN AMT.*

BB. *Verify the PRR DEPRN SL REBSLN.*

BC. *Verify the Remarks.*

BD. *Verify the History Remarks.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Search for a Real Property Depreciation Update — Criteria
- Search for a Real Property Depreciation Update — Results
- Select Real Property Depreciation Update Rows
- Update the Real Property Depreciation Update
- Real Property Depreciation Update Detail
- View the Real Property Depreciation Update Transaction Status
- Export a Real Property Depreciation Update Report

CIP Overview

Overview

Construction in Progress (CIP) is the temporary classification of assets that are not yet completed. It provides the ability to enter cost and other related data for CIP projects, including building construction, vehicle construction, and software development. This data allows tracking of costs prior to an asset (personal property, real property, and military equipment) being placed into service.
Before starting any CIP PROJECT, set up the following items:

- **Stock Number Catalog**
  — all applicable assets, such as components and end item
- **Manufacturer**
  — information for all applicable assets
- **POC Addresses**
  — everyone involved with this project

Before starting a Military Equipment project, set up these additional items:

- **Type Designation**
  — mandatory while setting up the Stock Number Catalog
- **ACQ PROGRAM NAME**
  — for the project and assets

Normally, upon completion, a CIP item is reclassified. The costs accumulated in the CIP account are used to support the initial acquisition cost of the asset and are recorded in the appropriate General Ledger Account Code (GLAC). The reclassified asset is capitalized and depreciated as appropriate.

Navigation

Accounting > CIP

Overall Flow

The CIP process has a very specific start and a very specific end. This overview contains all the CIP processes, but not all projects include every process.

1. **Project Setup**

CIP PROJECT

- Select project type and category
- Assign project number
- Enter project data

2. **Monetary Setup**

CIP COST

Manually enter project expenditure and quantity

CIP FUNDING

Manage quantity and appropriation information for the project

3. **Pending Asset or Improvement**

CIP ASSET

Finalize and designate assets for receipt

4. **Confirm Data Integrity**

CIP Attestation

Periodic review and certification of assets and project financial information

Related Topics

- **CIP PROJECT**
  - Search for a CIP Project - Criteria
  - Search for a CIP Project - Results
  - Add a CIP Project
  - Update a CIP Project
  - Delete a CIP Project
  - View the CIP Project Transaction Status
  - Export a CIP Project Report
- **CIP LOA**

- Search for a CIP LOA - Criteria
- Search for a CIP LOA - Results
- Add a CIP LOA
- Update a CIP LOA
- Delete a CIP LOA
- View the CIP LOA Transaction Status
- Export a CIP LOA Report

- **CIP Cost**

  - Search for a CIP Cost - Criteria
  - Search for a CIP Cost - Results
  - Add a CIP Cost
  - Update a CIP Cost
  - Delete a CIP Cost
  - View the CIP Cost Transaction Status
  - Export a CIP Cost Report

- **CIP Funding**

  - Search for a CIP Funding - Criteria
  - Search for a CIP Funding - Results
  - Add a CIP Funding
  - Update a CIP Funding
  - Delete a CIP Funding
  - View the CIP Funding Transaction Status
  - Export a CIP Funding Report

- **CIP Asset**

  - Search for a CIP Asset - Criteria
  - Search for a CIP Asset - Results
  - Add a CIP Asset
  - Update a CIP Asset
  - Delete a CIP Asset
  - View the CIP Asset Transaction Status
  - Export a CIP Asset Report

- **CIP Attestation**

- Search for a CIP Attestation - Criteria
- Search for a CIP Attestation - Results
- Add a CIP Attestation
- Delete a CIP Attestation
- View the CIP Attestation Transaction Status
- Export a CIP Attestation Report

Add a CIP Project

Overview

The Construction in Progress (CIP) Project Add process provides the ability to create a new CIP Project. The Project can either be brand new (for a building or vehicle that does not already exist), or a new improvement (for an existing building or vehicle).
Before starting any CIP Project, set up the following items:

- **Stock Number Catalog**
  — all applicable assets, such as components and end item
- **Manufacturer**
  — information for all applicable assets
- **POC Addresses**
  — personnel involved with this project

Before starting a Military Equipment project, set up these additional items:

- **Type Designation**
  — mandatory while setting up the Stock Number Catalog
- **Acq Program Name**
  — for the project and assets

Navigation

Accounting > CIP > Project > Search Criteria > Add > CIP Project Add page

Page Fields

The following fields display on the **CIP Project Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

Add New

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Add Improvement

Number	Value
24	(*) Asterisk identifies mandatory fields.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Add New — Personal Property

Search Criteria

Prj Nbr *
Prj Type Cd *
Prj Category Cd *
Prj Status *
Acq Program Name

Project Tab

UIC
Agency
Prj Nbr

Prj Type Cd
Prj Category Cd
Prj Status
Prj Desc *
Dir Build No Dsgn Reqd
Type Action *
ACC *
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj POC
Financial Officer
Actbl Prop Officer

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
Valuation Method *
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Remarks
History Remarks

Funding Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Fiscal Yr *
Source *
Source Desc *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-mail Address
Remarks
History Remarks

Add New — Real Property

Search Criteria

Prj Nbr *
Prj Type Cd *
Prj Category Cd *
Prj Status *
Acq Program Name

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Prj Desc *

Prj Sub-Type Cd *
Dir Build No Dsgn Reqd
Type Action *
ACC *
Prj Approval Dt
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cancln Dt
Build Cancln Reason Cd
Prj POC
Financial Officer
Actbl Prop Officer

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
Valuation Method *
CIP Rptg Org Cd

Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Remarks
History Remarks

Funding Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Fiscal Yr *
Source *
Source Desc *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-mail Address
Remarks
History Remarks

Add New — Military Equipment

Search Criteria

Prj Nbr *
Prj Type Cd *
Prj Category Cd *
Prj Status *
Acq Program Name *

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Acq Program Name
Acq Program Type
Prj Desc *
Dir Build No Dsgn Reqd
Type Action *
ACC *
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj POC
Financial Officer
Actbl Prop Officer

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type
Fiduciary Reporting
Permit Negative Balance
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
Valuation Method *

CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Remarks
History Remarks

Funding Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Acq Program Name
Acq Program Type
Fiscal Yr *
Source *
Source Desc *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-mail Address
Remarks
History Remarks

Add Improvements — Personal Property

Search Criteria

Prj Nbr *
Prj Type Cd *
Prj Category Cd *
Prj Status *

Acq Program Name

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Prj Desc *
Dir Build No Dsgn Reqd
Type Action *
ACC *
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj POC
Financial Officer
Actbl Prop Officer

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr

Deprn Exp Cd
Total Prj Amt
Remarks
History Remarks

Funding Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Fiscal Yr *
Source *
Source Desc *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-mail Address
Remarks
History Remarks

Add Improvements — Real Property

Search Criteria

Prj Nbr *
Prj Type Cd *
Prj Category Cd *
Prj Status *
Acq Program Name

Project Tab

UIC
Agency
Prj Nbr

Prj Type Cd
Prj Category Cd
Prj Status
Prj Desc *
Prj Sub-Type Cd *
Dir Build No Dsgn Reqd
Type Action *
ACC *
Prj Approval Dt
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cancln Dt
Build Cancln Reason Cd
Prj POC
Financial Officer
Actbl Prop Officer

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc

Task Cd
Job Order Nbr
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Total Prj Amt
Remarks
History Remarks

Funding Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Fiscal Yr *
Source *
Source Desc *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-mail Address
Remarks
History Remarks

Add Improvements — Military Equipment

Search Criteria

Prj Nbr *
Prj Type Cd *
Prj Category Cd *

Prj Status *
Acq Program Name *

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Acq Program Name
Acq Program Type
Prj Desc *
Dir Build No Dsgn Reqd
Type Action *
ACC *
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj POC
Financial Officer
Actbl Prop Officer

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type
Fiduciary Reporting
Permit Negative Balance
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc

Task Cd
Job Order Nbr
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Remarks
History Remarks

Funding Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Acq Program Name
Acq Program Type
Fiscal Yr *
Source *
Source Desc *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-mail Address
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a New CIP PROJECT

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

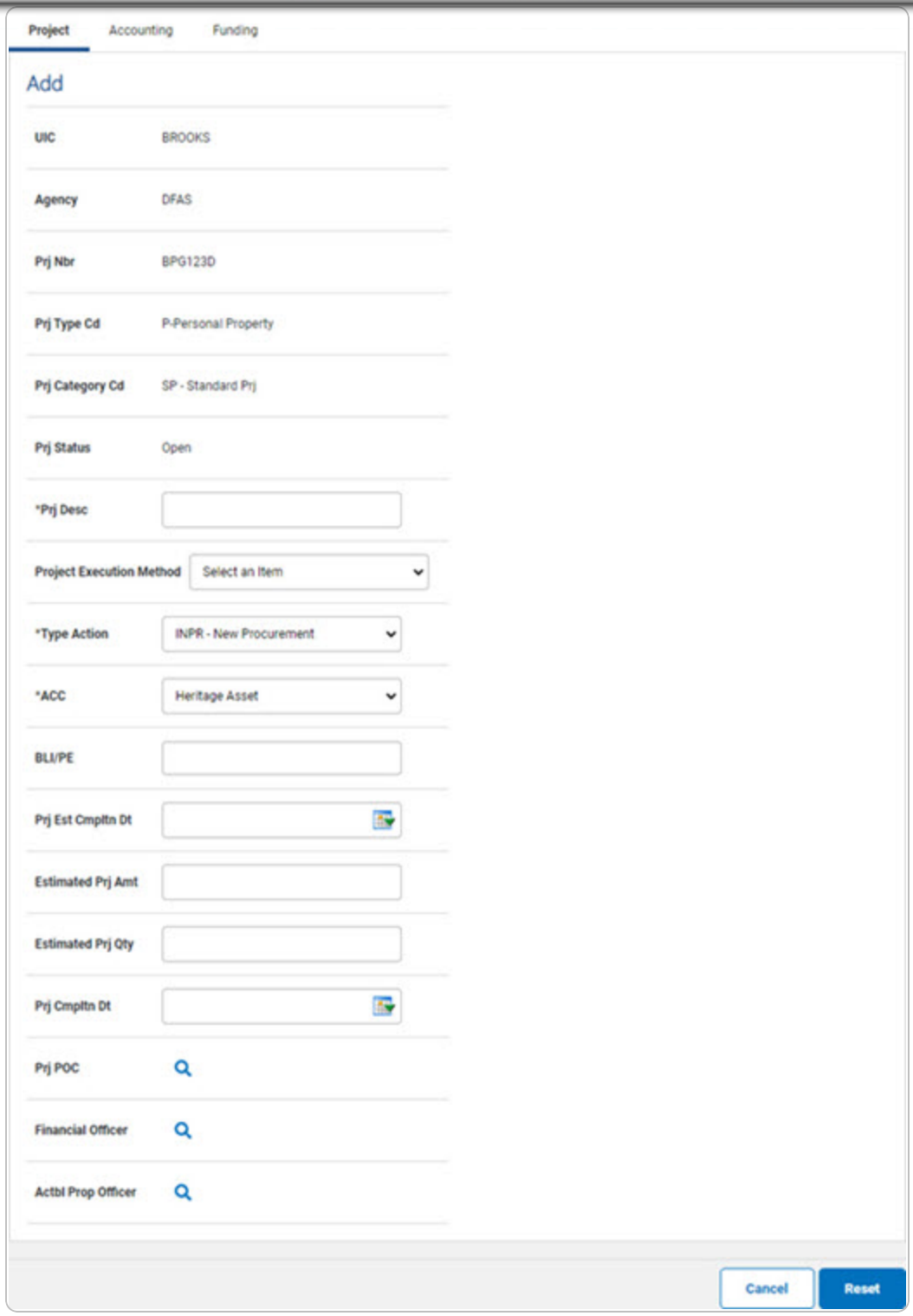
- **Personal Property**

1. In the CIP sub-menu, select Project. *The **CIP PROJECT Search Criteria** page appears.*
2. Enter the desired PRJ NBR, or use to browse for the number.

   Project Number Browse help
3. Use to select the desired Prj Type Cd.
4. Use to select the desired Prj Category Cd.

   Attention

   When adding a CIP PROJECT for a new Personal or Real Property, the PRJ CATEGORY CD must be SP - STANDARD PRJ.
5. Use to select the desired Prj Status.
6. *The ACQ PROGRAM NAME is not editable.*
7. Select Add. *The **CIP PROJECT Add** page appears, open to the Project tab.*
8. Enter the fields on the Project tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123D
Prj Type Cd
P-Personal Property
Prj Category Cd
SP - Standard Prj
Prj Status
Open
*Prj Desc
Project Execution Method
Select an Item
*Type Action
INPR - New Procurement
*ACC
Heritage Asset
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj POC
Financial Officer
Actbl Prop Officer
Cancel
Reset

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

H. Click ☐ to select the DIR BUILD NO DSGN REQD. *This specifies if design expenses are required.*

I. Use ☑ to select the desired Type Action.

J. Use ☑ to select the desired ACC.

K. Enter the BLI/PE in the field provided. *This is a 20 alphanumeric character field.*

L. Use to select the PRJ EST CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

M. Enter the ESTIMATED PRJ AMT in the field provided. *This is a 19 numeric character field.*

N. Enter the ESTIMATED PRJ QTY in the field provided. *This is a 6 numeric character field.*

O. Use to select the PRJ CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

P. Update the PRJ POC, using to browse for the correct POC.

   a. Select Search to view the PRJ POC's available.

   b. Choose the Select hyperlink next to the desired PRJ POC.

   c. The address appears in the PRJ POC blank fields.

Q. Update the Financial Officer, using to browse for the correct POC.

   a. Select Search to view the Financial Officer's available.

   b. Choose the Select hyperlink next to the desired Financial Officer.

   c. The address appears in the Financial Officer blank fields.

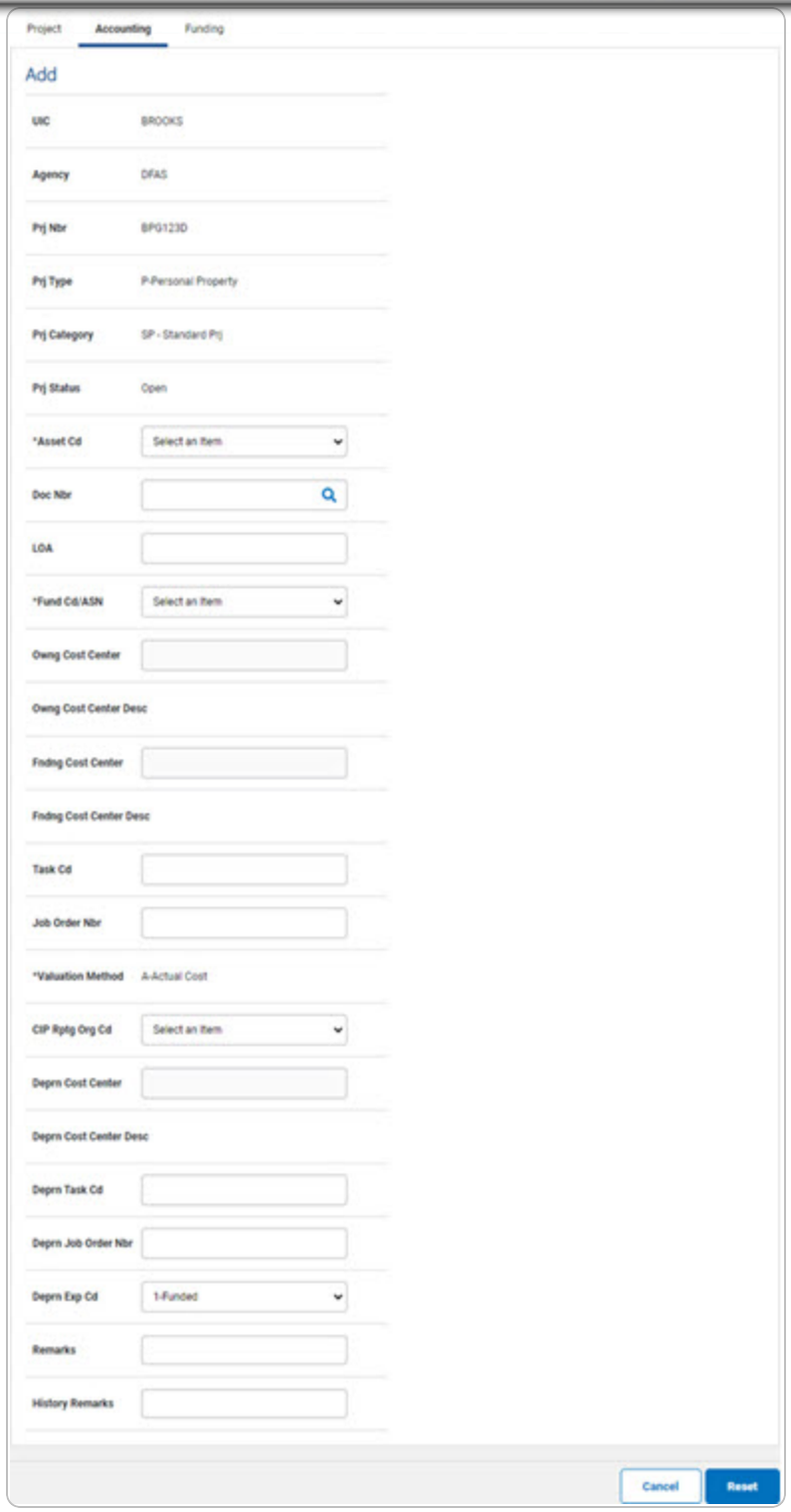
R. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

a. Select Search to view the ACTBL PROP OFFICER's available.

b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.

c. The address appears in the ACTBL PROP OFFICER blank fields.

9. Enter the fields on the Accounting tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123D
Prj Type
P-Personal Property
Prj Category
SP - Standard Prj
Prj Status
Open
*Asset Cd
Select an Item
Doc Nbr
LOA
*Fund Cd/ASN
Select an Item
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
*Valuation Method
A-Actual Cost
CIP Rptg Org Cd
Select an Item
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Remarks
History Remarks
Cancel
Reset

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE automatically populates, and is not editable.*

E. *The PRJ CATEGORY automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use to select the desired Asset Cd.

H. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

I. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

J. Use to select the desired Fund Cd / ASN.

K. Enter the OWNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

L. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

M. Enter the FNDNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

N. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

O. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

P. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

Q. *The Valuation Method automatically populates, and is not editable.*

R. Use to select the desired CIP Rptg Org Cd.

S. Enter the DEPRN COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

T. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

U. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

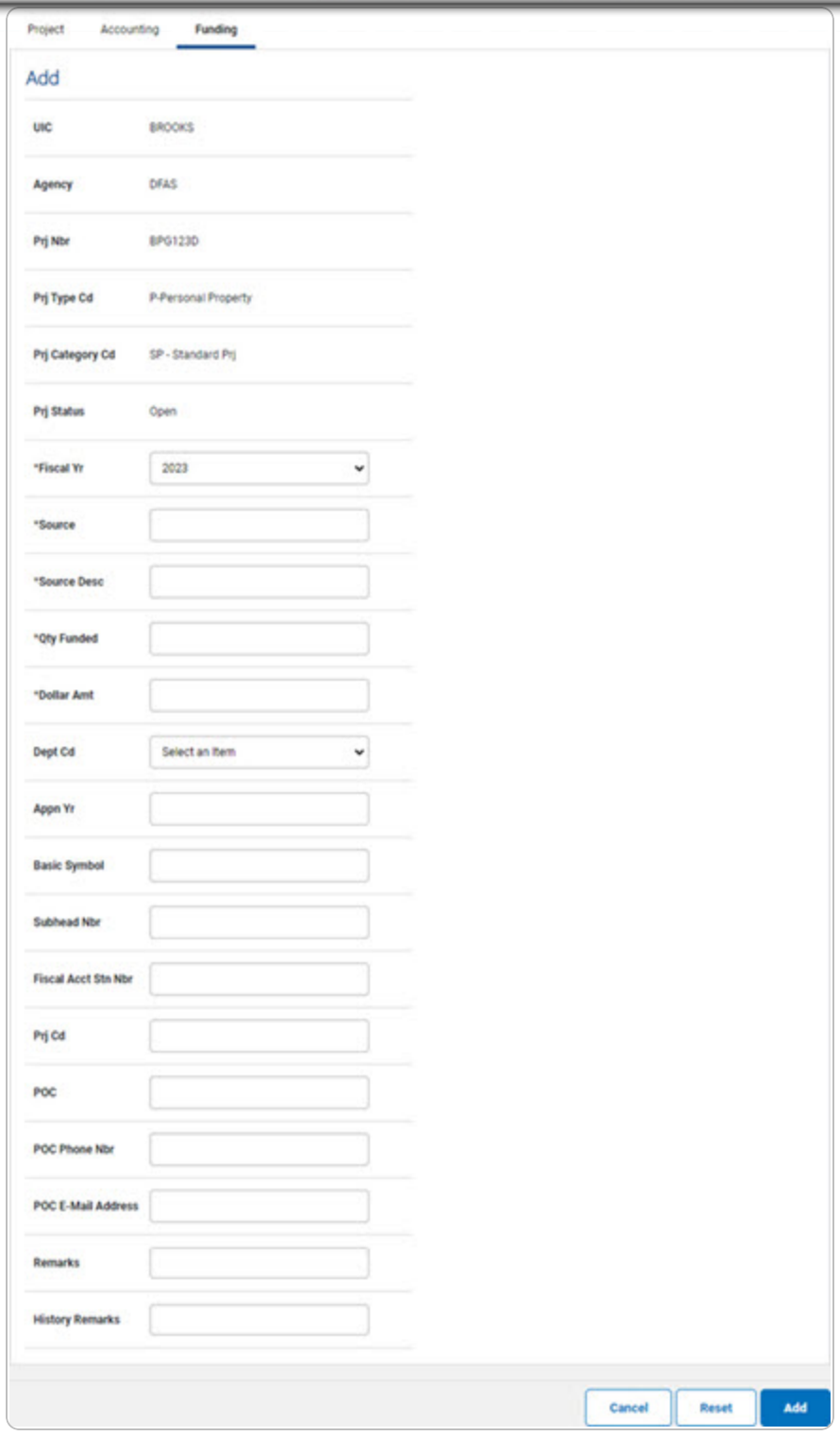
V. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

W. Use to select the desired Deprn Exp Cd.

X. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

Y. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

10. Enter the fields on the Funding tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123D
Prj Type Cd
P-Personal Property
Prj Category Cd
SP - Standard Prj
Prj Status
Open
*Fiscal Yr
2023
*Source
*Source Desc
*Qty Funded
*Dollar Amt
Dept Cd
Select an Item
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks
Cancel
Reset
Add

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use to select the desired Fiscal Yr.

H. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

I. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

J. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

K. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

L. Use to select the desired Dept Cd.

M. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

N. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

O. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

P. Enter the FISCAL ACCTG STATION NBR in the field provided. *This is a 6 alphanumeric character field.*

Q. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

R. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

S. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

T. Enter the POC E-MAIL Address in the field provided. *This is a 80 alphanumeric character field.*

U. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

V. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

11. Select Add. *The **CIP Project Transaction Status** page appears.*

- **Real Property**

1. In the CIP sub-menu, select Project. *The **CIP PROJECT Search Criteria** page appears.*

2. Enter the desired PRJ NBR, or use to browse for the number.

Project Number Browse help

3. Use to select the desired Prj Type Cd.

4. Use to select the desired Prj Category Cd.

Attention

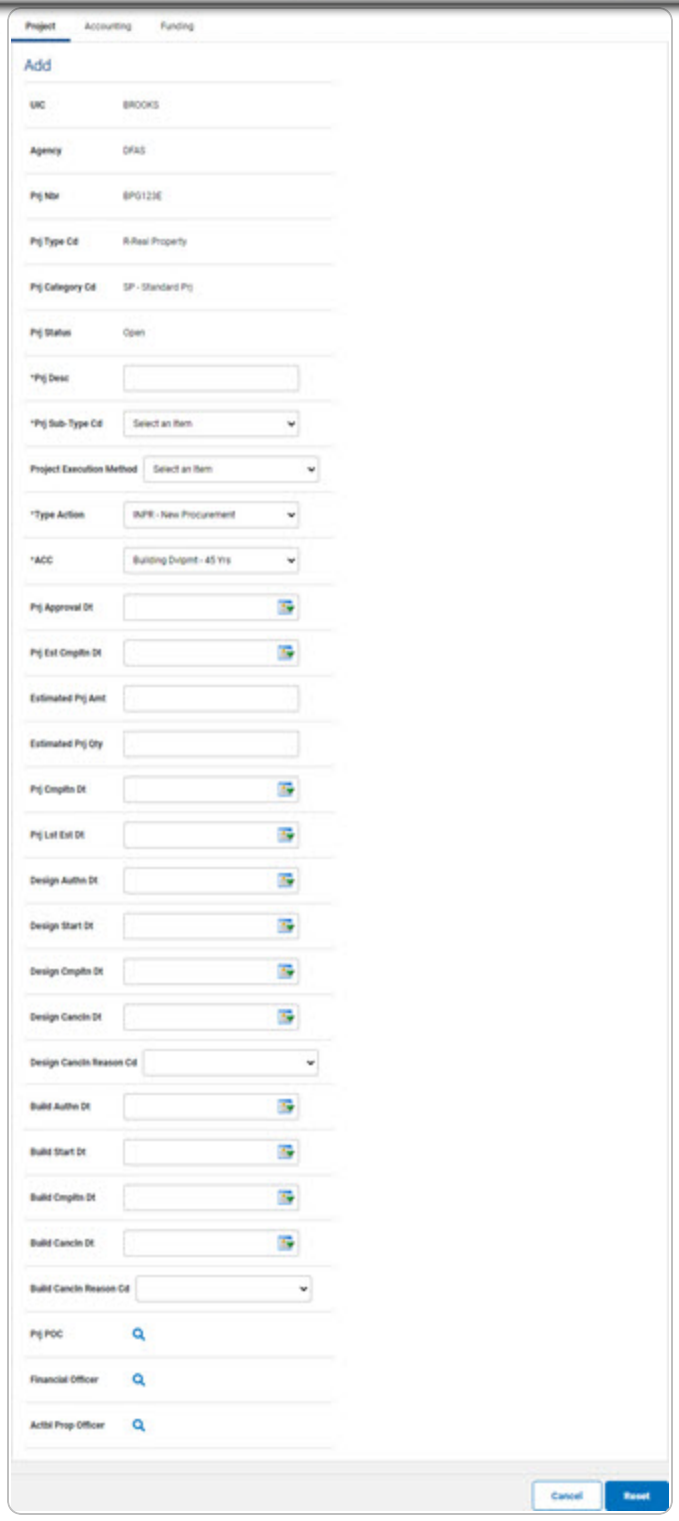
When adding a CIP PROJECT for a new Personal or Real Property, the PRJ CATEGORY CD must be SP - STANDARD PRJ.

5. Use to select the desired Prj Status.

6. *The ACQ PROGRAM NAME is not editable.*

7. Select Add. *The **CIP PROJECT Add** page appears, open to the Project tab.*

8. Enter the fields on the Project tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123E
Prj Type Cd
R-Real Property
Prj Category Cd
SP - Standard Prj
Prj Status
Open
*Prj Desc
*Prj Sub-Type Cd
Select an item
Project Execution Method
Select an item
*Type Action
INPR - New Procurement
*ACC
Building Dvlpmt - 45 Yrs
Prj Approval Dt
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmplts Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmplts Dt
Build Cancln Dt
Build Cancln Reason Cd
Prj POC
Financial Officer
Actbl Prop Officer
Cancel
Reset

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

H. Use to select the desired Prj Sub-Type Cd.

I. Click to select the DIR BUILD NO DSGN REQD. *This specifies if design expenses are required.*

J. Use to select the desired Type Action.

K. Use to select the desired ACC.

L. Use to select the PRJ APPROVAL DT, or enter the date (MM/DD/YYYY) in the field provided.

M. Use to select the PRJ EST CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

N. Enter the ESTIMATED PRJ AMT in the field provided. *This is a 19 numeric character field.*

O. Enter the ESTIMATED PRJ QTY in the field provided. *This is a 6 numeric character field.*

P. Use to select the PRJ CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use to select the PRJ LST EST DT, or enter the date (MM/DD/YYYY) in the field provided.

R. Use to select the DESIGN AUTHN DT, or enter the date (MM/DD/YYYY) in the field provided.

S. Use to select the DESIGN START DT, or enter the date (MM/DD/YYYY) in the field provided.

T. Use to select the DESIGN CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

U. Use to select the DESIGN CANCLN DT, or enter the date (MM/DD/YYYY) in the field provided.

V. Use to select the desired Design Cancln Reason Cd.

W. Use to select the BUILD AUTHN DT, or enter the date (MM/DD/YYYY) in the field provided.

X. Use to select the BUILD START DT, or enter the date (MM/DD/YYYY) in the field provided.

Y. Use to select the BUILD CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

Z. Use to select the BUILD CANCLN DT, or enter the date (MM/DD/YYYY) in the field provided.

AA. Use to select the desired Build Cancln Reason Cd.

AB. Update the PRJ POC, using to browse for the correct POC.

a. Select Search to view the PRJ POC's available.
b. Choose the Select hyperlink next to the desired PRJ POC.
c. The address appears in the PRJ POC blank fields.

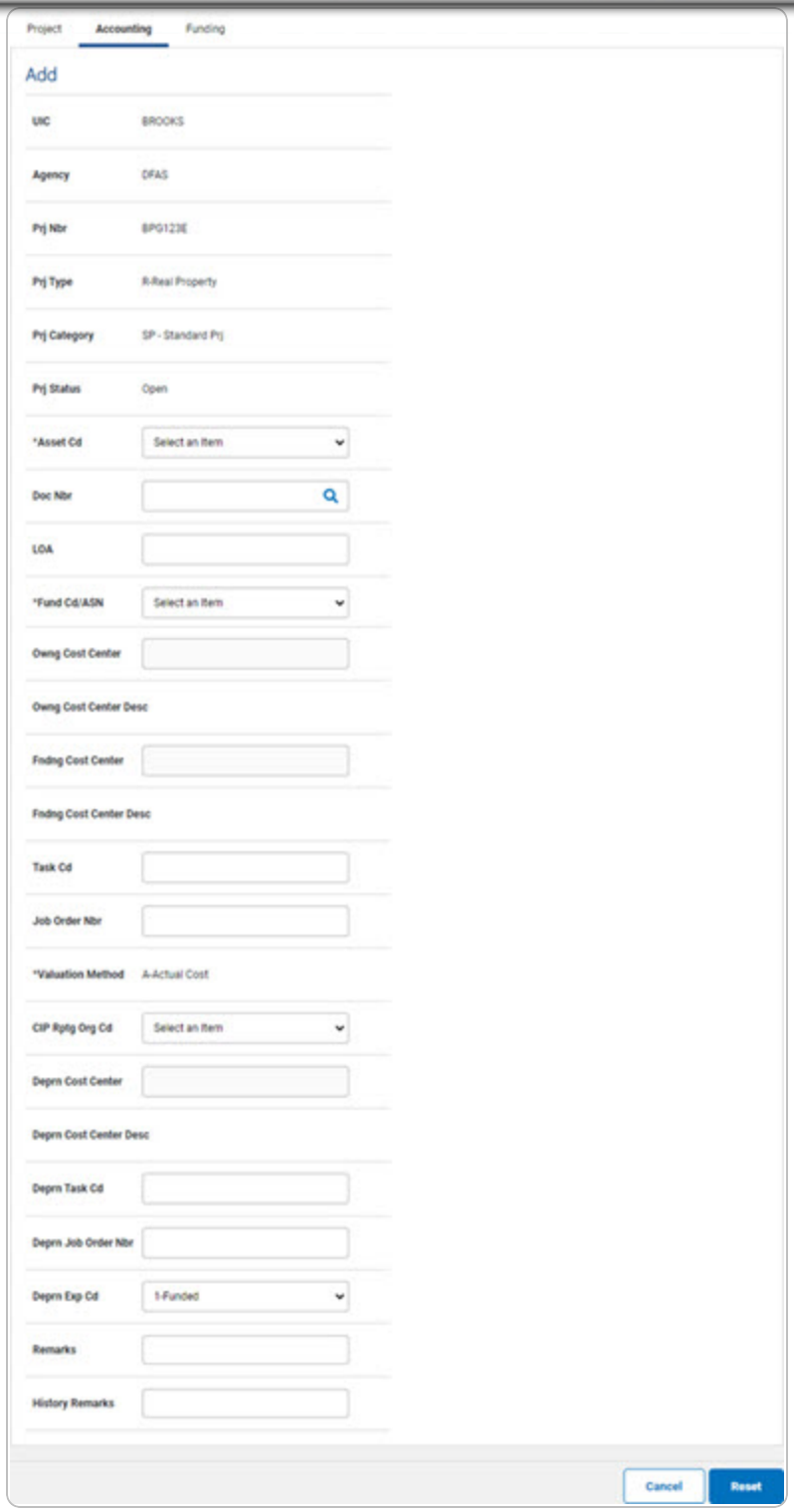
AC. Update the Financial Officer, using to browse for the correct POC.

a. Select Search to view the Financial Officer's available.
b. Choose the Select hyperlink next to the desired Financial Officer.
c. The address appears in the Financial Officer blank fields.

AD. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

a. Select Search to view the ACTBL PROP OFFICER's available.
b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.
c. The address appears in the ACTBL PROP OFFICER blank fields.

9. Enter the fields on the Accounting tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123E
Prj Type
R-Real Property
Prj Category
SP - Standard Prj
Prj Status
Open
*Asset Cd
Select an Item
Doc Nbr
LOA
*Fund Cd/ASN
Select an Item
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
*Valuation Method
A-Actual Cost
CIP Rptg Org Cd
Select an Item
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Remarks
History Remarks
Cancel
Reset

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE automatically populates, and is not editable.*

E. *The PRJ CATEGORY automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use to select the desired Asset Cd.

H. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

I. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

J. Use to select the desired Fund Cd / ASN.

K. Enter the OWNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

L. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

M. Enter the FNDNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

N. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

O. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

P. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

Q. *The Valuation Method automatically populates, and is not editable.*

R. Use to select the desired CIP Rptg Org Cd.

S. Enter the DEPRN COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

T. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

U. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

V. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

W. Use to select the desired Deprn Exp Cd.

X. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

Y. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

10. Enter the fields on the Funding tab.

Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123E
Prj Type Cd
R-Real Property
Prj Category Cd
SP - Standard Prj
Prj Status
Open
*Fiscal Yr
2023
*Source
*Source Desc
*Qty Funded
*Dollar Amt
Dept Cd
Select an Item
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks
Cancel
Reset
Add

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use to select the desired Fiscal Yr.

H. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

I. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

J. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

K. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

L. Use to select the desired Dept Cd.

M. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

N. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

O. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

P. Enter the FISCAL ACCT STN NBR in the field provided. *This is a 6 alphanumeric character field.*

Q. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

R. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

S. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

T. Enter the POC E-MAIL Address in the field provided. *This is a 80 alphanumeric character field.*

U. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

V. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

11. Select Add. *The **CIP Project Transaction Status** page appears.*

- **Military Equipment**

1. In the CIP sub-menu, select Project. *The **CIP PROJECT Search Criteria** page appears.*

2. Enter the desired PRJ NBR, or use to browse for the number.

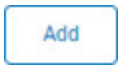
Project Number Browse help

3. Use to select the desired Prj Type Cd.

4. Use to select the desired Prj Category Cd.

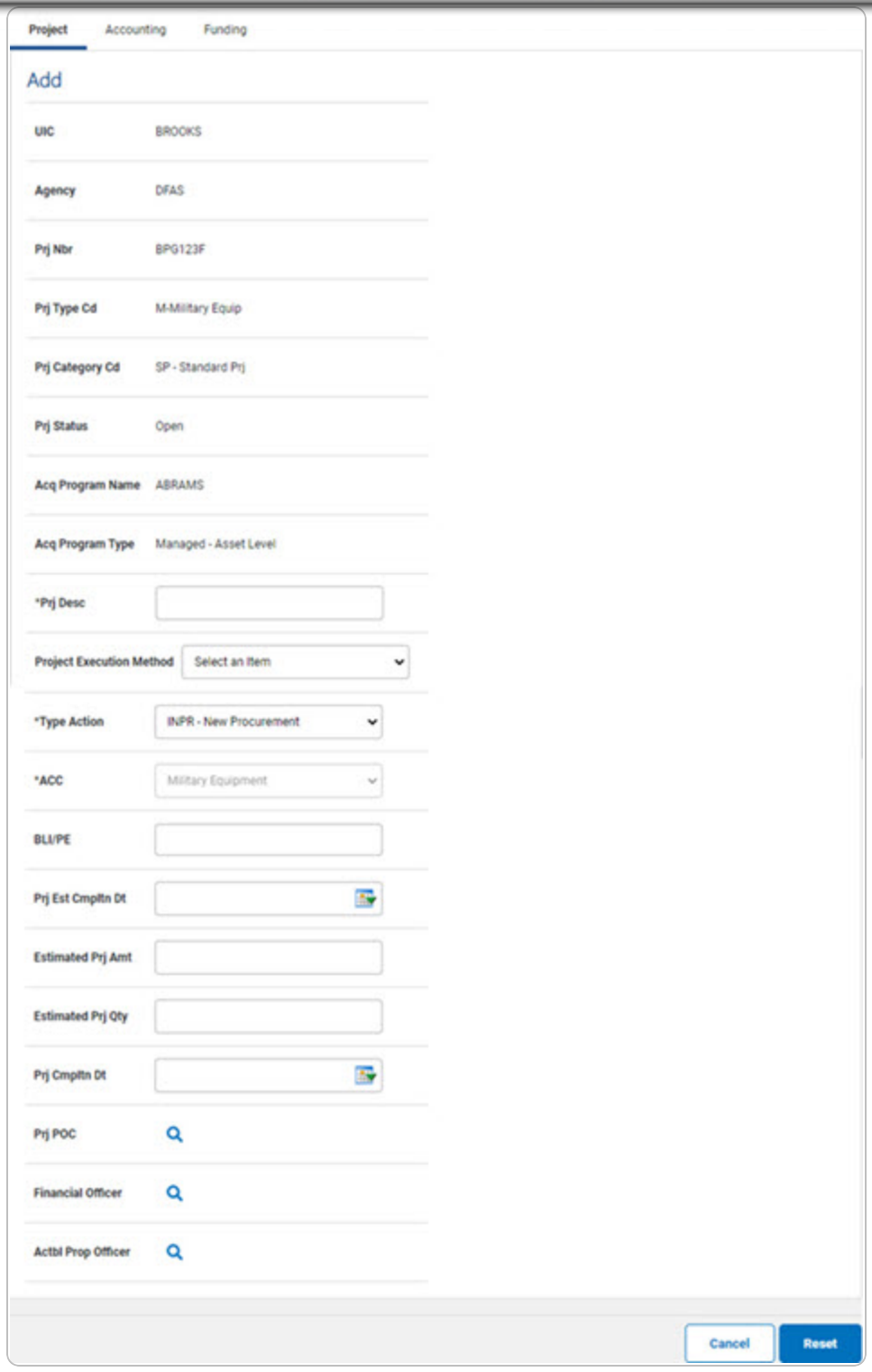
5. Use to select the desired Prj Status.

6. Use to select the desired Acq Program Name.

7. Select 

. *The **CIP PROJECT Add** page appears, open to the Project tab.*

8. Enter the fields on the Project tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123F
Prj Type Cd
M-Military Equip
Prj Category Cd
SP - Standard Prj
Prj Status
Open
Acq Program Name
ABRAMS
Acq Program Type
Managed - Asset Level
*Prj Desc
Project Execution Method
Select an Item
*Type Action
INPR - New Procurement
*ACC
Military Equipment
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj POC
Financial Officer
Actbl Prop Officer
Cancel
Reset

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. *The ACQ PROGRAM NAME automatically populates, and is not editable.*

H. *The ACQ PROGRAM TYPE automatically populates, and is not editable.*

I. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

J. Click ☐ to select the DIR BUILD NO DSGN REQD. *This specifies if design expenses are required.*

K. Use ☑ to select the desired Type Action.

L. Use ☑ to select the desired ACC.

M. Enter the BLI/PE in the field provided. *This is a 20 alphanumeric character field.*

N. Use 📅 to select the PRJ EST CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

O. Enter the ESTIMATED PRJ AMT in the field provided. *This is a 19 numeric character field.*

P. Enter the ESTIMATED PRJ QTY in the field provided. *This is a 6 numeric character field.*

Q. Use 📅 to select the PRJ CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

R. Update the PRJ POC, using 🔍 to browse for the correct POC.

   a. Select Search to view the PRJ POC's available.

   b. Choose the Select hyperlink next to the desired PRJ POC.

   c. The address appears in the PRJ POC blank fields.

S. Update the Financial Officer, using 🔍 to browse for the correct POC.

   a. Select Search to view the Financial Officer's available.

   b. Choose the Select hyperlink next to the desired Financial Officer.

c. The address appears in the Financial Officer blank fields.

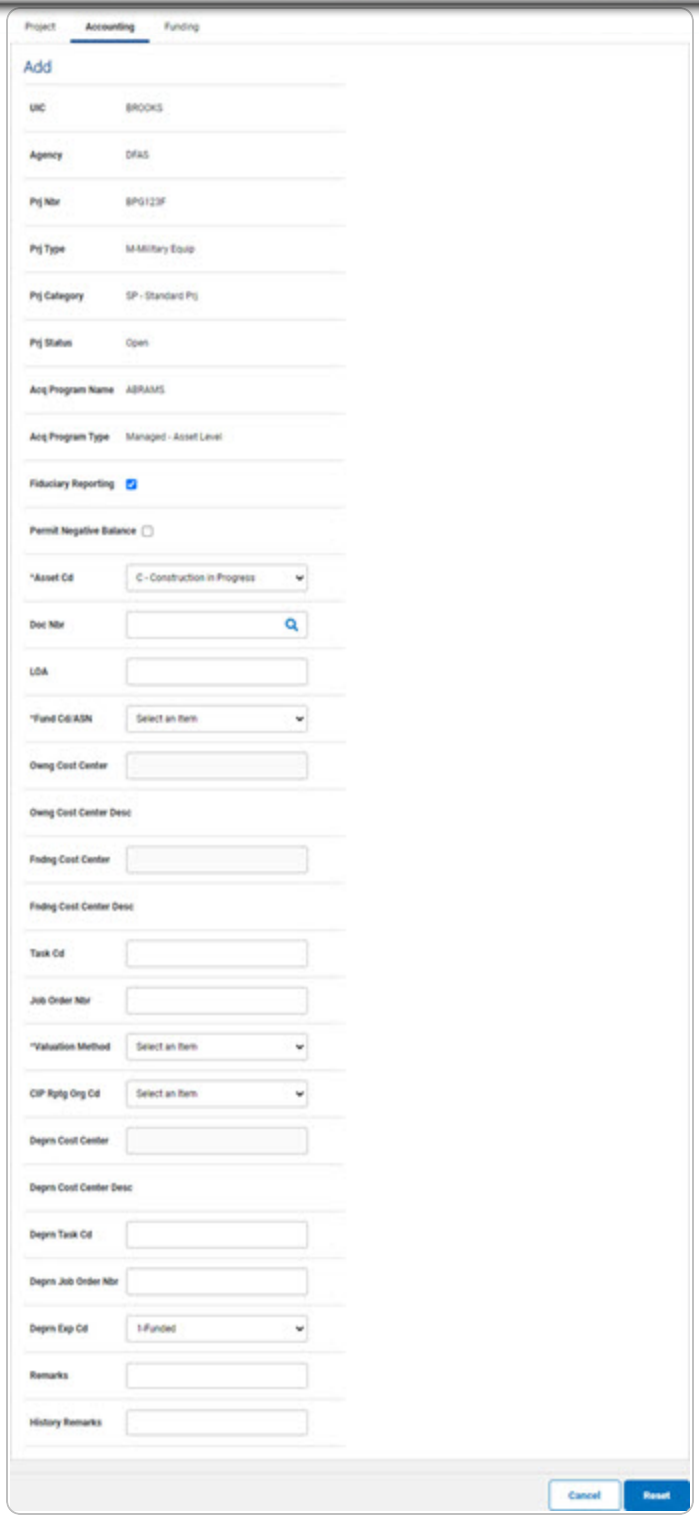
T. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

a. Select Search to view the ACTBL PROP OFFICER's available.

b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.

c. The address appears in the ACTBL PROP OFFICER blank fields.

9. Enter the fields on the Accounting tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123F
Prj Type
M-Military Equip
Prj Category
SP - Standard Prj
Prj Status
Open
Acq Program Name
ABRAMS
Acq Program Type
Managed - Asset Level
Fiduciary Reporting
Permit Negative Balance
*Asset Cd
C - Construction in Progress
Doc Nbr
LOA
*Fund Cd:ASN
Select an Item
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
*Valuation Method
Select an Item
CIP Rptg Org Cd
Select an Item
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Remarks
History Remarks
Cancel
Reset

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE automatically populates, and is not editable.*

E. *The PRJ CATEGORY automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. *The ACQ PROGRAM NAME automatically populates, and is not editable.*

H. *The ACQ PROGRAM TYPE automatically populates, and is not editable.*

I. Click ☐ to select the Fiduciary Reporting. *This specifies if reporting the assets to the fiduciary is required.*

J. Click ☐ to select the Permit Negative Balance. *This specifies if a negative balance (debt) is allowed.*

K. Use ☑ to select the desired Asset Cd.

L. Enter the DOC NBR, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

M. Enter the LOA, or use 🔍 to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

N. Use ☑ to select the desired Fund Cd / ASN.

O. Enter the OWNG COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

P. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

Q. Enter the FNDNG COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

R. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

S. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

T. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

U. Use ☑ to select the desired Valuation Method.

V. Use ☑ to select the desired CIP Rptg Org Cd.

W. Enter the DEPRN COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

X. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

Y. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

Z. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

AA. Use ☑ to select the desired Deprn Exp Cd.

AB. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

AC. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

10. Enter the fields on the Funding tab.

Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123F
Prj Type Cd
M-Military Equip
Prj Category Cd
SP - Standard Prj
Prj Status
Open
Acq Program Name
ABRAMS
Acq Program Type
Managed - Asset Level
*Fiscal Yr
2023
*Source
*Source Desc
*Qty Funded
*Dollar Amt
Dept Cd
Select an item
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks
Cancel
Reset
Add

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. *The ACQ PROGRAM NAME automatically populates, and is not editable.*

H. *The ACQ PROGRAM TYPE automatically populates, and is not editable.*

I. Use to select the desired Fiscal Yr.

J. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

K. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

L. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

M. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

N. Use to select the desired Dept Cd.

O. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

P. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

Q. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

R. Enter the FISCAL ACCTG STN NBR in the field provided. *This is a 6 alphanumeric character field.*

S. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

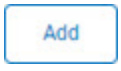
T. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

U. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

V. Enter the POC E-MAIL Address in the field provided. *This is a 80 alphanumeric character field.*

W. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

X. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

11. Select 

. *The **CIP Project Transaction Status** page appears.*

Add an Improvement CIP PROJECT

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

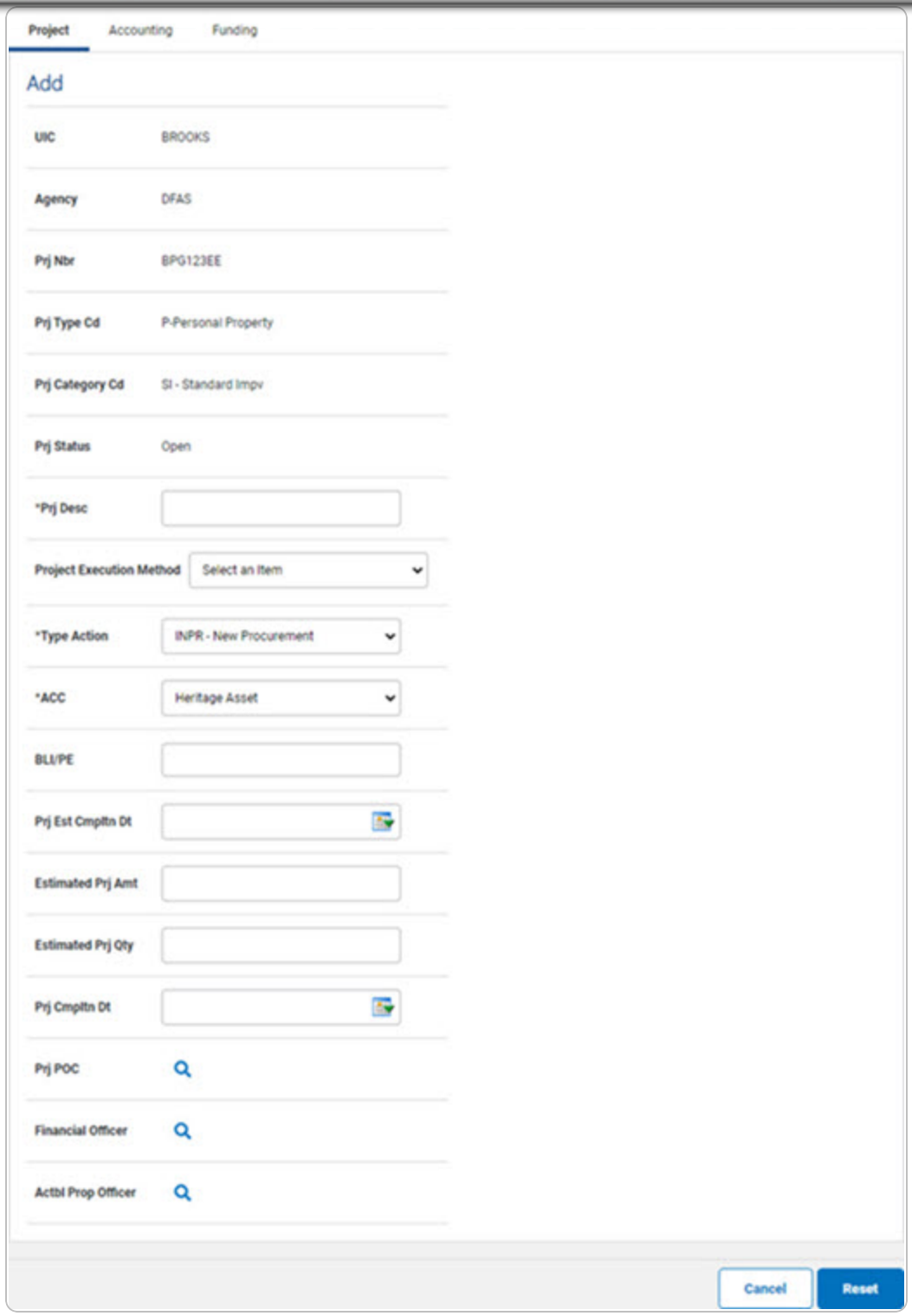
- **Personal Property**

1. In the CIP sub-menu, select Project. *The* ***CIP PROJECT Search Criteria*** *page appears.*
2. Enter the desired PRJ NBR, or use to browse for the number.

   Project Number Browse help
3. Use to select the desired Prj Type Cd.
4. Use to select the desired Prj Category Cd.

   Attention

   When adding a CIP Project for a Personal or Real Property Improvement, the PRJ CATEGORY CD must be SI - STANDARD IMPV.
5. Use to select the desired Prj Status.
6. *The ACQ PROGRAM NAME is not editable.*
7. Select Add. *The* ***CIP Project Add*** *page appears, open to the Project tab.*
8. Enter the fields on the Project tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123EE
Prj Type Cd
P-Personal Property
Prj Category Cd
SI - Standard Impv
Prj Status
Open
*Prj Desc
Project Execution Method
Select an Item
*Type Action
INPR - New Procurement
*ACC
Heritage Asset
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj POC
Financial Officer
Actbl Prop Officer
Cancel
Reset

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

H. Click ☐ to select the DIR BUILD NO DSGN REQD. *This specifies if design expenses are required.*

I. Use ☑ to select the desired Type Action.

J. Use ☑ to select the desired ACC.

K. Enter the BLI/PE in the field provided. *This is a 20 alphanumeric character field.*

L. Use to select the PRJ EST CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

M. Enter the ESTIMATED PRJ AMT in the field provided. *This is a 19 numeric character field.*

N. Enter the ESTIMATED PRJ QTY in the field provided. *This is a 6 numeric character field.*

O. Use to select the PRJ CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

P. Update the PRJ POC, using 🔍 to browse for the correct POC.

   a. Select Search to view the PRJ POC's available.

   b. Choose the Select hyperlink next to the desired PRJ POC.

   c. The address appears in the PRJ POC blank fields.

Q. Update the Financial Officer, using 🔍 to browse for the correct POC.

   a. Select Search to view the Financial Officer's available.

   b. Choose the Select hyperlink next to the desired Financial Officer.

   c. The address appears in the Financial Officer blank fields.

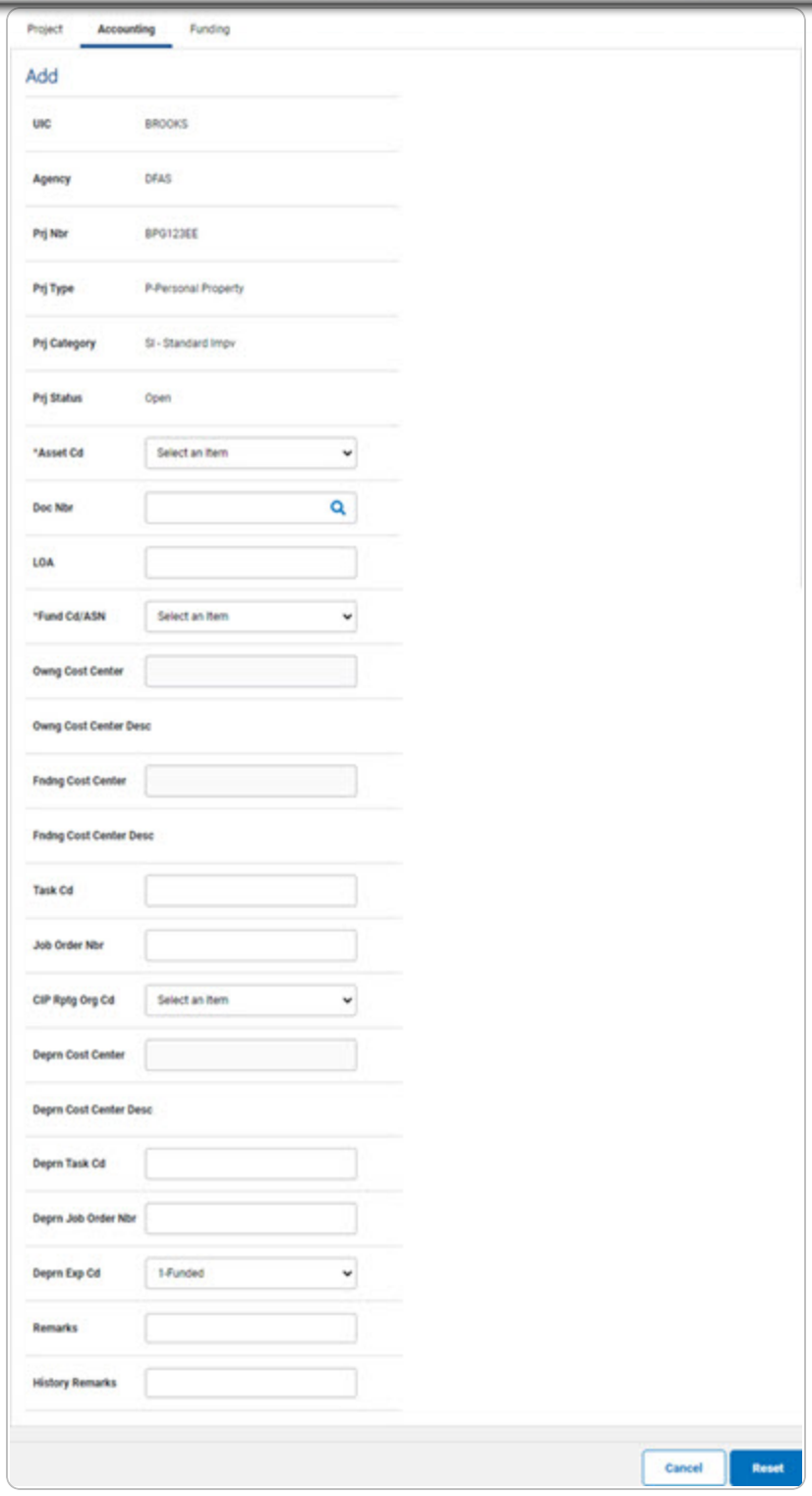
R. Update the ACTBL PROP OFFICER, using 🔍 to browse for the correct POC.

a. Select Search to view the ACTBL PROP OFFICER's available.

b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.

c. The address appears in the ACTBL PROP OFFICER blank fields.

9. Enter the fields on the Accounting tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123EE
Prj Type
P-Personal Property
Prj Category
SI - Standard Impv
Prj Status
Open
*Asset Cd
Select an Item
Doc Nbr
LOA
*Fund Cd/ASN
Select an Item
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Select an Item
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Remarks
History Remarks
Cancel
Reset

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE automatically populates, and is not editable.*

E. *The PRJ CATEGORY automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use to select the desired Asset Cd.

H. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

I. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

J. Use to select the desired Fund Cd / ASN.

K. Enter the OWNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

L. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

M. Enter the FNDNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

N. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

O. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

P. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

Q. Use to select the desired CIP Rptg Org Cd.

R. Enter the DEPRN COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

S. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

T. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

U. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

V. Use to select the desired Deprn Exp Cd.

W. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

X. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

10. Enter the fields on the Funding tab.

Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123EE
Prj Type Cd
P-Personal Property
Prj Category Cd
SI - Standard Impv
Prj Status
Open
*Fiscal Yr
2023
*Source
*Source Desc
*Qty Funded
*Dollar Amt
Dept Cd
Select an Item
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks
Cancel
Reset
Add

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use to select the desired Fiscal Yr.

H. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

I. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

J. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

K. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

L. Use to select the desired Dept Cd.

M. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

N. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

O. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

P. Enter the FISCAL ACCTG STN NBR in the field provided. *This is a 6 alphanumeric character field.*

Q. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

R. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

S. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

T. Enter the POC E-MAIL Address in the field provided. *This is a 80 alphanumeric character field.*

U. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

V. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

11. Select Add. *The **CIP Project Transaction Status** page appears.*

- **Real Property**

1. In the CIP sub-menu, select Project. *The **CIP PROJECT Search Criteria** page appears.*

2. Enter the desired PRJ NBR, or use to browse for the number.

Project Number Browse help

3. Use ⌄ to select the desired Prj Type Cd.

4. Use ⌄ to select the desired Prj Category Cd.

Attention

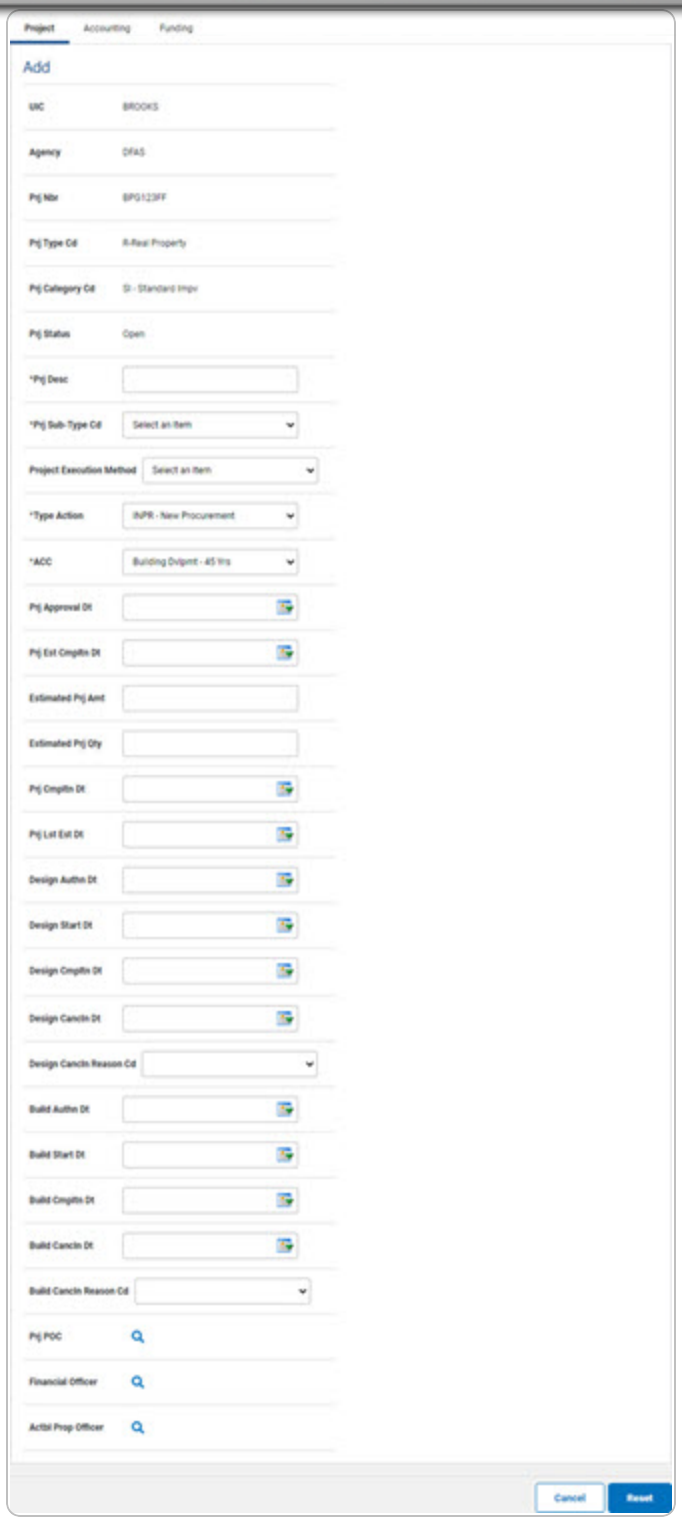
When adding a CIP Project for a Personal or Real Property Improvement, the PRJ CATEGORY CD must be SI - STANDARD IMPV.

5. Use ⌄ to select the desired Prj Status.

6. *The ACQ PROGRAM NAME is not editable.*

7. Select Add. *The **CIP Project Add** page appears, open to the Project tab.*

8. Enter the fields on the Project tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123FF
Prj Type Cd
R-Real Property
Prj Category Cd
SI - Standard Impv
Prj Status
Open
*Prj Desc
*Prj Sub-Type Cd
Select an Item
Project Execution Method
Select an Item
*Type Action
INPR - New Procurement
*ACC
Building Dvlpmt - 45 Yrs
Prj Approval Dt
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cancln Dt
Build Cancln Reason Cd
Prj POC
Financial Officer
Actbl Prop Officer
Cancel
Reset

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

H. Use to select the desired Prj Sub-Type Cd.

I. Click to select the DIR BUILD NO DSGN REQD. *This specifies if design expenses are required.*

J. Use to select the desired Type Action.

K. Use to select the desired ACC.

L. Use to select the PRJ APPROVAL DT, or enter the date (MM/DD/YYYY) in the field provided.

M. Use to select the PRJ EST CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

N. Enter the ESTIMATED PRJ AMT in the field provided. *This is a 19 numeric character field.*

O. Enter the ESTIMATED PRJ QTY in the field provided. *This is a 6 numeric character field.*

P. Use to select the PRJ CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use to select the PRJ LST EST DT, or enter the date (MM/DD/YYYY) in the field provided.

R. Use to select the DESIGN AUTHN DT, or enter the date (MM/DD/YYYY) in the field provided.

S. Use to select the DESIGN START DT, or enter the date (MM/DD/YYYY) in the field provided.

T. Use to select the DESIGN CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

U. Use to select the DESIGN CANCLN DT, or enter the date (MM/DD/YYYY) in the field provided.

V. Use to select the desired Design Cancln Reason Cd.

W. Use to select the BUILD AUTHN DT, or enter the date (MM/DD/YYYY) in the field provided.

X. Use to select the BUILD START DT, or enter the date (MM/DD/YYYY) in the field provided.

Y. Use to select the BUILD CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

Z. Use to select the BUILD CANCLN DT, or enter the date (MM/DD/YYYY) in the field provided.

AA. Use to select the desired Build Cancln Reason Cd.

AB. Update the PRJ POC, using to browse for the correct POC.

a. Select Search to view the PRJ POC's available.

b. Choose the Select hyperlink next to the desired PRJ POC.

c. The address appears in the PRJ POC blank fields.

AC. Update the Financial Officer, using to browse for the correct POC.

a. Select Search to view the Financial Officer's available.

b. Choose the Select hyperlink next to the desired Financial Officer.

c. The address appears in the Financial Officer blank fields.

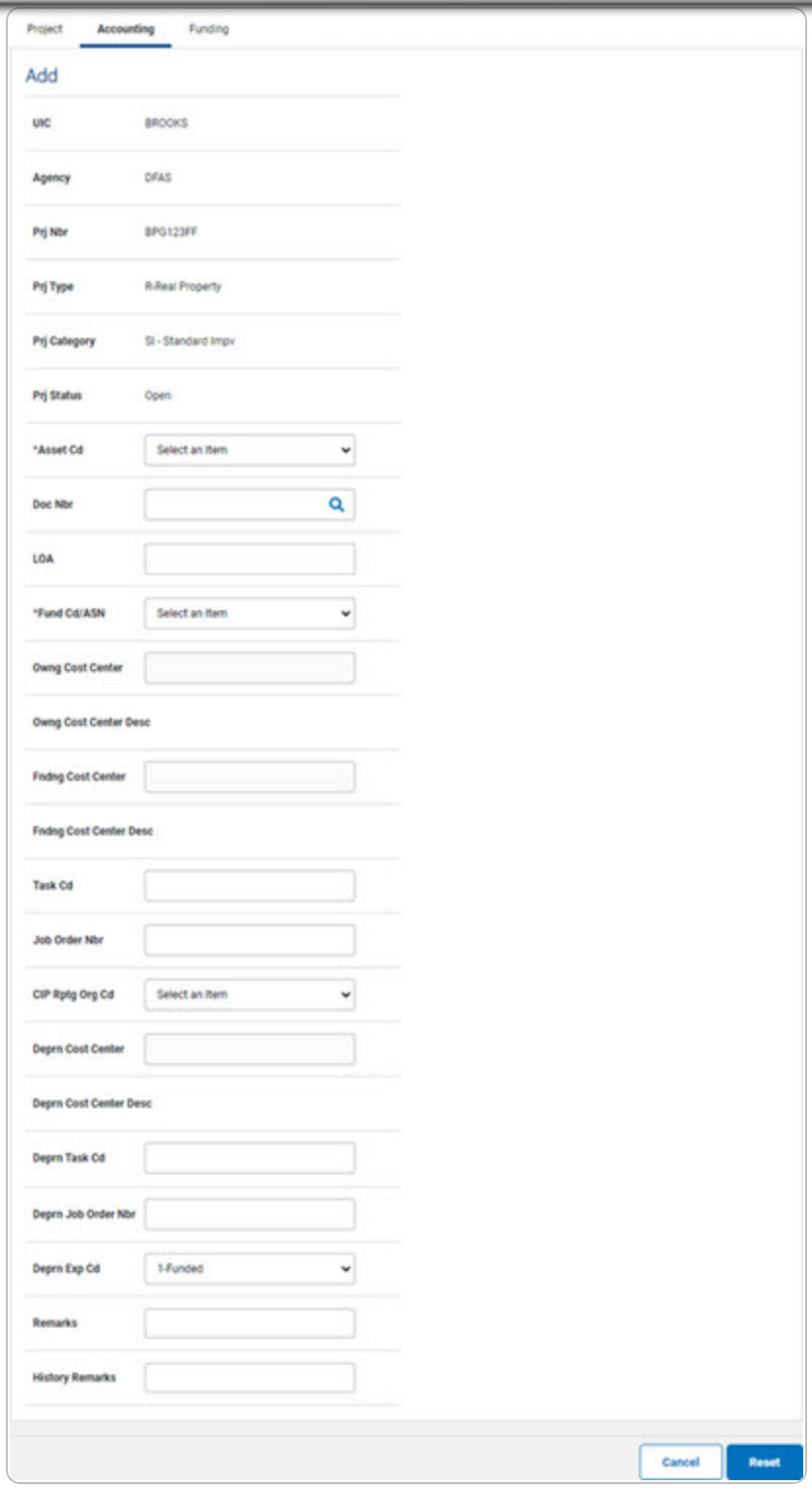
AD. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

a. Select Search to view the ACTBL PROP OFFICER's available.

b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.

c. The address appears in the ACTBL PROP OFFICER blank fields.

9. Enter the fields on the Accounting tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123FF
Prj Type
R-Real Property
Prj Category
SI - Standard Impv
Prj Status
Open
*Asset Cd
Select an Item
Doc Nbr
LOA
*Fund Cd/ASN
Select an Item
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Select an Item
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Remarks
History Remarks
Cancel
Reset

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE automatically populates, and is not editable.*

E. *The PRJ CATEGORY automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use to select the desired Asset Cd.

H. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

I. Enter the LOA, or use to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

J. Use to select the desired Fund Cd / ASN.

K. Enter the OWNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

L. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

M. Enter the FNDNG COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

N. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

O. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

P. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

Q. Use to select the desired CIP Rptg Org Cd.

R. Enter the DEPRN COST CENTER, or use to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

S. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

T. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

U. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

V. Use to select the desired Deprn Exp Cd.

W. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

X. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

10. Enter the fields on the Funding tab.

Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123FF
Prj Type Cd
R-Real Property
Prj Category Cd
SI - Standard Impv
Prj Status
Open
*Fiscal Yr
2023
*Source
*Source Desc
*Qty Funded
*Dollar Amt
Dept Cd
Select an Item
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks
Cancel
Reset
Add

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. Use to select the desired Fiscal Yr.

H. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

I. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

J. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

K. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

L. Use to select the desired Dept Cd.

M. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

N. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

O. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

P. Enter the FISCAL ACCTG STN NBR in the field provided. *This is a 6 alphanumeric character field.*

Q. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

R. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

S. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

T. Enter the POC E-MAIL Address in the field provided. *This is a 80 alphanumeric character field.*

U. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

V. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

11. Select Add. *The **CIP Project Transaction Status** page appears.*

- **Military Equipment**

1. In the CIP sub-menu, select Project. *The **CIP PROJECT Search Criteria** page appears.*

2. Enter the desired PRJ NBR, or use to browse for the number.

Project Number Browse help

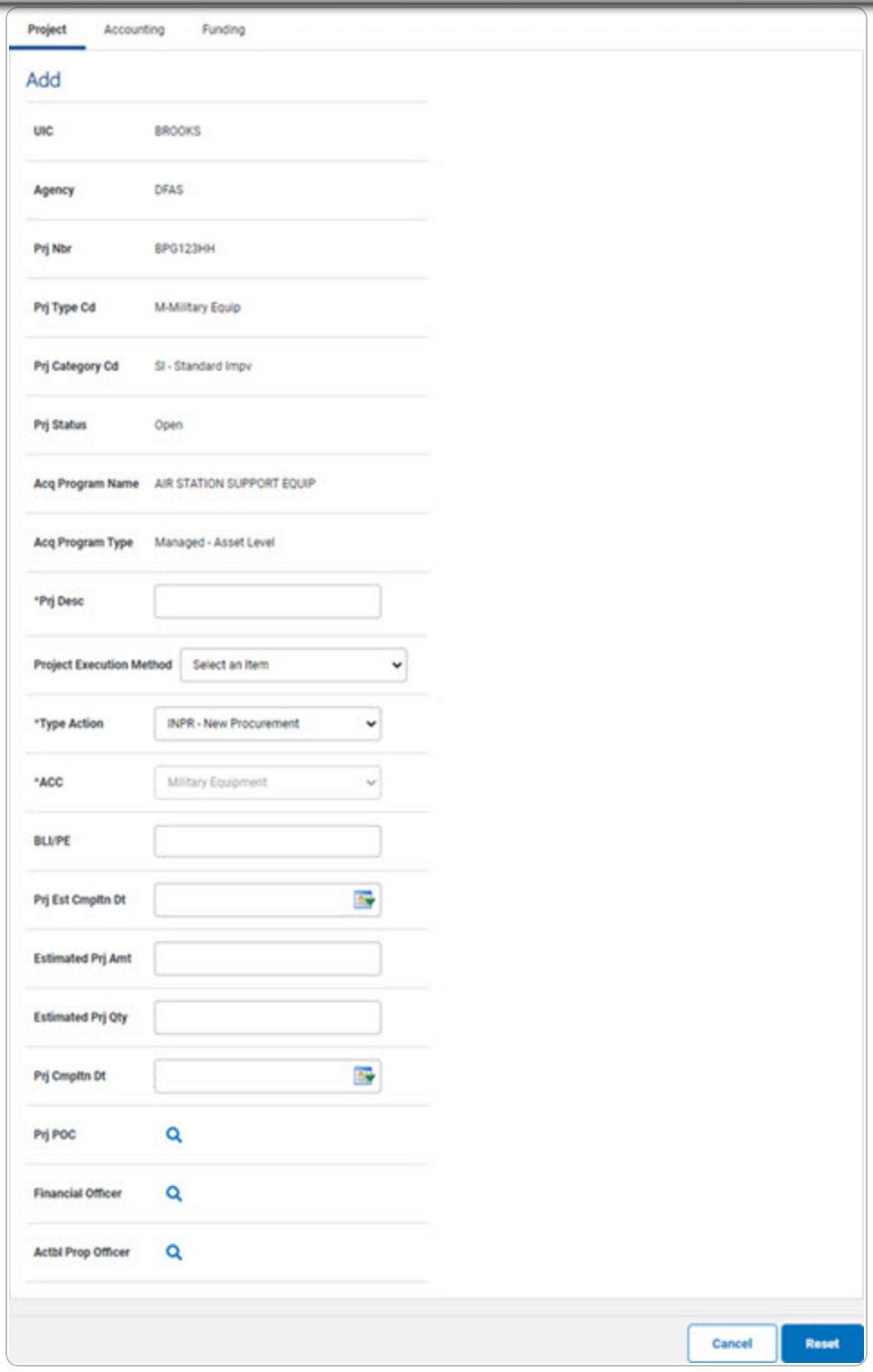
3. Use ☑ to select the desired Prj Type Cd. *Depending upon the chosen type, the fields change.*

4. Use ☑ to select the desired Prj Category Cd.

5. Use ☑ to select the desired Prj Status.

6. Use ☑ to select the desired Acq Program Name.

7. Select Add. *The **CIP PROJECT Add** page appears.*
8. Enter the fields on the Project tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123HH
Prj Type Cd
M-Military Equip
Prj Category Cd
SI - Standard Impv
Prj Status
Open
Acq Program Name
AIR STATION SUPPORT EQUIP
Acq Program Type
Managed - Asset Level
*Prj Desc
Project Execution Method
Select an Item
*Type Action
INPR - New Procurement
*ACC
Military Equipment
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj POC
Financial Officer
Actbl Prop Officer
Cancel
Reset

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. *The ACQ PROGRAM NAME automatically populates, and is not editable.*

H. *The ACQ PROGRAM TYPE automatically populates, and is not editable.*

I. Enter the PRJ DESC in the field provided. *This is a 512 alphanumeric character field.*

J. Click ☐ to select the DIR BUILD NO DSGN REQD. *This specifies if design expenses are required.*

K. Use ☑ to select the desired Type Action.

L. *The ACC automatically populates to Military Equipment, and is not editable.*

M. Enter the BLI/PE in the field provided. *This is a 20 alphanumeric character field.*

N. Use 📅 to select the ESTIMATED CMPLTN DT, or enter the date (MM/DD/YYYY) in the field provided.

O. Enter the ESTIMATED PRJ AMT in the field provided. *This is a 19 numeric character field.*

P. Enter the ESTIMATED PRJ QTY in the field provided. *This is a 6 numeric character field.*

Q. Update the PRJ POC, using 🔍 to browse for the correct POC.

a. Select Search to view the PRJ POC's available.

b. Choose the Select hyperlink next to the desired PRJ POC.

c. The address appears in the PRJ POC blank fields.

R. Update the Financial Officer, using 🔍 to browse for the correct POC.

a. Select Search to view the Financial Officer's available.

b. Choose the Select hyperlink next to the desired Financial Officer.

c. The address appears in the Financial Officer blank fields.

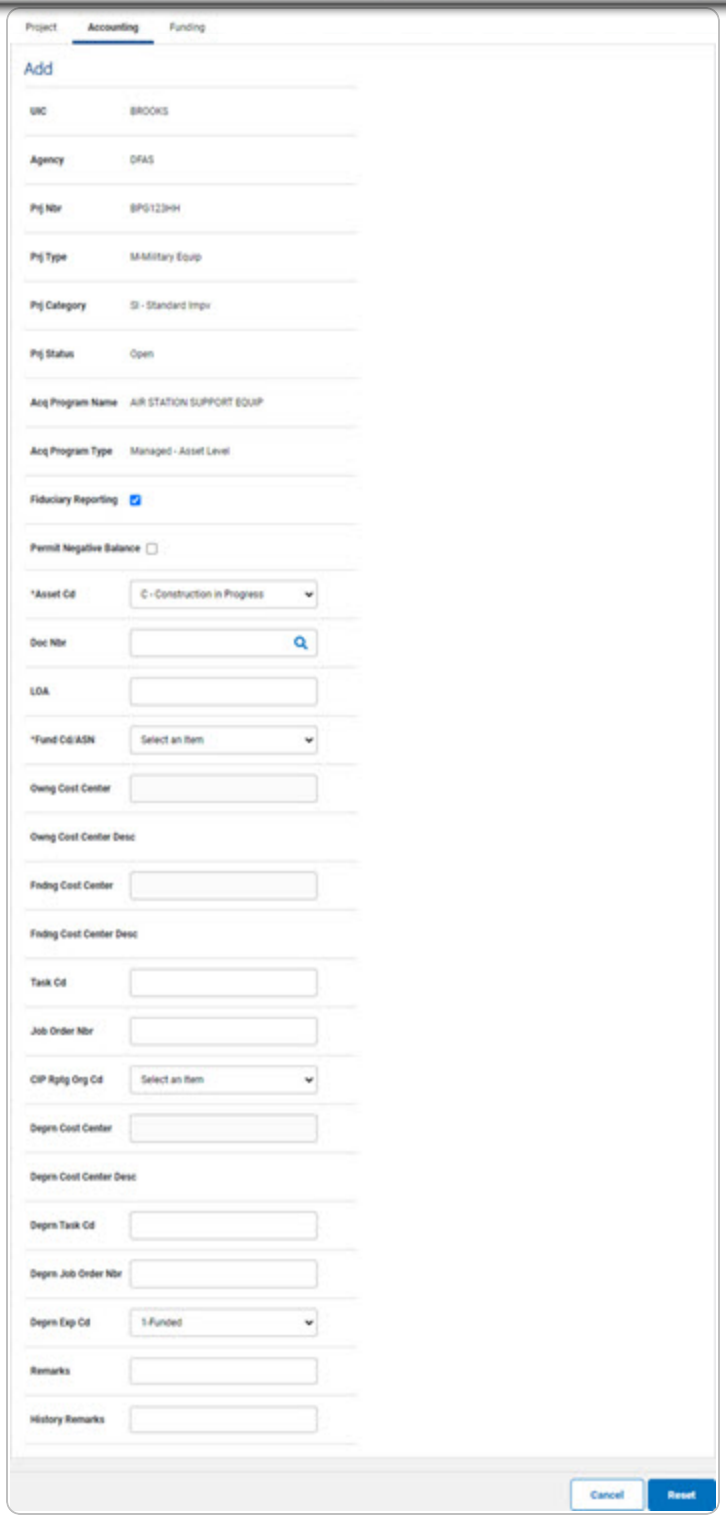
S. Update the ACTBL PROP OFFICER, using 🔍 to browse for the correct POC.

a. Select Search to view the ACTBL PROP OFFICER's available.

b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.

c. The address appears in the ACTBL PROP OFFICER blank fields.

9. Enter the fields on the Accounting tab.


Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPS123HH
Prj Type
M-Military Equip
Prj Category
SI - Standard Impv
Prj Status
Open
Acq Program Name
AIR STATION SUPPORT EQUIP
Acq Program Type
Managed - Asset Level
Fiduciary Reporting
Permit Negative Balance
*Asset Cd
C - Construction in Progress
Doc Nbr
LOA
*Fund Cd/ASN
Select an Item
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Select an Item
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Remarks
History Remarks
Cancel
Reset

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. *The ACQ PROGRAM NAME automatically populates, and is not editable.*

H. *The ACQ PROGRAM TYPE automatically populates, and is not editable.*

I. Click ☐ to select the Fiduciary Reporting. *This specifies if reporting the assets to the fiduciary is required.*

J. Click ☐ to select the Permit Negative Balance. *This specifies if a negative balance (debt) is allowed.*

K. Use ☑ to select the desired Asset Cd.

L. Enter the DOC NBR, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

M. Enter the LOA, or use 🔍 to browse for the identifier. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

N. Use ☑ to select the desired Fund Cd / ASN.

O. Enter the OWNG COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

P. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

Q. Enter the FNDNG COST CENTER, or use 🔍 to browse for the number. *This is an 11 alphanumeric character field.*

Cost Center Browse help

R. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

S. Enter the TASK CD in the field provided. *This is a 25 alphanumeric character field.*

T. Enter the JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

U. Enter the DEPRN COST CENTER, or use to browse for the number. *This is an 11 alpha-numeric character field.*

Cost Center Browse help

V. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

W. Enter the DEPRN TASK CD in the field provided. *This is a 14 alphanumeric character field.*

X. Enter the DEPRN JOB ORDER NBR in the field provided. *This is a 15 alphanumeric character field.*

Y. Use to select the desired Deprn Exp Cd.

Z. *The TOTAL PRJ AMT automatically populates, and is not editable.*

AA. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

AB. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

10. Enter the fields on the Funding tab.

Project
Accounting
Funding
Add
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123HH
Prj Type Cd
M-Military Equip
Prj Category Cd
SI - Standard Impv
Prj Status
Open
Acq Program Name
AIR STATION SUPPORT EQUIP
Acq Program Type
Managed - Asset Level
*Fiscal Yr
2023
*Source
*Source Desc
*Qty Funded
*Dollar Amt
Dept Cd
Select an Item
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks
Cancel
Reset
Add

A. *The UIC automatically populates, and is not editable.*

B. *The Agency automatically populates, and is not editable.*

C. *The PRJ NBR automatically populates, and is not editable.*

D. *The PRJ TYPE CD automatically populates, and is not editable.*

E. *The PRJ CATEGORY CD automatically populates, and is not editable.*

F. *The PRJ STATUS automatically populates, and is not editable.*

G. *The ACQ PROGRAM NAME automatically populates, and is not editable.*

H. *The ACQ PROGRAM TYPE automatically populates, and is not editable.*

I. Use to select the desired Fiscal Yr.

J. Enter the Source in the field provided. *This is a 15 alphanumeric character field.*

K. Enter the SOURCE DESC in the field provided. *This is a 250 alphanumeric character field.*

L. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

M. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

N. Use to select the desired Dept Cd.

O. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

P. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

Q. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

R. Enter the FISCAL ACCTG STATION NBR in the field provided. *This is a 6 alphanumeric character field.*

S. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

T. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

U. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

V. Enter the POC E-mail Address in the field provided. *This is a 80 alphanumeric character field.*

W. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

X. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

11. Select Add. *The **CIP Project Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
13 — Mandatory Entry: *ACC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Asset Cd*.	
13 — Mandatory Entry: *Prj Desc*.	
13 — Mandatory Entry: *Type Action*.	
13 — Mandatory Entry: *Fund Cd/ASN* .	
13 — Mandatory Entry: *Doc Nbr* .	
13 — Mandatory Entry: *Asset Cd* .	

2061 — Invalid Entry: *PRJ DESC*	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following per-mitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system (current) date or later. Re-enter the date.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

Related Topics

- Complete CIP Overview
- Search for a CIP Project - Criteria
- Search for a CIP Project - Results
- Update a CIP Project
- Delete a CIP Project
- CIP Project Transaction Status
- Export a CIP Project Report

Delete a CIP Project

Overview

The Construction in Progress (CIP) Project Delete process allows removal of a CIP Project.

Navigation

Accounting > CIP > Project > Search Criteria > Search > Search Results > Delete hyper-link > CIP Project Delete page

Page Fields

The following fields display on the **CIP Project Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Delete a CIP Project

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type
Prj Desc
History Remarks *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

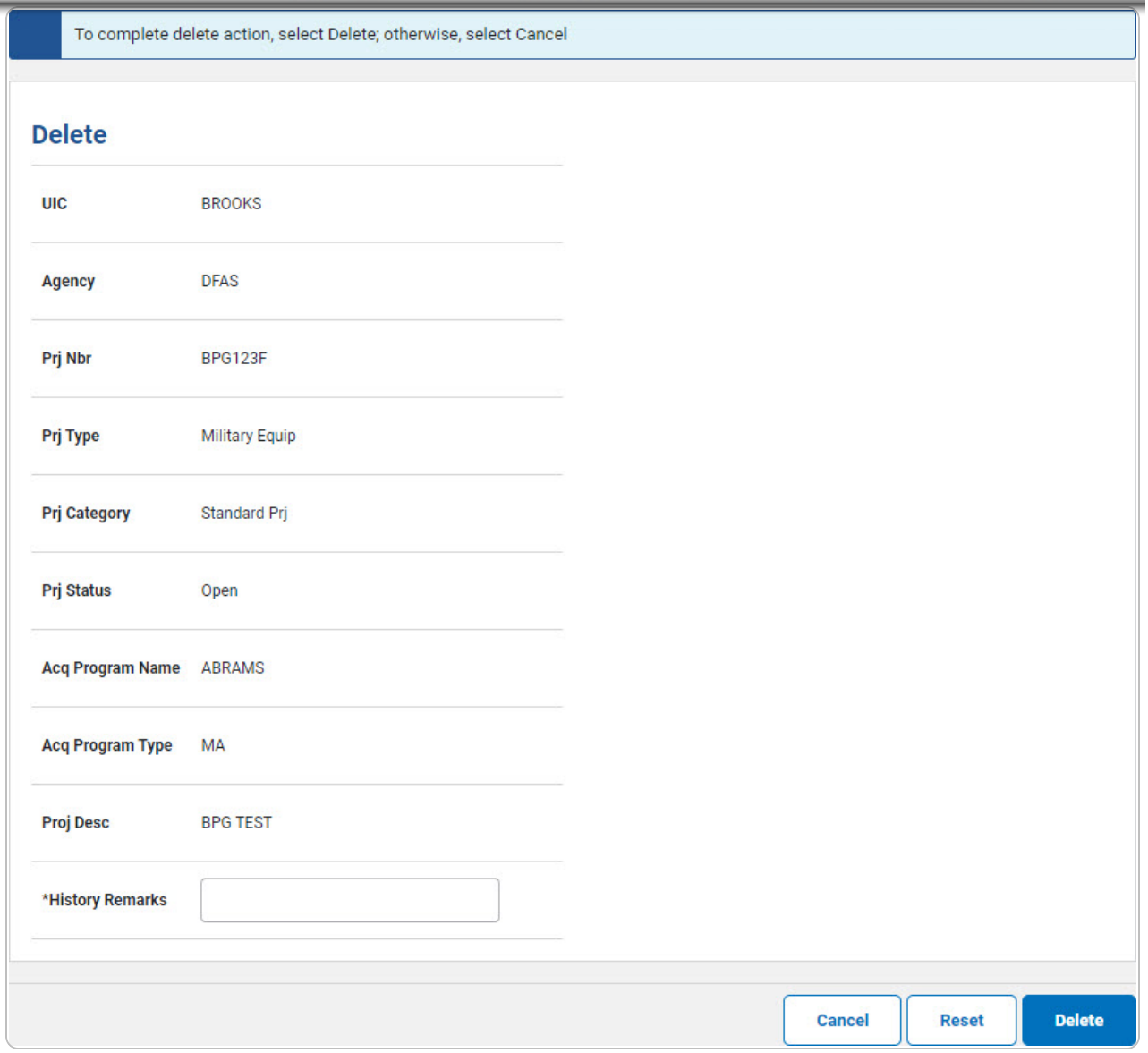
Click the following link to display PA Navigation Tips.

Delete a CIP PROJECT

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

1. In the CIP sub-menu, select Project. *The **CIP PROJECT Search Criteria** page appears.*
2. Enter the desired PRJ NBR, or use to browse for the number.

   Project Number Browse help
3. Select Search. *The **CIP PROJECT Search Results** page appears.*
4. Select the Delete hyperlink on the desired row. *The **CIP PROJECT Delete** page appears.*



5. Review the fields, making sure this project is the correct one for deletion.
   - *Verify the UIC.*
   - *Verify the Agency.*
   - *Verify the PRJ NBR.*
   - *Verify the PRJ TYPE CD.*
   - *Verify the PRJ CATEGORY CD.*
   - *Verify the PRJ STATUS.*

- *Verify the ACQ PROGRAM NAME.*
- *Verify the ACQ PROGRAM TYPE.*
- *Verify the PRJ DESC.*

6. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
7. Select Delete. *The **CIP Project Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *History Remarks*.	Missing Entry. Enter the appropriate information in the desired field.
471 — Project cannot be deleted. Associated assets or Improvements exists.	Invalid Deletion. A CIP PROJECT cannot be deleted if there are any open CIP ASSET records associated with that Project. Review the CIP PROJECT record again, and remove any remaining CIP ASSET information so the Project can be deleted.

Related Topics

- Complete CIP Overview
- Search for a CIP Project - Criteria
- Search for a CIP Project - Results
- Add a CIP Project
- Update a CIP Project
- CIP Project Transaction Status
- Export a CIP Project Report

Export a CIP Project Report

Overview

The Export a Construction in Progress (CIP) Project Report page provides the ability to save the Transaction Status in different formats.

Navigation

Accounting > CIP > Project > Search Criteria > *Various Procedural Steps* > Transaction Status > Print > CIP Project Report Export page

Page Fields

The following fields display on the **CIP Project Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.

Export Grid

Status

Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

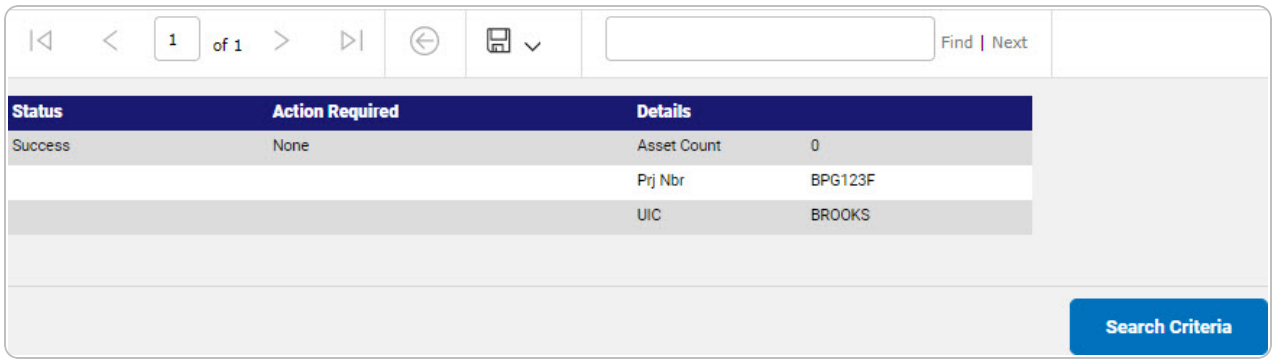
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP PROJECT Report to a Printable Application

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The **CIP Project Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria to return to the Search Criteria page.

Related Topics

- Complete CIP Overview
- Search for a CIP Project - Criteria
- Search for a CIP Project - Results
- Add a CIP Project
- Update a CIP Project
- Delete a CIP Project
- CIP Project Transaction Status

Search for a CIP PROJECT — Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Project process provides the ability to track the development of assets for eventual placement on the property book, or the improvement of assets currently on the property book.
There are three types of CIP PROJECTS:

- **Personal Property**
  — Tangible property, not including building(s) or land. (i.e. Equipment and IT systems).
- **Real Property**
  — Buildings, land, ground improvements and permanently installed fixtures contained by the property. (i.e. Buildings and sidewalks).
- **Military Equipment**
  — As defined by the Property and Equipment Policy Office, assets that can be used directly by the Armed Forces to carry out battle field missions.

The management of an activity performing a construction project is responsible for ensuring that all significant costs (that is, both funded and unfunded costs) are recorded for the project and that all costs subject to capitalization are included in the real property asset accounts, property records, and reports.

Note

The PRJ CATEGORY CD selected to Add a CIP PROJECT determines the tabs available.

Navigation

Accounting > CIP > Project > CIP PROJECT Search Criteria page

Page Fields

The following fields display on the **CIP PROJECT Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
231	To add Project, enter all fields displayed on page and select "Add" button.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

Prj Nbr *
Prj Type Cd
Prj Category Cd
Prj Status
Acq Program Name

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

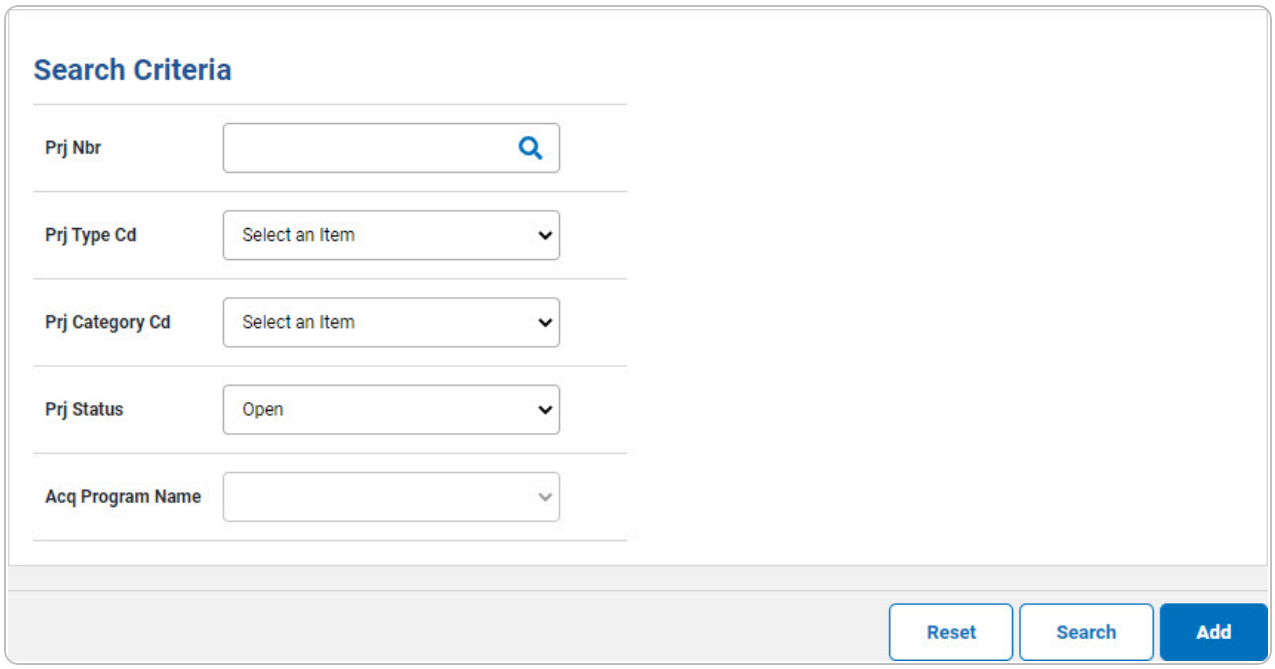
Click the following link to display PA Navigation Tips.

Search for a CIP Project

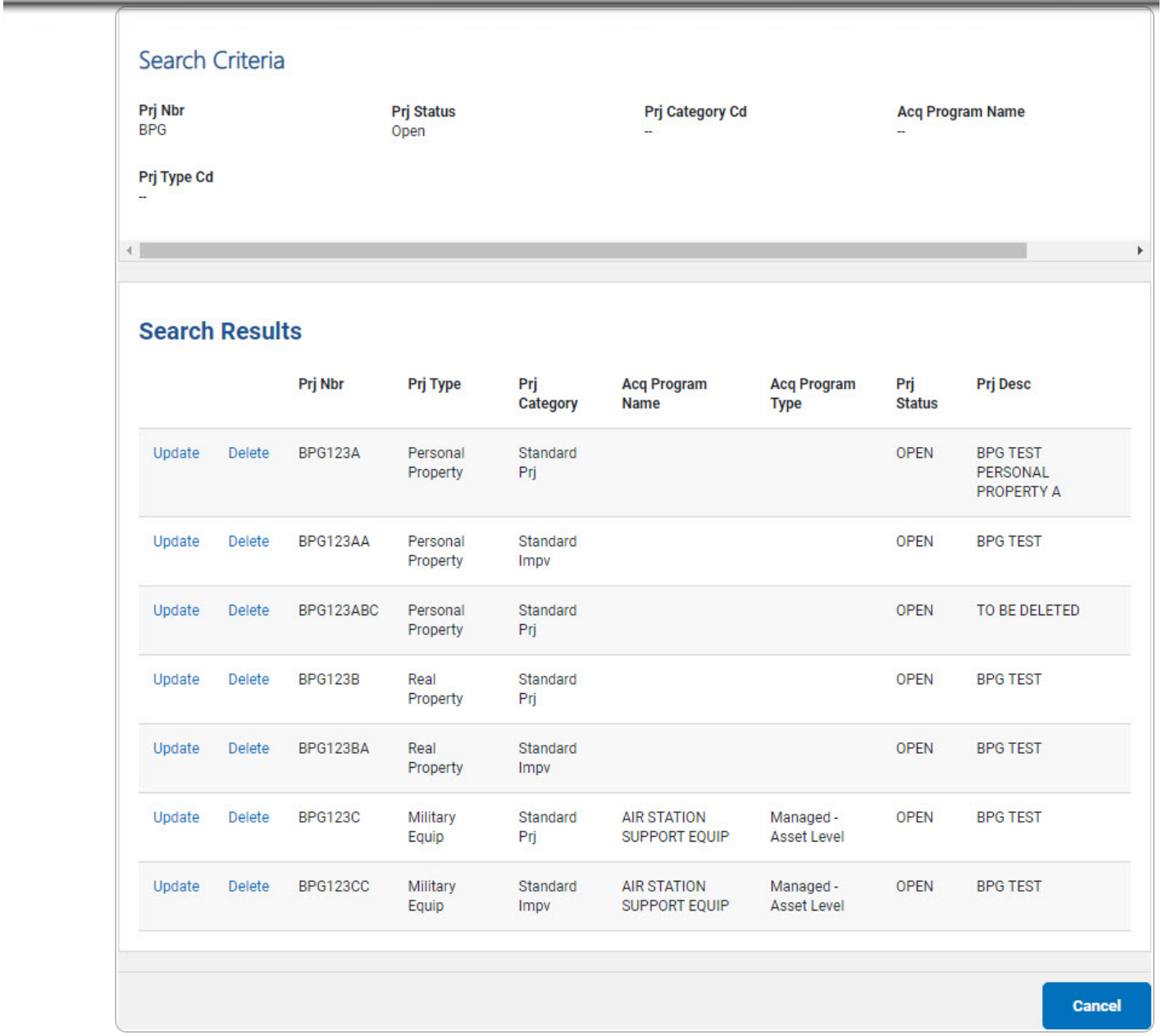
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Enter the Prj Nbr, or use to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse



2. Use ☑ to select the desired Prj Type Cd.
3. Use ☑ to select the desired Prj Category Cd.
4. Use ☑ to select the desired Prj Status.
5. Use ☑ to select the desired Acq Program Name.
6. Select Search. *The **Search for a CIP Project - Results** page appears. Results display in the Search Results grid.*



Add a CIP Project

1. Enter the Prj Nbr, or use 🔍 to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse

Note

Depending upon the PRJ TYPE CD, different fields are required.

2. Select Add. *The **Add a CIP Project** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *PRJ NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *PRJ TYPE CD*.	
13 — Mandatory Entry: *PRJ CATEGORY CD*.	
383 — Project exists with this PRJ NBR, select "Search" to Update / Delete.	Invalid Entry. The PROJECT NBR entered already exists for this UIC. Check the information again, and re-enter the field.

381 — PRJ NBR contains invalid special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following per-mitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
xxxx — PRJ CATEGORY is not valid for the PRJ TYPE selected.	Invalid Entry. The PRJ CATEGORIES Real Property and Personal Property can only have a PRJ TYPE of Standard Project or Standard Improvement. Choose an approved PRJ TYPE.
72 — CIP record(s) exist for this UIC.	Invalid Entry. The PRJ NBR entered already exists. Check the PRJ NBR again, and re-enter the field.

Related Topics

- Complete CIP Overview
- Search for a CIP Project — Results
- Add a CIP Project
- Update a CIP Project
- Delete a CIP Project
- View the CIP Project Transaction Status
- Export a CIP Project Report

Search for a CIP PROJECT — Results

Overview

The Construction in Progress (CIP) Project Search Results page provides the ability to view, update, or delete a CIP PROJECT.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > CIP > Project > Search Criteria > Search > CIP PROJECT Search Results

Page Fields

The following fields display on the **CIP PROJECT Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Search Criteria

Prj Nbr
Prj Type Cd
Prj Status
Prj Category Cd
Acq Program Name

Search Results

Update
Delete
Prj Nbr
Prj Type
Prj Category
Acq Program Name
Acq Program Type
Prj Status
Prj Desc

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a CIP Project

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

Select the Update hyperlink. *The **Update a CIP Project** page appears.*

Delete a CIP Project

Select the Delete hyperlink. *The **Delete a CIP Project** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access.

	Enter different Search Criteria and try the Search again.
482 — Project is closed. Processing cannot continue.	Invalid Entry. Record is not available. Select a record that Project Status is "Open".
394 — Costs associated with PRJ NBR, unable to Delete.	Invalid Deletion. Locate any CIP Costs that are associated to this CIP PROJECT. Review the CIP PROJECT again, and remove any remaining CIP COSTs so the CIP PROJECT can be deleted.

Related Topics

- Complete CIP Overview
- Search for a CIP Project — Criteria
- Add a CIP Project
- Update a CIP Project
- Delete a CIP Project
- CIP Project Transaction Status
- Export a CIP Project Report

CIP PROJECT Transaction Status

Overview

The Construction in Progress (CIP) Project Transaction Status page displays a verification of the add, update, or delete transaction performed.

Navigation

Accounting > CIP > Project > Search Criteria > *VARIOUS PROCEDURAL STEPS* > CIP PROJECT Transaction Status page

Page Fields

The following fields display on the **CIP PROJECT Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

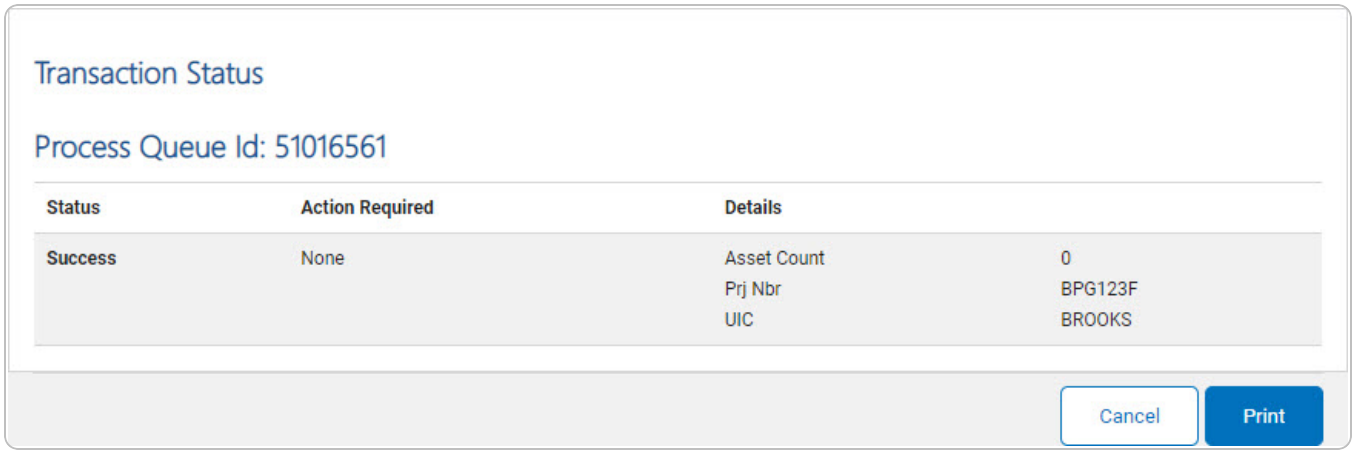
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the CIP PROJECT Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The **Export a CIP Project Report** page appears.*
- Select Cancel to return to the **CIP Project Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Complete CIP Overview
- Search for a CIP Project - Criteria
- Search for a CIP Project - Results

- Add a CIP Project
- Update a CIP Project
- Delete a CIP Project
- Export a CIP Project Report

Update a CIP Project

Overview

The Construction in Progress (CIP) Project Update process allows editing of an existing CIP Project.

Navigation

Accounting > CIP > Project > Search Criteria > Search > Search Results > Update hyperlink > CIP Project Update page

Page Fields

The following fields display on the **CIP Project Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

Project Tab

Number	Value
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.

Accounting Tab

Number	Value
13	Select "Reset" button to clear data.

xxxx	Select "Update" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Update New — Personal Property

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Prj Desc *
Dir Build No Dsgn Reqd
Type Action *
ACC *
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Project Status
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
Add Attachments

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Adjustment Type *

Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
Valuation Method *
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Prj Cptl Amt
Prj Funded Amt
Total Prj Amt
Prj Pend Amt
Prj Pend Cpt Amt
Prj UnCptl Amt
De-Cptl Amt
Prj Remain Bal
Cmpltd Qty
Dsgn Bid Bld Act Contrctn Cost Amt
Build Actual Cost Amt
Dsgn Bid Bld Act Dsgn Cost Amt
Remarks
History Remarks

Update New — Real Property

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Prj Desc *

Prj Sub-Type Cd *
Dir Build No Dsgn Reqd
Type Action *
ACC *
Prj Approval Dt
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cancln Dt
Build Cancln Reason Cd
Project Status
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
Add Attachments

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Adjustment Type *
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc

Task Cd
Job Order Nbr
Valuation Method *
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Prj Cptl Amt
Prj Funded Amt
Total Prj Amt
Prj Pend Amt
Prj Pend Cpt Amt
Prj UnCptl Amt
De-Cptl Amt
Prj Remain Bal
Cmpltd Qty
Dsgn Bid Bld Act Contrctn Cost Amt
Build Actual Cost Amt
Dsgn Bid Bld Act Dsgn Cost Amt
Remarks
History Remarks

Update New — Military Equipment

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Acq Program Name
Acq Program Type
Prj Desc *
Dir Build No Dsgn Reqd
Type Action *
ACC *
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt

Estimated Prj Qty
Prj Cmpltn Dt
Project Status
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
Add Attachments

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type
Fiduciary Reporting
Permit Negative Balance
Adjustment Type *
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
Valuation Method *
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Total Prj Amt
Prj Cptl Amt
Prj Funded Amt
Total Prj Amt
Prj Pend Amt

Prj Pend Cpt Amt
Prj UnCptl Amt
De-Cptl Amt
Prj Remain Bal
Cmpltd Qty
Dsgn Bid Bld Act Contrctn Cost Amt
Build Actual Cost Amt
Dsgn Bid Bld Act Dsgn Cost Amt
Remarks
History Remarks

Update Improvements — Personal Property

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Prj Desc *
Dir Build No Dsgn Reqd
Type Action *
ACC *
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Project Status
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
Add Attachments

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category

Prj Status
Adjustment Type *
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Prj Cptl Amt
Prj Funded Amt
Total Prj Amt
Prj Pend Amt
Prj Pend Cpt Amt
Prj UnCptl Amt
De-Cptl Amt
Prj Remain Bal
Cmpltd Qty
Dsgn Bid Bld Act Contrctn Cost Amt
Build Actual Cost Amt
Dsgn Bid Bld Act Dsgn Cost Amt
Remarks
History Remarks

Update Improvements — Real Property

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status

Prj Desc *
Prj Sub-Type Cd *
Dir Build No Dsgn Reqd
Type Action *
ACC *
Prj Approval Dt
Prj Est Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cancln Dt
Build Cancln Reason Cd
Project Status
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
Add Attachments

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Adjustment Type *
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center

Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Prj Cptl Amt
Prj Funded Amt
Total Prj Amt
Prj Pend Amt
Prj Pend Cpt Amt
Prj UnCptl Amt
De-Cptl Amt
Prj Remain Bal
Cmpltd Qty
Dsgn Bid Bld Act Contrctn Cost Amt
Build Actual Cost Amt
Dsgn Bid Bld Act Dsgn Cost Amt
Remarks
History Remarks

Update Improvements — Military Equipment

Project Tab

UIC
Agency
Prj Nbr
Prj Type Cd
Prj Category Cd
Prj Status
Acq Program Name
Acq Program Type
Prj Desc *
Dir Build No Dsgn Reqd
Type Action *
ACC *
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt

Estimated Prj Qty
Prj Cmpltn Dt
Project Status
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
Add Attachments

Accounting Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type
Fiduciary Reporting
Permit Negative Balance
Adjustment Type *
Asset Cd *
Doc Nbr *
LOA
Fund Cd / ASN *
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Prj Cptl Amt
Prj Funded Amt
Total Prj Amt
Prj Pend Amt
Prj Pend Cpt Amt
Prj UnCptl Amt

De-Cptl Amt
Prj Remain Bal
Cmpltd Qty
Dsgn Bid Bld Act Contrctn Cost Amt
Build Actual Cost Amt
Dsgn Bid Bld Act Dsgn Cost Amt
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

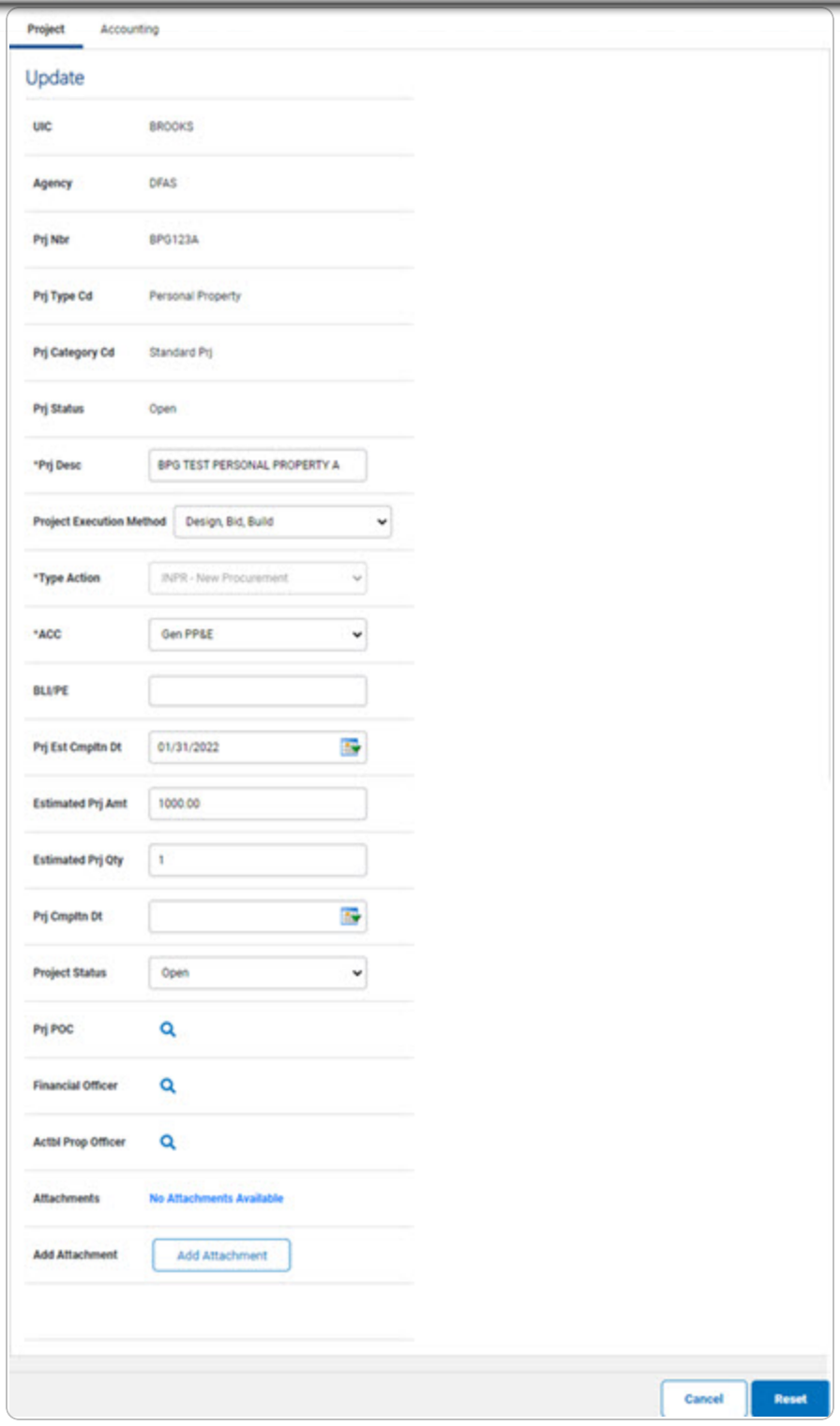
Update a New CIP PROJECT

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

- **Personal Property**

1. In the CIP sub-menu, select Project. *The* ***CIP PROJECT Search Criteria*** *page appears.*
2. Enter the desired PRJ NBR, or use to browse for the number.

   Project Number Browse help
3. Select Search. *The* ***CIP PROJECT Search Results*** *page appears.*
4. Select the Update hyperlink on the desired Personal Property row. *The* ***CIP PROJECT Update*** *page appears, open to the Project tab.*
5. Update the fields on the Project tab.


Project
Accounting
Update
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123A
Prj Type Cd
Personal Property
Prj Category Cd
Standard Prj
Prj Status
Open
*Prj Desc
BPG TEST PERSONAL PROPERTY A
Project Execution Method
Design, Bid, Build
*Type Action
INPR - New Procurement
*ACC
Gen PP&E
BLI/PE
Prj Est Cmpltn Dt
01/31/2022
Estimated Prj Amt
1000.00
Estimated Prj Qty
1
Prj Cmpltn Dt
Project Status
Open
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
No Attachments Available
Add Attachment
Add Attachment
Cancel
Reset

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE CD.*

E. *Verify the PRJ CATEGORY CD.*

F. *Verify the PRJ STATUS.*

G. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

H. Verify the DIR BUILD NO DSGN REQD contains the appropriate ☑ or ☐. *This specifies if design expenses are required.*

I. *Verify the Type Action.*

J. Update the ACC, using ⌄ to select the desired code.

K. Update the BLI/PE, entering the correct information in the field provided. *This is a 20 alpha-numeric character field.*

L. Update the PRJ EST CMPLTN DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

M. Update the ESTIMATED PRJ AMT, entering the correct amount in the field provided. *This is a 19 numeric character field.*

N. Update the ESTIMATED PRJ QTY, entering the correct quantity in the field provided. *This is a 6 numeric character field.*

O. Update the PRJ CMPLTN DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

P. Update the Project Status, using ⌄ to select the desired status.

Q. Update the PRJ POC, using 🔍 to browse for the correct POC.

   a. Select Search to view the PRJ POC's available.

   b. Choose the Select hyperlink next to the desired PRJ POC.

   c. The address appears in the PRJ POC blank fields.

R. Update the Financial Officer, using 🔍 to browse for the correct POC.

   a. Select Search to view the Financial Officer's available.

   b. Choose the Select hyperlink next to the desired Financial Officer.

c. The address appears in the Financial Officer blank fields.

S. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

a. Select Search to view the ACTBL PROP OFFICER's available.

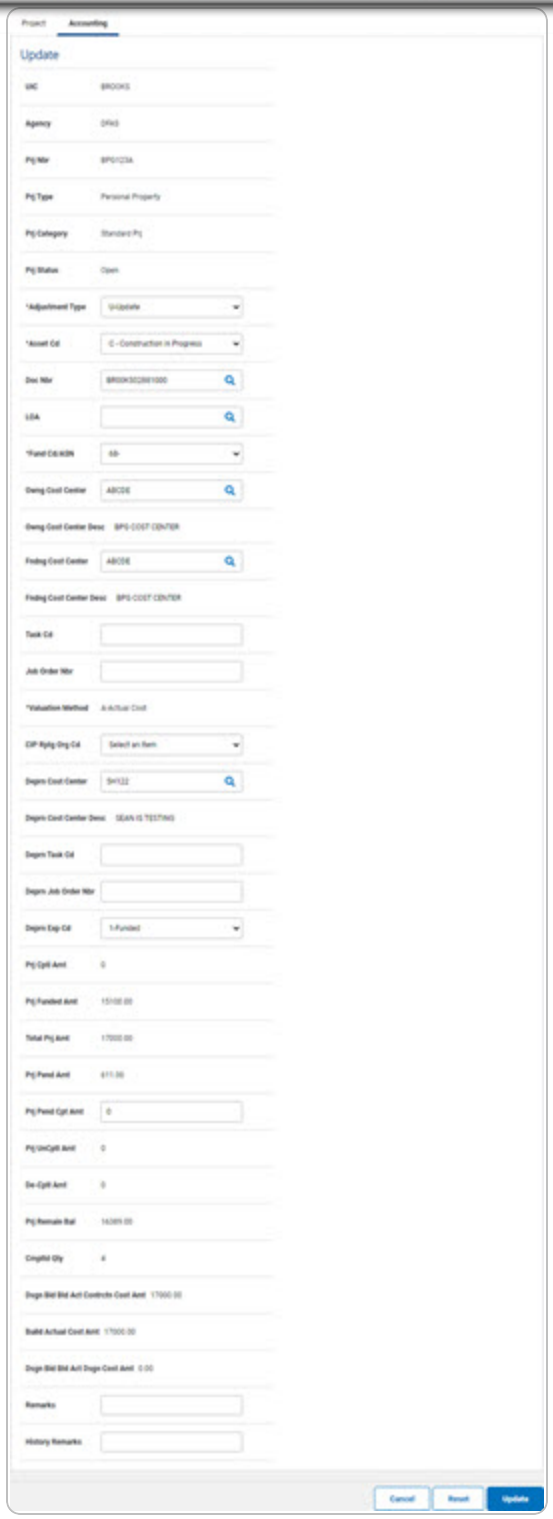
b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.

c. The address appears in the ACTBL PROP OFFICER blank fields.

T. *View any attachments as thumbnails in the Attachments field.*

U. Select Add Attachment to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting tab.


Project
Accounting
Update
UIC
BROOKS
Agency
DHG
Pj Nbr
BPS123A
Pj Type
Personal Property
Pj Category
Standard Pj
Pj Status
Open
*Adjustment Type
U-Update
*Asset Cd
C - Construction in Progress
Doc Nbr
BROOKSCON1000
LOA
*Fund Cd/ASN
AA
Owng Cost Center
ABCDE
Owng Cost Center Desc
BPS-COST CENTER
Fndng Cost Center
ABCDE
Fndng Cost Center Desc
BPS-COST CENTER
Task Cd
Job Order Nbr
*Valuation Method
A-Actual Cost
CIP Rptg Org Cd
Select an Item
Deprn Cost Center
SH122
Deprn Cost Center Desc
SEAN IS TESTING
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Pj Cptl Amt
0
Pj Funded Amt
15100.00
Total Pj Amt
17000.00
Pj Fund Amt
611.00
Pj Fund Cpt Amt
0
Pj UnCptl Amt
0
De-Cptl Amt
0
Pj Remain Bal
16389.00
Cmpltd Qty
4
Dupe Bld Bld Act Controls Cost Amt
17000.00
Build Actual Cost Amt
17000.00
Dupe Bld Bld Act Dupe Cost Amt
0.00
Remarks
History Remarks
Cancel
Reset
Update

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the Adjustment Type, using to select the desired code.

H. Update the Asset Cd, using to select the desired code.

I. Update the DOC NBR, using to browse for the correct number. *This is a 14 alphanumeric character field.*

Document Number Browse help

J. Update the LOA, using to browse for the correct number. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

K. Update the Fund Cd / ASN, using to select the desired code.

L. Update the OWNG COST CENTER, using to browse for the correct number. *This is a 11 alphanumeric character field.*

Cost Center Browse help

M. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

N. Update the FNDNG COST CENTER, using to browse for the correct number. *This is a 11 alphanumeric character field.*

Cost Center Browse help

O. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

P. Update the TASK CD, entering the correct code in the field provided. *This is a 25 alphanumeric character field.*

Q. Update the JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

R. *Verify the Valuation Method.*

S. Update the CIP Rptg Org Cd, using to select the desired code.

T. Update the DEPRN COST CENTER, using to browse for the revised identifier.

Cost Center Browse help

U. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

V. Update the DEPRN TASK CD, entering the correct code in the field provided. *This is a 14 alphanumeric character field.*

W. Update the DEPRN JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

X. Update the Deprn Exp Cd, using to select the desired code.

Y. *Verify the PRJ CPTL AMT.*

Z. *Verify the PRJ FUNDED AMT.*

AA. *Verify the TOTAL PRJ AMT.*

AB. *Verify the PRJ PEND AMT.*

AC. Update the PRJ PEND CPTL AMT, entering the correct cost in the field provided. *This is a 16.2 numeric character field.*

AD. *Verify the PRJ UNCPTL AMT.*

AE. *Verify the DE-CPTL AMT.*

AF. *Verify the PRJ REMAIN BAL.*

AG. *Verify the CMPLTD QTY.*

AH. *Verify the DSGN BID BLD ACT CONTRCTN COST AMT.*

AI. *Verify the BUILD ACTUAL COST AMT.*

AJ. *Verify the DSGN BID BLD ACT DSGN COST AMT.*

AK. Update any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

AL. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select Update. *The **CIP Project Transaction Status** page appears.*

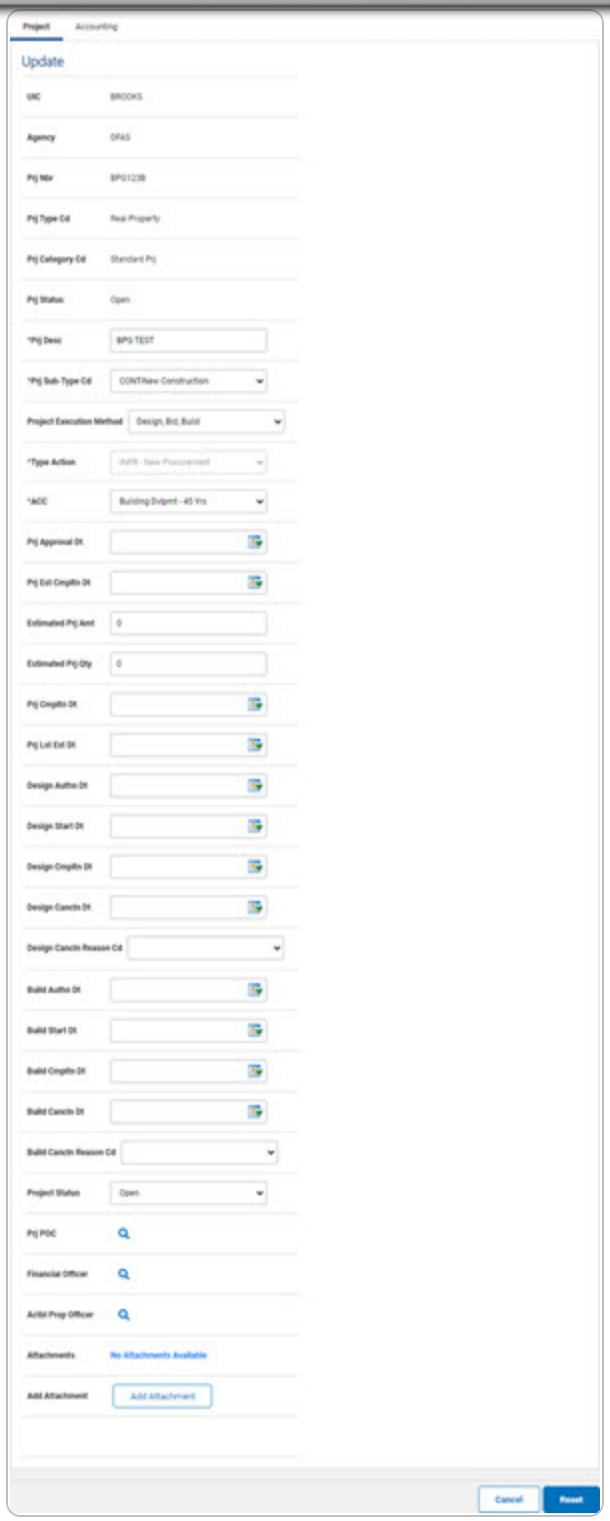
- **Real Property**

1. In the CIP sub-menu, select Project. *The **CIP PROJECT Search Criteria** page appears.*

2. Enter the desired PRJ NBR, or use to browse for the number.

Project Number Browse help

3. Select Search. *The **CIP PROJECT Search Results** page appears.*
4. Select the Update hyperlink on the desired Real Property row. *The **CIP PROJECT Update** page appears, open to the Project tab.*
5. Update the fields on the Project tab.


Project
Accounting
Update
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123B
Prj Type Cd
Real Property
Prj Category Cd
Standard Prj
Prj Status
Open
*Prj Desc
BPG TEST
*Prj Sub-Type Cd
CONTNew Construction
Project Execution Method
Design, Bid, Build
*Type Action
INPR - New Procurement
*AOC
Building Dvlpmt - 45 Yrs
Prj Approval Dt
Prj Est Cmpltn Dt
Estimated Prj Amt
0
Estimated Prj Qty
0
Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cancln Dt
Build Cancln Reason Cd
Project Status
Open
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
No Attachments Available
Add Attachment
Add Attachment
Cancel
Reset

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE CD.*

E. *Verify the PRJ CATEGORY CD.*

F. *Verify the PRJ STATUS.*

G. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

H. Update the Prj Sub-Type Cd, using to select the desired code.

I. Verify the DIR BUILD NO DSGN REQD contains the appropriate or . *This specifies if design expenses are required.*

J. *Verify the Type Action.*

K. Update the ACC, using to select the desired code.

L. Update the PRJ APPROVAL DT, using or entering the date (MM/DD/YYYY) in the field provided.

M. Update the PRJ EST CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

N. Update the ESTIMATED PRJ AMT, entering the correct amount in the field provided. *This is a 19 numeric character field.*

O. Update the ESTIMATED PRJ QTY, entering the correct quantity in the field provided. *This is a 6 numeric character field.*

P. Update the PRJ CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the PRJ LST EST DT, using or entering the date (MM/DD/YYYY) in the field provided.

R. Update the DESIGN AUTHN DT, using or entering the date (MM/DD/YYYY) in the field provided.

S. Update the DESIGN START DT, using or entering the date (MM/DD/YYYY) in the field provided.

T. Update the DESIGN CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

U. Update the DESIGN CANCLN DT, using or entering the date (MM/DD/YYYY) in the field provided.

V. Update the Design Cancln Reason Cd, using to select the desired status.

W. Update the BUILD AUTHN DT, using or entering the date (MM/DD/YYYY) in the field provided.

X. Update the BUILD START DT, using or entering the date (MM/DD/YYYY) in the field provided.

Y. Update the BUILD CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

Z. Update the BUILD CANCLN DT, using or entering the date (MM/DD/YYYY) in the field provided.

AA. Update the Build Cancln Reason Cd, using to select the desired status.

AB. Update the Project Status, using to select the desired status.

AC. Update the PRJ POC, using to browse for the correct POC.

a. Select Search to view the PRJ POC's available.
b. Choose the Select hyperlink next to the desired PRJ POC.
c. The address appears in the PRJ POC blank fields.

AD. Update the Financial Officer, using to browse for the correct POC.

a. Select Search to view the Financial Officer's available.
b. Choose the Select hyperlink next to the desired Financial Officer.
c. The address appears in the Financial Officer blank fields.

AE. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

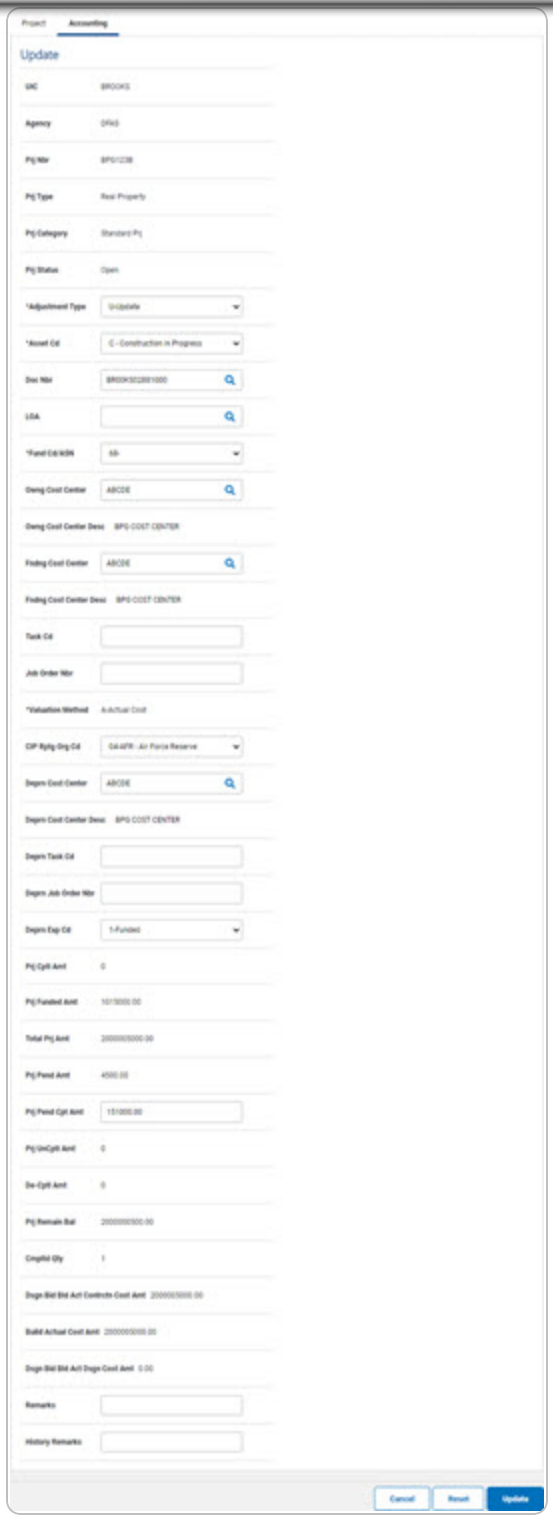
a. Select Search to view the ACTBL PROP OFFICER's available.
b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.
c. The address appears in the ACTBL PROP OFFICER blank fields.

AF. *View any attachments as thumbnails in the Attachments field.*

AG. Select

to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting Tab.


Project
Accounting
Update
UIC
Agency
Prj Nbr
Prj Type
Real Property
Prj Category
Standard Prj
Prj Status
Open
*Adjustment Type
U-Update
*Asset Cd
C - Construction in Progress
Doc Nbr
LOA
*Fund Cd/ASN
Owng Cost Center
ABCDE
Owng Cost Center Desc
BPG COST CENTER
Fndng Cost Center
ABCDE
Fndng Cost Center Desc
BPG COST CENTER
Task Cd
Job Order Nbr
*Valuation Method
A-Actual Cost
CIP Rptg Org Cd
Deprn Cost Center
ABCDE
Deprn Cost Center Desc
BPG COST CENTER
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Prj Cptl Amt
0
Prj Funded Amt
Total Prj Amt
Prj Pend Amt
Prj Pend Cpt Amt
Prj UnCptl Amt
0
De-Cptl Amt
0
Prj Remain Bal
Cmplld Qty
1
Remarks
History Remarks
Cancel
Reset
Update

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the Adjustment Type, using to select the desired code.

H. Update the Asset Cd, using to select the desired code.

I. Update the DOC NBR, using to browse for the correct number. *This is a 14 alphanumeric character field.*

Document Number Browse help

J. Update the LOA, using to browse for the correct number. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

K. Update the Fund Cd / ASN, using to select the desired code.

L. Update the OWNG COST CENTER, using to browse for the correct number.

Cost Center Browse help

M. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

N. Update the FNDNG COST CENTER, using to browse for the correct number.

Cost Center Browse help

O. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

P. Update the TASK CD, entering the correct code in the field provided. *This is a 25 alphanumeric character field.*

Q. Update the JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

R. *Verify the Valuation Method.*

S. Update the CIP Rptg Org Cd, using to select the desired code.

T. Update the DEPRN COST CENTER, using to browse for the revised identifier.

Cost Center Browse help

U. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

V. Update the DEPRN TASK CD, entering the correct code in the field provided. *This is a 14 alphanumeric character field.*

W. Update the DEPRN JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

X. Update the Deprn Exp Cd, using to select the desired code.

Y. *Verify the PRJ CPTL AMT.*

Z. *Verify the PRJ FUNDED AMT.*

AA. *Verify the TOTAL PRJ AMT.*

AB. *Verify the PRJ PEND AMT.*

AC. Update the PRJ PEND CPTL AMT, entering the correct cost in the field provided. *This is a 16.2 numeric character field.*

AD. *Verify the PRJ UNCPTL AMT.*

AE. *Verify the DE-CPTL AMT.*

AF. *Verify the PRJ REMAIN BAL.*

AG. *Verify the CMPLTD QTY.*

AH. *Verify the DSGN BID BLD ACT CONTRCTN COST AMT.*

AI. *Verify the BUILD ACTUAL COST AMT.*

AJ. *Verify the DSGN BID BLD ACT DSGN COST AMT.*

AK. Update any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

AL. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select Update. *The **CIP Project Transaction Status** page appears.*

- **Military Equipment**

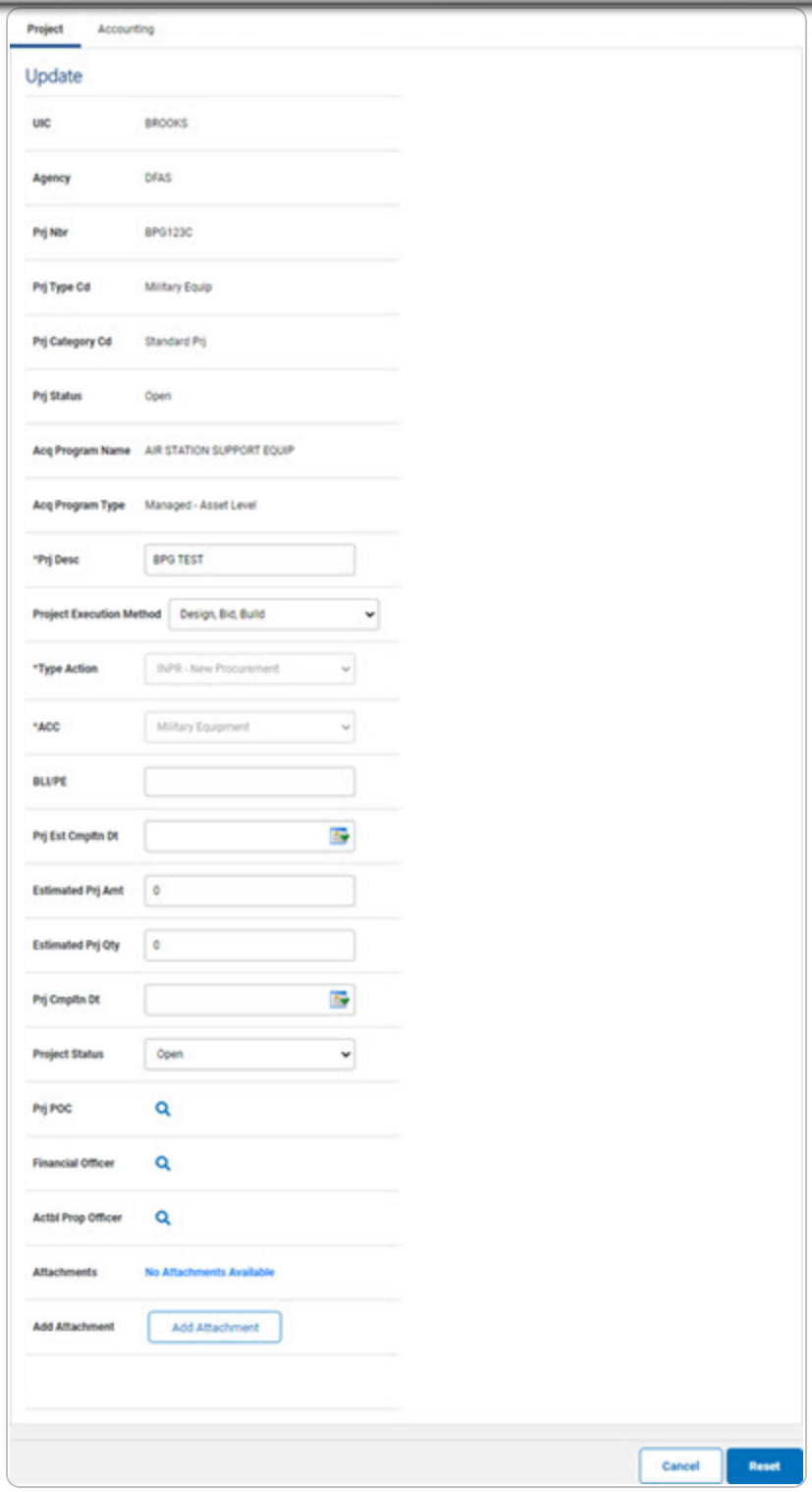
1. In the CIP sub-menu, select Project. *The **CIP PROJECTSearch Criteria** page appears.*

2. Enter the desired PRJ NBR, or use to browse for the number.

Project Number Browse help

3. Select Search. *The **CIP PROJECT Search Results** page appears.*

4. Select the Update hyperlink on the desired Military Equipment row. *The **CIP Project Update** page appears, open to the Project tab.*
5. Update the fields on the Project tab.


Project
Accounting
Update
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123C
Prj Type Cd
Military Equip
Prj Category Cd
Standard Prj
Prj Status
Open
Acq Program Name
AIR STATION SUPPORT EQUIP
Acq Program Type
Managed - Asset Level
*Prj Desc
BPG TEST
Project Execution Method
Design, Bid, Build
*Type Action
INPR - New Procurement
*ACC
Military Equipment
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
0
Estimated Prj Qty
0
Prj Cmpltn Dt
Project Status
Open
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
No Attachments Available
Add Attachment
Add Attachment
Cancel
Reset

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE CD.*

E. *Verify the PRJ CATEGORY CD.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM NAME.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

J. Verify the DIR BUILD NO DSGN REQD contains the appropriate ☑ or ☐. *This specifies if design expenses are required.*

K. *Verify the Type Action.*

L. *The ACC automatically populates to Military Equipment, and is not editable.*

M. Update the BLI/PE, entering the correct information in the field provided. *This is a 20 alpha-numeric character field.*

N. Update the PRJ EST CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

O. Update the ESTIMATED PRJ AMT, entering the correct amount in the field provided. *This is a 19 numeric character field.*

P. Update the ESTIMATED PRJ QTY, entering the correct quantity in the field provided. *This is a 6 numeric character field.*

Q. Update the PRJ CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

R. Update the Project Status, using to select the desired status.

S. Update the PRJ POC, using to browse for the correct POC.

   a. Select Search to view the PRJ POC's available.

   b. Choose the Select hyperlink next to the desired PRJ POC.

   c. The address appears in the PRJ POC blank fields.

T. Update the Financial Officer, using to browse for the correct POC.

a. Select Search to view the Financial Officer's available.
b. Choose the Select hyperlink next to the desired Financial Officer.
c. The address appears in the Financial Officer blank fields.

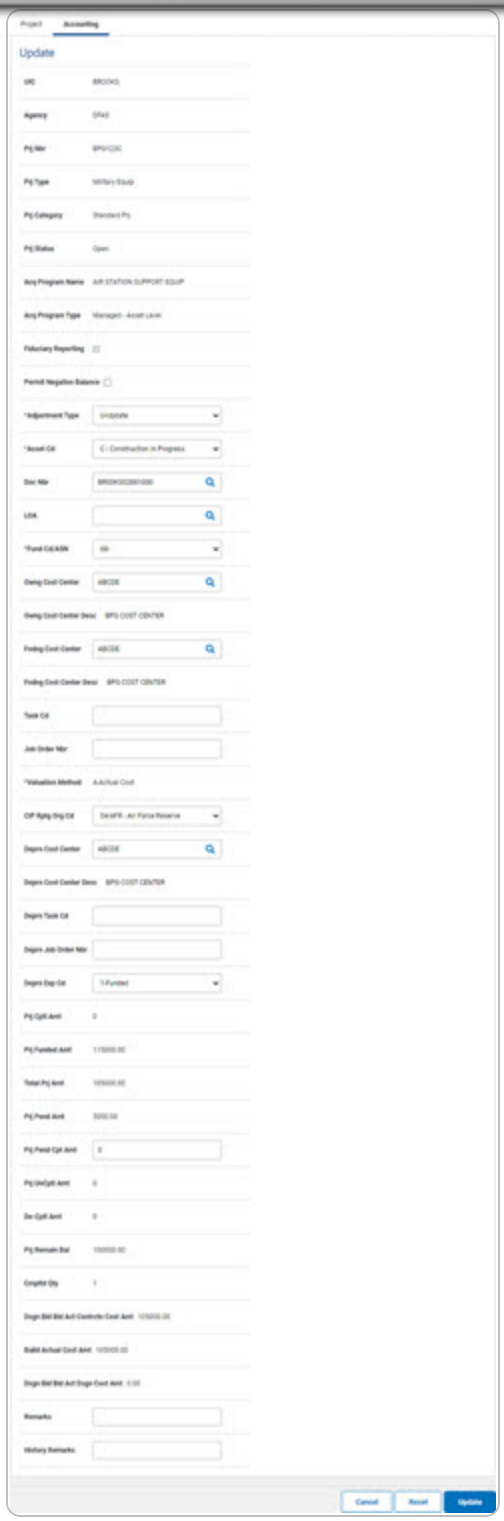
U. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

a. Select Search to view the ACTBL PROP OFFICER's available.
b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.
c. The address appears in the ACTBL PROP OFFICER blank fields.

V. *View any attachments as thumbnails in the Attachments field.*

W. Select Add Attachment to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting tab.


Project
Accounting
Update
Cancel
Reset
Update

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM NAME.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Verify the Fiduciary Reporting contains the appropriate ☑ or ☐. *This specifies if reporting the assets to the fiduciary is required.*

J. Verify the Permit Negative Balance contains the appropriate ☑ or ☐. *This specifies if a negative balance (debt) is allowed.*

K. Update the Adjustment Type, using ☑ to select the desired code.

L. Update the Asset Cd, using ☑ to select the desired code.

M. Update the DOC NBR, using 🔍 to browse for the correct number. *This is a 14 alphanumeric character field.*

Document Number Browse help

N. Update the LOA, using 🔍 to browse for the correct number. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

O. Update the Fund Cd / ASN, using ☑ to select the desired code.

P. Update the OWNG COST CENTER, using 🔍 to browse for the correct number.

Cost Center Browse help

Q. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

R. Update the FNDNG COST CENTER, using 🔍 to browse for the correct number.

Cost Center Browse help

S. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

T. Update the TASK CD, entering the correct code in the field provided. *This is a 25 alpha-numeric character field.*

U. Update the JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

V. Update the Valuation Method, using to select the desired method.

W. Update the CIP Rptg Org Cd, using to select the desired code.

X. Update the DEPRN COST CENTER, using to browse for the revised identifier.

Cost Center Browse help

Y. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

Z. Update the DEPRN TASK CD, entering the correct code in the field provided. *This is a 14 alphanumeric character field.*

AA. Update the DEPRN JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

AB. Update the Deprn Exp Cd, using to select the desired code.

AC. *Verify the PRJ CPTL AMT.*

AD. *Verify the PRJ FUNDED AMT.*

AE. *Verify the TOTAL PRJ AMT.*

AF. *Verify the PRJ PEND AMT.*

AG. Update the PRJ PEND CPTL AMT, entering the correct cost in the field provided. *This is a 16.2 numeric character field.*

AH. *Verify the PRJ UNCPTL AMT.*

AI. *Verify the DE-CPTL AMT.*

AJ. *Verify the PRJ REMAIN BAL.*

AK. *Verify the CMPLTD QTY.*

AL. *Verify the DSGN BID BLD ACT CONTRCTN COST AMT.*

AM. *Verify the BUILD ACTUAL COST AMT.*

AN. *Verify the DSGN BID BLD ACT DSGN COST AMT.*

AO. Update any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

AP. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select Update. *The **CIP Project Transaction Status** page appears.*

Update an Improvement CIP PROJECT

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

- **Personal Property**

1. In the CIP sub-menu, select Project. *The **CIP PROJECTSearch Criteria** page appears.*
2. Enter the desired PRJ NBR, or use to browse for the number.

   Project Number Browse help
3. Select Search. *The **CIP PROJECT Search Results** page appears.*
4. Select the Update hyperlink on the desired row. *The **CIP PROJECT Update** page appears, open to the Project tab.*
5. Update the fields on the Project tab.

Project
Accounting
Update
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123AA
Prj Type Cd
Personal Property
Prj Category Cd
Standard Impv
Prj Status
Open
*Prj Desc
BPG TEST
Project Execution Method
Design, Bid, Build
*Type Action
INPR - New Procurement
*ACC
Heritage Asset
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
0
Estimated Prj Qty
0
Prj Cmpltn Dt
Project Status
Open
Prj POC
CIP POC
6394 INERTIA WHEY
MILLERSVILLE PA 10940
Financial Officer
Actbl Prop Officer
Attachments
No Attachments Available
Add Attachment
Add Attachment
Cancel
Reset

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE CD.*

E. *Verify the PRJ CATEGORY CD.*

F. *Verify the PRJ STATUS.*

G. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

H. Verify the DIR BUILD NO DSGN REQD contains the appropriate ☑ or ☐. *This specifies if design expenses are required.*

I. *Verify the Type Action.*

J. Update the ACC, using ⌄ to select the desired code.

K. Update the BLI/PE, entering the correct information in the field provided. *This is a 20 alpha-numeric character field.*

L. Update the PRJ EST CMPLTN DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

M. Update the ESTIMATED PRJ AMT, entering the correct amount in the field provided. *This is a 19 numeric character field.*

N. Update the ESTIMATED PRJ QTY, entering the correct quantity in the field provided. *This is a 6 numeric character field.*

O. Update the PRJ CMPLTN DT, using 📅 or entering the date (MM/DD/YYYY) in the field provided.

P. Update the Project Status, using ⌄ to select the desired status.

Q. Update the PRJ POC, using 🔍 to browse for the correct POC.

   a. Select Search to view the PRJ POC's available.

   b. Choose the Select hyperlink next to the desired PRJ POC.

   c. The address appears in the PRJ POC blank fields.

R. Update the Financial Officer, using 🔍 to browse for the correct POC.

   a. Select Search to view the Financial Officer's available.

   b. Choose the Select hyperlink next to the desired Financial Officer.

c. The address appears in the Financial Officer blank fields.

S. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

a. Select Search to view the ACTBL PROP OFFICER's available.

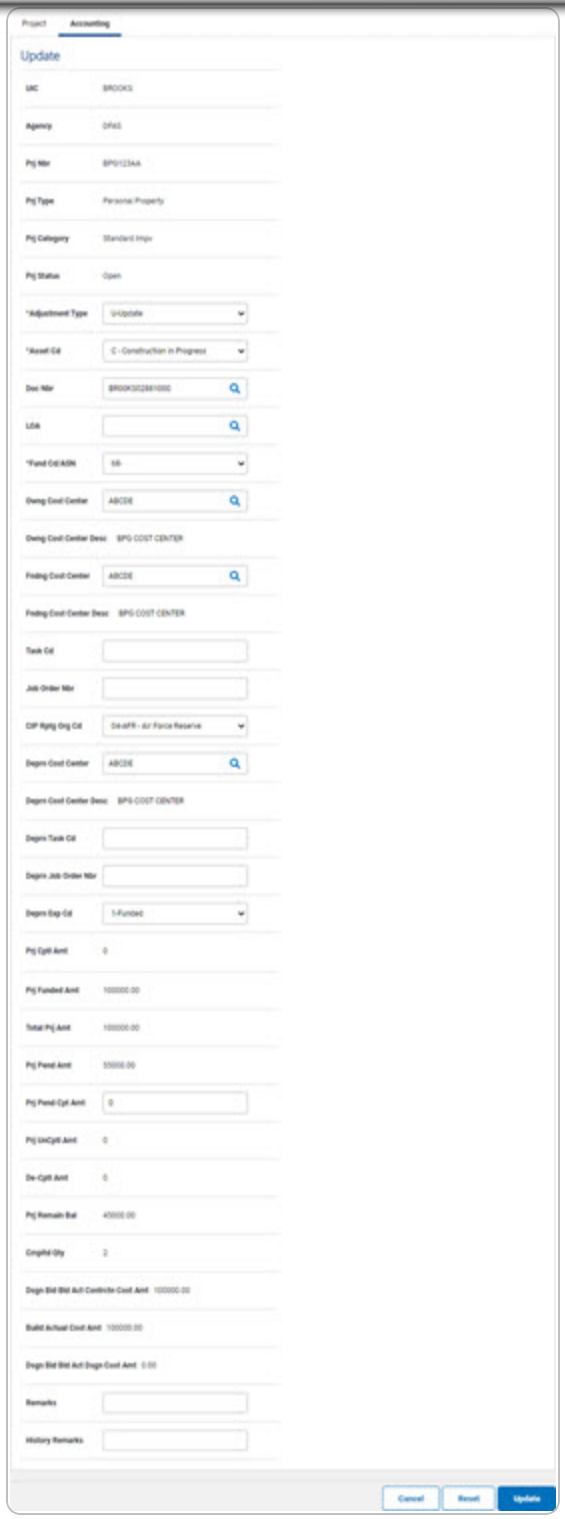
b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.

c. The address appears in the ACTBL PROP OFFICER blank fields.

T. *View any attachments as thumbnails in the Attachments field.*

U. Select Add Attachment to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting tab.


Project
Accounting
Update
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123AA
Prj Type
Personal Property
Prj Category
Standard Impv
Prj Status
Open
*Adjustment Type
U-Update
*Asset Cd
C - Construction in Progress
Doc Nbr
LOA
*Fund Cd/ASN
Owng Cost Center
ABCDE
Owng Cost Center Desc
BPG COST CENTER
Fndng Cost Center
ABCDE
Fndng Cost Center Desc
BPG COST CENTER
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Deprn Cost Center
ABCDE
Deprn Cost Center Desc
BPG COST CENTER
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Prj Cptl Amt
0
Prj Funded Amt
100000.00
Total Prj Amt
100000.00
Prj Pend Amt
55000.00
Prj Pend Cpt Amt
0
Prj UnCptl Amt
0
De-Cptl Amt
0
Prj Remain Bal
45000.00
Cmplld Qty
2
Dsgn Bld Bld Act Contrcte Cost Amt
100000.00
Bldd Actual Cost Amt
100000.00
Dsgn Bld Bld Act Dsgn Cost Amt
0.00
Remarks
History Remarks
Cancel
Reset
Update

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE CD.*

E. *Verify the PRJ CATEGORY CD.*

F. *Verify the PRJ STATUS.*

G. Update the Adjustment Type, using to select the desired code.

H. Update the Asset Cd, using to select the desired code.

I. Update the DOC NBR, using to browse for the correct number. *This is a 14 alphanumeric character field.*

Document Number Browse help

J. Update the LOA, using to browse for the correct number. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

K. Update the Fund Cd / ASN, using to select the desired code.

L. Update the OWNG COST CENTER, using to browse for the correct number.

Cost Center Browse help

M. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

N. Update the FNDNG COST CENTER, using to browse for the correct number.

Cost Center Browse help

O. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

P. Update the TASK CD, entering the correct code in the field provided. *This is a 25 alphanumeric character field.*

Q. Update the JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

R. Update the DEPRN COST CENTER, using to browse for the revised identifier.

Cost Center Browse help

S. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

T. Update the DEPRN TASK CD, entering the correct code in the field provided. *This is a 14 alphanumeric character field.*

U. Update the DEPRN JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

V. Update the Deprn Exp Cd, using to select the desired code.

W. *Verify the PRJ CPTL AMT.*

X. *Verify the PRJ FUNDED AMT.*

Y. *Verify the TOTAL PRJ AMT.*

Z. *Verify the PRJ PEND AMT.*

AA. Update the PRJ PEND CPTL AMT, entering the correct cost in the field provided. *This is a 16.2 numeric character field.*

AB. *Verify the PRJ UNCPTL AMT.*

AC. *Verify the DE-CPTL AMT.*

AD. *Verify the PRJ REMAIN BAL.*

AE. *Verify the CMPLTD QTY.*

AF. *Verify the DSGN BID BLD ACT CONTRCTN COST AMT.*

AG. *Verify the BUILD ACTUAL COST AMT.*

AH. *Verify the DSGN BID BLD ACT DSGN COST AMT.*

AI. Update any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

AJ. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select

. *The **CIP Project Transaction Status** page appears.*

- **Real Property**

1. In the CIP sub-menu, select Project. *The **CIP PROJECTSearch Criteria** page appears.*

2. Enter the desired PRJ NBR, or use to browse for the number.

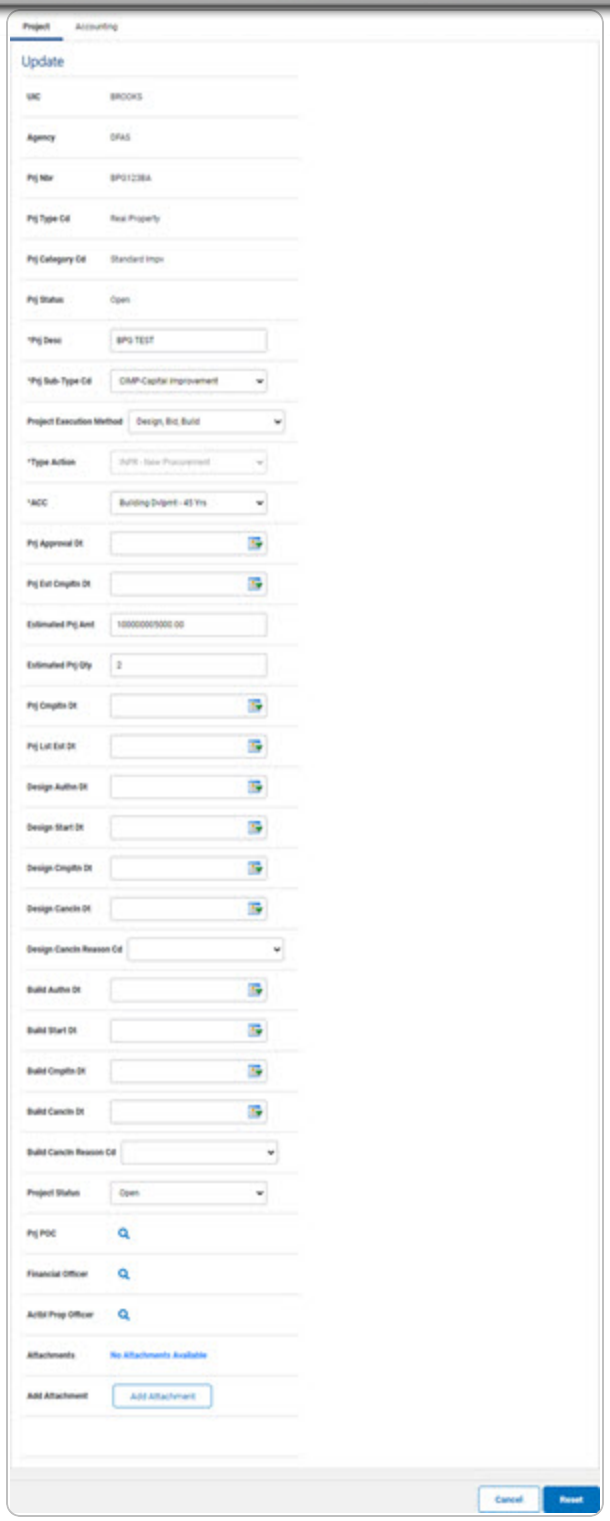
Project Number Browse help

3. Select

. *The **CIP PROJECT Search Results** page appears.*

4. Select the Update hyperlink on the desired row. *The **CIP PROJECT Update** page appears, open to the Project tab.*

5. Update the fields on the Project tab.


Project
Accounting
Update
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG1238A
Prj Type Cd
Real Property
Prj Category Cd
Standard Impv
Prj Status
Open
*Prj Desc
BPG TEST
*Prj Sub-Type Cd
OMP-Capital Improvement
Project Execution Method
Design, Bid, Build
*Type Action
INPR - New Procurement
*ACC
Building Dvlpmt - 45 Yrs
Prj Approval Dt
Prj Est Cmpltn Dt
Estimated Prj Amt
100000005000.00
Estimated Prj Qty
2
Prj Cmpltn Dt
Prj Lst Est Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cancln Dt
Build Cancln Reason Cd
Project Status
Open
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
No Attachments Available
Add Attachment
Add Attachment
Cancel
Reset

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE CD.*

E. *Verify the PRJ CATEGORY CD.*

F. *Verify the PRJ STATUS.*

G. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

H. Update the Prj Sub-Type Cd, using to select the desired code.

I. Verify the DIR BUILD NO DSGN REQD contains the appropriate or . *This specifies if design expenses are required.*

J. *Verify the Type Action.*

K. Update the ACC, using to select the desired code.

L. Update the PRJ APPROVAL DT, using or entering the date (MM/DD/YYYY) in the field provided.

M. Update the PRJ EST CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

N. Update the ESTIMATED PRJ AMT, entering the correct amount in the field provided. *This is a 19 numeric character field.*

O. Update the ESTIMATED PRJ QTY, entering the correct quantity in the field provided. *This is a 6 numeric character field.*

P. Update the PRJ CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the PRJ LST EST DT, using or entering the date (MM/DD/YYYY) in the field provided.

R. Update the DESIGN AUTHN DT, using or entering the date (MM/DD/YYYY) in the field provided.

S. Update the DESIGN START DT, using or entering the date (MM/DD/YYYY) in the field provided.

T. Update the DESIGN CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

U. Update the DESIGN CANCLN DT, using or entering the date (MM/DD/YYYY) in the field provided.

V. Update the Design Cancln Reason Cd, using to select the desired status.

W. Update the BUILD AUTHN DT, using or entering the date (MM/DD/YYYY) in the field provided.

X. Update the BUILD START DT, using or entering the date (MM/DD/YYYY) in the field provided.

Y. Update the BUILD CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

Z. Update the BUILD CANCLN DT, using or entering the date (MM/DD/YYYY) in the field provided.

AA. Update the Build Cancln Reason Cd, using to select the desired status.

AB. Update the Project Status, using to select the desired status.

AC. Update the PRJ POC, using to browse for the correct POC.

a. Select to view the PRJ POC's available.

b. Choose the Select hyperlink next to the desired PRJ POC.

c. The address appears in the PRJ POC blank fields.

AD. Update the Financial Officer, using to browse for the correct POC.

a. Select to view the Financial Officer's available.

b. Choose the Select hyperlink next to the desired Financial Officer.

c. The address appears in the Financial Officer blank fields.

AE. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

a. Select to view the ACTBL PROP OFFICER's available.

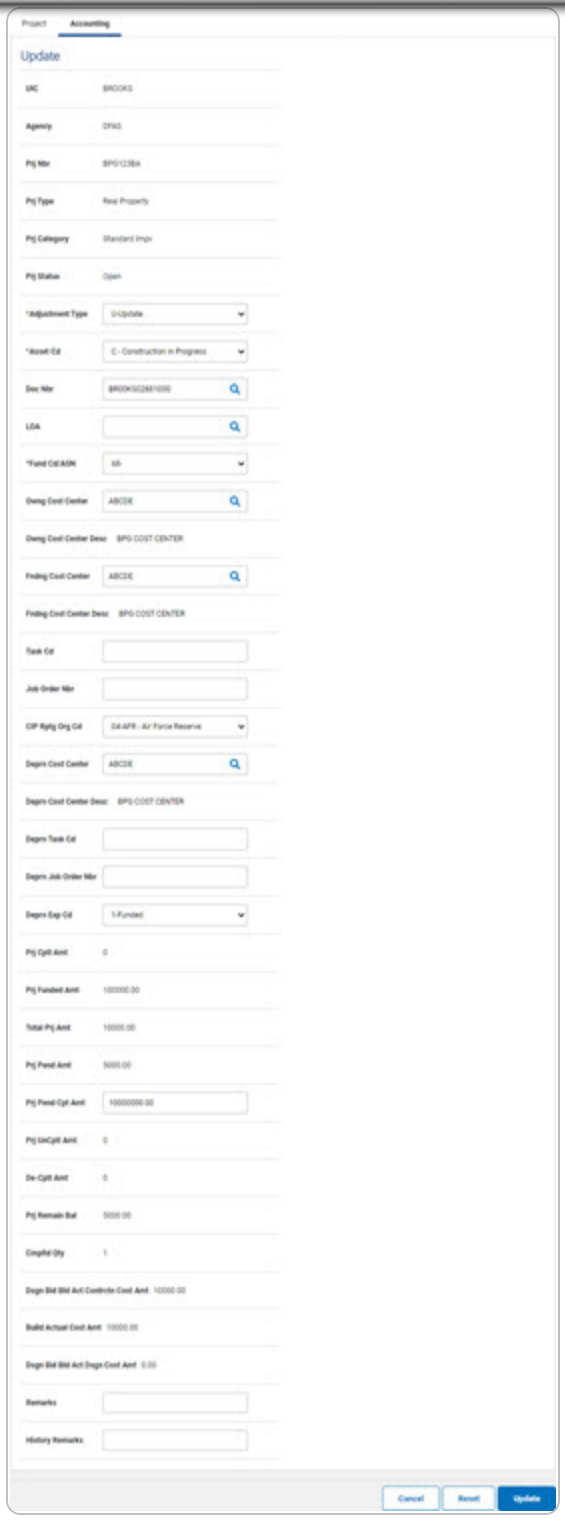
b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.

c. The address appears in the ACTBL PROP OFFICER blank fields.

AF. *View any attachments as thumbnails in the Attachments field.*

AG. Select Add Attachment to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting tab.


Project
Accounting
Update
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG1238A
Prj Type
Real Property
Prj Category
Standard Imps
Prj Status
Open
*Adjustment Type
U-Update
*Asset Cd
C - Construction in Progress
Doc Nbr
BROOKS02661000
LOA
*Fund Cd/ASN
Owng Cost Center
ABCDE
Owng Cost Center Desc
BPG COST CENTER
Fndng Cost Center
ABCDE
Fndng Cost Center Desc
BPG COST CENTER
Task Cd
Job Order Nbr
CIP Rptg Org Cd
04-AFR - Air Force Reserve
Deprn Cost Center
ABCDE
Deprn Cost Center Desc
BPG COST CENTER
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Prj Cplt Amt
0
Prj Funded Amt
100000.00
Total Prj Amt
10000.00
Prj Pend Amt
5000.00
Prj Pend Cplt Amt
10000000.00
Prj UnCplt Amt
0
De-Cplt Amt
0
Prj Remain Bal
5000.00
Cmpltd Qty
1
Dsgn Bld Bld Act Contrctr Cost Amt
10000.00
Build Actual Cost Amt
10000.00
Dsgn Bld Bld Act Dsgn Cost Amt
0.00
Remarks
History Remarks
Cancel
Reset
Update

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the Adjustment Type, using to select the desired code.

H. Update the Asset Cd, using to select the desired code.

I. Update the DOC NBR, using to browse for the correct number. *This is a 14 alphanumeric character field.*

Document Number Browse help

J. Update the LOA, using to browse for the correct number. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

K. Update the Fund Cd / ASN, using to select the desired code.

L. Update the OWNG COST CENTER, using to browse for the correct number.

Cost Center Browse help

M. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

N. Update the FNDNG COST CENTER, using to browse for the correct number.

Cost Center Browse help

O. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

P. Update the TASK CD, entering the correct code in the field provided. *This is a 25 alphanumeric character field.*

Q. Update the JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

R. Update the CIP Rptg Org Cd, using to select the desired code.

S. Update the DEPRN COST CENTER, using to browse for the revised identifier.

Cost Center Browse help

T. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

U. Update the DEPRN TASK CD, entering the correct code in the field provided. *This is a 14 alphanumeric character field.*

V. Update the DEPRN JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

W. Update the Deprn Exp Cd, using to select the desired code.

X. *Verify the PRJ CPTL AMT.*

Y. *Verify the PRJ FUNDED AMT.*

Z. *Verify the TOTAL PRJ AMT.*

AA. *Verify the PRJ PEND AMT.*

AB. Update the PRJ PEND CPT AMT, entering the correct cost in the field provided. *This is a 16.2 numeric character field.*

AC. *Verify the PRJ UNCPTL AMT.*

AD. *Verify the DE-CPTL AMT.*

AE. *Verify the PRJ REMAIN BAL.*

AF. *Verify the CMPLTD QTY.*

AG. *Verify the DSGN BID BLD ACT CONTRCTN COST AMT.*

AH. *Verify the BUILD ACTUAL COST AMT.*

AI. *Verify the DSGN BID BLD ACT DSGN COST AMT.*

AJ. Update any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

AK. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select Update. *The **CIP Project Transaction Status** page appears.*

- **Military Equipment**

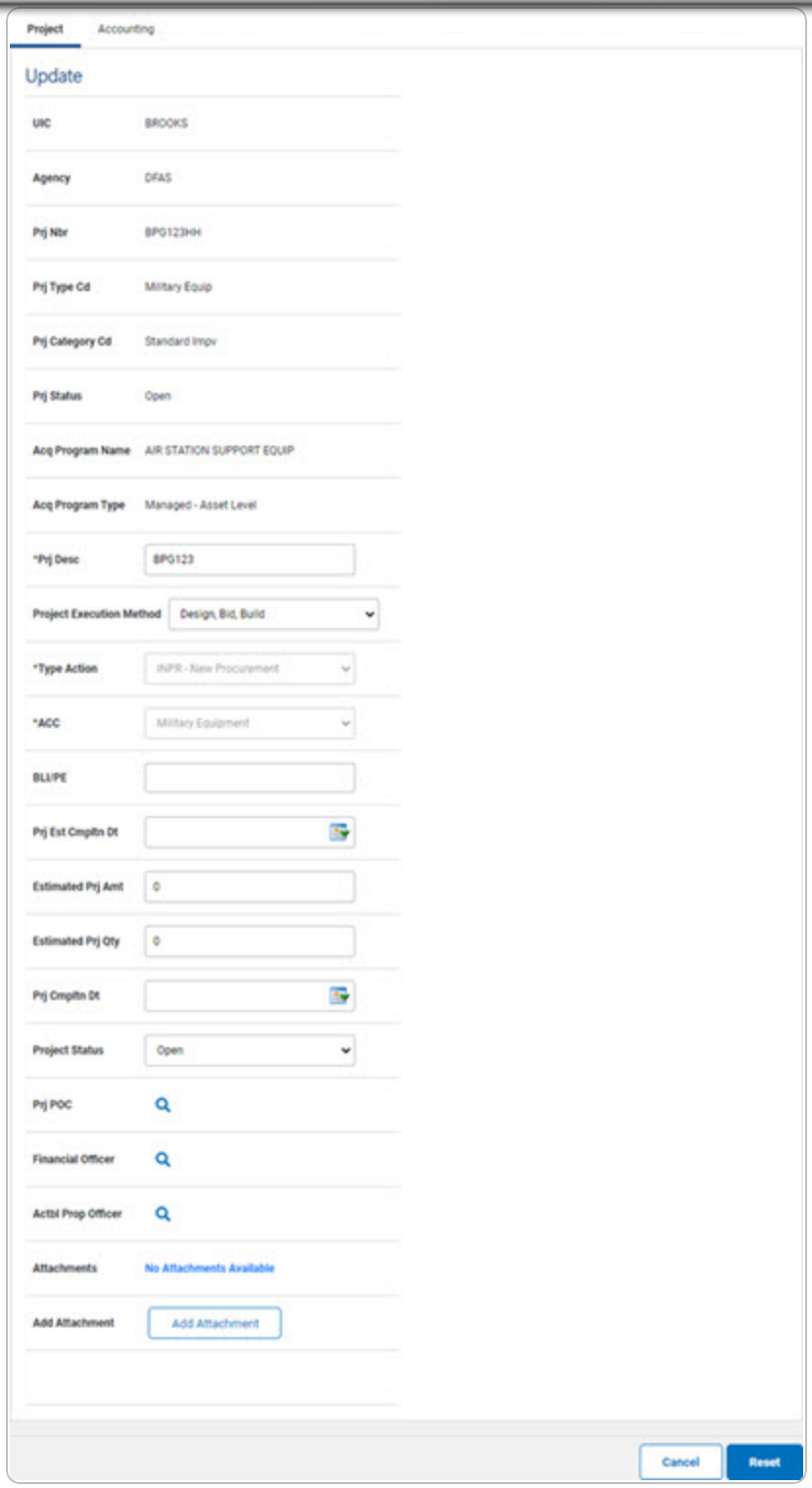
1. In the CIP sub-menu, select Project. *The **CIP PROJECTSearch Criteria** page appears.*

2. Enter the desired PRJ NBR, or use to browse for the number.

Project Number Browse help

3. Select Search. *The **CIP PROJECT Search Results** page appears.*

4. Select the Update hyperlink on the desired row. *The **CIP PROJECT Update** page appears, open to the Project tab.*
5. Update the fields on the Project tab.


Project
Accounting
Update
UIC
BROOKS
Agency
DFAS
Prj Nbr
BPG123HH
Prj Type Cd
Military Equip
Prj Category Cd
Standard Impv
Prj Status
Open
Acq Program Name
AIR STATION SUPPORT EQUIP
Acq Program Type
Managed - Asset Level
*Prj Desc
BPG123
Project Execution Method
Design, Bid, Build
*Type Action
INPR - New Procurement
*ACC
Military Equipment
BLI/PE
Prj Est Cmpltn Dt
Estimated Prj Amt
0
Estimated Prj Qty
0
Prj Cmpltn Dt
Project Status
Open
Prj POC
Financial Officer
Actbl Prop Officer
Attachments
No Attachments Available
Add Attachment
Add Attachment
Cancel
Reset

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE CD.*

E. *Verify the PRJ CATEGORY CD.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM NAME.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Update the PRJ DESC, entering the correct description in the field provided. *This is a 512 alphanumeric character field.*

J. Verify the DIR BUILD NO DSGN REQD contains the appropriate ☑ or ☐. *This specifies if design expenses are required.*

K. *Verify the Type Action.*

L. *The ACC automatically populates to Military Equipment, and is not editable.*

M. Update the BLI/PE, entering the correct information in the field provided. *This is a 20 alpha-numeric character field.*

N. Update the PRJ EST CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

O. Update the ESTIMATED PRJ AMT, entering the correct amount in the field provided. *This is a 19 numeric character field.*

P. Update the ESTIMATED PRJ QTY, entering the correct quantity in the field provided. *This is a 6 numeric character field.*

Q. Update the PRJ CMPLTN DT, using or entering the date (MM/DD/YYYY) in the field provided.

R. Update the Project Status, using to select the desired status.

S. Update the PRJ POC, using to browse for the correct POC.

   a. Select Search to view the PRJ POC's available.

   b. Choose the Select hyperlink next to the desired PRJ POC.

   c. The address appears in the PRJ POC blank fields.

T. Update the Financial Officer, using to browse for the correct POC.

a. Select Search to view the Financial Officer's available.
b. Choose the Select hyperlink next to the desired Financial Officer.
c. The address appears in the Financial Officer blank fields.

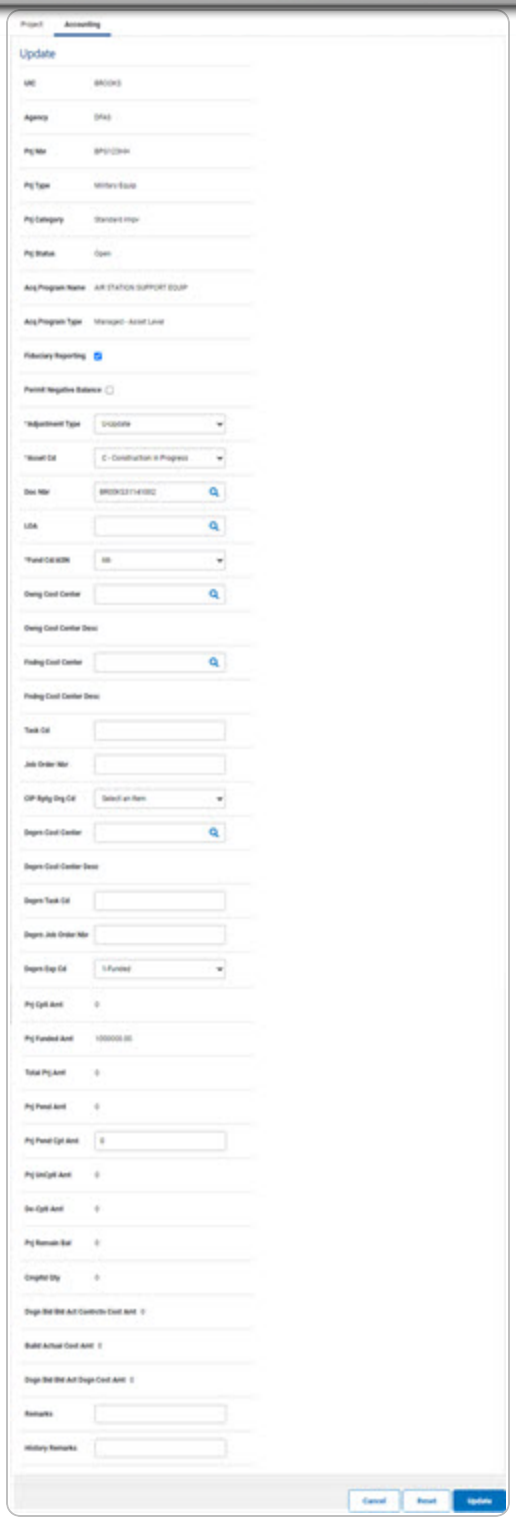
U. Update the ACTBL PROP OFFICER, using to browse for the correct POC.

a. Select Search to view the ACTBL PROP OFFICER's available.
b. Choose the Select hyperlink next to the desired ACTBL PROP OFFICER.
c. The address appears in the ACTBL PROP OFFICER blank fields.

V. *View any attachments as thumbnails in the Attachments field.*

W. Select Add Attachment to add any new attachments. *The **Attachment Add** page appears.*

6. Update the fields on the Accounting tab.


Project
Accounting
Update
UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
AIR STATION SUPPORT EQUIP
Acq Program Type
Fiduciary Reporting
Permit Negative Balance
*Adjustment Type
*Asset Cd
C - Construction In Progress
Doc Nbr
LOA
*Fund Cd (CD)
Owng Cost Center
Owng Cost Center Desc
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
CIP Rptg Org Cd
Select an item
Deprn Cost Center
Deprn Cost Center Desc
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
1-Funded
Prj Cpltd Amt
Prj Funded Amt
Total Prj Amt
Prj Panel Amt
Prj Panel Cpt Amt
Prj UnCpltd Amt
Dv Cpltd Amt
Prj Remain Bal
Cmplnt Qty
Remarks
History Remarks
Cancel
Reset
Update

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM NAME.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Verify the Fiduciary Reporting contains the appropriate ☑ or ☐. *This specifies if reporting the assets to the fiduciary is required.*

J. Verify the Permit Negative Balance contains the appropriate ☑ or ☐. *This specifies if a negative balance (debt) is allowed.*

K. Update the Adjustment Type, using ☑ to select the desired code.

L. Update the Asset Cd, using ☑ to select the desired code.

M. Update the DOC NBR, using 🔍 to browse for the correct number. *This is a 14 alphanumeric character field.*

Document Number Browse help

N. Update the LOA, using 🔍 to browse for the correct number. *This is a 31 alphanumeric character field.*

Line of Accounting Browse help

O. Update the Fund Cd / ASN, using ☑ to select the desired code.

P. Update the OWNG COST CENTER, using 🔍 to browse for the correct number.

Cost Center Browse help

Q. *The OWNG COST CENTER DESC automatically populates once the OWNG COST CENTER is entered, and is not editable.*

R. Update the FNDNG COST CENTER, using 🔍 to browse for the correct number.

Cost Center Browse help

S. *The FNDNG COST CENTER DESC automatically populates once the FNDNG COST CENTER is entered, and is not editable.*

T. Update the TASK CD, entering the correct code in the field provided. *This is a 25 alpha-numeric character field.*

U. Update the JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

V. Update the CIP Rptg Org Cd, using to select the desired code.

W. Update the DEPRN COST CENTER, using to browse for the revised identifier.

Cost Center Browse help

X. *The DEPRN COST CENTER DESC automatically populates once the DEPRN COST CENTER is entered, and is not editable.*

Y. Update the DEPRN TASK CD, entering the correct code in the field provided. *This is a 14 alphanumeric character field.*

Z. Update the DEPRN JOB ORDER NBR, entering the correct number in the field provided. *This is a 15 alphanumeric character field.*

AA. Update the Deprn Exp Cd, using to select the desired code.

AB. *Verify the PRJ CPTL AMT.*

AC. *Verify the PRJ FUNDED AMT.*

AD. *Verify the TOTAL PRJ AMT.*

AE. *Verify the PRJ PEND AMT.*

AF. Update the PRJ PEND CPT AMT, entering the correct cost in the field provided. *This is a 16.2 numeric character field.*

AG. *Verify the PRJ UNCPTL AMT.*

AH. *Verify the DE-CPTL AMT.*

AI. *Verify the PRJ REMAIN BAL.*

AJ. *Verify the CMPLTD QTY.*

AK. *Verify the DSGN BID BLD ACT CONTRCTN COST AMT.*

AL. *Verify the BUILD ACTUAL COST AMT.*

AM. *Verify the DSGN BID BLD ACT DSGN COST AMT.*

AN. Update any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

AO. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

7. Select

. *The **CIP Project Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
13 — Mandatory Entry: *ACC*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Asset Cd*.	
13 — Mandatory Entry: *Prj Desc*.	
13 — Mandatory Entry: *Type Action*.	
13 — Mandatory Entry: *Fund Cd/ASN* .	
13 — Mandatory Entry: *Doc Nbr* .	

13 — Mandatory Entry: *Asset Cd* .	
2061 — Invalid Entry: *PRJ DESC*	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alpha-numeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following per-mitted special characters: $, -, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
895 — Date entered must be >= System Date.	Invalid Date Entry. The date must be either the system (current) date or later. Re-enter the date.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

Related Topics

- Complete CIP Overview
- Search for a CIP Project - Criteria
- Search for a CIP Project - Results
- Add a CIP Project
- Delete a CIP Project
- CIP Project Transaction Status
- Export a CIP Project Report

Add a CIP Cost

Overview

The Construction in Progress (CIP) Cost Add process provides the ability to create new costs and other financial data for CIP Projects.

Navigation

Accounting > CIP > Cost > Search Criteria > Add > CIP Cost Add page

Page Fields

The following fields display on the **CIP Cost Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
134	Valid special characters for Serial Nbr are: "/", "-", ":", "$", "#", and space.
208	"Stock Nbr" must be 1st pos alphanumeric with supported character(s) $, -, /, #, &, comma, and period.
234	Select "Add" to add costs to an existing project.

14	Select "Cancel" button to return to previous page.

Personal and Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Cost Type Cd *
Qty *
Unit Cost *
Stock Nbr
Serial Nbr
Item Desc *
UII
Recpt Dt
Acq Dt
Oblign Doc Nbr *
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Remarks
History Remarks

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Cost Type Cd *

Qty *
Unit Cost *
Stock Nbr
Serial Nbr
Item Desc *
UII
Recpt Dt
Acq Dt
Oblign Doc Nbr *
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a CIP Cost to a CIP Project

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

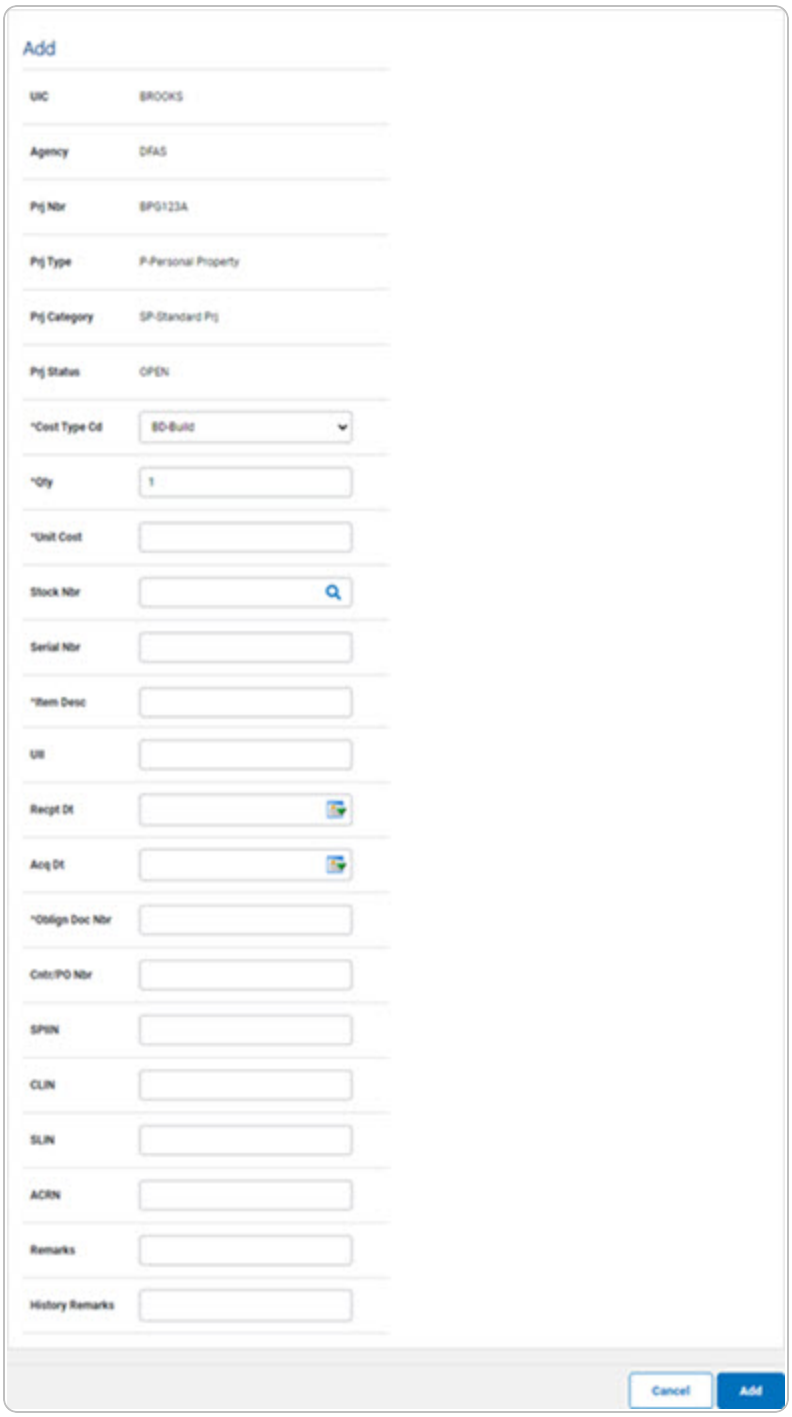
1. In the CIP sub-menu, select Cost. *The* ***CIP Cost Search Criteria*** *page appears.*

2. Enter the PRJ NBR, or use 🔍 to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse

3. Select Add. *The* ***CIP Cost Add*** *page appears.*

- **Personal or Real Property**



A. *The UIC is automatically populated, and not editable.*

B. *The Agency is automatically populated, and not editable.*

C. *The PRJ NBR is automatically populated, and not editable.*

D. *The PRJ TYPE is automatically populated, and not editable.*

E. *The PRJ CATEGORY is automatically populated, and not editable.*

F. *The PRJ STATUS is automatically populated, and not editable.*

G. Use to select the Cost Type Cd.

H. Enter the QTY in the field provided. *Default set at '1'. This is a 6 numeric character field.*

I. Enter the Unit Cost in the field provided. *This is a 15 numeric character field.*

J. Enter the STOCK NBR, or use to browse for the number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

K. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

L. Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*

M. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

N. Use to select the RECPT DT, or enter the date (MM/DD/YYYY) in the field provided.

O. Use to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.

P. Enter the OBLIGN DOC NBR in the field provided. *This is a 15 alphanumeric character field.*

Q. Enter the CNTR/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

R. Enter the SPIIN in the field provided. *This is a 6 alphanumeric character field.*

S. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

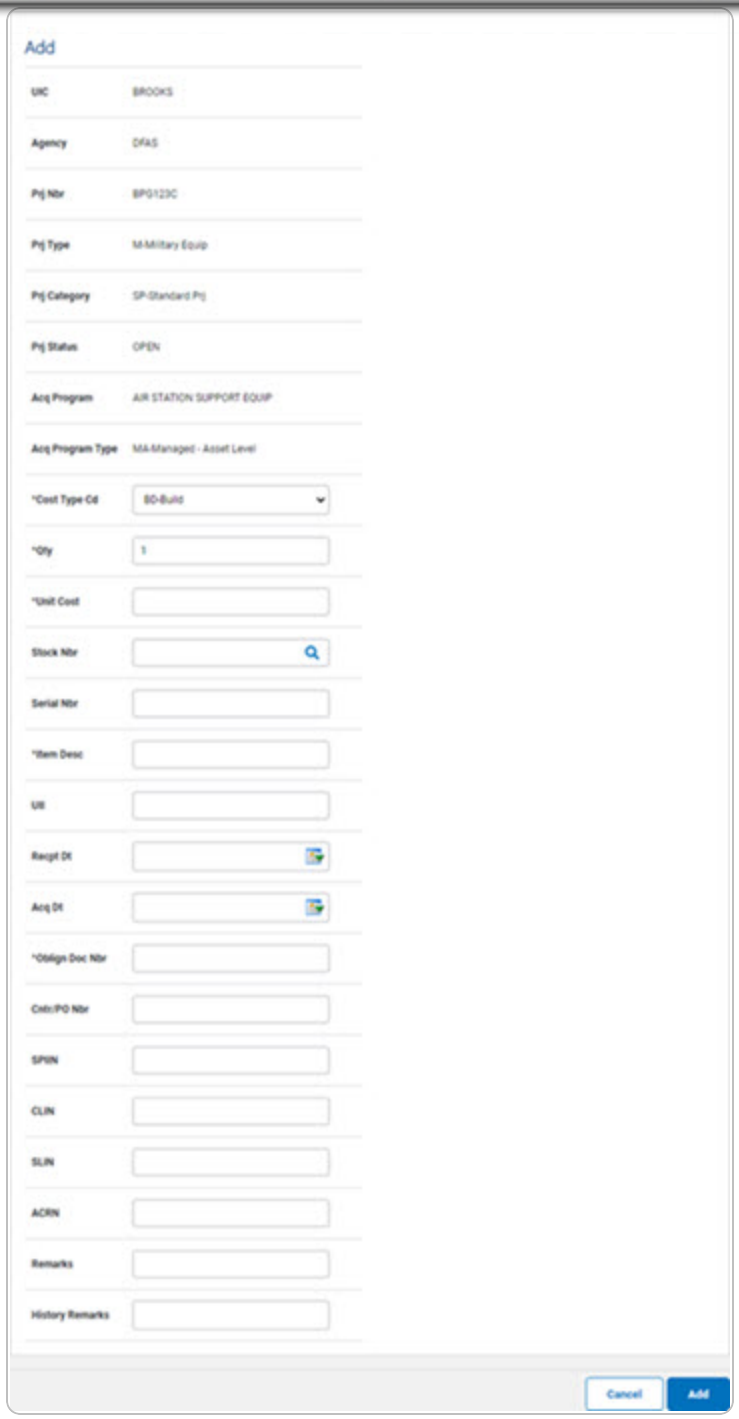
T. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

U. Enter the ACRN in the field provided. *This is a 2 alphanumeric character field.*

V. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

W. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Military Equipment**



A. *The UIC is automatically populated, and not editable.*

B. *The Agency is automatically populated, and not editable.*

C. *The PRJ NBR is automatically populated, and not editable.*

D. *The PRJ TYPE is automatically populated, and not editable.*

E. *The PRJ CATEGORY is automatically populated, and not editable.*

F. *The PRJ STATUS is automatically populated, and not editable.*

G. *The ACQ PROGRAM is automatically populated from the CIP PROJECT, and is not editable.*

H. *The ACQ PROGRAM TYPE is automatically populated from the CIP PROJECT, and is not editable.*

I. Use to select the Cost Type Cd.

J. Enter the QTY in the field provided. *Default set at '1'. This is a 6 numeric character field.*

K. Enter the Unit Cost in the field provided. *This is a 15 numeric character field.*

L. Enter the STOCK NBR, or use to browse for the number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

M. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

N. Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*

O. Enter the UII in the field provided. *This is a 50 alphanumeric character field.*

P. Use to select the RECPT DT, or enter the date (MM/DD/YYYY) in the field provided.

Q. Use to select the ACQ DT, or enter the date (MM/DD/YYYY) in the field provided.

R. Enter the OBLIGN DOC NBR in the field provided. *This is a 15 alphanumeric character field.*

S. Enter the CNTR/PO NBR in the field provided. *This is a 13 alphanumeric character field.*

T. Enter the SPIIN in the field provided. *This is a 6 alphanumeric character field.*

U. Enter the CLIN in the field provided. *This is a 4 alphanumeric character field.*

V. Enter the SLIN in the field provided. *This is a 2 alphanumeric character field.*

W. Enter the ACRN in the field provided. *This is a 2 alphanumeric character field.*

X. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

Y. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select Add. *The **CIP Cost Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *QTY*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Unit Cost*.	
13 — Mandatory Entry: *ITEM DESC*.	
13 — Mandatory Entry: *OBLIGN DOC NBR*.	
48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.

194 — Entry must be > zero.	Invalid Entry. The field must be a positive number. Enter the missing field.
xxxx — The Unit Cost Must Be A Dollar Value.	Invalid Amount. There is a maximum of 13 positions to the left of the decimal. Enter the correct amount of numbers.
xxxx — STOCK NBR contains invalid special characters.	Invalid Characters entered in the STOCK NBR field. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

492 — Invalid CLIN. First 2 — POS must be alpha-numeric not to exceed 4 alphanumeric positions.	Invalid Entry. The first two positions of the CLIN must be alphanumeric. Re-enter the CLIN.
493 — Invalid SLIN. Must be a 2 — POS alphanumeric entry.	Invalid Entry. The two characters of the SLIN must be alphanumeric. Re-enter the SLIN.
494 — Invalid SPIIN. First 2 — POS must be alpha-numeric not to exceed 6 alphanumeric positions.	Invalid Entry. The first two positions of the SPIIN must be alphanumeric. Re-enter the SPIIN.
495 — Invalid ACRN. Must be a 2 — POS alphanumeric entry.	Invalid Entry. The two characters of the ACRN must be alphanumeric. Re-enter the ACRN.
458 — Cost record(s) exists. Use update to adjust or assign a different OBLIGN DOC NBR to this cost record.	Invalid Entry. The OBLIGN DOC NBRalready exists. Update the existing record or enter a different OBLIGN DOC NBR.

Related Topics

- Complete CIP Overview
- Search for a CIP Cost — Criteria
- Search for a CIP Cost — Results
- Update a CIP Cost
- Delete a CIP Cost
- CIP Cost Transaction Status
- Export a CIP Cost Report

Delete a CIP Cost

Overview

The Construction In Progress (CIP) Cost Delete process allows removal of a record and associated information.

Navigation

Accounting > CIP > Cost > Search Criteria > Search > Search Results > Delete hyperlink > CIP Cost Delete page

Page Fields

The following fields display on the **CIP Cost Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Personal and Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Cost Type Cd *
Qty *
Unit Cost *
Stock Nbr
Serial Nbr
Item Desc *

UII
Recpt Dt
Acq Dt
Oblign Doc Nbr *
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Remarks
History Remarks *

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Cost Type Cd *
Qty *
Unit Cost *
Stock Nbr
Serial Nbr
Item Desc *
UII
Recpt Dt
Acq Dt
Oblign Doc Nbr *
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Remarks
History Remarks *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a CIP Cost from a CIP Project

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

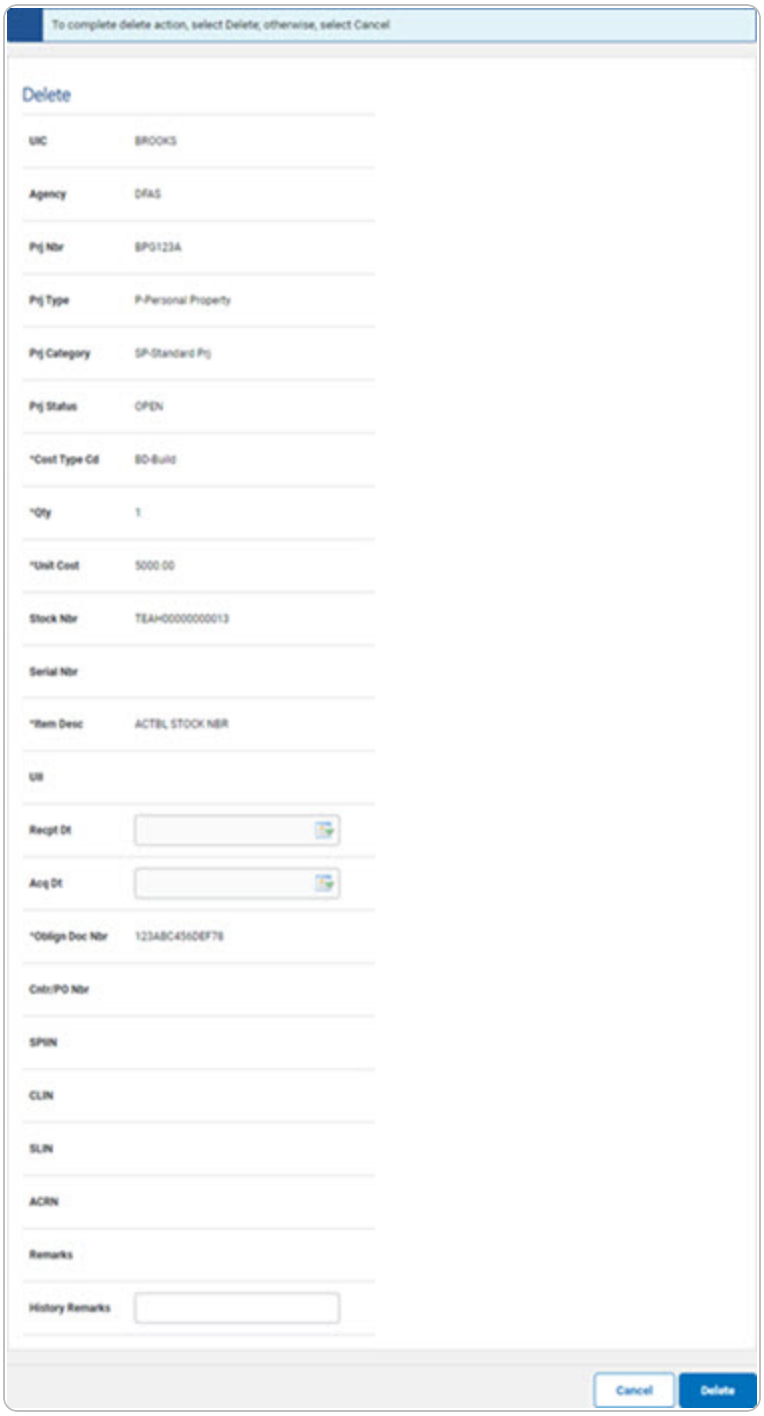
1. In the CIP sub-menu, select Cost. *The* ***CIP Cost Search Criteria*** *page appears.*

2. Enter the Prj Nbr, or use 🔍 to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse

3. Select Search. *The* ***CIP Cost Search Results*** *page appears.*
4. Select the Delete hyperlink on the desired row. *The* ***CIP Cost Delete*** *page appears.*

- **Personal or Real Property**



A. *Verify the UIC.*
B. *Verify the Agency.*
C. *Verify the PRJ NBR.*
D. *Verify the PRJ TYPE.*
E. *Verify the PRJ CATEGORY.*
F. *Verify the PRJ STATUS.*
G. *Verify the Cost Type CD.*
H. *Verify the QTY.*
I. *Verify the Unit Cost.*
J. *Verify the STOCK NBR.*
K. *Verify the SERIAL NBR.*
L. *Verify the ITEM DESC.*
M. *Verify the UII.*
N. *Verify the RECPT DT.*
O. *Verify the ACQ DT.*
P. *Verify the OBLIGN DOC NBR.*
Q. *Verify the CNTR/PO NBR.*
R. *Verify the SPIIN.*
S. *Verify the CLIN.*
T. *Verify the SLIN.*
U. *Verify the ACRN.*
V. *Verify the Remarks.*
W. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Military Equipment**

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*
D. *Verify the PRJ TYPE.*
E. *Verify the PRJ CATEGORY.*
F. *Verify the PRJ STATUS.*
G. *Verify the ACQ PROGRAM.*
H. *Verify the ACQ PROGRAM TYPE.*
I. *Verify the Cost Type CD.*
J. *Verify the QTY.*
K. *Verify the Unit Cost.*
L. *Verify the STOCK NBR.*
M. *Verify the SERIAL NBR.*
N. *Verify the ITEM DESC.*
O. *Verify the UII.*
P. *Verify the RECPT DT.*
Q. *Verify the ACQ DT.*
R. *Verify the OBLIGN DOC NBR.*
S. *Verify the CNTR/PO NBR.*
T. *Verify the SPIIN.*
U. *Verify the CLIN.*
V. *Verify the SLIN.*
W. *Verify the ACRN.*
X. *Verify the Remarks.*
Y. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select Delete. *The **CIP Cost Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *History Remarks*.	Missing Entry. Enter the appropriate information in the desired field.
462 — Cannot Delete. Cost exceeds uncapitalized costs.	Invalid Deletion. A CIP COST cannot be deleted if there is a negative balance. Review the CIP COST again, and fix the balances associated with the CIP PROJECT so the CIP COST can be deleted.

Related Topics

- Complete CIP Overview
- Search for a CIP Cost — Criteria
- Search for a CIP Cost — Results
- Add a CIP Cost
- Update a CIP Cost
- CIP Cost Transaction Status
- Export a CIP Cost Report

Export a CIP Cost Report

Overview

The Export a Construction in Progress (CIP) Cost Report page provides the ability to save the Transaction Status in different formats.

Navigation

Accounting > CIP > Cost > Search Criteria > *Various Procedural Steps* > Transaction Status page > Print > CIP Cost Report Export page

Page Fields

The following fields display on the **CIP Cost Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.

Export Grid

Status

Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

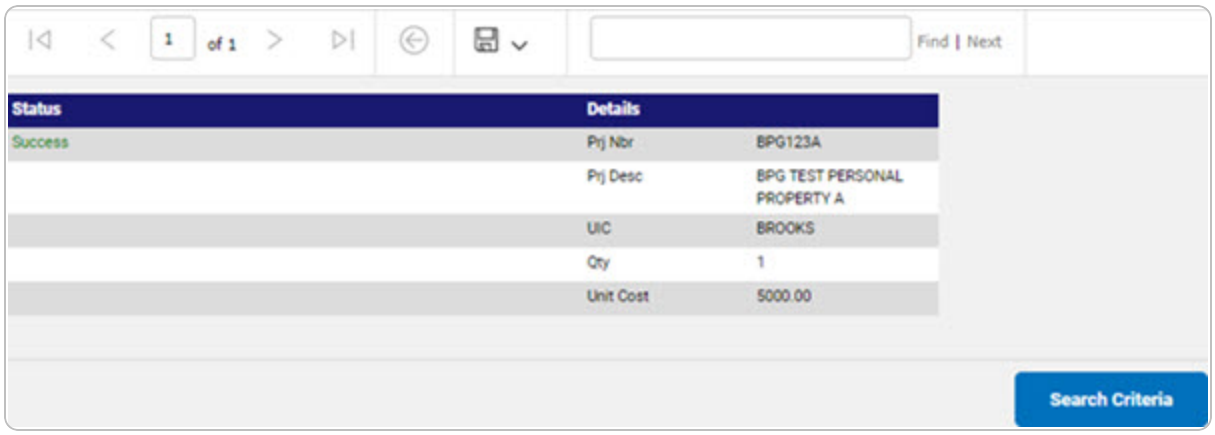
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP Cost Report to a Printable Application

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The **CIP Cost Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the Search Criteria page.

Related Topics

- Complete CIP Overview
- Search for a CIP Cost — Criteria
- Search for a CIP Cost — Results
- Add a CIP Cost
- Update a CIP Cost
- Delete a CIP Cost
- CIP Cost Transaction Status

Search for a CIP Cost — Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Costs process provides the ability to enter costs and other financial information for CIP Projects. CIP Costs tracks the costs prior to an asset (Personal Property, Real Property, or Military Equipment) being placed into service. The costs enter the system:

- Automatically, based on feeds like Business Enterprise Information Services (BEIS).
- Manually, supported by the appropriate documentation for audit purposes.

Navigation

Accounting > CIP > Cost> CIP Cost Search Criteria page

Page Fields

The following fields display on the **CIP Cost Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
12	Select "Search" button to view Search Results page.
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.

Search Criteria

Project Nbr *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

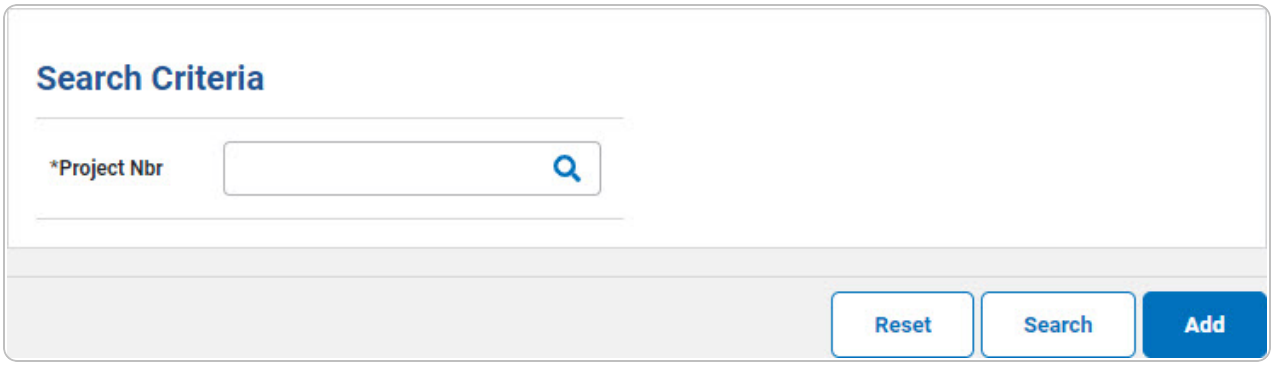
Click the following link to display PA Navigation Tips.

Search for a CIP Cost

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.*

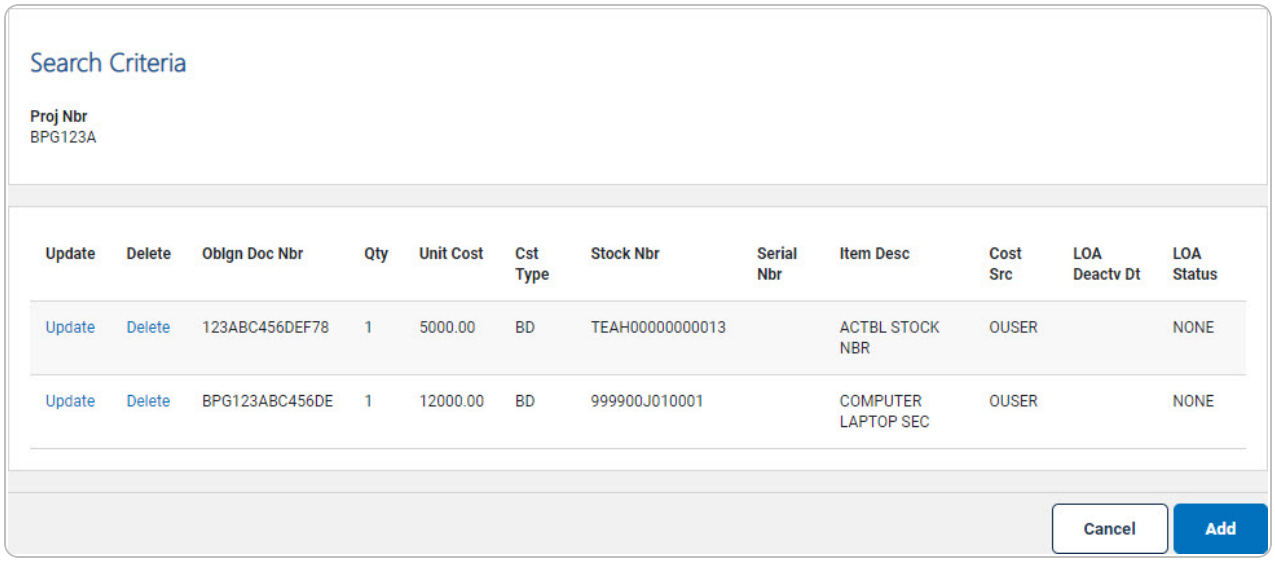
1. Enter the PRJ NBR, or use to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse



2. Select Search. *The **Search for a CIP Cost— Results** page appears. Results display in*

the Search Results grid.



Add a CIP Cost

Select Add. *The **Add a CIP Cost** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
395 — PRJ NBR does not exist or is Closed.	Invalid Entry. The PROJECT NBR entered does not exist in this Property Book. Review the PROJECT NBR again, and re-enter or create a new CIP PROJECT NBR.

391 — PRJ NBR entered is "Closed", cannot Add /Update costs.	Invalid Entry. The PROJECT NBR entered is closed. Check the PROJECT NBR again, and re-enter the record.
459 — Project has been attested for this quarter. Must un-attest prior to any action.	Invalid Entry. The CIP PROJECT NBR entered has been attested for this Quarter. Either enter a different PROJECT NBR, or delete the current attestation.

Related Topics

- Complete CIP Overview
- Search for a CIP Cost — Results
- Add a CIP Cost
- Update a CIP Cost
- Delete a CIP Cost
- View the CIP Cost Transaction Status
- Export a CIP Cost Report

Search for a CIP Cost — Results

Overview

The Construction in Progress (CIP) Cost Search Results page provides the ability to view, update, or delete any costs in a CIP Project.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > CIP > Cost > Search Criteria > Search > CIP Cost Search Results

Page Fields

The following fields display on the **CIP Cost Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
26	Select "Update" or "Delete" hyperlink to process a record.
21	Select "Add" button to create a new record.
61	Select "Cancel" to return to Search Criteria page.

Search Results

Project Nbr

Cost Search Results

Update
Delete
Oblign Doc Nbr
Qty
Unit Cost
Cst Type
Stock Nbr
Serial Nbr
Item Desc
Cost Src
LOA Deactv Dt
LOA Status

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a CIP Cost

Select Add. *The **Add a CIP Cost** page appears.*

Update a CIP Cost

Select the Update hyperlink. *The **Update a CIP Cost** page appears.*

Delete a CIP Cost

Select the Delete hyperlink. *The **Delete a CIP Cost** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
395 — PRJ NBR does not exist or is Closed.	Invalid Entry. The PROJECT NBR entered does not exist in this Property Book. Review the PROJECT NBR again, and re-enter or create a new CIPPROJECT NBR.
391 — PRJ NBR entered is "Closed", cannot Add /Update costs.	Invalid Entry. The PROJECT NBR entered is closed. Check the PROJECT NBR again, and re-enter the record.
459 — Project has been attested for this quarter. Must un-attest prior to any action.	Invalid Entry. The CIPPROJECT NBR entered has been attested for this Quarter. Either enter a different PROJECT NBR, or delete the current attestation.

Related Topics

- Complete CIP Overview
- Search for a CIP Cost — Criteria
- Add a CIP Cost
- Update a CIP Cost
- Delete a CIP Cost
- CIP Cost Transaction Status
- Export a CIP Cost Report

CIP Cost Transaction Status

Overview

The Construction in Progress (CIP) Cost Transaction Status page displays a verification of the add, update, or delete transaction performed.

Navigation

Accounting > CIP > Cost > Search Criteria > *Various Procedural Steps* > CIP Cost Transaction Status page

Page Fields

The following fields display on the **CIP Cost Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

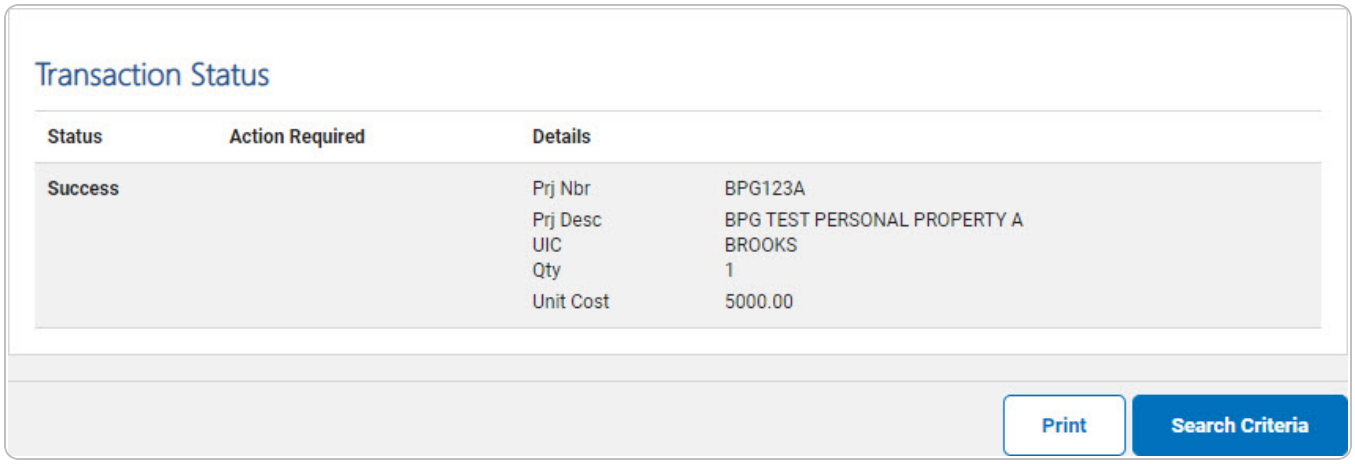
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the CIP Cost Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The **Export a CIP Cost Report** page appears.*
- Select Search Criteria to return to the **CIP Cost Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Complete CIP Overview
- Search for a CIP Cost — Criteria

- Search for a CIP Cost — Results
- Add a CIP Cost
- Update a CIP Cost
- Delete a CIP Cost
- Export a CIP Cost Report

Update a CIP Cost

Overview

The Construction in Progress (CIP) Cost Update process allows editing of costs and other financial data for CIP Projects.

Navigation

Accounting > CIP > Cost > Search Criteria > Search > Search Results > Update hyperlink > CIP Cost Update page

Page Fields

The following fields display on the **CIP Cost Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
134	Valid special characters for Serial Nbr are: "/", "-", ":", "$", "#", and space.
208	"Stock Nbr" must be 1st pos alphanumeric with supported character(s) $, -, /, #, &, comma, and period.
239	Select "Update" to update cost data.

14	Select "Cancel" button to return to previous page.

Personal and Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Cost Type Cd *
Qty *
Unit Cost *
Stock Nbr
Serial Nbr
Item Desc *
UII
Recpt Dt
Acq Dt
Oblign Doc Nbr *
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Remarks
History Remarks

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Cost Type Cd *

Qty *
Unit Cost *
Stock Nbr
Serial Nbr
Item Desc *
UII
Recpt Dt
Acq Dt
Oblign Doc Nbr *
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a CIP Cost to a CIP Project

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

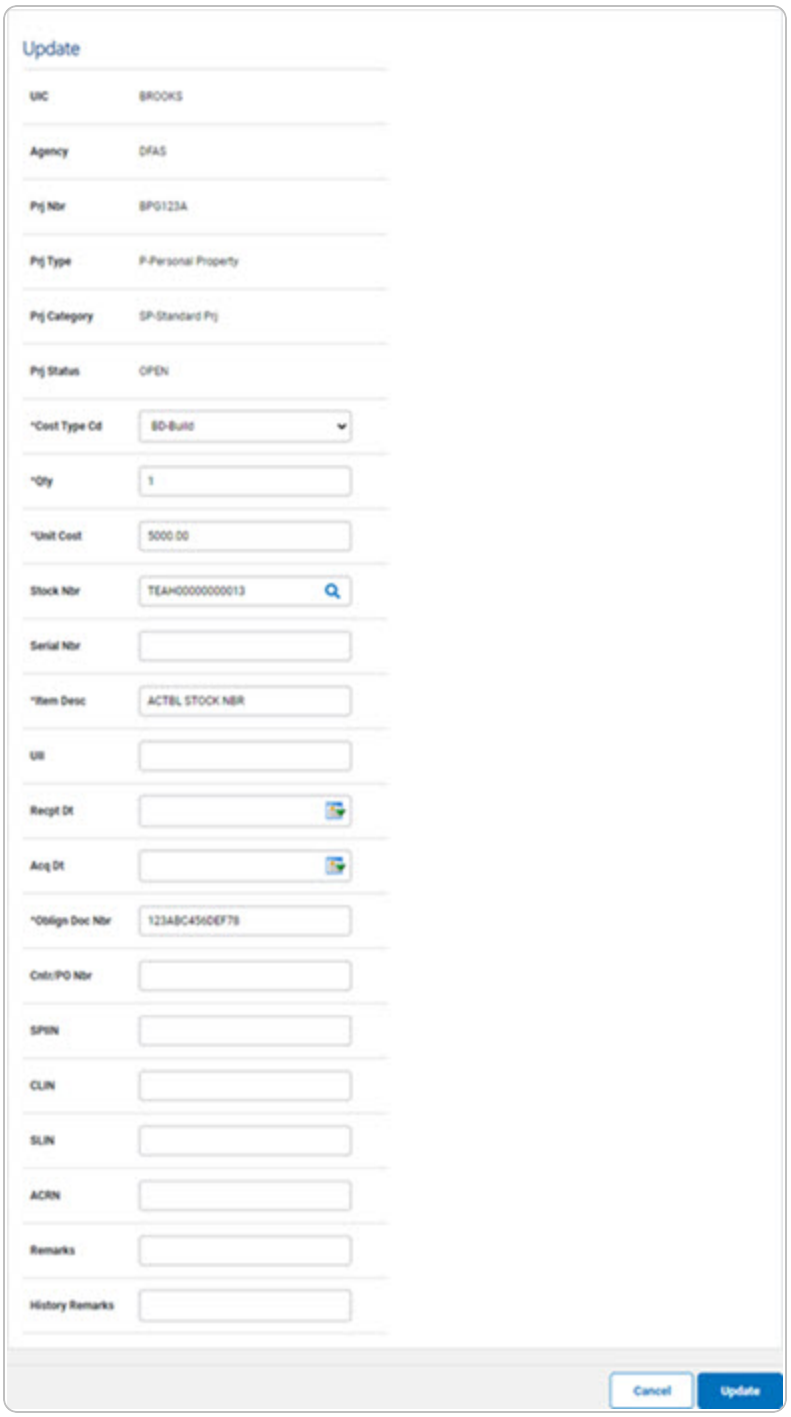
1. In the CIP sub-menu, select Cost. *The* ***CIP Cost Search Criteria*** *page appears.*

2. Enter the PRJ NBR, or use 🔍 to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse

3. Select Search. *The* ***CIP Cost Search Results*** *page appears.*
4. Select the Update hyperlink on the desired row. *The* ***CIP Cost Update*** *page appears.*

- **Personal or Real Property**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the Cost Type Cd, using to select the desired code.

H. Update the QTY, entering the correct amount in the field provided. *Default set at '1'. This is a 6 numeric character field.*

I. Update the Unit Cost, entering the correct amount in the field provided. *This is a 15 numeric character field.*

J. Update the STOCK NBR, using to browse for the revised number. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

K. Update the SERIAL NBR, entering the correct identifier in the field provided. *This is a 30 alphanumeric character field.*

L. Update the ITEM DESC, entering the correct explanation in the field provided. *This is a 1024 alphanumeric character field.*

M. Update the UII, entering the correct identifier in the field provided. *This is a 50 alpha-numeric character field.*

N. Update the RECPT DT, using or entering the date (MM/DD/YYYY) in the field provided.

O. Update the ACQ DT, using or entering the date (MM/DD/YYYY) in the field provided.

P. Update the OBLIGN DOC NBR, entering the correct identifier in the field provided. *This is a 15 alphanumeric character field.*

Q. Update the CNTR/PO NBR, entering the correct identifier in the field provided. *This is a 13 alphanumeric character field.*

R. Update the SPIIN, entering the correct identifier in the field provided. *This is a 6 alpha-numeric character field.*

S. Update the CLIN, entering the correct identifier in the field provided. *This is a 4 alpha-numeric character field.*

T. Update the SLIN, entering the correct identifier in the field provided. *This is a 2 alpha-numeric character field.*

U. Update the ACRN, entering the correct identifier in the field provided. *This is a 2 alpha-numeric character field.*

V. Update any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

W. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Military Equipment**

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Update the Cost Type Cd, using to select the desired code.

J. Update the QTY, entering the correct amount in the field provided. *Default set at '1'. This is a 6 numeric character field.*

K. Update the Unit Cost, entering the correct amount in the field provided. *This is a 15 numeric character field.*

L. Update the STOCK NBR, using to browse for the revised number. *This is a 15 alpha-numeric character field.*

Stock Number Browse help

M. Update the SERIAL NBR, entering the correct identifier in the field provided. *This is a 30 alphanumeric character field.*

N. Update the ITEM DESC, entering the correct explanation in the field provided. *This is a 1024 alphanumeric character field.*

O. Update the UII, entering the correct identifier in the field provided. *This is a 50 alpha-numeric character field.*

P. Update the RECPT DT, using or entering the date (MM/DD/YYYY) in the field provided.

Q. Update the ACQ DT, using or entering the date (MM/DD/YYYY) in the field provided.

R. Update the OBLIGN DOC NBR, entering the correct identifier in the field provided. *This is a 15 alphanumeric character field.*

S. Update the CNTR/PO NBR, entering the correct identifier in the field provided. *This is a 13 alphanumeric character field.*

T. Update the SPIIN, entering the correct identifier in the field provided. *This is a 6 alpha-numeric character field.*

U. Update the CLIN, entering the correct identifier in the field provided. *This is a 4 alpha-numeric character field.*

V. Update the SLIN, entering the correct identifier in the field provided. *This is a 2 alpha-numeric character field.*

W. Update the ACRN, entering the correct identifier in the field provided. *This is a 2 alpha-numeric character field.*

X. Update any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

Y. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select Update. *The **CIP Cost Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

13 — Mandatory Entry: *QTY*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Unit Cost*.	
13 — Mandatory Entry: *ITEM DESC*.	
13 — Mandatory Entry: *OBLIGN DOC NBR*.	
48 — QTY must be > 0.	Invalid Entry. The Quantity must be 1 or larger. Enter a valid number.
194 — Entry must be > zero.	Invalid Entry. The field must be a positive number. Enter the missing field.
xxxx — The Unit Cost Must Be A Dollar Value.	Invalid Amount. There is a maximum of 13 positions to the left of the decimal. Enter the correct amount of numbers.
xxxx — STOCK NBR contains invalid special characters.	Invalid Characters entered in the STOCK NBR field. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0"

	through "9") characters only. Re-enter the Serial Number.
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
492 — Invalid CLIN. First 2 — POS must be alpha-numeric not to exceed 4 alphanumeric positions.	Invalid Entry. The first two positions of the CLIN must be alphanumeric. Re-enter the CLIN.
493 — Invalid SLIN. Must be a 2 — POS alphanumeric entry.	Invalid Entry. The two characters of the SLIN must be alphanumeric. Re-enter the SLIN.
494 — Invalid SPIIN. First 2 — POS must be alpha-numeric not to exceed 6 alphanumeric positions.	Invalid Entry. The first two positions of the SPIIN must be alphanumeric. Re-enter the SPIIN.
495 — Invalid ACRN. Must be a 2 — POS alphanumeric	Invalid Entry. The two characters of the ACRN must be alphanumeric. Re-enter the ACRN.

entry.	
393 — Cannot update CIP COST record. Cost will result in negative CIP balance.	Invalid Entry. A CIP COST cannot be updated if it creates a negative balance. Review the CIP COST again, and fix the associated balances.
458 — Cost record(s) exists. Use update to adjust or assign a different OBLIGN DOC NBR to this cost record.	Invalid Entry. The OBLIGN DOC NBRalready exists. Update the existing record or enter a different OBLIGN DOC NBR.

Related Topics

- Complete CIP Overview
- Search for a CIP Cost — Criteria
- Search for a CIP Cost — Results
- Add a CIP Cost
- Delete a CIP Cost
- CIP Cost Transaction Status
- Export a CIP Cost Report

Add a CIP Asset

Overview

The Construction In Progress (CIP) Add process provides the ability to create a new CIP Asset. This represents a 'due in' to be received on the Property Book of Record.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Accounting > CIP > Asset > Search Criteria > Add > CIP Asset Add page

Page Fields

The following fields display on the **CIP Asset Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provides the list of instructions.

Personal Property And Military Equipment

Number	Value
24	(*) Asterisk identifies mandatory fields.
196	To update / correct grid data, select "Edit", then select "Update" to repopulate grid.

195	Enter mandatory data, then select "Save" to populate grid.
134	Valid special characters for SERIAL NBR are: "/", "-", ":", "$", "#", and space.
198	When complete select "Add" to process single and / or multiple records.
243	Maximum of 50 Assets / Improvements can be added at a time.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Real Property

Number	Value
24	(*) Asterisk identifies mandatory fields.
195	Enter mandatory data, then select "Save" to populate grid.
196	To update / correct grid data, select "Edit", then select "Update" to repopulate grid.
198	When complete select "Add" to process single and / or mul-

	tiple records.
243	Maximum of 50 Assets / Improvements can be added at a time.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Personal Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr *
Stock Nbr *
Item Desc *
Serial Nbr *
Unit Price *
Mfr Data
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd

Save Asset

Edit
Remove
Doc Nbr
Serial Nbr
Item Desc
Mfr Name
Mfr Model Nbr

Mfr Part Nbr
CAGE Cd
Unit Price

Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr *
Desc *
Unit Price *
Instl Nbr *
Instl Nm
RPS UID *
Rp Site Nm
Fac Nbr *
Fac Nm
RP UID

Save Asset

Edit
Remove
Impv
Doc Nbr
RPUID
Instl Nbr
Rp Site Name
Fac Nbr
Desc
Unit Price

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status

Acq Program Name
Acq Program Type
Doc Nbr *
Stock Nbr *
Item Desc *
Serial Nbr *
Unit Price *

Mfr Data
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd

Save Asset

Edit
Remove
Doc Nbr
Stock Nbr
Serial Nbr
Item Desc
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd
Unit Price

Personal Property Improvement

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr *
Impv Desc *
Stock Nbr *
Asset ID *
Item Desc *
Unit Price *

Save Asset

Edit

Remove
Doc Nbr
Asset ID
Stock Nbr
Item Desc
Impv Desc
Unit Price

Real Property Improvement

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr *
Desc *
Unit Price *
Instl Nbr *
Instl Nm
Fac Nbr
RPS UID

Save Asset

Edit
Remove
Doc Nbr
Instl Nm
Instl Nbr
Fac Nbr
RPS UID
Rp Site Name
Desc
Unit Price

Military Equipment Improvement

UIC
Agency
Prj Nbr
Prj Type
Prj Category

Prj Status
Acq Program Name
Acq Program Type
Doc Nbr *
Impv Desc *
Stock Nbr *
Asset ID *
Item Desc *
Unit Price *

Save Asset

Edit
Remove
Doc Nbr
Asset ID
Stock Nbr
Item Desc
Impv Desc
Unit Price

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

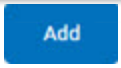
Add a CIP Asset to a CIP Project

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

1. In the CIP sub-menu, select Asset. *The* ***CIP Asset Search Criteria*** *page appears.*

2. Enter the Prj Nbr, or use to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse

3. Select 

. *The **CIP Asset Add** page appears.*

- **Personal Property**

Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123A
Prj Type	Personal Property
Prj Category	Standard Prj
Prj Status	Open
***Doc Nbr**	
***Stock Nbr**	
***Item Desc**	
***Serial Nbr**	
***Unit Price**	
***i* Mfr Data**	Select A Manufacturer
Mfr Name	
Mfr Model Nbr	
Mfr Part Nbr	
CAGE Cd	

Save

A. *The UIC is automatically populated, and not editable.*

B. *The Agency is automatically populated, and not editable.*

C. *The PRJ NBR is automatically populated, and not editable.*

D. *The PRJ TYPE is automatically populated, and not editable.*

E. *The PRJ CATEGORY is automatically populated, and not editable.*

F. *The PRJ STATUS is automatically populated, and not editable.*

G. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

H. Enter the STOCK NBR, or use to browse for the number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

I. Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*

J. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

K. Enter the Unit Price in the field provided. *This is a 15 numeric character field.*

L. Use or to assist with the MFR DATA entry. *This is a 36 alphanumeric character field.*

Manufacturer Data Browse help

M. *The MFR NAME automatically populates once MFR DATA is entered, and is not editable.*

N. *The MFR MODEL NBR automatically populates once MFR DATA is entered, and is not editable.*

O. *The MFR PART NBR automatically populates once MFR DATA is entered, and is not editable.*

P. *The CAGE CD automatically populates once MFR DATA is entered, and is not editable.*

Q. Select Save. *The asset appears in the grid below.*

Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123A
Prj Type	Personal Property
Prj Category	Standard Prj
Prj Status	Open
***Doc Nbr**	BR00KS31144000
***Stock Nbr**	1005D01M345
***Item Desc**	CANNON BRASS DISPLAY
***Serial Nbr**	
***Unit Price**	
***i* Mfr Data**	Select A Manufacturer
Mfr Name	XEROX
Mfr Model Nbr	
Mfr Part Nbr	4563647W47
CAGE Cd	54643

Save

a. Select the Edit hyperlink. *The **Update a CIP Asset** page appears.*
b. Select the Remove hyperlink. *The **Delete a CIP Asset** page appears.*
c. *The DOC NBR is automatically populated, and not editable.*
d. *The STOCK NBR is automatically populated, and not editable.*
e. *The SERIAL NBR is automatically populated, and not editable.*
f. *The ITEM DESC is automatically populated, and not editable.*
g. *The MFR NAME is automatically populated, and not editable.*
h. *The MFR MODEL NBR is automatically populated, and not editable.*
i. *The MFR PART NBR is automatically populated, and not editable.*
j. *The CAGE CD is automatically populated, and not editable.*
k. *The Unit Price is automatically populated, and not editable.*

- **Real Property**

Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123B
Prj Type	Real Property
Prj Category	Standard Prj
Prj Status	Open
*Doc Nbr	
*Desc	
*Unit Price	
*Instl Nbr	
Instl Nm	
*RPS UID	
Rp Site Nm	
*Fac Nbr	
Fac Nm	
RP UID	

Save

A. *The UIC is automatically populated, and not editable.*

B. *The Agency is automatically populated, and not editable.*

C. *The PRJ NBR is automatically populated, and not editable.*

D. *The PRJ TYPE is automatically populated, and not editable.*

E. *The PRJ CATEGORY is automatically populated, and not editable.*

F. *The PRJ STATUS is automatically populated, and not editable.*

G. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

H. Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*

I. Enter the Unit Price in the field provided. *This is a 15 numeric character field.*

J. Enter the INSTL NBR, or use to browse for the entry. *This is a 5 alphanumeric character field.*

Installation Number Browse help

K. *The INSTL NM automatically populates once INSTL NBR is entered, and is not editable.*

L. Enter the RPS UID, or use to browse for the entry. *This is a 100 alphanumeric character field.*

Real Property Site Name help

M. *The RP SITE NM automatically populates once RPSUID is entered, and is not editable.*

N. Enter the FAC NBR, or use to browse for the number. *This is a 25 alphanumeric character field.*

Real Property Unique Identifier Asset help

O. *The FAC NM automatically populates once FAC NBR is entered, and is not editable.*

P. *The RP UID automatically populates once FAC NBR is entered, and is not editable.*

Q. Select Save. *The asset appears in the grid below.*

Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123B
Prj Type	Real Property
Prj Category	Standard Prj
Prj Status	Open
***Doc Nbr**	BR00KS31141001
***Desc**	BPG Test
***Unit Price**	
***Instl Nbr**	N32414
Instl Nm	NAVSUPPACT MECHANICSBURG PA
***RPS UID**	199
Rp Site Nm	NAVSUPPACT MECHANICSBURG PA
***Fac Nbr**	409
Fac Nm	ADMINISTRATION BLDG
RP UID	87562

Save

		Impv	Doc Nbr	RPUID	Instl Nbr	RP Site Name	Fac Nbr	Desc	Unit Price
Edit	Remove	N	BR00KS31141001	87562	N32414	NAVSUPPACT MECHANICSBURG PA	409	BPG Test	5000.00

a. Select the Edit hyperlink. *The **Update a CIP Asset** page appears.*
b. Select the Remove hyperlink. *The **Delete a CIP Asset** page appears.*
c. *The IMPV is automatically populated, and not editable.*
d. *The DOC NBR is automatically populated, and not editable.*
e. *The RPUID is automatically populated, and not editable.*
f. *The INSTL NBR is automatically populated, and not editable.*
g. *The RP SITE NAME is automatically populated, and not editable.*
h. *The FAC NBR is automatically populated, and not editable.*
i. *The DESC is automatically populated, and not editable.*
j. *The Unit Price is automatically populated, and not editable.*

- **Military Equipment**

Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123C
Prj Type	Military Equip
Prj Category	Standard Prj
Prj Status	Open
Acq Program Name	AIR STATION SUPPORT EQUIP
Acq Program Type	Managed - Asset Level
***Doc Nbr**	
***Stock Nbr**	
***Item Desc**	
***Serial Nbr**	
***Unit Price**	
***i* Mfr Data**	Select A Manufacturer
Mfr Name	
Mfr Model Nbr	
Mfr Part Nbr	
CAGE Cd	

A. *The UIC is automatically populated, and not editable.*

B. *The Agency is automatically populated, and not editable.*

C. *The PRJ NBR is automatically populated, and not editable.*

D. *The PRJ TYPE is automatically populated, and not editable.*

E. *The PRJ CATEGORY is automatically populated, and not editable.*

F. *The PRJ STATUS is automatically populated, and not editable.*

G. *The ACQ PROGRAM NAME is automatically populated from the CIP PROJECT, and is not editable.*

H. *The ACQ PROGRAM TYPE is automatically populated from the CIP PROJECT, and is not editable.*

I. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

J. Enter the STOCK NBR, or use to browse for the number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

K. Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*

L. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

M. Enter the Unit Price in the field provided. *This is a 15 numeric character field.*

N. Use or to assist with the MFR DATA entry. *This is a 36 alphanumeric character field.*

Manufacturer Data Browse help

O. *The MFR NAME automatically populates once MFR DATA is entered, and is not editable.*

P. *The MFR MODEL NBR automatically populates once MFR DATA is entered, and is not editable.*

Q. *The MFR PART NBR automatically populates once MFR DATA is entered, and is not editable.*

R. *The CAGE CD automatically populates once MFR DATA is entered, and is not editable.*

S. Select

. *The asset appears in the grid below.*

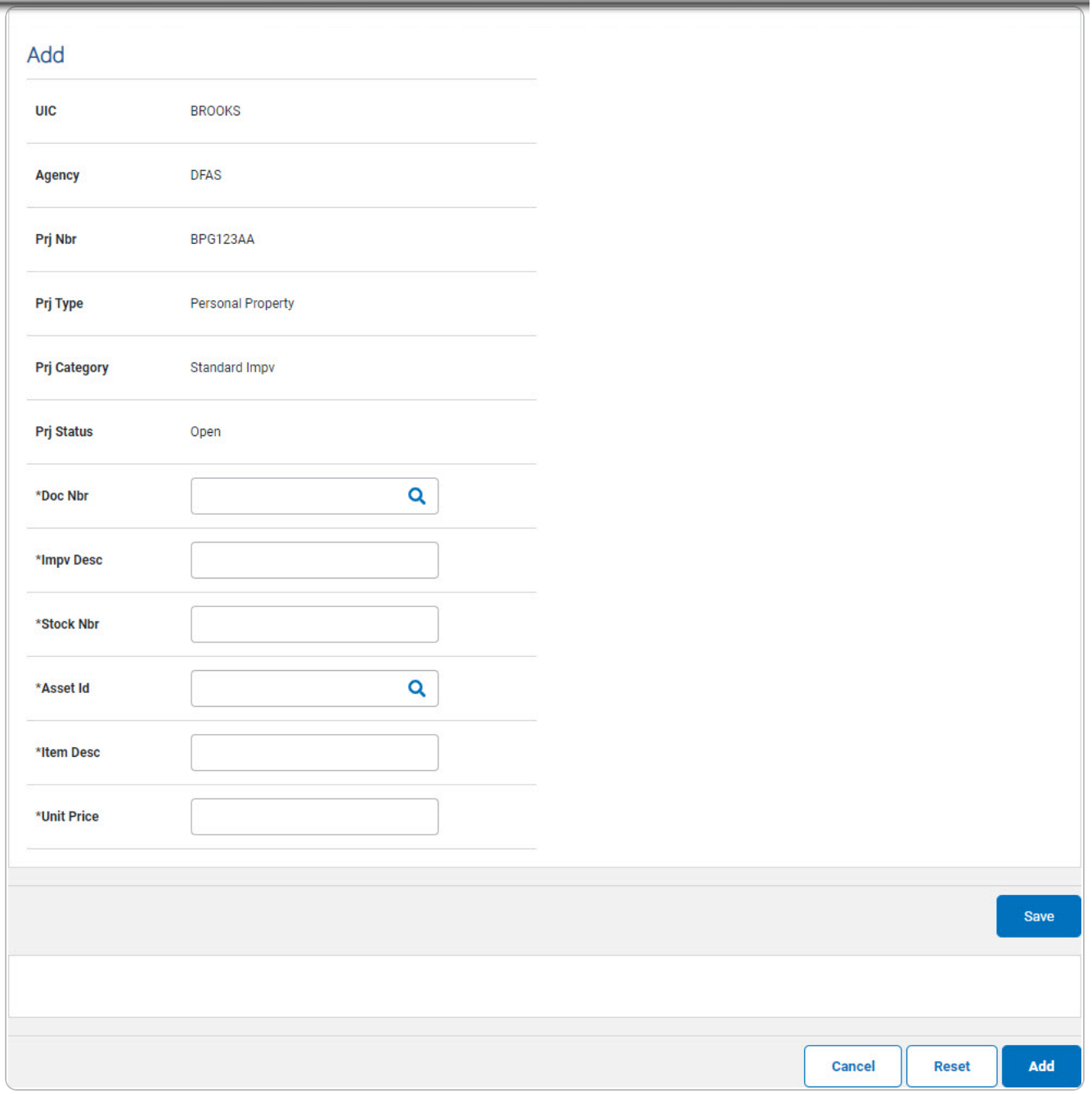
Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123C
Prj Type	Military Equip
Prj Category	Standard Prj
Prj Status	Open
Acq Program Name	AIR STATION SUPPORT EQUIP
Acq Program Type	Managed - Asset Level
***Doc Nbr**	BR00KS31141000
***Stock Nbr**	1005000000002
***Item Desc**	Gun
***Serial Nbr**	
***Unit Price**	
***i* Mfr Data**	Select A Manufacturer
Mfr Name	TEJADA
Mfr Model Nbr	1
Mfr Part Nbr	1
CAGE Cd	

Save

a. Select the Edit hyperlink. *The **Update a CIP Asset** page appears.*
b. Select the Remove hyperlink. *The **Delete a CIP Asset** page appears.*
c. *The DOC NBR is automatically populated, and not editable.*
d. *The STOCK NBR is automatically populated, and not editable.*
e. *The SERIAL NBR is automatically populated, and not editable.*
f. *The ITEM DESC is automatically populated, and not editable.*
g. *The MFR NAME is automatically populated, and not editable.*
h. *The MFR MODEL NBR is automatically populated, and not editable.*
i. *The MFR PART NBR is automatically populated, and not editable.*
j. *The CAGE CD is automatically populated, and not editable.*
k. *The Unit Price is automatically populated, and not editable.*

- **Personal Property Improvement**



A. *The UIC is automatically populated, and not editable.*

B. *The Agency is automatically populated, and not editable.*

C. *The PRJ NBR is automatically populated, and not editable.*

D. *The PRJ TYPE is automatically populated, and not editable.*

E. *The PRJ CATEGORY is automatically populated, and not editable.*

F. *The PRJ STATUS is automatically populated, and not editable.*

G. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

H. Enter the IMPV DESC in the field provided. *This is a 1024 alphanumeric character field.*

I. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

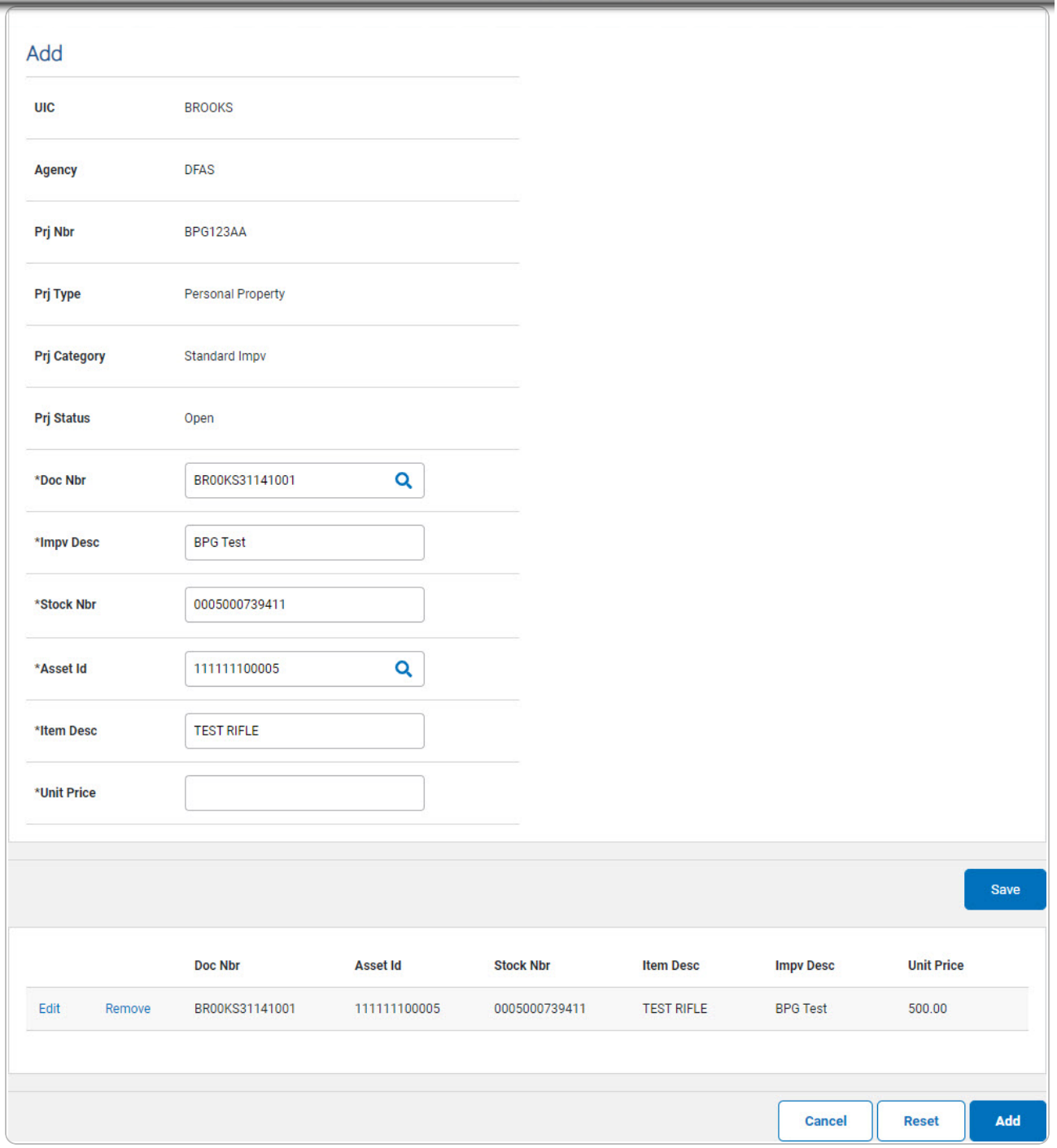
J. Enter the ASSET ID, or use to browse for the number. *This is a 15 alphanumeric character field.*

Asset Identifier Browse help

K. Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*

L. Enter the Unit Price in the field provided. *This is a 15 numeric character field.*

M. Select Save. *The asset appears in the grid below.*



a. Select the Edit hyperlink. *The **Update a CIP Asset** page appears.*

b. Select the Remove hyperlink. *The **Delete a CIP Asset** page appears.*

c. *The DOC NBR is automatically populated, and not editable.*

d. *The ASSET ID is automatically populated, and not editable.*

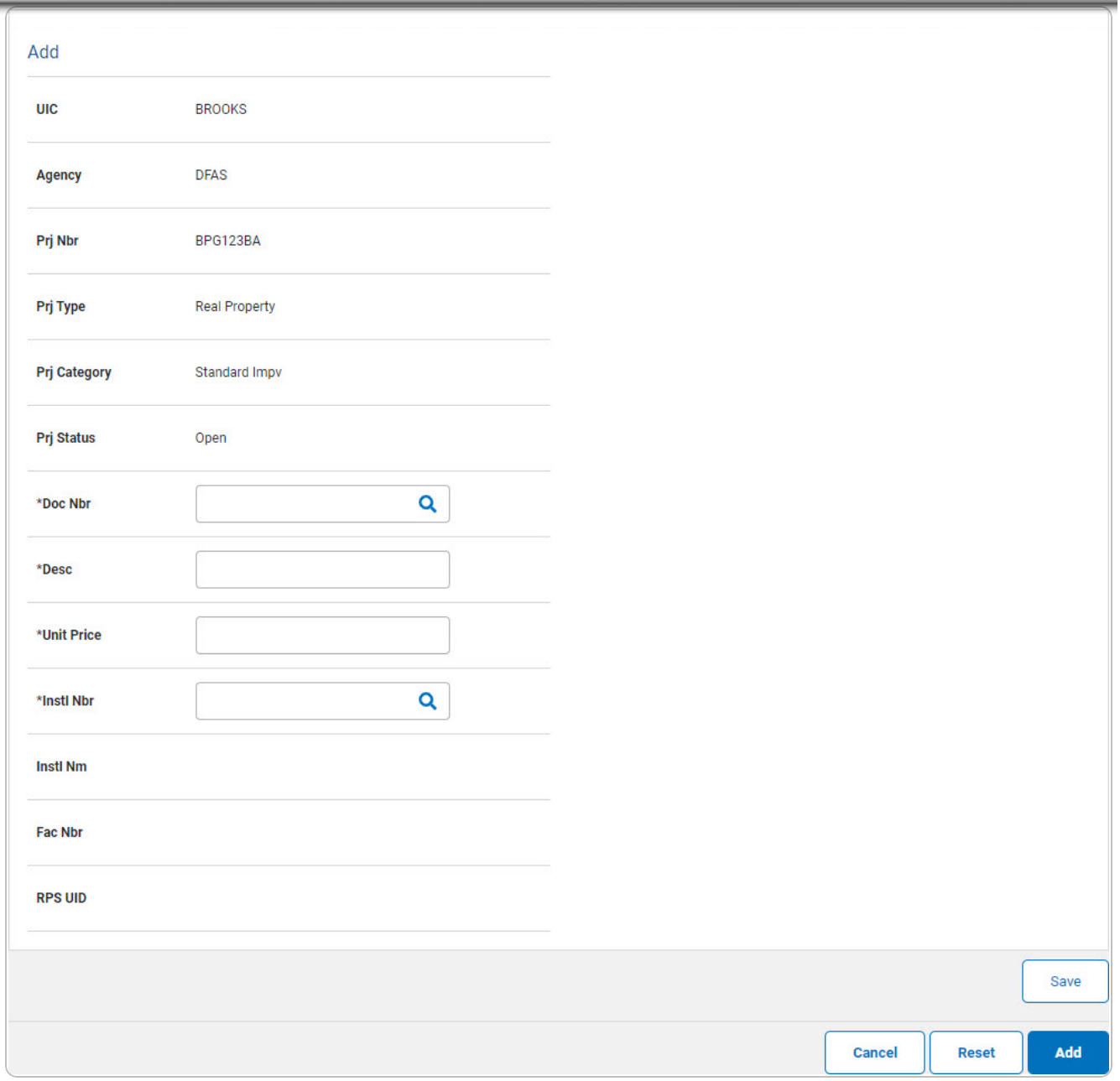
e. *The STOCK NBR is automatically populated, and not editable.*

f. *The ITEM DESC is automatically populated, and not editable.*

g. *The IMPV DESC is automatically populated, and not editable.*

h. *The Unit Price is automatically populated, and not editable.*

- **Real Property Improvement**



A. *The UIC is automatically populated, and not editable.*

B. *The Agency is automatically populated, and not editable.*

C. *The PRJ NBR is automatically populated, and not editable.*

D. *The PRJ TYPE is automatically populated, and not editable.*

E. *The PRJ CATEGORY is automatically populated, and not editable.*

F. *The PRJ STATUS is automatically populated, and not editable.*

G. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

H. Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*

I. Enter the Unit Price in the field provided. *This is a 15 numeric character field.*

J. Enter the INSTL NBR, or use to browse for the entry. *This is a 5 alphanumeric character field.*

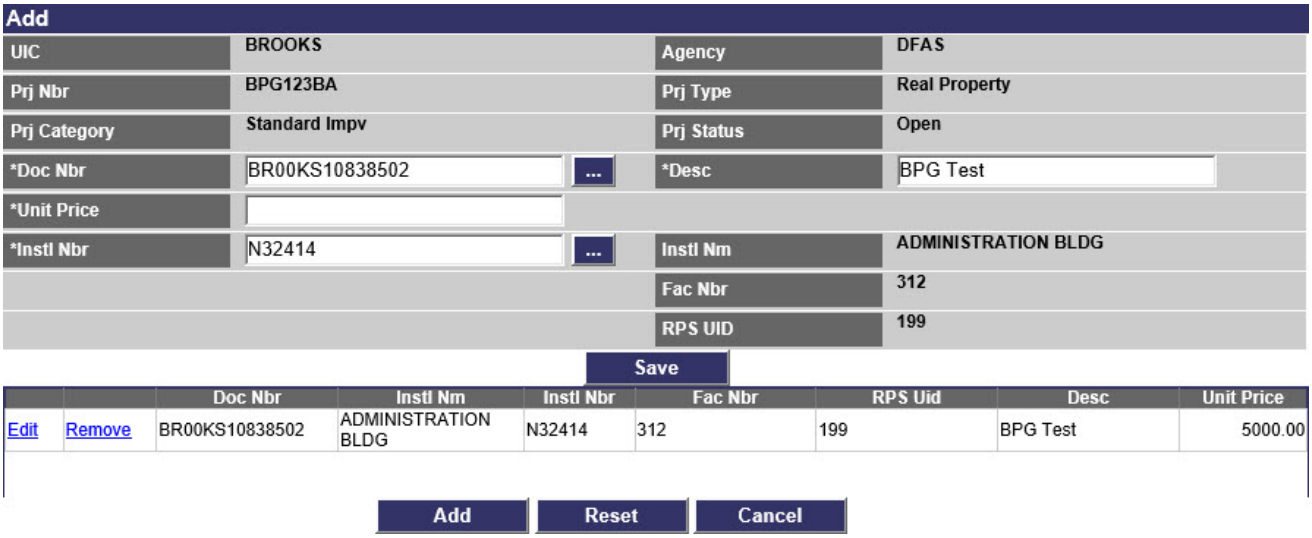
Local Installation Number Browse help

K. *The INSTL NM automatically populates once INSTL NBR is entered, and is not editable.*

L. *The FAC NBR automatically populates once INSTL NBR is entered, and is not editable.*

M. *The RPS UID automatically populates once INSTL NBR is entered, and is not editable.*

N. Select Save. *The asset appears in the grid below.*



a. Select the Edit hyperlink. *The **Update a CIP Asset** page appears.*

b. Select the Remove hyperlink. *The **Delete a CIP Asset** page appears.*

c. *The DOC NBR is automatically populated, and not editable.*

d. *The INSTL NM is automatically populated, and not editable.*

e. *The INSTL NBR is automatically populated, and not editable.*

f. *The FAC NBR is automatically populated, and not editable.*

g. *The RPS UID is automatically populated, and not editable.*

h. *The DESC is automatically populated, and not editable.*

i. *The Unit Price is automatically populated, and not editable.*

- **Military Equipment Improvement**

Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123CC
Prj Type	Military Equip
Prj Category	Standard Impv
Prj Status	Open
Acq Program Name	AIR STATION SUPPORT EQUIP
Acq Program Type	Managed - Asset Level
***Doc Nbr**	
***Impv Desc**	
***Stock Nbr**	
***Asset Id**	
***Item Desc**	
***Unit Price**	

Save

Cancel Reset Add

A. *The UIC is automatically populated, and not editable.*

B. *The Agency is automatically populated, and not editable.*

C. *The PRJ NBR is automatically populated, and not editable.*

D. *The PRJ TYPE is automatically populated, and not editable.*

E. *The PRJ CATEGORY is automatically populated, and not editable.*

F. *The PRJ STATUS is automatically populated, and not editable.*

G. *The ACQ PROGRAM NAME is automatically populated from the CIP PROJECT, and is not editable.*

H. *The ACQ PROGRAM TYPE is automatically populated from the CIP PROJECT, and is not editable.*

I. Enter the DOC NBR, or use to browse for the number. *This is a 14 alphanumeric character field.*

Document Number Browse help

J. Enter the IMPV DESC in the field provided. *This is a 1024 alphanumeric character field.*

K. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

L. Enter the ASSET ID, or use to browse for the number. *This is a 15 alphanumeric character field.*

Asset Identifier Browse help

M. Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*

N. Enter the Unit Price in the field provided. *This is a 15 numeric character field.*

O. Select

. *The asset appears in the grid below.*

Add

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123CC
Prj Type	Military Equip
Prj Category	Standard Impv
Prj Status	Open
Acq Program Name	AIR STATION SUPPORT EQUIP
Acq Program Type	Managed - Asset Level
***Doc Nbr**	BR00KS31141001
***Impv Desc**	BPG Test
***Stock Nbr**	0005000739411
***Asset Id**	FFBF50000003
***Item Desc**	TEST RIFLE
***Unit Price**	

Save

		Doc Nbr	Asset Id	Stock Nbr	Item Desc	Impv Desc	Unit Price
Edit	Remove	BR00KS31141001	FFBF50000003	0005000739411	TEST RIFLE	BPG Test	500.00

Cancel Reset Add

a. Select the Edit hyperlink. *The **Update a CIP Asset** page appears.*
b. Select the Remove hyperlink. *The **Delete a CIP Asset** page appears.*
c. *The DOC NBR is automatically populated, and not editable.*
d. *The ASSET ID is automatically populated, and not editable.*
e. *The STOCK NBR is automatically populated, and not editable.*
f. *The ITEM DESC is automatically populated, and not editable.*
g. *The IMPV DESC is automatically populated, and not editable.*
h. *The Unit Price is automatically populated, and not editable.*

4. Select Add. *The **CIP Asset Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *DOC NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *ITEM DESC*.	
13 — Mandatory Entry: *SERIAL NBR*.	

350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
255 — ASSET ID / SERIAL NBR already exists in grid.	Invalid Entry. The item entered already exists in the CIP PROJECT. Re-enter the ASSET ID or SERIAL NBR.
194 — Entry must be > zero.	Invalid Entry. The field must be a positive number. Enter the missing field.
xxxx — Cannot add assets. Funded quantity fulfilled.	Invalid Entry. The CIP PROJECT entered has no more money allocated for assets. Check the PROJECT NBR again, or choose a CIP PROJECT that still has funding available for assets.
xxxx — Assets can only be added 50 at a time.	Invalid Entries. The amount of added Assets per CIP PROJECT must not be more than 50. Reduce the number of entries and select Save.

Related Topics

- Complete CIP Overview
- Search for a CIP Asset — Criteria
- Search for a CIP Asset — Results
- Update a CIP Asset
- Delete a CIP Asset
- View the CIP Asset Transaction Status
- Export a CIP Asset Report

Delete a CIP Asset

Overview

The Construction In Progress (CIP) Asset Delete process allows removal of an asset within a CIP Project.

Navigation

Accounting > CIP > Asset > Search Criteria > Search > Search Results > Delete hyperlink > CIP Asset Delete page

Page Fields

The following fields display on the **CIP Asset Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
13	Select "Reset" button to clear data.

Personal Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr
Desc
Unit Price
Stock Nbr

Asset Id
History Remarks *

Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr
Desc
Unit Price
Instl Nbr *
Instl Nm
RPS UID *
Rp Site Nm
Fac Nbr
Fac Nm
RP UID
History Remarks *

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type
Doc Nbr
Desc
Unit Price
Stock Nbr
Asset Id
History Remarks *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a CIP Asset

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

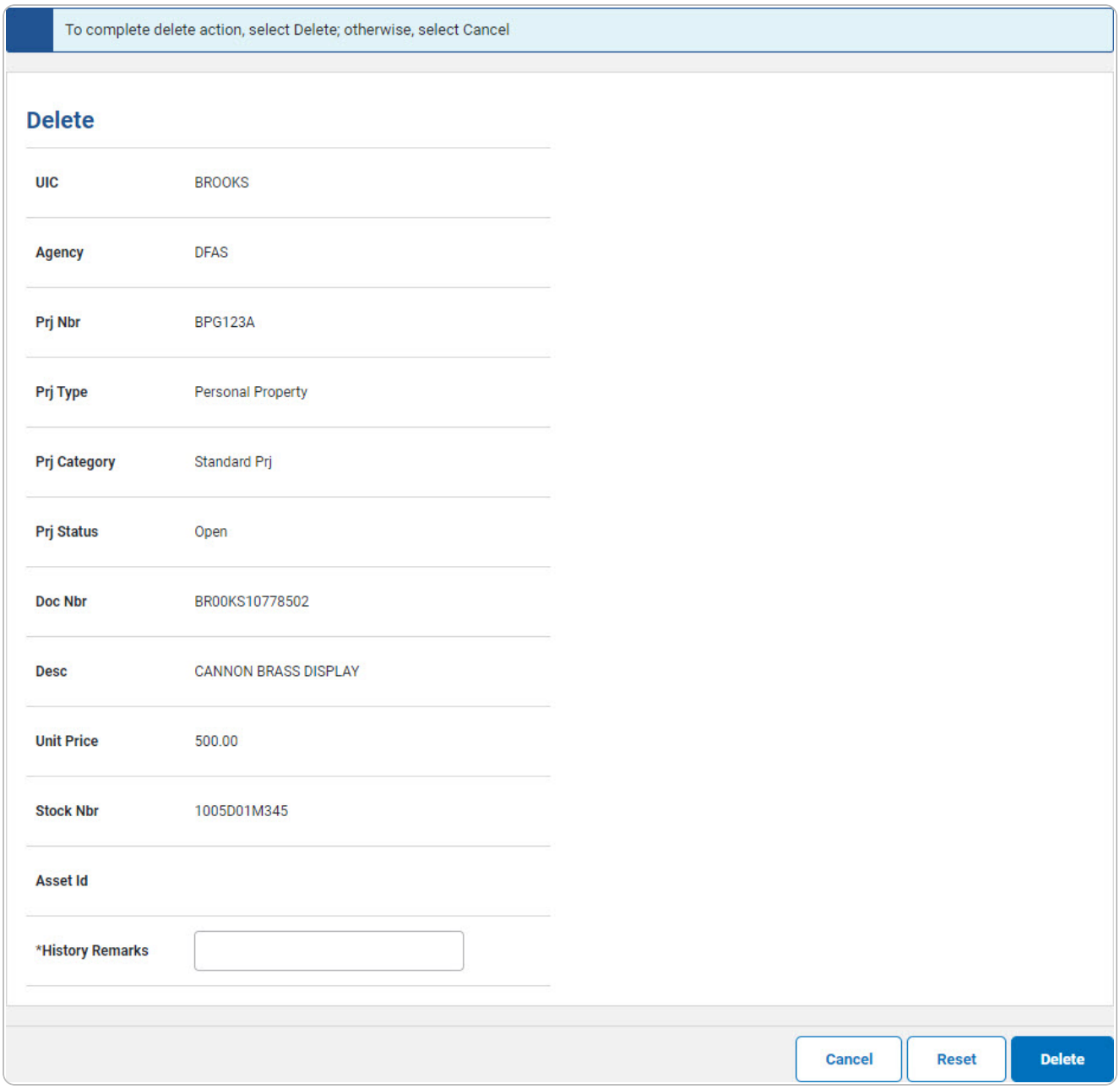
1. In the CIP sub-menu, select Asset. *The* ***CIP Asset Search Criteria*** *page appears.*

2. Enter the Prj Nbr, or use 🔍 to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse

3. Select Search. *The* ***CIP Asset Search Results*** *page appears.*
4. Select the Delete hyperlink on the desired row. *The* ***CIP Asset Delete*** *page appears.*

- **Personal Property**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the DOC NBR.*

H. *Verify the DESC.*

I. *Verify the Unit Price.*

J. *Verify the STOCK NBR.*

K. *Verify the ASSET ID.*

L. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Real Property**

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

Delete

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123B
Prj Type	Real Property
Prj Category	Standard Prj
Prj Status	Open
Doc Nbr	BR00KS10828502
Desc	BPG Test
Unit Price	5000.00
Instl Nm	NAVSUPPACT MECHANICSBURG PA
***RPS UID**	199
Rp Site Nm	100
Fac Nbr	409
Fac Nm	ADMINISTRATION BLDG
RP UID	87562
***History Remarks**	

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the DOC NBR.*

H. *Verify the DESC.*

I. *Verify the Unit Price.*

J. *Verify the INSTL NBR.*

K. *Verify the INSTL NM.*

L. *Verify the RPS UID.*

M. *Verify the RP SITE NM.*

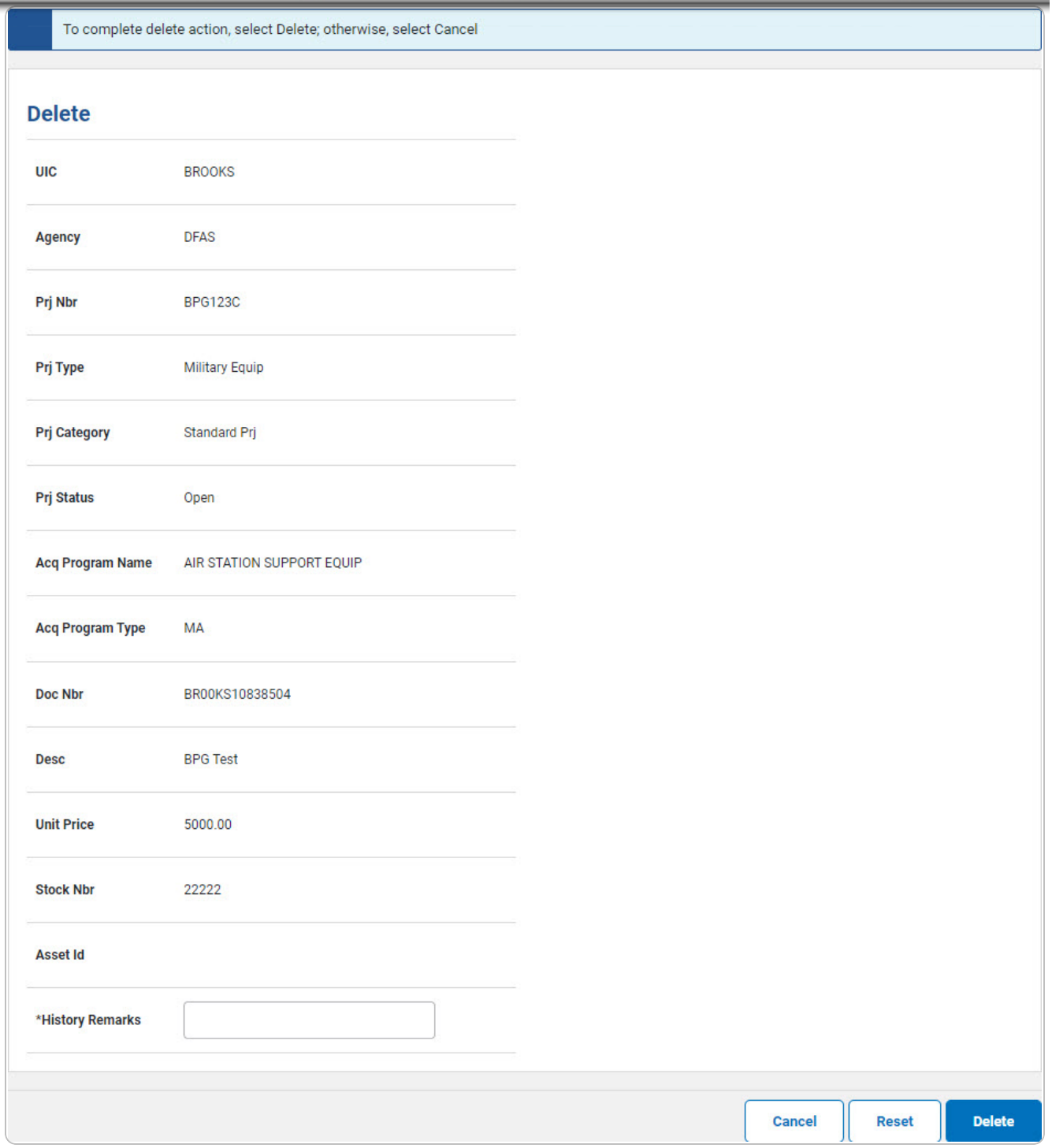
N. *Verify the FAC NBR.*

O. *Verify the FAC NM.*

P. *Verify the RP UID.*

Q. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Military Equipment**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM.*

H. *Verify the ACQ PROGRAM TYPE.*

I. *Verify the DOC NBR.*

J. *Verify the DESC.*

K. *Verify the Unit Price.*

L. *Verify the STOCK NBR.*

M. *Verify the ASSET ID.*

N. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select Delete. *The **CIP Asset Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *PRJ NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *His-*	

***tory Remarks*.**	
395 — PROJECT NBR does not exist or is Closed.	Invalid Entry. The CIP PRJ NBR entered is either closed or does not exist in this Property Book. Review the PROJECT NBR again, and re-enter or create a new CIP PRJ NBR.
xxxx — Project is closed for editing until next quarter.	Invalid Entry. The CIP PROJECT NBR entered has an attestation date that is the same as or after the system date. Check the PROJECT NBR entered, and either wait until next quarter, or revise the attestation date on this record.

Related Topics

- Complete CIP Overview
- Search for a CIP Asset — Criteria
- Search for a CIP Asset — Results
- Add a CIP Asset
- Update a CIP Asset
- CIP Asset Transaction Status
- Export a CIP Asset Report

Export a CIP Asset Report

Overview

The Export a Construction in Progress (CIP) Asset Report page provides the ability to save the Transaction Status in different formats.

Navigation

Accounting > CIP > Asset > Search Criteria > *Various Procedural Steps* > Transaction Status page > Print > CIP Asset Report Export page

Page Fields

The following fields display on the **CIP Asset Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.

Export Grid

Status

Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

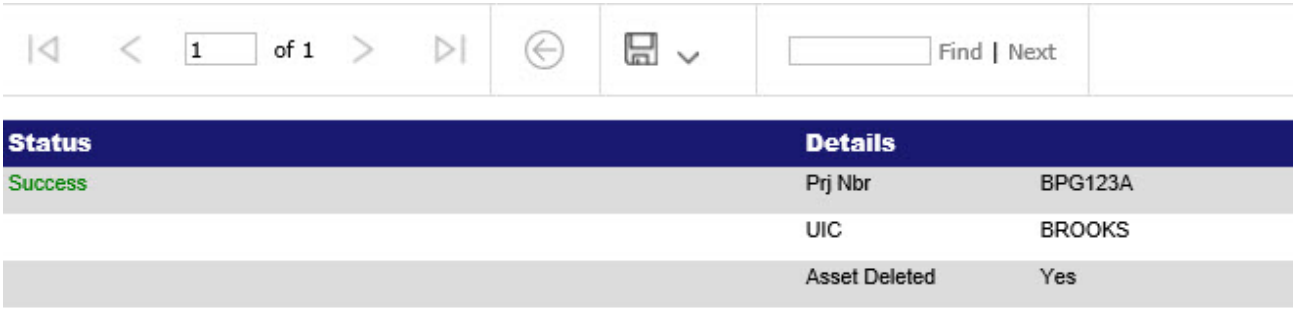
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP ASSET Report to a Printable Application

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



2. Follow the prompts provided by the computer.
3. Select . *The **CIP Cost Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the Search Criteria page.

Related Topics

- Complete CIP Overview
- Search for a CIP Asset — Criteria
- Search for a CIP Asset — Results
- Add a CIP Asset
- Update a CIP Asset
- Delete a CIP Asset
- CIP Asset Transaction Status

Search for a CIP Asset — Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Asset process provides the ability to track the Assets of a CIP Project.

Navigation

Accounting > CIP > Asset > CIP Asset Search Criteria page

Page Fields

The following fields display on the **CIP Asset Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
244	Wildcard is not permitted.
245	To Add an Asset or Improvement to a CIP Project, enter the Project Nbr and select "Add".
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

Project Nbr *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

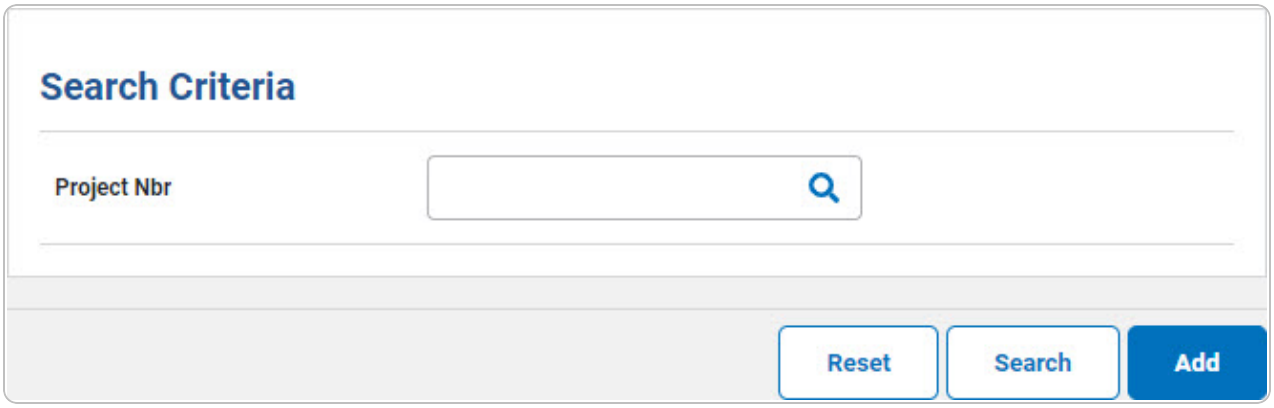
Click the following link to display PA Navigation Tips.

Search for a CIP Asset

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.*

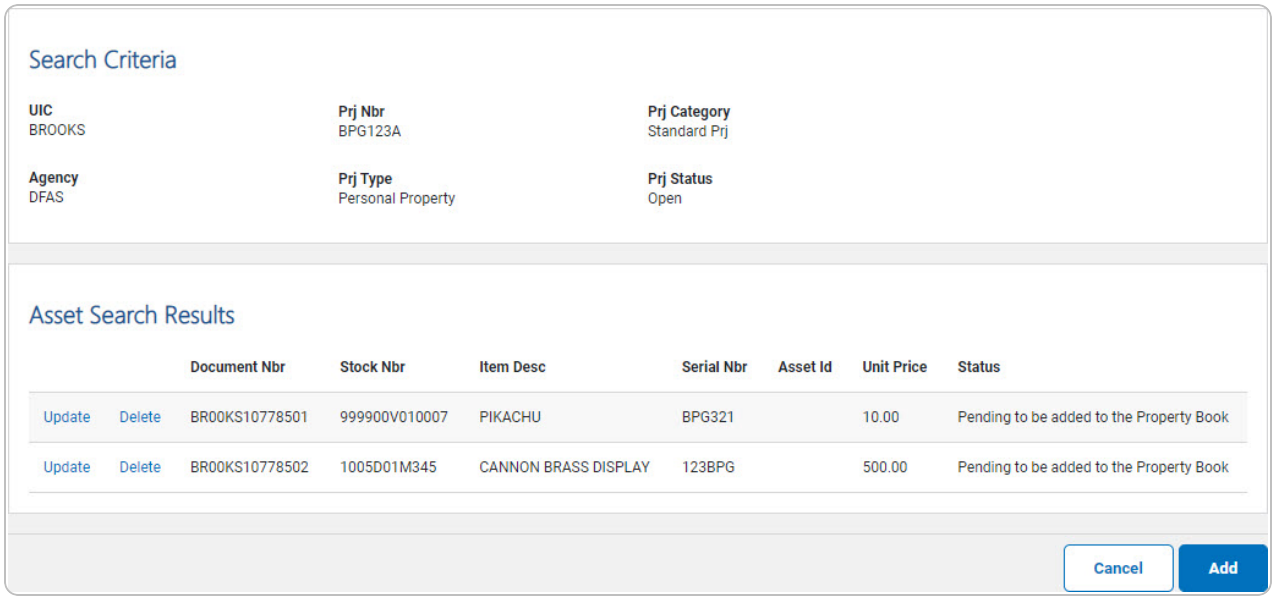
1. Enter the PRJ NBR, or use to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse



2. Select Search. *The **Search for a CIP Asset — Results** page appears. Results display in*

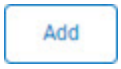
the Search Results grid.



Add a CIP Asset

1. Enter the PRJ NBR, or use to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse

2. Select  . *The **Add a CIP Asset** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the

	Search again.
13 — Mandatory Entry: *PRJ NBR*.	Missing Entry. Enter the appropriate information in the desired field.
395 — PROJECT NBR does not exist or is Closed.	Invalid Entry. The CIP PRJ NBR entered is either closed or does not exist in this Property Book. Review the PROJECT NBR again, and re-enter or create a new CIP PRJ NBR.
xxxx — Project is closed for editing until next quarter.	Invalid Entry. The CIP PRJ NBR entered has an attestation date that is the same as or after the system date. Check the PROJECT NBR entered, and either wait until next quarter, or revise the attestation date on this record.
xxxx — CIP PROJECT must be a standard project in order to add assets.	Invalid Entry. The CIP PROJECT must have a PRJ CATEGORY CD of either "SS" or "SP". Check the PROJECT NBR again, or choose a CIP PROJECT with a PRJ CATEGORY CD beginning with "S".
xxxx — CIP PROJECT is managed at the acquisition program level.	Invalid Entry. The CIP PROJECTs acquisition program is managed at the program level. Check the PROJECT NBR again, or choose a CIP PROJECT with an acquisition program managed at the asset level.
xxxx — An asset already exists for the CIP PROJECT.	Invalid Entry. The CIP PROJECT entered contains an asset. Check the CIP PRJ NBR again, or choose a CIP PROJECT without an asset.

xxxx — Cannot add assets. Funded quantity fulfilled.	Invalid Entry. The CIP PROJECT entered has no more money allocated for assets. Check the PROJECT NBR again, or choose a CIP PROJECT that still has funding available for assets.

Related Topics

- Complete CIP Overview
- Search for a CIP Asset — Results
- Add a CIP Asset
- Update a CIP Asset
- Delete a CIP Asset
- View the CIP Asset Transaction Status
- Export a CIP Asset Report

Search for a CIP Asset — Results

Overview

The Construction In Progress (CIP) Asset Search Results page provides the ability to add, update, or delete an asset in a CIP Project.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > CIP > Asset > Search Criteria > Search > CIP Asset Search Results page

Page Fields

The following fields display on the **CIP Asset Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
232	Select "Update" hyperlink to process an Update Action.
233	Select "Delete" hyperlink to process a Delete Action.
21	Select "Add" button to create a new record.

61	Select "Cancel" to return to Search Criteria page.

Search Results

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status

Search Results

Update
Delete
Document Nbr
Stock Nbr
Item Desc
Serial Nbr
Asset Id
Unit Price
Status

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a CIP Asset

Select Add to display the **Add a CIP Asset** page.

Update a CIP Asset

Select the Update hyperlink to display the **Update a CIP Asset** page.

Delete a CIP Asset

Select the Delete hyperlink to display the **Delete a CIP Asset** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
xxxx — An asset already exists for the CIP Project.	Invalid Entry. The CIP Project entered contains an asset. Check the CIP Prj Nbr again, or choose a CIP Project without an asset.
xxxx — Cannot add assets. Funded quantity fulfilled.	Invalid Entry. The CIP Project entered has no more money allocated for assets. Check the Project Nbr again, or choose a CIP Project that still has funding available for assets.

Related Topics

- Complete CIP Overview
- Search for a CIP Asset — Criteria
- Add a CIP Asset
- Update a CIP Asset
- Delete a CIP Asset
- View the CIP Asset Transaction Status
- Export a CIP Asset Report

View the CIP Asset Transaction Status

Overview

The Construction in Progress (CIP) Asset Transaction Status page displays a verification of the add, update, or delete transaction performed.

Navigation

Accounting > CIP > Asset > Search Criteria > *Various Procedural Steps* > CIP Asset Transaction Status page

Page Fields

The following fields display on the **CIP Asset Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

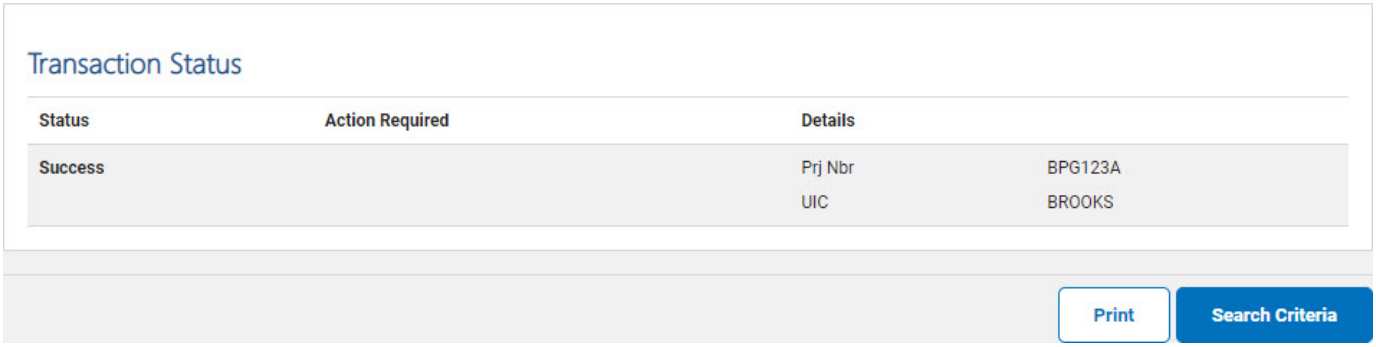
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the CIP Asset Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The **Export a CIP Asset Report** page appears.*
- Select Search Criteria to return to the **CIP Asset Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Complete CIP Overview
- Search for a CIP Asset — Criteria
- Search for a CIP Asset — Results
- Add a CIP Asset
- Update a CIP Asset

- Delete a CIP Asset
- Export a CIP Asset Report

Update a CIP Asset

Overview

The Construction In Progress (CIP) Asset Update process allows editing of an asset within a CIP Project.

Note

Some fields provide **Intellisense**, which is the automatic completion of a field entry in a software application.

The application displays a selectable word or phrase in that field, based on the input (that was previously entered), without having to completely type the entry.

Navigation

Accounting > CIP > Asset > Search Criteria > Search > Search Results > Update hyperlink > CIP Asset Update page

Page Fields

The following fields display on the **CIP Asset Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The tables below provide the list of instructions.

Personal Property And Military Equipment

Number	Value
24	(*) Asterisk identifies mandatory fields.
134	Valid special characters for Serial Nbr are: "/", "-", ":", "$", "#", and space.

xxxx	Select "Update" button to revise selected fields in record(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Real Property

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Update" button to revise selected fields in record(s).
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Personal Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr *
Stock Nbr *
Item Desc *
Serial Nbr *
Unit Price *

Mfr Data
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd
History Remarks

Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr *
Desc *
Unit Price *
Instl Nbr *
Instl Nm
RPS UID *
Rp Site Nm
Fac Nbr *
Fac Nm
RP UID

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type
Doc Nbr *
Stock Nbr *
Item Desc *
Serial Nbr *
Unit Price *
Mfr Data

Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd
History Remarks

Personal Property Improvement

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr *
Impv Desc *
Stock Nbr *
Asset ID *
Item Desc *
Unit Price *
History Remarks

Real Property Improvement

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Doc Nbr *
Desc *
Unit Price *
Instl Nbr *
Instl Nm
Fac Nbr
RPS UID

Military Equipment Improvement

UIC
Agency
Prj Nbr

Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type
Doc Nbr *
Impv Desc *
Stock Nbr *
Asset ID *
Item Desc *
Unit Price *
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a CIP Asset

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

1. In the CIP sub-menu, select Asset. *The **CIP Asset Search Criteria** page appears.*

2. Enter the Prj Nbr, or use to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse

3. Select Search. *The **CIP Asset Search Results** page appears.*

4. Select the Update hyperlink on the desired row. *The **CIP Asset Update** page appears.*

- **Personal Property**

Update

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123A
Prj Type	Personal Property
Prj Category	Standard Prj
Prj Status	Open
***Doc Nbr**	BR00KS10778501
***Stock Nbr**	999900V010007
***Item Desc**	PIKACHU
***Serial Nbr**	BPG321
***Unit Price**	10.00
***i* Mfr Data**	Select A Manufacturer
Mfr Name	PROFESSOR OAK LABS
Mfr Model Nbr	25
Mfr Part Nbr	KANT025
CAGE Cd	
History Remarks	

Cancel Reset Update

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the DOC NBR, using to browse for the revised number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

H. Update the STOCK NBR, using to browse for the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

I. Update the ITEM DESC, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

J. Update the SERIAL NBR, entering the revised identifier in the field provided. *This is a 30 alphanumeric character field.*

K. Update the Unit Price, entering the revised amount in the field provided. *This is a 15 numeric character field.*

L. Update the MFR DATA, using or to assist with the revised name. *This is a 36 alphanumeric character field.*

Manufacturer Data Browse help

M. *Verify the MFR NAME.*

N. *Verify the MFR MODEL NBR.*

O. *Verify the MFR PART NBR.*

P. *Verify the CAGE CD.*

Q. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Real Property**

Update

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123B
Prj Type	Real Property
Prj Category	Standard Prj
Prj Status	Open
***Doc Nbr**	BR00KS10828502
***Desc**	BPG Test
***Unit Price**	5000.00
***Instl Nbr**	N32414
Instl Nm	NAVSUPPACT MECHANICSBURG PA
***RPS UID**	199
Rp Site Nm	100
***Fac Nbr**	409
Fac Nm	ADMINISTRATION BLDG
RP UID	87562

Cancel Reset Update

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the DOC NBR, using to browse for the revised number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

H. Update the DESC, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*

I. Update the Unit Price, entering the revised amount in the field provided. *This is a 15 numeric character field.*

J. Update the INSTL NBR, using to browse for the revised number. *This is a 5 alpha-numeric character field.*

Installation Number Browse help

K. *Verify the INSTL NM.*

L. Update the RPS UID, using to browse for the revised name. *This is a 100 alpha-numeric character field.*

Real Property Site Name help

M. *Verify the RP SITE NM.*

N. Update the FAC NBR, using to browse for the revised number. *This is a 25 alpha-numeric character field.*

Real Property Unique Identifier Asset help

O. *Verify the FAC NM.*

P. *Verify the RP UID.*

- **Military Equipment**

Update

UIC	BROOKS
Agency	DFAS
Prj Nbr	BPG123C
Prj Type	Military Equip
Prj Category	Standard Prj
Prj Status	Open
Acq Program Name	AIR STATION SUPPORT EQUIP
Acq Program Type	Managed - Asset Level
***Doc Nbr**	BR00KS10838504
***Stock Nbr**	22222
***Item Desc**	MACHINE GUN
***Serial Nbr**	BPG22222
***Unit Price**	5000.00
***i* Mfr Data**	Select A Manufacturer
Mfr Name	GUNS R US
Mfr Model Nbr	987987
Mfr Part Nbr	876876
CAGE Cd	23568

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM NAME.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Update the DOC NBR, using to browse for the revised number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

J. Update the STOCK NBR, using to browse for the revised number. *This is a 15 alphanumeric character field.*

Stock Number Browse help

K. Update the ITEM DESC, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

L. Update the SERIAL NBR, entering the revised identifier in the field provided. *This is a 30 alphanumeric character field.*

M. Update the Unit Price, entering the revised amount in the field provided. *This is a 15 numeric character field.*

N. Update the MFR DATA, using or to assist with the revised name. *This is a 36 alphanumeric character field.*

Manufacturer Data Browse help

O. *Verify the MFR NAME.*

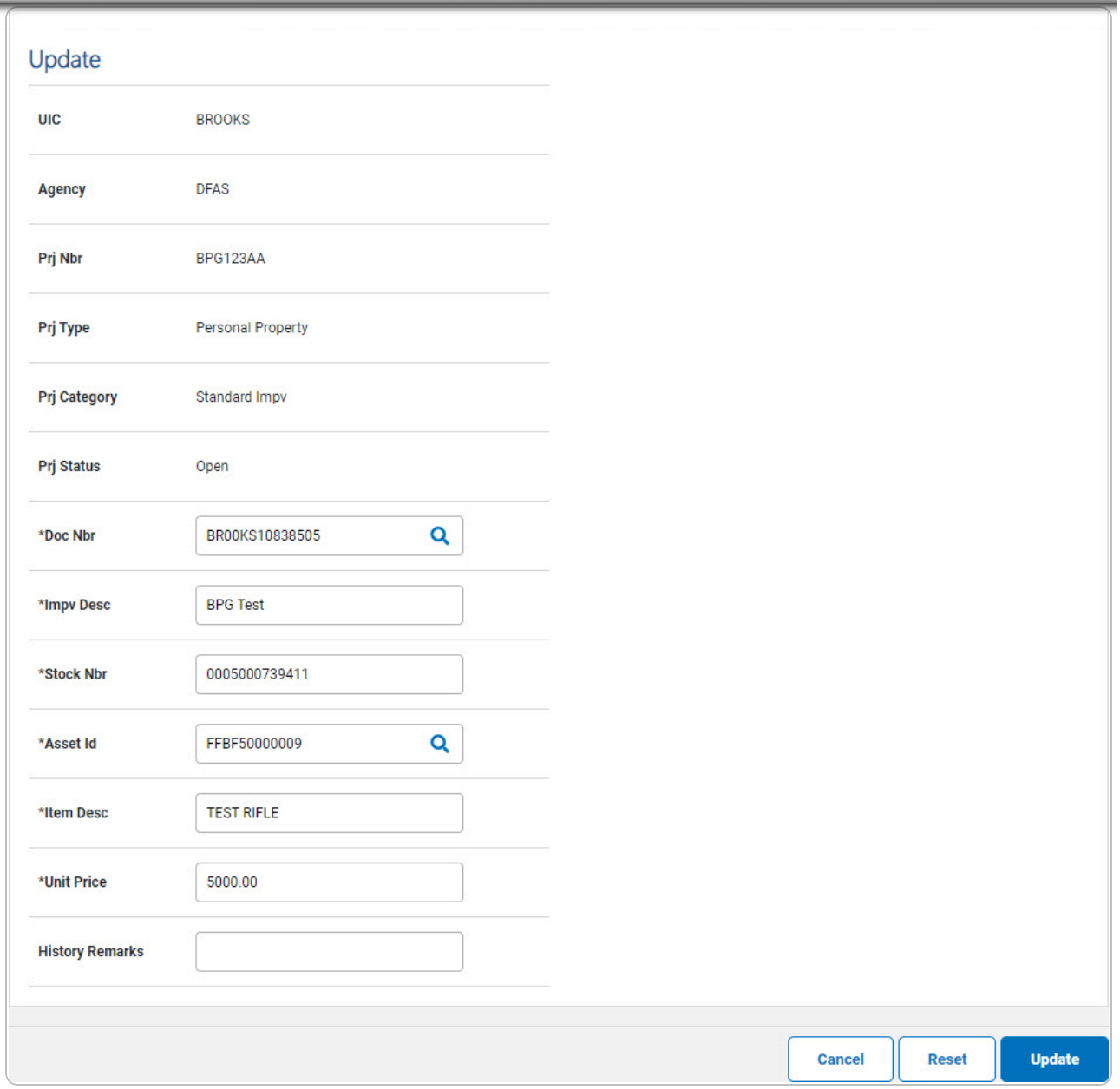
P. *Verify the MFR MODEL NBR.*

Q. *Verify the MFR PART NBR.*

R. *Verify the CAGE CD.*

S. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Personal Property Improvement**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the DOC NBR, using to browse for the revised number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

H. Update the IMPV DESC, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

I. Update the STOCK NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*

J. Update the ASSET ID, using to browse for the revised number. *This is a 15 alpha-numeric character field.*

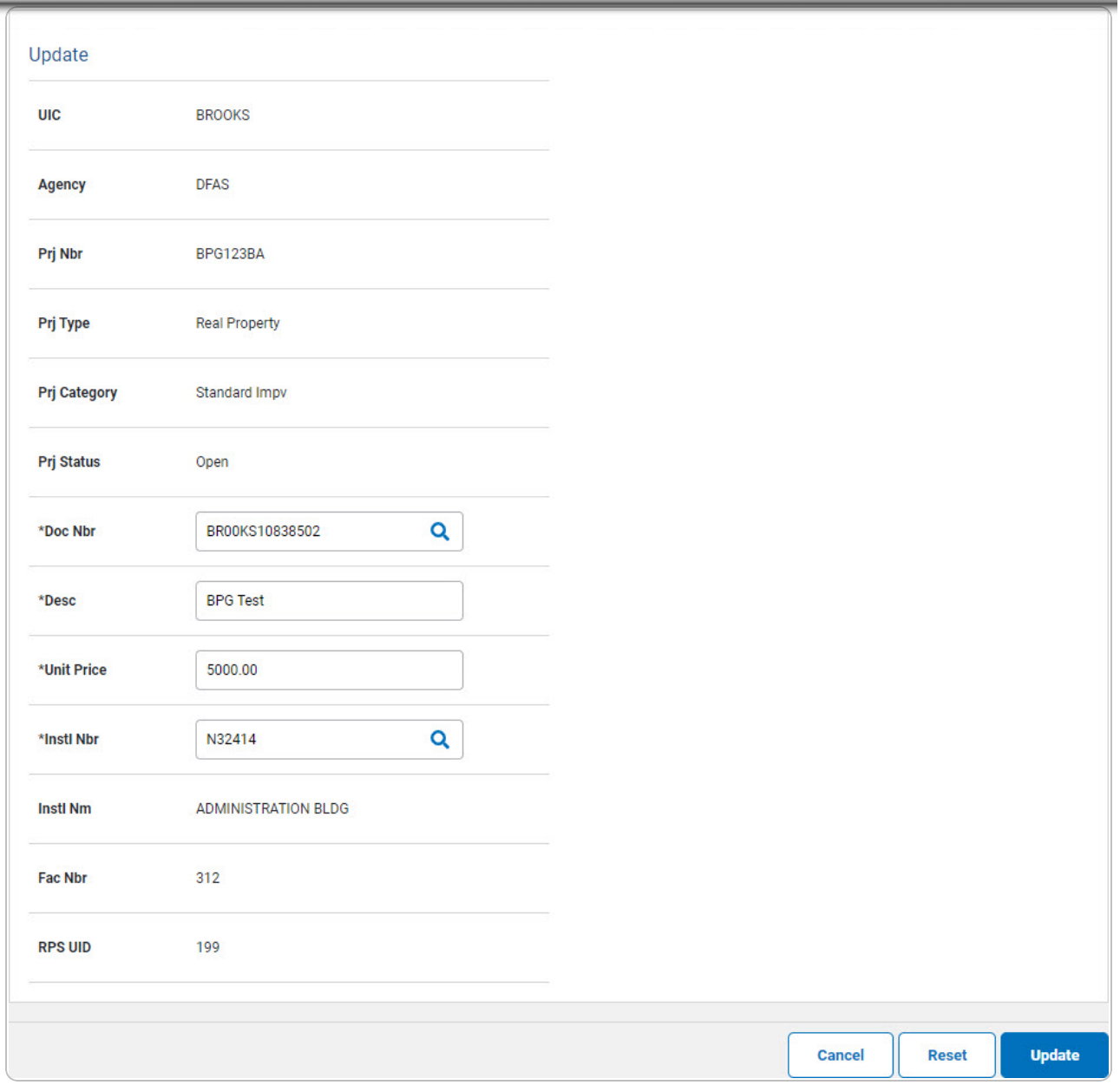
Asset Identifier Browse help

K. Update the ITEM DESC, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

L. Update the Unit Price, entering the revised amount in the field provided. *This is a 15 numeric character field.*

M. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Real Property Improvement**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the DOC NBR, using to browse for the revised number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

H. Update the DESC, entering the revised explanation in the field provided. *This is a 250 alphanumeric character field.*

I. Update the Unit Price, entering the revised amount in the field provided. *This is a 15 numeric character field.*

J. Update the INSTL NBR, using to browse for the revised number. *This is a 5 alpha-numeric character field.*

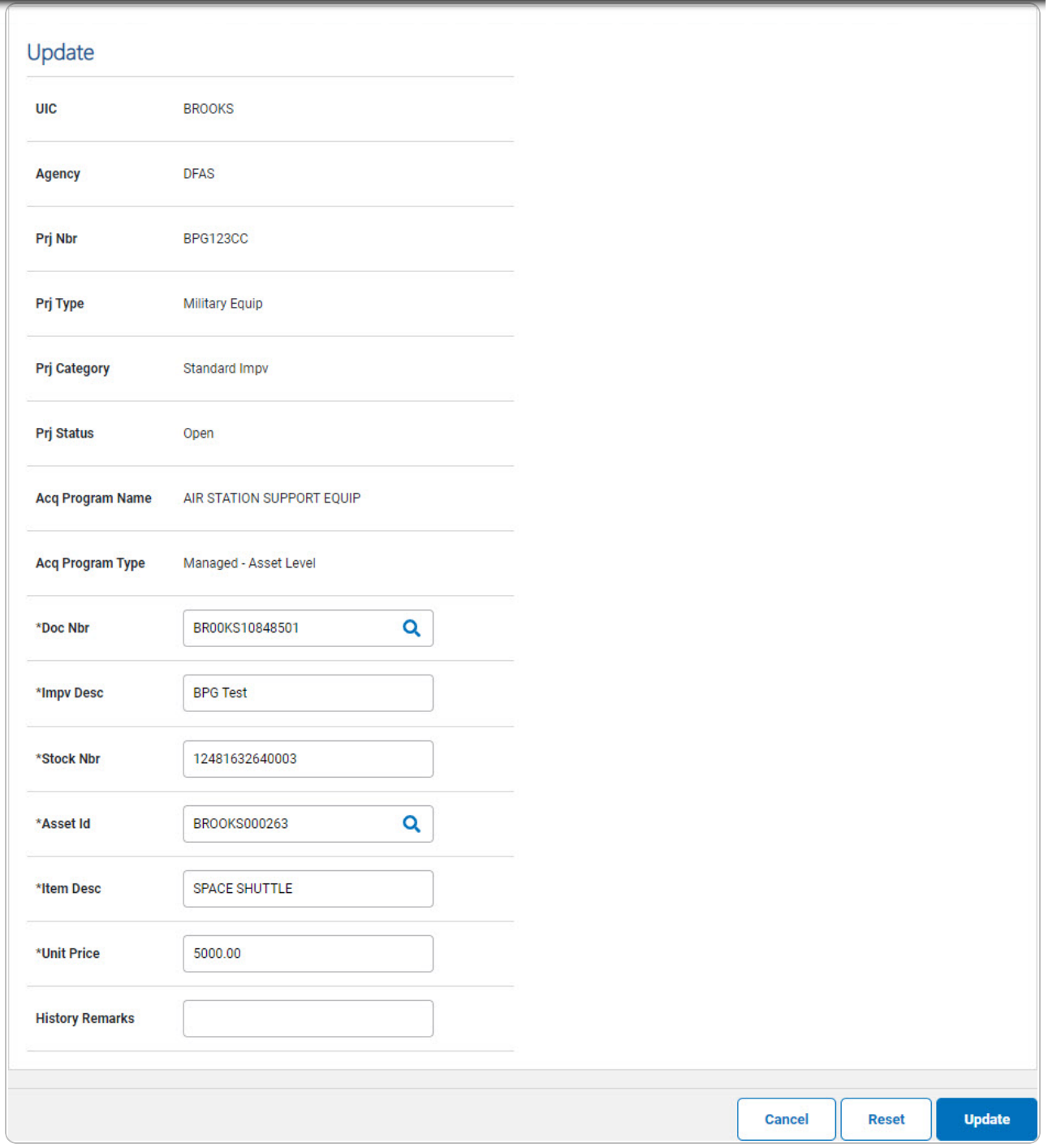
Local Installation Number Browse help

K. *Verify the INSTL NM.*

L. *Verify the FAC NBR.*

M. *Verify the RPS UID.*

- **Military Equipment Improvement**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM NAME.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Update the DOC NBR, using to browse for the revised number. *This is a 14 alpha-numeric character field.*

Document Number Browse help

J. Update the IMPV DESC, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

K. Update the STOCK NBR, entering the revised number in the field provided. *This is a 15 alphanumeric character field.*

L. Update the ASSET ID, using to browse for the revised number. *This is a 15 alpha-numeric character field.*

Asset Identifier Browse help

M. Update the ITEM DESC, entering the revised explanation in the field provided. *This is a 1024 alphanumeric character field.*

N. Update the Unit Price, entering the revised amount in the field provided. *This is a 15 numeric character field.*

O. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select Update. *The **CIP Asset Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or	Invalid Entry. Results for the search criteria

unauthorized access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *Doc Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Item Desc*.	
13 — Mandatory Entry: *Serial Nbr*.	
350 — Must be alpha-numeric with supported special characters $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, ;, comma, period, and space. Special characters like ! or @ are prohibited.
195 — Serial Nbr contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
255 — Asset Id / Serial Nbr already exists in grid.	Invalid Entry. The item entered already exists in the CIP Project. Re-enter the Asset Id or Serial Nbr.

194 — Entry must be > zero.	Invalid Entry. The field must be a positive number. Enter the missing field.
xxxx — Cannot add assets. Funded quantity fulfilled.	Invalid Entry. The CIP PROJECT entered has no more money allocated for assets. Check the PROJECT NBR again, or choose a CIP PROJECT that still has funding available for assets.

Related Topics

- Complete CIP Overview
- Search for a CIP Asset — Criteria
- Search for a CIP Asset — Results
- Add a CIP Asset
- Delete a CIP Asset
- CIP Asset Transaction Status
- Export a CIP Asset Report

Add a CIP FUNDING Record

Overview

The CIP FUNDING Add page process provides the ability to create new funding records associated with existing CIP PROJECTS.

Navigation

Accounting > CIP > Funding > Search Criteria > Add > CIP FUNDING Add page

Page Fields

The following fields display on the **CIP FUNDING Add**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Personal Property

UIC
Agency
Prj Nbr
Prj Type

Prj Category
Prj Status
Fiscal Yr *
Source *
Source Desc
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks

Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Fiscal Yr *
Source *
Source Desc
Prj Org Cd *
Prj Fnd Cd *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address

Remarks
History Remarks

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Fiscal Yr *
Source *
Source Desc
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a CIP Funding Record to a CIP Project

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

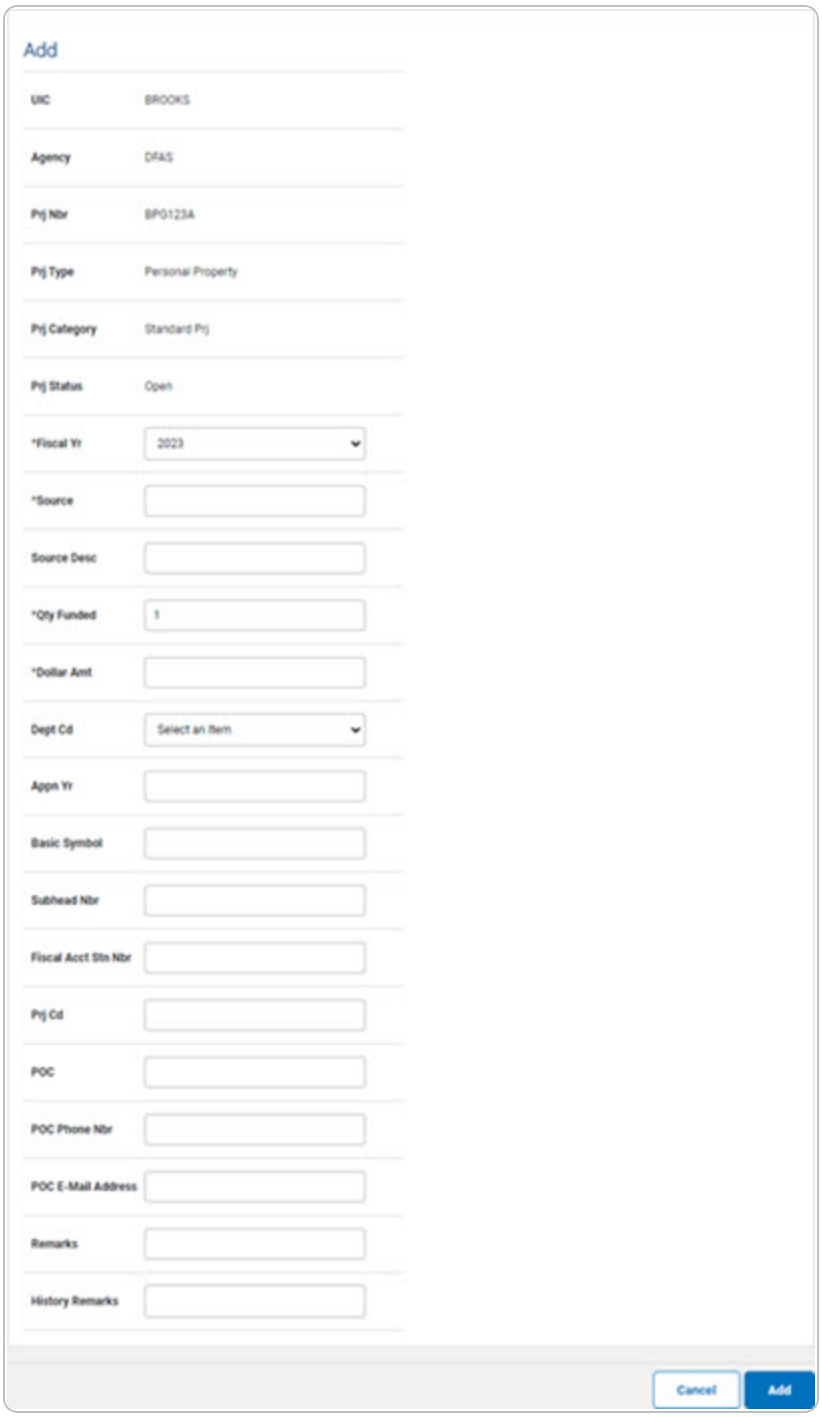
1. In the CIP sub-menu, select Funding. *The **CIP FUNDING Search Criteria** page appears.*

2. Enter the PRJ NBR, or use to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse

3. Select . *The **CIP FUNDING Add** page appears.*

- **Personal Property**



A. *The UIC is automatically populated and is not editable.*

B. *The Agency is automatically populated and is not editable.*

C. *The PRJ NBR is automatically populated and is not editable.*

D. *The PRJ TYPE is automatically populated and is not editable.*

E. *The PRJ CATEGORY is automatically populated and is not editable.*

F. *The PRJ STATUS is automatically populated and is not editable.*

G. Use to select the Fiscal Yr.

H. Enter the funding Source in the field provided. *This is a 15 alphanumeric character field.*

I. Enter the SOURCE DESC in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

K. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

L. Use to select the Dept Cd.

M. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

N. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

O. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

P. Enter the FISCAL ACCT STN NBR in the field provided. *This is a 6 alphanumeric character field.*

Q. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

R. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

S. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

T. Enter the POC E-mail Address in the field provided. *This is a 80 alphanumeric character field.*

U. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

V. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Real Property**

A. *The UIC is automatically populated and is not editable.*

B. *The Agency is automatically populated and is not editable.*

C. *The PRJ NBR is automatically populated and is not editable.*

D. *The PRJ TYPE is automatically populated and is not editable.*

E. *The PRJ CATEGORY is automatically populated and is not editable.*

F. *The PRJ STATUS is automatically populated and is not editable.*

G. Use to select the Fiscal Yr.

H. Enter the funding Source in the field provided. *This is a 15 alphanumeric character field.*

I. Enter the SOURCE DESC in the field provided. *This is a 25 alphanumeric character field.*

J. Enter the PRJ ORG CD in the field provided. *This is a 6 alphanumeric character field.*

K. Enter the PRJ FND CD in the field provided. *This is a 4 alphanumeric character field.*

L. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

M. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

N. Use to select the Dept Cd.

O. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

P. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

Q. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

R. Enter the FISCAL ACCT STN NBR in the field provided. *This is a 6 alphanumeric character field.*

S. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

T. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

U. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

V. Enter the POC E-mail Address in the field provided. *This is a 80 alphanumeric character field.*

W. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

X. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Military Equipment**

A. *The UIC is automatically populated and is not editable.*

B. *The Agency is automatically populated and is not editable.*

C. *The PRJ NBR is automatically populated and is not editable.*

D. *The PRJ TYPE is automatically populated and is not editable.*

E. *The PRJ CATEGORY is automatically populated and is not editable.*

F. *The PRJ STATUS is automatically populated and is not editable.*

G. *The ACQ PROGRAM is automatically populated from the CIP PROJECT and is not editable.*

H. *The ACQ PROGRAM TYPE is automatically populated from the CIP PROJECT and is not editable.*

I. Use to select the Fiscal Yr.

J. Enter the funding Source in the field provided. *This is a 15 alphanumeric character field.*

K. Enter the SOURCE DESC in the field provided. *This is a 25 alphanumeric character field.*

L. Enter the QTY FUNDED in the field provided. *This is a 3 numeric character field.*

M. Enter the DOLLAR AMT in the field provided. *This is a 15 numeric character field.*

N. Use to select the Dept Cd.

O. Enter the APPN YR in the field provided. *This is a 8 numeric character field.*

P. Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*

Q. Enter the SUBHEAD NBR in the field provided. *This is a 4 numeric character field.*

R. Enter the FISCAL ACCT STN NBR in the field provided. *This is a 6 alphanumeric character field.*

S. Enter the PRJ CD in the field provided. *This is a 3 alphanumeric character field.*

T. Enter the POC in the field provided. *This is a 25 alphanumeric character field.*

U. Enter the POC PHONE NBR in the field provided. *This is a 25 numeric character field.*

V. Enter the POC E-mail Address in the field provided. *This is a 80 alphanumeric character field.*

W. Enter any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

X. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select Add. *The **CIP Funding Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
13 — Mandatory Entry: *PRJ NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *FISCAL YR*.	
13 — Mandatory Entry: *Source*.	
13 — Mandatory Entry: *QTY FUNDED*.	
13 — Mandatory Entry: *DOLLAR AMT*.	
2061 — Invalid Entry: *QTY FUNDED*.	Invalid QTY FUNDED Entry. The characters must be 1 or larger. Enter valid numeric (“1” through “9”) characters.
2061 — Invalid Entry:	Invalid DOLLAR AMT Entry. The characters

***Dollar Amt*.**	entered include prohibited characters. Enter numeric (“0” through “9”) characters, with up to two decimal places.
2061 — Invalid Entry: *Appn Yr*.	Invalid Appn Yr Entry. The date must be entered in the (YYYY) format. Re-enter the date.
477 — Record already exists for the source and fiscal year.	Invalid Entry. The Prj Nbr, Fund Source, and Fiscal Yr entered already exists for this CIP Project. Check the information again, and re-enter the fields.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
472 — Project cannot be updated. An Attestation exists for the current quarter.	Invalid Entry. The CIPProject Nbr entered has been attested for this Quarter. Either enter a different Project Nbr, or delete the current attestation.
482 — Project is closed. Processing cannot continue.	Invalid Entry. The Prj Nbr entered is already closed. Check the Prj Nbr again, and re-enter the field.

Related Topics

- Complete CIP Overview
- Search for a CIP Funding Record — Criteria

- Search for a CIP Funding Record — Results
- Update a CIP Funding Record
- Delete a CIP Funding Record
- View the CIP Funding Record Transaction Status
- Export a CIP Funding Record Report

Delete a CIP FUNDING Record

Overview

The CIP FUNDING Delete page process allows removal of funding records associated with existing CIP PROJECTS.

Navigation

Accounting > CIP > Funding > Search Criteria > Search > Search Results > Delete hyperlink > CIP FUNDING Delete page

Page Fields

The following fields display on the **CIP FUNDING Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.

Personal Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Fiscal Yr *
Source *
Source Desc
Qty Funded *

Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Attachment
Attachment(s)
Remarks
History Remarks *

Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Fiscal Yr *
Source *
Source Desc
Prj Org Cd *
Prj Fnd Cd *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Attachment
Attachment(s)
Remarks
History Remarks *

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Fiscal Yr *
Source *
Source Desc
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Attachment
Attachment(s)
Remarks
History Remarks *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a CIP FUNDING Record

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

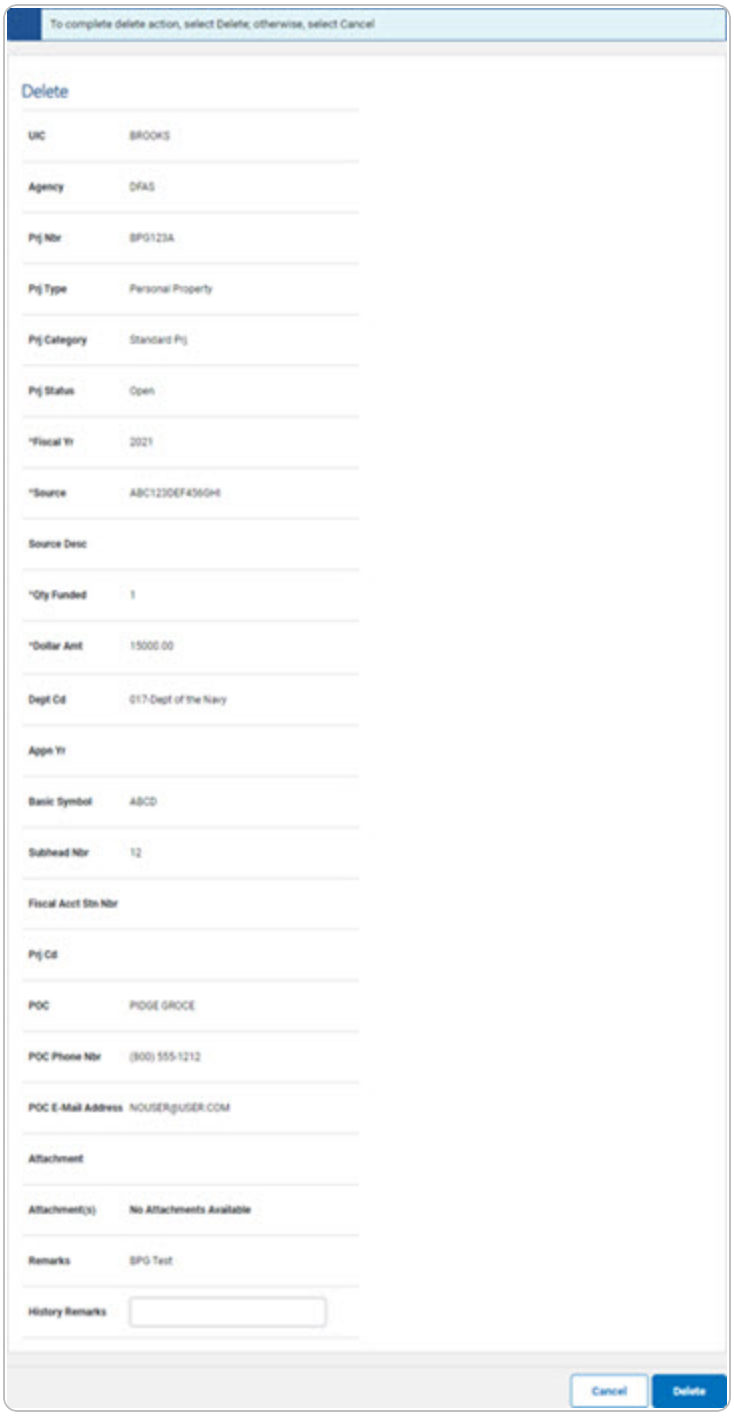
1. In the CIP sub-menu, select Funding. *The **CIP FUNDING Search Criteria** page appears.*

2. Enter the PRJ NBR, or use to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse

3. Select . *The **CIP FUNDING Search Results** page appears.*
4. Select the Delete hyperlink on the desired Personal Property row. *The **CIP FUNDING Delete** page appears.*

- **Personal Property**



A. *Verify the UIC.*
B. *Verify the Agency.*
C. *Verify the PRJ NBR.*
D. *Verify the PRJ TYPE.*
E. *Verify the PRJ CATEGORY.*
F. *Verify the PRJ STATUS.*
G. *Verify the FISCAL YR.*
H. *Verify the funding Source.*
I. *Verify the SOURCE DESC.*
J. *Verify the QTY FUNDED.*
K. *Verify the DOLLAR AMT.*
L. *Verify the DEPT CD.*
M. *Verify the APPN YR.*
N. *Verify the Basic Symbol.*
O. *Verify the SUBHEAD NBR.*
P. *Verify the FISCAL ACCT STN NBR.*
Q. *Verify the PRJ CD.*
R. *Verify the POC.*
S. *Verify the POC PHONE NBR.*
T. *Verify the POC E-mail Address.*
U. *View any attachments as thumbnails in the Attachments field.*
V. *Verify the Remarks field.*
W. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Real Property**

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*
D. *Verify the PRJ TYPE.*
E. *Verify the PRJ CATEGORY.*
F. *Verify the PRJ STATUS.*
G. *Verify the FISCAL YR.*
H. *Verify the funding Source.*
I. *Verify the SOURCE DESC.*
J. *Verify the PRJ ORG CD.*
K. *Verify the PRJ FND CD.*
L. *Verify the QTY FUNDED.*
M. *Verify the DOLLAR AMT.*
N. *Verify the DEPT CD.*
O. *Verify the APPN YR.*
P. *Verify the Basic Symbol.*
Q. *Verify the SUBHEAD NBR.*
R. *Verify the FISCAL ACCT STN NBR.*
S. *Verify the PRJ CD.*
T. *Verify the POC.*
U. *Verify the POC PHONE NBR.*
V. *Verify the POC E-mail Address.*
W. *View any attachments as thumbnails in the Attachments field.*
X. *Verify the Remarks field.*
Y. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Military Equipment**

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*
D. *Verify the PRJ TYPE.*
E. *Verify the PRJ CATEGORY.*
F. *Verify the PRJ STATUS.*
G. *Verify the ACQ PROGRAM.*
H. *Verify the ACQ PROGRAM TYPE.*
I. *Verify the FISCAL YR.*
J. *Verify the funding Source.*
K. *Verify the SOURCE DESC.*
L. *Verify the QTY FUNDED.*
M. *Verify the DOLLAR AMT.*
N. *Verify the DEPT CD.*
O. *Verify the APPN YR.*
P. *Verify the Basic Symbol.*
Q. *Verify the SUBHEAD NBR.*
R. *Verify the FISCAL ACCT STN NBR.*
S. *Verify the PRJ CD.*
T. *Verify the POC.*
U. *Verify the POC PHONE NBR.*
V. *Verify the POC E-mail Address.*
W. *View any attachments as thumbnails in the Attachments field.*
X. *Verify the Remarks field.*
Y. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

5. Select Delete. *The **CIP Funding Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
13 — Mandatory Entry: *PRJ NBR*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Complete CIP Overview
- Search for a CIP Funding Record — Criteria
- Search for a CIP Funding Record — Results
- Add a CIP Funding Record
- Update a CIP Funding Record
- View the CIP Funding Record Transaction Status
- Export a CIP Funding Record Report

Export a CIP FUNDING Report

Overview

The Export a Construction in Progress (CIP) Funding Report process provides the ability to save the Transaction Status in different formats.

Navigation

Accounting > CIP > Funding > Search Criteria > *VARIOUS PROCEDURAL STEPS* > Transaction Status page > Print > CIP FUNDING Report Export page

Page Fields

The following fields display on the **CIP FUNDING Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.

Export Grid

Status

Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

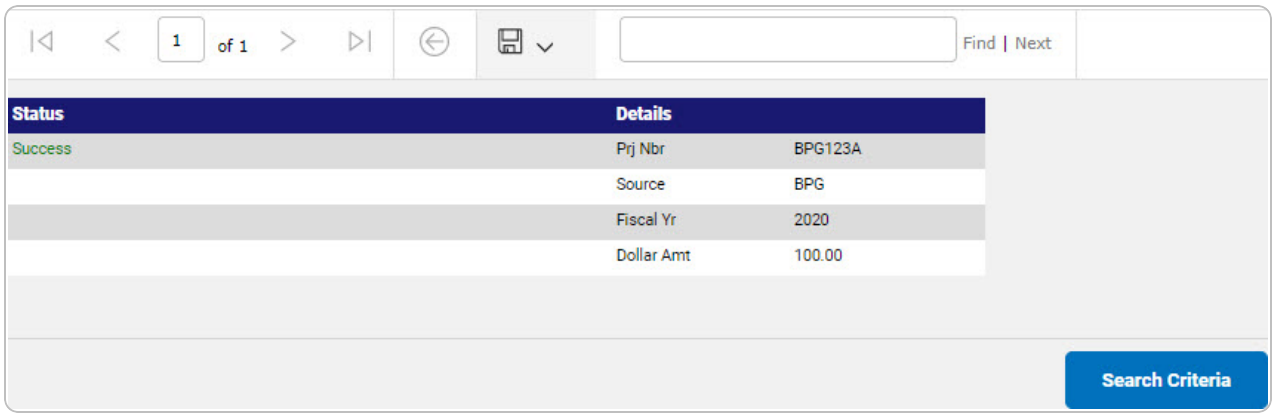
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP FUNDING Report to a Printable Application

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The **CIP Funding Search Criteria** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the Search Criteria page.

Related Topics

- Complete CIP Overview
- Search for a CIP Funding Record - Criteria
- Search for a CIP Funding Record - Results
- Add a CIP Funding Record
- Update a CIP Funding Record
- Delete a CIP Funding Record
- View the CIP Funding Record Transaction Status

Search for a CIP FUNDING Record — Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Funding process provides the ability to create, update, or delete a funding record associated with an existing CIP PROJECT.
When the CIP PROJECT's Valuation method is "F" (Average Funding), the funding record determines asset values. When the Valuation method is "C" (Average Cost), the Quantity Funded determines the cost averaging.

Note

Multiple funding records can exist for specific project categories, as long as the funding source and fiscal year are not duplicated.

Navigation

Accounting > CIP > Funding > CIP FUNDING Search Criteria

Page Fields

The following fields display on the **CIP FUNDING Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.

Search Criteria

Project Nbr *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

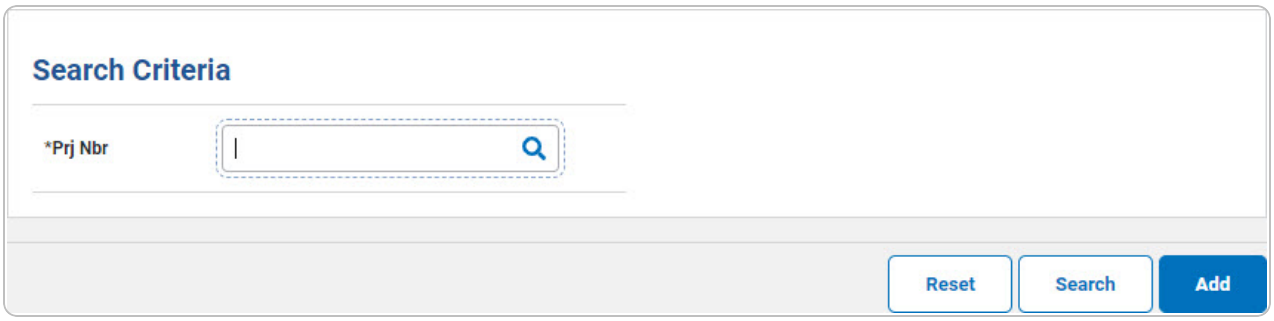
Click the following link to display PA Navigation Tips.

Search for a CIP Funding

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.*

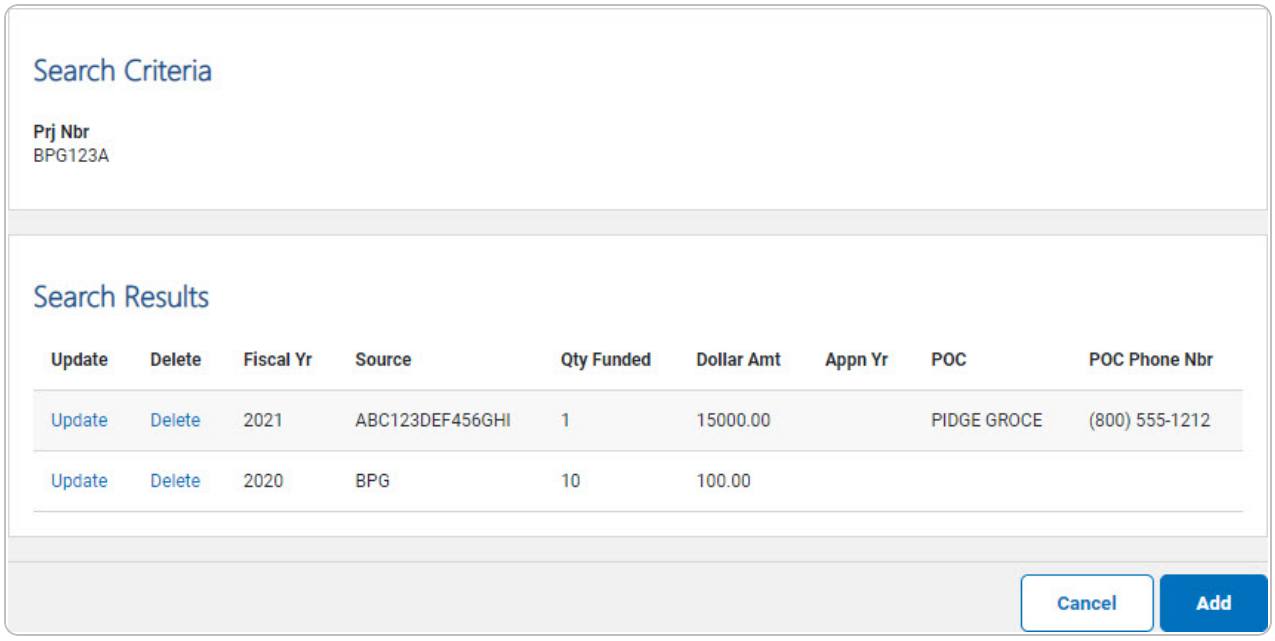
1. Enter the Prj Nbr, or use to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse



2. Select Search. *The **Search for a CIP Funding — Results** page appears. Results display*

in the Search Results grid.



Add a CIP Funding

Select Add. *The **Add a CIP Funding** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
13 — Mandatory Entry: *Prj Nbr*.	Missing Entry. Enter the appropriate information in the desired field.

386 — Project Number does not exist on CIP table.	Invalid Entry. The PROJECT NBR entered is either closed or does not exist in this Property Book. Review the PROJECT NBR again, and re—enter or create a new CIP PROJECT NBR.
479 — Funding already exists for project. Single Asset projects can have only one funding record.	Invalid Entry. The CIP PROJECT NBR entered already has a CIP FUNDING record. Check the PRJ NBR again, and re-enter the field.
483 — Funding already exists for project. Projects with Average Cost valuation can have only one funding record.	
472 — Project cannot be updated. An Attestation exists for the current quarter.	Invalid Entry. The CIP PROJECT NBR entered has been attested for this Quarter. Either enter a different PROJECT NBR, or delete the current attestation.
482 — Project is closed. Processing cannot continue.	Invalid Entry. The PRJ NBR entered is already closed. Check the PRJ NBR again, and re-enter the field.
381 — PRJ NBR contains invalid special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, -, /, #, &, comma, period, and space. Special characters

	like ! or @ are prohibited.

Related Topics

- Complete CIP Overview
- Search for a CIP Funding Record — Results
- Add a CIP Funding Record
- Update a CIP Funding Record
- Delete a CIP Funding Record
- View the CIP Funding Record Transaction Status
- Export a CIP Funding Record Report

Search for a CIP FUNDING Record — Results

Overview

The Construction in Progress (CIP) Funding Search Results page provides the ability to view, update, or delete a CIP FUNDING record.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > CIP > Funding > Search Criteria > Search > CIP FUNDING Search Results

Page Fields

The following fields display on the **CIP FUNDING Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria

Project Nbr *

Search Results

Update
Delete
Fiscal Yr
Source
Qty Funded
Dollar Amt
Appn Yr
POC
POC Phone Nbr

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add Funding to a CIP PROJECT

Select Add to display the **Add a CIP Funding Record** page.

Update a CIP FUNDING record

Select the Update hyperlink to display the **Update a CIP Funding Record** page.

Delete a CIP FUNDING record

Select the Delete hyperlink to display the **Delete a CIP Funding Record** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
13 — Mandatory Entry: *PRJ NBR*.	Missing Entry. Enter the appropriate information in the desired field.
386 — Project Number does not exist on CIP table.	Invalid Entry. The PROJECT NBR entered is either closed or does not exist in this Property Book. Review the PROJECT NBR again, and re—enter or create a new CIPPROJECT NBR.
472 — Project cannot be updated. An Attestation exists for the current quarter.	Invalid Entry. The CIPPROJECT NBR entered has been attested for this Quarter. Either enter a different PROJECT NBR, or delete the current attestation.
482 — Project is closed. Processing cannot continue.	Invalid Entry. The PRJ NBR entered is already closed. Check the PRJ NBR again, and re-enter the field.

Related Topics

- Complete CIP Overview
- Search for a CIP Funding Record — Criteria
- Add a CIP Funding Record
- Update a CIP Funding Record
- Delete a CIP Funding Record
- View the CIP Funding Record Transaction Status
- Export a CIP Funding Record Report

View the CIP FUNDING Record Transaction Status

Overview

The CIP FUNDING Transaction Status page displays verification of the add, update, or delete transaction performed.

Navigation

Accounting > CIP > Funding > Search Criteria > *VARIOUS PROCEDURAL STEPS* > CIP FUNDING Transaction Status page

Page Fields

The following fields display on the **CIP FUNDING Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

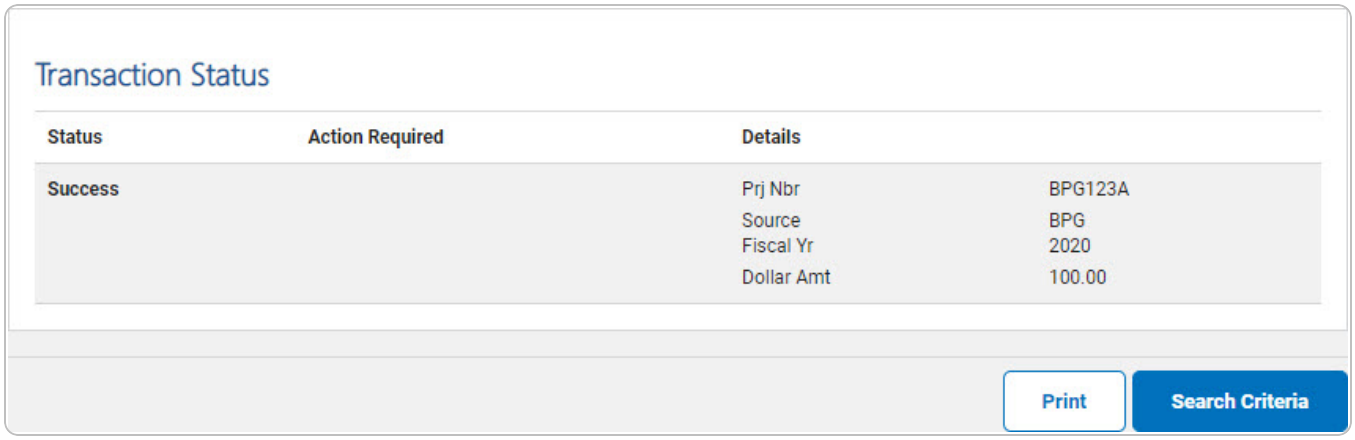
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the CIP FUNDING Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The **Export a CIP Funding Report** page appears.*
- Select Search Criteria to return to the **CIP Funding Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Complete CIP Overview
- Search for a CIP Funding Record — Criteria
- Search for a CIP Funding Record — Results

- Add a CIP Funding Record
- Update a CIP Funding Record
- Delete a CIP Funding Record
- Export a CIP Funding Record Report

Update a CIP FUNDING Record

Overview

The CIP FUNDING Update page process allows editing of funding records associated with existing CIP PROJECTS.

Navigation

Accounting > CIP > Funding > Search Criteria > Search > Search Results > Update hyperlink > CIP FUNDING Update page

Page Fields

The following fields display on the **CIP FUNDING Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
xxxx	Select "Update" button to revise selected fields in record(s).
14	Select "Cancel" button to return to previous page.

Personal Property

UIC
Agency
Prj Nbr
Prj Type

Prj Category
Prj Status
Fiscal Yr *
Source *
Source Desc
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Attachment
Attachment(s)
Remarks
History Remarks

Real Property

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Fiscal Yr *
Source *
Source Desc
Prj Org Cd *
Prj Fnd Cd *
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC

POC Phone Nbr
POC E-Mail Address
Attachment
Attachment(s)
Remarks
History Remarks

Military Equipment

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Fiscal Yr *
Source *
Source Desc
Qty Funded *
Dollar Amt *
Dept Cd
Appn Yr
Basic Symbol
Subhead Nbr
Fiscal Acct Stn Nbr
Prj Cd
POC
POC Phone Nbr
POC E-Mail Address
Attachment
Attachment(s)
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a CIP FUNDING Record

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

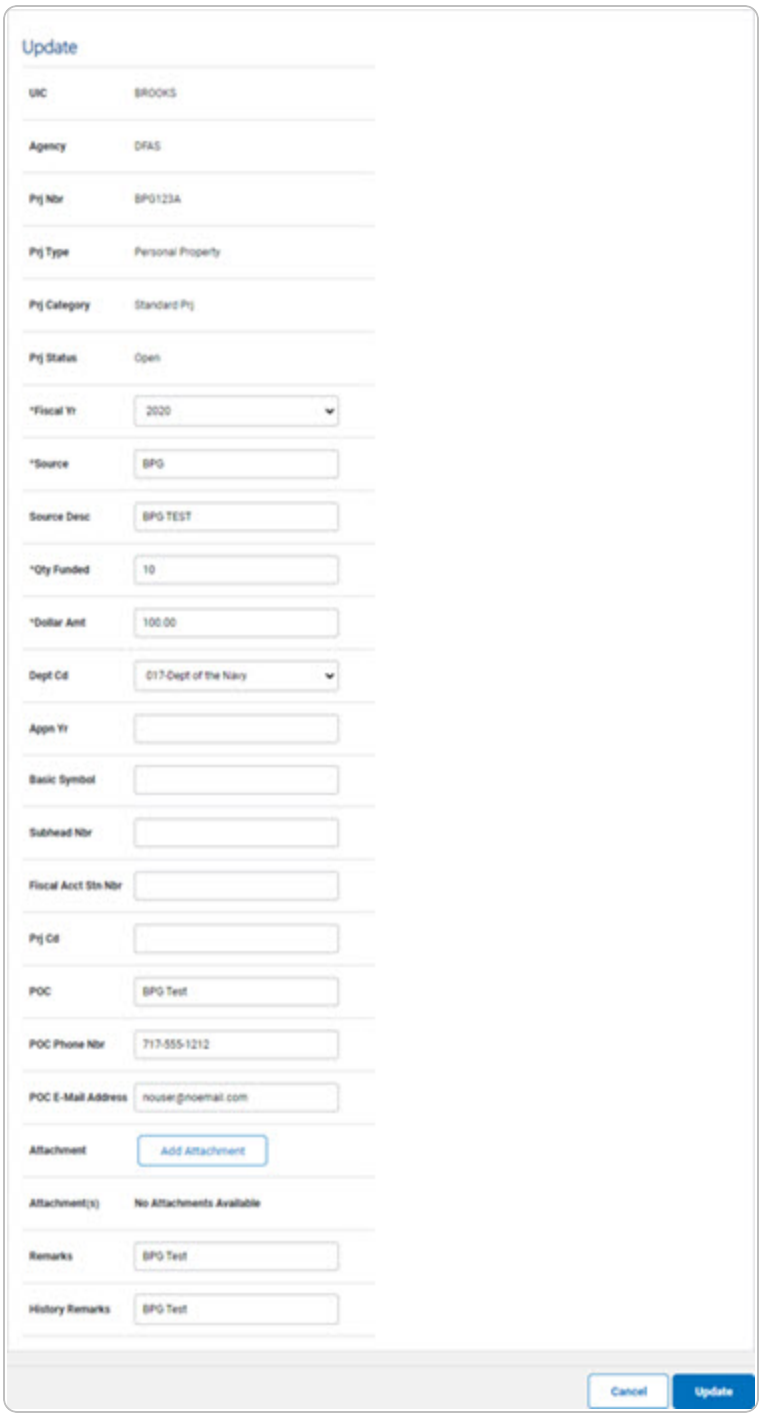
1. In the CIP sub-menu, select Funding. *The* ***CIP FUNDING Search Criteria*** *page appears.*

2. Enter the PRJ NBR, or use to browse for the project. *This is a 20 alphanumeric character field.*

Project Number Browse

3. Select the Update hyperlink on the desired Personal Property row. *The* ***CIP FUNDING Update*** *page appears.*

- **Personal Property**



A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the Fiscal Yr, using ☑ to select the desired year.

H. Update the funding Source, entering the correct information in the field provided. *This is a 15 alphanumeric character field.*

I. Update the SOURCE DESC, entering the correct description in the field provided. *This is a 25 alphanumeric character field.*

J. Update the QTY FUNDED, entering the correct amount in the field provided. *This is a 3 numeric character field.*

K. Update the DOLLAR AMT, entering the correct cost in the field provided. *This is a 15 numeric character field.*

L. Update the Dept Cd, using ☑ to select the desired code.

M. Update the APPN YR, entering the correct years in the field provided. *This is a 8 numeric character field.*

N. Update the Basic Symbol, entering the correct fund type in the field provided. *This is a 4 alphanumeric character field.*

O. Update the SUBHEAD NBR, entering the correct number in the field provided. *This is a 4 numeric character field.*

P. Update the FISCAL ACCT STN NBR, entering the correct number in the field provided. *This is a 6 alphanumeric character field.*

Q. Update the PRJ CD, entering the correct code in the field provided. *This is a 3 alpha-numeric character field.*

R. Update the POC, entering the correct name in the field provided. *This is a 25 alpha-numeric character field.*

S. Update the POC PHONE NBR, entering the correct phone number in the field provided. *This is a 25 numeric character field.*

T. Update the POC E-mail Address, entering the correct address in the field provided. *This is a 80 alphanumeric character field.*

U. Select Add Attachment to add any new attachments. *The **Attachment Add** page appears.*

V. *View any attachments as thumbnails in the Attachments field.*

W. Update any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

X. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Real Property**

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. Update the Fiscal Yr, using to select the desired year.

H. Update the funding Source, entering the correct information in the field provided. *This is a 15 alphanumeric character field.*

I. Update the SOURCE DESC, entering the correct description in the field provided. *This is a 25 alphanumeric character field.*

J. Update the PRJ ORG CD, entering the correct code in the field provided. *This is a 6 alpha-numeric character field.*

K. Update the PRJ FND CD, entering the correct code in the field provided. *This is a 4 alpha-numeric character field.*

L. Update the QTY FUNDED, entering the correct amount in the field provided. *This is a 3 numeric character field.*

M. Update the DOLLAR AMT, entering the correct cost in the field provided. *This is a 15 numeric character field.*

N. Update the Dept Cd, using to select the desired code.

O. Update the APPN YR, entering the correct years in the field provided. *This is a 8 numeric character field.*

P. Update the Basic Symbol, entering the correct fund type in the field provided. *This is a 4 alphanumeric character field.*

Q. Update the SUBHEAD NBR, entering the correct number in the field provided. *This is a 4 numeric character field.*

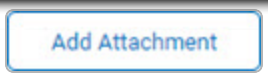
R. Update the FISCAL ACCT STN NBR, entering the correct number in the field provided. *This is a 6 alphanumeric character field.*

S. Update the PRJ CD, entering the correct code in the field provided. *This is a 3 alpha-numeric character field.*

T. Update the POC, entering the correct name in the field provided. *This is a 25 alpha-numeric character field.*

U. Update the POC PHONE NBR, entering the correct phone number in the field provided. *This is a 25 numeric character field.*

V. Update the POC E-mail Address, entering the correct address in the field provided. *This is a 80 alphanumeric character field.*

W. Select 

to add any new attachments. *The **Attachment Add** page appears.*

X. *View any attachments as thumbnails in the Attachments field.*

Y. Update any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

Z. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

- **Military Equipment**

A. *Verify the UIC.*

B. *Verify the Agency.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ TYPE.*

E. *Verify the PRJ CATEGORY.*

F. *Verify the PRJ STATUS.*

G. *Verify the ACQ PROGRAM.*

H. *Verify the ACQ PROGRAM TYPE.*

I. Update the Fiscal Yr, using to select the desired year.

J. Update the funding Source, entering the correct information in the field provided. *This is a 15 alphanumeric character field.*

K. Update the SOURCE DESC, entering the correct description in the field provided. *This is a 25 alphanumeric character field.*

L. Update the QTY FUNDED, entering the correct amount in the field provided. *This is a 3 numeric character field.*

M. Update the DOLLAR AMT, entering the correct cost in the field provided. *This is a 15 numeric character field.*

N. Update the Dept Cd, using to select the desired code.

O. Update the APPN YR, entering the correct years in the field provided. *This is a 8 numeric character field.*

P. Update the Basic Symbol, entering the correct fund type in the field provided. *This is a 4 alphanumeric character field.*

Q. Update the SUBHEAD NBR, entering the correct number in the field provided. *This is a 4 numeric character field.*

R. Update the FISCAL ACCT STN NBR, entering the correct number in the field provided. *This is a 6 alphanumeric character field.*

S. Update the PRJ CD, entering the correct code in the field provided. *This is a 3 alpha-numeric character field.*

T. Update the POC, entering the correct name in the field provided. *This is a 25 alpha-numeric character field.*

U. Update the POC PHONE NBR, entering the correct phone number in the field provided. *This is a 25 numeric character field.*

V. Update the POC E-mail Address, entering the correct address in the field provided. *This is a 80 alphanumeric character field.*

W. Select Add Attachment to add any new attachments. *The **Attachment Add** page appears.*

X. *View any attachments as thumbnails in the Attachments field.*

Y. Update any additional information in the Remarks field. *This is a 1024 alphanumeric character field.*

Z. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

4. Select Update. *The **CIP Funding Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
13 — Mandatory Entry: *PRJ NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *FISCAL YR*.	
13 — Mandatory Entry: *Source*.	
13 — Mandatory Entry: *QTY FUNDED*.	

13 — Mandatory Entry: *DOLLAR AMT*.	
2061 — Invalid Entry: *QTY FUNDED*.	Invalid QTY FUNDED Entry. The characters must be 1 or larger. Enter valid numeric ("1" through "9") characters.
2061 — Invalid Entry: *DOLLAR AMT*.	Invalid DOLLAR AMT Entry. The characters entered include prohibited characters. Enter numeric ("0" through "9") characters, with up to two decimal places.
2061 — Invalid Entry: *APPN YR*.	Invalid APPN YR Entry. The date must be entered in the (YYYY) format. Re-enter the date.
477 — Record already exists for the source and fiscal year.	Invalid Entry. The PRJ NBR, Fund Source, and FISCAL YR entered already exists for this CIP PROJECT. Check the information again, and re-enter the fields.
323 — E-Mail Address structure is incorrect.	Invalid E-Mail Format Entered. Enter a minimum of 1 alphanumeric character, the "@" (at) symbol, at least 1 alphanumeric character, the "." (period) symbol, and at least 1 alphanumeric character.
484 — QTY must be >= to the number of Project Assets received.	Invalid Entry. The amount of CIP ASSETS entered cannot be larger than the amount of CIP FUNDING available. Enter a valid quantity.

472 — Project cannot be updated. An Attestation exists for the current quarter.	Invalid Entry. The CIP PROJECT NBR entered has been attested for this Quarter. Either enter a different PROJECT NBR, or delete the current attestation.
482 — Project is closed. Processing cannot continue.	Invalid Entry. The PRJ NBR entered is already closed. Check the PRJ NBR again, and re-enter the field.

Related Topics

- Complete CIP Overview
- Search for a CIP Funding Record — Criteria
- Search for a CIP Funding Record — Results
- Add a CIP Funding Record
- Delete a CIP Funding Record
- View the CIP Funding Record Transaction Status
- Export a CIP Funding Record Report

Add a CIP Attestation

Overview

The Construction in Progress (CIP) Attestation Add process provides the ability to create new attestations for a CIP Project.

Navigation

Accounting > CIP > Attestation > Search Criteria > Add > CIP Attestation Add page

Page Fields

The following fields display on the **CIP Attestation Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
21	Select "Add" button to create a new record.
13	Select "Reset" button to clear data.
14	Select "Cancel" button to return to previous page.

Basic Tab

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program Name
Acq Program Type

Basic Grid

Attestation Type Cd
First Name
Attestation Dt
Last Name

Q - Quarterly Asset

Assets Grid

Asset Type
Status
Asset ID / RPUID
Item Desc
Doc Nbr
Stock Nbr
Serial Nbr
Instl Nbr
Facility Nbr
Impv Nbr
Unit Price
Origl In Svc Dt
UII
UII Sts
Dspsl Dt
Dspsl Reason

POC Grid

Prj Officer
PO Phone Nbr
Financial Officer
FO Phone Nbr

Actbl Prop Officer
APO Phone Number

Certification Grid

Certification Statement

Y - Yearly Fiduciary

POC Grid

Prj Officer
PO Phone Nbr
Financial Officer
FO Phone Nbr
Actbl Prop Officer
APO Phone Number

Funding Grid

Prj FY
Source
Source Desc
Qy
Dollar Amt
Dept Cd
Appn Yr
Basic Symbol
Subhead
Fsc Acct Stn Nbr
Prj Cd
Contact
Phone Nbr
E-Mail
Last Tran Dt
Last Updtd By

LOA Grid

Intrf Sys Cd
Appn Yr
Subhead
Prj Unit

Cost Grid

Oblign Doc Nbr

Cntr/PO Nbr
Stock Nbr
Serial Nbr
Item Desc
Unit Cost
Local Recpt Dt
Source
Last Tran Dt
Last Updtd By

Type Designation Grid

Type Dsg Name
Type Dsg Desc
Type Dsg Group Cd
Yr Svc Life
Fdcry Deprn Method Cd
Util Measure Cd
Util Svc Life
Last Tran Dt
Last Updtd By

Certification Grid

Certification Statement

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

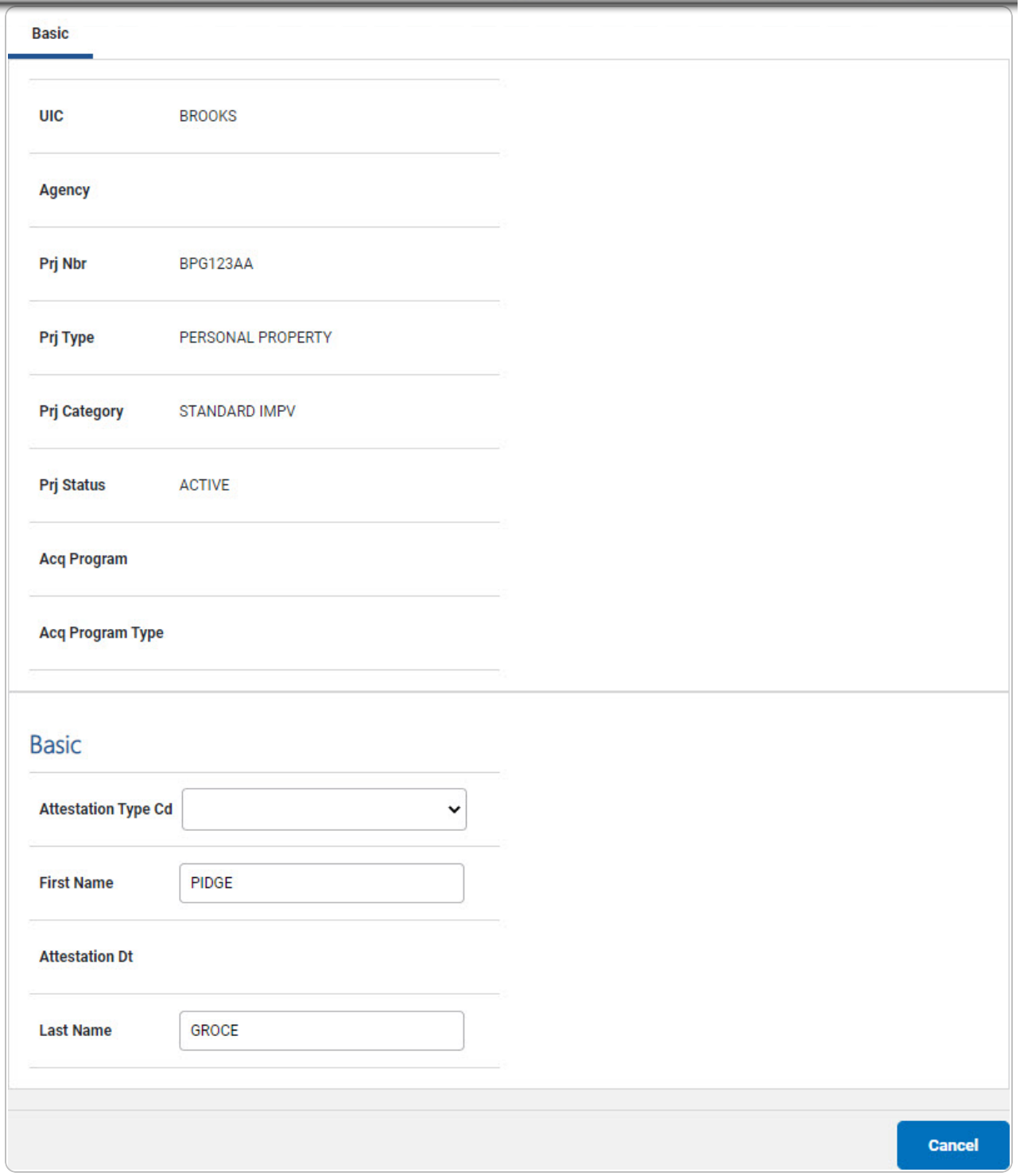
Add a CIP Attestation to a CIP Project

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

1. In the CIP sub-menu, select Attestation. *The **CIP Attestation Search Criteria** page appears.*

2. Enter the Project Nbr, or use 🔍 to browse for the project.

3. Select Add. *The **Add a CIP Attestation** page appears, open to the Basic tab.*



4. Use ▼ to select the ATTESTATION TYPE CD:

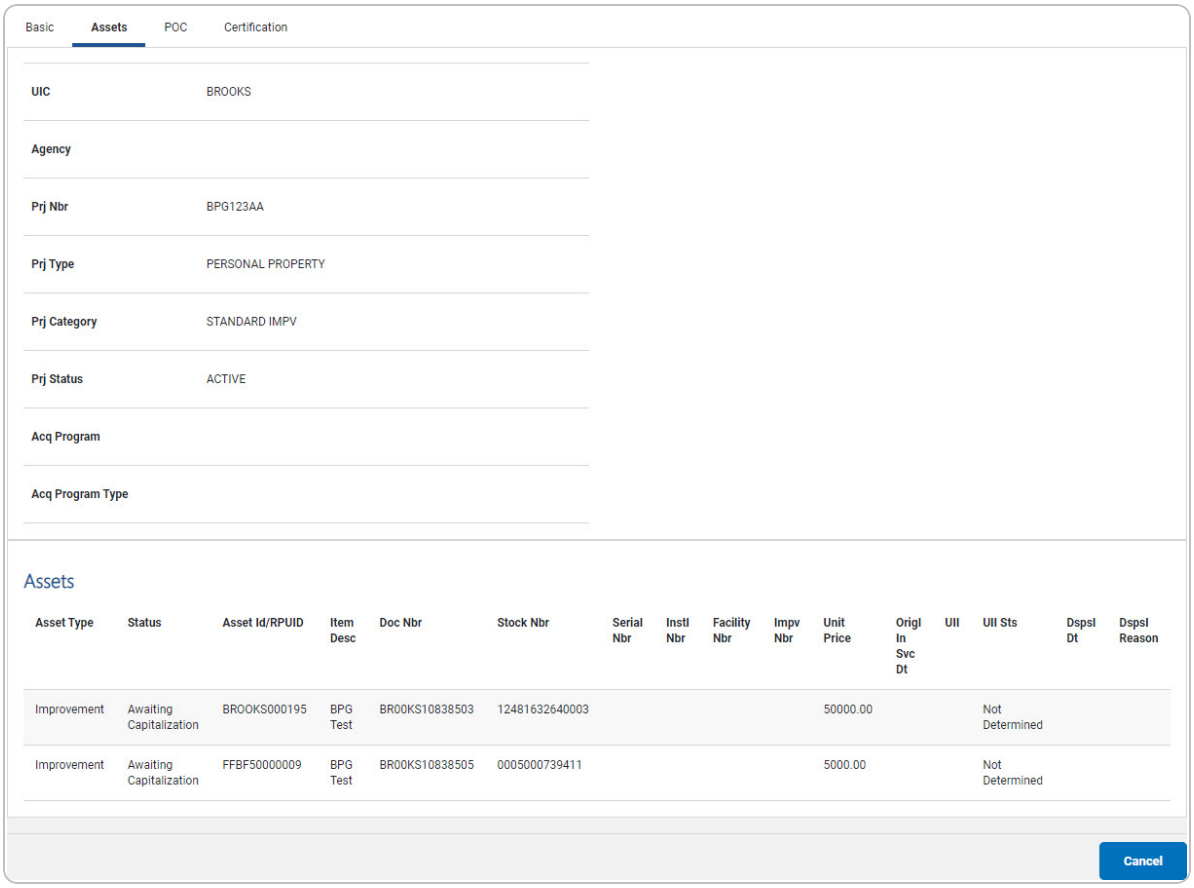
Quarterly Asset

A. Update the First Name, entering the revised given name in the field provided. *This is a 50 alphanumeric character field.*

B. Use to select the Attestation Dt.

C. Update the Last Name, entering the revised family name in the field provided. *This is a 50 alphanumeric character field.*

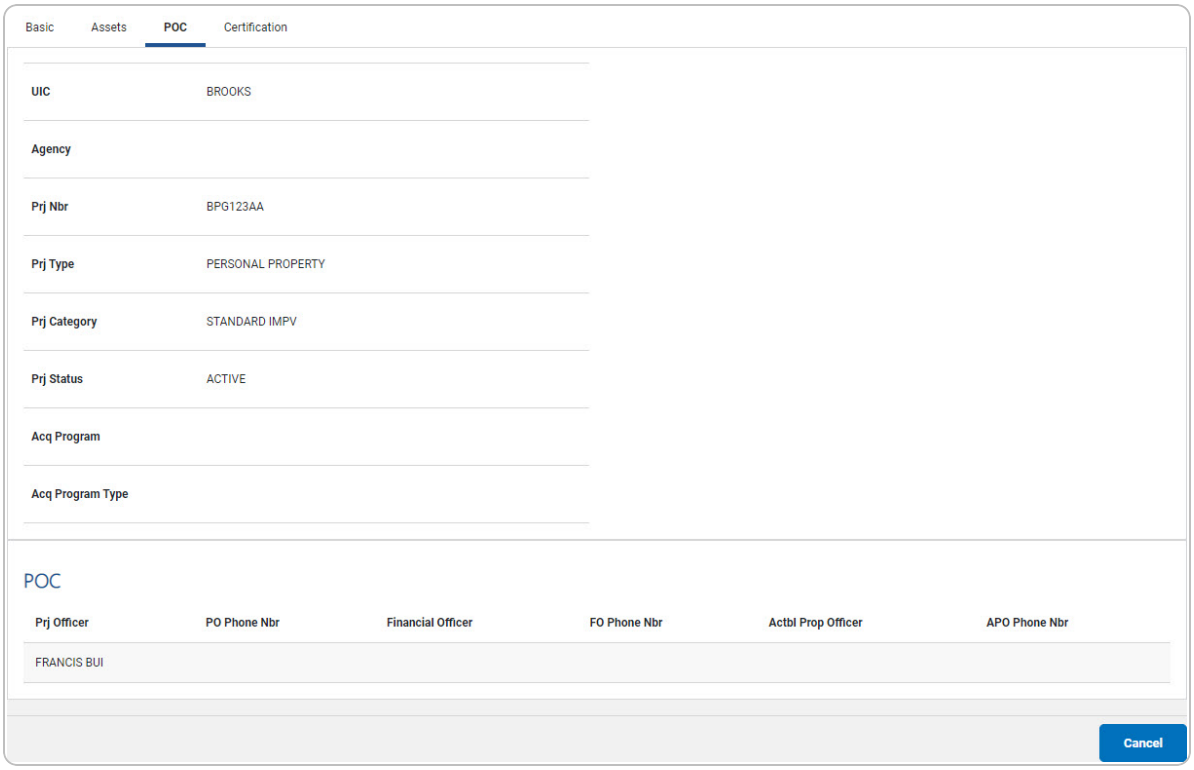
D. Select the Assets tab.



- *Verify the Asset Type.*
- *Verify the Status.*
- *Verify the ASSET ID / RPUID.*
- *Verify the ITEM DESC.*
- *Verify the DOC NBR.*
- *Verify the STOCK NBR.*

- *Verify the SERIAL NBR.*
- *Verify the INSTL NBR.*
- *Verify the FACILITY NBR.*
- *Verify the IMPV NBR.*
- *Verify the Unit Price.*
- *Verify the ORIGL IN SVC DT.*
- *Verify the UII.*
- *Verify the UII STS.*
- *Verify the DSPSL DT.*
- *Verify the DSPSL REASON.*

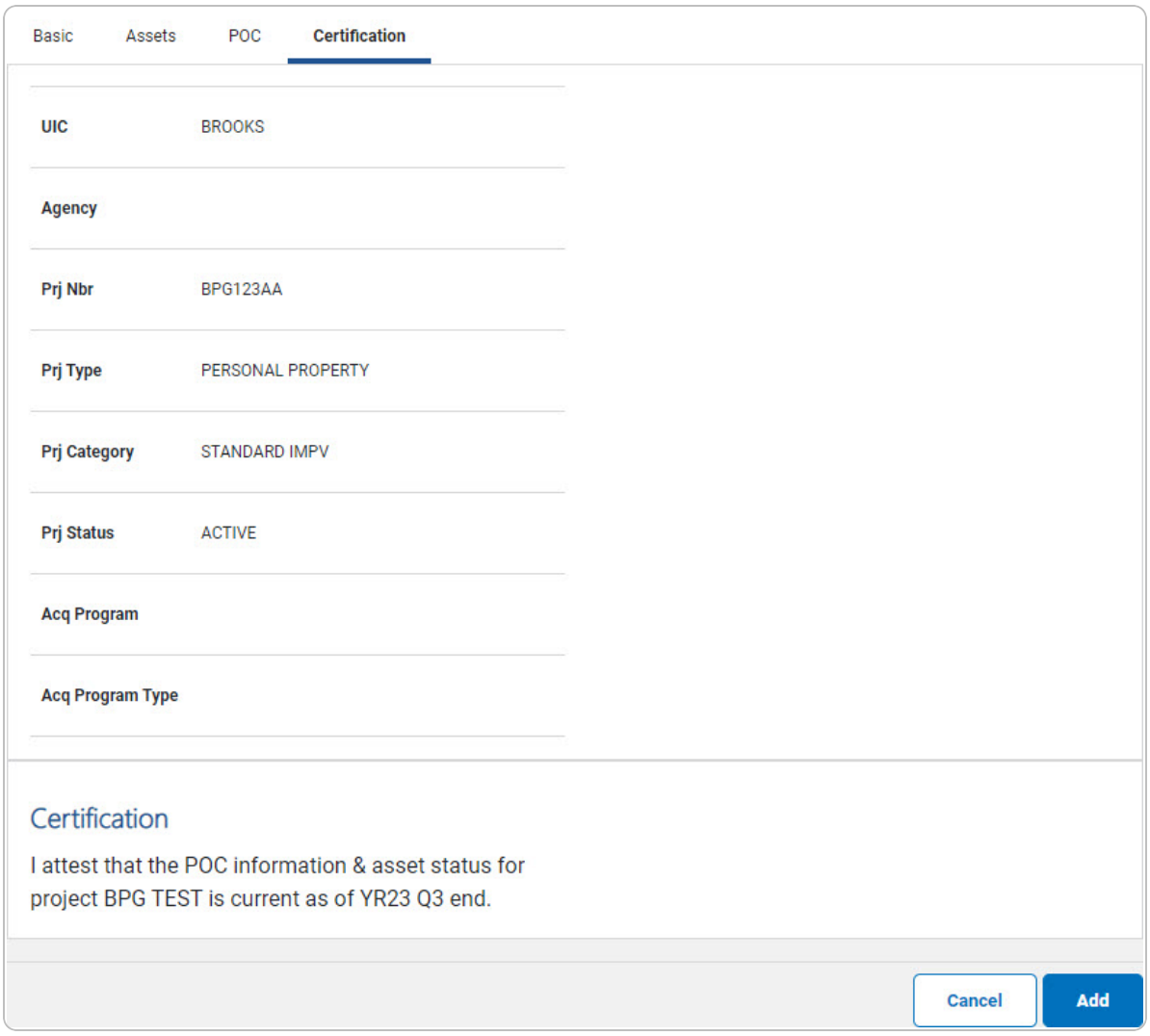
E. Select the POC tab.



- *Verify the PRJ OFFICER.*
- *Verify the PO PHONE NBR.*
- *Verify the Financial Officer.*
- *Verify the FO PHONE NBR.*

- *Verify the ACTBL PROP OFFICER.*
- *Verify the APO PHONE NBR.*

F. Select the Certification tab.



- Read the Certification Statement.

G. Select Add to agree and complete the attestation.

Yearly Fiduciary

Attention

The Yearly attestation option will only display when the date is greater than or equal to 09/01 and less than or equal to 10/15.

A. Update the First Name, entering the revised given name in the field provided. *This is a 50 alphanumeric character field.*

B. Use to select the Attestation Dt.

C. Update the Last Name, entering the revised family name in the field provided. *This is a 50 alphanumeric character field.*

D. Select the POC tab.

- *Verify the PRJ OFFICER.*
- *Verify the PO PHONE NBR.*
- *Verify the Financial Officer.*
- *Verify the FO PHONE NBR.*
- *Verify the ACTBL PROP OFFICER.*
- *Verify the APO PHONE NBR.*

E. Select the Funding tab.

- *Verify the PRJ FY.*
- *Verify the Source.*
- *Verify the SOURCE DESC.*
- *Verify the QY.*
- *Verify the DOLLAR AMT.*
- *Verify the DEPT CD.*
- *Verify the APPN YR.*
- *Verify the Basic Symbol.*
- *Verify the Subhead.*
- *Verify the FISCAL ACCT STN NBR.*
- *Verify the PRJ CD.*
- *Verify the Contact.*
- *Verify the PHONE NBR.*

- *Verify the E-MAIL.*
- *Verify the LAST TRAN DT.*
- *Verify the LAST UPDTD BY.*

F. Select the LOA tab.

- *Verify the INTRF SYS CD.*
- *Verify the APPN YR.*
- *Verify the Subhead.*
- *Verify the PRJ UNIT.*

G. Select the Cost tab.

- *Verify the OBLIGN DOC NBR.*
- *Verify the CNTR/PO NBR.*
- *Verify the STOCK NBR.*
- *Verify the SERIAL NBR.*
- *Verify the ITEM DESC.*
- *Verify the Unit Cost.*
- *Verify the Local RECPT DT.*
- *Verify the Source.*
- *Verify the LAST TRAN DT.*
- *Verify the LAST UPDTD BY.*

H. Select the Type Designation tab.

- *Verify the TYPE DSG NAME.*
- *Verify the TYPE DSG DESC.*
- *Verify the TYPE DSG GRP CD.*
- *Verify the YR SVC LIFE.*
- *Verify the FDCRY DEPRN MTHD CD.*
- *Verify the UTIL MEASURE CD.*
- *Verify the UTIL SVC LIFE.*
- *Verify the LAST TRAN DT.*
- *Verify the LAST UPDTD BY.*

I. Select the Certification tab.

- Read the Certification Statement.

J. Select Add to agree and complete the attestation.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.

Related Topics

- Complete CIP Overview
- Search for a CIP Attestation — Criteria
- Search for a CIP Attestation — Results
- Delete a CIP Attestation
- View the CIP Attestation Transaction Status
- Export a CIP Attestation Report

Delete a CIP Attestation

Overview

The Construction in Progress (CIP) Attestation Delete process allows removal of a CIP Project.

Navigation

Accounting > CIP > Attestation > Search Criteria > Search > Search Results > Delete hyperlink > CIP Attestation Delete page

Page Fields

The following fields display on the **CIP Attestation Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Delete a CIP Attestation

UIC
Agency
Prj Nbr
Prj Type
Prj Category
Prj Status
Acq Program
Acq Program Type
Attestation Type Cd
First Name
Attestation Dt
Last Name
History Remarks

Procedures

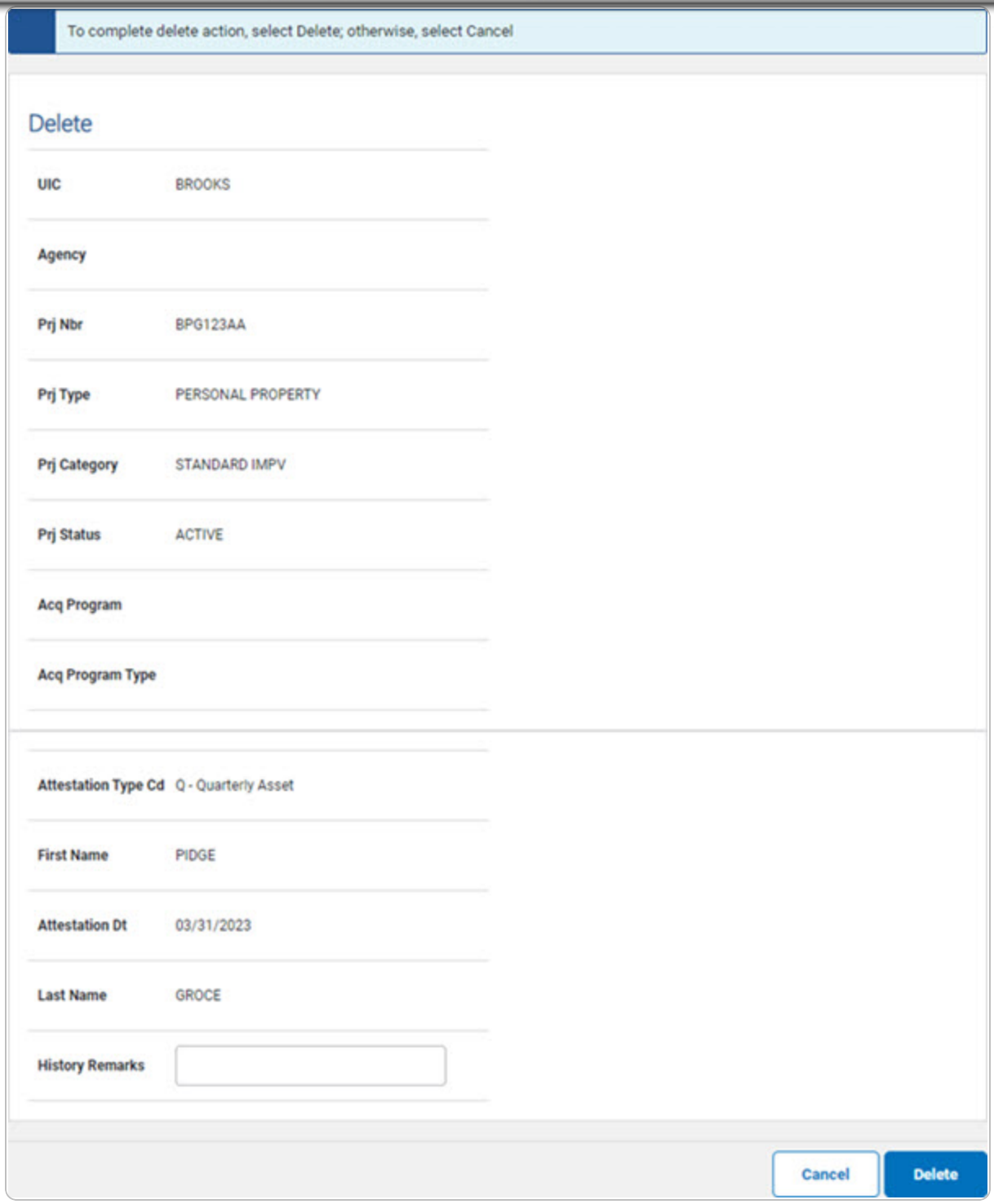
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a CIP Attestation

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

1. In the CIP sub-menu, select Attestation. *The **CIP Attestation Search Criteria** page appears.*
2. Enter the desired PRJ NBR, or use to browse for the number.
3. Select Search. *The **CIP Attestation Search Results** page appears.*
4. Select the Delete hyperlink on the desired row. *The **CIP Attestation Delete** page appears.*



5. *Verify the UIC.*

6. *Verify the Agency.*
7. *Verify the PRJ NBR.*
8. *Verify the PRJ TYPE.*
9. *Verify the PRJ CATEGORY.*
10. *Verify the PRJ STATUS.*
11. *Verify the ACQ PROGRAM.*
12. *Verify the ACQ PROGRAM TYPE.*
13. *Verify the ATTESTATION TYPE CD.*
14. *Verify the First Name.*
15. *Verify the ATTESTATION DT.*
16. *Verify the Last Name.*
17. Enter any History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
18. Select Delete. *The **CIP Attestation Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Complete CIP Overview
- Search for a CIP Attestation — Criteria
- Search for a CIP Attestation — Results
- Add a CIP Attestation
- View the CIP Attestation Transaction Status
- Export a CIP Attestation Report

Export a CIP Attestation Report

Overview

The Export a Construction in Progress (CIP) Attestation Report page provides the ability to save the Transaction Status in different formats.

Navigation

Accounting > CIP > Attestation > Search Criteria > *Various Procedural Steps* > Transaction Status page > Print > CIP Attestation Report Export page

Page Fields

The following fields display on the **CIP Attestation Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
7	Select "Update" to continue process.
24	(*) Asterisk identifies mandatory fields.
14	Select "Cancel" button to return to previous page.
21	Select "Add" button to create a new record.

Export Grid

Status

Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

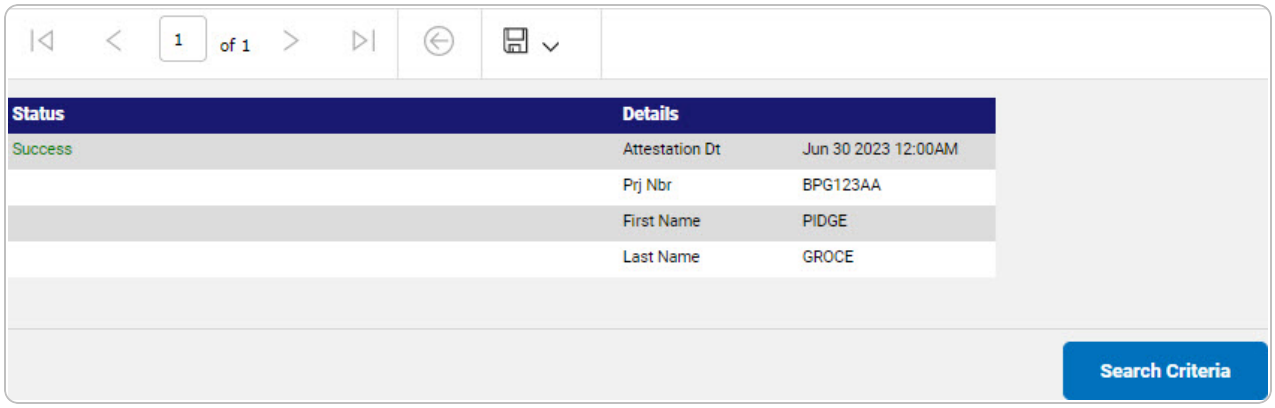
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP ATTESTATION Report to a Printable Application

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The **Search for a CIP Attestation — Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Search Criteria to return to the Search Criteria page.

Related Topics

- Complete CIP Overview
- Search for a CIP Attestation — Criteria
- Search for a CIP Attestation — Results
- Add a CIP Attestation
- Delete a CIP Attestation
- View the CIP Attestation Transaction Status

Search for a CIP ATTESTATION — Criteria

Overview

The Property Accountability module Construction in Progress (CIP) Attestation process provides the ability to review the Asset data and Point of Contact (POC) information for each current CIP PROJECT. It is mandatory for Military Projects, and optional for other CIP PROJECTs. The CIP ATTESTATION process locks the CIP PROJECT from further updates until the attestation is manually deleted, or it is automatically unlocked at the beginning of the following quarter.
There are two types of CIP ATTESTATION:

- **Quarterly Asset Attestation** — Each Quarter, every Program Management Office (PMO) reviews the asset data and POC information for its current CIP PROJECT. The PMO electronically attests (vouches, swears) that the CIP PROJECT is current and correct as of the end of the quarter.
- **Yearly Fiduciary Attestation** — Each year-end close, *in addition to a Quarterly Attestation*, every PMO electronically attests (vouches, swears) that each program (which contains one or more CIP PROJECTs) is complete and accurate for the Fiscal Year. The executive in charge of the PMO then attests to the completeness of all the programs under their jurisdiction to the Property and Equipment Policy Office.

Navigation

Accounting > CIP > Attestation > CIP ATTESTATION Search Criteria page

Page Fields

The following fields display on the **CIP ATTESTATION Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

24	(*) Asterisk identifies mandatory fields.
326	To add an Attestation record, enter PROJECT NBR and select "Add".
244	Wildcard is not permitted.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.

Search Criteria

Project Nbr *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

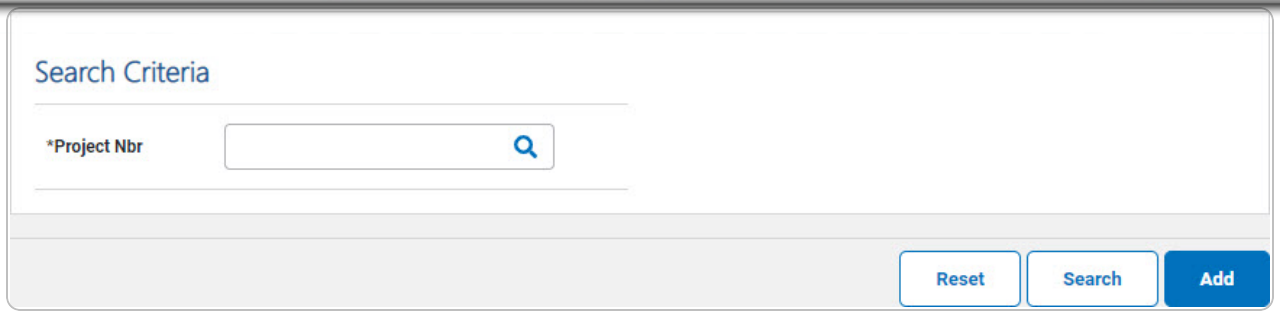
Click the following link to display PA Navigation Tips.

Search for a CIP ATTESTATION

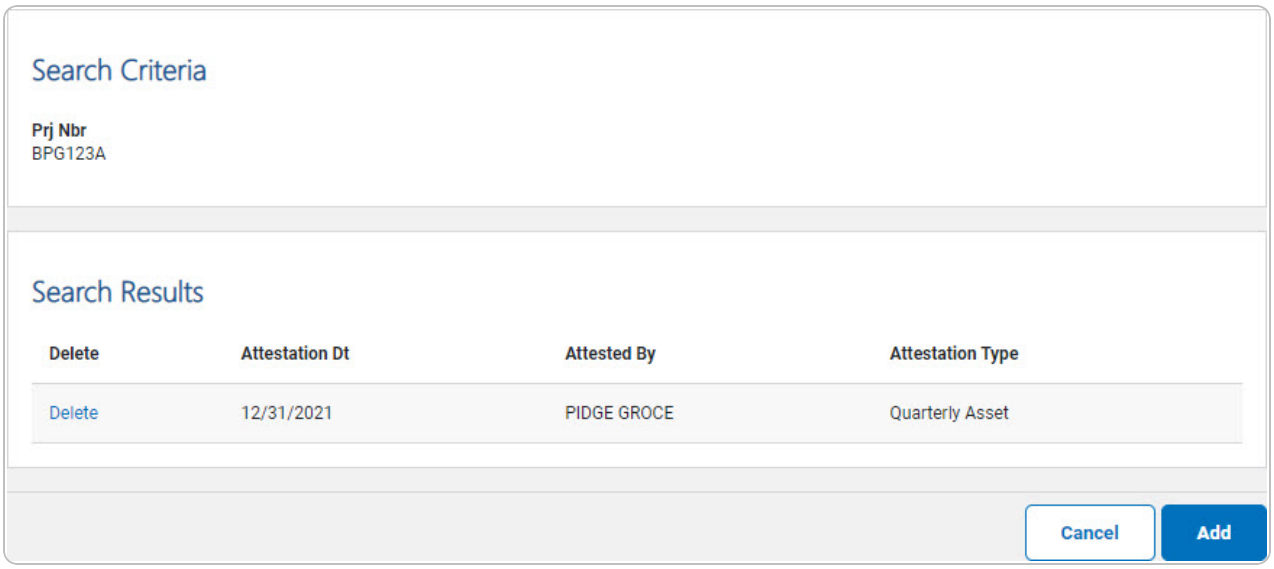
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Enter the PRJ NBR, or use to browse for the project. *This is a 20 alphanumeric character field.*

   Project Number Browse



2. Select Search. *The **Search for a CIP Attestation — Results** page appears. Results display in the Search Results grid.*



Add a CIP Attestation

Select Add. *The **Add a CIP Attestation** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Results for the search criteria entered do not exist; Incorrect security access. Enter different search criteria.
13 — Mandatory Entry: *PRJ NBR*.	Missing Entry. Enter the appropriate information in the desired field.
395 — PRJ NBR does not exist or is Closed.	Invalid Entry. The PROJECT NBR entered does not exist in this Property Book. Review the PROJECT NBR again, and re-enter or create a new CIP PROJECT NBR.

Related Topics

- Complete CIP Overview
- Search for a CIP Attestation — Results
- Add a CIP Attestation
- Delete a CIP Attestation
- View the CIP Attestation Transaction Status
- Export a CIP Attestation Report

Search for a CIP ATTESTATION — Results

Overview

The Construction in Progress (CIP) Attestation Search Results page provides the ability to view or delete a CIP ATTESTATION.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Accounting > CIP > Attestation > Search Criteria > Search > CIP ATTESTATION Search Results

Page Fields

The following fields display on the **CIP ATTESTATION Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
233	Select "Delete" hyperlink to process a Delete Action.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

Search Criteria

Prj Nbr *

Search Results

Delete
Attestation Dt
Attested By
Attestation Type

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Attestation to a CIP Project

Select Add. *The **Add a CIP Attestation** page appears.*

Delete an CIP Attestation

Select the Delete hyperlink. *The **Delete a CIP Attestation** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
387 — No records exist or unauthorized access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the

	Search again.

Related Topics

- Complete CIP Overview
- Search for a CIP Attestation — Criteria
- Add a CIP Attestation
- Delete a CIP Attestation
- View the CIP Attestation Transaction Status
- Export a CIP Attestation Report

CIP ATTESTATION Transaction Status

Overview

The Construction in Progress (CIP) Attestation Transaction Status page displays a verification of the add or delete transaction performed.

Navigation

Accounting > CIP > Attestation > Search Criteria > *VARIOUS PROCEDURAL STEPS* > CIP ATTESTATION Transaction Status page

Page Fields

The following fields display on the **CIP ATTESTATION Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Transaction Status

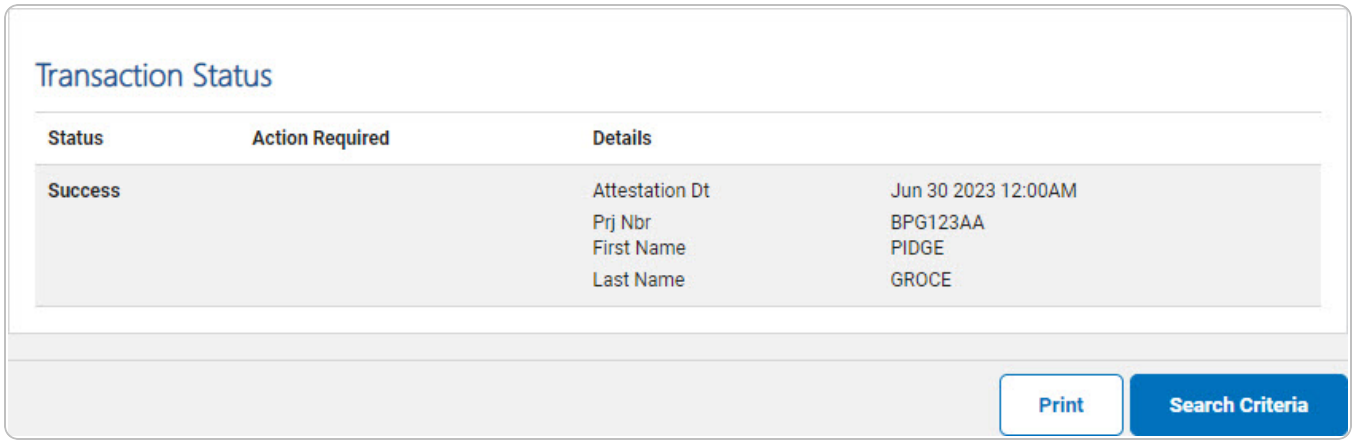
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the CIP ATTESTATION Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Search Criteria to return to the **CIP Attestation Search Criteria** page.
- Select Print to print a report of the transaction. *The **Export a CIP Attestation Report** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Complete CIP Overview
- Search for a CIP Attestation — Criteria
- Search for a CIP Attestation — Results

- Add a CIP Attestation
- Delete a CIP Attestation
- Export a CIP Attestation Report

Search for an Authorization — Criteria

Overview

The Property Accountability module Authorization process provides the ability to add, update and delete assets to authorizations and to provide a link between the on-hand item and the authorization for the item.
An authorization, while optional, must be built for each asset. It can be built against an existing Line Item Number (LIN) or a Stock Number. An authorization consists of a Master Authorization record and a Detail Authorization record.

The Master record contains:

- Unit Identification Code (UIC)
- Paragraph Number (PARA NBR)
- Line Item Number/Table of Authorized Materiel Control Number (LIN/TAMCN)

The Detail record contains:

- Property Type Code (PROP TYPE CD)
- Table of Distribution and Allowances (TDA) Remarks
- Authorization Document Number (AUTHN DOC NBR)
- Interface System Code (INTRF SYS CD)
- Effective Date (EFF DT)
- Expiration Date (EXPR DT)
- Required Quantity (REQ QTY)
- Authorized Quantity (AUT QTY)
- Remarks

The Interface System Code on the Detail Authorization Record identifies any authorization records which interface to ELMS from an external system.

Navigation

Authorizations > Authorization > Authorization Search Criteria page

Page Fields

The following fields display on the **Authorization Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
21	Select "Add" button to create a new record.

Authorization Search Criteria

UIC
Para Nbr
LIN/TAMCN
Authn Doc Nbr
Authn Prop Type Cd
Authn Remarks Cd

Procedures

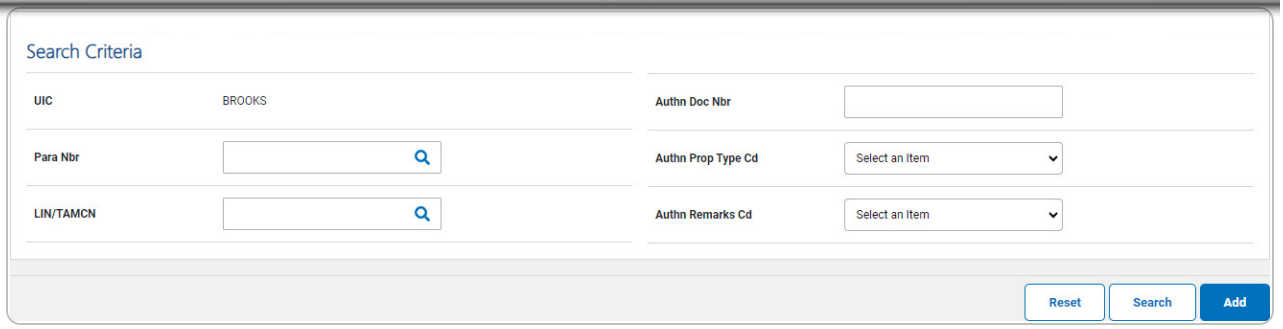
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Authorization

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 panel, narrow the results by entering one or more of the following fields:.



2. *The UIC automatically populates and is not editable.*

3. Enter the PARA NBR, or use to browse for the entry. *This is a 4 alphanumeric character field.*

   Paragraph Number Browse help

4. Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alphanumeric character field.*

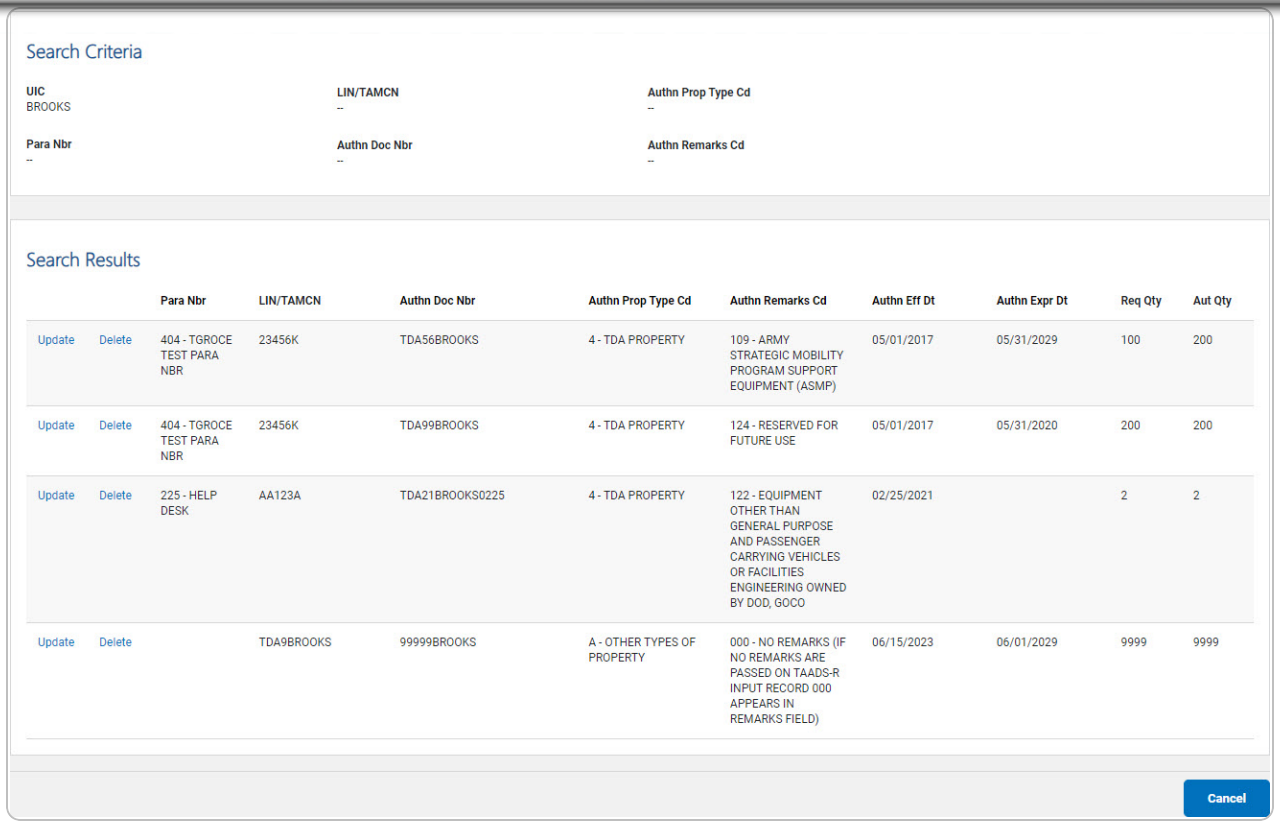
   Line Item Number/Table of Authorized Materiel Control Number Browse help

5. Enter the AUTHN DOC NBR in the field provided. *This is a 20 alphanumeric character field*.

6. Use to select the Authn Prop Type Cd.

7. Use to select the Authn Remarks Cd.

8. Select Search. *The **Search for an Authorization — Results** page appears.*



Add an Authorization

Select Add. *The **Add an Authorization** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.
653 — PARA NBR entered does not exist or is inactive for UIC.	Invalid Entry. Selecting Add requires the UIC and Paragraph combination already exists on the Authorization PARA NBR table. Verify UIC and PARA NBR exist.
654 — LIN/TAMCN does not exist on Catalog LIN/TAMCN or is inactive for UIC.	Invalid Entry. Selecting Add requires the LIN/TAMCN exists on the Catalog LIN/TAMCN table for the Catalog Name. Verify the LIN/TAMCN exists.

Related Topics

- Search for an Authorization - Results
- Add an Authorization
- Update an Authorization
- Delete an Authorization
- View the Authorization Transaction Status
- Export an Authorization Report

Search for an Authorization — Results

Overview

The Authorization Results process provides the ability to update or delete a record displayed from the Search Criteria.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Authorizations > Authorization > Search Criteria > Search > Authorization Search Results page

Page Fields

The following fields display on the **Authorization Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
61	Select "Cancel" to return to Search Criteria page.
232	Select "Update" hyperlink to process an Update Action.
233	Select "Delete" hyperlink to process a Delete Action.

Authorization Search Criteria grid

UIC
Para Nbr
LIN/TAMCN
Authn Doc Nbr
Authn Prop Type Cd
Authn Remarks Cd

Authorization Search Results grid

Update
Delete
Para Nbr
LIN/TAMCN
Authn Doc Nbr
Authn Prop Type Cd
Authn Remarks Cd
Authn Eff Dt
Authn Expr Dt
Req Qty
Aut Qty

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Authorization

Select the Update hyperlink. *The **Update an Authorization**page appears.*

Delete an Authorization

Select the Delete hyperlink. *The **Delete an Authorization**page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Authorization - Criteria
- Add an Authorization
- Update an Authorization
- Delete an Authorization
- View the Authorization Transaction Status
- Export an Authorization Report

Add an Authorization

Overview

The Authorization Add process provides the ability to create new authorizations, providing a link between the on-hand item and the authorization for the item.

Navigation

Authorizations > Authorization > Search Criteria > Add > Authorization Add page

Page Fields

The following fields display on the **Authorization Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
24	(*) Asterisk identifies mandatory fields.
387	PARA NBR must be 3 numeric positions or 3 numeric and 1 alpha positions when PROPERTY TYPE CD = TDA.

Authorization Add grid

UIC
Tot Req Qty
Para Nbr *

Tot Aut Qty
LIN/TAMCN *
Authn Prop Type Cd *
Authn Remarks Cd
Authn Doc Nbr *
Authn Eff Dt *
Authn Expr Dt
Req Qty *
Aut Qty *
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

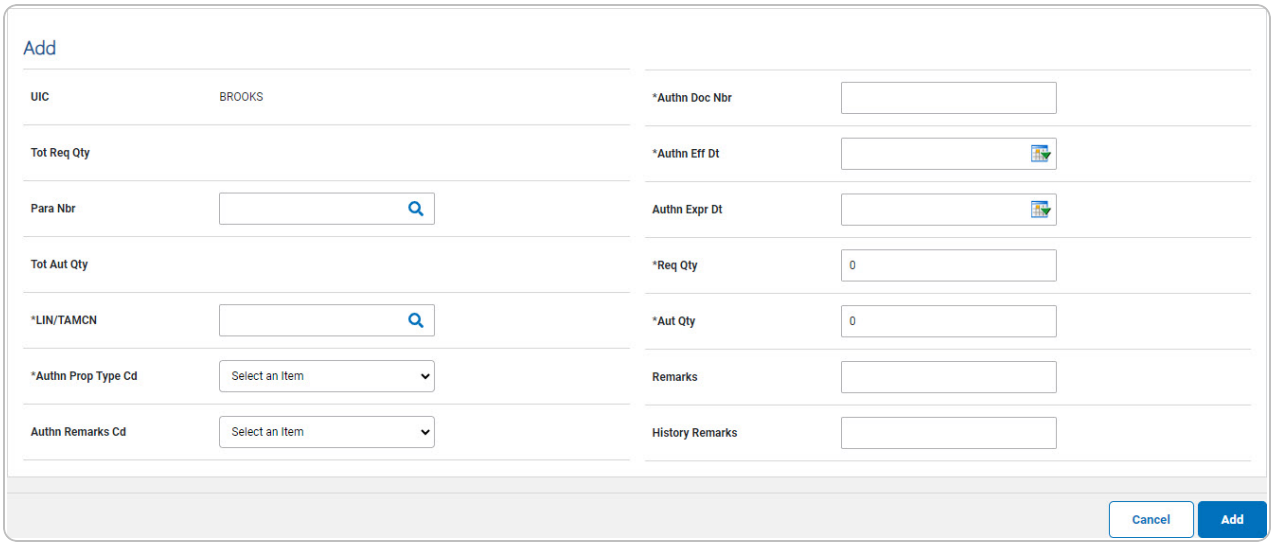
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Authorization

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

1. Select Add. *The* ***Authorization Add*** *page appears.*



2. *The UIC automatically populates and is not editable.*
3. *The TOT REQ QTY automatically populates and is not editable.*
4. Enter the PARA NBR, or use to browse for the entry. *This is a 4 alphanumeric character field.*

   Paragraph Number Browse help
5. *The TOT AUT QTY automatically populates and is not editable.*
6. Enter the LIN/TAMCN, or use to browse for the entry. *This is a 10 alphanumeric character field.*

   LIN/TAMCN Browse help
7. Use to select the Authn Prop Type Cd.
8. Use to select the Authn Remarks Cd.
9. Enter the AUTHN DOC NBR in the field provided. *This is a 20 alphanumeric character field*.
10. Use to select the AUTHN EFF DT, or enter the date (MM/DD/YYYY) in the field provided.
11. Use to select the AUTHN EXPR DT, or enter the date (MM/DD/YYYY) in the field provided.
12. Enter the REQ QTY in the field provided. *This is a 10 numeric character field*.
13. Enter the AUT QTY in the field provided. *This is a 10 numeric character field*.
14. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
15. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
16. Select Add. *The **Authorization Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *LIN/TAMCN*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *EFF DT*.	
13 — Mandatory Entry: *AUTH DOC NBR*.	
652 — AUTH DOC NBR must = the UIC in positions 6 — 11.	Invalid Entry. Enter 1-16 alphanumeric characters, with positions 6-11 being the UIC logged into the session. Re-enter the AUTH DOC NBR.

Related Topics

- Search for an Authorization - Criteria
- Search for an Authorization - Results
- Update an Authorization
- Delete an Authorization
- View the Authorization Transaction Status
- Export an Authorization Report

Update an Authorization

Overview

The Authorization Update process allows editing of an authorization.

Navigation

Authorizations > Authorization > Search Criteria > Search > Search Results > Update hyperlink > Authorization Update page

Page Fields

The following fields display on the **Authorization Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
24	(*) Asterisk identifies mandatory fields.
387	PARA NBR must be 3 numeric positions or 3 numeric and 1 alpha positions when PROPERTY TYPE CD = TDA.

Authorization Update grid

UIC
Tot Req Qty
Para Nbr
Tot Aut Qty

LIN/TAMCN *
Authn Prop Type Cd *
Authn Remarks Cd
Authn Doc Nbr *
Authn Eff Dt *
Authn Expr Dt
Req Qty *
Aut Qty *
Remarks
History Remarks
Attachments
Add Attachments

(*) Asterisk identifies mandatory fields.

Procedures

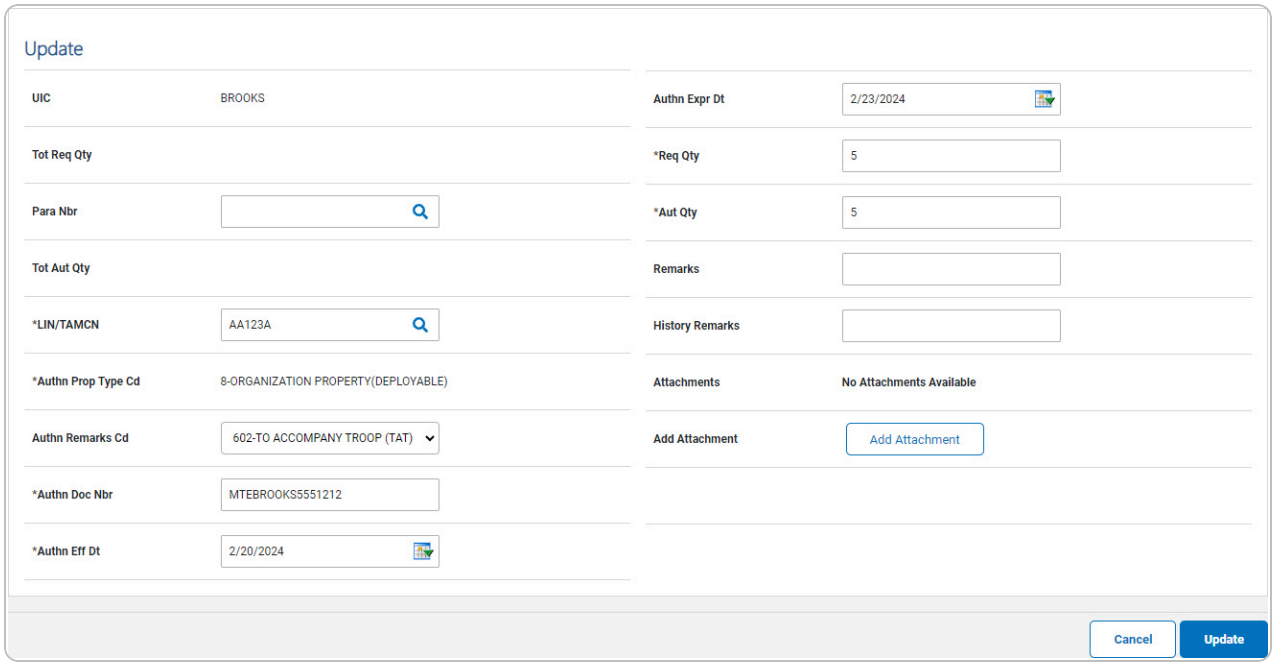
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update an Authorization

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

1. Select the Update hyperlink. *The **Authorization Update** page appears.*



2. *Verify the UIC.*
3. *Verify the TOT REQ QTY.*
4. Update the PARA NBR, using to browse for the revised identifier. *This is a 4 alpha-numeric character field.*

   Paragraph Number Browse help
5. *Verify the TOT AUT QTY.*
6. Update the LIN/TAMCN, using to browse for the revised identifier. *This is a 10 alpha-numeric character field.*

   LIN/TAMCN Browse help
7. Update the Authn Prop Type Cd, using to select the desired code.
8. Update the Authn Remarks Cd, using to select the desired code.
9. Update the AUTHN DOC NBR, entering the revised identifier in the field provided. *This is a 20 alphanumeric character field*.
10. Update the AUTHN EFF DT, using or entering the date (MM/DD/YYYY) in the field provided.

11. Update the AUTHN EXPR DT, using or entering the date (MM/DD/YYYY) in the field provided.
12. Update the REQ QTY, entering the revised amount in the field provided. *This is a 10 numeric character field*.
13. Update the AUT QTY, entering the revised amount in the field provided. *This is a 10 numeric character field*.
14. Update the Remarks, entering the revised description in the field provided. *This is a 1024 alphanumeric character field.*
15. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
16. *View any attachments as thumbnails in the Attachments field.*
17. Select

to add any new attachments. *The **Attachment Add** page appears.*
18. Select

. *The **Authorization Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

13 — Mandatory Entry: *LIN/TAMCN*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *EFF DT*.	
13 — Mandatory Entry: *AUTH DOC NBR*.	
652 — AUTH DOC NBR must = the UIC in positions 6 — 11.	Invalid Entry. Enter 1-16 alphanumeric characters, with positions 6-11 being the UIC logged into the session. Re-enter the AUTH DOC NBR.

Related Topics

- Search for an Authorization - Criteria
- Search for an Authorization - Results
- Add an Authorization
- Delete an Authorization
- View the Authorization Transaction Status
- Export an Authorization Report

Delete an Authorization

Overview

The Authorization Delete process allows removal of an authorization.

Navigation

Authorizations > Authorization > Search Criteria > Search > Search Results > Delete hyperlink > Authorization Delete page

Page Fields

The following fields display on the **Authorization Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
24	(*) Asterisk identifies mandatory fields.
387	PARA NBR must be 3 numeric positions or 3 numeric and 1 alpha positions when PROPERTY TYPE CD = TDA.

Authorization Delete grid

UIC
Tot Req Qty
Para Nbr *
Tot Aut Qty

LIN/TAMCN *
On-Hand Qty
Due In Qty
Authn Prop Type Cd *
Authn Remarks Cd
Authn Doc Nbr *
Authn Eff Dt *
Authn Expr Dt
Req Qty *
Aut Qty *
Remarks
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

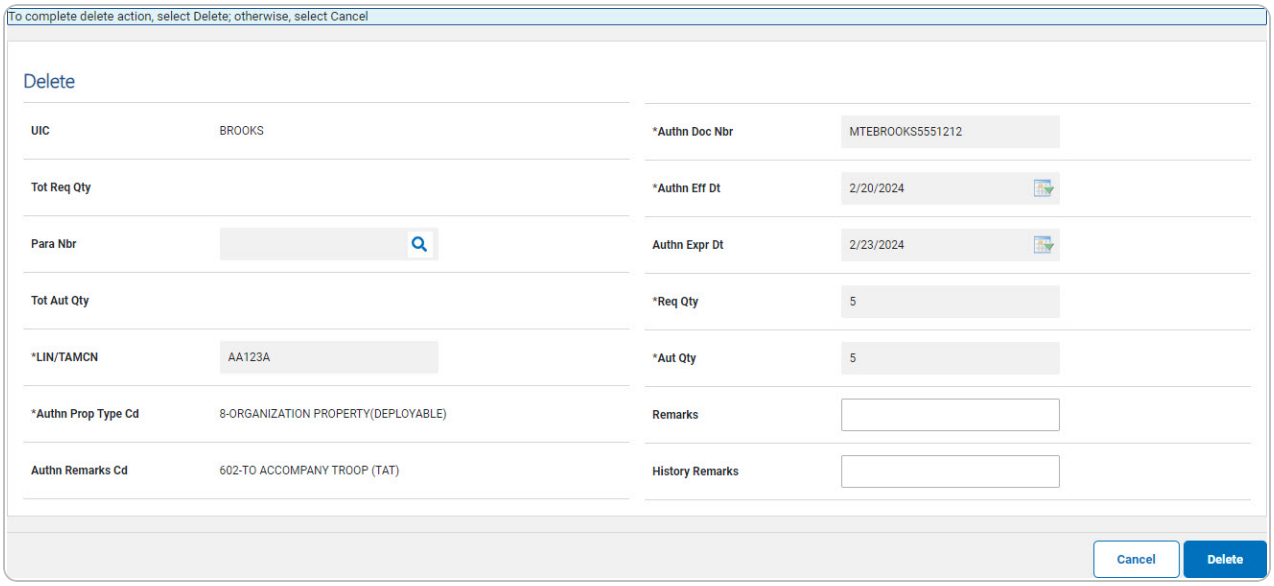
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete an Authorization

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

1. Select the Delete hyperlink. *The **Authorization Delete** page appears.*



2. *Verify the UIC.*
3. *Verify the TOT REQ QTY.*
4. Update the PARA NBR, using 🔍 to browse for the revised identifier. *This is a 4 alpha-numeric character field.*

   Paragraph Number Browse help
5. *Verify the TOT AUT QTY.*
6. Update the LIN/TAMCN, using 🔍 to browse for the revised identifier. *This is a 10 alpha-numeric character field.*

   LIN/TAMCN Browse help
7. *Verify the ON-HAND QTY.*
8. *Verify the DUE IN QTY.*
9. *Verify the AUTHN PROP TYPE CD.*
10. *Verify the AUTHN REMARKS CD.*
11. *Verify the AUTHN DOC NBR.*
12. *Verify the AUTHN EFF DT.*
13. *Verify the AUTHN EXPR DT.*
14. *Verify the REQ QTY.*
15. *Verify the AUT QTY.*

16. Enter the Remarks in the field provided. *This is a 1024 alphanumeric character field.*
17. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
18. Select Delete. *The* ***Authorization Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
13 — Mandatory Entry: *LIN/TAMCN*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *EFF DT*.	
13 — Mandatory Entry: *AUTH DOC NBR*.	

652 — AUTH DOC NBR must = the UIC in positions 6 — 11.	Invalid Entry. Enter 1-16 alphanumeric characters, with positions 6-11 being the UIC logged into the session. Re-enter the AUTH DOC NBR.

Related Topics

- Search for an Authorization - Criteria
- Search for an Authorization - Results
- Add an Authorization
- Update an Authorization
- View the Authorization Transaction Status
- Export an Authorization Report

View the Authorization Transaction Status

Overview

The Authorization Transaction Status process displays a verification of the add, update, or delete transaction performed.

Navigation

Authorizations > Authorization > Search Criteria > Search > Search Results > Continue > *Various Procedural Steps* > Authorization Transaction Status page

Page Fields

The following fields display on the **Authorization Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
24	(*) Asterisk identifies mandatory fields.
387	Para Nbr must be 3 numeric positions or 3 numeric and 1 alpha positions when Property Type Cd = TDA.

Transaction Status

Status
Action Required

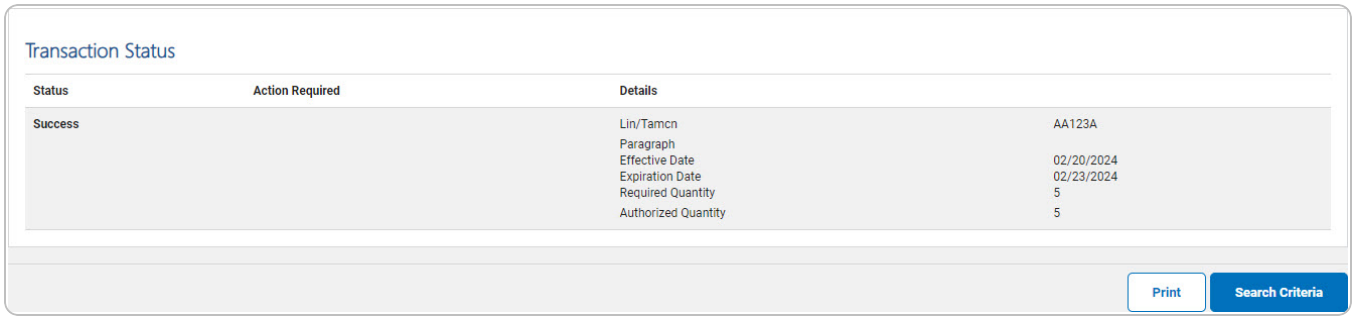
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Authorization Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The **Export an Authorization Report** page appears.*
- Select Search Criteria. *The **Search for an Authorization — Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for an Authorization - Criteria
- Search for an Authorization - Results
- Add an Authorization
- Update an Authorization
- Delete an Authorization
- Export an Authorization Report

Export an Authorization Report

Overview

The Export an Authorizations Report provides the ability to save the Transaction Status in different formats.

Navigation

Authorizations > Authorization > Search Criteria > Search > Search Results > Continue > *Various Procedural Steps* > Transaction Status > Print > Authorization Report Export page

Page Fields

The following fields display on the **Authorization Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
14	Select "Cancel" button to return to previous page.
24	(*) Asterisk identifies mandatory fields.
387	Para Nbr must be 3 numeric positions or 3 numeric and 1 alpha positions when Property Type Cd = TDA.

Export Grid

Status

Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

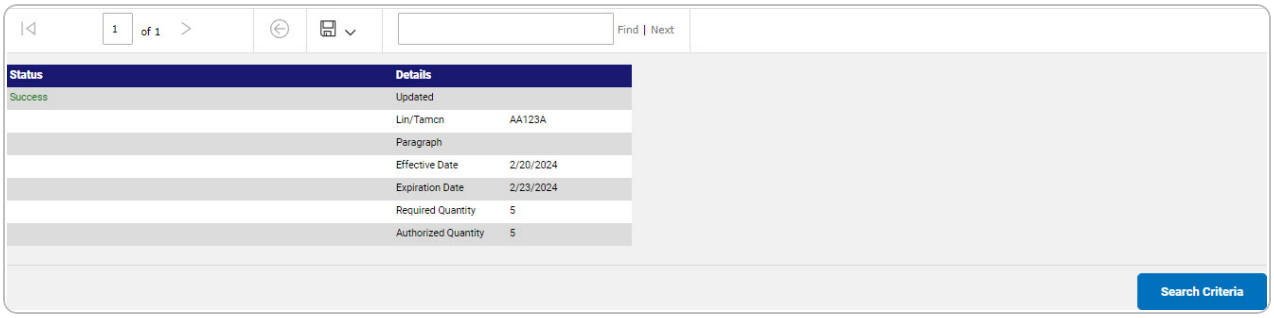
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Authorization Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The* ***Search for an Authorization — Criteria*** *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Search for an Authorization — Criteria** page appears.*

Related Topics

- Search for an Authorization - Criteria
- Search for an Authorization - Results
- Add an Authorization
- Update an Authorization
- Delete an Authorization
- View the Authorization Transaction Status

Search for a Paragraph Number — Criteria

Overview

The Property Accountability module Paragraph Number process provides the ability to add, update, and delete Paragraph Number(s). A Paragraph Number is a three digit value or a three digit plus one alpha value. When the fourth character is present, it represents a sub paragraph to the three digit Paragraph Number. A Paragraph Number is associated to a Property Custodian.

Navigation

Authorizations > PARAGRAPH NBR > Paragraph Number Search Criteria page

Page Fields

The following fields display on the **Paragraph Number Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
21	Select "Add" button to create a new record.
12	Select "Search" button to view Search Results page.
13	Select "Reset" button to clear data.
391	PARA NBR must be 3 numeric positions or 3 numeric and 1 alpha positions.

Authorization Search Criteria

Para Nbr
Status

Procedures

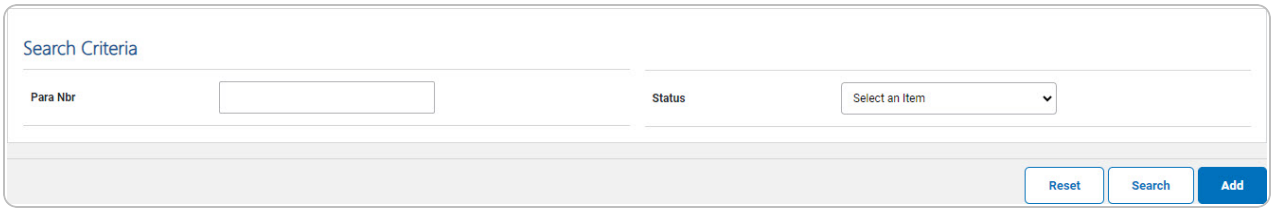
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Paragraph Number

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.*

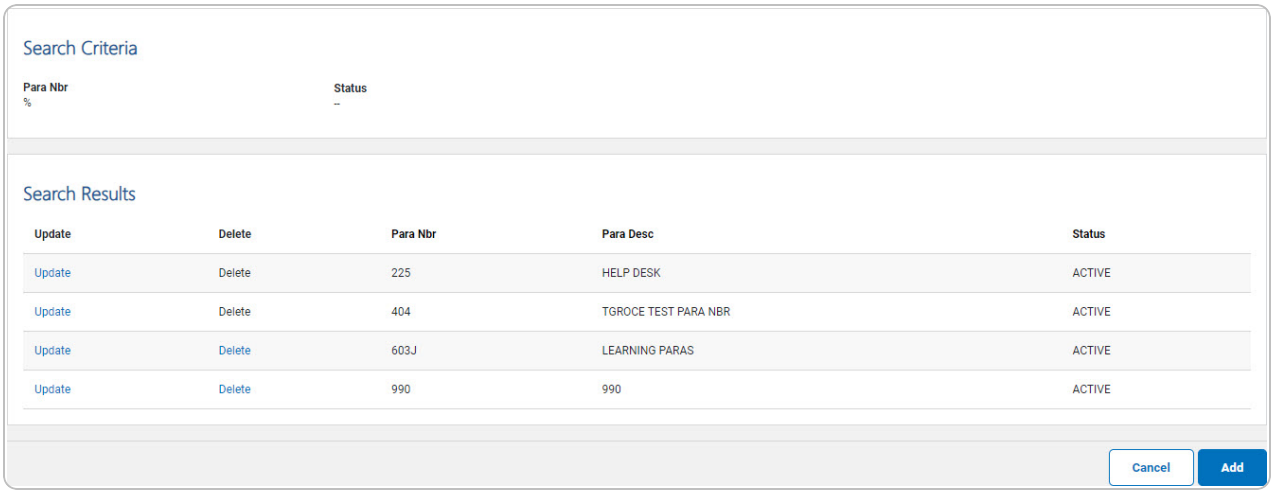
1. In the Search Criteria panel, narrow the results by entering one or more of the following fields:.



2. Enter the PARA DESC in the field provided. *This is a 4 alphanumeric character field.*

3. Use ⌄ to select the Status.

4. Select Search. *The **Search for a Paragraph Number — Results** page appears.*



Add a Paragraph Number

Select Add. *The **Add a Paragraph Number** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
660 — PARA NBR format invalid — must be 3 numeric or 3 numeric and 1 alpha.	Invalid Entry. The PARA NBR must have 3 numbers and an optional alphabetic character. Re-enter the PARA NBR.

Related Topics

- Search for a Paragraph Number - Results
- Add a Paragraph Number
- Update a Paragraph Number
- Delete a Paragraph Number
- View the Paragraph Number Transaction Status
- Export a Paragraph Number Report

Search for a Paragraph Number — Results

Overview

The Paragraph Number Results process provides the ability to create, update, or delete a paragraph number record.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Authorizations > PARAGRAPH NBR > Search Criteria > Search > Paragraph Number Search Results page

Page Fields

The following fields display on the **Paragraph Number Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
61	Select "Cancel" to return to Search Criteria page.
232	Select "Update" hyperlink to process an Update Action.
233	Select "Delete" hyperlink to process a Delete Action.

Paragraph Number Search Criteria grid

Para Nbr
Status

Paragraph Number Search Results grid

Update
Delete
Para Nbr
Para Desc
Status

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Paragraph Number

Select the Update hyperlink. *The **Update an Paragraph Number** page appears.*

Delete a Paragraph Number

Select the Delete hyperlink. *The **Delete an Paragraph Number** page appears.*

Add a Paragraph Number

Select Add. *The **Add an Paragraph Number** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Paragraph Number - Criteria
- Add a Paragraph Number
- Update a Paragraph Number
- Delete a Paragraph Number
- View the Paragraph Number Transaction Status
- Export a Paragraph Number Report

Add a Paragraph Number

Overview

The Paragraph Number Add process provides the ability to create new assets through authorizations. A Paragraph Number must be established and active to be associated with a Property Custodian and/or Authorization record.

Navigation

Authorizations > PARAGRAPH NBR > Search Criteria >

> Add a Paragraph Number page

Page Fields

The following fields display on the **Paragraph Number Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
36	Select "Delete" button to remove record(s) from applicable tables.
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.

14	Select "Cancel" button to return to previous page.
391	PARA NBR must be 3 numeric positions or 3 numeric and 1 alpha positions.
392	If associated with an Authorization record, Paragraph record must be Active.

Paragraph Number Search Criteria grid

Para Nbr *
Para Desc *
Status
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

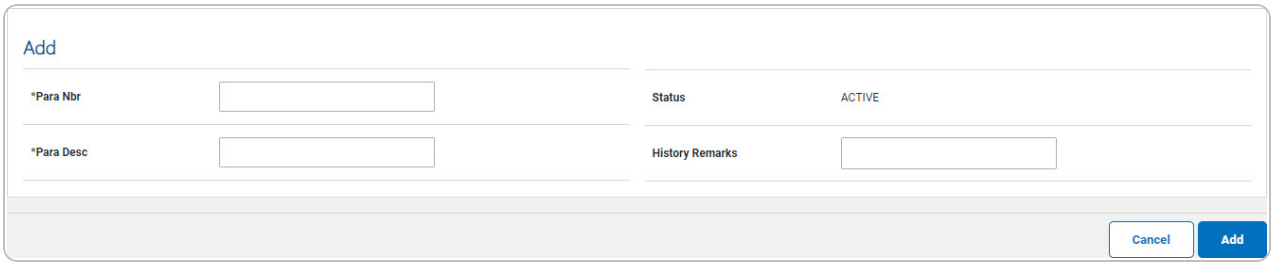
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add a Paragraph Number

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

1. Select Add. *The* ***Add a Paragraph Number*** *page appears.*



2. Enter the PARA NBR in the field provided. *This is a 4 alphanumeric character field*.
3. Enter the PARA DESC in the field provided. *This is a 20 alphanumeric character field*.
4. *The Status automatically populates and is not editable.*
5. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
6. Select Add. *The* ***Paragraph Number Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *PARA NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *PARA DESC*.	
185 — Record already exists: *PARA NBR*.	Invalid Entry. The field entered is already in the system. Check the information again, and re-enter the record.

660 — PARA NBR format invalid — must be 3 numeric or 3 numeric and 1 alpha.	Invalid Entry. The PARA NBR must have 3 numbers and an optional alphabetic character. Re-enter the PARA NBR.
307 — DESC must be alpha-numeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Paragraph Number - Criteria
- Search for a Paragraph Number - Results
- Update a Paragraph Number
- Delete a Paragraph Number
- View the Paragraph Number Transaction Status
- Export a Paragraph Number Report

Update a Paragraph Number

Overview

The Paragraph Number Update process allows editing of a Paragraph Number.

Navigation

Authorizations > PARAGRAPH NBR > Search Criteria > Search > Search Results > Update hyperlink > Paragraph Number Update page

Page Fields

The following fields display on the **Paragraph Number Update** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
36	Select "Delete" button to remove record(s) from applicable tables.
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

391	PARA NBR must be 3 numeric positions or 3 numeric and 1 alpha positions.
392	If associated with an Authorization record, Paragraph record must be Active.

Paragraph Number Update grid

Para Nbr *
Para Desc *
Status
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

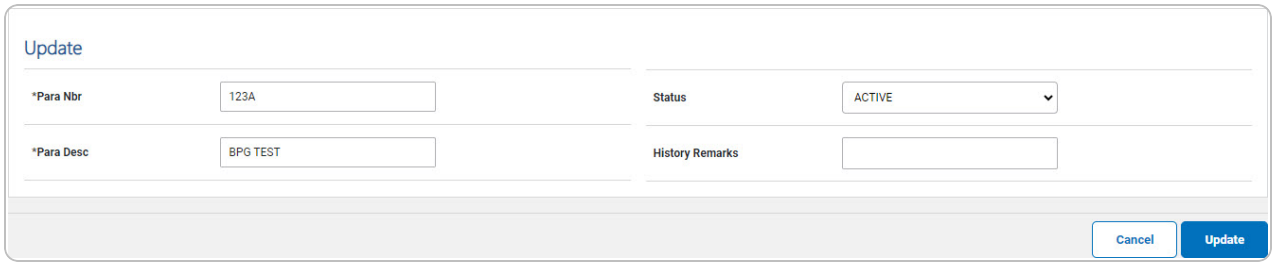
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Update a Paragraph Number

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

1. Select the Update hyperlink. *The **Paragraph Number Update** page appears.*



2. Update the PARA NBR, entering the revised identifier in the field provided. *This is a 4 alpha-numeric character field*.

3. Update the PARA DESC, entering the revised description in the field provided. *This is a 20 alphanumeric character field*.

4. Update the Status, using to select the desired code.

5. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*

6. Select

. *The **Paragraph Number Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *PARA NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *PARA DESC*.	
185 — Record already exists: *PARA NBR*.	Invalid Entry. The field entered is already in the system. Check the information again, and re-enter the record.
660 — PARA NBR format invalid — must be 3 numeric or 3 numeric and 1 alpha.	Invalid Entry. The PARA NBR must have 3 numbers and an optional alphabetic character. Re-enter the PARA NBR.
307 — DESC must be alphanumeric with supported special character(s) $, — , /,	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z",

#, &, comma, period, and space.	numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.

Related Topics

- Search for a Paragraph Number - Criteria
- Search for a Paragraph Number - Results
- Add a Paragraph Number
- Delete a Paragraph Number
- View the Paragraph Number Transaction Status
- Export a Paragraph Number Report

Delete a Paragraph Number

Overview

The Paragraph Number Delete process allows removal of a Paragraph Number.

Navigation

Authorizations > PARAGRAPH NBR > Search Criteria > Search > Search Results > Delete hyperlink > Paragraph Number Delete page

Page Fields

The following fields display on the **Paragraph Number Delete** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
36	Select "Delete" button to remove record(s) from applicable tables.
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.
14	Select "Cancel" button to return to previous page.

391	PARA NBR must be 3 numeric positions or 3 numeric and 1 alpha positions.
392	If associated with an Authorization record, Paragraph record must be Active.

Paragraph Number Delete grid

Para Nbr *
Para Desc *
Status
History Remarks

(*) Asterisk identifies mandatory fields.

Procedures

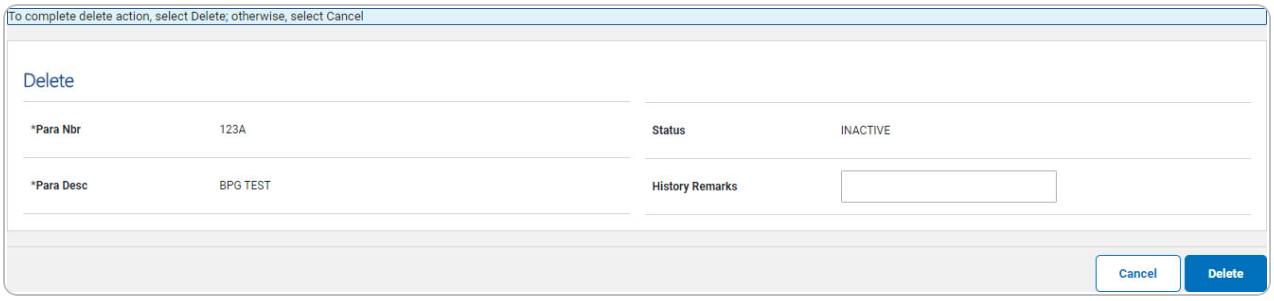
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Delete a Paragraph Number

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

1. Select the Delete hyperlink. *The* ***Paragraph Number Delete*** *page appears.*



2. *Verify the* PARA NBR.
3. *Verify the* PARA DESC.

4. *Verify the Status.*
5. Enter the History Remarks in the field provided. *This is a 1024 alphanumeric character field.*
6. Select Delete. *The **Paragraph Number Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Paragraph Number - Criteria
- Search for a Paragraph Number - Results
- Add a Paragraph Number
- Update a Paragraph Number
- View the Paragraph Number Transaction Status
- Export a Paragraph Number Report

View the Paragraph Number Transaction Status

Overview

The Paragraph Number Transaction Status process displays a verification of the add, update, or delete transaction performed.

Navigation

Authorizations > Paragraph Nbr > Search Criteria > Search > Search Results > Continue > *Various Procedural Steps* > Paragraph Number Transaction Status page

Page Fields

The following fields display on the **Paragraph Number Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
36	Select "Delete" button to remove record(s) from applicable tables.
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.

14	Select "Cancel" button to return to previous page.
391	PARA NBR must be 3 numeric positions or 3 numeric and 1 alpha positions.
392	If associated with an Authorization record, Paragraph record must be Active.

Transaction Status

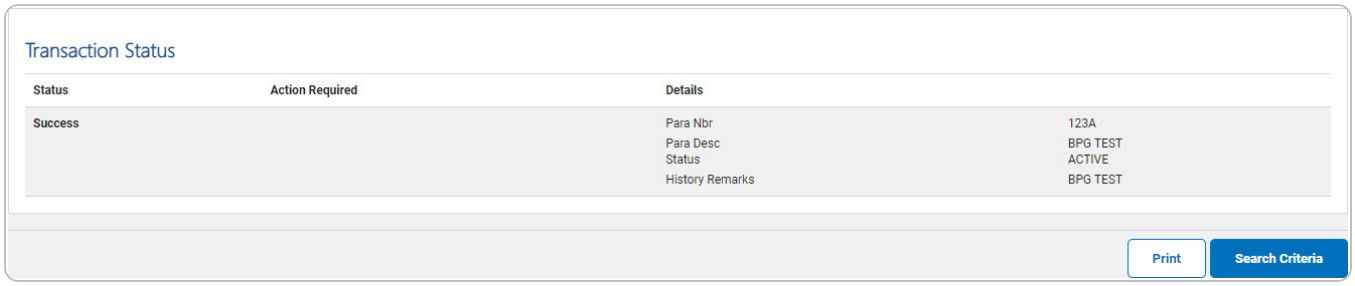
Status
Action Required
Details

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Paragraph Number Transaction Status



- *The Status automatically populates and is not editable.*
- *The Action Required automatically populates and is not editable.*
- *The Details automatically populates and is not editable.*
- Select Print to print a report of the transaction. *The **Export an Paragraph Number Report** page appears.*

- Select Search Criteria. *The **Search for an Paragraph Number — Criteria** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center

Related Topics

- Search for a Paragraph Number - Criteria
- Search for a Paragraph Number - Results
- Add a Paragraph Number
- Update a Paragraph Number
- Delete a Paragraph Number
- Export a Paragraph Number Report

Export a Paragraph Number Report

Overview

The Export a Paragraph Number Report provides the ability to save the Transaction Status in different formats.

Navigation

Authorizations > Paragraph Nbr > Search Criteria > Search > Search Results > Continue > *Various Procedural Steps* > Transaction Status > Export a Paragraph Number Report page

Page Fields

The following fields display on the **Paragraph Number Report Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
36	Select "Delete" button to remove record(s) from applicable tables.
7	Select "Update" to continue process.
21	Select "Add" button to create a new record.

14	Select "Cancel" button to return to previous page.
391	PARA NBR must be 3 numeric positions or 3 numeric and 1 alpha positions.
392	If associated with an Authorization record, Paragraph record must be Active.

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

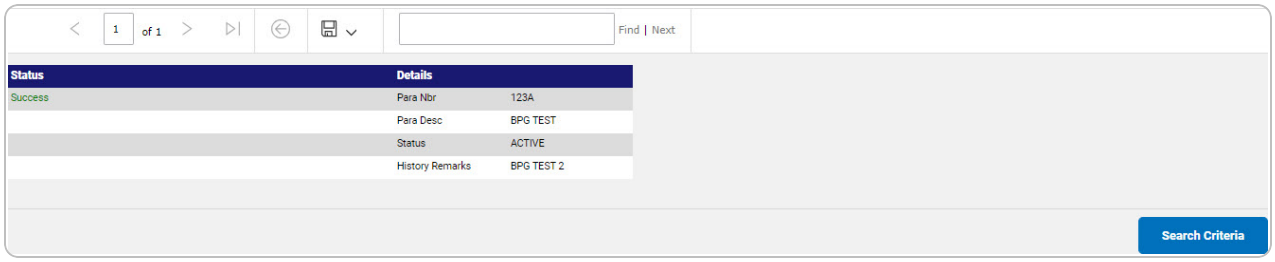
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Paragraph Number Report

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



2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Follow the prompts provided by the computer.
5. Select Search Criteria. *The **Search for an Paragraph Number — 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Search for an Authorization — Criteria** page appears.*

Related Topics

- Search for a Paragraph Number - Criteria
- Search for a Paragraph Number - Results
- Add a Paragraph Number
- Update a Paragraph Number
- Delete a Paragraph Number
- View the Paragraph Number Transaction Status

Create an Agency Pre-Defined Inquiry

Overview

The Property Accountability module Agency Pre-Defined Inquiry process provides the ability to run standardized inquiries (data extracts) for saving, printing, or exporting. The inquiries are selected from a drop-down list, and submitted for background processing. The results are accessed using the Inquiry Extract Viewer.

Navigation

Inquiries > Inquiries > Agency Pre-Defined > Agency Pre-Defined Inquiry page

Page Fields

The following fields display on the **Agency Pre-Defined Inquiry** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
287	Inquiries displayed are approved by your Agency
288	After submitting inquiry, use "View Inquiry Extract" menu option to view results

Agency Pre-Defined Inquiry Grid

Inquiry
Extract Id
Privacy Type

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Create an Agency Pre-Defined Inquiry

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 Agency Pre-Defined Inquiry box, choose which available field to use.

   A. Use ⌄ to select the Inquiry.
   B. Enter the Extract ID in the field provided. *This is a 15 alphanumeric character field.*
   C. Use ⌄ to select the Privacy Type.

2. Select Submit to send the extract to the background processing agent. *The **Agency Pre-Defined Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Entry must be alphanumeric	Invalid Characters Entered. Enter alphanumeric

with supported special character(s) "-" and "_".	characters, or the following permitted special characters: -, _. Special characters like !, $, or @ are not permitted.

Related Topics

- View an Inquiry Extract
- Agency Pre-Defined Inquiry Transaction Status
- Export an Agency Pre-Defined Inquiry Report

View the Agency Pre-Defined Inquiry Transaction Status

Overview

The Property Accountability module Agency Pre-Defined Inquiry Transaction Status process provides the processing result status from the transaction requests submitted on line and staged for background processing.

Navigation

Inquiries > Inquiries > Agency Pre-Defined > Agency Pre-Defined Inquiry > Submit > Transaction Status page

Page Fields

The following fields display on the **Agency Pre-Defined Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

Procedures

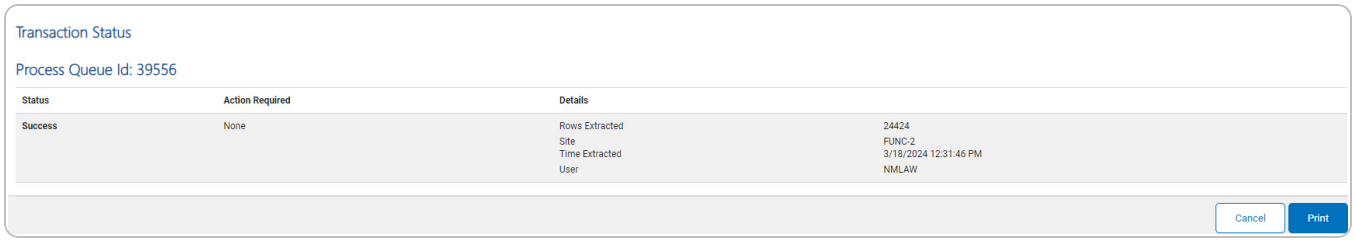
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Agency Pre-Defined Inquiry Background Transaction Status

1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the Agency Pre-Defined Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **Agency Pre-Defined Inquiry** page appears*.

View the Agency Pre-Defined Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Agency Pre-Defined Inquiry Report Export** page appears.*
5. Select Cancel. *The **Agency Pre-Defined Inquiry** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact ELMS Support

Related Topics

- View Inquiry Extract
- Agency Pre-Defined Inquiry
- Export an Agency Pre-Defined Inquiry Report

Export an Agency Pre-Defined Inquiry Report

Overview

The Agency Pre-Defined Inquiry Report Export process provides the ability to save the report information in different formats.

Navigation

Inquiries > Inquiries > Agency Pre-Defined > Agency Pre-Defined Inquiry > Submit > Transaction Status > Print > Agency Pre-Defined Inquiry Export Report page

Page Fields

The following fields display on the **Agency Pre-Defined Inquiry Export Report** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export an Agency Pre-Defined Inquiry Report

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

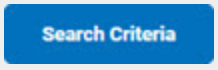
2. *The Status automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Follow the prompts provided by the computer.
5. Select . *The **Agency Pre-Defined Inquiry** page appears.*

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  *The **Agency Pre-Defined Inquiry** page appears.*

Related Topics

- View Inquiry Extract
- Agency Pre-Defined Inquiry
- View the Agency Pre-Defined Inquiry Transaction Status

View the Inquiry Extract

Overview

The Property Accountability module View Inquiry Extract process provides options regarding the inquiry results created by the ELMS background processing agent. Each line item provides information about the extract, such as the date it was created and which user initiated the process.

Navigation

Inquiries > Inquiries > View Inquiry Extract > View Inquiry Extract page

Page Fields

The following fields display on the **View Inquiry Extract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Select Grid

Data View

Search Results Grid

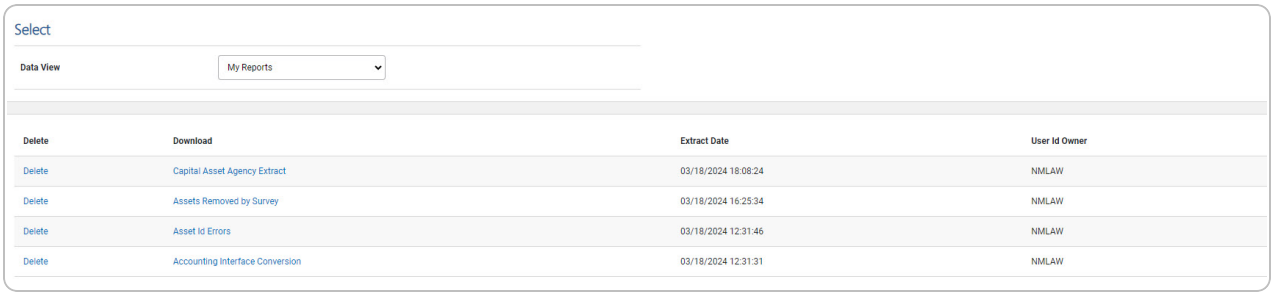
Delete
Download
Extract Date
User Id Owner

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Download an Inquiry Extract



1. Select the Download hyperlink of the desired report. *The **Save** pop-up window appears.*
2. Choose one of the following options:
   - Select Save to save the extract. *Follow the prompts provided by the computer's Operating System, and save the file as necessary.*
   - Select Cancel. *The **View Inquiry Extract** page appears.*

Delete an Inquiry Extract

Select the Delete hyperlink. *There is no delete confirmation page. A message in red displays at the top, "Extract has been deleted."*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors are defined for this page.

Related Topics

- Agency Pre-Defined Inquiry

View the Inquiry Extract

Overview

The Property Accountability module View Inquiry Extract process provides options regarding the inquiry results created by the ELMS background processing agent. Each line item provides information about the extract, such as the date it was created and which user initiated the process.

Navigation

Inquiries > Inquiries > View Inquiry Extract > View Inquiry Extract page

Page Fields

The following fields display on the **View Inquiry Extract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Select Grid

Data View

Search Results Grid

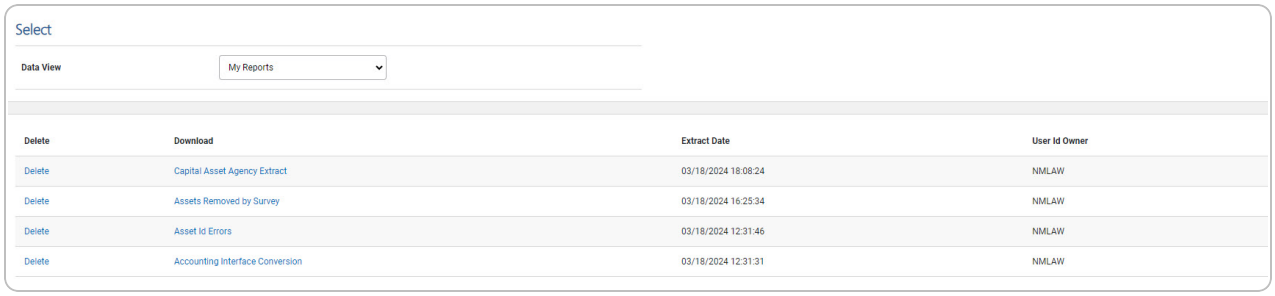
Delete
Download
Extract Date
User Id Owner

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Download an Inquiry Extract



1. Select the Download hyperlink of the desired report. *The **Save** pop-up window appears.*
2. Choose one of the following options:
   - Select Save to save the extract. *Follow the prompts provided by the computer's Operating System, and save the file as necessary.*
   - Select Cancel. *The **View Inquiry Extract** page appears.*

Delete an Inquiry Extract

Select the Delete hyperlink. *There is no delete confirmation page. A message in red displays at the top, "Extract has been deleted."*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors are defined for this page.

Related Topics

- Agency Pre-Defined Inquiry

Search for an Acquisition Program Inquiry — Criteria

Overview

The Property Accountability module Acquisition Program Inquiry process provides the ability to search for Acquisition Programs.

Navigation

Inquiries > Inquiries > ACQ PROGRAM > Acquisition Program Inquiry Search Criteria page

Page Fields

The following fields display on the **Acquisition Program Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

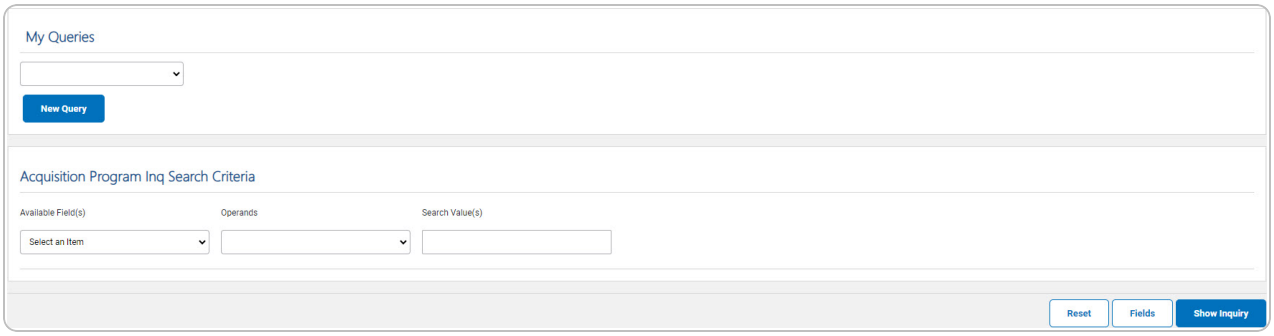
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Acquisition Program 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 Available Field.

   B. Repeat Step A to add additional search criteria.

Note

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

Note

Select Fields 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. Repeat Step B to add additional search criteria.

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

A. Use ⌄ to select the first Search Value.

B. Repeat Step B to add additional search criteria.

Remove an Available Field Row

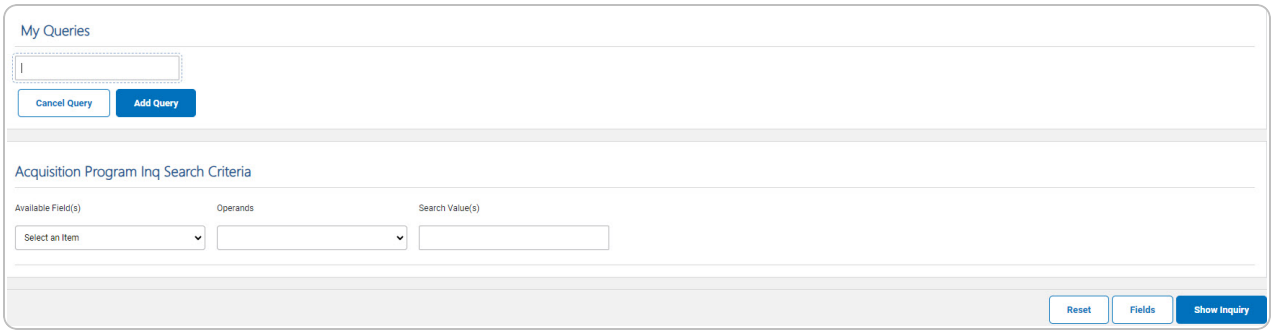
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Acquisition Program Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The **Acquisition Program Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **Acquisition Program 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.*

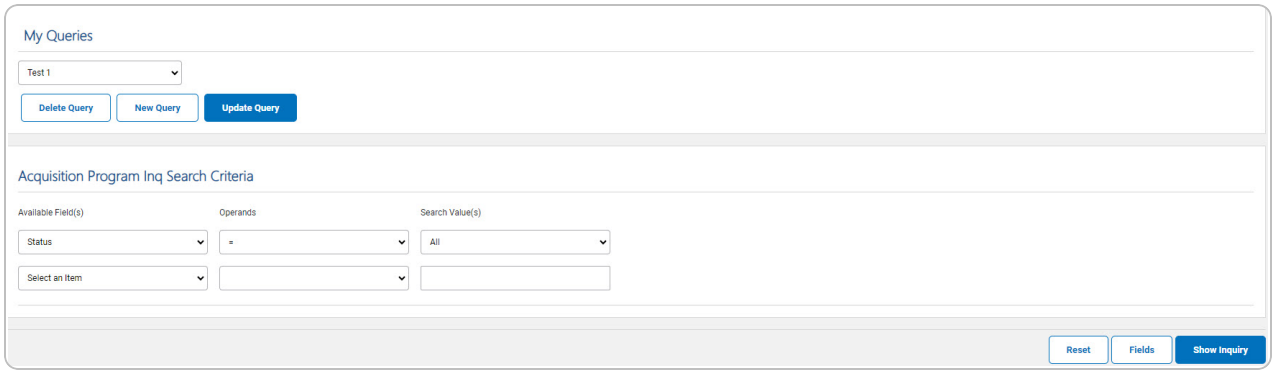
   Select Fields. *The **Acquisition Program Inquiry — Select Fields** page appears.*

2. OR

   Select Show Inquiry. *The **Acquisition Program 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

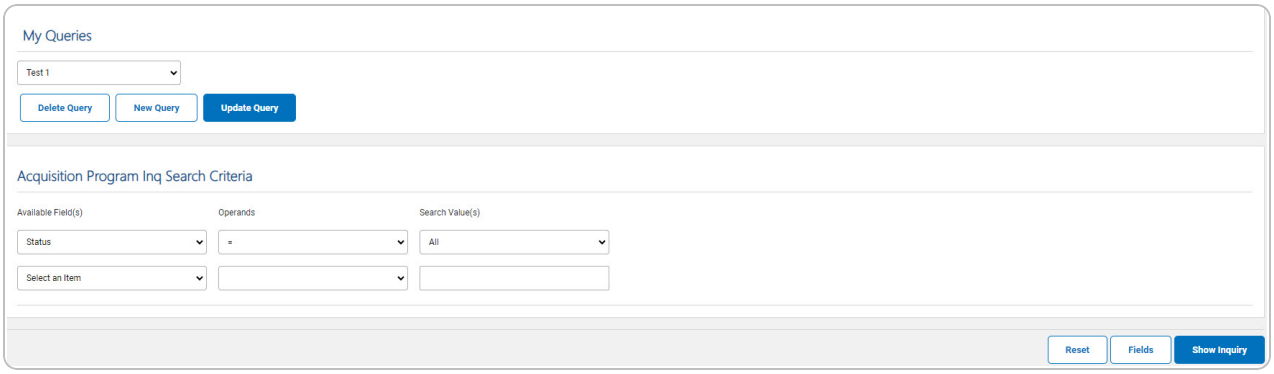
4. Select Fields. *The **Acquisition Program Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Acquisition Program 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Acquisition Program Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =,	Missing Entry. The Field value was entered, but

>, <, >= , <= , <>, or Like.	no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Acquisition Program Inquiry — Results
- Select Fields for the Acquisition Program Inquiry
- View the Acquisition Program Inquiry Transaction Status
- Export the Acquisition Program Inquiry Transaction Status

Search for an Acquisition Program Inquiry — Results

Overview

The Acquisition Program Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Inquiries > ACQ PROGRAM > Search Criteria > Show Inquiry > Acquisition Program Inquiry Search Results page

Page Fields

The following fields display on the **Acquisition Program Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
253	Select "Reset" button to set default "Fields" selections.
247	Where available, select "Row" to view details for specific record.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Acq Pgm Type Cd
Acq Pgm Name
Acq Pgm Desc
Prj Type Cd
Status

Optional

Estbd By
Estbd Dt
Last Tran Dt
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

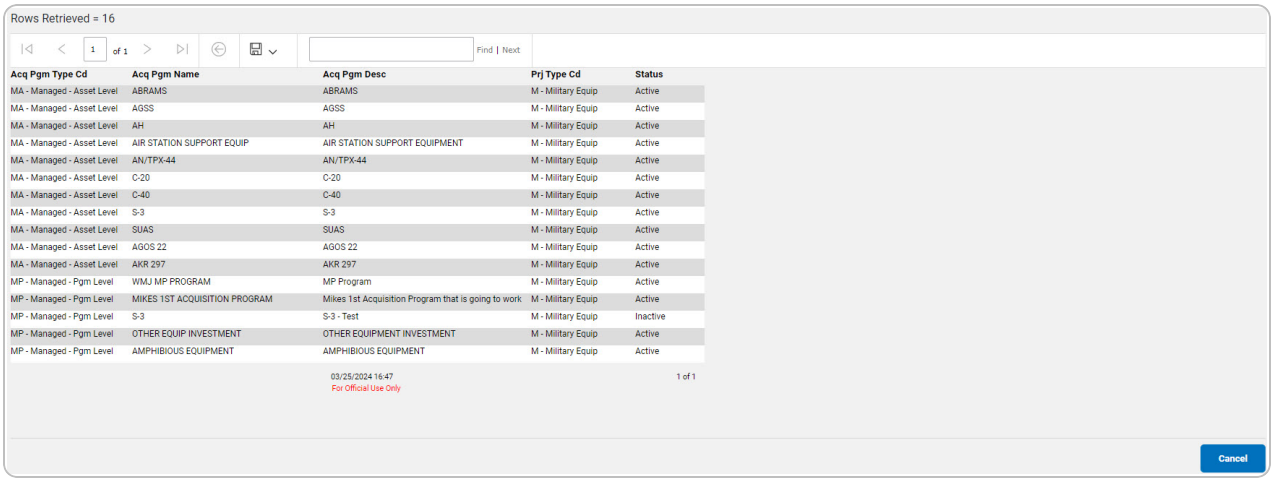
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Acquisition Program 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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Acquisition Program 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Acquisition Program Inquiry — Criteria
- Select Fields for the Acquisition Program Inquiry
- View the Acquisition Program Inquiry Transaction Status
- Export the Acquisition Program Inquiry Transaction Status

Select Fields for the Acquisition Program Inquiry

Overview

The Acquisition Program Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Inquiries > ACQ PROGRAM > Search Criteria > Fields > Acquisition Program Inquiry Fields Selection page

Page Fields

The following fields display on the **Acquisition Program Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Acq Pgm Type Cd
Acq Pgm Name
Acq Pgm Desc
Prj Type Cd
Status

Optional

Estbd By
Estbd Dt
Last Tran Dt
Last Updtd By

Procedures

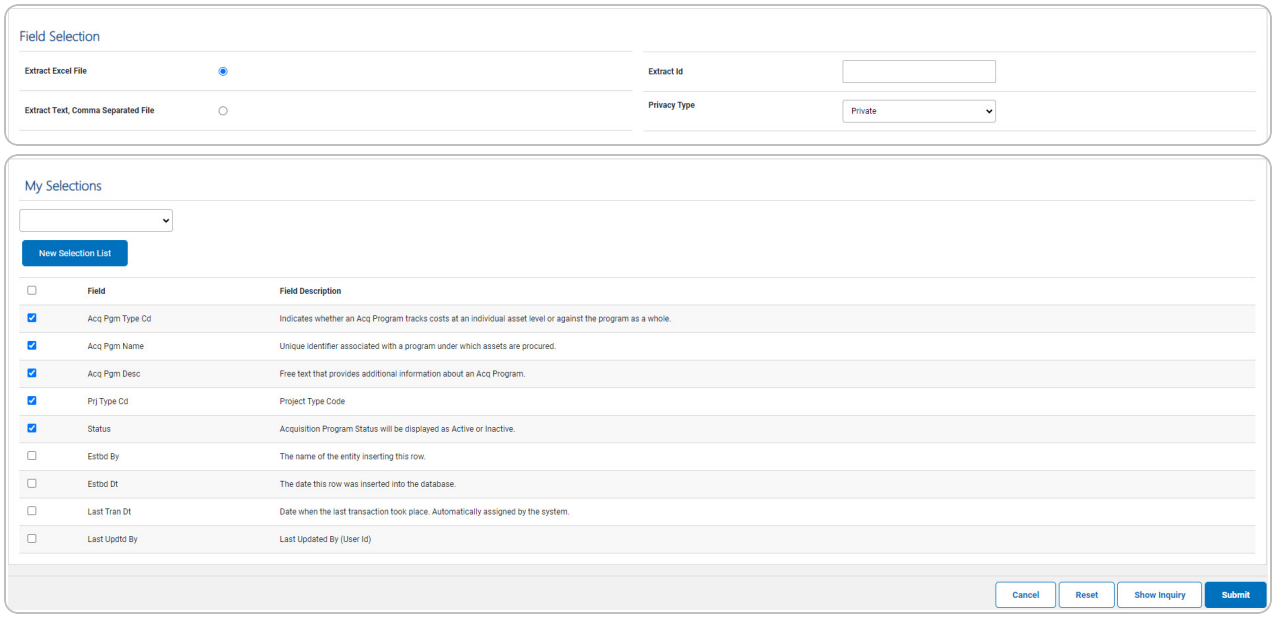
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The* ***Acquisition Program Inquiry*** *page appears.*



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

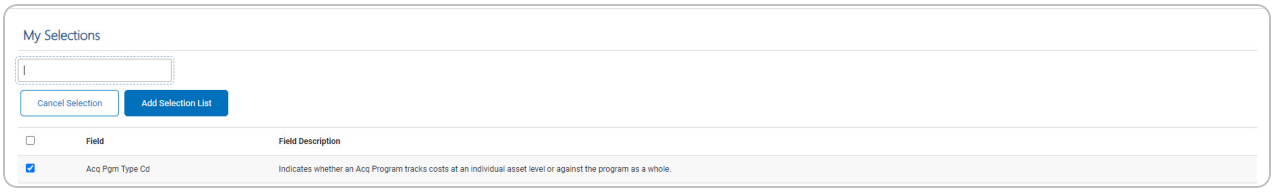
     Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

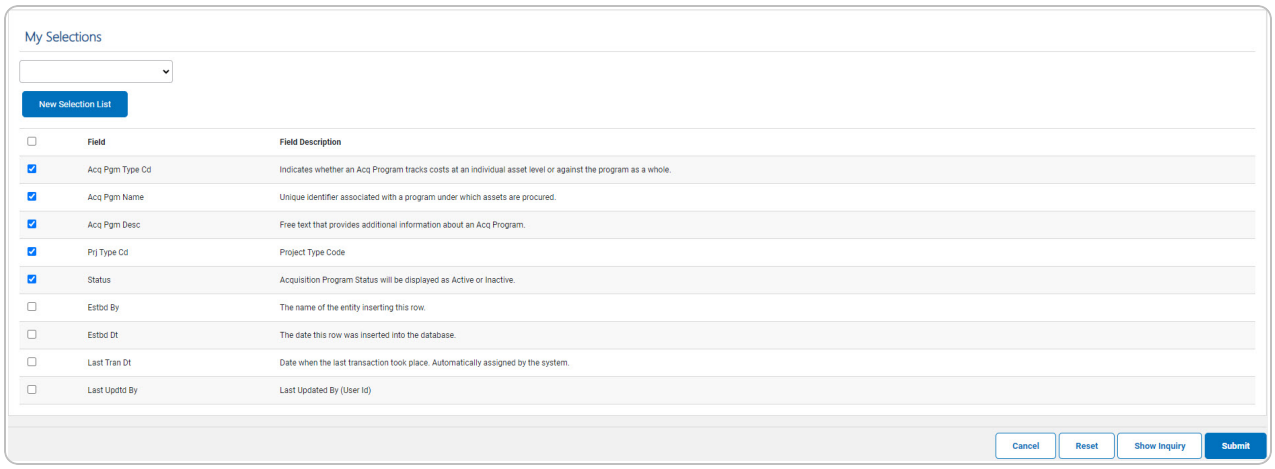
   Select Show Inquiry for small volumes of data. *The **Acquisition Program Inquiry — Results** page appears.*

5. **OR**

   Select Submit for large volumes of data. *The **Acquisition Program Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

3. Select Show Inquiry for small volumes of data. *The **Acquisition Program Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Acquisition Program 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

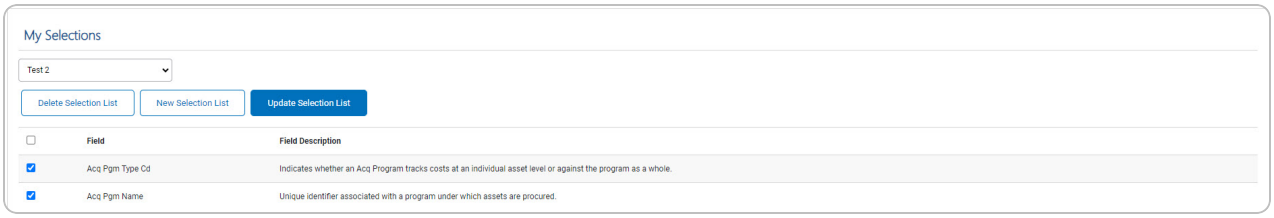
   Select Show Inquiry for small volumes of data. *The* ***Acquisition Program Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Acquisition Program 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.

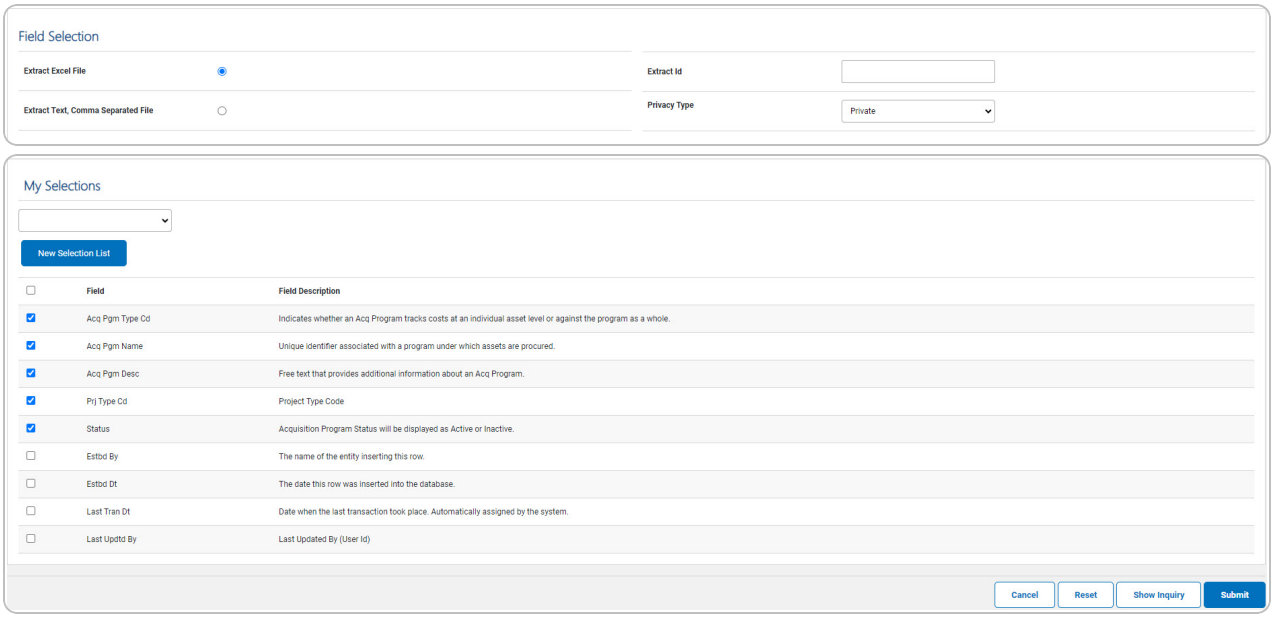


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Acquisition Program Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 5 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.

- Verify the ACQ PGM TYPE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a ACQ PGM TYPE CD.*
- Verify the ACQ PROGRAM NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a ACQ PROGRAM NAME.*
- Verify the ACQ PGM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an acquisition program description.*
- Verify the PRJ TYPE CD contains the appropriate ☑ or ☐. *Select if the inquiry has a PRJ TYPE CD.*

- Verify the Status contains the appropriate ☑ or ☐. *Select if the inquiry contains a status.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains established by information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains established date information.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains last transaction date information.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains last updated by information.*

3. Select Show Inquiry for small volumes of data. *The* ***Acquisition Program Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Acquisition Program Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Acquisition Program Inquiry — Criteria
- Search for an Acquisition Program Inquiry — Results

- View the Acquisition Program Inquiry Transaction Status
- Export the Acquisition Program Inquiry Transaction Status

View the Acquisition Program Inquiry Transaction Status

Overview

The Acquisition Program Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Inquiries > ACQ PROGRAM > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Acquisition Program Inquiry Transaction Status page

Page Fields

The following fields display on the **Acquisition Program Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

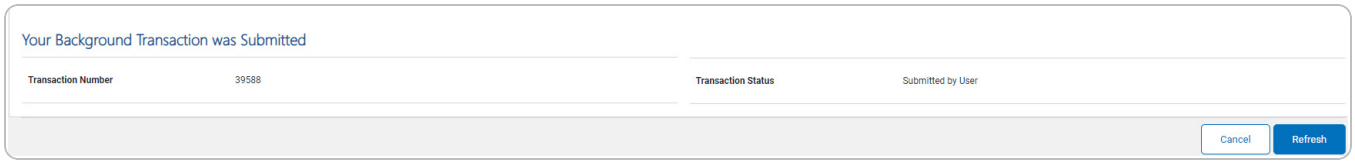
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

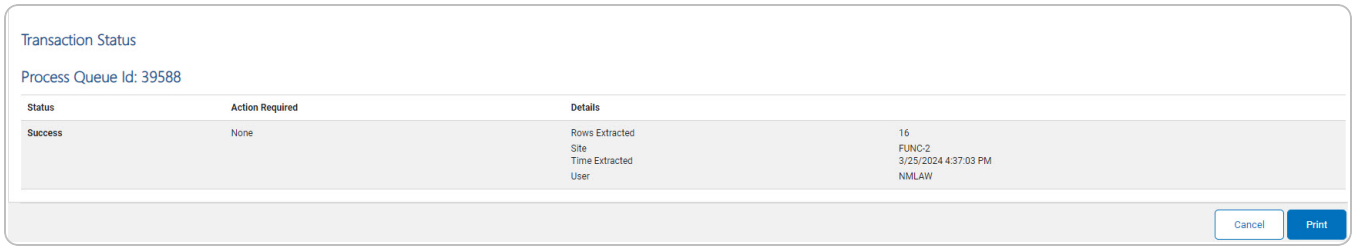
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Acquisition Program Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Acquisition Program Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Acquisition Program Inquiry Search Criteria*** *page appears*.

View the Acquisition Program Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Acquisition Program Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Acquisition Program Inquiry — Criteria
- Search for an Acquisition Program Inquiry — Results
- Select Fields for the Acquisition Program Inquiry
- Export the Acquisition Program Inquiry Transaction Status

Export the Acquisition Program Inquiry Transaction Status

Overview

The Acquisition Program Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Inquiries > ACQ PROGRAM > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Acquisition Program Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Acquisition Program Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Acquisition Program Inquiry Transaction Status

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

2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The **Acquisition Program 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Acquisition Program Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Acquisition Program Inquiry — Criteria
- Search for an Acquisition Program Inquiry — Results
- Select Fields for the Acquisition Program Inquiry
- View the Acquisition Program Inquiry Transaction Status

Search for a Type Designation Inquiry — Criteria

Overview

The Property Accountability module Type Designation Inquiry process provides the ability to search for Type Designations.

Navigation

Inquiries > Inquiries > Type Designation > Type Designation Inquiry Search Criteria page

Page Fields

The following fields display on the **Type Designation Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Type Designation 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 Available Field.

B. Repeat Step A to add additional search criteria.

Note

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

Note

Select Fields 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. Repeat Step B to add additional search criteria.

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

A. Use to select the first Search Value.

B. Repeat Step B to add additional search criteria.

Remove an Available Field Row

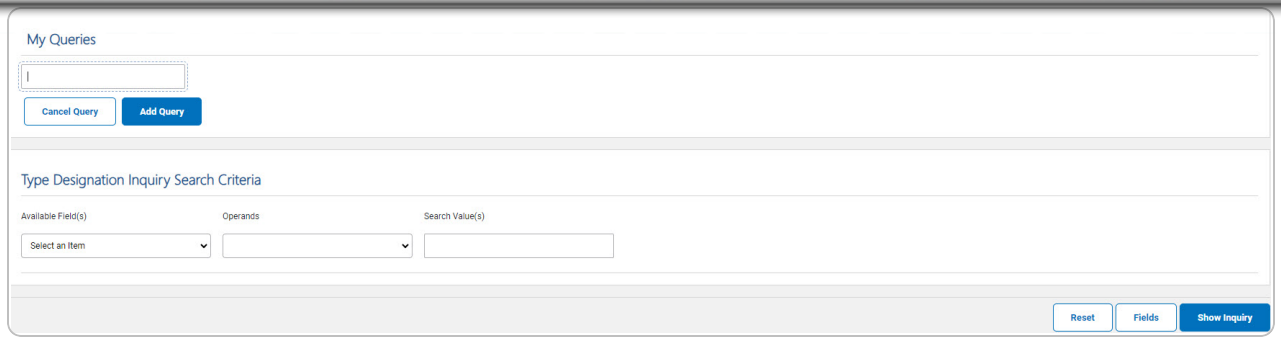
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Type Designation Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Type Designation Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Type Designation 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.*

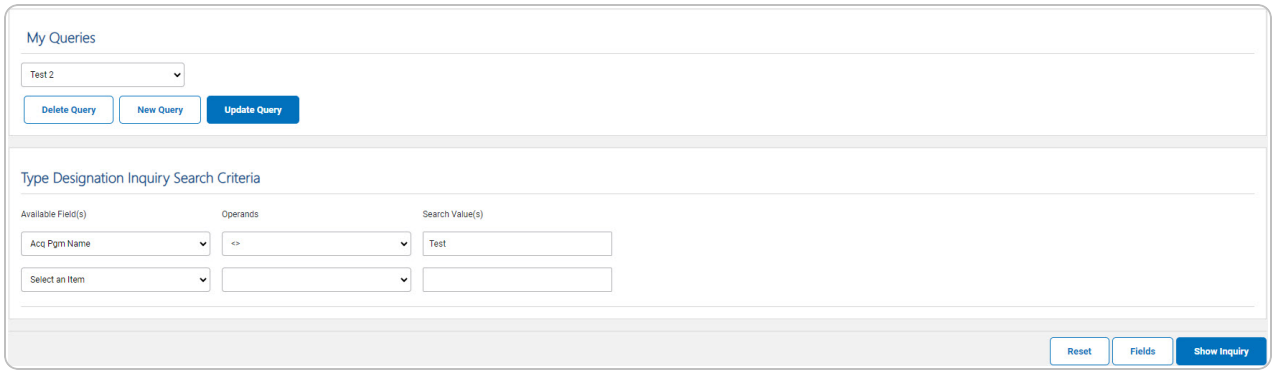
2. Select Fields. *The **Type Designation Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **Type Designation 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

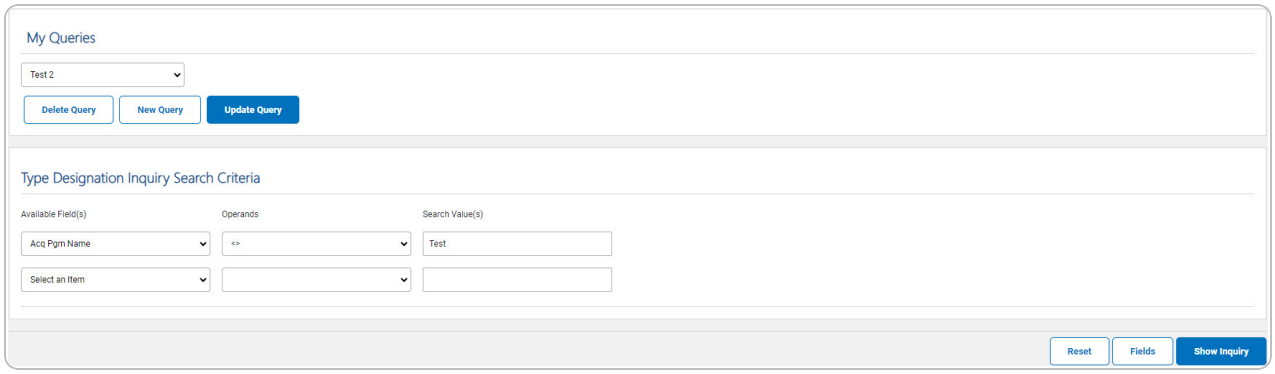
4. Select Fields. *The **Type Designation Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Type Designation 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Type Designation Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =,	Missing Entry. The Field value was entered, but

>, <, >= , <= , <>, or Like.	no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Type Designation Inquiry — Results
- Select Fields for the Type Designation Inquiry
- View the Type Designation Inquiry Transaction Status
- Export the Type Designation Inquiry Transaction Status

Search for a Type Designation Inquiry — Results

Overview

The Type Designation Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Inquiries > Type Designation > Search Criteria > Show Inquiry > Type Designation Inquiry Search Results page

Page Fields

The following fields display on the **Type Designation Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Type Dsg Name
Type Dsg Desc
Acq Pgm Name
Acq Pgm Desc
Acq Pgm Type Cd
Type Dsg Group
Yr Svc Life
Fdcry Deprn Mthd
Util Measure
Util Svc Life

Optional

Estbd By
Estbd Dt
Last Tran Dt
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

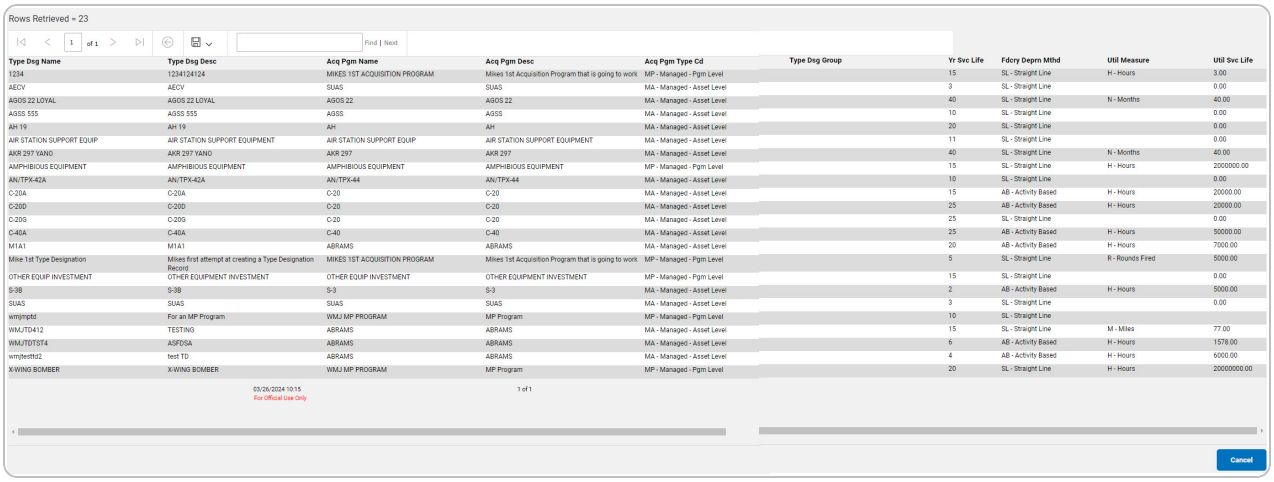
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Type Designation 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.*



Note

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

2. Follow the prompts provided by the computer.

3. Select Cancel. *The* ***Type Designation Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Type Designation Inquiry — Criteria
- Select Fields for the Type Designation Inquiry
- View the Type Designation Inquiry Transaction Status
- Export the Type Designation Inquiry Transaction Status

Select Fields for the Type Designation Inquiry

Overview

The Type Designation Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Inquiries > Type Designation > Search Criteria > Fields > Type Designation Inquiry Fields Selection page

Page Fields

The following fields display on the **Type Designation Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Type Dsg Name
Type Dsg Desc
Acq Pgm Name
Acq Pgm Desc
Acq Pgm Type Cd
Type Dsg Group
Yr Svc Life
Fdcry Deprn Mthd
Util Measure
Util Svc Life

Optional

Estbd By
Estbd Dt
Last Tran Dt
Last Updtd By

Procedures

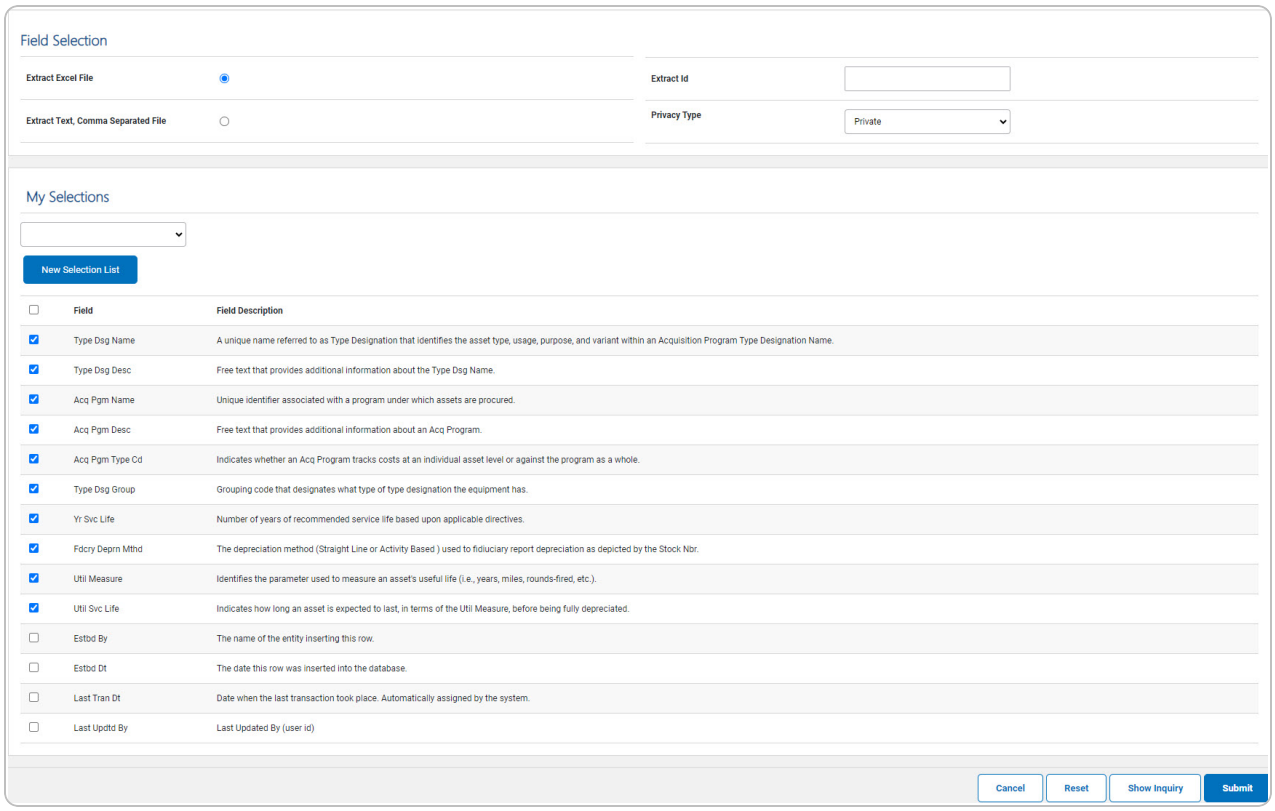
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **Type Designation Inquiry Field Selection** page appears.*



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

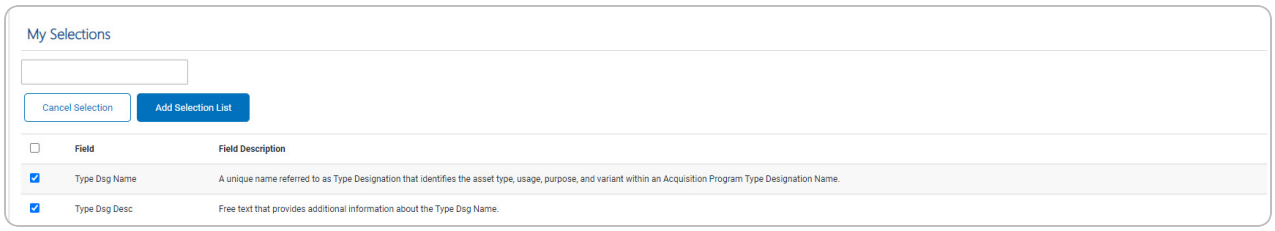
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

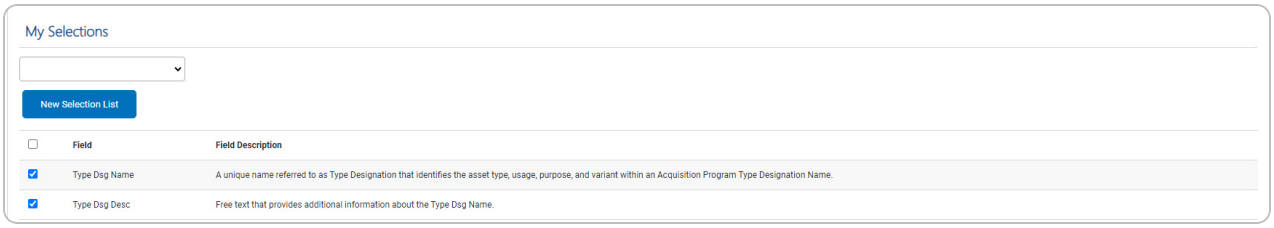
   Select Show Inquiry for small volumes of data. *The* ***Type Designation Inquiry — Results*** *page appears.*

5. **OR**

   Select Submit for large volumes of data. *The* ***Type Designation Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

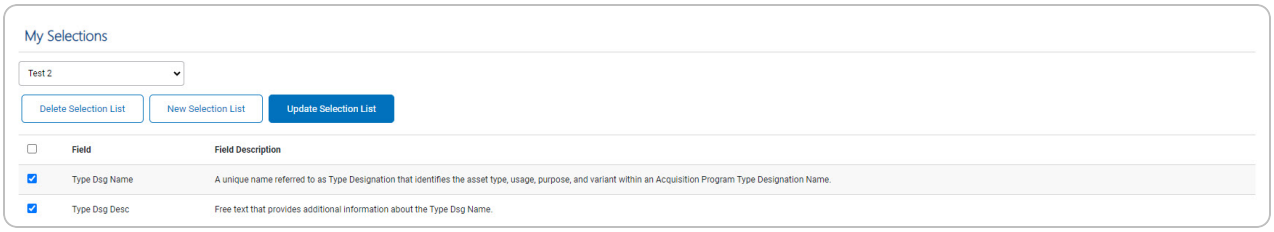
3. Select Show Inquiry for small volumes of data. *The **Type Designation Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Type Designation 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

Select Show Inquiry for small volumes of data. *The **Type Designation Inquiry — Results** page appears.*

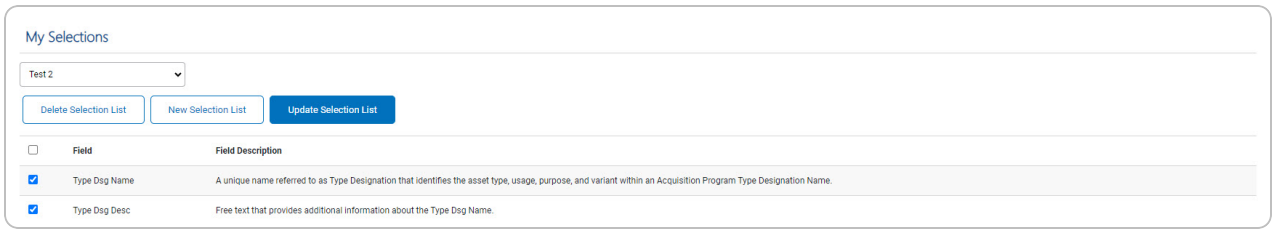
4.

OR

Select Submit for large volumes of data. *The **Type Designation 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.

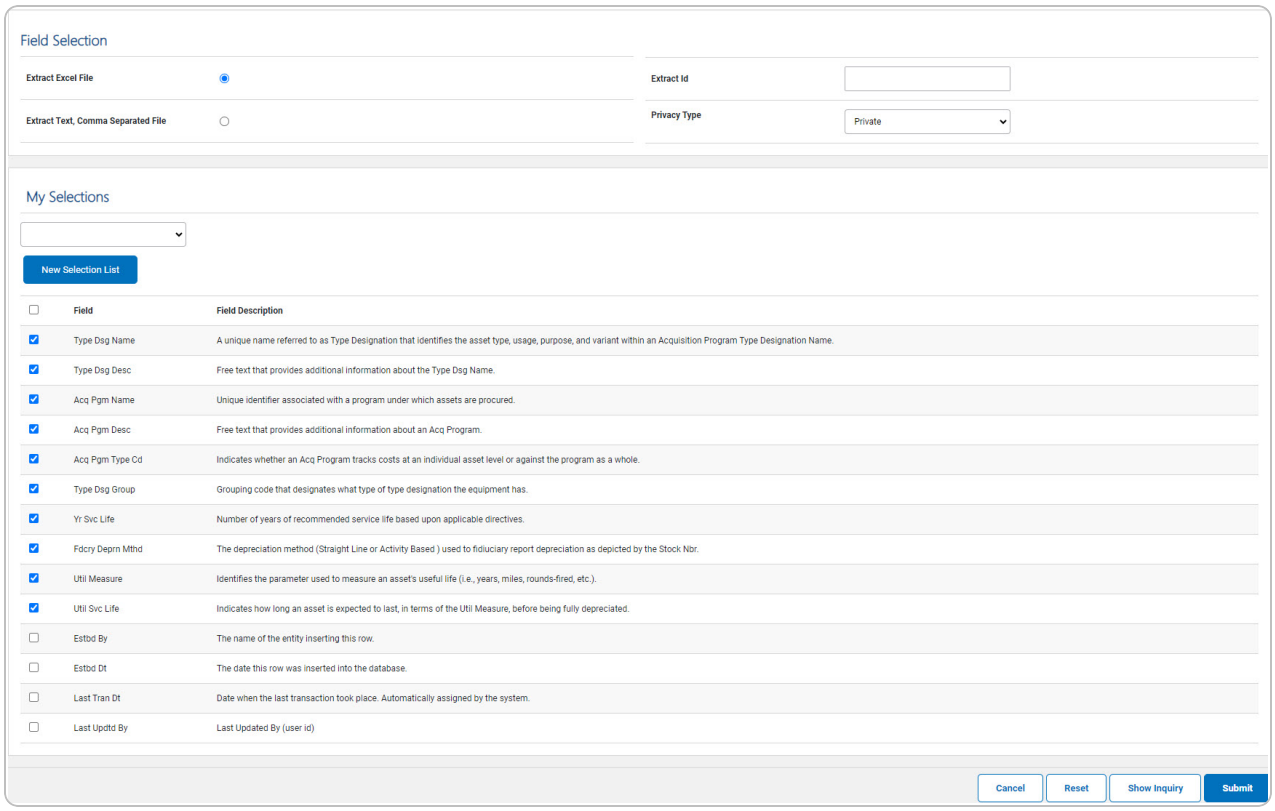


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Type Designation Inquiry** page appears.*



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.

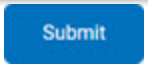
- Verify the TYPE DSG NAMEcontains the appropriate ☑ or ☐. *Select if the inquiry contains a TYPE DSG NAME.*
- Verify the TYPE DSG DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a TYPE DSG DESC.*
- Verify the ACQ PGM NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains an Acquisition Program Name.*

- Verify the ACQ PGM DESC contains the appropriate ☑ or ☐. *Select if the inquiry has an Acquisition Program Description.*
- Verify the ACQ PGM TYPE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an Acquisition Program Type Code.*
- Verify the TYPE DSG GRP contains the appropriate ☑ or ☐. *Select if the inquiry contains a Type Designation Group.*
- Verify the YR SVC LIFE contains the appropriate ☑ or ☐. *Select if the inquiry contains a recommended Years Service Life.*
- Verify the FDCRY DEPRN MTHD contains the appropriate ☑ or ☐. *Select if the inquiry contains an Acquisition Program Type Code.*
- Verify the UTIL MEASURE contains the appropriate ☑ or ☐. *Select if the inquiry contains a Utilization Measure to measure the useful life of an asset.*
- Verify the UTIL SVC LIFE contains the appropriate ☑ or ☐. *Select if the inquiry contains Utilization Service Life information.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains established by information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains established date information.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains last transaction date information.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains last updated by information.*

Select Show Inquiry for small volumes of data. *The* ***Type Designation Inquiry — Results*** *page appears.*

3.

OR

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Type Designation Inquiry — Criteria
- Search for a Type Designation Inquiry — Results
- View the Type Designation Inquiry Transaction Status
- Export the Type Designation Inquiry Transaction Status

View the Type Designation Inquiry Transaction Status

Overview

The Type Designation Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Inquiries > Type Designation > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Type Designation Inquiry Transaction Status page

Page Fields

The following fields display on the **Type Designation Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

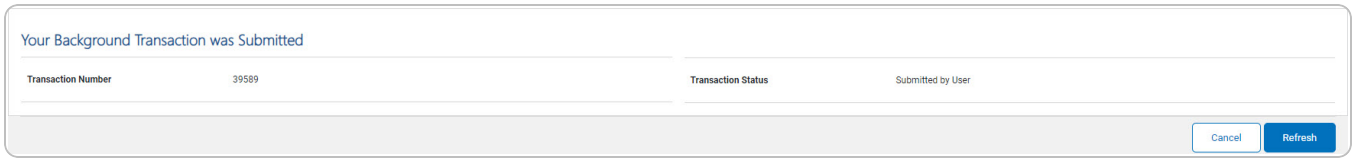
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

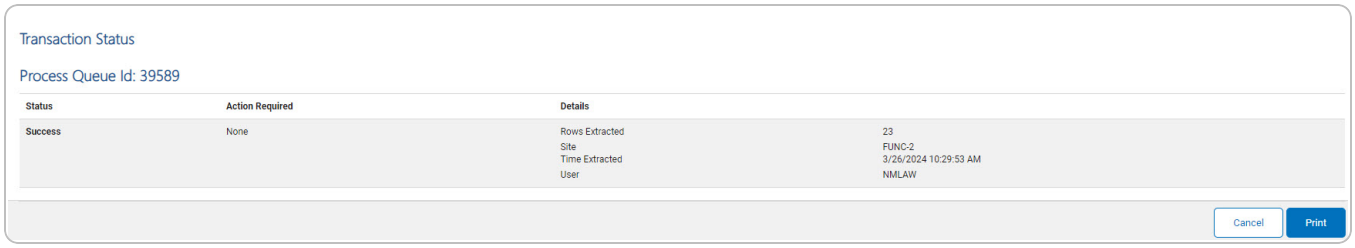
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Type Designation Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Type Designation Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Type Designation Inquiry Search Criteria*** *page appears*.

View the Type Designation Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Type Designation Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Type Designation Inquiry — Criteria
- Search for a Type Designation Inquiry — Results
- Select Fields for the Type Designation Inquiry
- Export the Type Designation Inquiry Transaction Status

Export the Type Designation Inquiry Transaction Status

Overview

The Type Designation Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Inquiries > Type Designation > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Type Designation Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Type Designation Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Type Designation Inquiry Transaction Status

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

2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The* ***Type Designation Inquiry Search Criteria*** *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Type Designation Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Type Designation Inquiry — Criteria
- Search for a Type Designation Inquiry — Results
- Select Fields for the Type Designation Inquiry
- View the Type Designation Inquiry Transaction Status

Search for an Asset Inquiry — Criteria

Overview

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

Navigation

Inquiries > Asset Management > Asset > Asset Inquiry Search Criteria page

Page Fields

The following fields display on the **Asset Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
218	To view a limited number of Bulk rows, enter CUSTODIAN NBR or USER ID.
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
209	To perform search, data must be entered in TRAN DT FROM.
251	To save "Search Criteria" as favorite query, select "New Query"

	enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

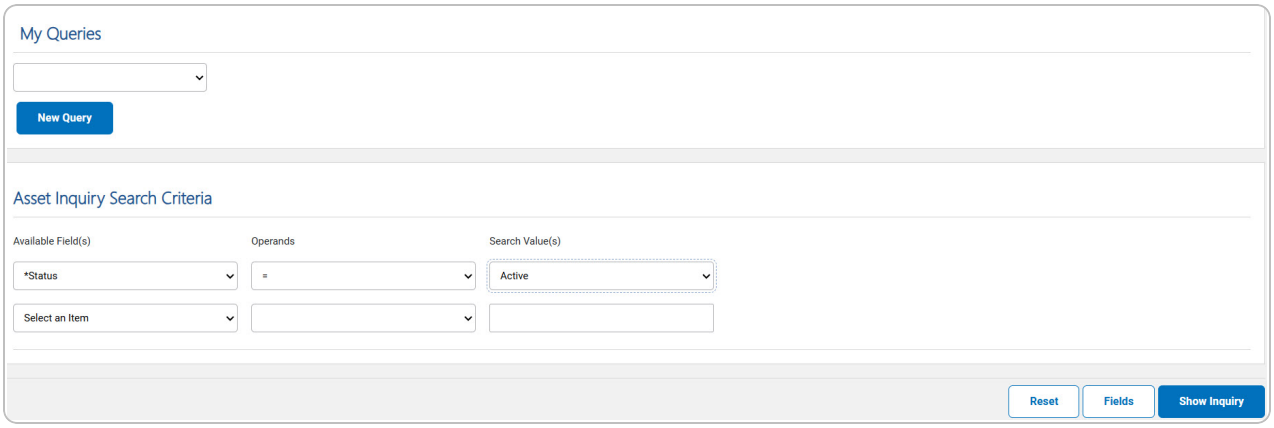
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Asset 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.*

A. *The first Available Field(s) option (Status) automatically populates and is not editable.*

B. Use ⌄ to select the second Available Field.

C. Repeat Step B to add additional search criteria.

Note

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

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

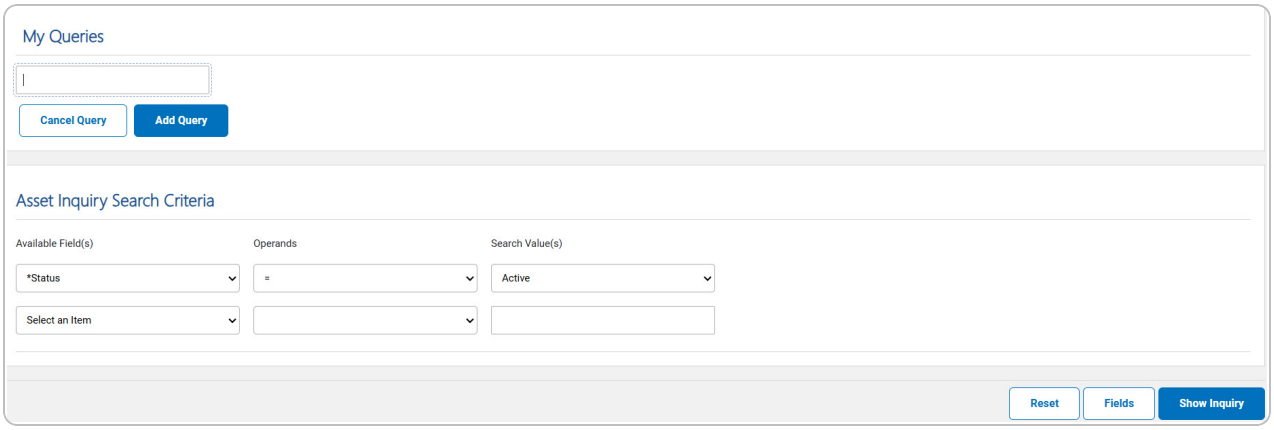
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Asset Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



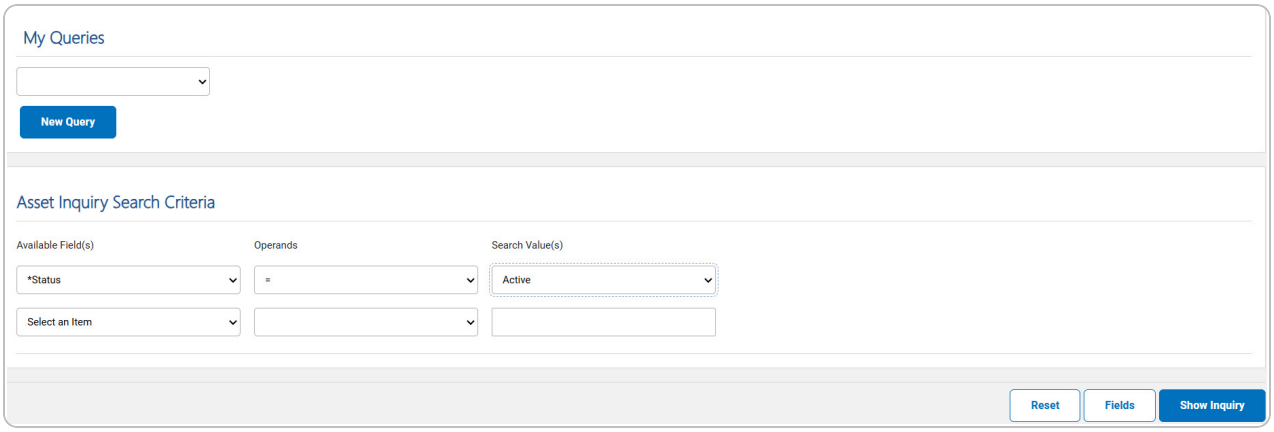
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The **Asset Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **Asset 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.*



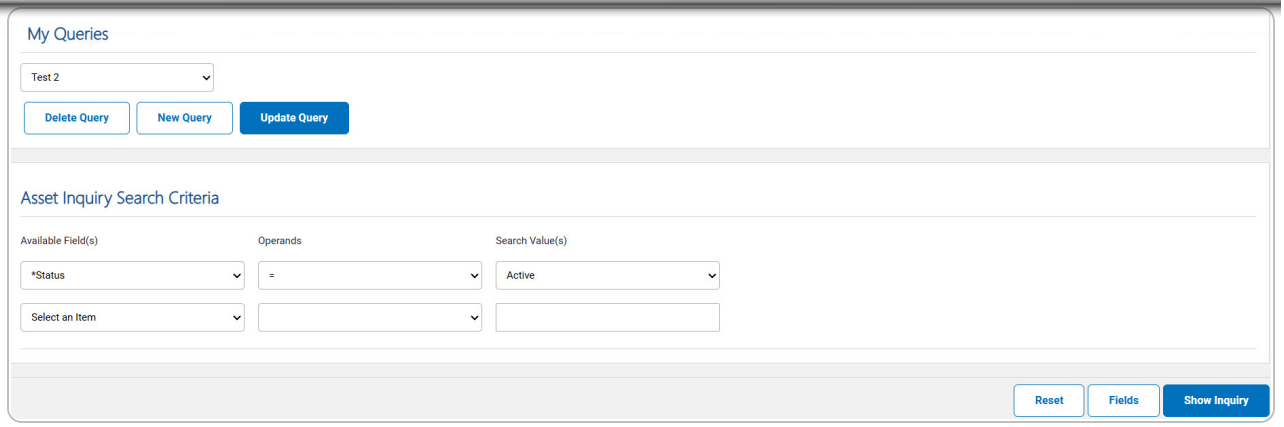
Select Fields. *The **Asset Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Asset 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

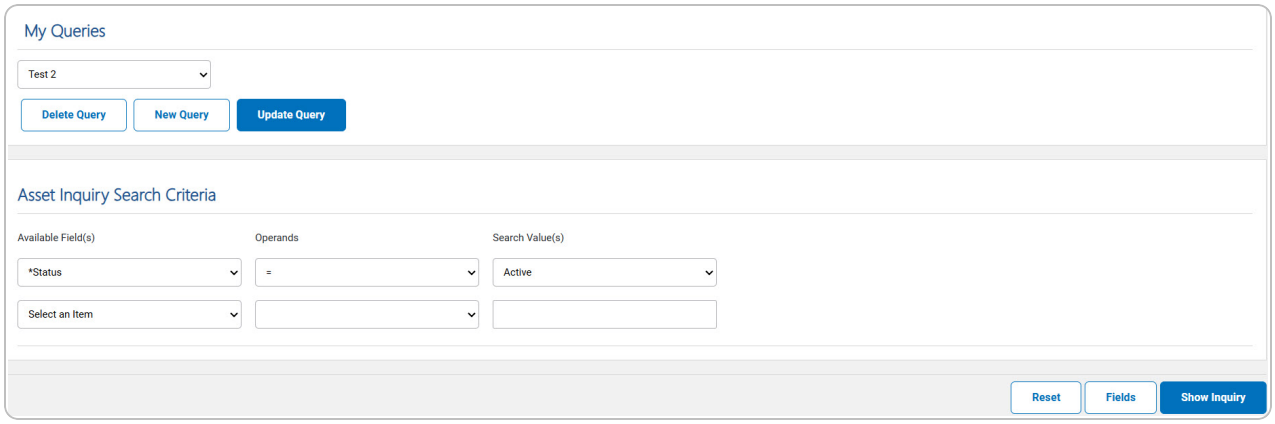
4. Select Fields. *The **Asset Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Asset 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Asset Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry	Invalid Entry. The inquiry already exists in the

already exists. Select Update Query **or** Delete Query **.**	database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.
xxxx – Please add at least one more search criteria.	Missing Entry. The Field value is missing. Select an Item to proceed.

Related Topics

- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry
- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Accounting

- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

Search for an Asset Inquiry — Results

Overview

The Asset Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Asset Inquiry Search Results page

Page Fields

The following fields display on the **Asset Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Actbl UIC
Asset Id
Attachment
Authorization ID
Authorization Type
Custodian Nbr
Item Desc
Loc
Mfr Name
Mfr Part Nbr
Mfr Yr
Mfr Model Nbr
Platform
Qty
Serial Nbr
Site Id
Stock Nbr
Sub Custodian Nbr
Sub Loc
Total Cost
UI

UIC
Yr Svc Life

Actbl UIC
Asset Id
Asset Level Cd
Custodian Nbr
Expr Dt
Last Tran Dt
LOC
Non-Actbl
Lot Nbr
Rcpt Doc Nbr
Serial Nbr
Site Id
Stock Nbr
Sub Custodian Nbr
Sub Loc
Total Cost
UIC
UIC Name
User Id

Optional

ACC-SFIS
Acct Rpt Nbr
Accmd Deprn
Acq Dt
Acq Pgm Name
ACRN
Activation Dt
Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5
ARC
ASN

Asset Cd
Asset Level Cd
Asset Pliferable
Asset Sts Cd
Attribute(s)
Authn Prop Type Cd
Basic Symbol
Calibration Cd
Cause Lst Inv Dt Chg
Cause Lst Rcl Dt Chg
Cause of Suspt Loss
CIIC
CLIN
Cntr Nbr
Cntr/PO Nbr
Cond Cd
Cptl Cd
Current Mnth Deprn Amt
Custodian Name
Deprn AB Lst Rebsln
Deprn AB Rebsln
Deprn Cd
Deprn Cost Center
Deprn Cost Center Id
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Period
Deprn Period Days
Deprn Project Nbr
Deprn SL Lst Rebsln
Deprn SL Rebsln
Deprn Sts Cd
Deprn Task Cd
Deprn Task Id
Deprn Util Period
Deprn Util Qty
Deprn Util Svc Life
Dept Cd
Deprn Cost Center
Deprn Cost Center Id
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Period

Deprn Period Days
Deprn Project Nbr
Deprn SL Lst Rebsln
Deprn Sts Cd
Deprn Task Cd
Deprn Task Id
Deprn Util Svc Life
Dept Cd
Dmil Cd
Doc Nbr To
DoD Serial Nbr
Dollar Amt
ECC
Embedded Cost
Equivalence
Estbd By
Estbd Dt
Excess Action Cd
Excess Doc Nbr
Excess Dt
Excess Type Action Cd
Expr Dt
Facility Address
Facility City
Facility Country
Facility Name
Facility Site
Facility Zip/Postal Cd
Fdcry Deprn Mthd Cd
Fndng Cost Center
Fndng Cost Center Id
FSC
Fund Cd
FY Cost
HA Asst Id
Haz Mat Cd
Installation Name
Installation Nbr
Inv By Serial Nbr
Inv Custodian Nbr
Inv Input Type
Inv Loc
Inv Qty

Inv Sub Custodian Nbr
Inv Sub Loc
Inv UIC
Inv User Id
iRapt/WAWF Details
iRapt/WAWF Receipt
iRapt/WAWF Shipment Id
IT Device Cd
Job Order Nbr
Land Acquisition Tract Id
Last Inv Dt/Tm
Last Tran Dt
Last Updtd By
Lease Cd
LIN/TAMCN - Catalog
LIN/TAMCN Desc
LOA
Loan Cd
Loan Notify Cd
Loan Rcvd By
Loan Rcvd Dt
Loaning DoDAAC/CAGE Cd
Local Rcpt Dt
Lot Nbr
Maint Activity Name
Major Cmd Cd
Mat Doc Nbr
Mode of Shipment
Non-Actbl
Obj Class Cd
Obj Class Cd 2

Disposition Type Action Cd
Dmil Cd
DoD Serial Nbr
Dollar Amt
Embedded Cost

Excess Action Cd
Excess Dt
Cntr Nbr
Excess Type Action Cd
Fndng Cost Center
FSC
Haz Mat Cd
History Remarks
Inv User Id
Item Desc
Job Order Nbr
Last Updtd By
iRAPT/WAWF Details
iRAPT/WAWF Receipt
iRAPT/WAWF Shipment Id
Lease Code
Lease End Dt
Lease Start Dt
LIN/TAMCN - Authorization
LIN/TAMCN - Catalog
LOA
Loan Cd
Loaning DoDAAC/CAGE Cd
Loan End Dt
Loan Notfy Cd
Loan Rcvd By
Loan Start Dt
Local Rcpt Dt
Mfr Name
Mfr Part Nbr
Mfr Yr
Major Cmd Task Id
Mfr Model Nbr
Mode of Shipment
Obj Class Cd
Oblign Doc Nbr
Operating Unit
Owning Cost Center
Para Nbr
Para Desc
Pgm Id
Pgm Desc
Project Nbr

Program Yr
Program/Project
Prr Deprn AB Rebsln
Prr Deprn SL Rebsln
Qty
Rcpt Action Cd
Rcpt Action Type Cd
Rcvd By
Remarks
Report Acty Name
Reportable Cd
Retirement/Dspsl Dt
Shipment Dt
SLIN
SPIIN
Sply Cat Mat Cd
Sys Desc
Sys Id
Task Cd
Task Id
TCN
Total Avg Cost
Trading Partner Nbr
Tran Doc Nbr
Transfer Type Cd
Type Action
Type Asset Cd
UII

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

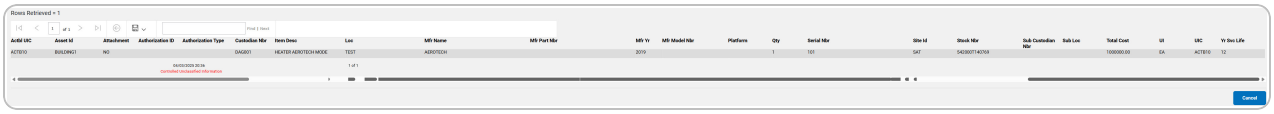
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset 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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Asset 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Asset Activity Inquiry Detail

Select the desired ACTBL UIC row. *The* ***Asset Activity Inquiry Detail — History*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inquiry — Criteria
- Select Fields for the Asset Inquiry
- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

Select Fields for the Asset Inquiry

Overview

The Asset Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Fields > Asset Inquiry Fields Selection page

Page Fields

The following fields display on the **Asset Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Actbl UIC
Asset Id
Asset Level Cd
Custodian Nbr
Expr Dt
Last Tran Dt
LOC
Non-Actbl
Lot Nbr
Rcpt Doc Nbr
Serial Nbr
Site Id

Stock Nbr
Sub Custodian Nbr
Sub Loc
Total Cost
UIC
UIC Name
User Id

Optional

ACC-SFIS
Acct Rpt Nbr
ACRN
Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5
ARC
Asset Cd
Asset Pliferable
Asset Sts Cd
CLIN
Cntr/PO Nbr
Cond Cd
Deprn AB Lst Rebsln
Deprn Cost Center
Deprn Cost Center Id
Deprn AB Rebsln
Deprn Cd
Deprn Job Order Nbr
Deprn Period Days
Deprn Project Nbr
Deprn SL Lst Rebsln
Deprn SL Rebsln
Deprn Task Cd
Deprn Task Id
Deprn Util Qty
Deprn Util Svc Life
Disposition Type Action Cd
Dmil Cd
DoD Serial Nbr
Dollar Amt
Embedded Cost

Excess Action Cd
Excess Dt
Cntr Nbr
Excess Type Action Cd
Fndng Cost Center
FSC
Haz Mat Cd
History Remarks
Inv User Id
Item Desc
Job Order Nbr
Last Updtd By
iRAPT/WAWF Details
iRAPT/WAWF Receipt
iRAPT/WAWF Shipment Id
Lease Code
Lease End Dt
Lease Start Dt
LIN/TAMCN - Authorization
LIN/TAMCN - Catalog
LOA
Loan Cd
Loaning DoDAAC/CAGE Cd
Loan End Dt
Loan Notfy Cd
Loan Rcvd By
Loan Start Dt
Local Rcpt Dt
Mfr Name
Mfr Part Nbr
Mfr Yr
Major Cmd Task Id
Mfr Model Nbr
Mode of Shipment
Obj Class Cd
Oblign Doc Nbr
Operating Unit
Owning Cost Center
Para Nbr
Para Desc
Pgm Id
Pgm Desc
Project Nbr

Program Yr
Program/Project
Prr Deprn AB Rebsln
Prr Deprn SL Rebsln
Qty
Rcpt Action Cd
Rcpt Action Type Cd
Rcvd By
Remarks
Report Acty Name
Reportable Cd
Retirement/Dspsl Dt
Shipment Dt
SLIN
SPIIN
Sply Cat Mat Cd
Sys Desc
Sys Id
Task Cd
Task Id
TCN
Total Avg Cost
Trading Partner Nbr
Tran Doc Nbr
Transfer Type Cd
Type Action
Type Asset Cd
UII

Procedures

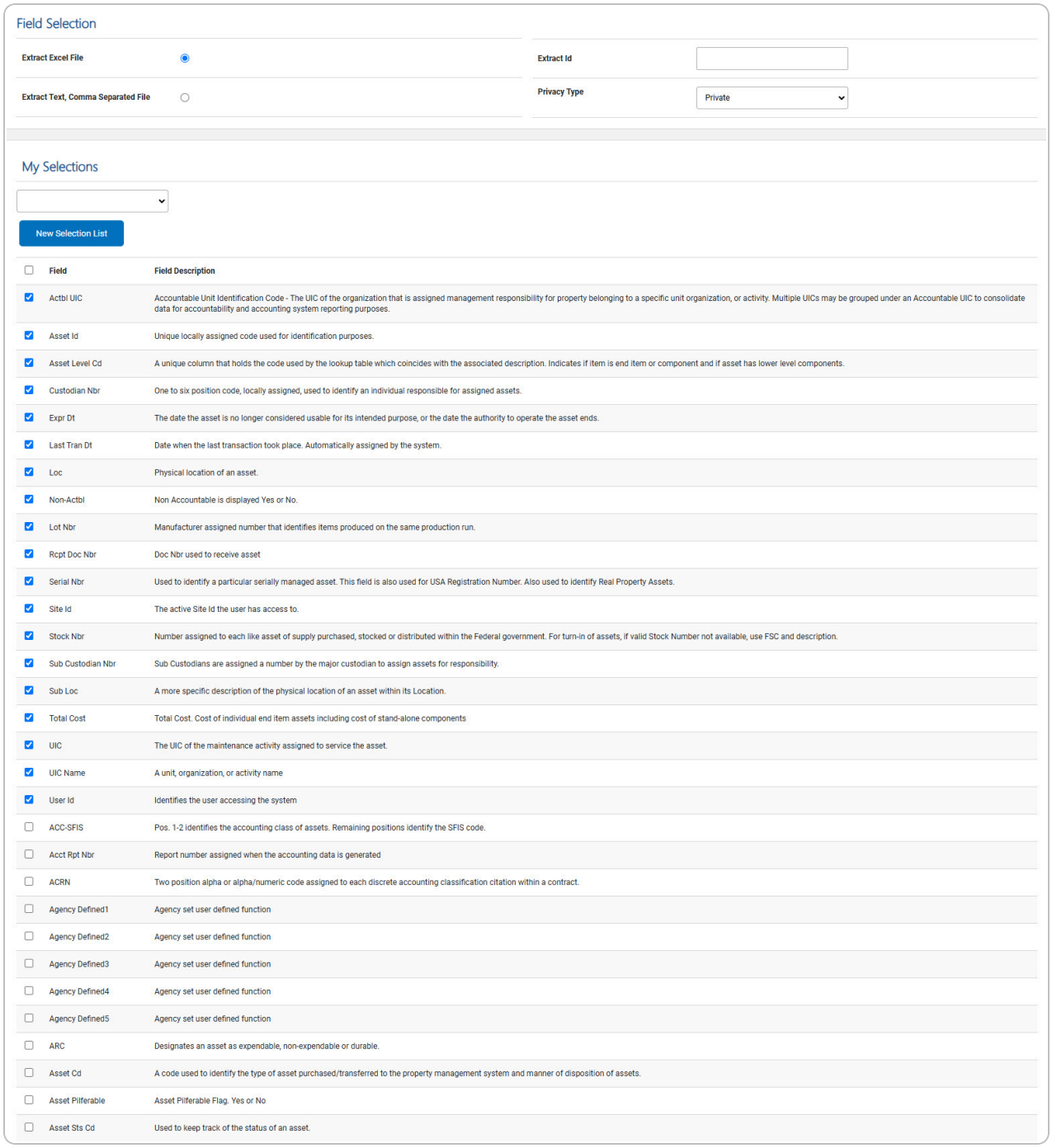
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **Asset Activity Inquiry** page appears.*



Field Selection

Extract Excel File ◉ | Extract Id

Extract Text, Comma Separated File ○ | Privacy Type: Private

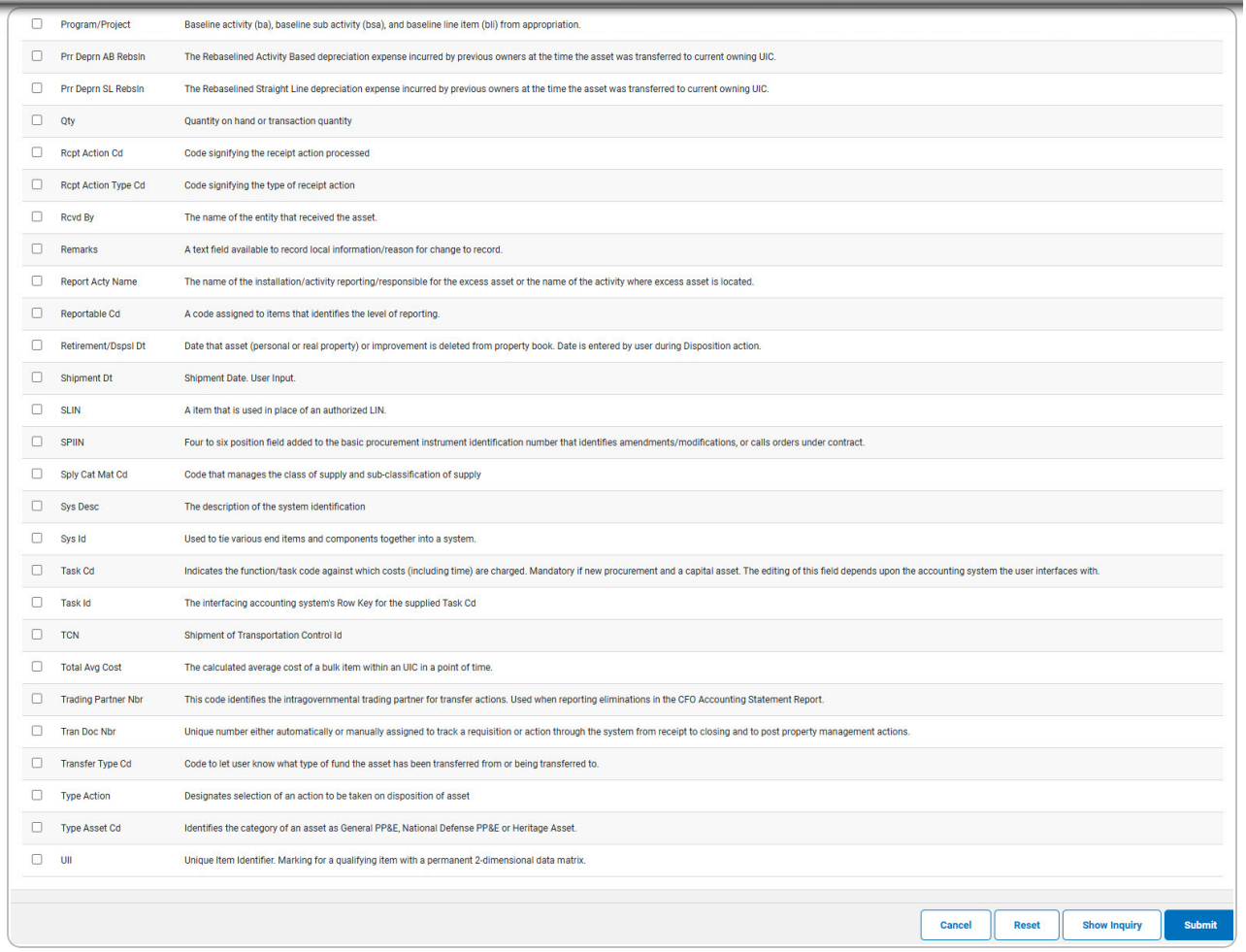
My Selections

New Selection List

	Field	Field Description
☑	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.
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
☑	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☑	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☑	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☑	Loc	Physical location of an asset.
☑	Non-Actbl	Non Accountable is displayed Yes or No.
☑	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
☑	Rcpt Doc Nbr	Doc Nbr used to receive asset
☑	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.
☑	Site Id	The active Site Id the user has access to.
☑	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.
☑	Sub Loc	A more specific description of the physical location of an asset within its Location.
☑	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.
☑	UIC Name	A unit, organization, or activity name
☑	User Id	Identifies the user accessing the system
☐	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
☐	ACRN	Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract.
☐	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
☐	ARC	Designates an asset as expendable, non-expendable or durable.
☐	Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
☐	Asset Pilferable	Asset Pilferable Flag. Yes or No
☐	Asset Sts Cd	Used to keep track of the status of an asset.

☐	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.
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Deprn AB Lst Rebsln	The activity based accumulated depreciation that has been incurred at the time the asset was last rebaselined.
☐	Deprn Cost Center	Cost Control Number/Office where the depreciation expense is charged.
☐	Deprn Cost Center Id	The date of this row's insertion into the database.
☐	Deprn AB Rebsln	The accumulated depreciation calculated using AB with rebaselining of the asset.
☐	Deprn 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.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn Period Days	The number of days the asset is scheduled to be depreciated.
☐	Deprn Project Nbr	A number that identifies the Depreciation Project.
☐	Deprn SL Lst Rebsln	The straight line accumulated depreciation that has been incurred at the time the asset was last rebaslined.
☐	Deprn SL Rebsln	The accumulated depreciation calculated using SL with rebaselining of the asset.
☐	Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
☐	Deprn Task Id	The interfacing accounting system's Row Key for the supplied Depreciation Task Cd
☐	Deprn Util Qty	The assets actual utilization when depreciation last ran.
☐	Deprn Util Svc Life	The assets planned utilization for depreciation purposes.
☐	Disposition Type Action Cd	Code signifying the type of disposition action
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☐	Embedded Cost	Identifies the unit cost of a component as embedded in the total cost of the end item. Bulk component is automatically embedded.
☐	Excess Action Cd	Code which indicates the action being taken for the excess asset. Codes (E, P and I) are system generated. For code (W) (Withdraw), there is a Check Box used to withdraw previously reported excess asset.
☐	Excess Dt	Date an asset is documented as excess.
☐	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
☐	Excess Type Action Cd	Excess Action type code which indicates the action being taken for the excess asset
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	History Remarks	A text field available to record local information/reason for change to record.
☐	Inv User Id	Identifies the user who last inventoried this asset.

☐	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.
☐	Job Order Nbr	Number used to track costs against an asset.
☐	Last Updtd By	Last updated by (user id)
☐	iRAPT/WAWF Details	Details of the iRAPT/WAWF Inbound processing, including: processing date; item unit price; contract identifier.
☐	iRAPT/WAWF Receipt	Identifies if asset originated as an iRAPT/WAWF transaction.
☐	iRAPT/WAWF Shipment Id	iRAPT/WAWF Inbound processing Shipment Identifier.
☐	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
☐	LIN/TAMCN - Authorization	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Nbrs.
☐	LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Loaning DODAAC/CAGE Cd	A code that identifies a Department of Defense Activity Address or a Commercial and Government Entity
☐	Loan End Dt	The date the assets warranty, service or loan contract expires
☐	Loan Notfy Cd	Identifies if loan is between a DPAS to DPAS Non-WAWF user, between a DPAS to Non-DPAS user or between a DPAS to DPAS WAWF user.
☐	Loan Rcvd By	The name of the entity that received the loan.
☐	Loan Rcvd Dt	The date the assets warranty, service, or loan has been received.
☐	Loan Start Dt	The date the assets warranty, service or loan contract starts
☐	Local Rcpt Dt	Date asset received
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Major Cmd Task Id	Task Id number that is associated with a project that is distinct within the enterprise. Used with the DAI interface.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Mode of Shipment	Identifies the method of shipment.
☐	Obj Class Cd	Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions.
☐	Obj Class Cd2	First two-positions identifies the Expense Code.
☐	Oblign Doc Nbr	Number used by accounting to track each obligation record.
☐	Operating Unit	The name of the operating Unit provided by the interfacing accounting system.
☐	Owng Cost Center	A code that identifies an organization
☐	Para Nbr	Identifies the specific section or department of an organization, required and authorized equipment/vehicles, etc.
☐	Para Desc	The description of a specific paragraph within a TDA.
☐	Pgm Id	Unique software identification.
☐	Pgm Desc	Program Long Name
☐	Project Nbr	The reference number assigned to the acquisition project the asset was acquired by.
☐	Program Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format (example: 20102011).



☐	Program/Project	Baseline activity (ba), baseline sub activity (bsa), and baseline line item (bli) from appropriation.
☐	Prr Deprn AB Rebsln	The Rebaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL Rebsln	The Rebaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	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
☐	Rcvd By	The name of the entity that received the asset.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Report Acty Name	The name of the installation/activity reporting/responsible for the excess asset or the name of the activity where excess asset is located.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	Retirement/Dspsl Dt	Date that asset (personal or real property) or improvement is deleted from property book. Date is entered by user during Disposition action.
☐	Shipment Dt	Shipment Date. User Input.
☐	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.
☐	Sply Cat Mat Cd	Code that manages the class of supply and sub-classification of supply
☐	Sys Desc	The description of the system identification
☐	Sys Id	Used to tie various end items and components together into a system.
☐	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.
☐	Task Id	The interfacing accounting system's Row Key for the supplied Task Cd
☐	TCN	Shipment of Transportation Control Id
☐	Total Avg Cost	The calculated average cost of a bulk item within an UIC in a point of time.
☐	Trading Partner Nbr	This code identifies the intragovernmental trading partner for transfer actions. Used when reporting eliminations in the CFO Accounting Statement Report.
☐	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 Action	Designates selection of an action to be taken on disposition of asset
☐	Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.

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

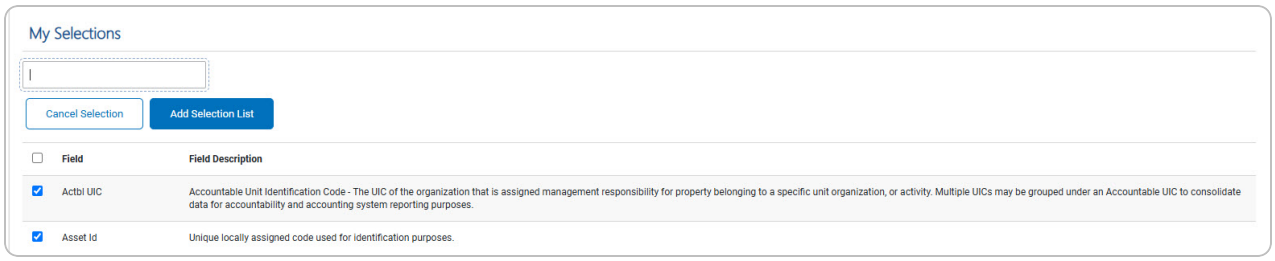
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

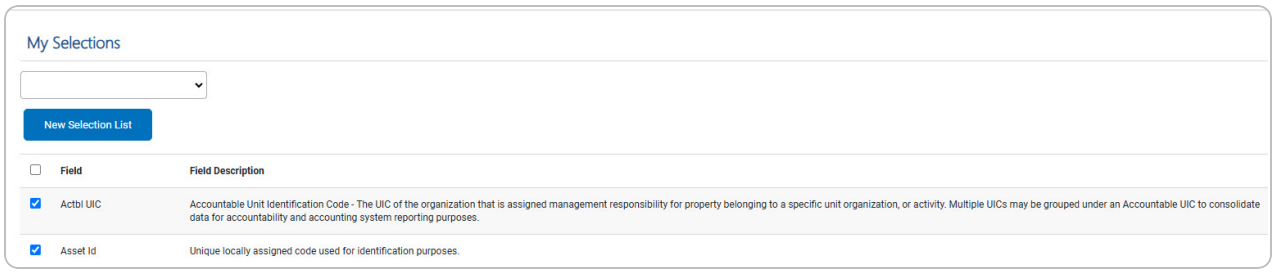
   Select Show Inquiry for small volumes of data. *The* ***Asset Activity Inquiry — Results*** *page appears.*

5. **OR**

   Select Submit for large volumes of data. *The* ***Asset Activity Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

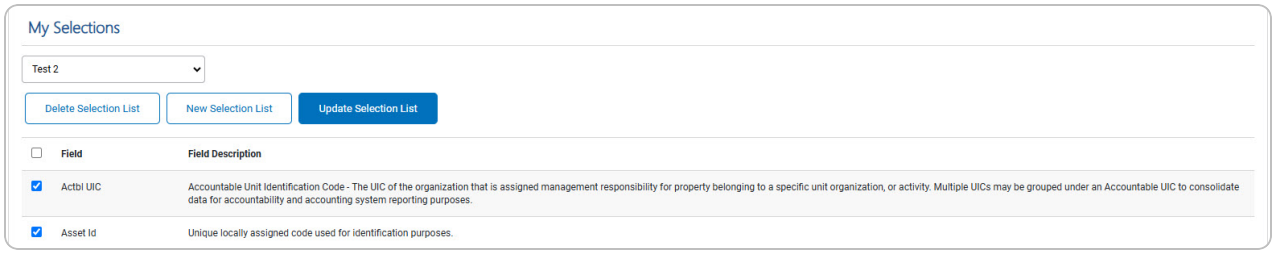
Select Show Inquiry for small volumes of data. *The **Asset Activity Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Asset 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

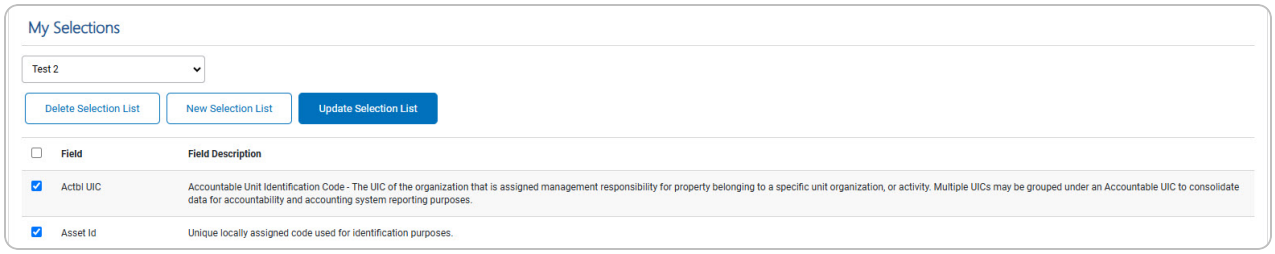
   Select Show Inquiry for small volumes of data. *The* ***Asset Activity Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Asset 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

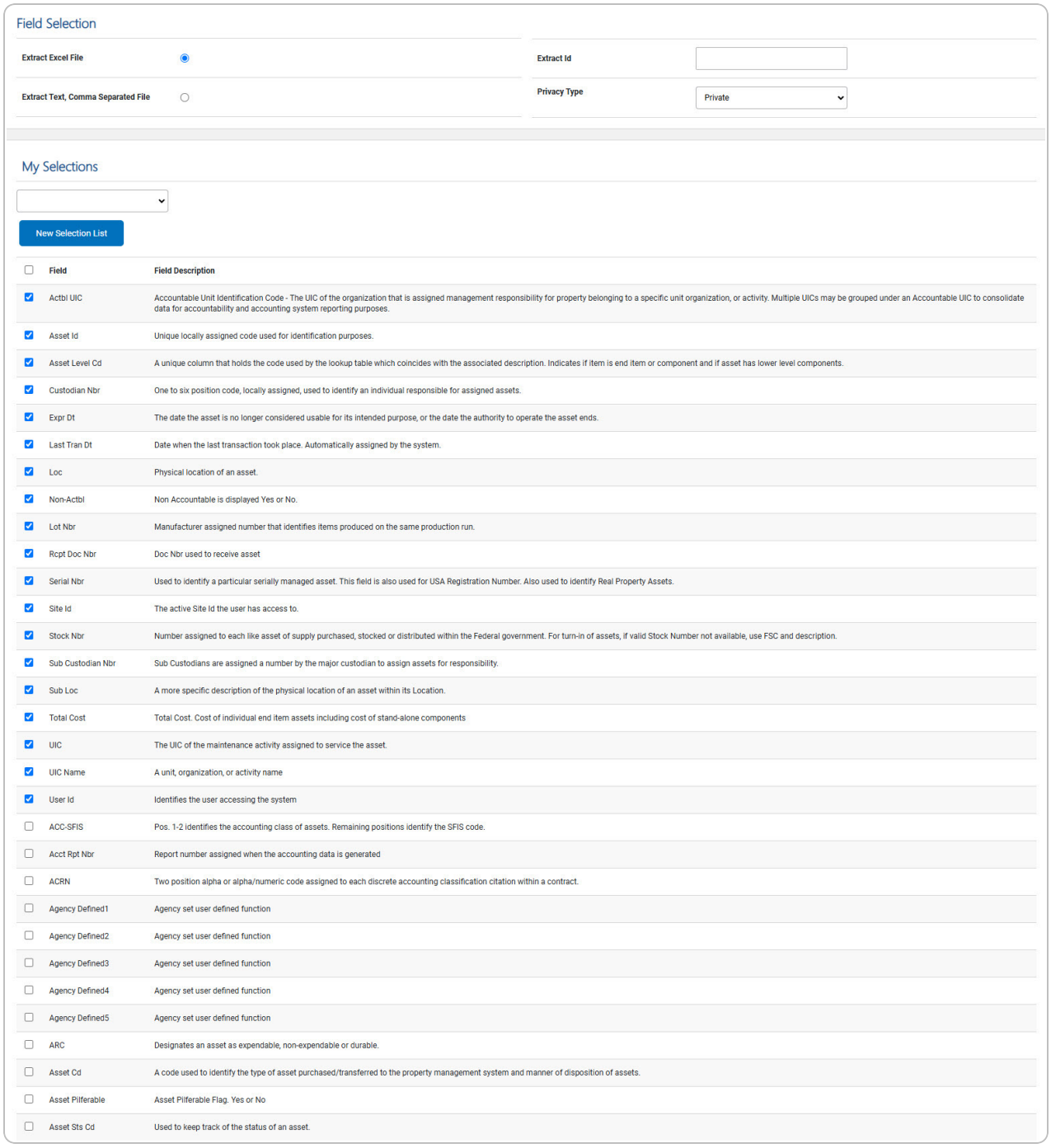


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Asset Activity Inquiry** page appears.*



Field Selection

Extract Excel File ◉ | Extract Id

Extract Text, Comma Separated File ○ | Privacy Type: Private

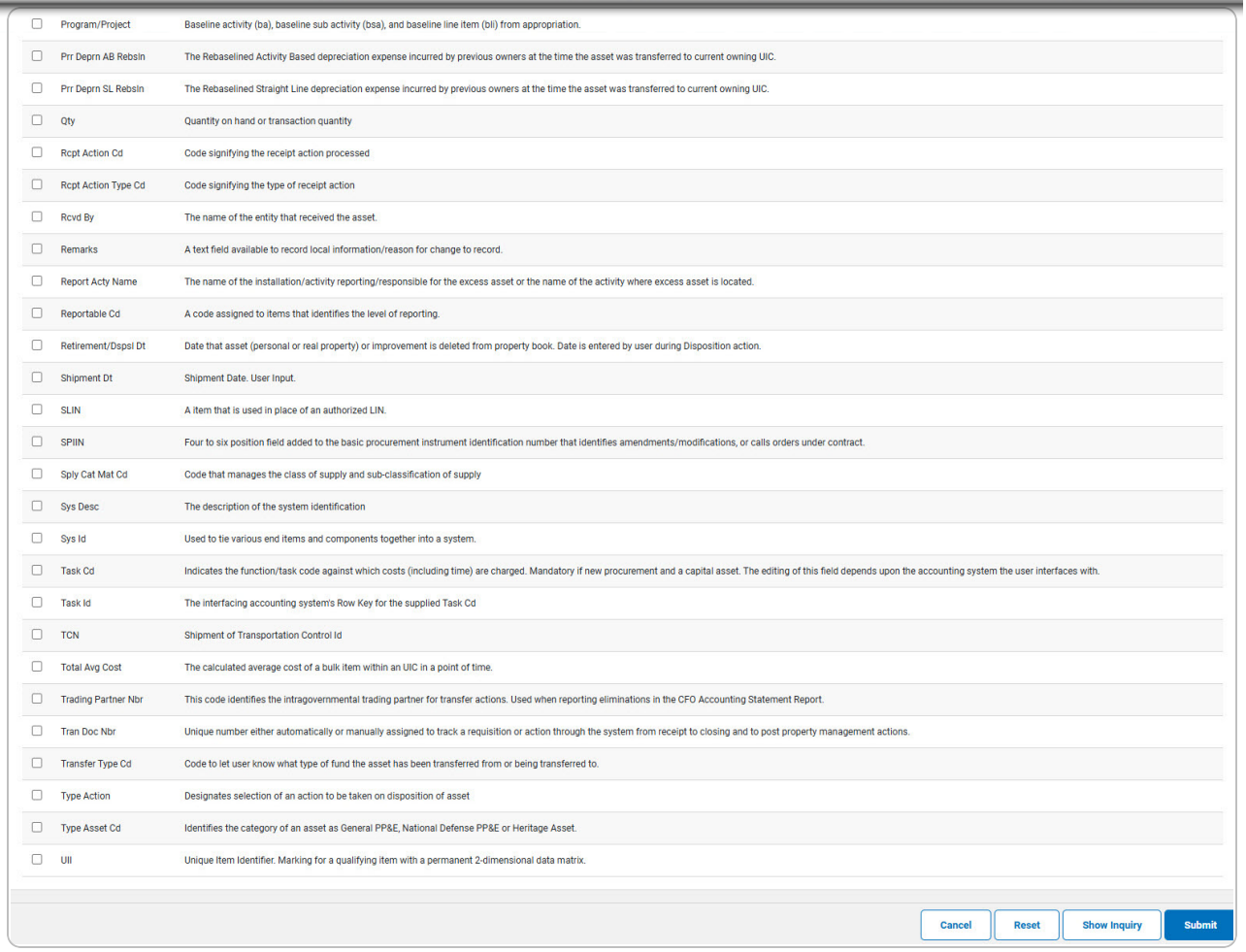
My Selections

New Selection List

	Field	Field Description
☑	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.
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
☑	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☑	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☑	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☑	Loc	Physical location of an asset.
☑	Non-Actbl	Non Accountable is displayed Yes or No.
☑	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
☑	Rcpt Doc Nbr	Doc Nbr used to receive asset
☑	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.
☑	Site Id	The active Site Id the user has access to.
☑	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.
☑	Sub Loc	A more specific description of the physical location of an asset within its Location.
☑	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.
☑	UIC Name	A unit, organization, or activity name
☑	User Id	Identifies the user accessing the system
☐	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
☐	ACRN	Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract.
☐	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
☐	ARC	Designates an asset as expendable, non-expendable or durable.
☐	Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
☐	Asset Pilferable	Asset Pilferable Flag. Yes or No
☐	Asset Sts Cd	Used to keep track of the status of an asset.

☐	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.
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Deprn AB Lst Rebsln	The activity based accumulated depreciation that has been incurred at the time the asset was last rebaselined.
☐	Deprn Cost Center	Cost Control Number/Office where the depreciation expense is charged.
☐	Deprn Cost Center Id	The date of this row's insertion into the database.
☐	Deprn AB Rebsln	The accumulated depreciation calculated using AB with rebaselining of the asset.
☐	Deprn 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.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn Period Days	The number of days the asset is scheduled to be depreciated.
☐	Deprn Project Nbr	A number that identifies the Depreciation Project.
☐	Deprn SL Lst Rebsln	The straight line accumulated depreciation that has been incurred at the time the asset was last rebaslined.
☐	Deprn SL Rebsln	The accumulated depreciation calculated using SL with rebaselining of the asset.
☐	Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
☐	Deprn Task Id	The interfacing accounting system's Row Key for the supplied Depreciation Task Cd
☐	Deprn Util Qty	The assets actual utilization when depreciation last ran.
☐	Deprn Util Svc Life	The assets planned utilization for depreciation purposes.
☐	Disposition Type Action Cd	Code signifying the type of disposition action
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☐	Embedded Cost	Identifies the unit cost of a component as embedded in the total cost of the end item. Bulk component is automatically embedded.
☐	Excess Action Cd	Code which indicates the action being taken for the excess asset. Codes (E, P and I) are system generated. For code (W) (Withdraw), there is a Check Box used to withdraw previously reported excess asset.
☐	Excess Dt	Date an asset is documented as excess.
☐	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
☐	Excess Type Action Cd	Excess Action type code which indicates the action being taken for the excess asset
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	History Remarks	A text field available to record local information/reason for change to record.
☐	Inv User Id	Identifies the user who last inventoried this asset.

☐	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.
☐	Job Order Nbr	Number used to track costs against an asset.
☐	Last Updtd By	Last updated by (user id)
☐	iRAPT/WAWF Details	Details of the iRAPT/WAWF Inbound processing, including: processing date; item unit price; contract identifier.
☐	iRAPT/WAWF Receipt	Identifies if asset originated as an iRAPT/WAWF transaction.
☐	iRAPT/WAWF Shipment Id	iRAPT/WAWF Inbound processing Shipment Identifier.
☐	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
☐	LIN/TAMCN - Authorization	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Nbrs.
☐	LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Loaning DODAAC/CAGE Cd	A code that identifies a Department of Defense Activity Address or a Commercial and Government Entity
☐	Loan End Dt	The date the assets warranty, service or loan contract expires
☐	Loan Notfy Cd	Identifies if loan is between a DPAS to DPAS Non-WAWF user, between a DPAS to Non-DPAS user or between a DPAS to DPAS WAWF user.
☐	Loan Rcvd By	The name of the entity that received the loan.
☐	Loan Rcvd Dt	The date the assets warranty, service, or loan has been received.
☐	Loan Start Dt	The date the assets warranty, service or loan contract starts
☐	Local Rcpt Dt	Date asset received
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Major Cmd Task Id	Task Id number that is associated with a project that is distinct within the enterprise. Used with the DAI interface.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Mode of Shipment	Identifies the method of shipment.
☐	Obj Class Cd	Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions.
☐	Obj Class Cd2	First two-positions identifies the Expense Code.
☐	Oblign Doc Nbr	Number used by accounting to track each obligation record.
☐	Operating Unit	The name of the operating Unit provided by the interfacing accounting system.
☐	Owng Cost Center	A code that identifies an organization
☐	Para Nbr	Identifies the specific section or department of an organization, required and authorized equipment/vehicles, etc.
☐	Para Desc	The description of a specific paragraph within a TDA.
☐	Pgm Id	Unique software identification.
☐	Pgm Desc	Program Long Name
☐	Project Nbr	The reference number assigned to the acquisition project the asset was acquired by.
☐	Program Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format (example: 20102011).



☐	Program/Project	Baseline activity (ba), baseline sub activity (bsa), and baseline line item (bli) from appropriation.
☐	Prr Deprn AB Rebsln	The Rebaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL Rebsln	The Rebaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	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
☐	Rcvd By	The name of the entity that received the asset.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Report Acty Name	The name of the installation/activity reporting/responsible for the excess asset or the name of the activity where excess asset is located.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	Retirement/Dspsl Dt	Date that asset (personal or real property) or improvement is deleted from property book. Date is entered by user during Disposition action.
☐	Shipment Dt	Shipment Date. User Input.
☐	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.
☐	Sply Cat Mat Cd	Code that manages the class of supply and sub-classification of supply
☐	Sys Desc	The description of the system identification
☐	Sys Id	Used to tie various end items and components together into a system.
☐	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.
☐	Task Id	The interfacing accounting system's Row Key for the supplied Task Cd
☐	TCN	Shipment of Transportation Control Id
☐	Total Avg Cost	The calculated average cost of a bulk item within an UIC in a point of time.
☐	Trading Partner Nbr	This code identifies the intragovernmental trading partner for transfer actions. Used when reporting eliminations in the CFO Accounting Statement Report.
☐	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 Action	Designates selection of an action to be taken on disposition of asset
☐	Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.

Cancel | Reset | Show Inquiry | Submit

2. Select the fields required for the inquiry. *The first 19 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.

- Verify the ACTBL UICcontains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTBL UIC.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET ID.*

- Verify the ASSET LVL CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an Asset Level Code.*
- Verify the CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry has a CUSTODIAN NBR.*
- Verify the EXPR DTcontains the appropriate ☑ or ☐. *Select if the inquiry contains remark an EXPR DT.*
- Verify the LAST TRAN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a LAST TRAN DT.*
- Verify the RCPT DOC NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a RCPT DOC NBR.*
- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SERIAL NBR.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the SUB CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUB CUSTODIAN NBR.*
- Verify the SUB LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUB LOC.*
- Verify the Total Cost contains the appropriate ☑ or ☐. *Select if the inquiry contains a Total Cost.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*

- Verify the UIC NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC NAME.*
- Verify the USER ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a USER ID.*
- Click ☐ to select the ACC—SFIS. *Select if the inquiry contains an ACC—SFIS CD.*
- Click ☐ to select the ACCT RPT NBR. *Select if the inquiry contains an ACCT RPT NBR.*
- Click ☐ to select the ACRN. *Select if the inquiry contains an ACRN.*
- Click ☐ to select the Agency Defined 1. *Select if the inquiry contains agency information.*
- Click ☐ to select the Agency Defined 2. *Select if the inquiry contains agency information.*
- Click ☐ to select the Agency Defined 3. *Select if the inquiry contains agency information.*
- Click ☐ to select the Agency Defined 4. *Select if the inquiry contains agency information.*
- Click ☐ to select the Agency Defined 5. *Select if the inquiry contains agency information.*
- Click ☐ to select the ARC. *Select if the inquiry contains an ARC.*
- Click ☐ to select the ASSET CD. *Select if the inquiry contains an ASSET CD.*
- Click ☐ to select the Asset Pilferable. *Select if the inquiry contains Asset Pilferable information.*

- Click ☐ to select the ASSET STS CD. *Select if the inquiry contains an ASSET STS CD.*
- Click ☐ to select the CLIN. *Select if the inquiry contains a CLIN.*
- Click ☐ to select the CNTR/PO NBR. *Select if the inquiry contains a CNTR/PO NBR.*
- Click ☐ to select the COND CD. *Select if the inquiry contains a COND CD.*
- Click ☐ to select the DEPRN AB LST REBSLN. *Select if the inquiry contains DEPRN AB LST REBSLN information.*
- Click ☐ to select the DEPRN COST CENTER. *Select if the inquiry contains a DEPRN COST CENTER.*
- Click ☐ to select the DEPRN COST CENTER ID. *Select if the inquiry contains a DEPRN COST CENTER ID.*
- Click ☐ to select the DEPRN AB REBSLN. *Select if the inquiry contains DEPRN AB REBSLN information.*
- Click ☐ to select the DEPRN CD. *Select if the inquiry contains a DEPRN CD.*
- Click ☐ to select the DEPRN JOB ORDER NBR. *Select if the inquiry contains a DEPRN JOB ORDER NBR.*
- Click ☐ to select the DEPRN PERIOD DAYS. *Select if the inquiry contains DEPRN PRD DAYS.*
- Click ☐ to select the DEPRN PRJ NBR. *Select if the inquiry contains a DEPRN PRJ NBR.*
- Click ☐ to select the DEPRN SL LST REBSLN. *Select if the inquiry contains DEPRN SL LST REBSLN information.*
- Click ☐ to select the DEPRN SL REBSLN. *Select if the inquiry contains DEPRN SL REBSLN information.*

- Click ☐ to select the DEPRN TASK CD. *Select if the inquiry contains a DEPRN TASK CD.*
- Click ☐ to select the DEPRN TASK ID. *Select if the inquiry contains a DEPRN TASK ID.*
- Click ☐ to select the DEPRN UTIL QTY. *Select if the inquiry contains a DEPRN UTIL QTY.*
- Click ☐ to select the DEPRN UTIL SVC LIFE. *Select if the inquiry contains a DEPRN UTIL SVC LIFE.*
- Click ☐ to select the Disposition Type Action CD. *Select if the inquiry contains a Disposition Type Action CD.*
- Click ☐ to select the DMIL CD. *Select if the inquiry contains a DMIL CD.*
- Click ☐ to select the DEPRN JOB ORDER NBR. *Select if the inquiry contains a DEPRN JOB ORDER NBR.*
- Click ☐ to select the DEPRN PERIOD DAYS. *Select if the inquiry contains DEPRN PRD DAYS.*
- Click ☐ to select the DEPRN SL LST REBSLN. *Select if the inquiry contains DEPRN SL LST REBSLN information.*
- Click ☐ to select the DEPRN SL REBSLN. *Select if the inquiry contains DEPRN SL REBSLN information.*
- Click ☐ to select the DEPRN TASK CD. *Select if the inquiry contains a DEPRN TASK CD.*
- Click ☐ to select the DEPRN TASK ID. *Select if the inquiry contains a DEPRN TASK ID.*
- Click ☐ to select the DEPRN UTIL QTY. *Select if the inquiry contains a DEPRN UTIL QTY.*

- Click to select the DEPRN UTIL SVC LIFE. *Select if the inquiry contains a DEPRN UTIL SVC LIFE.*
- Click to select the Disposition Type Action CD. *Select if the inquiry contains a Disposition Type Action CD.*
- Click to select the DMIL CD. *Select if the inquiry contains a DMIL CD.*
- Click to select the DoD SERIAL NBR. *Select if the inquiry contains a DoD SERIAL NBR.*
- Click to select the Dollar Amount. *Select if the inquiry contains a Dollar Amount.*
- Click to select the Embedded Cost. *Select if the inquiry contains an Embedded Cost.*
- Click to select the Excess Action CD. *Select if the inquiry contains an Excess Action Code.*
- Click to select the Excess DT. *Select if the inquiry contains an Excess Date.*
- Click to select the CNTR NBR. *Select if the inquiry contains a Contract Number.*
- Click to select the Excess Type Action CD. *Select if the inquiry contains an Excess Type Action Code.*
- Click to select the FNDNG COST CENTER. *Select if the inquiry contains a FNDNG COST CENTER.*
- Click to select the FSC. *Select if the inquiry contains a FSC.*
- Click to select the HAZ MAT CD. *Select if the inquiry a HAZ MAT CD.*
- Click to select the History Remarks. *Select if the inquiry contains History Remarks.*
- Click to select the INV USER ID. *Select if the inquiry contains an INV USER ID.*

- Click ☐ to select the ITEM DESC. *Select if the inquiry contains an ITEM DESC.*
- Click ☐ to select the JOB ORDER NBR. *Select if the inquiry contains a JOB ORDER NBR.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains LAST UPDTD BY information.*
- Click ☐ to select the IRAPT/WAWF Details. *Select if the inquiry contains IRAPT/WAWF Details.*
- Click ☐ to select the IRAPT/WAWF Receipt. *Select if the inquiry contains an IRAPT/WAWF Receipt.*
- Click ☐ to select the IRAPT/WAWF Shipment ID. *Select if the inquiry contains an IRAPT/WAWF Shipment ID.*
- Click ☐ to select the LEASE CD. *Select if the inquiry contains a LEASE CD.*
- Click ☐ to select the LEASE END DT. *Select if the inquiry contains a LEASE END DT.*
- Click ☐ to select the LEASE START DT. *Select if the inquiry contains a LEASE START DT.*
- Click ☐ to select the LIN/TAMCN Authorization. *Select if the inquiry contains an LIN/TAMCN Authorization.*
- Click ☐ to select the LIN/TAMCN - Catalog. *Select if the inquiry contains a LIN/TAMCN - Catalog.*
- Click ☐ to select the LOA. *Select if the inquiry contains a LOA.*
- Click ☐ to select the LOAN CD. *Select if the inquiry contains a LOAN CD.*
- Click ☐ to select the LOANING DODAAC/CAGE CD. *Select if the inquiry contains a LOANING DODAAC/CAGE CD.*

- Click to select the LOAN END DT. *Select if the inquiry contains a LOAN END DT.*
- Click to select the LOAN NOTIFY CD. *Select if the inquiry contains a LOAN NOTIFY CD.*
- Click to select the LOAN RCVD BY. *Select if the inquiry contains LOAN RCVD BY information.*
- Click to select the LOAN RCVD DT. *Select if the inquiry contains a LOAN RCVD DT.*
- Click to select the LOAN START DT. *Select if the inquiry contains a LOAN START DT.*
- Click to select the LOCAL RCPT DT. *Select if the inquiry contains a LOCAL RCPT DT.*
- Click to select the MFR NAME. *Select if the inquiry contains a MFR NAME.*
- Click to select the MFR PART NBR. *Select if the inquiry contains a MFR PART NBR.*
- Click to select the MFR YR. *Select if the inquiry contains a MFR YR.*
- Click to select the MAJOR CMD TASK ID. *Select if the inquiry contains a MAJOR CMD TASK ID.*
- Click to select the MFR MODEL NBR. *Select if the inquiry contains a MFR MODEL NBR.*
- Click to select the Mode of Shipment. *Select if the inquiry contains a Mode of Shipment.*
- Click to select the OBJ CLASS CD. *Select if the inquiry contains an OBJ CLASS CD.*

- Click ☐ to select the OBJ CLASS CD 2. *Select if the inquiry contains a second OBJ CLASS CD.*
- Click ☐ to select the OBLIGN DOC NBR. *Select if the inquiry contains an OBLIGN DOC NBR.*
- Click ☐ to select the Operating Unit. *Select if the inquiry contains an Operating Unit.*
- Click ☐ to select the OWNG COST CENTER. *Select if the inquiry contains an OWNG COST CENTER.*
- Click ☐ to select the PARA NBR. *Select if the inquiry contains a PARA NBR.*
- Click ☐ to select the PARA DESC. *Select if the inquiry contains a PARA DESC.*
- Click ☐ to select the PGM ID. *Select if the inquiry contains a PGM ID.*
- Click ☐ to select the PGM DESC. *Select if the inquiry contains a PGM DESC.*
- Click ☐ to select the PROJECT NBR. *Select if the inquiry contains a PROJECT NBR.*
- Click ☐ to select the PROGRAM YR. *Select if the inquiry contains a PGM YR.*
- Click ☐ to select the Program/Project. *Select if the inquiry contains Program or Project information.*
- Click ☐ to select the PRR DEPRN AB REBSLN. *Select if the inquiry contains a PRR DEPRN AB REBSLN expense.*
- Click ☐ to select the PRR DEPRN SL REBSLN. *Select if the inquiry contains a PRR DEPRN SL REBSLN expense.*
- Click ☐ to select the QTY. *Select if the inquiry contains a QTY.*
- Click ☐ to select the RCPT ACTION CD. *Select if the inquiry contains a RCPT ACTION CD.*

- Click ☐ to select the RCPT ACTION TYPE CD. *Select if the inquiry contains a RCPT ACTION TYPE CD.*
- Click ☐ to select the RCVD BY. *Select if the inquiry contains RCVD BY information.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks information.*
- Click ☐ to select the REPORT ACTY NAME. *Select if the inquiry contains a REPORT ACTY NAME.*
- Click ☐ to select the REPORTABLE CD. *Select if the inquiry contains a REPORTABLE CD.*
- Click ☐ to select the Retirement/DSPSL DT. *Select if the inquiry contains a Retirement/DSPSL DT.*
- Click ☐ to select the SHIPMENT DT. *Select if the inquiry contains a SHIPMENT DT.*
- Click ☐ to select the SLIN. *Select if the inquiry contains a SLIN.*
- Click ☐ to select the SPIIN. *Select if the inquiry contains a SPIIN.*
- Click ☐ to select the SPLY CAT MAT CD. *Select if the inquiry contains a SPLY CAT MAT CD.*
- Click ☐ to select the SYS DESC. *Select if the inquiry contains a SYS DESC.*
- Click ☐ to select the SYS ID. *Select if the inquiry contains a SYS ID.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains a TASK CD.*
- Click ☐ to select the TASK ID. *Select if the inquiry contains a TASK ID.*
- Click ☐ to select the TCN. *Select if the inquiry contains a TCN.*

- Click ☐ to select the TOTAL AVG COST. *Select if the inquiry contains a TOTAL AVG COST.*
- Click ☐ to select the TRADING PARTNER NBR. *Select if the inquiry contains a TRADING PARTNER NBR.*
- Click ☐ to select the TRAN DOC NBR. *Select if the inquiry contains a TRAN DOC NBR.*
- Click ☐ to select the TRANSFER TYPE CD. *Select if the inquiry contains a TRANSFER TYPE CD.*
- Click ☐ to select the Type Action. *Select if the inquiry contains Type Action information.*
- Click ☐ to select the TYPE ASSET CD. *Select if the inquiry contains a TYPE ASSET CD.*
- Click ☐ to select the UII. *Select if the inquiry contains a UII.*

3. Select Show Inquiry for small volumes of data. *The **Asset Activity Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Asset Activity Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for an Asset Activity Inquiry — Criteria
- Search for an Asset Activity Inquiry — Results
- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Activity Inquiry Transaction Status
- Export the Asset Activity Inquiry Transaction Status

View the Asset Inquiry Detail — Basic

Overview

The Asset Inquiry Detail - Basic process displays the basic record of the selected Asset.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Detail — Basic page

Page Fields

The following fields display on the **Asset Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry Detail Grid

Site Id
UIC
Maj Cmd Cd
Operating Unit Name
Stock Nbr
Item Desc
Asset Id
Custodian Nbr
Lot Nbr
Qty
Loc
Acq Cost
Acq Dt
Origl In Svc Dt

Cond Cd
Auth Prop Type Cd
Asset Cd
Embedded Cost
Sys Id
Catalog Pilferable
Non-Actbl
Rcpt Doc Nbr
Estbd Dt
Last Activity Dt
Cause of Suspt Loss
UII
iRAPT/WAWF Shipment Id
Remarks
Actbl UIC
Process Action
Serial Nbr
Asset Status
Owng Cost Center
LIN/TAMCN Authn
Expr Dt
Total Cost
Sub Loc
Avg Unit Cost
Rcpt Dt
Retirement/Dspsl Dt
Asset Level Cd
Asset Sts Cd
HA Asset Id
Action Cd
Asset Pilferable
RPUID
Rcvd By
Estbd By
Last Updtd By
Suspt Loss Sts Cd
iRAPT/WAWF Receipt
iRAPT/WAWF Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

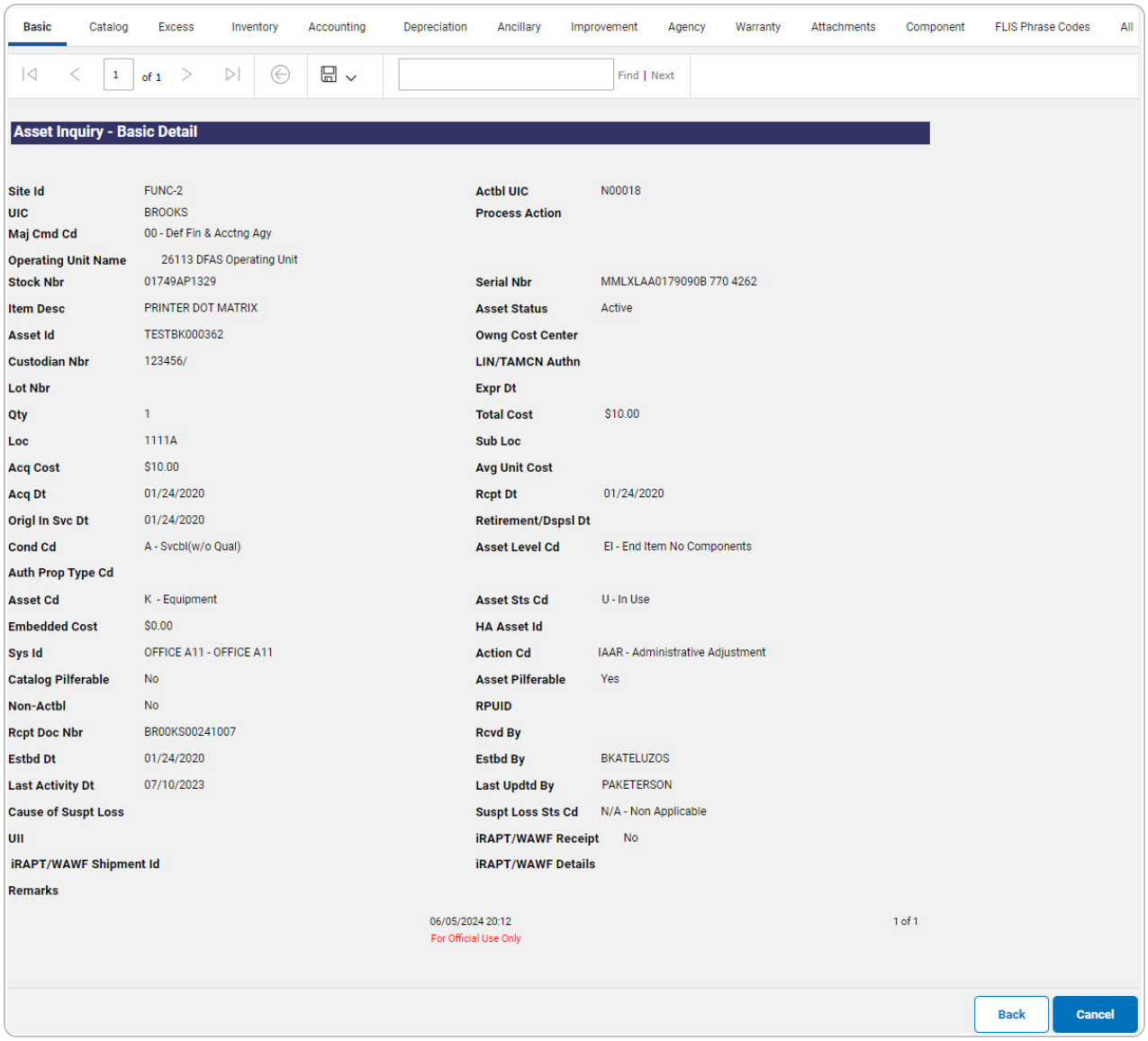
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Detail — Basic

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

1. *Verify the Basic tab.*



A. *Verify the SITE ID.*

B. *Verify the UIC.*

C. *Verify the MAJOR CMD CD.*

D. *Verify the Operating Unit Name.*

E. *Verify the STOCK NBR.*

F. *Verify the ITEM DESC.*

G. *Verify the ASSET ID.*

H. *Verify the CUSTODIAN NBR.*
I. *Verify the LOT NBR.*
J. *Verify the QTY.*
K. *Verify the LOC.*
L. *Verify the ACQ COST.*
M. *Verify the ACQ DT.*
N. *Verify the ORIGL IN SVC DT.*
O. *Verify the COND CD.*
P. *Verify the AUTHN PROP TYPE CD.*
Q. *Verify the ASSET CD.*
R. *Verify the Embedded Cost.*
S. *Verify the SYS ID.*
T. *Verify the Catalog Pilferable.*
U. *Verify the NON—ACTBL.*
V. *Verify the RCPT DOC NBR.*
W. *Verify the ESTBD DT.*
X. *Verify the Last Activity DT.*
Y. *Verify the Cause of SUSPT Loss.*
Z. *Verify the UII.*
AA. *Verify the IRAPT/WAWF SHIPMENT ID.*
AB. *Verify the Remarks.*
AC. *Verify the ACTBL UIC.*
AD. *Verify the Process Action.*
AE. *Verify the SERIAL NBR.*
AF. *Verify the Asset Status.*
AG. *Verify the OWNG COST CENTER.*
AH. *Verify the LIN/TAMCN AUTHN.*
AI. *Verify the EXPR DT.*
AJ. *Verify the Total Cost.*
AK. *Verify the SUB LOC.*
AL. Verify the AVG UNIT COST.

AM. *Verify the RCPT DT.*

AN. *Verify the Retirement/DSPSL DT.*

AO. *Verify the ASSET LEVEL CD.*

AP. *Verify the ASSET STS CD.*

AQ. *Verify the HA ASSET ID.*

AR. *Verify the ACTION CD.*

AS. *Verify the Asset Pilferable.*

AT. *Verify the RPUID.*

AU. *Verify the RCVD BY.*

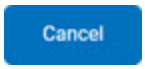
AV. *Verify the ESTBD BY.*

AW. *Verify the LAST UPDTD BY.*

AX. *Verify the SUSPT LOSS STS CD.*

AY. *Verify the IRAPT/WAWF Receipt.*

AZ. *Verify the IRAPT/WAWF Details.*

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 **Asset Inquiry — Criteria** page appears*.

   OR

   Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

   OR

   Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

   OR

   Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

   OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry

- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — Attributes
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

View the Asset Inquiry Detail — Catalog

Overview

The Asset Inquiry Detail - Catalog process displays the Catalog record of the selected Asset.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Catalog Tab > Asset Inquiry — Catalog Detail

Page Fields

The following fields display on the **Asset Inquiry Detail — Catalog** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Catalog Detail Grid

Asset Id
Stock Nbr
Item Desc
Serial Nbr

Catalog Grid

FSC
Type Asset Cd
ACC
Dmil Cd
Calibration Cd
Acq Program
Type Dsg Cd

Fdcry Deprn Mthd Cd
Reportable Cd
IT Device Cd
ARC
CIIC
Sply Cat Mat Cd
LIN/TAMCN
Util Measure Cd
Util Svc Life

MFR Grid

Mfr Name
Mfr Part Nbr
Non-Actbl
DoD Serial Nbr
Mfr Model Nbr
CAGE Cd
Mfr Yr
Equivalence

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

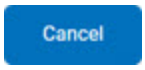
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

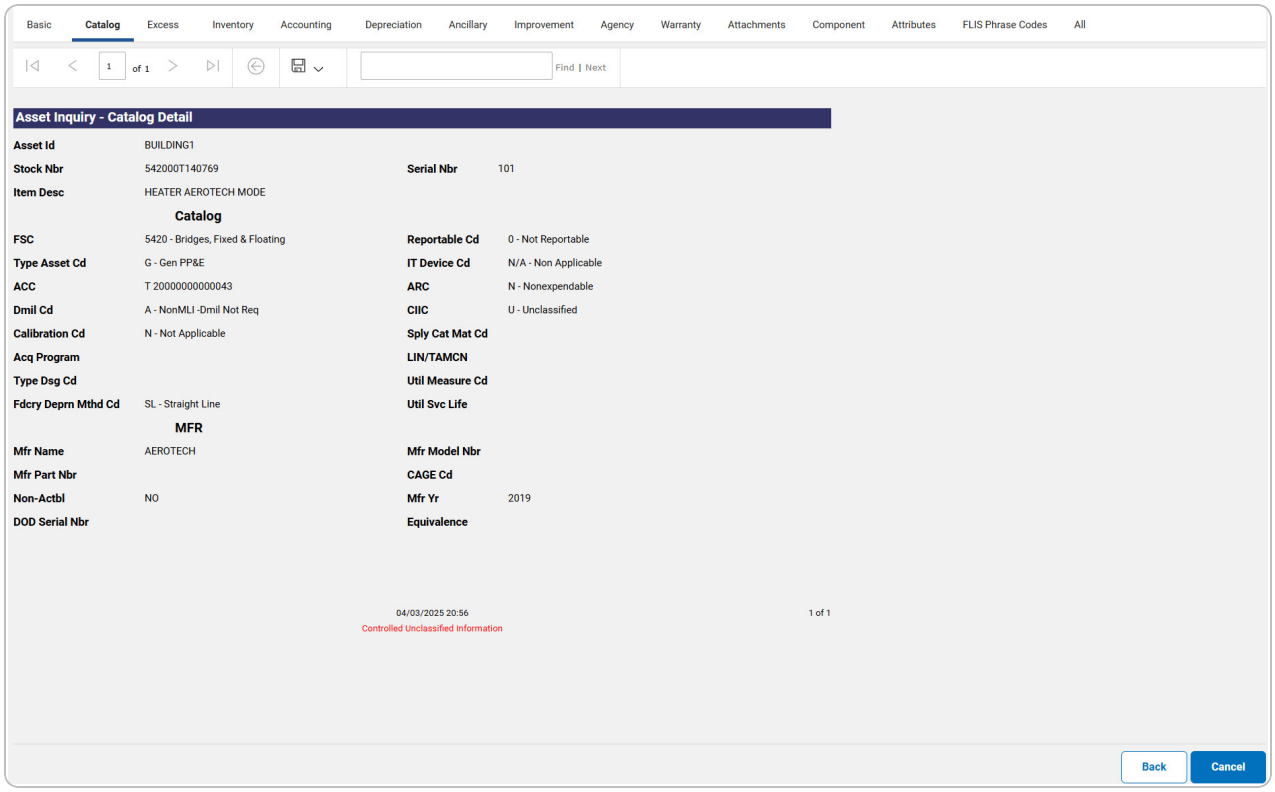
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Detail — Catalog

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

1. Select the Catalog tab. *The **Asset Inquiry - Catalog Detail** page appears.*



A. *Verify the ASSET ID.*

B. *Verify the STOCK NBR.*

C. *Verify the ITEM DESC.*

D. *Verify the SERIAL NBR.*

E. *Verify the Catalog section.*

   a. *Verify the FSC.*

   b. *Verify the TYPE ASSET CD.*

   c. *Verify the ACC.*

   d. *Verify the DMIL CD.*

   e. *Verify the CALIBRATION CD.*

   f. *Verify the ACQ PROGRAM.*

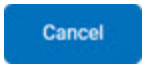
   g. *Verify the TYPE DSG CD.*

   h. *Verify the REPORTABLE CD.*

   i. *Verify the IT DEVICE CD.*

j. *Verify the ARC.*
k. *Verify the CIIC.*
l. *Verify the SPLY CAT MAT CD.*
m. *Verify the LIN/TAMCN.*
n. *Verify the UTIL MEASURE CD.*
o. *Verify the UTIL SVC LIFE.*

F. *Verify the MFR section.*
a. *Verify the MFR NAME.*
b. *Verify the MFR PART NBR.*
c. *Verify the NON—ACTBL.*
d. *Verify the DOD SERIAL NBR.*
e. *Verify the MFR MODEL NBR.*
f. *Verify the CAGE CD.*
g. *Verify the MFR YR.*
h. *Verify the Equivalence.*

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 **Asset Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry

- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — Attributes
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

View the Asset Inquiry Detail — Excess

Overview

The Asset Inquiry Detail - Excess process displays the Excess record of the selected Asset.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Excess Tab > Asset Inquiry — Excess Detail

Page Fields

The following fields display on the **Asset Inquiry Detail — Excess** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Excess Detail Grid

Asset Id
Stock Nbr
Item Desc
Excess Action Cd
Excess Dt
Mat Doc Id
Serial Nbr
Excess Remv Dt
Dspsl Doc Nbr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

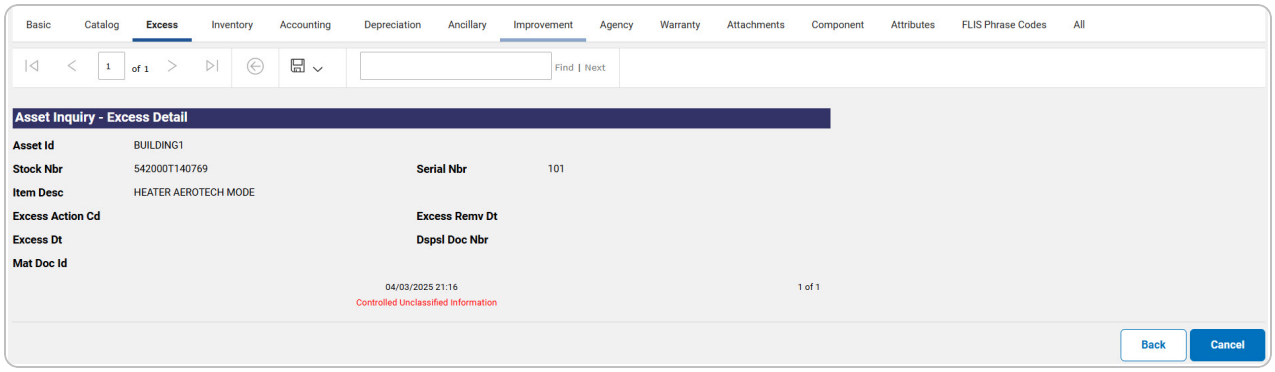
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Detail — Excess

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

1. Select the Excess tab. *The* ***Asset Inquiry - Excess Detail*** *page appears.*



   A. *Verify the ASSET ID.*
   B. *Verify the STOCK NBR.*
   C. *Verify the ITEM DESC.*
   D. *Verify the EXCESS ACTION CD.*
   E. *Verify the EXCESS DT.*
   F. *Verify the MAT DOC ID.*
   G. *Verify the SERIAL NBR.*
   H. *Verify the EXCESS REMV DT.*
   I. *Verify the DSPSL DOC NBR.*

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 **Asset Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry
- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — Attributes
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

View the Asset Inquiry Detail — Inventory

Overview

The Asset Inquiry Detail - Inventory process displays the Inventory record of the selected Asset.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Inventory Tab > Asset Inquiry — Inventory Detail

Page Fields

The following fields display on the **Asset Inquiry Detail — Inventory** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Inventory Detail Grid

Asset Id
Serial Nbr
UIC
Maj Custodian Nbr
Sub Custodian Nbr
Item Desc
Qty
Loc
Sub Loc
RFID Tag
RFID Location Name
Inv User Id

Inv Input Type
Rcl Last Inv Dt/Tm
Rcl Qty
Rcl Loc
Suspt Loss Sts Cd
Suspt Loss Dt
Suspt Loss Chg Dt
Stock Nbr
Inv By Serial Nbr
Inv UIC
Inv Maj Custodian Nbr
Inv Sub Custodian Nbr
Inv Qty
Inv Loc
Inv Sub Loc
Last Inv Dt/Tm
Cause Lst Inv Dt Chg
Rcl Inv User Id
Rcl Inv Input Type
Cause Lst Rcl Dt Chg
Rcl Sub Loc
Cause of Suspt Loss

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

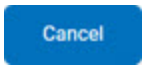
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

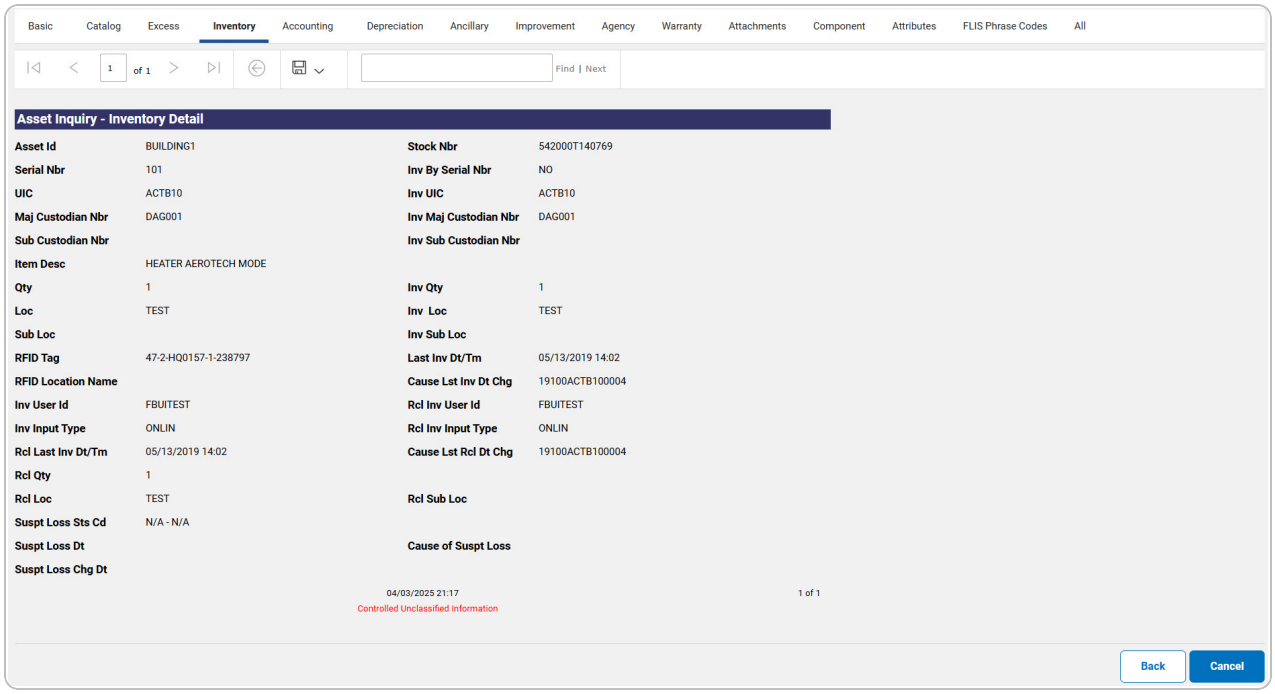
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Detail — Inventory

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

1. Select the Inventory tab. *The **Asset Inquiry - Inventory Detail** page appears.*



A. *Verify the ASSET ID.*

B. *Verify the SERIAL NBR.*

C. *Verify the UIC.*

D. *Verify the MAJ CUSTODIAN NBR.*

E. *Verify the SUB CUSTODIAN NBR.*

F. *Verify the ITEM DESC.*

G. *Verify the QTY.*

H. *Verify the LOC.*

I. *Verify the SUB LOC.*

J. *Verify the RFID Tag.*

K. *Verify the RFID Location Name.*

L. *Verify the INV USER ID.*

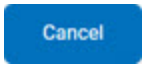
M. *Verify the INV INPUT TYPE.*

N. *Verify the RCL LAST INV DT/TM.*

O. *Verify the RCL QTY.*

P. *Verify the RCL LOC.*

Q. *Verify the SUSPT LOSS STS CD.*
R. *Verify the SUSPT LOSS DT.*
S. *Verify the SUSPT LOSS CHG DT.*
T. *Verify the STOCK NBR.*
U. *Verify the INV BY SERIAL NBR.*
V. *Verify the INV UIC.*
W. *Verify the INV MAJ CUSTODIAN NBR.*
X. *Verify the INV SUB CUSTODIAN NBR.*
Y. *Verify the INV QTY.*
Z. *Verify the INV LOC.*
AA. *Verify theINV SUB LOC.*
AB. *Verify the LAST INV DT/TM.*
AC. *Verify the CAUSE LST INV DT CHG.*
AD. *Verify the RCL INV USER ID.*
AE. *Verify the RCL INV INPUT TYPE.*
AF. *Verify the CAUSE LST RCL DT CHG.*
AG. *Verify the RCL SUB LOC.*
AH. *Verify the CAUSE OF SUSPT LOSS.*

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 **Asset Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry
- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — Attributes
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

View the Asset Inquiry Detail — Accounting

Overview

The Asset Inquiry Detail - Accounting process displays the Accounting record of the selected Asset.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Accounting Tab > Asset Inquiry — Accounting Detail page

Page Fields

The following fields display on the **Asset Inquiry Detail — Accounting** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Accounting Detail Grid

Accounting Grid

Asset Id
Stock Nbr
Item Desc
Acq Cost
Asset Cd
Acct Rpt Nbr
Fndng Cost Center
Task Cd
Job Order Nbr

Fund Cd/ASN
Dept Cd
Basic Symbol
Obj Class Cd
Program/Project
Serial Nbr
Acq Dt
Deprn Cd
Cptl Cd
Deprn Exp Cd
Transfer Type Cd
Trading Partner Nbr
Type Fund Id
Program Yr
Subhead
LOA

Loan Grid

Loan Cd
Loaning DoDAAC/CAGE Cd
Activity
Acty Address 1
Acty Address 2
City
ZIP Cd
Loan Start Dt
Mode of Shipment
TCN
Loan Rcvd By
Loan Notify Cd
Contract Nbr
State
Country Cd
Loan End Dt
Shipment Dt
Loan Rcvd Dt

Lease Grid

Lease Cd
Activity
Acty Address 1
Acty Address 2
City

ZIP Cd
Lease Start Dt
State
Country Cd
Lease End Dt

Contract Grid

Oblign Doc Nbr
SPIIN
SLIN
Cntr/PO Nbr
CLIN
ACRN

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

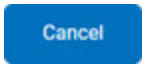
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

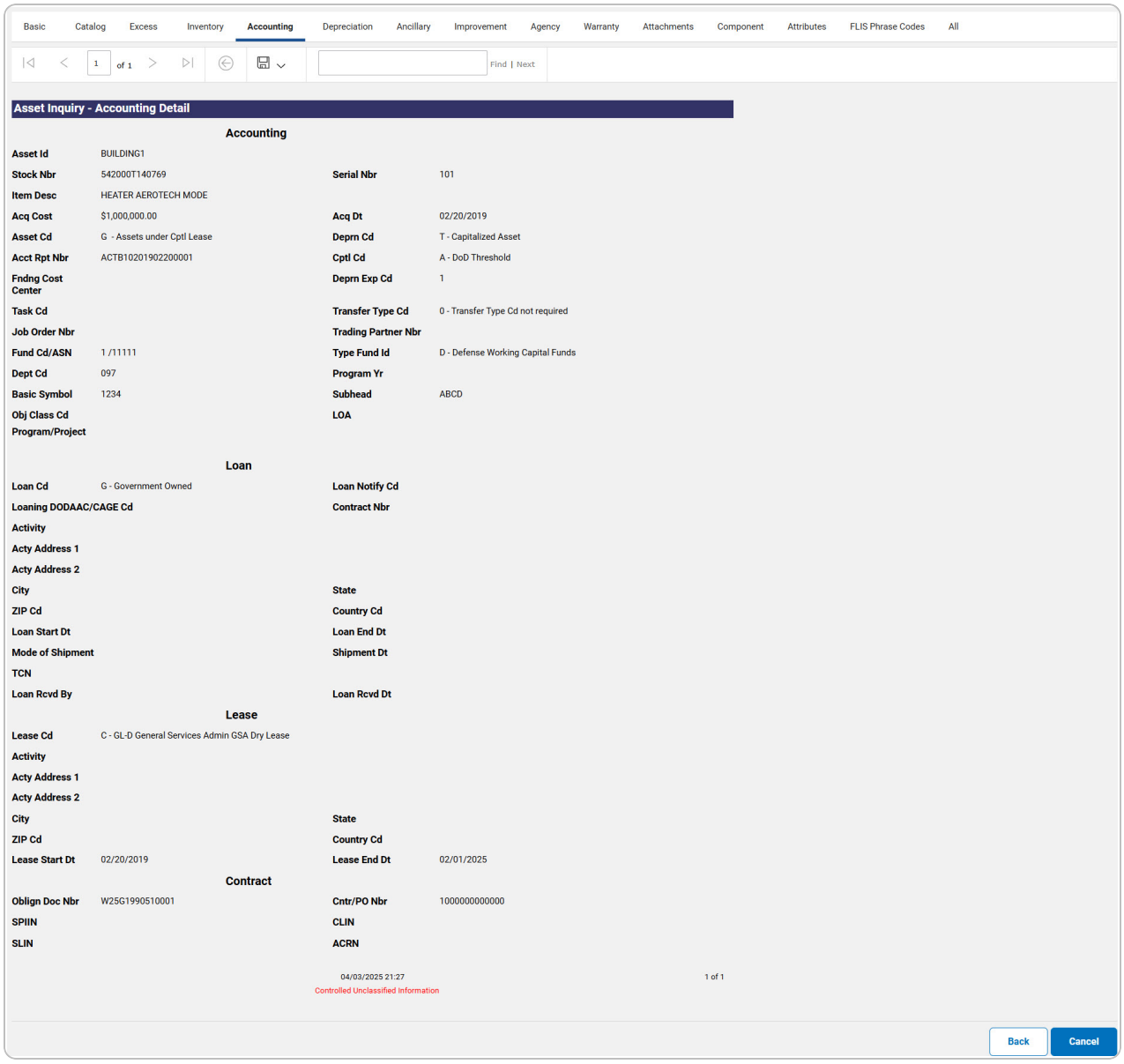
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Detail — Accounting

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

1. Select the Accounting tab. *The **Asset Inquiry - Accounting Detail** page appears.*



A. *Verify the Accounting section.*

   a. *Verify the ASSET ID.*

   b. *Verify the STOCK NBR.*

   c. *Verify the ITEM DESC.*

   d. *Verify the ACQ COST.*

   e. *Verify the ASSET CD.*

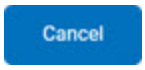
f. *Verify the ACCT RPT NBR.*
g. *Verify the FNDNG COST CENTER.*
h. *Verify the TASK CD.*
i. *Verify the JOB ORDER NBR.*
j. *Verify the FUND CD/ASN.*
k. *Verify the DEPT CD.*
l. *Verify the Basic Symbol.*
m. *Verify the OBJ CLASS CD.*
n. *Verify the Program/Project.*
o. *Verify the SERIAL NBR.*
p. *Verify the ACQ DT.*
q. *Verify the DEPRN CD.*
r. *Verify the CPTL CD.*
s. *Verify the DEPRN EXP CD.*
t. *Verify the TRANSFER TYPE CD.*
u. *Verify the TRADING PARTNER NBR.*
v. *Verify the TYPE FUND ID.*
w. *Verify the Program YR.*
x. *Verify the SUBHEAD.*
y. *Verify the LOA.*

B. *Verify the Loan section*
a. *Verify the LOAN CD.*
b. *Verify the LOANING DODAAC/CAGE CD.*
c. *Verify the Activity.*
d. *Verify the ACTY Address 1.*
e. *Verify the ACTY Address 2.*
f. *Verify the City.*
g. *Verify the ZIP CD.*
h. *Verify the LOAN START DT.*
i. *Verify the Mode of Shipment.*
j. *Verify the TCN.*

k. *Verify the LOAN RCVD BY.*
l. *Verify theLOAN NOTIFY CD.*
m. *Verify the CONTRACT NBR.*
n. *Verify the State.*
o. *Verify the COUNTRY CD.*
p. *Verify the LOAN END DT.*
q. *Verify the SHIPMENT DT.*
r. *Verify the LOAN RCVD DT.*

C. *Verify the Lease section.*
a. *Verify the Lease Code.*
b. *Verify the Activity.*
c. *Verify the ACTY Address 1.*
d. *Verify the ACTY Address 2.*
e. *Verify the City.*
f. *Verify the ZIP CD.*
g. *Verify the LEASE START DT.*
h. *Verify the State.*
i. *Verify the COUNTRY CD.*
j. *Verify the LEASE END DT.*

D. *Verify the Contract section.*
a. *Verify the OBLIGN DOC NBR.*
b. *Verify the SPIIN.*
c. *Verify the SLIN.*
d. *Verify the CNTR/PO NBR.*
e. *Verify the CLIN.*
f. *Verify the ACRN.*

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 **Asset Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The**Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry
- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — Attributes
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

View the Asset Inquiry Detail — Depreciation

Overview

The Asset Inquiry Detail - Depreciation process displays the Depreciation record of the selected Asset.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Depreciation Tab > Asset Inquiry — Depreciation Detail

Page Fields

The following fields display on the **Asset Inquiry Detail — Depreciation** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Depreciation Detail Grid

Asset Id
Stock Nbr
Item Desc
Deprn Sts Cd
Activation Dt
Deprn Period
Deprn Period Days
Deprn Util Period
Deprn SL Rebsln
Deprn SL Lst Rebsln
Prr Deprn SL Rebsln

Total Cost
Accumd Deprn
Current Mth Deprn
Slvg Value
Deprn Cost Center
Deprn Job Order Nbr
Serial Nbr
Deprn Exp Cd
Fdcry Deprn Mthd Cd
Deprn Util Svc Life
Deprn Util Qty
Prr Deprn Util Qty
Deprn AB Rebsln
Deprn AB Lst Rebsln
Prr Deprn AB Rebsln
Net Book Value
Prior Deprn
FY Cost
Write Down Amt
Deprn Task Cd
Util Measr Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

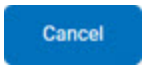
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

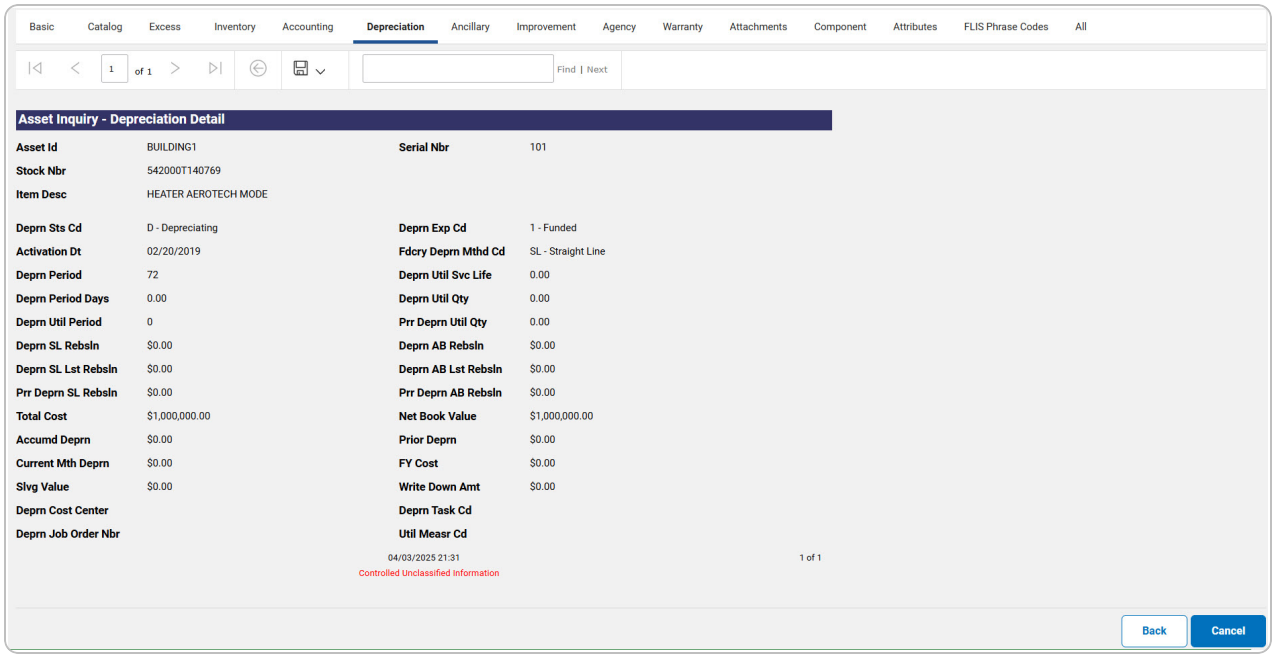
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Detail — Depreciation

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

1. Select the Depreciation tab. *The **Asset Inquiry - Depreciation Detail** page appears.*



A. *Verify the ASSET ID.*

B. *Verify the STOCK NBR.*

C. *Verify the ITEM DESC.*

D. *Verify the DEPRN STS CD.*

E. *Verify the ACTIVATION DT.*

F. *Verify the DEPRN PERIOD.*

G. *Verify the DEPRN PRD DAYS.*

H. *Verify the DEPRN UTIL PERIOD.*

I. *Verify the DEPRN SL REBSLN.*

J. *Verify the DEPRN SL LST REBSLN.*

K. *Verify the PRR DEPRN SL REBSLN.*

L. *Verify the Total Cost.*

M. *Verify the ACCUMD DEPRN.*

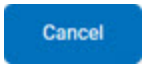
N. *Verify the CURRENT MNTH DEPRN.*

O. *Verify the SLVG Value.*

P. *Verify the DEPRN COST CENTER.*

Q. *Verify the DEPRN JOB ORDER NBR.*

R. *Verify the SERIAL NBR.*
S. *Verify the DEPRN EXP CD.*
T. *Verify the FDCRY DEPRN MTHD CD.*
U. *Verify the DEPRN UTIL SVC LIFE.*
V. *Verify the DEPRN UTIL QTY.*
W. *Verify the PRR DEPRN UTIL QTY.*
X. *Verify the DEPRN AB REBSLN.*
Y. *Verify the DEPRN AB LST REBSLN.*
Z. *Verify the PRR DEPRN AB REBSLN.*
AA. *Verify the Net Book Value.*
AB. *Verify the PRIOR DEPRN.*
AC. *Verify the FY COST.*
AD. *Verify the WRITE DOWN AMT.*
AE. *Verify the DEPRN TASK CD.*
AF. *Verify the UTIL MEASR CD.*

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 **Asset Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry

- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — Attributes
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

View the Asset Inquiry Detail — Ancillary

Overview

The Asset Inquiry Detail - Ancillary process displays the Ancillary record of the selected Asset.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Detail — Ancillary page

Page Fields

The following fields display on the **Asset Inquiry Detail — Ancillary** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Ancillary Detail Grid

Asset Id
Stock Nbr
Serial Nbr
Item Desc
Impv Nbr
UIC
Ancillary Type
Ancillary Cost
Acq Dt
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN

Estbd Dt
Estbd By
Last Activity Dt
Last Updtd By
Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

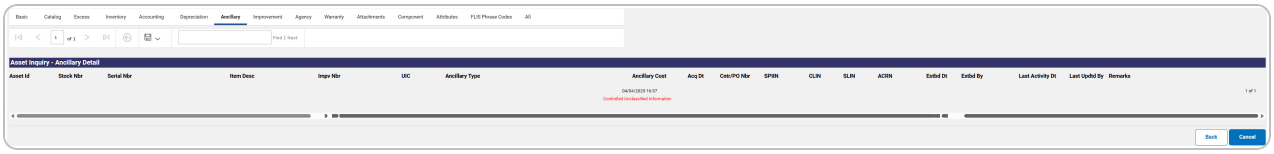
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Detail — Ancillary

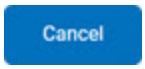
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Ancillary tab. *The* ***Asset Inquiry - Ancillary Detail*** *page appears.*



A. *Verify the ASSET ID.*
B. *Verify the STOCK NBR.*
C. *Verify the SERIAL NBR.*
D. *Verify the ITEM DESC.*
E. *Verify the IMPV NBR.*
F. *Verify the UIC.*
G. *Verify the Ancillary Type.*
H. *Verify the Ancillary Cost.*
I. *Verify the ACQ DT.*
J. *Verify the CNTR/PO NBR.*
K. *Verify the CUSTODIAN NBR.*

L. *Verify the LOT NBR.*
M. *Verify the QTY.*
N. *Verify the LOC.*
O. *Verify the ACQ COST.*
P. *Verify the CNTR/PO NBR.*
Q. *Verify the SPIIN.*
R. *Verify the CLIN.*
S. *Verify the SLIN.*
T. *Verify the ACRN.*
U. *Verify the ESTBD DT.*
V. *Verify the ESTBD BY.*
W. *Verify the LAST ACTIVITY DT.*
X. *Verify the LAST UPDTD BY.*
Y. *Verify the Remarks.*

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 **Asset Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry

- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — Attributes
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

View the Asset Inquiry Detail — Improvement

Overview

The Asset Inquiry Detail - Improvement process displays the Improvement record of the selected Asset.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Improvement Tab > Asset Inquiry — Improvement Detail

Page Fields

The following fields display on the **Asset Inquiry Detail — Improvement** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Improvement Detail Grid

Impv Nbr
Impv Cost
ACC
Eff Dt
Estbd Dt
Estbd By
Last Activity Dt
Last Updtd By
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

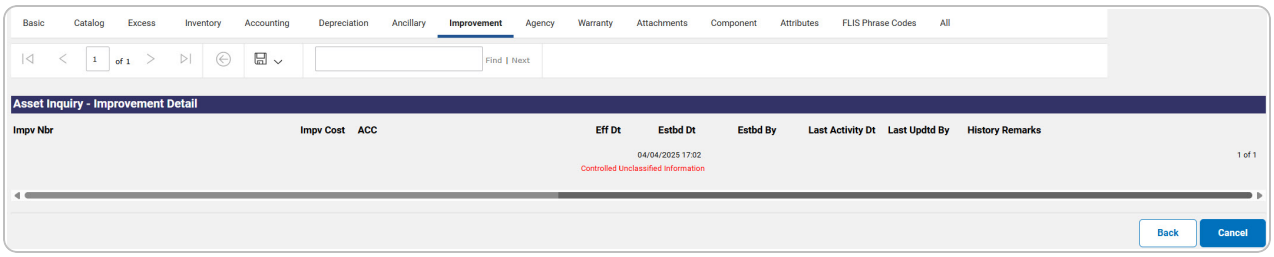
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Detail — Improvement

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

1. *Verify the Improvement tab.*



   A. *Verify the IMPV NBR.*
   B. *Verify the IMPV COST.*
   C. *Verify the ACC.*
   D. *Verify the EFF DT.*
   E. *Verify the ESTBD DT.*
   F. *Verify the ESTBD BY.*
   G. *Verify the LAST ACTIVITY DT.*
   H. *Verify the LAST UPDTD BY.*
   I. *Verify the History Remarks.*

2. Select the save icon 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* ***Asset Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Excess tab. *The* ***Asset Inquiry Detail — Excess*** *page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry
- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — Attributes
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

View the Asset Inquiry Detail — Agency

Overview

The Asset Inquiry Detail - Agency process displays the Agency record of the selected Asset.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Agency Tab > Asset Inquiry — Agency Detail page

Page Fields

The following fields display on the **Asset Inquiry Detail — Agency** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Agency Detail Grid

Agency Label 1
Agency Label 2
Agency Label 3
Agency Label 4
Agency Label 5
Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

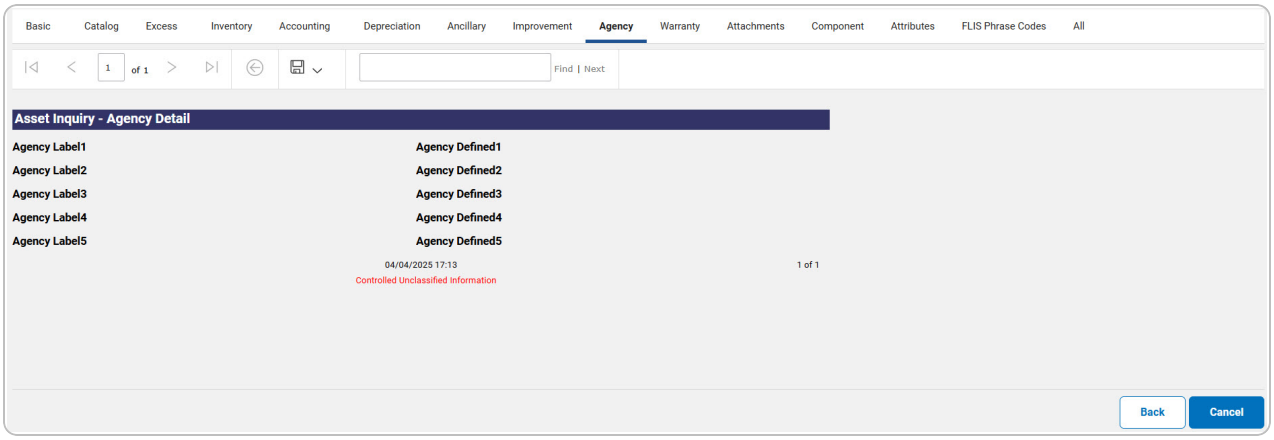
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

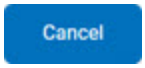
Export the Asset Inquiry Detail — Agency

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

1. Select the Agency tab. *The* ***Asset Inquiry - Agency Detail*** *page appears.*



A. *Verify the Agency Label 1.*
B. *Verify the Agency Label 2.*
C. *Verify the Agency Label 3.*
D. *Verify the Agency Label 4.*
E. *Verify the Agency Label 5.*
F. *Verify the Agency Defined 1.*
G. *Verify the Agency Defined 2.*
H. *Verify the Agency Defined 3.*
I. *Verify the Agency Defined 4.*
J. *Verify the Agency Defined 5.*

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 **Asset Program Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry
- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — Attributes
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

View the Asset Inquiry Detail — Warranty

Overview

The Asset Inquiry Detail - Warranty process displays the Warranty record of the selected Asset.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Warranty Tab > Asset Inquiry — Warranty Detail page

Page Fields

The following fields display on the **Asset Inquiry Detail — Warranty** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Warranty Detail Grid

Clause Desc
CAGE Cd
Contract Nbr
Dlvy Ord Nbr
CLIN
SLIN
Clause Terms

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

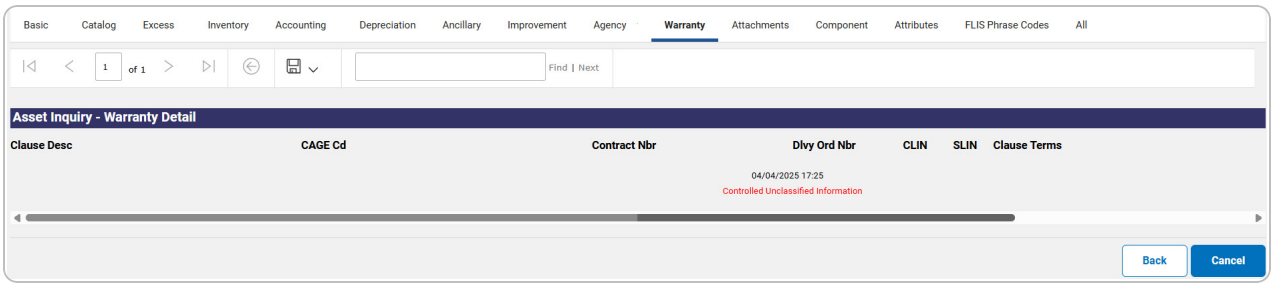
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Detail — Warranty

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

1. Select the Warranty tab. *The* ***Asset Inquiry - Warranty Detail*** *page appears.*



   A. *Verify the CLAUSE DESC.*
   B. *Verify the CAGE CD.*
   C. *Verify the CONTRACT NBR.*
   D. *Verify the DLVY ORD NBR.*
   E. *Verify the CLIN.*
   F. *Verify the SLIN.*
   G. *Verify the Clause Terms.*

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* ***Asset Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Excess tab. *The* ***Asset Inquiry Detail — Excess*** *page appears*.

   OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry
- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — Attributes
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

View the Asset Inquiry Detail — Attachments

Overview

The Asset Inquiry Detail - Attachments process displays the Attachments record of the selected Asset.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Attachments Tab > Asset Inquiry — Attachment View page

Page Fields

The following fields display on the **Asset Inquiry Detail — Attachment** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Attachment View Grid

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

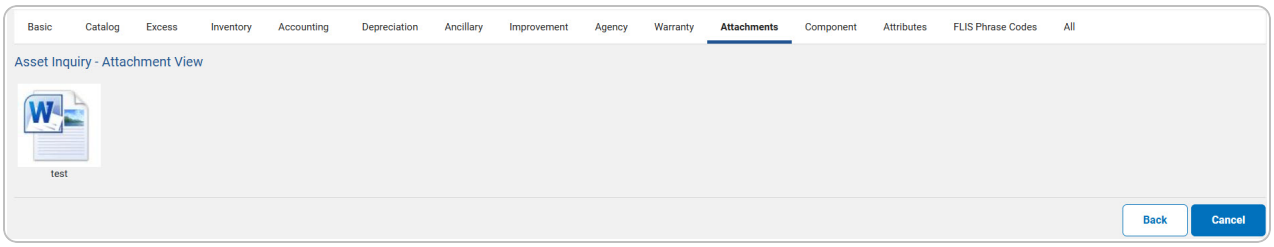
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Detail — Attachment

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

1. Select the Attachments tab. *The* ***Asset Inquiry - Attachment View*** *page appears.*
2. 

   A. *Verify the Attachment(s).*
      A. *Select*

. The Attachment Viewer/Delete pop-up window opens. The procedure leaves the application.
      B. Follow the prompts provided by the computer.
3. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
4. Follow the prompts provided by the computer.
5. Select Cancel. *The* ***Asset Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Excess tab. *The* ***Asset Inquiry Detail — Excess*** *page appears*.

   OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry
- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — Attributes
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

View the Asset Inquiry Detail — Component

Overview

The Asset Inquiry Detail - Component process displays the Component record of the selected Asset.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Component Tab > Asset Inquiry — Component View Detail page

Page Fields

The following fields display on the **Asset Inquiry Detail — Component** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Component View Detail Grid

Asset Id
Stock Nbr
Loc
Serial Nbr
Item Desc
Custodian Nbr
Loan Cd
Sys Id
Suspt Loss Sts Cd
Level

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

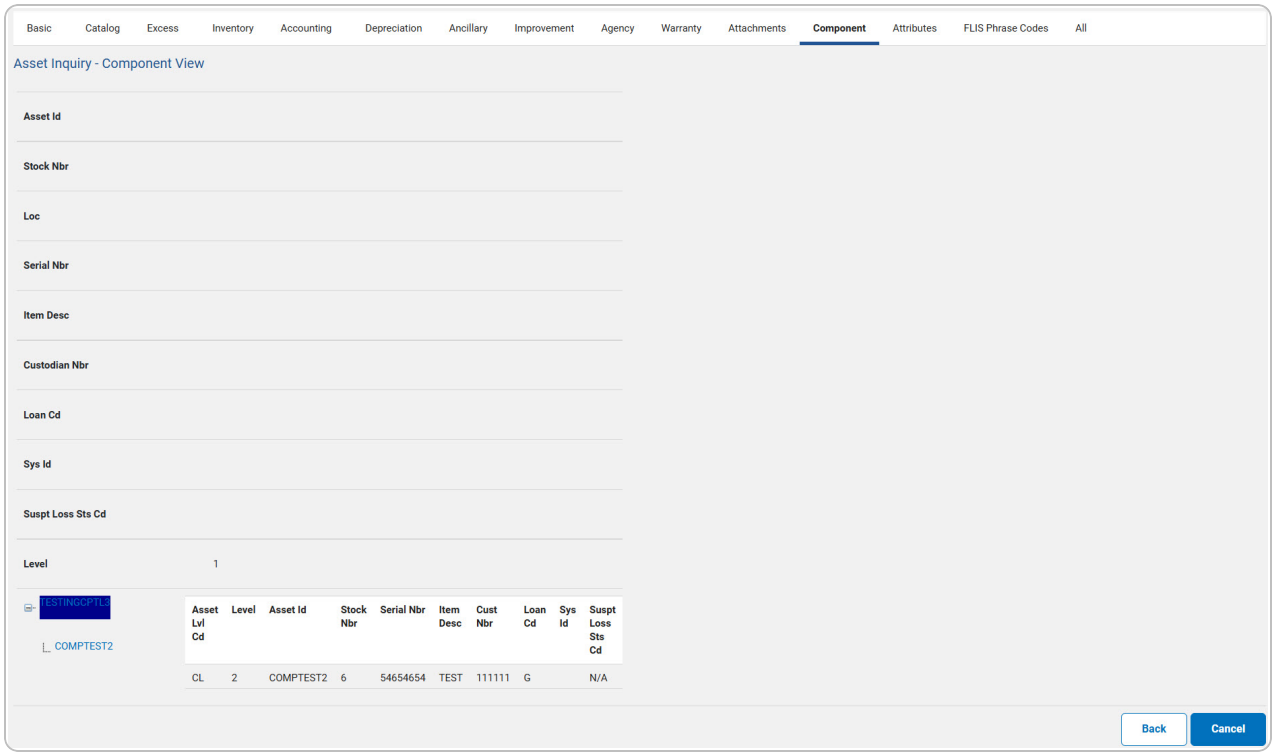
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Detail — Component

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

1. Select the Component tab. *The **Asset Inquiry - Component Detail** page appears.*



A. *Verify the ASSET ID.*

B. *Verify the STOCK NBR.*

C. *Verify the LOC.*

D. *Verify the SERIAL NBR.*

E. *Verify the ITEM DESC.*

F. *Verify the CUSTODIAN NBR.*

G. *Verify the LOAN CD.*

H. *Verify the SYS ID.*

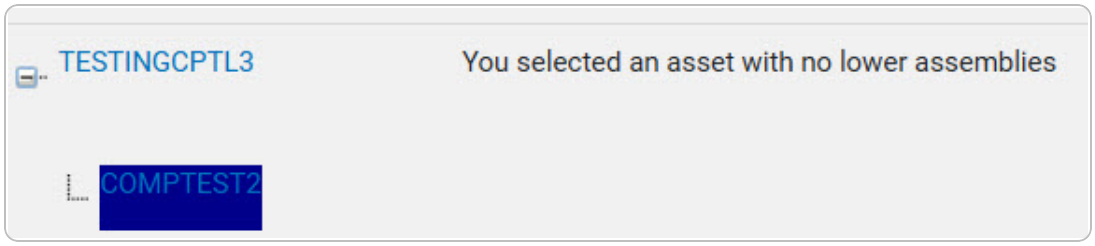
I. *Verify the SUSPT LOSS STS CD.*

J. *Verify the Level.*

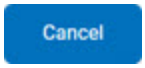
K. *Verify the LOT NBR.*

L. Select the hyperlink to view lower assemblies. *The lower assemblies details appear.*

Note



appears when the selected asset is not associated with lower assemblies.

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 **Asset Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry

- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Attributes
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

View the Asset Inquiry Detail — Attributes

Overview

The Asset Inquiry Detail - Attributes process displays the Attributes record of the selected Asset.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Attributes tab > Asset Inquiry Detail — Attributes page

Note

The Attributes Tab appears after selecting one of the following tabs:

- Excess
- Inventory
- Accounting
- Depreciation
- Ancillary
- Improvement
- Agency
- Warranty
- Attachments
- Components

Page Fields

The following fields display on the **Asset Inquiry Detail — Attributes** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Attributes Detail Grid

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

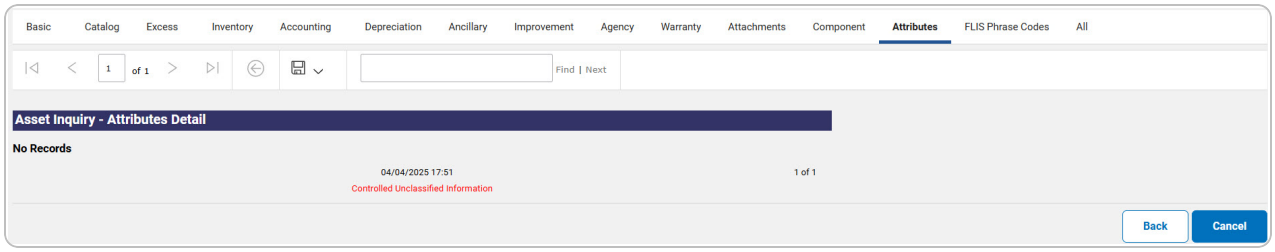
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Detail — Attributes

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

1. Select the Attributes tab. *The* ***Asset Inquiry - Attributes Detail*** *page appears.*



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* ***Asset Inquiry — Criteria*** *page appears*.

   OR

   Select the Catalog tab. *The* ***Asset Inquiry Detail — Catalog*** *page appears*.

   OR

   Select the Excess tab. *The* ***Asset Inquiry Detail — Excess*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset Inquiry Detail — Depreciation*** *page appears*.

OR

Select the Ancillary tab. *The* ***Asset Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Improvement tab. *The* ***Asset Inquiry Detail — Improvement*** *page appears*.

OR

Select the Agency tab. *The* ***Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Warranty tab. *The* ***Asset Inquiry Detail — Warranty*** *page appears*.

OR

Select the Attachments tab. *The* ***Asset Inquiry Detail — Attachments*** *page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry
- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

View the Asset Inquiry Detail — FLIS Phrase Codes

Overview

The Asset Inquiry Detail - FLIS Phrase Codes process displays the FLIS Phrase Codes record of the selected Asset.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > FLIS Phrase Codes tab > Asset Inquiry Detail — FLIS Phrase Codes page

Page Fields

The following fields display on the **Asset Inquiry Detail — FLIS Phrase Codes** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Phrase Codes Detail Grid

Stock Number
Phrase Type Cd
Phrase Statement
Related NSN
Tech Doc Number

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

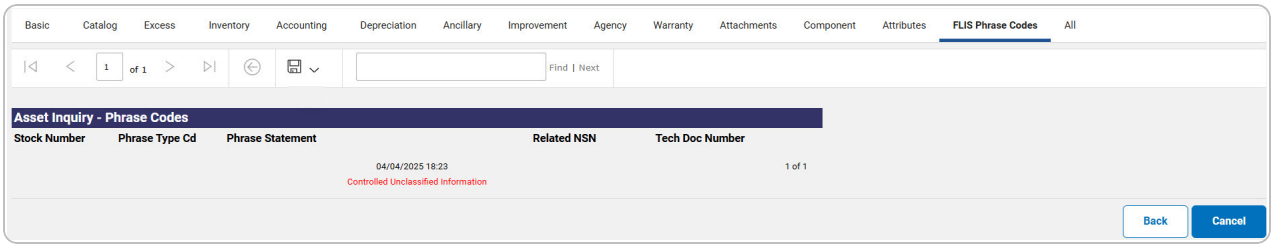
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Detail — FLIS Phrase Codes

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

1. Select the FLIS Phrase Codes tab. *The* ***Asset Inquiry - Phrase Codes Detail*** *page appears.*



   A. *Verify the STOCK NBR.*
   B. *Verify the Phrase Type CD.*
   C. *Verify the Phrase Statement.*
   D. *Verify the Related NSN.*
   E. *Verify the TECH DOC NBR.*

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* ***Asset Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

   OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset By Acquisition Program Inquiry Detail — Improvement** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry
- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — Attributes
- View the Asset Inquiry Transaction Status
- Export the Asset Inquiry Transaction Status

View the Asset Inquiry Transaction Status

Overview

The Asset Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Asset Inquiry Transaction Status page

Page Fields

The following fields display on the **Asset Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

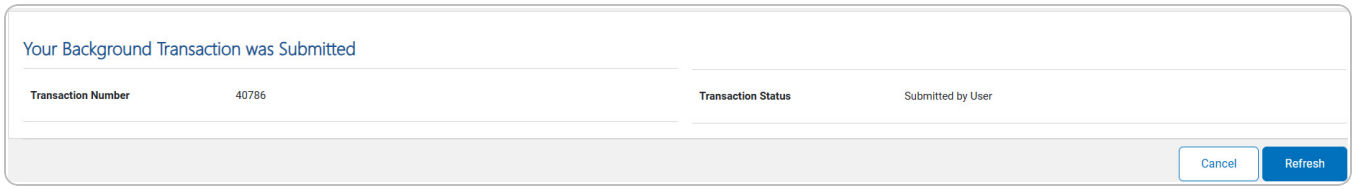
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

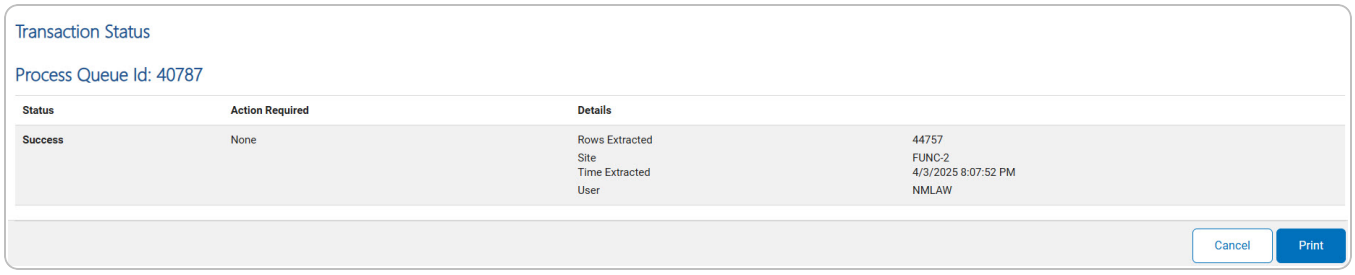
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Asset Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Asset Activity Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Asset Inquiry Search Criteria*** *page appears*.

View the Asset Activity Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Asset Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry
- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — Attributes
- View the Asset Inquiry Detail — FLIS Phrase Codes
- View the Asset Inquiry Transaction Status

Export the Asset Inquiry Transaction Status

Overview

The Asset Activity Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Asset Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Asset Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

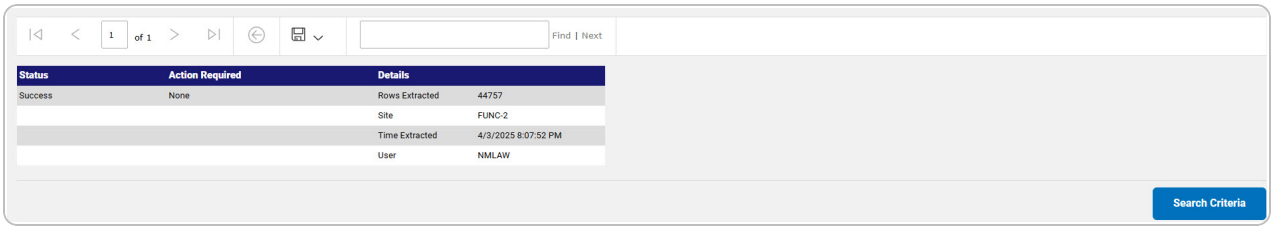
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Asset Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Asset Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Asset Inquiry — Criteria
- Search for an Asset Inquiry — Results
- Select Fields for the Asset Inquiry
- View the Asset Inquiry Detail — Basic
- View the Asset Inquiry Detail — Catalog
- View the Asset Inquiry Detail — Inventory
- View the Asset Inquiry Detail — Excess
- View the Asset Inquiry Detail — Accounting
- View the Asset Inquiry Detail — Depreciation
- View the Asset Inquiry Detail — Ancillary
- View the Asset Inquiry Detail — Improvement
- View the Asset Inquiry Detail — Agency
- View the Asset Inquiry Detail — Warranty
- View the Asset Inquiry Detail — Attachments
- View the Asset Inquiry Detail — Component
- View the Asset Inquiry Detail — Attributes
- View the Asset Inquiry Detail — FLIS Phrase Codes
- Export the Asset Inquiry Transaction Status

Search for an Asset Activity Inquiry — Criteria

Overview

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

Navigation

Inquiries > Asset Management > Asset Activity > Asset Activity Inquiry Search Criteria page

Page Fields

The following fields display on the **Asset Activity Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
218	To view a limited number of Bulk rows, enter CUSTODIAN NBR or USER ID.
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
209	To perform search, data must be entered in TRAN DT FROM.

251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

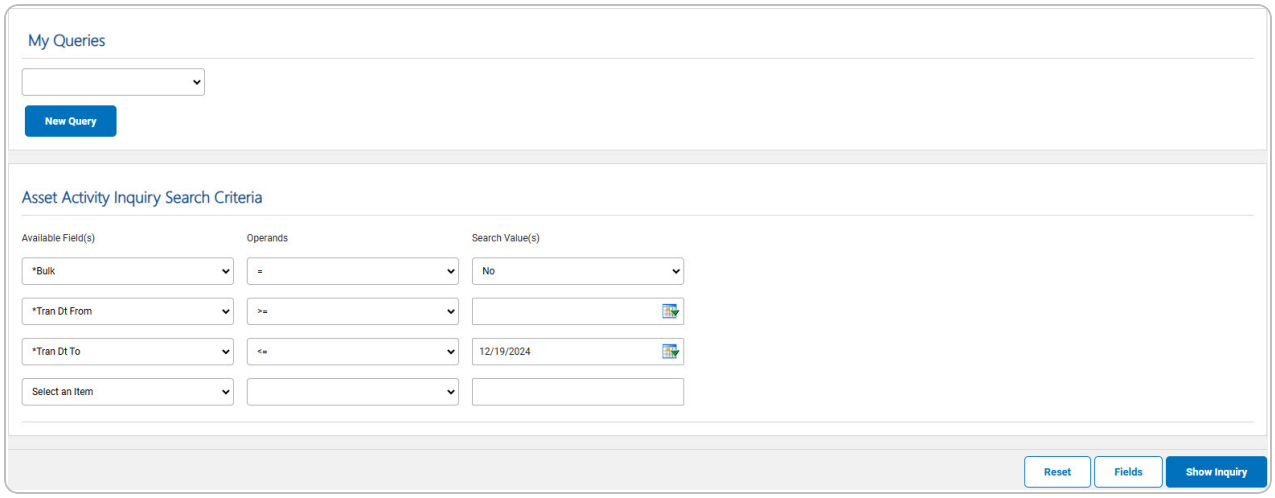
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Asset 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.*

   A. *The first Available Field(s) option (Bulk) automatically populates and is not editable.*

   B. *The second Available Field(s) option (TRAN DT FROM) automatically populates and is not editable.*

   C. *The third Available Field(s) option (TRAN DT TO) automatically populates and is not editable.*

   D. Use ⌄ to select the fourth Available Field.

   E. Repeat Step D to add additional search criteria.

Note

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

Note

Select Fields 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.

C. Use to select the third Operands.

D. Use to select the fourth Operands.

E. Repeat Step D to add additional search criteria.

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

A. Use to select the first Search Value.

B. Use to select the Search Value(s), or enter the date (MM/DD/YYY) in the field provided.

C. Use to select the Search Value(s), or enter the date (MM/DD/YYY) in the field provided.

D. Use to select the fourth Search Value.

E. Repeat Step D to add additional search criteria.

Remove an Available Field Row

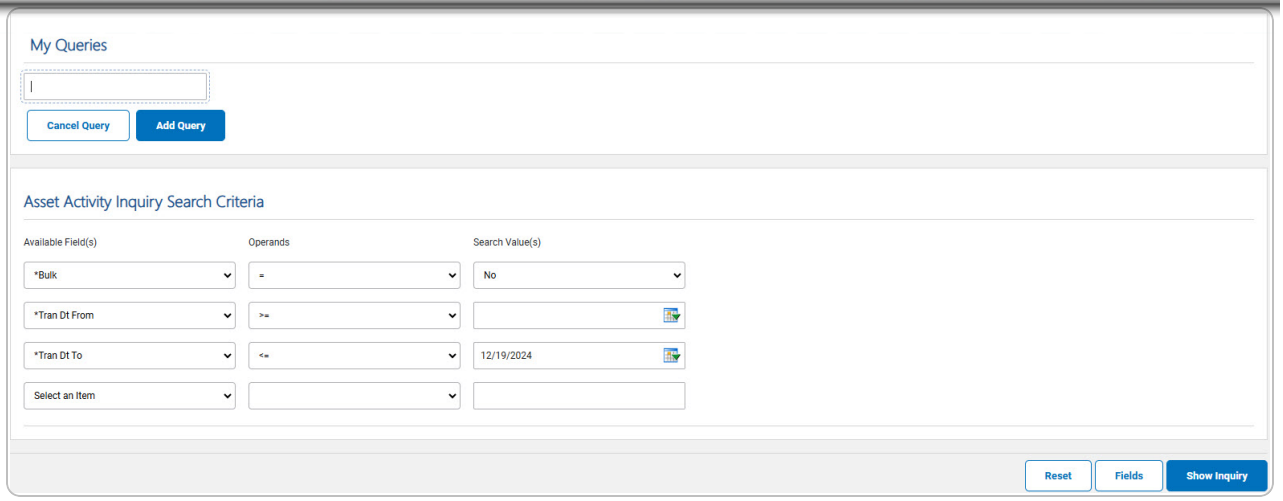
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Asset Activity Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



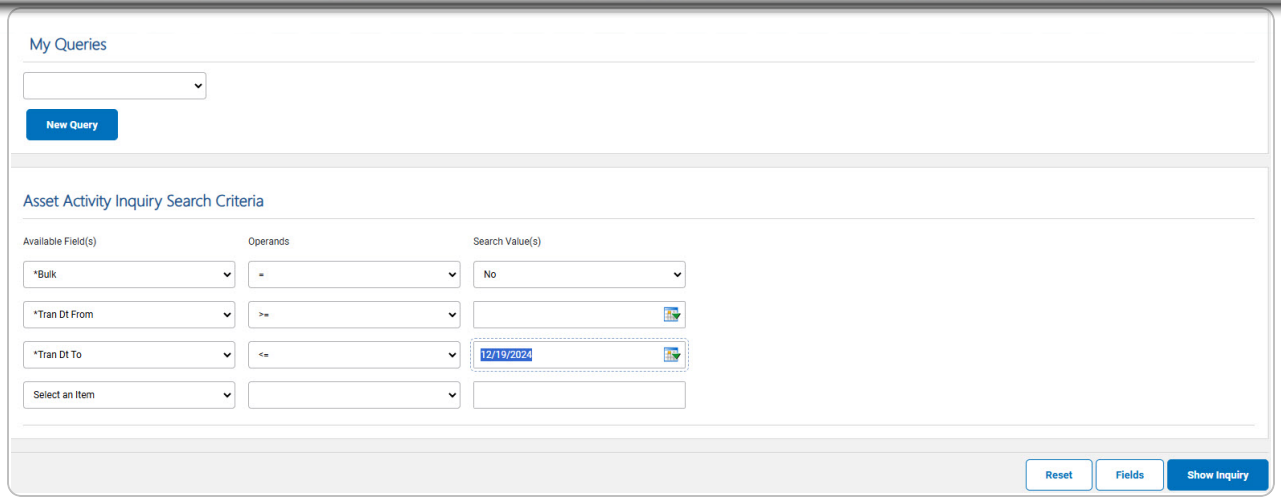
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Asset Activity Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Asset 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.*



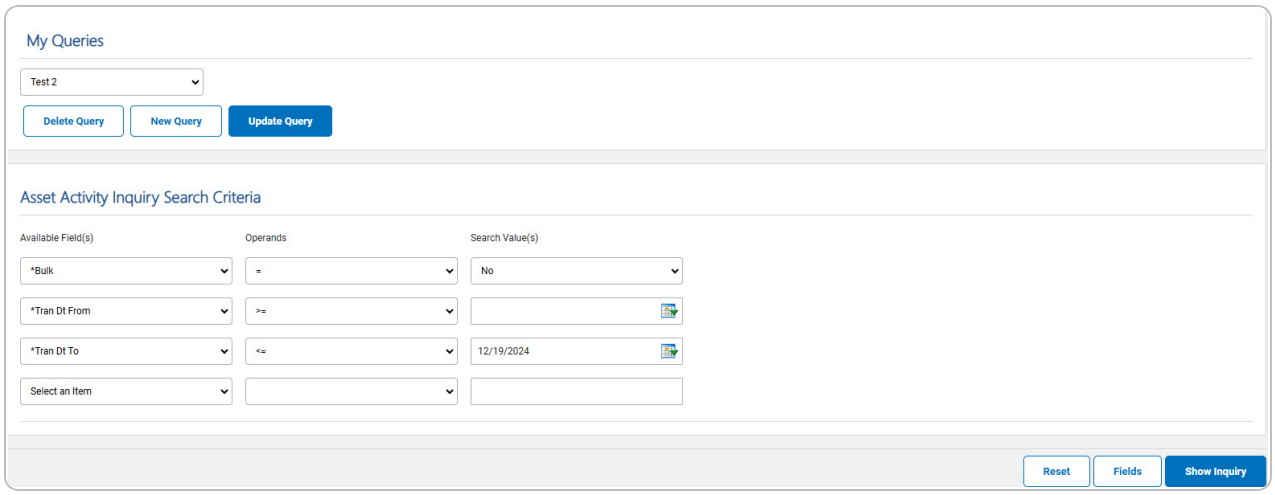
2. Select Fields. *The **Asset Activity Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Asset 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

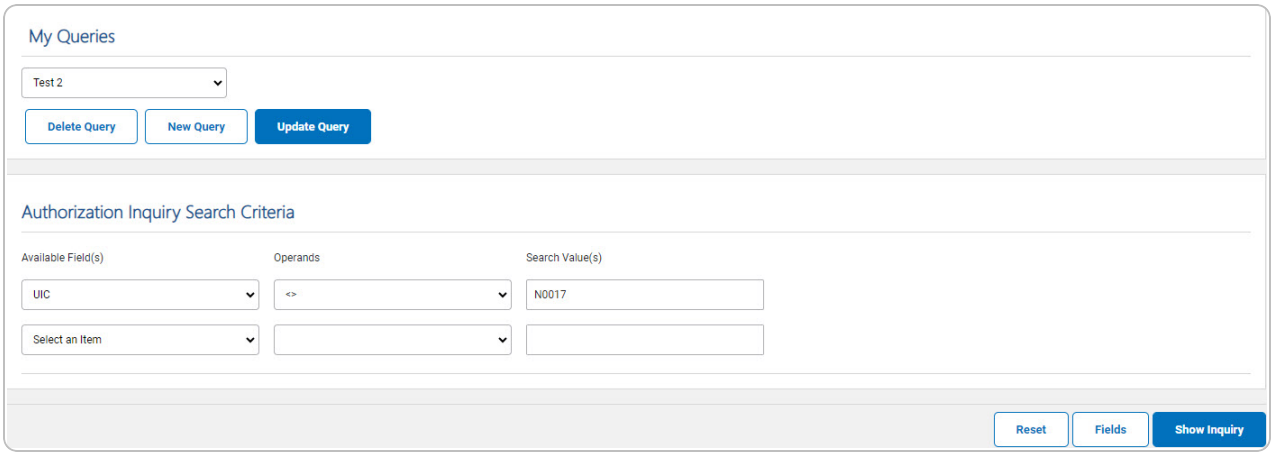
4. Select Fields. *The **Asset Activity Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Asset 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.*



2. *Verify the query information.*

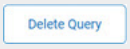
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Asset Activity Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select **or**  **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select

	Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.
xxxx – Please add at least one more search criteria.	Missing Entry. The Field value is missing. Select an Item to proceed.

Related Topics

- Search for an Asset Activity Inquiry — Results
- Select Fields for the Asset Activity Inquiry
- View the Asset Activity Inquiry Detail — History
- View the Asset Activity Inquiry Details
- View the Asset Activity Inquiry Transaction Status
- Export the Asset Activity Inquiry Transaction Status

Search for an Asset Activity Inquiry — Results

Overview

The Asset Activity Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Asset Management > Asset Activity > Search Criteria > Show Inquiry > Asset Activity Inquiry Search Results page

Page Fields

The following fields display on the **Asset Activity Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Actbl UIC
Asset Id
Asset Level Cd
Custodian Nbr
Expr Dt
Last Tran Dt
LOC
Non-Actbl
Lot Nbr
Rcpt Doc Nbr
Serial Nbr
Site Id
Stock Nbr
Sub Custodian Nbr
Sub Loc
Total Cost
UIC
UIC Name
User Id

Optional

ACC-SFIS
Acct Rpt Nbr
ACRN
Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5
ARC
Asset Cd
Asset Pliferable
Asset Sts Cd
CLIN
Cntr/PO Nbr
Cond Cd
Deprn AB Lst Rebsln
Deprn Cost Center
Deprn Cost Center Id
Deprn AB Rebsln
Deprn Cd
Deprn Job Order Nbr
Deprn Period Days
Deprn Project Nbr
Deprn SL Lst Rebsln
Deprn SL Rebsln
Deprn Task Cd
Deprn Task Id
Deprn Util Qty
Deprn Util Svc Life
Disposition Type Action Cd
Dmil Cd
DoD Serial Nbr
Dollar Amt
Embedded Cost
Excess Action Cd
Excess Dt
Cntr Nbr
Excess Type Action Cd
Fndng Cost Center
FSC
Haz Mat Cd
History Remarks

Inv User Id
Item Desc
Job Order Nbr
Last Updtd By
iRAPT/WAWF Details
iRAPT/WAWF Receipt
iRAPT/WAWF Shipment Id
Lease Code
Lease End Dt
Lease Start Dt
LIN/TAMCN - Authorization
LIN/TAMCN - Catalog
LOA
Loan Cd
Loaning DoDAAC/CAGE Cd
Loan End Dt
Loan Notfy Cd
Loan Rcvd By
Loan Start Dt
Local Rcpt Dt
Mfr Name
Mfr Part Nbr
Mfr Yr
Major Cmd Task Id
Mfr Model Nbr
Mode of Shipment
Obj Class Cd
Oblign Doc Nbr
Operating Unit
Owning Cost Center
Para Nbr
Para Desc
Pgm Id
Pgm Desc
Project Nbr
Program Yr
Program/Project
Prr Deprn AB Rebsln
Prr Deprn SL Rebsln
Qty
Rcpt Action Cd
Rcpt Action Type Cd
Rcvd By

Remarks
Report Acty Name
Reportable Cd
Retirement/Dspsl Dt
Shipment Dt
SLIN
SPIIN
Sply Cat Mat Cd
Sys Desc
Sys Id
Task Cd
Task Id
TCN
Total Avg Cost
Trading Partner Nbr
Tran Doc Nbr
Transfer Type Cd
Type Action
Type Asset Cd
UII

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

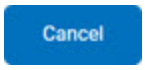
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

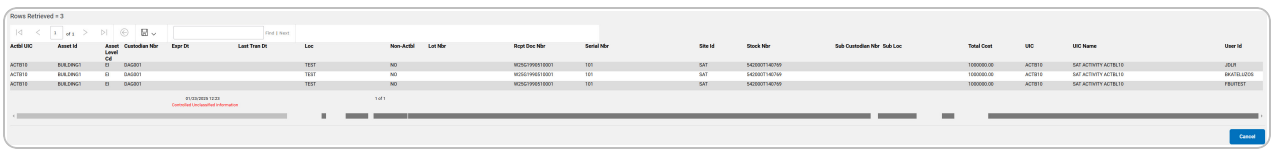
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Activity Inquiry Results

Selecting  *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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Asset 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the Asset Activity Inquiry Detail

Select the desired ACTBL UIC row. *The **Asset Activity Inquiry Detail — History** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Activity Inquiry — Criteria
- Select Fields for the Asset Activity Inquiry
- View the Asset Activity Inquiry Detail — History
- View the Asset Activity Inquiry Details

- View the Asset Activity Inquiry Transaction Status
- Export the Asset Activity Inquiry Transaction Status

Select Fields for the Asset Activity Inquiry

Overview

The Asset Activity Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Asset Management > Asset Activity > Search Criteria > Fields > Asset Activity Inquiry Fields Selection page

Page Fields

The following fields display on the **Asset Activity Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Actbl UIC
Asset Id
Asset Level Cd
Custodian Nbr
Expr Dt
Last Tran Dt
LOC
Non-Actbl
Lot Nbr
Rcpt Doc Nbr
Serial Nbr
Site Id

Stock Nbr
Sub Custodian Nbr
Sub Loc
Total Cost
UIC
UIC Name
User Id

Optional

ACC-SFIS
Acct Rpt Nbr
ACRN
Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5
ARC
Asset Cd
Asset Pliferable
Asset Sts Cd
CLIN
Cntr/PO Nbr
Cond Cd
Deprn AB Lst Rebsln
Deprn Cost Center
Deprn Cost Center Id
Deprn AB Rebsln
Deprn Cd
Deprn Job Order Nbr
Deprn Period Days
Deprn Project Nbr
Deprn SL Lst Rebsln
Deprn SL Rebsln
Deprn Task Cd
Deprn Task Id
Deprn Util Qty
Deprn Util Svc Life
Disposition Type Action Cd
Dmil Cd
DoD Serial Nbr
Dollar Amt
Embedded Cost

Excess Action Cd
Excess Dt
Cntr Nbr
Excess Type Action Cd
Fndng Cost Center
FSC
Haz Mat Cd
History Remarks
Inv User Id
Item Desc
Job Order Nbr
Last Updtd By
iRAPT/WAWF Details
iRAPT/WAWF Receipt
iRAPT/WAWF Shipment Id
Lease Code
Lease End Dt
Lease Start Dt
LIN/TAMCN - Authorization
LIN/TAMCN - Catalog
LOA
Loan Cd
Loaning DoDAAC/CAGE Cd
Loan End Dt
Loan Notfy Cd
Loan Rcvd By
Loan Start Dt
Local Rcpt Dt
Mfr Name
Mfr Part Nbr
Mfr Yr
Major Cmd Task Id
Mfr Model Nbr
Mode of Shipment
Obj Class Cd
Oblign Doc Nbr
Operating Unit
Owning Cost Center
Para Nbr
Para Desc
Pgm Id
Pgm Desc
Project Nbr

Program Yr
Program/Project
Prr Deprn AB Rebsln
Prr Deprn SL Rebsln
Qty
Rcpt Action Cd
Rcpt Action Type Cd
Rcvd By
Remarks
Report Acty Name
Reportable Cd
Retirement/Dspsl Dt
Shipment Dt
SLIN
SPIIN
Sply Cat Mat Cd
Sys Desc
Sys Id
Task Cd
Task Id
TCN
Total Avg Cost
Trading Partner Nbr
Tran Doc Nbr
Transfer Type Cd
Type Action
Type Asset Cd
UII

Procedures

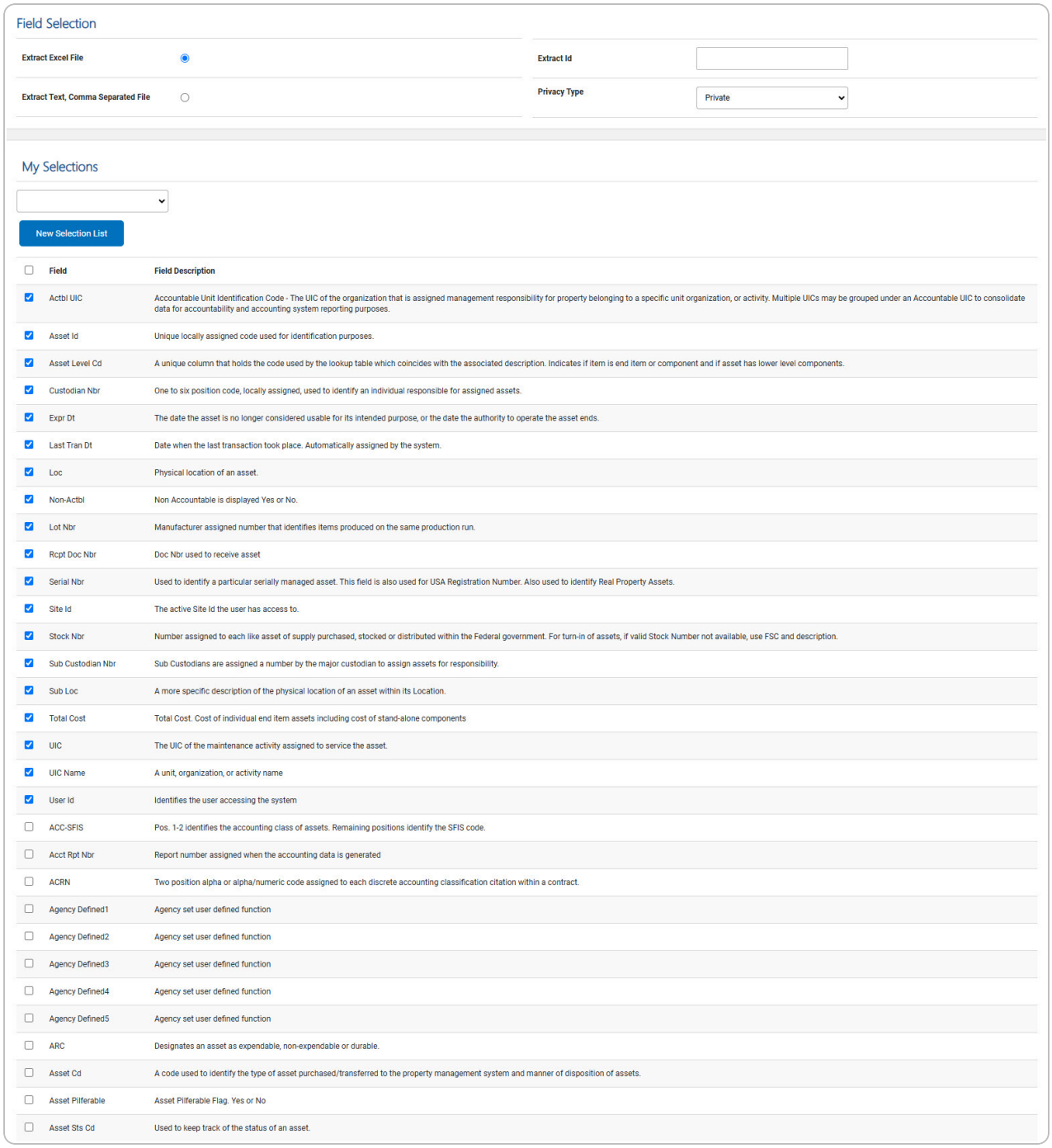
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **Asset Activity Inquiry** page appears.*



Field Selection

Extract Excel File ◉ | Extract Id

Extract Text, Comma Separated File ○ | Privacy Type: Private

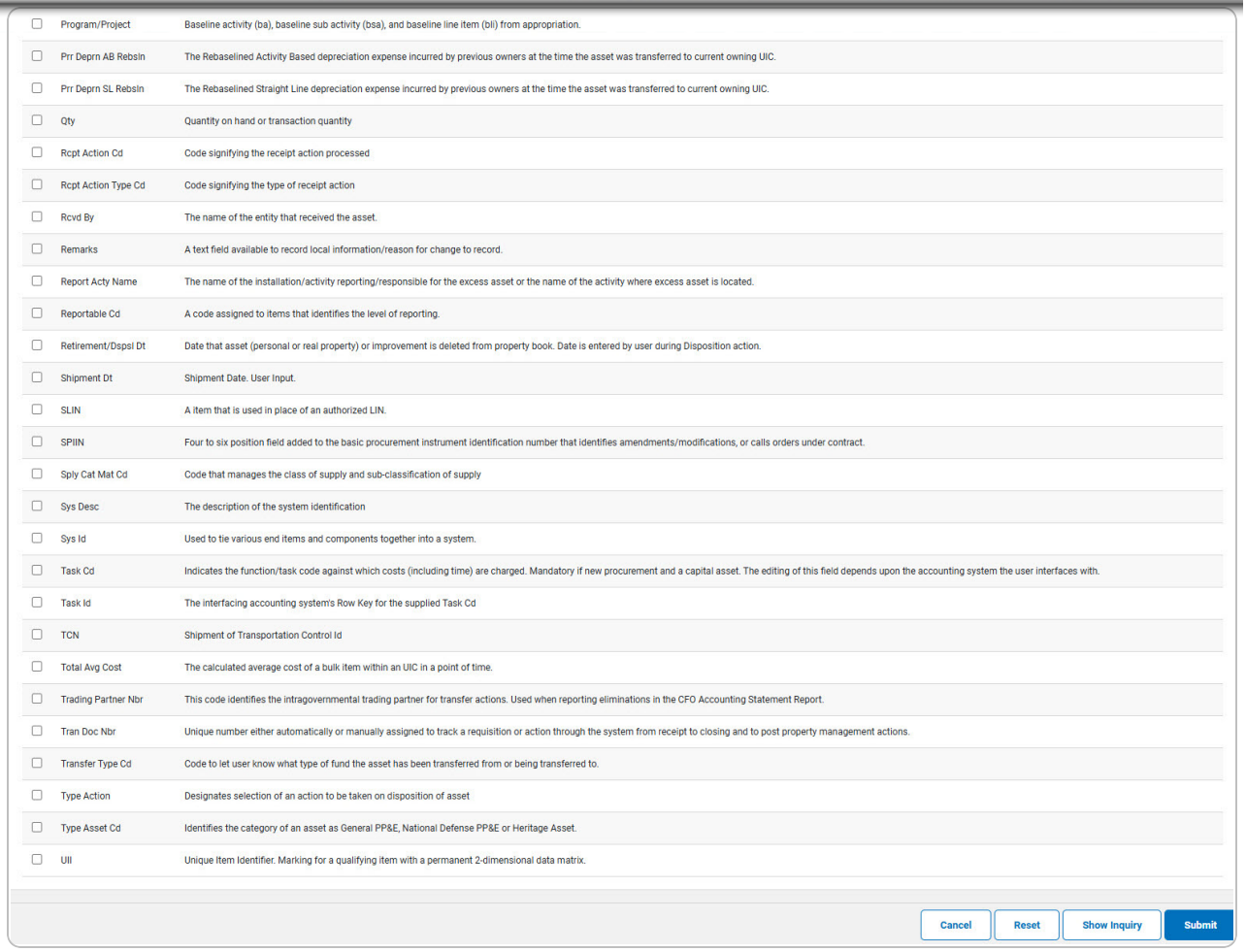
My Selections

New Selection List

	Field	Field Description
☑	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.
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
☑	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☑	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☑	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☑	Loc	Physical location of an asset.
☑	Non-Actbl	Non Accountable is displayed Yes or No.
☑	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
☑	Rcpt Doc Nbr	Doc Nbr used to receive asset
☑	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.
☑	Site Id	The active Site Id the user has access to.
☑	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.
☑	Sub Loc	A more specific description of the physical location of an asset within its Location.
☑	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.
☑	UIC Name	A unit, organization, or activity name
☑	User Id	Identifies the user accessing the system
☐	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
☐	ACRN	Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract.
☐	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
☐	ARC	Designates an asset as expendable, non-expendable or durable.
☐	Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
☐	Asset Pilferable	Asset Pilferable Flag. Yes or No
☐	Asset Sts Cd	Used to keep track of the status of an asset.

☐	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.
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Deprn AB Lst Rebsln	The activity based accumulated depreciation that has been incurred at the time the asset was last rebaselined.
☐	Deprn Cost Center	Cost Control Number/Office where the depreciation expense is charged.
☐	Deprn Cost Center Id	The date of this row's insertion into the database.
☐	Deprn AB Rebsln	The accumulated depreciation calculated using AB with rebaselining of the asset.
☐	Deprn 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.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn Period Days	The number of days the asset is scheduled to be depreciated.
☐	Deprn Project Nbr	A number that identifies the Depreciation Project.
☐	Deprn SL Lst Rebsln	The straight line accumulated depreciation that has been incurred at the time the asset was last rebaslined.
☐	Deprn SL Rebsln	The accumulated depreciation calculated using SL with rebaselining of the asset.
☐	Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
☐	Deprn Task Id	The interfacing accounting system's Row Key for the supplied Depreciation Task Cd
☐	Deprn Util Qty	The assets actual utilization when depreciation last ran.
☐	Deprn Util Svc Life	The assets planned utilization for depreciation purposes.
☐	Disposition Type Action Cd	Code signifying the type of disposition action
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☐	Embedded Cost	Identifies the unit cost of a component as embedded in the total cost of the end item. Bulk component is automatically embedded.
☐	Excess Action Cd	Code which indicates the action being taken for the excess asset. Codes (E, P and I) are system generated. For code (W) (Withdraw), there is a Check Box used to withdraw previously reported excess asset.
☐	Excess Dt	Date an asset is documented as excess.
☐	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
☐	Excess Type Action Cd	Excess Action type code which indicates the action being taken for the excess asset
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	History Remarks	A text field available to record local information/reason for change to record.
☐	Inv User Id	Identifies the user who last inventoried this asset.

☐	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.
☐	Job Order Nbr	Number used to track costs against an asset.
☐	Last Updtd By	Last updated by (user id)
☐	iRAPT/WAWF Details	Details of the iRAPT/WAWF Inbound processing, including: processing date; item unit price; contract identifier.
☐	iRAPT/WAWF Receipt	Identifies if asset originated as an iRAPT/WAWF transaction.
☐	iRAPT/WAWF Shipment Id	iRAPT/WAWF Inbound processing Shipment Identifier.
☐	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
☐	LIN/TAMCN - Authorization	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Nbrs.
☐	LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Loaning DODAAC/CAGE Cd	A code that identifies a Department of Defense Activity Address or a Commercial and Government Entity
☐	Loan End Dt	The date the assets warranty, service or loan contract expires
☐	Loan Notfy Cd	Identifies if loan is between a DPAS to DPAS Non-WAWF user, between a DPAS to Non-DPAS user or between a DPAS to DPAS WAWF user.
☐	Loan Rcvd By	The name of the entity that received the loan.
☐	Loan Rcvd Dt	The date the assets warranty, service, or loan has been received.
☐	Loan Start Dt	The date the assets warranty, service or loan contract starts
☐	Local Rcpt Dt	Date asset received
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Major Cmd Task Id	Task Id number that is associated with a project that is distinct within the enterprise. Used with the DAI interface.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Mode of Shipment	Identifies the method of shipment.
☐	Obj Class Cd	Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions.
☐	Obj Class Cd2	First two-positions identifies the Expense Code.
☐	Oblign Doc Nbr	Number used by accounting to track each obligation record.
☐	Operating Unit	The name of the operating Unit provided by the interfacing accounting system.
☐	Owng Cost Center	A code that identifies an organization
☐	Para Nbr	Identifies the specific section or department of an organization, required and authorized equipment/vehicles, etc.
☐	Para Desc	The description of a specific paragraph within a TDA.
☐	Pgm Id	Unique software identification.
☐	Pgm Desc	Program Long Name
☐	Project Nbr	The reference number assigned to the acquisition project the asset was acquired by.
☐	Program Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format (example: 20102011).



☐	Program/Project	Baseline activity (ba), baseline sub activity (bsa), and baseline line item (bli) from appropriation.
☐	Prr Deprn AB Rebsln	The Rebaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL Rebsln	The Rebaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	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
☐	Rcvd By	The name of the entity that received the asset.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Report Acty Name	The name of the installation/activity reporting/responsible for the excess asset or the name of the activity where excess asset is located.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	Retirement/Dspsl Dt	Date that asset (personal or real property) or improvement is deleted from property book. Date is entered by user during Disposition action.
☐	Shipment Dt	Shipment Date. User Input.
☐	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.
☐	Sply Cat Mat Cd	Code that manages the class of supply and sub-classification of supply
☐	Sys Desc	The description of the system identification
☐	Sys Id	Used to tie various end items and components together into a system.
☐	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.
☐	Task Id	The interfacing accounting system's Row Key for the supplied Task Cd
☐	TCN	Shipment of Transportation Control Id
☐	Total Avg Cost	The calculated average cost of a bulk item within an UIC in a point of time.
☐	Trading Partner Nbr	This code identifies the intragovernmental trading partner for transfer actions. Used when reporting eliminations in the CFO Accounting Statement Report.
☐	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 Action	Designates selection of an action to be taken on disposition of asset
☐	Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.

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

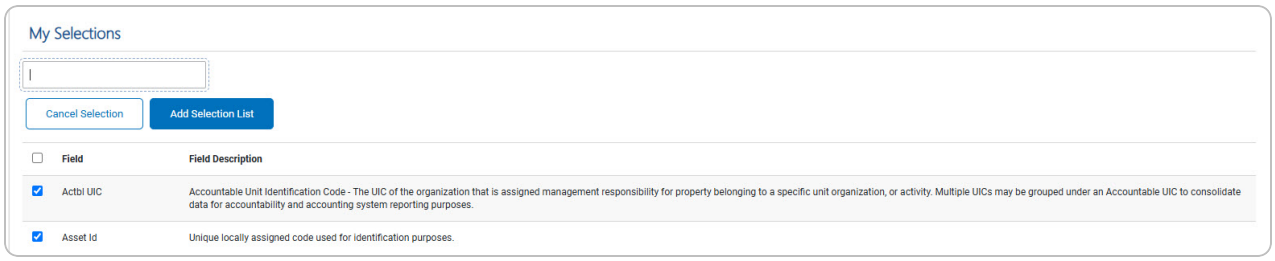
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

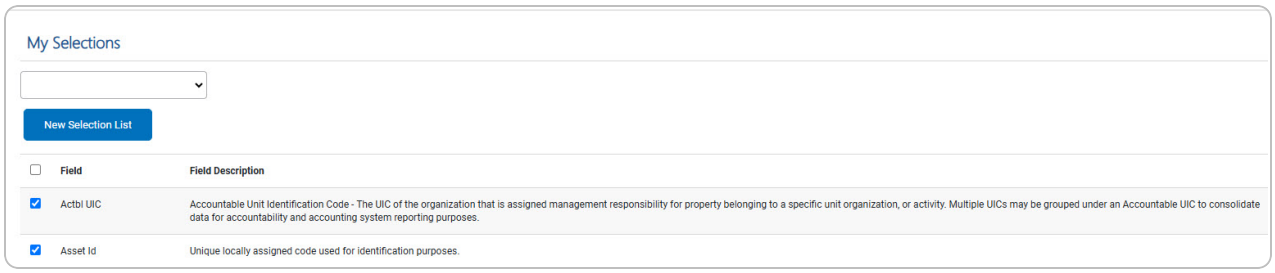
   Select Show Inquiry for small volumes of data. *The* ***Asset Activity Inquiry — Results*** *page appears.*

5. **OR**

   Select Submit for large volumes of data. *The* ***Asset Activity Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

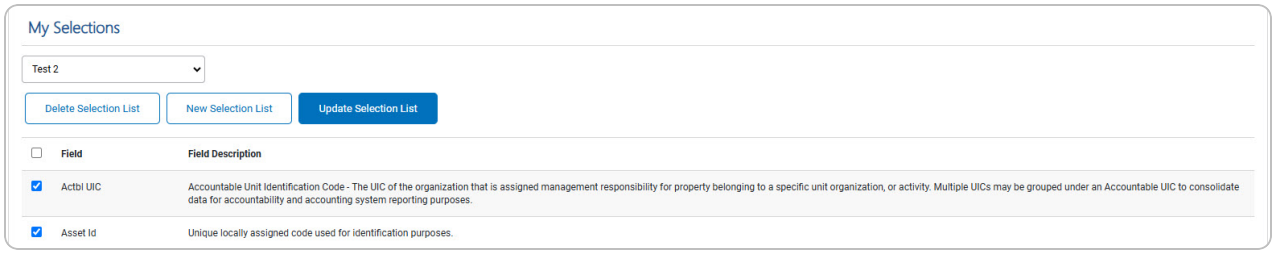
Select Show Inquiry for small volumes of data. *The **Asset Activity Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Asset 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

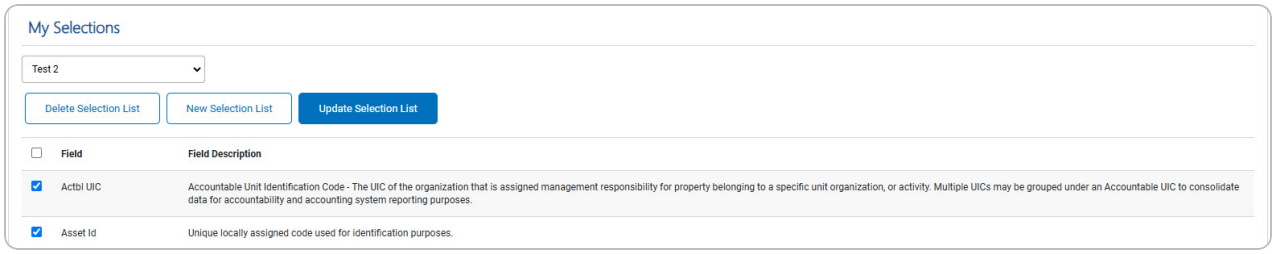
   Select Show Inquiry for small volumes of data. *The* ***Asset Activity Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Asset 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

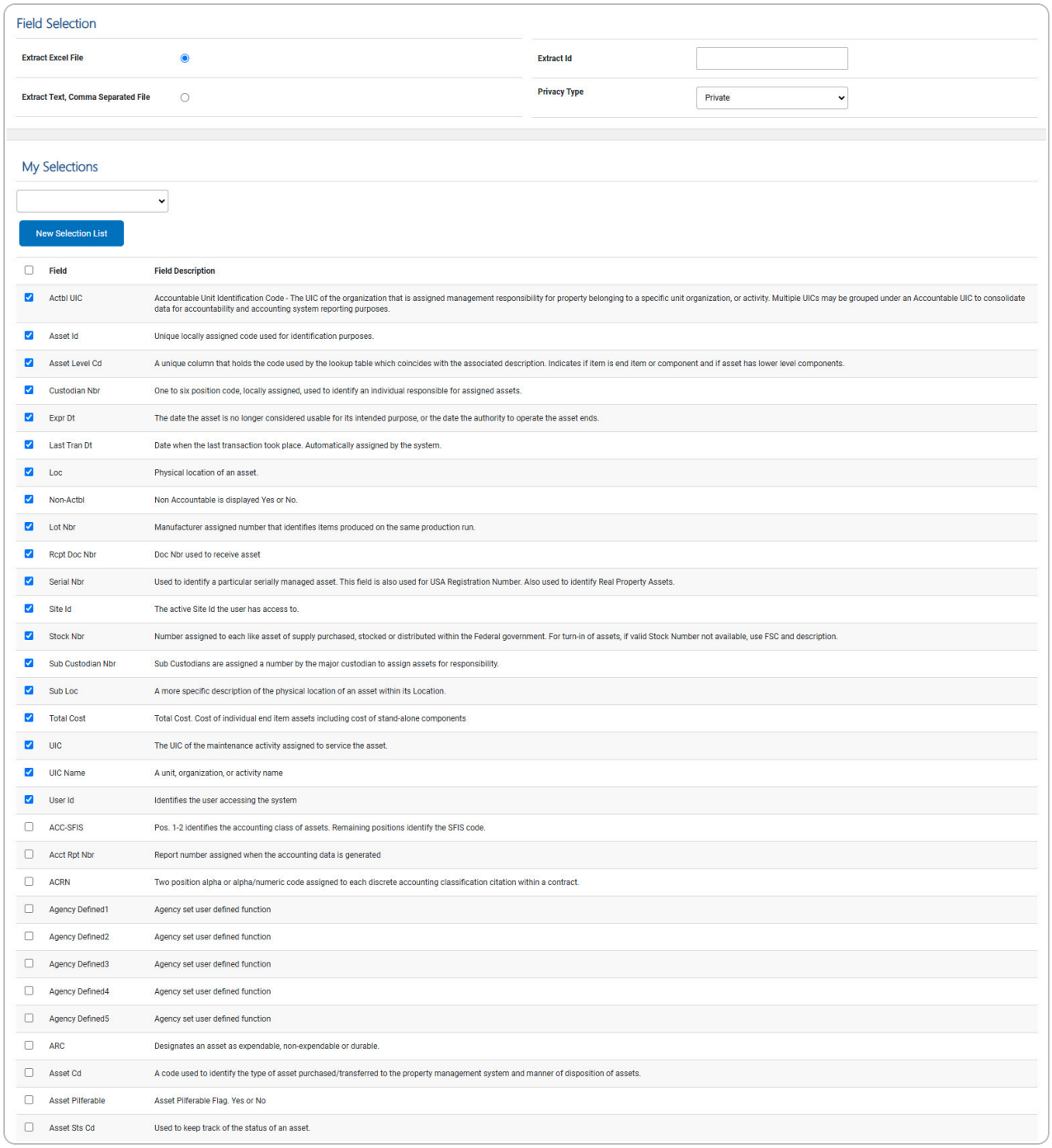


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Asset Activity Inquiry** 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
☑	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.
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
☑	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☑	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☑	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☑	Loc	Physical location of an asset.
☑	Non-Actbl	Non Accountable is displayed Yes or No.
☑	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
☑	Rcpt Doc Nbr	Doc Nbr used to receive asset
☑	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.
☑	Site Id	The active Site Id the user has access to.
☑	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.
☑	Sub Loc	A more specific description of the physical location of an asset within its Location.
☑	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.
☑	UIC Name	A unit, organization, or activity name
☑	User Id	Identifies the user accessing the system
☐	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
☐	ACRN	Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract.
☐	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
☐	ARC	Designates an asset as expendable, non-expendable or durable.
☐	Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
☐	Asset Pilferable	Asset Pilferable Flag. Yes or No
☐	Asset Sts Cd	Used to keep track of the status of an asset.

☐	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.
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Deprn AB Lst Rebsln	The activity based accumulated depreciation that has been incurred at the time the asset was last rebaselined.
☐	Deprn Cost Center	Cost Control Number/Office where the depreciation expense is charged.
☐	Deprn Cost Center Id	The date of this row's insertion into the database.
☐	Deprn AB Rebsln	The accumulated depreciation calculated using AB with rebaselining of the asset.
☐	Deprn 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.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn Period Days	The number of days the asset is scheduled to be depreciated.
☐	Deprn Project Nbr	A number that identifies the Depreciation Project.
☐	Deprn SL Lst Rebsln	The straight line accumulated depreciation that has been incurred at the time the asset was last rebaslined.
☐	Deprn SL Rebsln	The accumulated depreciation calculated using SL with rebaselining of the asset.
☐	Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
☐	Deprn Task Id	The interfacing accounting system's Row Key for the supplied Depreciation Task Cd
☐	Deprn Util Qty	The assets actual utilization when depreciation last ran.
☐	Deprn Util Svc Life	The assets planned utilization for depreciation purposes.
☐	Disposition Type Action Cd	Code signifying the type of disposition action
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☐	Embedded Cost	Identifies the unit cost of a component as embedded in the total cost of the end item. Bulk component is automatically embedded.
☐	Excess Action Cd	Code which indicates the action being taken for the excess asset. Codes (E, P and I) are system generated. For code (W) (Withdraw), there is a Check Box used to withdraw previously reported excess asset.
☐	Excess Dt	Date an asset is documented as excess.
☐	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
☐	Excess Type Action Cd	Excess Action type code which indicates the action being taken for the excess asset
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	History Remarks	A text field available to record local information/reason for change to record.
☐	Inv User Id	Identifies the user who last inventoried this asset.

☐	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.
☐	Job Order Nbr	Number used to track costs against an asset.
☐	Last Updtd By	Last updated by (user id)
☐	iRAPT/WAWF Details	Details of the iRAPT/WAWF Inbound processing, including: processing date; item unit price; contract identifier.
☐	iRAPT/WAWF Receipt	Identifies if asset originated as an iRAPT/WAWF transaction.
☐	iRAPT/WAWF Shipment Id	iRAPT/WAWF Inbound processing Shipment Identifier.
☐	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
☐	LIN/TAMCN - Authorization	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Nbrs.
☐	LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Loaning DODAAC/CAGE Cd	A code that identifies a Department of Defense Activity Address or a Commercial and Government Entity
☐	Loan End Dt	The date the assets warranty, service or loan contract expires
☐	Loan Notfy Cd	Identifies if loan is between a DPAS to DPAS Non-WAWF user, between a DPAS to Non-DPAS user or between a DPAS to DPAS WAWF user.
☐	Loan Rcvd By	The name of the entity that received the loan.
☐	Loan Rcvd Dt	The date the assets warranty, service, or loan has been received.
☐	Loan Start Dt	The date the assets warranty, service or loan contract starts
☐	Local Rcpt Dt	Date asset received
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Major Cmd Task Id	Task Id number that is associated with a project that is distinct within the enterprise. Used with the DAI interface.
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☐	Obj Class Cd	Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions.
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☐	Operating Unit	The name of the operating Unit provided by the interfacing accounting system.
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☐	Para Nbr	Identifies the specific section or department of an organization, required and authorized equipment/vehicles, etc.
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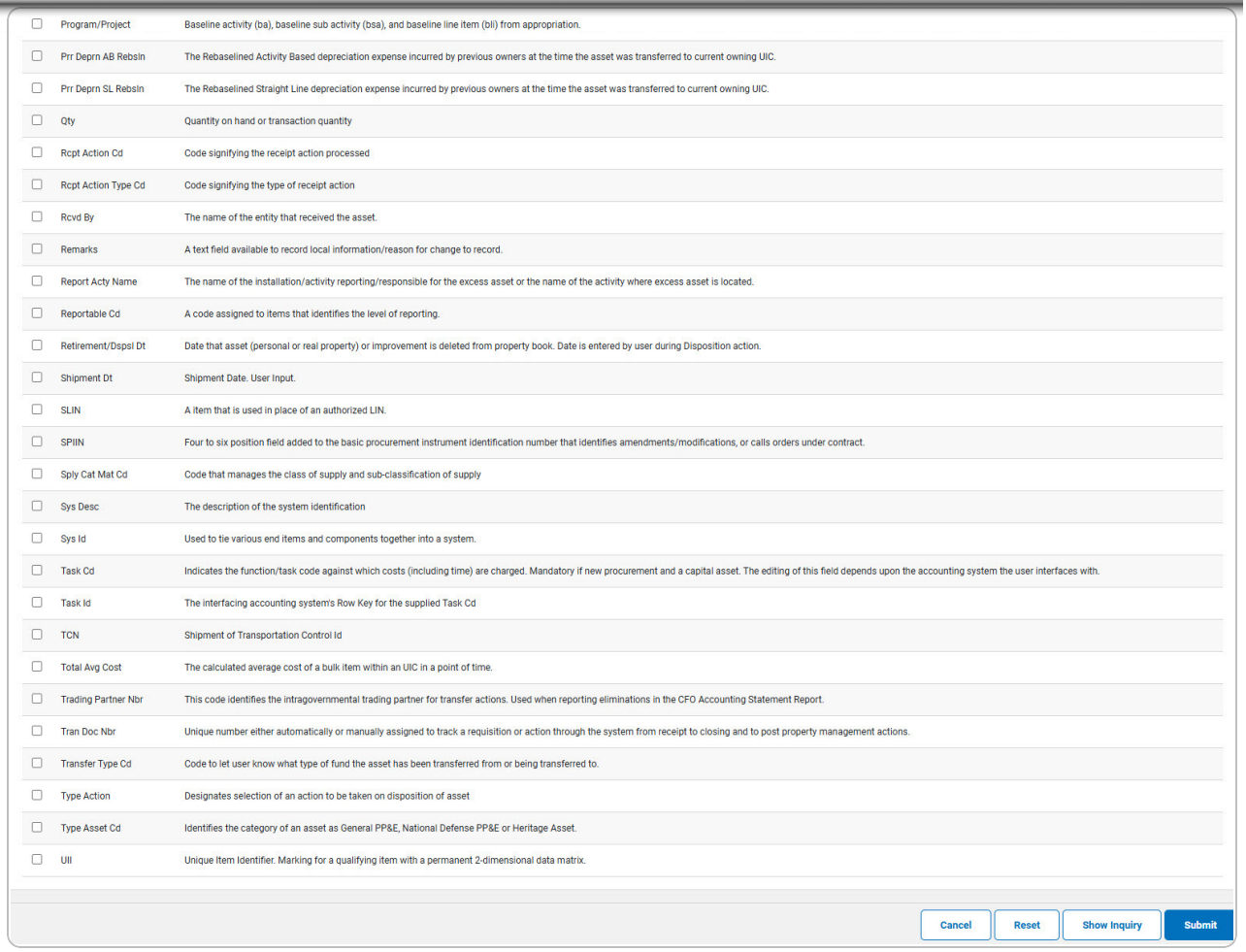
☐	Project Nbr	The reference number assigned to the acquisition project the asset was acquired by.
☐	Program Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format (example: 20102011).



☐	Program/Project	Baseline activity (ba), baseline sub activity (bsa), and baseline line item (bli) from appropriation.
☐	Prr Deprn AB RebsIn	The Rebaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL RebsIn	The Rebaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	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
☐	Rcvd By	The name of the entity that received the asset.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Report Acty Name	The name of the installation/activity reporting/responsible for the excess asset or the name of the activity where excess asset is located.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	Retirement/Dspsl Dt	Date that asset (personal or real property) or improvement is deleted from property book. Date is entered by user during Disposition action.
☐	Shipment Dt	Shipment Date. User Input.
☐	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.
☐	Sply Cat Mat Cd	Code that manages the class of supply and sub-classification of supply
☐	Sys Desc	The description of the system identification
☐	Sys Id	Used to tie various end items and components together into a system.
☐	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.
☐	Task Id	The interfacing accounting system's Row Key for the supplied Task Cd
☐	TCN	Shipment of Transportation Control Id
☐	Total Avg Cost	The calculated average cost of a bulk item within an UIC in a point of time.
☐	Trading Partner Nbr	This code identifies the intragovernmental trading partner for transfer actions. Used when reporting eliminations in the CFO Accounting Statement Report.
☐	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 Action	Designates selection of an action to be taken on disposition of asset
☐	Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.

Cancel Reset Show Inquiry Submit

2. Select the fields required for the inquiry. *The first 19 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.

- Verify the ACTBL UICcontains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTBL UIC.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET ID.*

- Verify the ASSET LVL CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an Asset Level Code.*
- Verify the CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry has a CUSTODIAN NBR.*
- Verify the EXPR DTcontains the appropriate ☑ or ☐. *Select if the inquiry contains remark an EXPR DT.*
- Verify the LAST TRAN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a LAST TRAN DT.*
- Verify the RCPT DOC NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a RCPT DOC NBR.*
- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SERIAL NBR.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the SUB CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUB CUSTODIAN NBR.*
- Verify the SUB LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUB LOC.*
- Verify the Total Cost contains the appropriate ☑ or ☐. *Select if the inquiry contains a Total Cost.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*

- Verify the UIC NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC NAME.*
- Verify the USER ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a USER ID.*
- Click ☐ to select the ACC—SFIS. *Select if the inquiry contains an ACC—SFIS CD.*
- Click ☐ to select the ACCT RPT NBR. *Select if the inquiry contains an ACCT RPT NBR.*
- Click ☐ to select the ACRN. *Select if the inquiry contains an ACRN.*
- Click ☐ to select the Agency Defined 1. *Select if the inquiry contains agency information.*
- Click ☐ to select the Agency Defined 2. *Select if the inquiry contains agency information.*
- Click ☐ to select the Agency Defined 3. *Select if the inquiry contains agency information.*
- Click ☐ to select the Agency Defined 4. *Select if the inquiry contains agency information.*
- Click ☐ to select the Agency Defined 5. *Select if the inquiry contains agency information.*
- Click ☐ to select the ARC. *Select if the inquiry contains an ARC.*
- Click ☐ to select the ASSET CD. *Select if the inquiry contains an ASSET CD.*
- Click ☐ to select the Asset Pilferable. *Select if the inquiry contains Asset Pilferable information.*

- Click ☐ to select the ASSET STS CD. *Select if the inquiry contains an ASSET STS CD.*
- Click ☐ to select the CLIN. *Select if the inquiry contains a CLIN.*
- Click ☐ to select the CNTR/PO NBR. *Select if the inquiry contains a CNTR/PO NBR.*
- Click ☐ to select the COND CD. *Select if the inquiry contains a COND CD.*
- Click ☐ to select the DEPRN AB LST REBSLN. *Select if the inquiry contains DEPRN AB LST REBSLN information.*
- Click ☐ to select the DEPRN COST CENTER. *Select if the inquiry contains a DEPRN COST CENTER.*
- Click ☐ to select the DEPRN COST CENTER ID. *Select if the inquiry contains a DEPRN COST CENTER ID.*
- Click ☐ to select the DEPRN AB REBSLN. *Select if the inquiry contains DEPRN AB REBSLN information.*
- Click ☐ to select the DEPRN CD. *Select if the inquiry contains a DEPRN CD.*
- Click ☐ to select the DEPRN JOB ORDER NBR. *Select if the inquiry contains a DEPRN JOB ORDER NBR.*
- Click ☐ to select the DEPRN PERIOD DAYS. *Select if the inquiry contains DEPRN PRD DAYS.*
- Click ☐ to select the DEPRN PRJ NBR. *Select if the inquiry contains a DEPRN PRJ NBR.*
- Click ☐ to select the DEPRN SL LST REBSLN. *Select if the inquiry contains DEPRN SL LST REBSLN information.*
- Click ☐ to select the DEPRN SL REBSLN. *Select if the inquiry contains DEPRN SL REBSLN information.*

- Click to select the DEPRN TASK CD. *Select if the inquiry contains a DEPRN TASK CD.*
- Click to select the DEPRN TASK ID. *Select if the inquiry contains a DEPRN TASK ID.*
- Click to select the DEPRN UTIL QTY. *Select if the inquiry contains a DEPRN UTIL QTY.*
- Click to select the DEPRN UTIL SVC LIFE. *Select if the inquiry contains a DEPRN UTIL SVC LIFE.*
- Click to select the Disposition Type Action CD. *Select if the inquiry contains a Disposition Type Action CD.*
- Click to select the DMIL CD. *Select if the inquiry contains a DMIL CD.*
- Click to select the DEPRN JOB ORDER NBR. *Select if the inquiry contains a DEPRN JOB ORDER NBR.*
- Click to select the DEPRN PERIOD DAYS. *Select if the inquiry contains DEPRN PRD DAYS.*
- Click to select the DEPRN SL LST REBSLN. *Select if the inquiry contains DEPRN SL LST REBSLN information.*
- Click to select the DEPRN SL REBSLN. *Select if the inquiry contains DEPRN SL REBSLN information.*
- Click to select the DEPRN TASK CD. *Select if the inquiry contains a DEPRN TASK CD.*
- Click to select the DEPRN TASK ID. *Select if the inquiry contains a DEPRN TASK ID.*
- Click to select the DEPRN UTIL QTY. *Select if the inquiry contains a DEPRN UTIL QTY.*

- Click ☐ to select the DEPRN UTIL SVC LIFE. *Select if the inquiry contains a DEPRN UTIL SVC LIFE.*
- Click ☐ to select the Disposition Type Action CD. *Select if the inquiry contains a Disposition Type Action CD.*
- Click ☐ to select the DMIL CD. *Select if the inquiry contains a DMIL CD.*
- Click ☐ to select the DoD SERIAL NBR. *Select if the inquiry contains a DoD SERIAL NBR.*
- Click ☐ to select the Dollar Amount. *Select if the inquiry contains a Dollar Amount.*
- Click ☐ to select the Embedded Cost. *Select if the inquiry contains an Embedded Cost.*
- Click ☐ to select the Excess Action CD. *Select if the inquiry contains an Excess Action Code.*
- Click ☐ to select the Excess DT. *Select if the inquiry contains an Excess Date.*
- Click ☐ to select the CNTR NBR. *Select if the inquiry contains a Contract Number.*
- Click ☐ to select the Excess Type Action CD. *Select if the inquiry contains an Excess Type Action Code.*
- Click ☐ to select the FNDNG COST CENTER. *Select if the inquiry contains a FNDNG COST CENTER.*
- Click ☐ to select the FSC. *Select if the inquiry contains a FSC.*
- Click ☐ to select the HAZ MAT CD. *Select if the inquiry a HAZ MAT CD.*
- Click ☐ to select the History Remarks. *Select if the inquiry contains History Remarks.*
- Click ☐ to select the INV USER ID. *Select if the inquiry contains an INV USER ID.*

- Click ☐ to select the ITEM DESC. *Select if the inquiry contains an ITEM DESC.*
- Click ☐ to select the JOB ORDER NBR. *Select if the inquiry contains a JOB ORDER NBR.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains LAST UPDTD BY information.*
- Click ☐ to select the IRAPT/WAWF Details. *Select if the inquiry contains IRAPT/WAWF Details.*
- Click ☐ to select the IRAPT/WAWF Receipt. *Select if the inquiry contains an IRAPT/WAWF Receipt.*
- Click ☐ to select the IRAPT/WAWF Shipment ID. *Select if the inquiry contains an IRAPT/WAWF Shipment ID.*
- Click ☐ to select the LEASE CD. *Select if the inquiry contains a LEASE CD.*
- Click ☐ to select the LEASE END DT. *Select if the inquiry contains a LEASE END DT.*
- Click ☐ to select the LEASE START DT. *Select if the inquiry contains a LEASE START DT.*
- Click ☐ to select the LIN/TAMCN Authorization. *Select if the inquiry contains an LIN/TAMCN Authorization.*
- Click ☐ to select the LIN/TAMCN - Catalog. *Select if the inquiry contains a LIN/TAMCN - Catalog.*
- Click ☐ to select the LOA. *Select if the inquiry contains a LOA.*
- Click ☐ to select the LOAN CD. *Select if the inquiry contains a LOAN CD.*
- Click ☐ to select the LOANING DODAAC/CAGE CD. *Select if the inquiry contains a LOANING DODAAC/CAGE CD.*

- Click ☐ to select the LOAN END DT. *Select if the inquiry contains a LOAN END DT.*
- Click ☐ to select the LOAN NOTIFY CD. *Select if the inquiry contains a LOAN NOTIFY CD.*
- Click ☐ to select the LOAN RCVD BY. *Select if the inquiry contains LOAN RCVD BY information.*
- Click ☐ to select the LOAN RCVD DT. *Select if the inquiry contains a LOAN RCVD DT.*
- Click ☐ to select the LOAN START DT. *Select if the inquiry contains a LOAN START DT.*
- Click ☐ to select the LOCAL RCPT DT. *Select if the inquiry contains a LOCAL RCPT DT.*
- Click ☐ to select the MFR NAME. *Select if the inquiry contains a MFR NAME.*
- Click ☐ to select the MFR PART NBR. *Select if the inquiry contains a MFR PART NBR.*
- Click ☐ to select the MFR YR. *Select if the inquiry contains a MFR YR.*
- Click ☐ to select the MAJOR CMD TASK ID. *Select if the inquiry contains a MAJOR CMD TASK ID.*
- Click ☐ to select the MFR MODEL NBR. *Select if the inquiry contains a MFR MODEL NBR.*
- Click ☐ to select the Mode of Shipment. *Select if the inquiry contains a Mode of Shipment.*
- Click ☐ to select the OBJ CLASS CD. *Select if the inquiry contains an OBJ CLASS CD.*

- Click ☐ to select the OBJ CLASS CD 2. *Select if the inquiry contains a second OBJ CLASS CD.*
- Click ☐ to select the OBLIGN DOC NBR. *Select if the inquiry contains an OBLIGN DOC NBR.*
- Click ☐ to select the Operating Unit. *Select if the inquiry contains an Operating Unit.*
- Click ☐ to select the OWNG COST CENTER. *Select if the inquiry contains an OWNG COST CENTER.*
- Click ☐ to select the PARA NBR. *Select if the inquiry contains a PARA NBR.*
- Click ☐ to select the PARA DESC. *Select if the inquiry contains a PARA DESC.*
- Click ☐ to select the PGM ID. *Select if the inquiry contains a PGM ID.*
- Click ☐ to select the PGM DESC. *Select if the inquiry contains a PGM DESC.*
- Click ☐ to select the PROJECT NBR. *Select if the inquiry contains a PROJECT NBR.*
- Click ☐ to select the PROGRAM YR. *Select if the inquiry contains a PGM YR.*
- Click ☐ to select the Program/Project. *Select if the inquiry contains Program or Project information.*
- Click ☐ to select the PRR DEPRN AB REBSLN. *Select if the inquiry contains a PRR DEPRN AB REBSLN expense.*
- Click ☐ to select the PRR DEPRN SL REBSLN. *Select if the inquiry contains a PRR DEPRN SL REBSLN expense.*
- Click ☐ to select the QTY. *Select if the inquiry contains a QTY.*
- Click ☐ to select the RCPT ACTION CD. *Select if the inquiry contains a RCPT ACTION CD.*

- Click ☐ to select the RCPT ACTION TYPE CD. *Select if the inquiry contains a RCPT ACTION TYPE CD.*
- Click ☐ to select the RCVD BY. *Select if the inquiry contains RCVD BY information.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks information.*
- Click ☐ to select the REPORT ACTY NAME. *Select if the inquiry contains a REPORT ACTY NAME.*
- Click ☐ to select the REPORTABLE CD. *Select if the inquiry contains a REPORTABLE CD.*
- Click ☐ to select the Retirement/DSPSL DT. *Select if the inquiry contains a Retirement/DSPSL DT.*
- Click ☐ to select the SHIPMENT DT. *Select if the inquiry contains a SHIPMENT DT.*
- Click ☐ to select the SLIN. *Select if the inquiry contains a SLIN.*
- Click ☐ to select the SPIIN. *Select if the inquiry contains a SPIIN.*
- Click ☐ to select the SPLY CAT MAT CD. *Select if the inquiry contains a SPLY CAT MAT CD.*
- Click ☐ to select the SYS DESC. *Select if the inquiry contains a SYS DESC.*
- Click ☐ to select the SYS ID. *Select if the inquiry contains a SYS ID.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains a TASK CD.*
- Click ☐ to select the TASK ID. *Select if the inquiry contains a TASK ID.*
- Click ☐ to select the TCN. *Select if the inquiry contains a TCN.*

- Click ☐ to select the TOTAL AVG COST. *Select if the inquiry contains a TOTAL AVG COST.*
- Click ☐ to select the TRADING PARTNER NBR. *Select if the inquiry contains a TRADING PARTNER NBR.*
- Click ☐ to select the TRAN DOC NBR. *Select if the inquiry contains a TRAN DOC NBR.*
- Click ☐ to select the TRANSFER TYPE CD. *Select if the inquiry contains a TRANSFER TYPE CD.*
- Click ☐ to select the Type Action. *Select if the inquiry contains Type Action information.*
- Click ☐ to select the TYPE ASSET CD. *Select if the inquiry contains a TYPE ASSET CD.*
- Click ☐ to select the UII. *Select if the inquiry contains a UII.*

3. Select Show Inquiry for small volumes of data. *The **Asset Activity Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Asset Activity Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for an Asset Activity Inquiry — Criteria
- Search for an Asset Activity Inquiry — Results
- View the Asset Activity Inquiry Detail — History
- View the Asset Activity Inquiry Details
- View the Asset Activity Inquiry Transaction Status
- Export the Asset Activity Inquiry Transaction Status

View the Asset Activity Inquiry Detail — History

Overview

The Asset Activity Inquiry Detail — History process displays the History record of the selected Asset Activity.

Navigation

Inquiries > Asset Management > Asset Activity > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Activity Inquiry Detail — History page

Page Fields

The following fields display on the **Asset Activity Inquiry Detail — History** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Activity Inquiry Detail Grid

From
To

Stock Nbr
Item Desc
Sply Cat Mat Cd
Asset Id
Serial Nbr

History Table
Tran Dt/Time
User Id

Tran Cd
Pgm Id
Pgm Desc

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

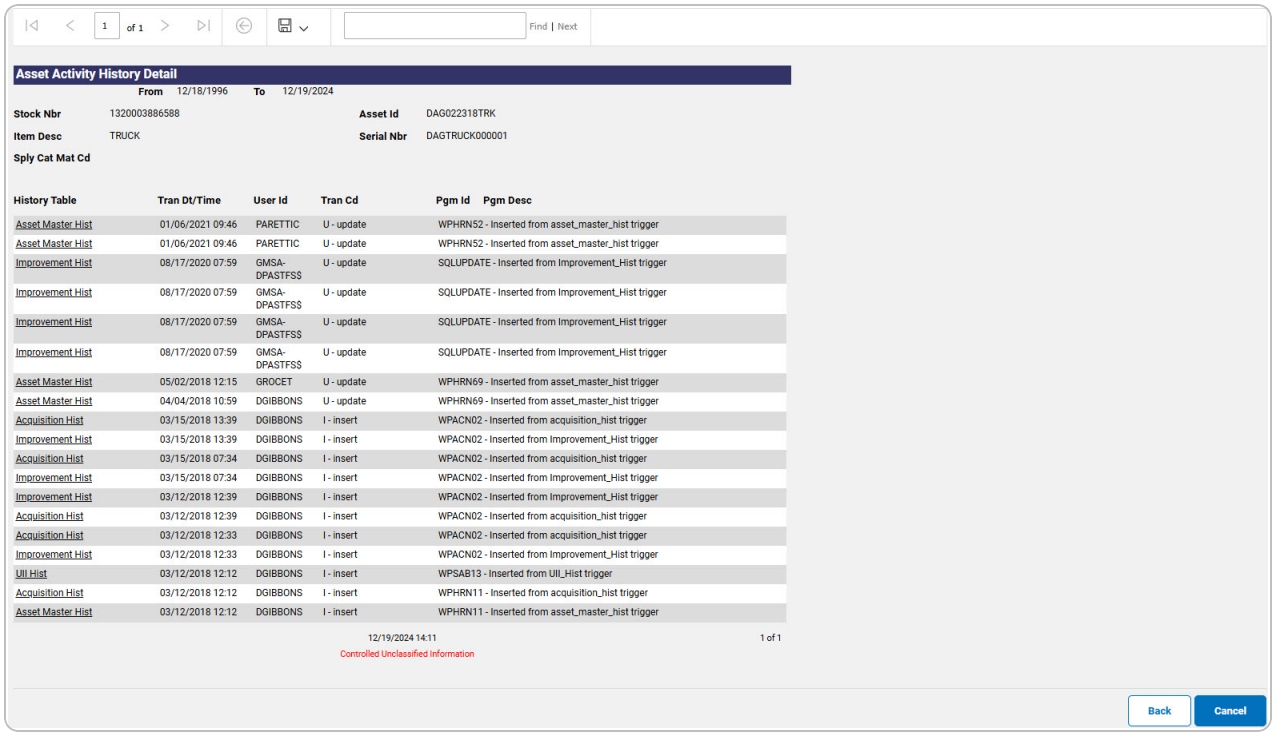
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Activity Inquiry Detail — History

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

1. *Verify the History tab.*



Asset Activity History Detail

From 12/18/1996 To 12/19/2024

Stock Nbr 1320003886588 **Asset Id** DAG022318TRK
Item Desc TRUCK **Serial Nbr** DAGTRUCK000001
Sply Cat Mat Cd

History Table	Tran Dt/Time	User Id	Tran Cd	Pgm Id	Pgm Desc
Asset Master Hist	01/06/2021 09:46	PARETTIC	U - update	WPHRN52	Inserted from asset_master_hist trigger
Asset Master Hist	01/06/2021 09:46	PARETTIC	U - update	WPHRN52	Inserted from asset_master_hist trigger
Improvement Hist	08/17/2020 07:59	GMSA-DPASTFSS	U - update	SQLUPDATE	Inserted from Improvement_Hist trigger
Improvement Hist	08/17/2020 07:59	GMSA-DPASTFSS	U - update	SQLUPDATE	Inserted from Improvement_Hist trigger
Improvement Hist	08/17/2020 07:59	GMSA-DPASTFSS	U - update	SQLUPDATE	Inserted from Improvement_Hist trigger
Improvement Hist	08/17/2020 07:59	GMSA-DPASTFSS	U - update	SQLUPDATE	Inserted from Improvement_Hist trigger
Asset Master Hist	05/02/2018 12:15	GROCET	U - update	WPHRN69	Inserted from asset_master_hist trigger
Asset Master Hist	04/04/2018 10:59	DGIBBONS	U - update	WPHRN69	Inserted from asset_master_hist trigger
Acquisition Hist	03/15/2018 13:39	DGIBBONS	I - insert	WPACN02	Inserted from acquisition_hist trigger
Improvement Hist	03/15/2018 13:39	DGIBBONS	I - insert	WPACN02	Inserted from Improvement_Hist trigger
Acquisition Hist	03/15/2018 07:34	DGIBBONS	I - insert	WPACN02	Inserted from acquisition_hist trigger
Improvement Hist	03/15/2018 07:34	DGIBBONS	I - insert	WPACN02	Inserted from Improvement_Hist trigger
Improvement Hist	03/12/2018 12:39	DGIBBONS	I - insert	WPACN02	Inserted from Improvement_Hist trigger
Acquisition Hist	03/12/2018 12:39	DGIBBONS	I - insert	WPACN02	Inserted from acquisition_hist trigger
Acquisition Hist	03/12/2018 12:33	DGIBBONS	I - insert	WPACN02	Inserted from acquisition_hist trigger
Improvement Hist	03/12/2018 12:33	DGIBBONS	I - insert	WPACN02	Inserted from Improvement_Hist trigger
UII Hist	03/12/2018 12:12	DGIBBONS	I - insert	WPSAB13	Inserted from UII_Hist trigger
Acquisition Hist	03/12/2018 12:12	DGIBBONS	I - insert	WPHRN11	Inserted from acquisition_hist trigger
Asset Master Hist	03/12/2018 12:12	DGIBBONS	I - insert	WPHRN11	Inserted from asset_master_hist trigger

12/19/2024 14:11 1 of 1
Controlled Unclassified Information

Back Cancel

A. *Verify the From.*

B. *Verify the To.*

C. *Verify the STOCK NBR.*

D. *Verify the ITEM DESC.*

E. *Verify the SPLY CAT MAT CD.*

F. *Verify the ASSET ID.*

G. *Verify the SERIAL NBR.*

H. *Select the History Table hyperlink. The Asset Activity Inquiry Details page appears.*

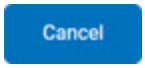
I. *Verify the TRAN DT/TIME.*

J. *Verify the USER ID.*

K. *Verify the TRAN CD.*

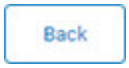
L. *Verify the PGM ID.*

M. *Verify the PGM DESC.*

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 **Asset Activity Inquiry — Criteria** page appears*.

   OR

   Select 

. *The **Asset 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Activity Inquiry — Criteria
- Search for an Asset Activity Inquiry — Results
- Select Fields for the Asset Activity Inquiry
- View the Asset Activity Inquiry Details
- View the Asset Activity Inquiry Transaction Status
- Export the Asset Activity Inquiry Transaction Status

View the Asset Activity Inquiry Details

Overview

The Asset Activity Inquiry Details process displays the detailed record of the selected History Table for an Asset Activity.

Navigation

Inquiries > Asset Management > Asset Activity > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Activity Inquiry Details > History Table hyperlink > Asset Activity Inquiry Details page

Page Fields

The following fields display on the **Asset Activity Inquiry Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Activity Inquiry Details Grid

Table Name
Pgm Id
Tran Dt/Time
User Id
Tran Cd
Display

Element Name
Before Value
After Value

Procedures

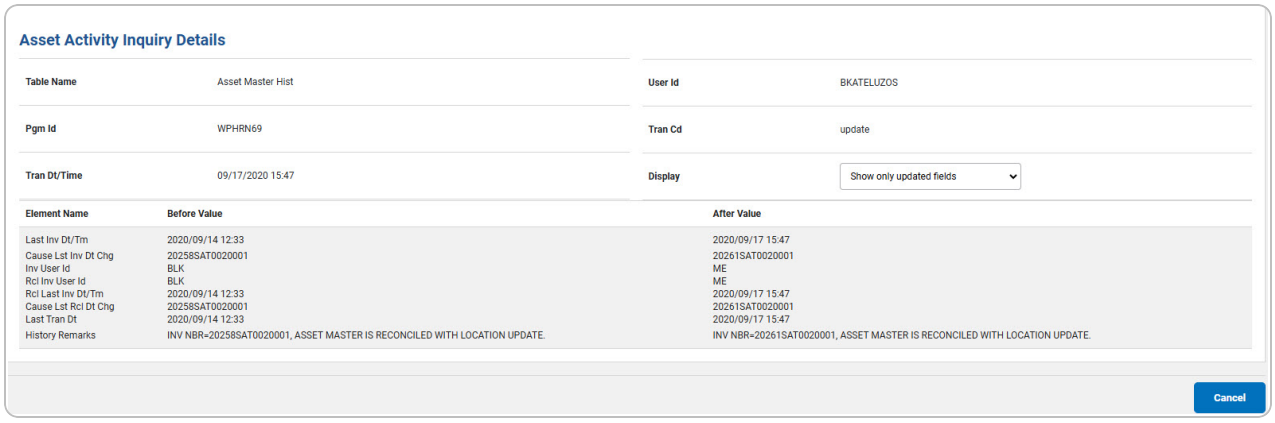
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

View the Asset Activity Inquiry Details

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

1. Select the History Table hyperlink. *The Asset Activity Inquiry Details page appears.*



   A. *Verify the Table Name.*
   B. *Verify the PGM ID.*
   C. *Verify the TRAN DT/TIME.*
   D. *Verify the USER ID.*
   E. *Verify the TRAN CD.*
   F. *Verify the Display.*
   G. *Verify the Element Name.*
   H. *Verify the Before Value.*
   I. *Verify the After Value*

2. Select Cancel. *The* ***Asset Activity Inquiry — Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Activity Inquiry — Criteria
- Search for an Asset Activity Inquiry — Results
- Select Fields for the Asset Activity Inquiry
- View the Asset Activity Inquiry Detail — History
- View the Asset Activity Inquiry Transaction Status
- Export the Asset Activity Inquiry Transaction Status

View the Asset Activity Inquiry Transaction Status

Overview

The Asset Activity Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Asset Management > Asset Activity > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Asset Activity Inquiry Transaction Status page

Page Fields

The following fields display on the **Asset Activity Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

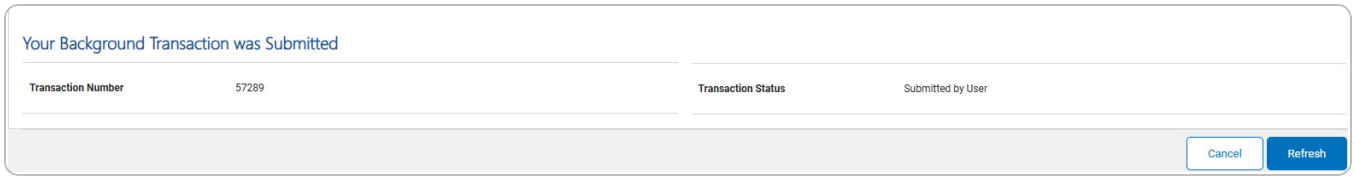
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

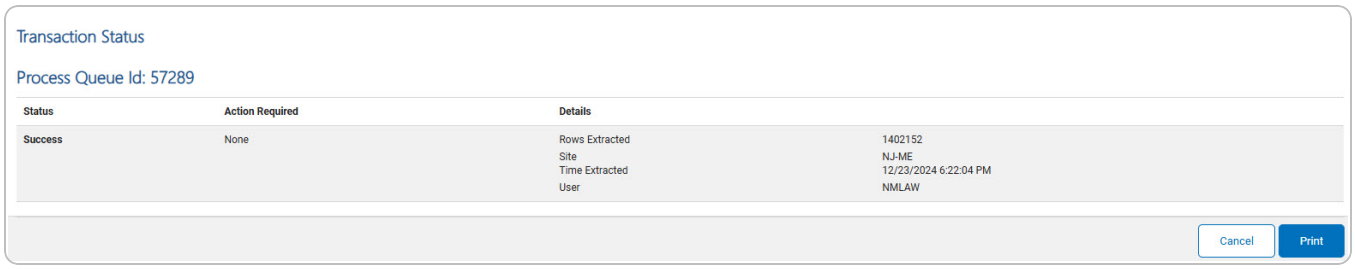
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Asset Activity Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Asset Activity Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Asset Activity Inquiry Search Criteria*** *page appears*.

View the Asset Activity Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Asset Activity Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Asset Activity Inquiry — Criteria
- Search for an Asset Activity Inquiry — Results
- Select Fields for the Asset Activity Inquiry
- View the Asset Activity Inquiry Detail — History
- View the Asset Activity Inquiry Details
- Export the Asset Activity Inquiry Transaction Status

Export the Asset Activity Inquiry Transaction Status

Overview

The Asset Activity Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Asset Management > Asset Activity > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Asset Activity Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Asset Activity Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

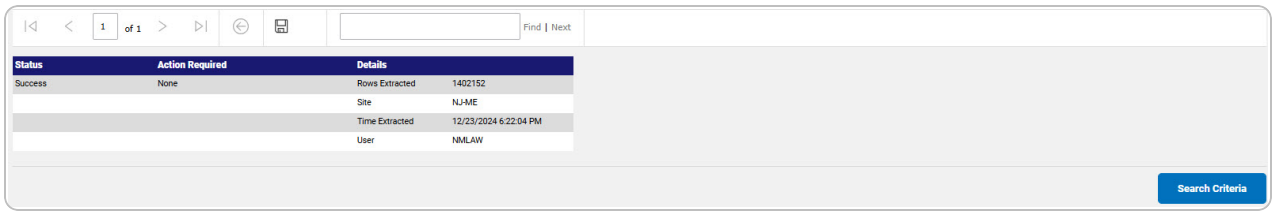
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Activity Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Asset Activity Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Asset Activity Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Asset Activity Inquiry — Criteria
- Search for an Asset Activity Inquiry — Results
- Select Fields for the Asset Activity Inquiry
- View the Asset Activity Inquiry Detail — History
- View the Asset Activity Inquiry Details
- View the Asset Activity Inquiry Transaction Status

Search for a Custodian Inquiry — Criteria

Overview

The Property Accountability module Custodian Inquiry process provides the ability to search for Custodians.

Navigation

Inquiries > Asset Management > Custodian > Custodian Inquiry Search Criteria page

Page Fields

The following fields display on the **Custodian Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
24	(*) Asterisk identifies mandatory fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the

	default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

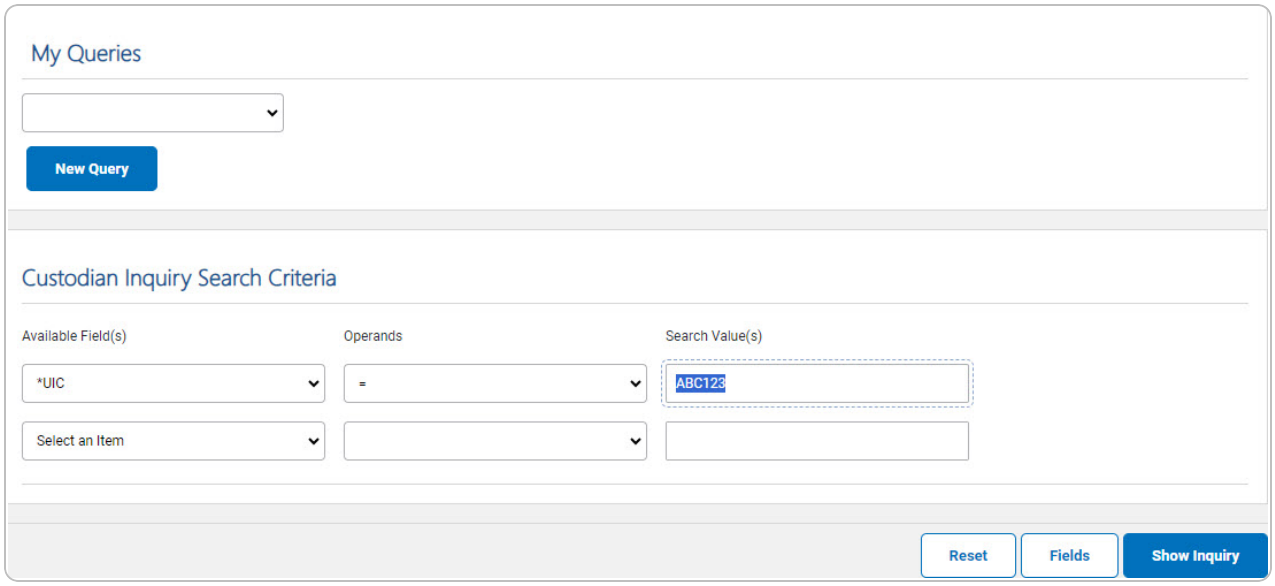
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Custodian 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. *The first Available Field(s) option (UIC) automatically populates and is not editable.*

B. Use ⌄ to select the second Available Field.

C. Repeat Step B to add additional search criteria.

Note

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

Note

Select Fields 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. Repeat Step A to add additional search criteria.

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

A. Use ⌄ to select the first Search Value.

B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

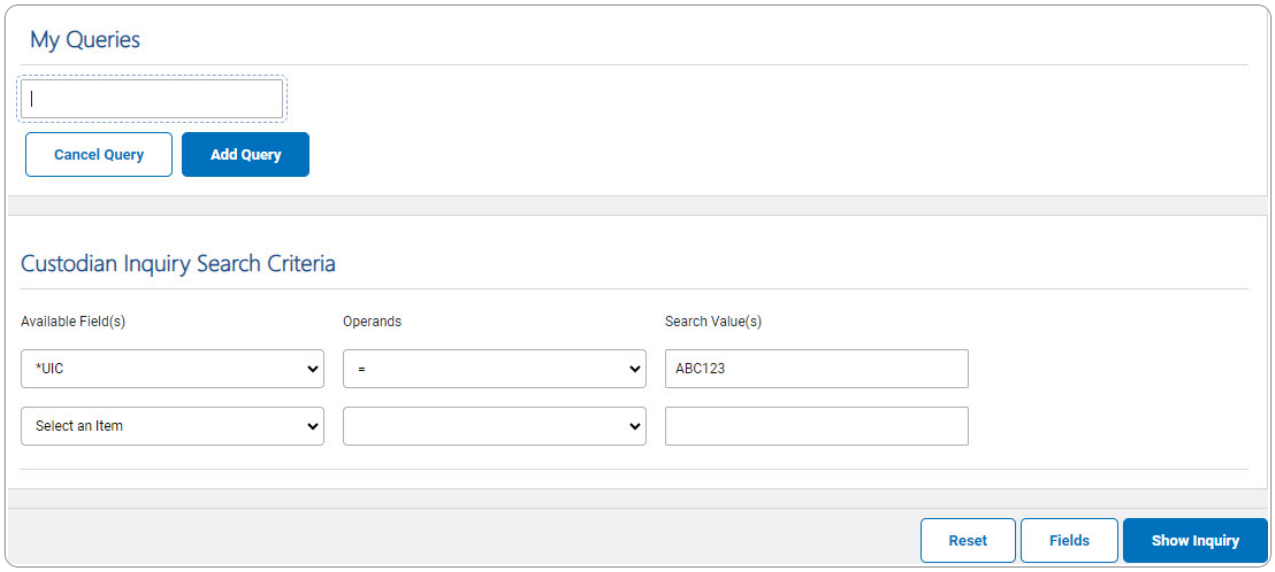
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Custodian Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



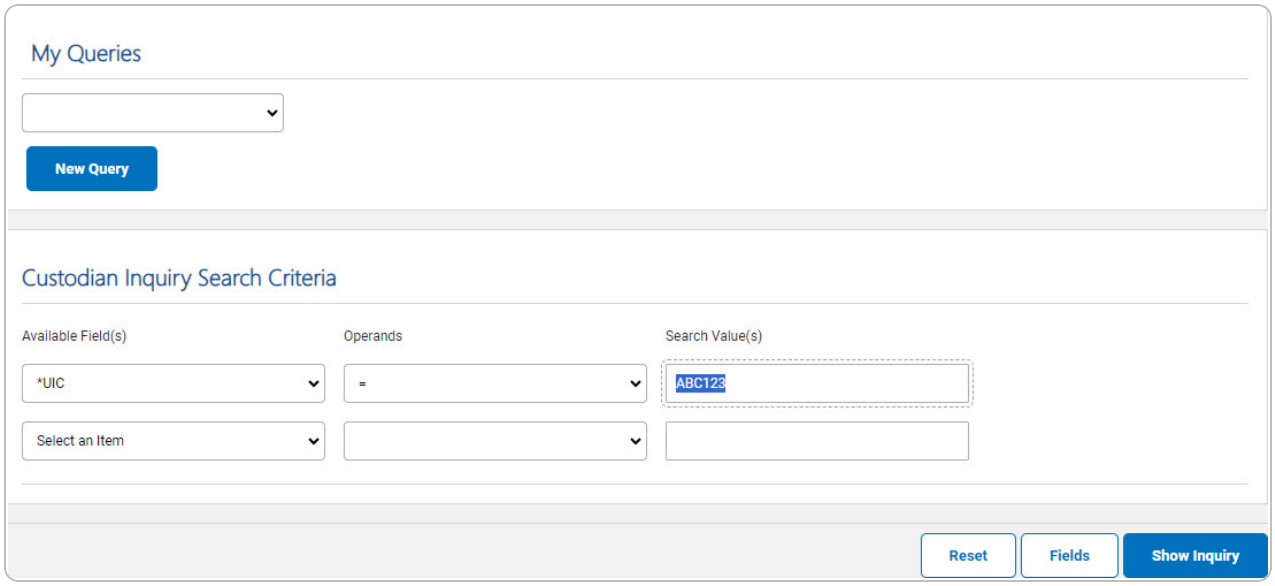
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The **Custodian Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The* ***Custodian 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.*



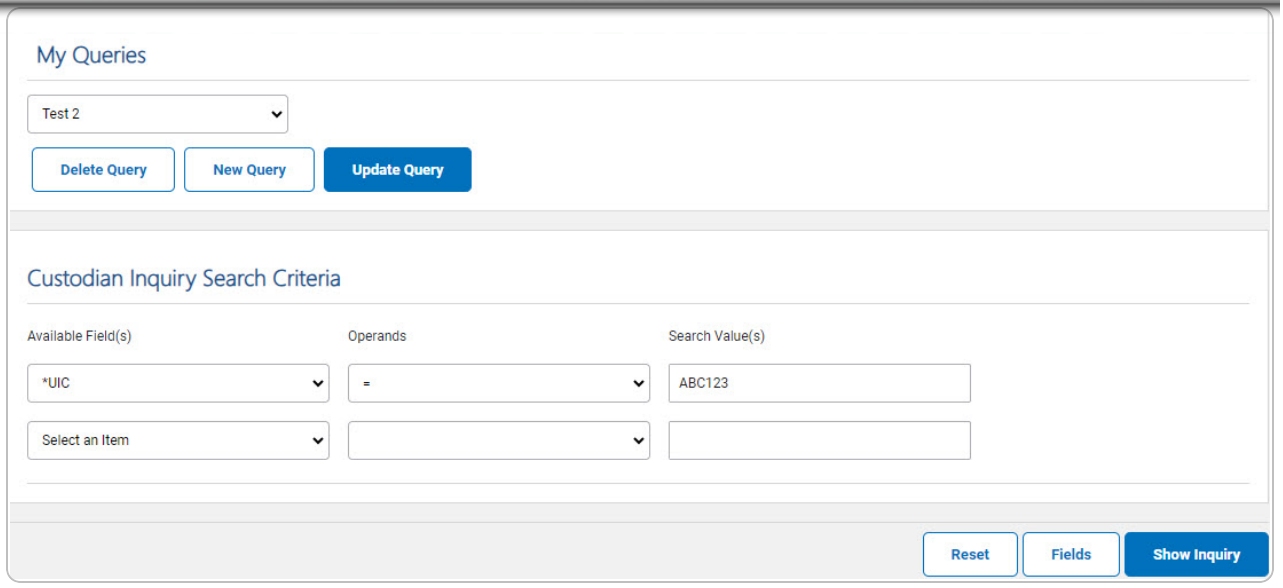
Select Fields. *The* ***Custodian Inquiry — Select Fields*** *page appears.*

2. OR

Select Show Inquiry. *The* ***Custodian 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

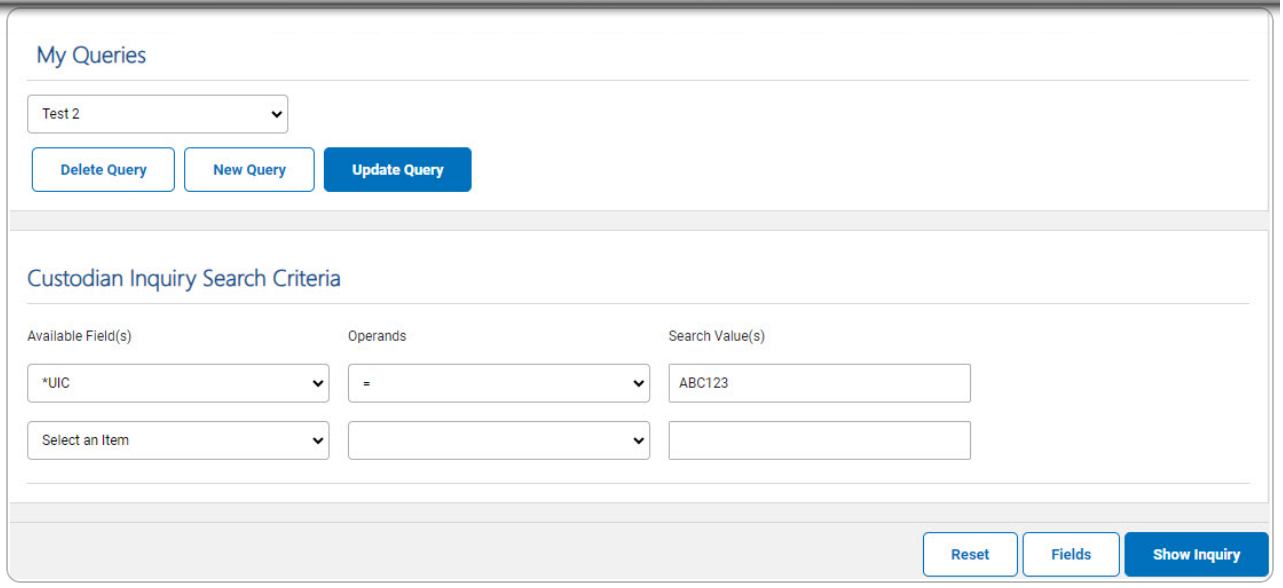
4. Select Fields. *The **Custodian Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Custodian 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Custodian Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be	Invalid Date Format Entry. The date must be

MM/DD/YYYY with valid month/day combination.	entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Custodian Inquiry — Results
- Select Fields for the Custodian Inquiry
- View the Custodian Inquiry Transaction Status
- Export the Custodian Inquiry Transaction Status

Search for a Custodian Inquiry — Results

Overview

The Custodian Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Asset Management > Custodian > Search Criteria > Show Inquiry > Custodian Inquiry Search Results page

Page Fields

The following fields display on the **Custodian Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Custodian Nbr
Loc
Custodian Name
Office Id
Order Dt
State
Sub Custodian Nbr
Sub Loc
UIC
UIC Name

Optional

Address 1
Address 2
Alt Name
Alt Order Dt
Alt Phone Nbr
City
Country Cd
DSN
E-Mail Address

Estbd By
Estbd Dt
FAX Nbr
History Remarks
Last Tran Dt
Last Updtd By
Office Name
Phone Nbr
Remarks
Tran Cd
Transfer Authority Flag
ZIP Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

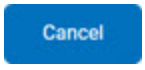
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

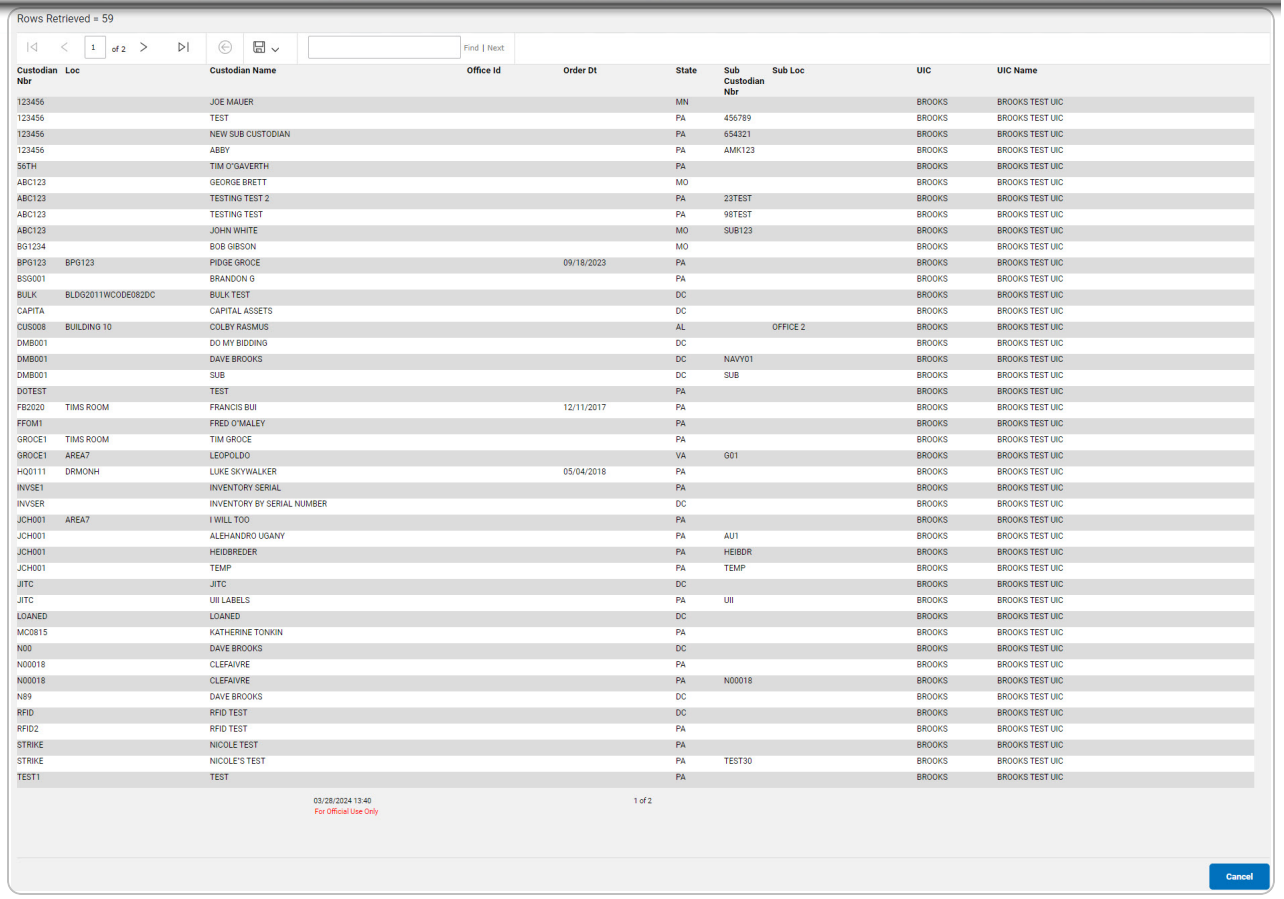
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Custodian Inquiry Results

Selecting  *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 = 59

1 of 2 Find | Next

Custodian Nbr	Loc	Custodian Name	Office Id	Order Dt	State	Sub Custodian Nbr	Sub Loc	UIC	UIC Name
123456		JOE MAUER			MN			BROOKS	BROOKS TEST UIC
123456		TEST			PA	456789		BROOKS	BROOKS TEST UIC
123456		NEW SUB CUSTODIAN			PA	654321		BROOKS	BROOKS TEST UIC
123456		ABBY			PA	AMK123		BROOKS	BROOKS TEST UIC
56TH		TIM O'GAVERTH			PA			BROOKS	BROOKS TEST UIC
ABC123		GEORGE BRETT			MO			BROOKS	BROOKS TEST UIC
ABC123		TESTING TEST 2			PA	23TEST		BROOKS	BROOKS TEST UIC
ABC123		TESTING TEST			PA	98TEST		BROOKS	BROOKS TEST UIC
ABC123		JOHN WHITE			MO	SUB123		BROOKS	BROOKS TEST UIC
BG1234		BOB GIBSON			MO			BROOKS	BROOKS TEST UIC
BPG123	BPG123	PIDGE GROCE		09/18/2023	PA			BROOKS	BROOKS TEST UIC
BSG001		BRANDON G			PA			BROOKS	BROOKS TEST UIC
BULK	BLDG2011WCODE082DC	BULK TEST			DC			BROOKS	BROOKS TEST UIC
CAPITA		CAPITAL ASSETS			DC			BROOKS	BROOKS TEST UIC
CUS008	BUILDING 10	COLBY RASMUS			AL		OFFICE 2	BROOKS	BROOKS TEST UIC
DMB001		DO MY BIDDING			DC			BROOKS	BROOKS TEST UIC
DMB001		DAVE BROOKS			DC	NAVY01		BROOKS	BROOKS TEST UIC
DMB001		SUB			DC	SUB		BROOKS	BROOKS TEST UIC
DOTEST		TEST			PA			BROOKS	BROOKS TEST UIC
FB2020	TIMS ROOM	FRANCIS BUI		12/11/2017	PA			BROOKS	BROOKS TEST UIC
FFOM1		FRED O'MALEY			PA			BROOKS	BROOKS TEST UIC
GROCE1	TIMS ROOM	TIM GROCE			PA			BROOKS	BROOKS TEST UIC
GROCE1	AREA7	LEOPOLDO			VA	G01		BROOKS	BROOKS TEST UIC
HQ0111	DRMONH	LUKE SKYWALKER		05/04/2018	PA			BROOKS	BROOKS TEST UIC
INVSE1		INVENTORY SERIAL			PA			BROOKS	BROOKS TEST UIC
INVSER		INVENTORY BY SERIAL NUMBER			DC			BROOKS	BROOKS TEST UIC
JCH001	AREA7	I WILL TOO			PA			BROOKS	BROOKS TEST UIC
JCH001		ALEHANDRO UGANY			PA	AU1		BROOKS	BROOKS TEST UIC
JCH001		HEIDBREDER			PA	HEIBDR		BROOKS	BROOKS TEST UIC
JCH001		TEMP			PA	TEMP		BROOKS	BROOKS TEST UIC
JITC		JITC			DC			BROOKS	BROOKS TEST UIC
JITC		UII LABELS			PA	UII		BROOKS	BROOKS TEST UIC
LOANED		LOANED			DC			BROOKS	BROOKS TEST UIC
MC0815		KATHERINE TONKIN			PA			BROOKS	BROOKS TEST UIC
N00		DAVE BROOKS			DC			BROOKS	BROOKS TEST UIC
N00018		CLEFAIVRE			PA			BROOKS	BROOKS TEST UIC
N00018		CLEFAIVRE			PA	N00018		BROOKS	BROOKS TEST UIC
N89		DAVE BROOKS			DC			BROOKS	BROOKS TEST UIC
RFID		RFID TEST			DC			BROOKS	BROOKS TEST UIC
RFID2		RFID TEST			PA			BROOKS	BROOKS TEST UIC
STRIKE		NICOLE TEST			PA			BROOKS	BROOKS TEST UIC
STRIKE		NICOLE'S TEST			PA	TEST30		BROOKS	BROOKS TEST UIC
TEST1		TEST			PA			BROOKS	BROOKS TEST UIC

03/28/2024 13:40
For Official Use Only
1 of 2

Cancel

Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Custodian 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Custodian Inquiry Detail

Select the desired Custodian Number row. *The **Custodian Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Custodian Inquiry — Criteria
- Select Fields for the Custodian Inquiry
- View the Custodian Inquiry Detail — Basic
- View the Custodian Inquiry Paragraph Number Detail
- View the Custodian Inquiry Transaction Status
- Export the Custodian Inquiry Transaction Status

Select Fields for the Custodian Inquiry

Overview

The Custodian Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Asset Management > Custodian > Search Criteria > Fields > Custodian Inquiry Fields Selection page

Page Fields

The following fields display on the **Custodian Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Custodian Nbr
Loc
Custodian Name
Office Id
Order Dt
State
Sub Custodian Nbr
Sub Loc
UIC
UIC Name

Optional

Address 1
Address 2
Alt Name
Alt Order Dt
Alt Phone Nbr
City
Country Cd
DSN
E-Mail Address
Estbd By
Estbd Dt
FAX Nbr
History Remarks
Last Tran Dt
Last Updtd By
Office Name
Phone Nbr
Remarks
Tran Cd
Transfer Authority Flag
ZIP Cd

Procedures

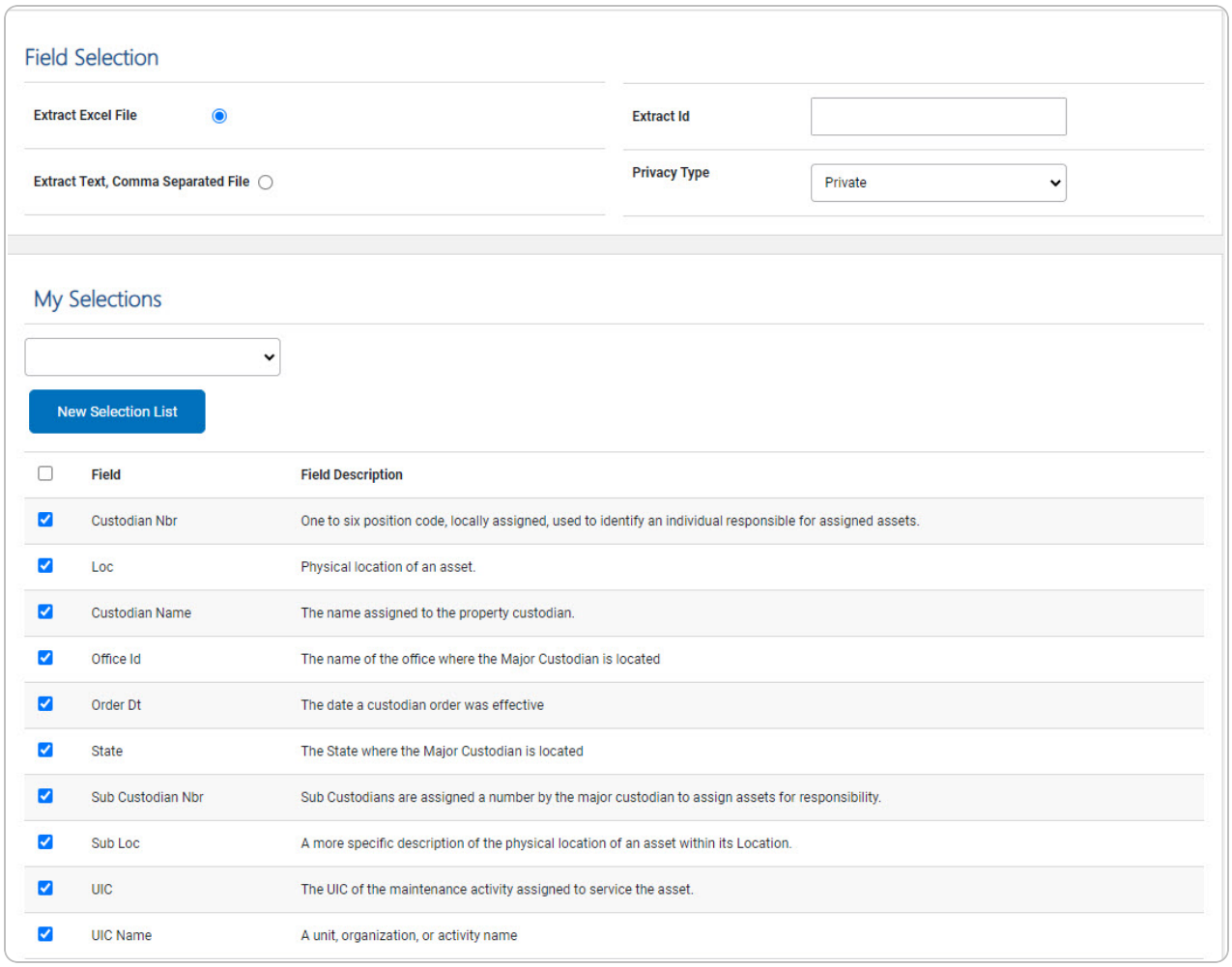
ELMS Navigation Helpful Tips

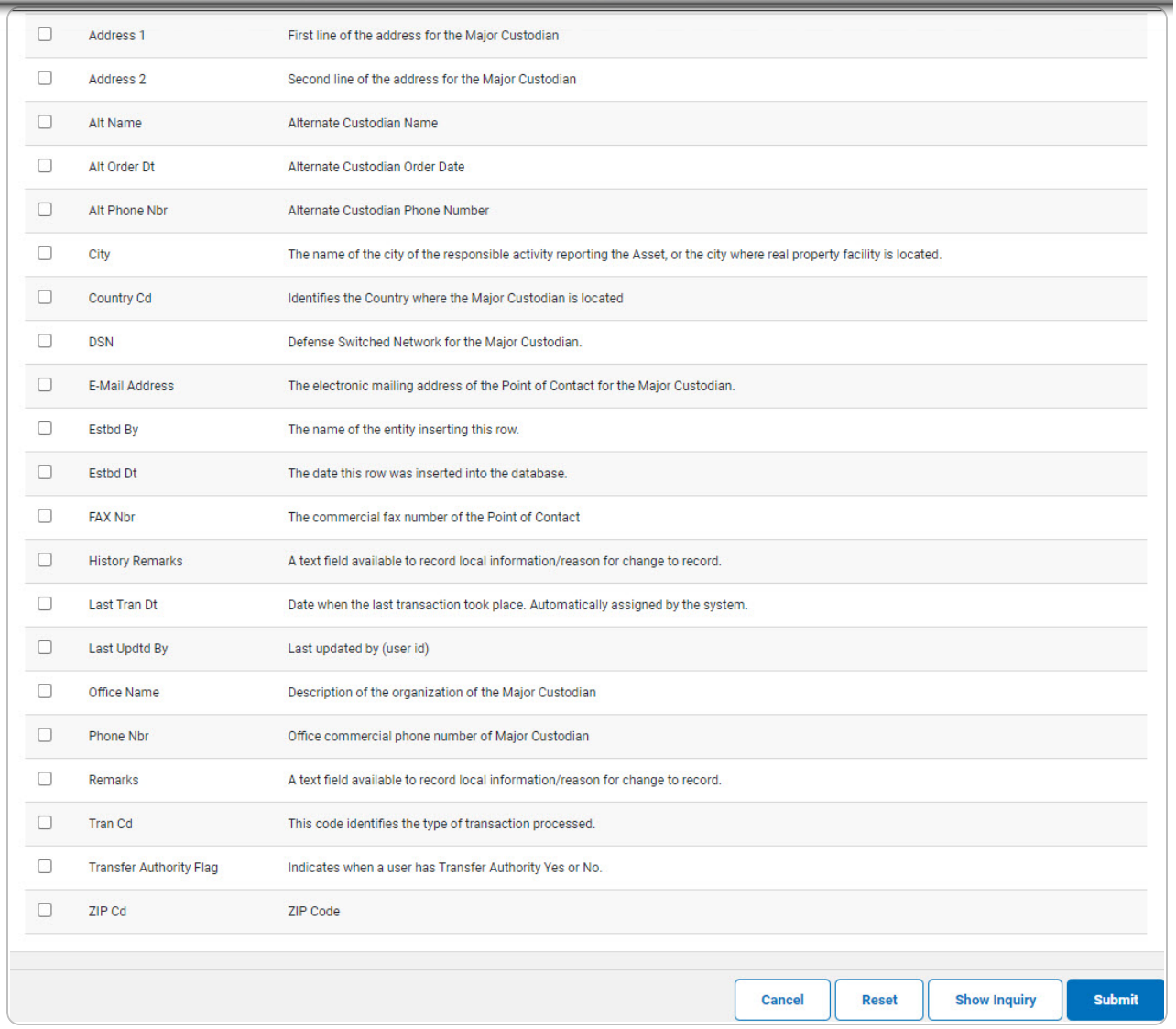
Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **Custodian Inquiry** page appears.*





☐	Address 1	First line of the address for the Major Custodian
☐	Address 2	Second line of the address for the Major Custodian
☐	Alt Name	Alternate Custodian Name
☐	Alt Order Dt	Alternate Custodian Order Date
☐	Alt Phone Nbr	Alternate Custodian Phone Number
☐	City	The name of the city of the responsible activity reporting the Asset, or the city where real property facility is located.
☐	Country Cd	Identifies the Country where the Major Custodian is located
☐	DSN	Defense Switched Network for the Major Custodian.
☐	E-Mail Address	The electronic mailing address of the Point of Contact for the Major Custodian.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	FAX Nbr	The commercial fax number of the Point of Contact
☐	History Remarks	A text field available to record local information/reason for change to record.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Office Name	Description of the organization of the Major Custodian
☐	Phone Nbr	Office commercial phone number of Major Custodian
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Tran Cd	This code identifies the type of transaction processed.
☐	Transfer Authority Flag	Indicates when a user has Transfer Authority Yes or No.
☐	ZIP Cd	ZIP Code

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

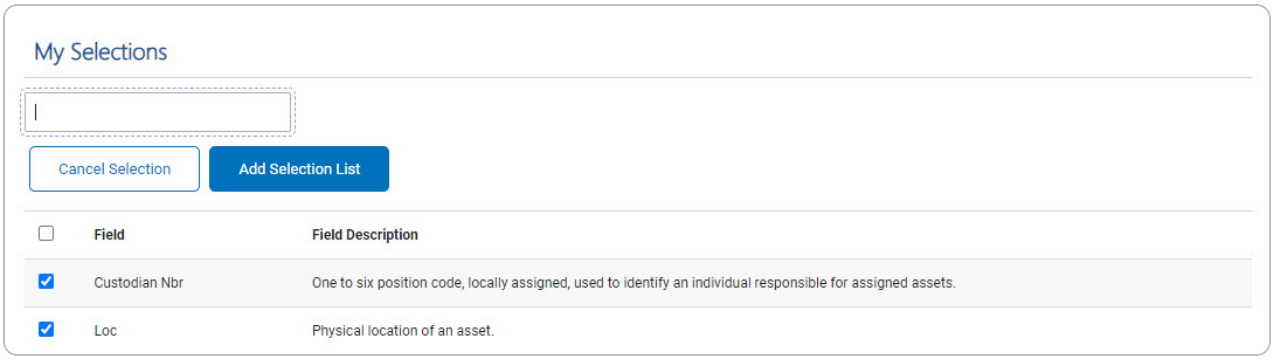
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

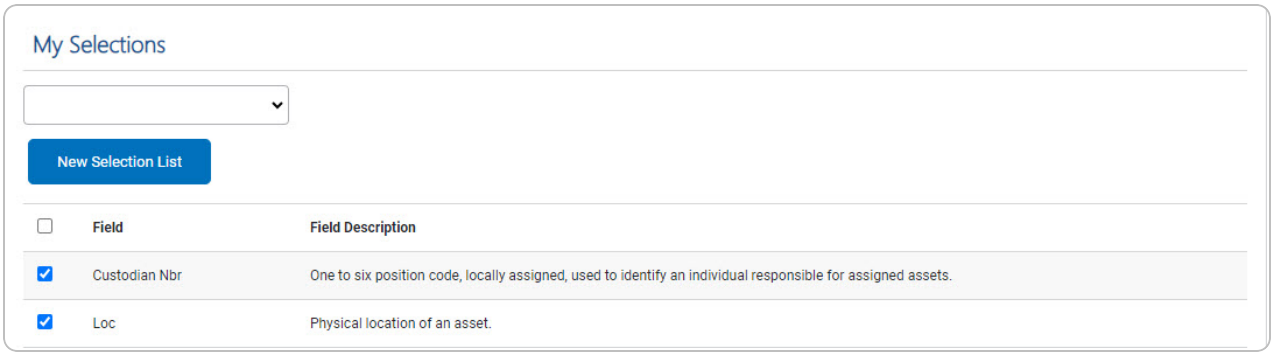
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.* **Add Selection List** *is replaced by* **Update Selection List** *and* Delete Selection List.

   Select **Show Inquiry** for small volumes of data. *The* ***Custodian Inquiry — Results*** *page appears.*
5. **OR**

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

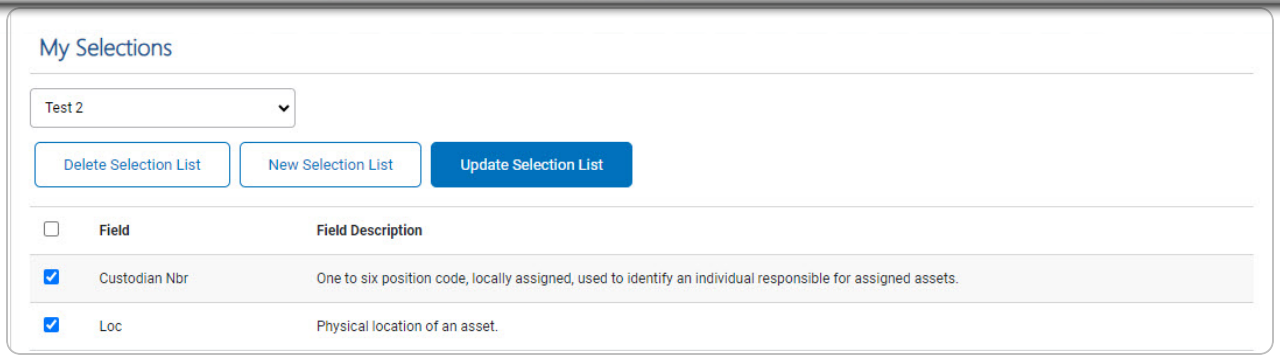
3. Select Show Inquiry for small volumes of data. *The **Custodian Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Custodian 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



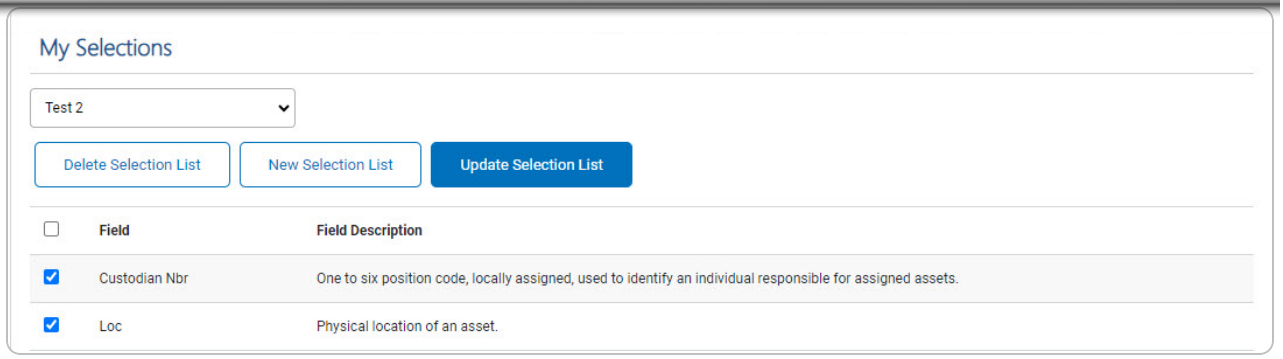
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Custodian Inquiry — Results*** *page appears.*
4. **OR**

   Select Submit for large volumes of data. *The* ***Custodian 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.

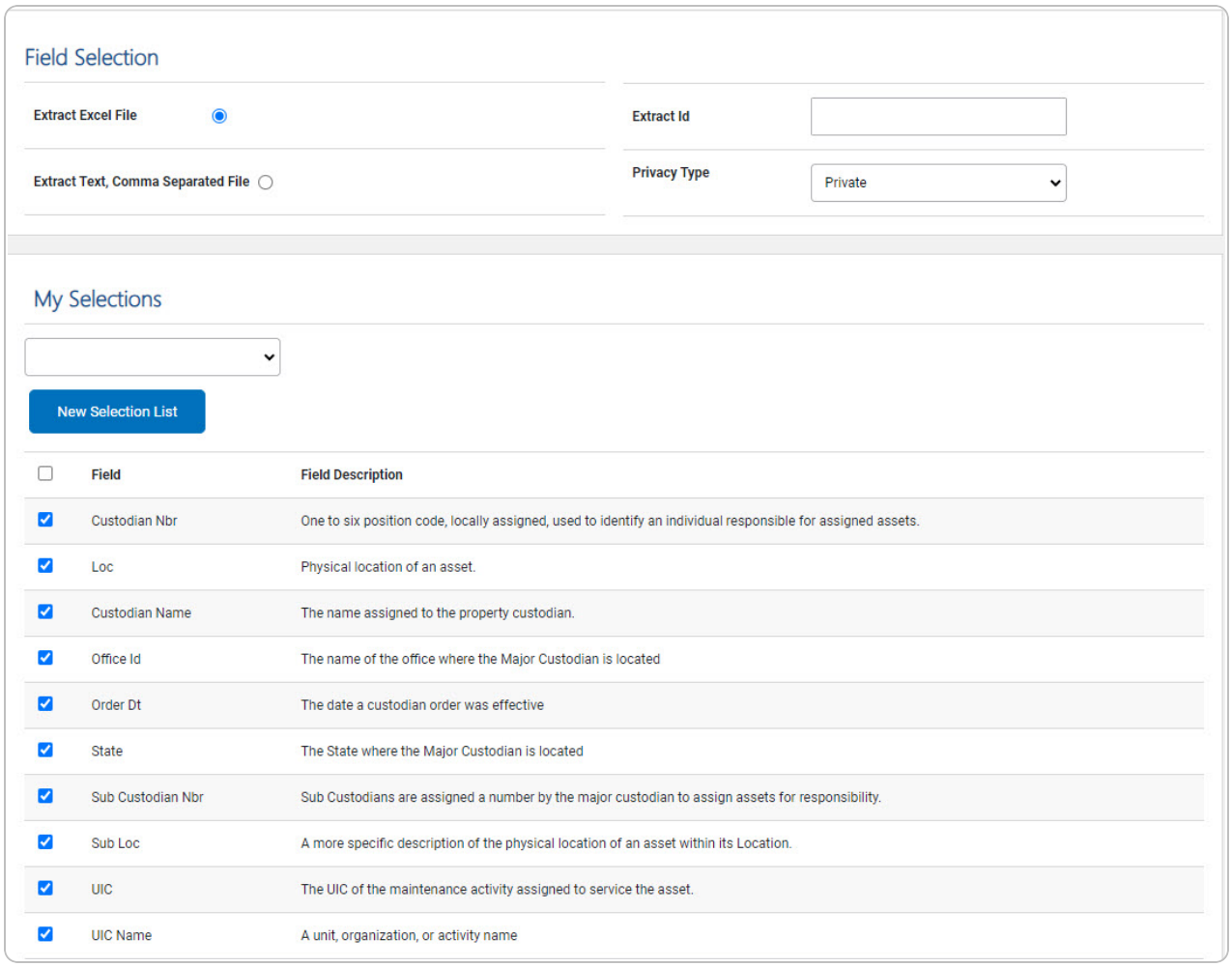


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Custodian Inquiry** page appears.*



☐	Address 1	First line of the address for the Major Custodian
☐	Address 2	Second line of the address for the Major Custodian
☐	Alt Name	Alternate Custodian Name
☐	Alt Order Dt	Alternate Custodian Order Date
☐	Alt Phone Nbr	Alternate Custodian Phone Number
☐	City	The name of the city of the responsible activity reporting the Asset, or the city where real property facility is located.
☐	Country Cd	Identifies the Country where the Major Custodian is located
☐	DSN	Defense Switched Network for the Major Custodian.
☐	E-Mail Address	The electronic mailing address of the Point of Contact for the Major Custodian.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	FAX Nbr	The commercial fax number of the Point of Contact
☐	History Remarks	A text field available to record local information/reason for change to record.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Office Name	Description of the organization of the Major Custodian
☐	Phone Nbr	Office commercial phone number of Major Custodian
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Tran Cd	This code identifies the type of transaction processed.
☐	Transfer Authority Flag	Indicates when a user has Transfer Authority Yes or No.
☐	ZIP Cd	ZIP Code

Cancel Reset Show Inquiry Submit

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.

- Verify the CUSTODIAN NBRcontains the appropriate ☑ or ☐. *Select if the inquiry contains a CUSTODIAN NBR.*

- Verify the LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a LOC.*
- Verify the Custodian Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a Custodian Name.*
- Verify the OFFICE ID contains the appropriate ☑ or ☐. *Select if the inquiry has an OFFICE ID.*
- Verify the Order DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an Order DT.*
- Verify the State contains the appropriate ☑ or ☐. *Select if the inquiry contains a State.*
- Verify the SUB CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUB CUSTODIAN NBR.*
- Verify the SUB LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUB LOC.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the UIC NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC NAME.*
- Click ☐ to select the Address 1. *Select if the inquiry contains an Address for the Major Custodian.*
- Click ☐ to select the Address 2. *Select if the inquiry contains an additional address line for a Major Custodian.*
- Click ☐ to select the ALT NAME. *Select if the inquiry contains an alternate custodian name.*

- Click ☐ to select the ALT ORDER DT. *Select if the inquiry contains an alternate custodian order date.*
- Click ☐ to select the ALT PHONE NBR. *Select if the inquiry contains an alternate custodian phone number.*
- Click ☐ to select the City. *Select if the inquiry contains a city.*
- Click ☐ to select the COUNTRY CD. *Select if the inquiry contains a COUNTRY CD.*
- Click ☐ to select the DSN. *Select if the inquiry contains a DSN.*
- Click ☐ to select the E-MAIL Address. *Select if the inquiry contains an E-MAIL Address for the Major Custodian.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains established by information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains established date information.*
- Click ☐ to select the FAX NBR. *Select if the inquiry contains a FAX NBR of the Point Of Contact/Custodian.*
- Click ☐ to select the History Remarks. *Select if the inquiry contains history remarks information.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains last transaction date information.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains last updated by information.*
- Click ☐ to select the Office Name. *Select if the inquiry contains an Office Name.*
- Click ☐ to select the PHONE NBR. *Select if the inquiry contains a phone number of the Major Custodian.*

- Click ☐ to select the Remarks. *Select if the inquiry contains remarks information.*
- Click ☐ to select the TRAN CD. *Select if the inquiry contains a transaction code.*
- Click ☐ to select the Transfer Authority Flag. *Select if the inquiry includes a user with Transfer Authority.*
- Click ☐ to select the ZIP CD. *Select if the inquiry contains a ZIP CD.*

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

3. **OR**

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Custodian Inquiry — Criteria
- Search for a Custodian Inquiry — Results
- View the Custodian Inquiry Basic Detail
- View the Custodian Inquiry Paragraph Number Detail
- View the Custodian Inquiry Transaction Status
- Export the Custodian Inquiry Transaction Status

View the Custodian Inquiry Detail — Basic

Overview

The Custodian Inquiry Detail — Basic process displays the basic record of the selected custodian.

Navigation

Inquiries > Asset Management > Custodian > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Custodian Inquiry Detail — Basic page

Page Fields

The following fields display on the **Custodian Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Custodian Inquiry Detail Grid

UIC
Custodian Name
Transfer Auth
Office
Phone Nbr
FAX Nbr
E-Mail Address
Address 1
Address 2
City
State
Loc
Remarks
Maj Custodian Nbr

Sub Custodian Nbr
Order Dt
Office Name
DSN Phone Nbr
Alt Custodian Name
Alt Phone Nbr
Alt Order Dt
ZIP Cd
Sub Loc

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

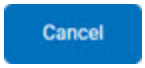
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

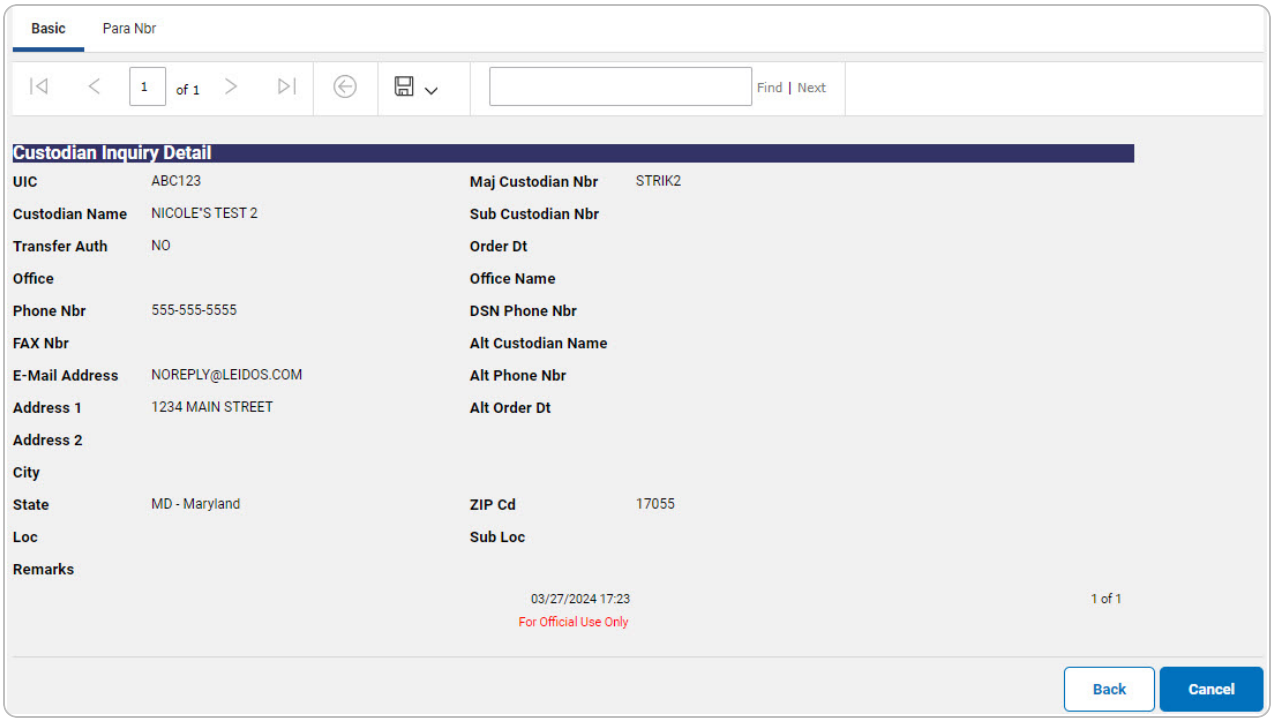
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Custodian Inquiry Detail — Basic

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

1. *Verify the Basic tab.*



A. *Verify the UIC.*
B. *Verify the Custodian Name.*
C. *Verify the Transfer AUTH.*
D. *Verify the Office.*
E. *Verify the PHONE NBR.*
F. *Verify the FAX NBR.*
G. *Verify the E-MAIL Address.*
H. *Verify the Address 1.*
I. *Verify the Address 2.*
J. *Verify the City.*
K. *Verify the State.*
L. *Verify the LOC.*
M. *Verify the Remarks.*
N. *Verify the MAJ CUSTODIAN NBR.*
O. *Verify the SUB CUSTODIAN NBR.*

P. *Verify the Order Dt.*

Q. *Verify the Office Name.*

R. *Verify the DSN Phone Nbr.*

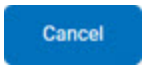
S. *Verify the Alt Custodian Name.*

T. *Verify the Alt Phone Nbr.*

U. *Verify the Alt Order Dt.*

V. *Verify the ZIP Cd.*

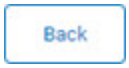
W. *Verify the Sub Loc.*

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* ***Custodian Inquiry — Criteria*** *page appears*.

   OR

   Select the Para Nbr tab. *The* ***Custodian Inquiry Detail — Para Nbr*** *page appears*.

   OR

   Select  . *The* ***Custodian 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Custodian Inquiry — Criteria
- Search for a Custodian Inquiry — Results
- Select Fields for the Custodian Inquiry
- View the Custodian Inquiry Detail — Basic
- View the Custodian Inquiry Transaction Status
- Export the Custodian Inquiry Transaction Status

View the Custodian Inquiry Detail — PARA NBR

Overview

The Custodian Inquiry Detail — PARA NBR process displays the PARA NBR record of the selected Custodian inquiry.

Navigation

Inquiries > Asset Management > Custodian > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > PARA NBR tab > Custodian Inquiry Detail — PARA NBR page

Page Fields

The following fields display on the **Custodian Inquiry Detail — PARA NBR** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Custodian Inquiry — PARA NBR Detail Grid

UIC
Custodian Name
Maj Custodian Nbr
Sub Custodian Nbr

Para Nbr
Para Desc

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

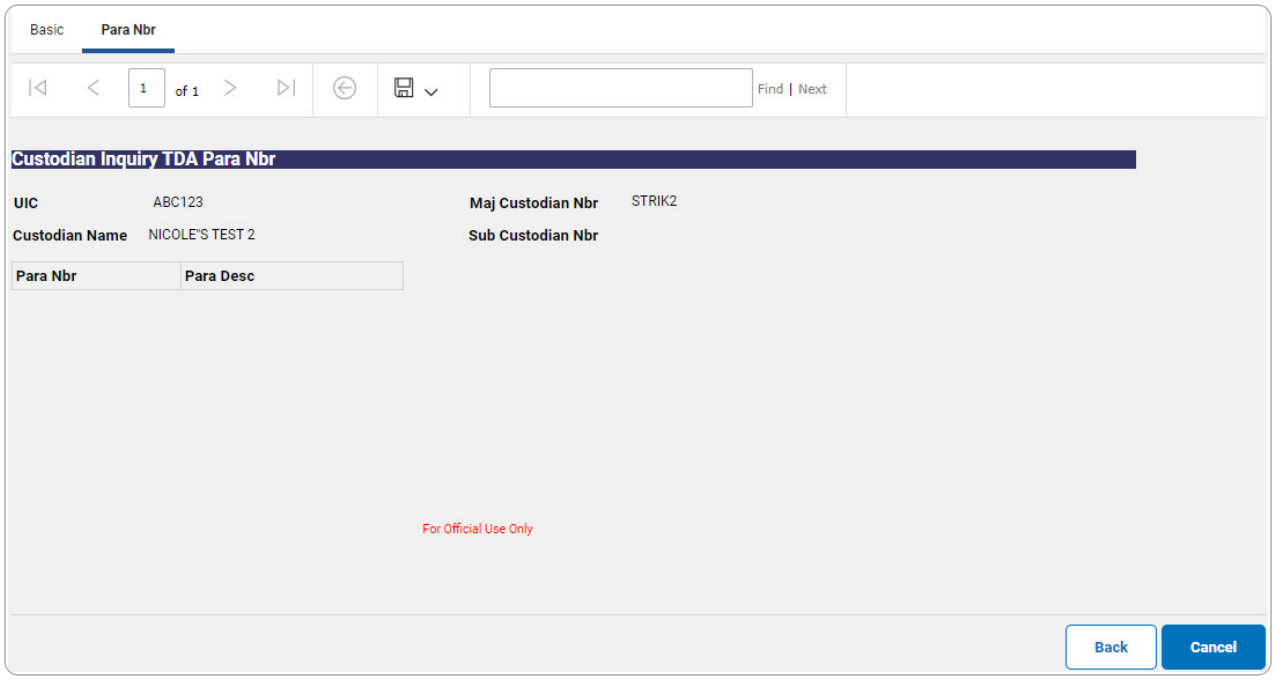
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

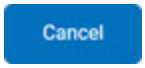
Export the Custodian Inquiry Detail — PARA NBR

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

1. *Verify the PARA NBR Detail tab.*



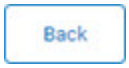
   A. *Verify the UIC.*
   B. *Verify the Custodian Name.*
   C. *Verify the MAJ CUSTODIAN NBR.*
   D. *Verify the SUB CUSTODIAN NBR.*
   E. *Verify the PARA NBR.*
   F. *Verify the PARA DESC.*

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* ***Custodian Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Custodian Inquiry Detail — Basic*** *page appears*.

   OR

   Select  . *The* ***Custodian 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Custodian Inquiry — Criteria
- Search for a Custodian Inquiry — Results
- Select Fields for the Custodian Inquiry
- View the Custodian Inquiry Detail — Basic
- View the Custodian Inquiry Transaction Status
- Export the Custodian Inquiry Transaction Status

View the Custodian Inquiry Transaction Status

Overview

The Custodian Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Asset Management > Custodian > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Custodian Inquiry Transaction Status page

Page Fields

The following fields display on the **Custodian Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

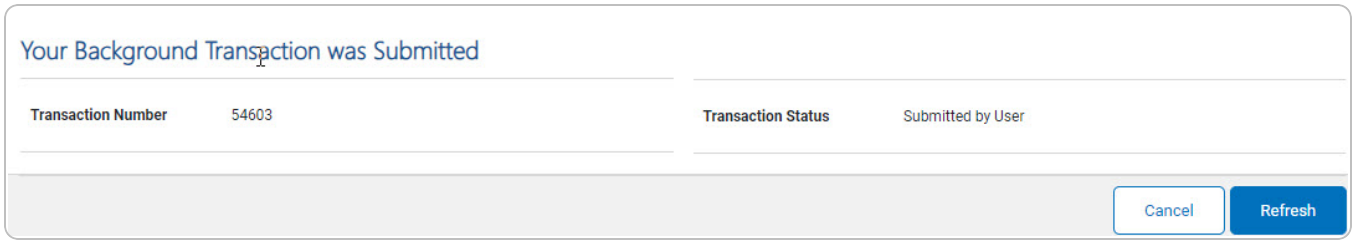
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

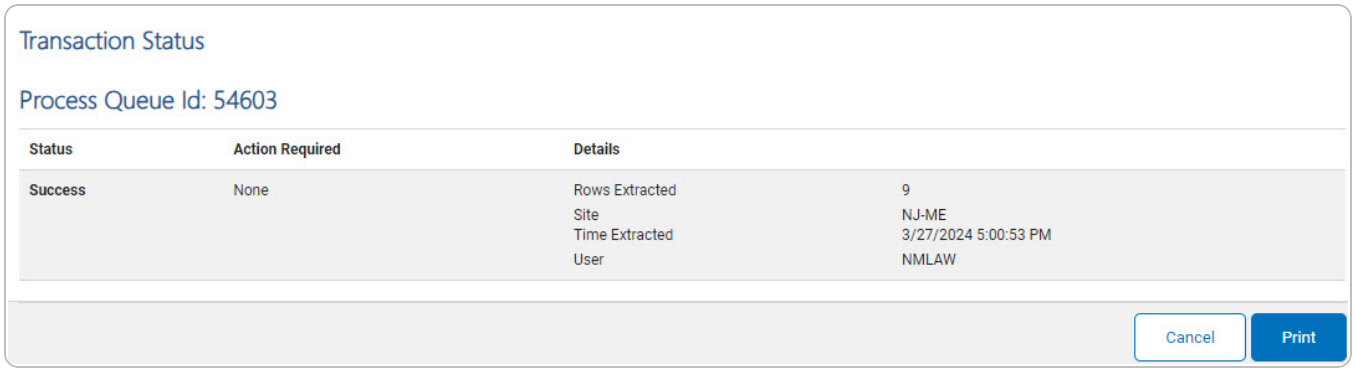
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Custodian Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Custodian Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Custodian Inquiry Search Criteria*** *page appears*.

View the Custodian Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select

. *The* ***Custodian Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Custodian Inquiry — Criteria
- Search for a Custodian Inquiry — Results
- Select Fields for the Custodian Inquiry
- View the Custodian Inquiry Basic Detail
- View the Custodian Inquiry Paragraph Number Detail
- Export the Custodian Inquiry Transaction Status

Export the Custodian Inquiry Transaction Status

Overview

The Custodian Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Asset Management > Custodian > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Custodian Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Custodian Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

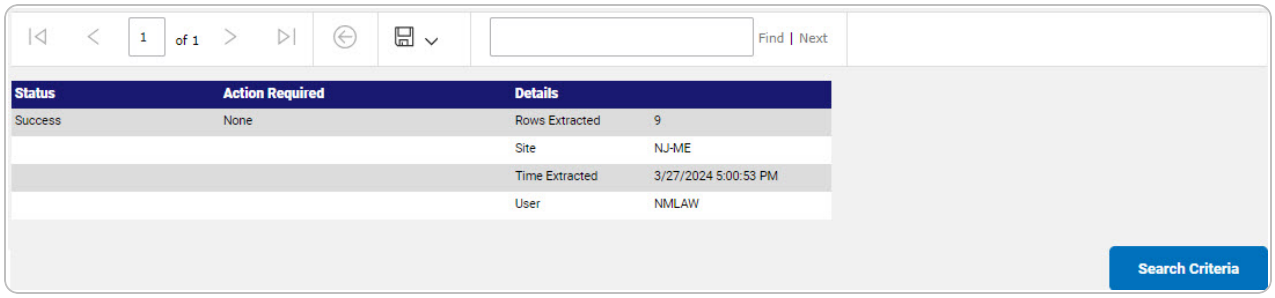
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Custodian Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The **Custodian Inquiry Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Custodian Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Custodian Inquiry — Criteria
- Search for a Custodian Inquiry — Results
- Select Fields for the Custodian Inquiry
- View the Custodian Inquiry Basic Detail
- View the Custodian Inquiry Paragraph Number Detail
- View the Custodian Inquiry Transaction Status

Search for an Authorization Inquiry — Criteria

Overview

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

Navigation

Inquiries > Asset Management > Authorization > Authorization Inquiry Search Criteria page

Page Fields

The following fields display on the **Authorization Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

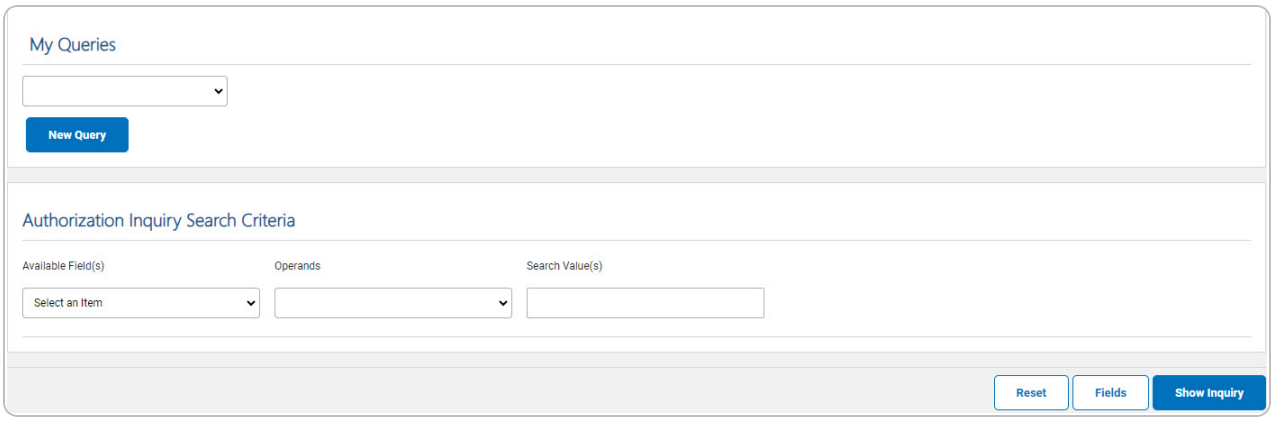
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Authorization 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.

   B. Repeat Step A to add additional search criteria.

Note

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

Note

Select Fields 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. Repeat Step A to add additional search criteria.

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

   A. Use to select the first Search Value.

   B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

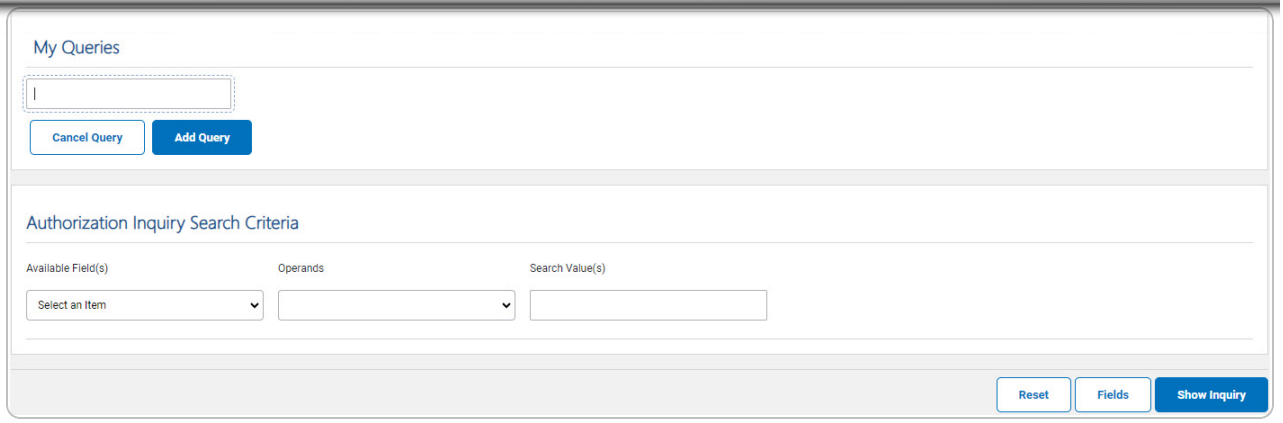
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Authorization Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



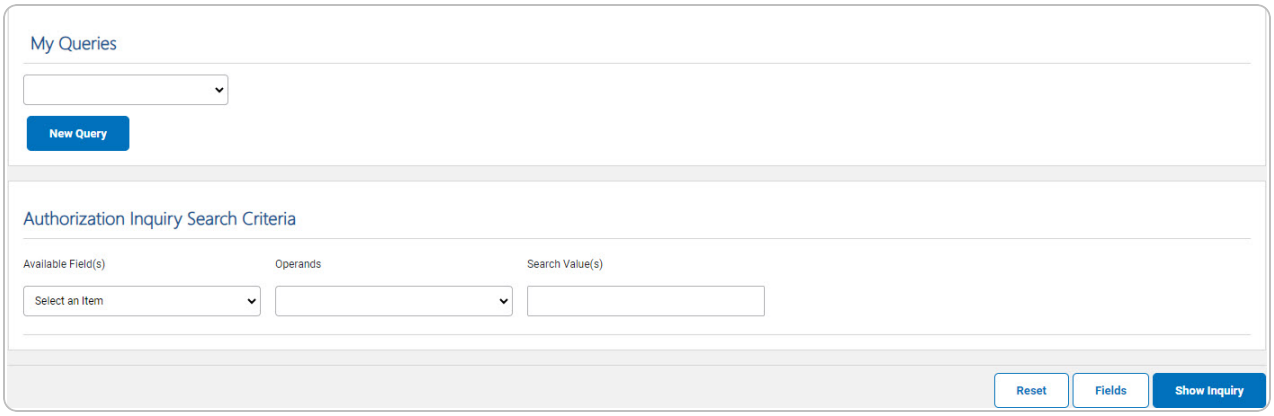
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Authorization Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Authorization 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.*



2. Select Fields. *The **Authorization Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Authorization 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.*

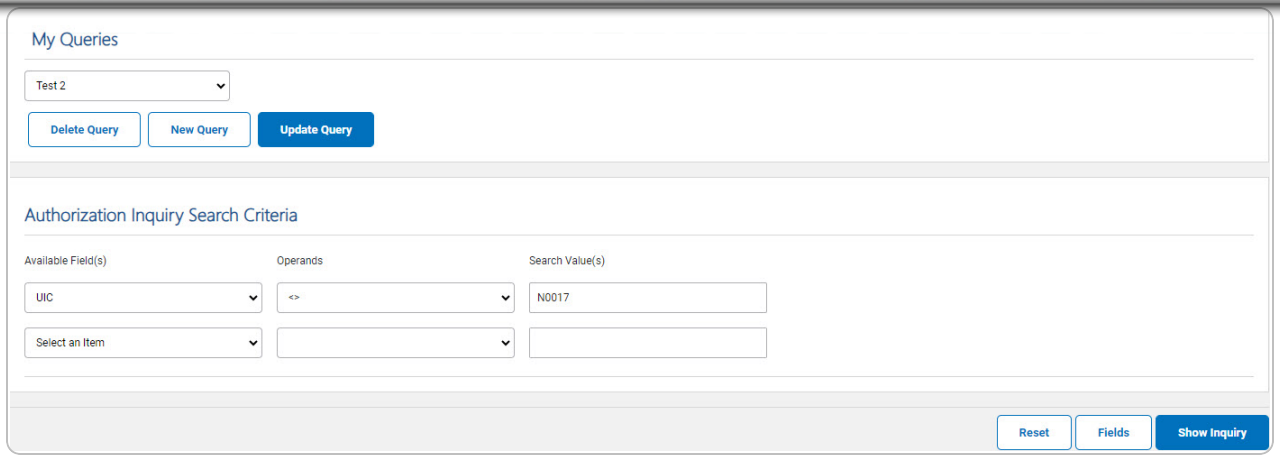
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Authorization Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Authorization 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Authorization Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Authorization Inquiry — Results
- Select Fields for the Authorization Inquiry
- View the Authorization Inquiry Detail — Basic
- View the Authorization Inquiry Transaction Status
- Export the Authorization Inquiry Transaction Status

Search for an Authorization Inquiry — Results

Overview

The Authorization Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Asset Management > Authorization > Search Criteria > Show Inquiry > Authorization Inquiry Search Results page

Page Fields

The following fields display on the **Authorization Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Authn Qty
Authn Ref Nbr
Item Desc
On-Hand Qty
Remarks
Rqstd Qty
Stock Nbr
UIC

Optional

Estbd By
Estbd Dt
Last Activity Date
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

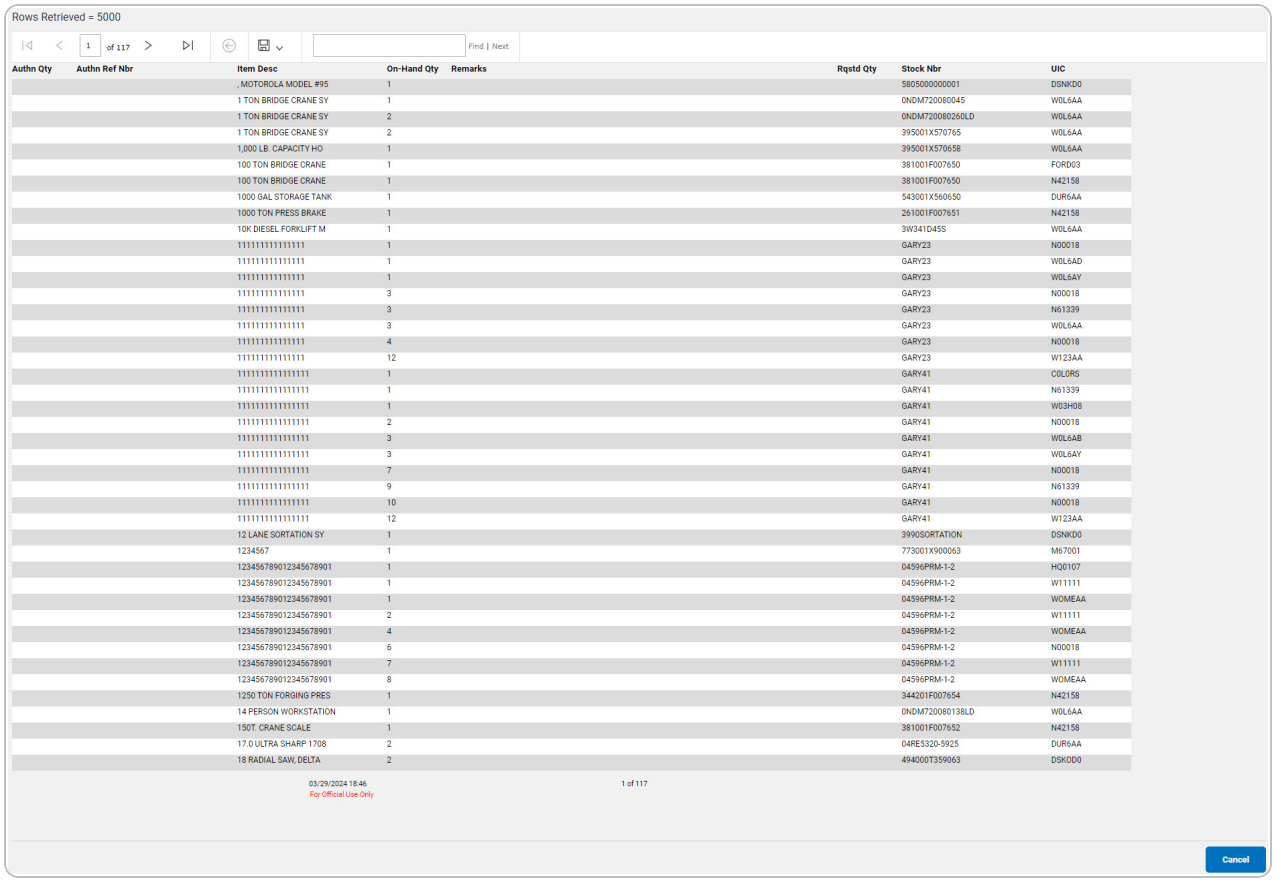
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Authorization 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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Authorization 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Authorization Inquiry Detail

Select the desired Custodian Number row. *The **Authorization Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Authorization Inquiry — Criteria
- Select Fields for the Authorization Inquiry
- View the Authorization Inquiry Detail — Basic
- View the Authorization Inquiry Transaction Status

- Export the Authorization Inquiry Transaction Status

Select Fields for the Authorization Inquiry

Overview

The Authorization Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Asset Management > Authorization > Search Criteria > Fields > Authorization Inquiry Fields Selection page

Page Fields

The following fields display on the **Authorization Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Authn Qty
Authn Ref Nbr
Item Desc
On-Hand Qty
Remarks
Rqstd Qty
Stock Nbr
UIC

Optional

Estbd By
Estbd Dt

Last Activity Date
Last Updtd By

Procedures

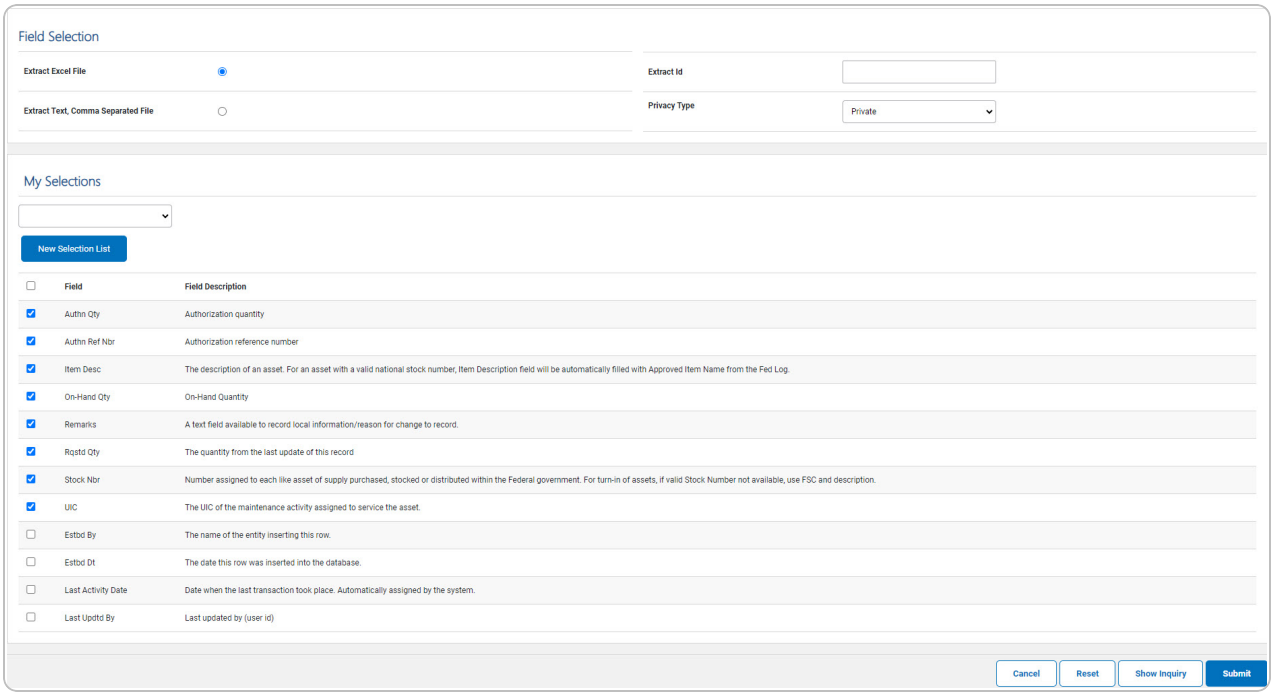
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The* ***Authorization Inquiry*** *page appears.*



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

Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.*

Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

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

5.

OR

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

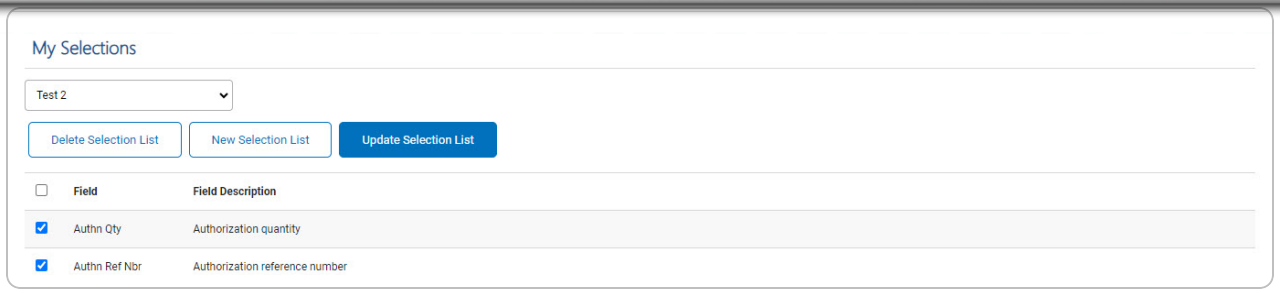
Select Show Inquiry for small volumes of data. *The **Authorization Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Authorization 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select **Update Selection List**. *The page refreshes.*

   Select **Show Inquiry** for small volumes of data. *The* ***Authorization Inquiry — Results*** *page appears.*
4. **OR**

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

Delete a Selection List

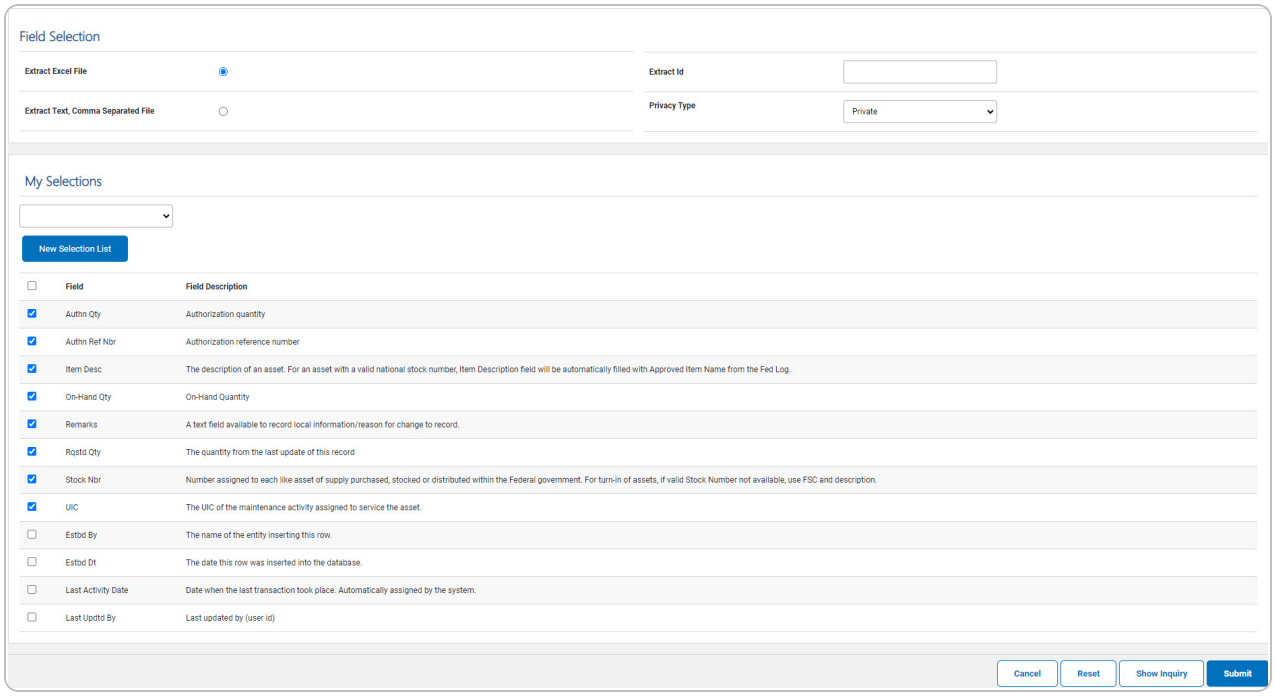
1. Use ⌄ to select the desired Selection List. *The page refreshes, the search criteria fields change, and* New Selection List *is joined by* **Update Selection List** *and* Delete Selection List.

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The* ***Authorization Inquiry*** *page appears.*



2. Select the fields required for the inquiry. *The first 8 fields are automatically selected.*

Note

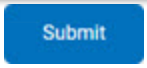
The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- Verify the AUTHN QTY contains the appropriate ☑ or ☐. *Select if the inquiry contains an AUTHN QTY.*

- Verify the AUTHN REF NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an AUTHN REF NBR.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a description of the asset.*
- Verify the On-Hand QTY contains the appropriate ☑ or ☐. *Select if the inquiry has an On-Hand count.*
- Verify the Remarks contains the appropriate ☑ or ☐. *Select if the inquiry contains remark information.*
- Verify the RQSTD QTY contains the appropriate ☑ or ☐. *Select if the inquiry contains an updated Requested Quantity.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains established by information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains established date information.*
- Click ☐ to select the Last Activity Date. *Select if the inquiry contains a Last Activity Date.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains last updated by information.*

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

3. **OR**

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Authorization Inquiry — Criteria
- Search for an Authorization Inquiry — Results
- View the Authorization Inquiry Basic Detail
- View the Authorization Inquiry Transaction Status
- Export the Authorization Inquiry Transaction Status

View the Authorization Inquiry Detail — Basic

Overview

The Authorization Inquiry Detail - Basic process displays the basic record of the selected Authorization.

Navigation

Inquiries > Asset Management > Authorization > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Authorization Inquiry Detail — Basic page

Page Fields

The following fields display on the **Authorization Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Authorization Inquiry Detail Grid

Asset Id
Serial Nbr
Lot Nbr
Qty
Custodian
Loc
Sub Loc

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

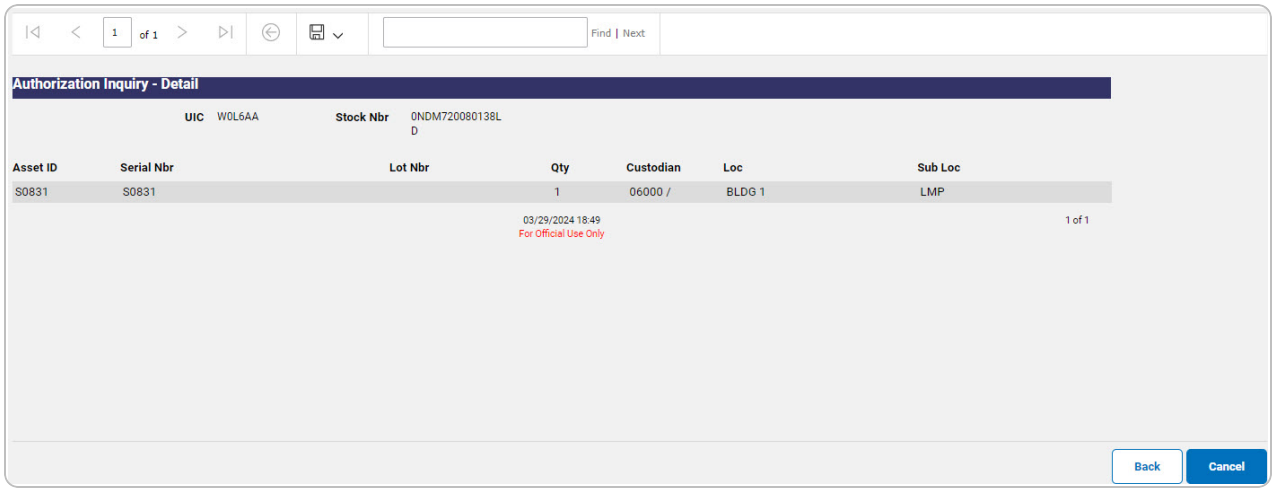
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Authorization Inquiry Detail — Basic

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

1. *Verify the Basic tab.*



   A. *Verify the ASSET ID.*
   B. *Verify the SERIAL NBR.*
   C. *Verify the LOT NBR.*
   D. *Verify the QTY.*
   E. *Verify the Custodian.*
   F. *Verify the LOC.*
   G. *Verify the SUB LOC.*

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 **Authorization Inquiry — Criteria** page appears.*

   OR

   Select Back. *The **Authorization Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Authorization Inquiry — Criteria
- Search for an Authorization Inquiry — Results
- Select Fields for the Authorization Inquiry
- View the Authorization Inquiry Detail — Basic
- View the Authorization Inquiry Transaction Status
- Export the Authorization Inquiry Transaction Status

View the Authorization Inquiry Transaction Status

Overview

The Authorization Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Asset Management > Authorization > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Authorization Inquiry Transaction Status page

Page Fields

The following fields display on the **Authorization Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

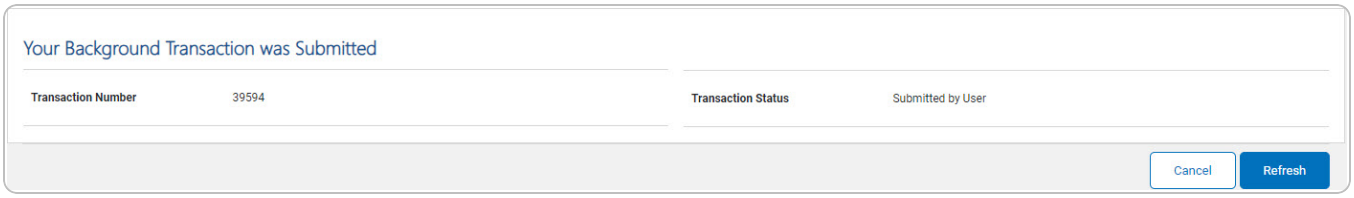
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

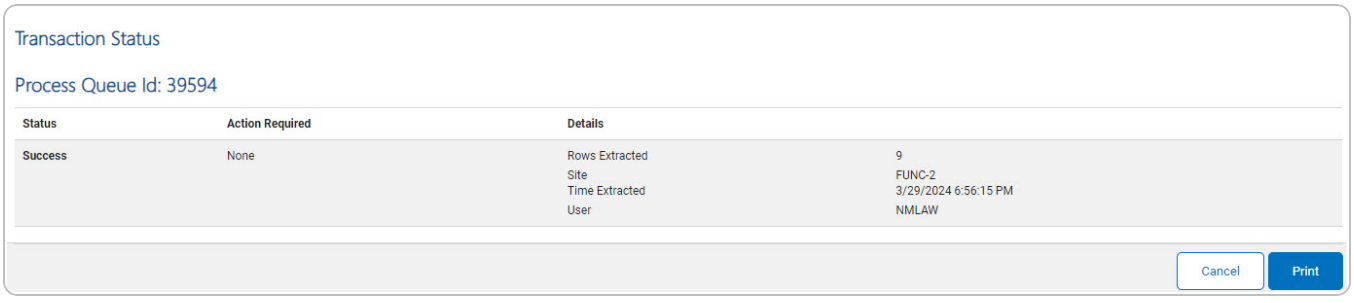
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Authorization Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Authorization Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Authorization Inquiry Search Criteria*** *page appears*.

View the Authorization Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Authorization Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Authorization Inquiry — Criteria
- Search for an Authorization Inquiry — Results
- Select Fields for the Authorization Inquiry
- View the Authorization Inquiry Basic Detail
- Export the Authorization Inquiry Transaction Status

Export the Authorization Inquiry Transaction Status

Overview

The Authorization Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Asset Management > Authorization > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Authorization Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Authorization Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

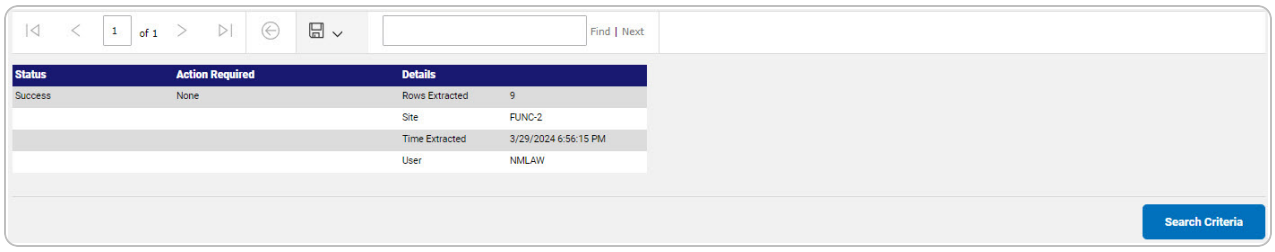
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Authorization Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Authorization Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Authorization Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Authorization Inquiry — Criteria
- Search for an Authorization Inquiry — Results
- Select Fields for the Authorization Inquiry
- View the Authorization Inquiry Basic Detail
- View the Authorization Inquiry Transaction Status

Search for an Excess Asset Inquiry — Criteria

Overview

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

Navigation

Inquiries > Asset Management > Excess Asset > Excess Asset Inquiry Search Criteria page

Page Fields

The following fields display on the **Excess Asset Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the

	default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

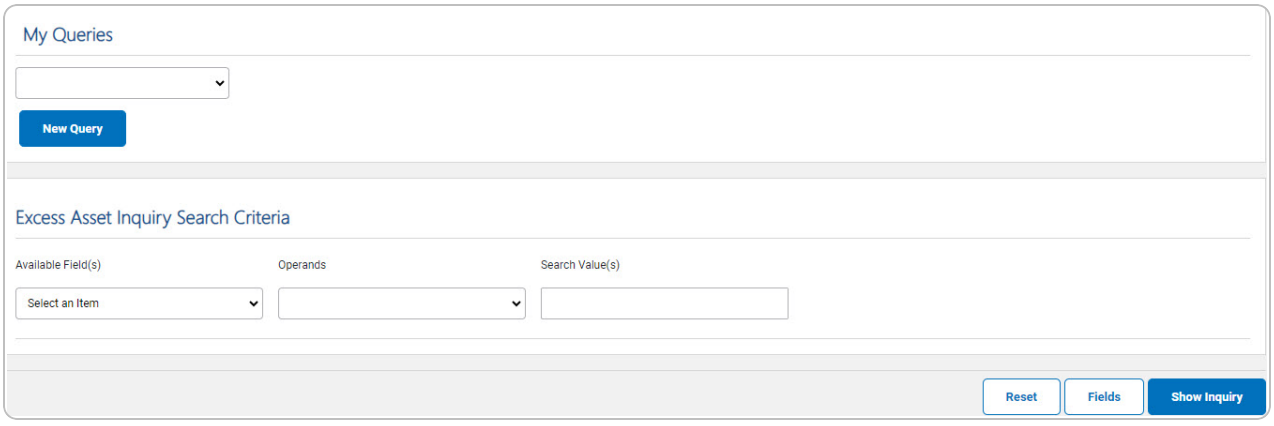
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Excess Asset 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.

B. Repeat Step A to add additional search criteria.

Note

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

Note

Select Fields 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. Repeat Step A to add additional search criteria.

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

A. Use to select the first Search Value.

B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

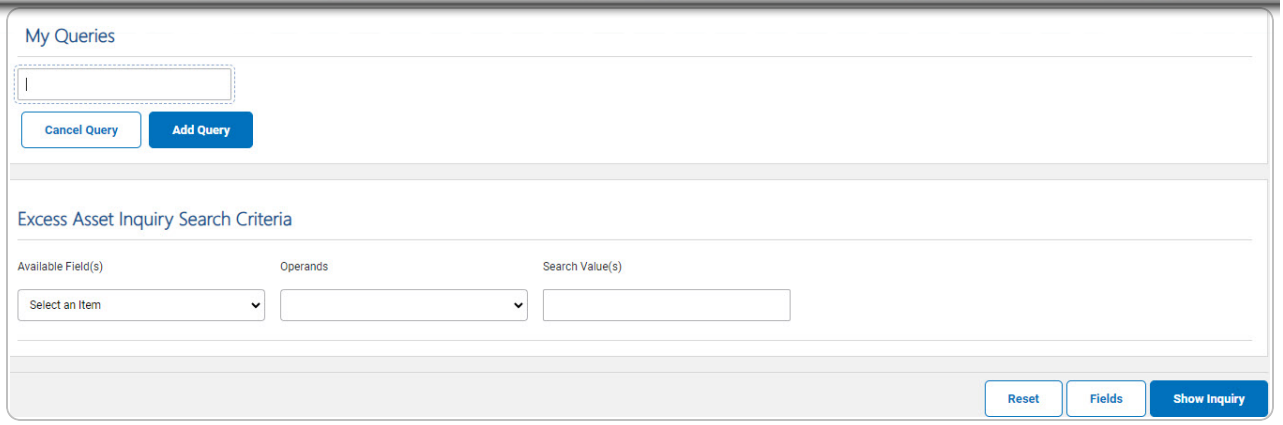
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Excess Asset Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



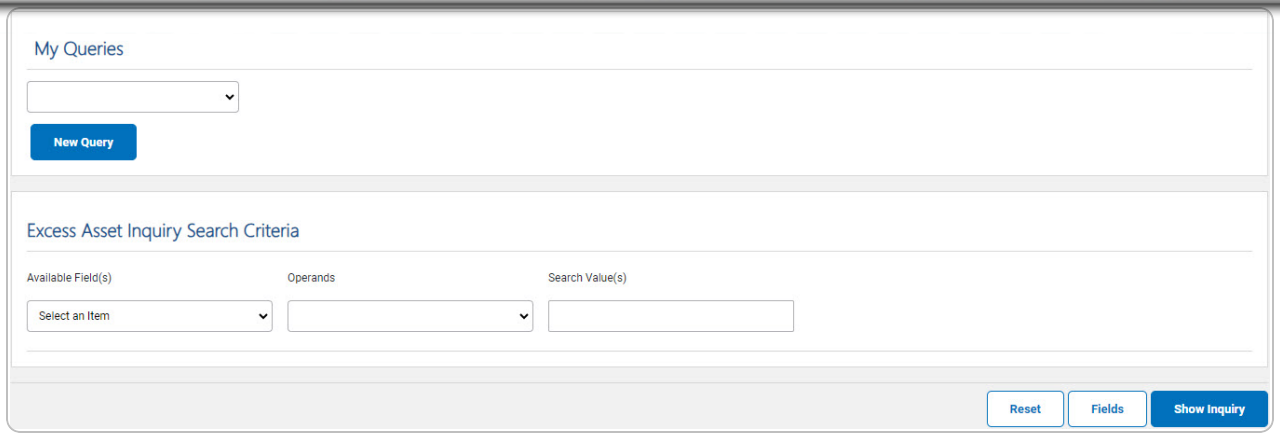
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Excess Asset Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Excess Asset 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.*



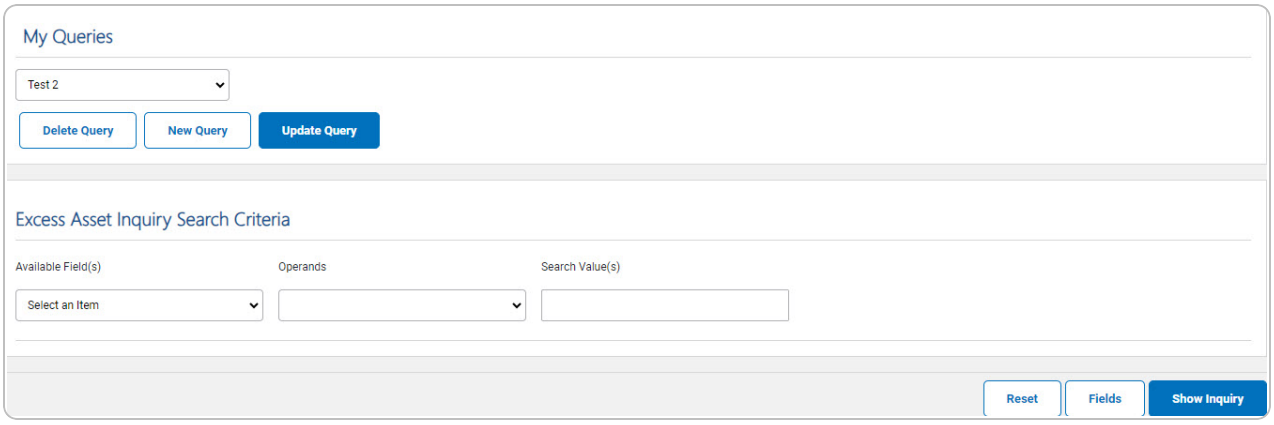
2. Select Fields. *The **Excess Asset Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Excess Asset 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

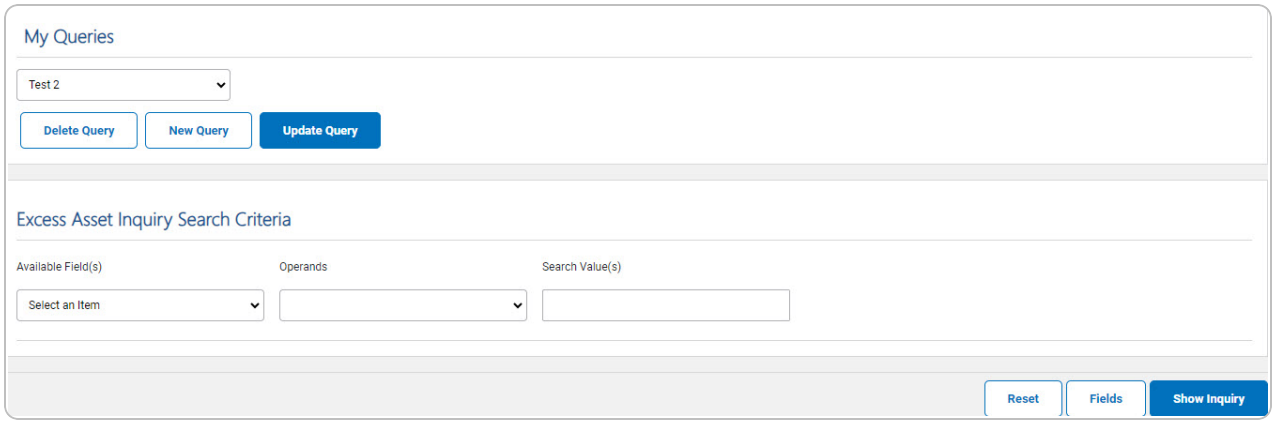
4. Select Fields. *The **Excess Asset Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Excess Asset 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Excess Asset Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =,	Missing Entry. The Field value was entered, but

>, <, >= , <= , <>, or Like.	no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Excess Asset Inquiry — Results
- Select Fields for the Excess Asset Inquiry
- View the Excess Asset Inquiry Detail — Basic
- View the Excess Asset Inquiry Detail — Catalog
- View the Excess Asset Inquiry Detail — Hldg/Rptg
- View the Excess Asset Inquiry Detail — History
- View the Excess Asset Inquiry Transaction Status
- Export the Excess Asset Inquiry Transaction Status

Search for an Excess Asset Inquiry — Results

Overview

The Excess Asset Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Asset Management > Excess Asset > Search Criteria > Show Inquiry > Excess Asset Inquiry Search Results page

Page Fields

The following fields display on the **Excess Asset Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Asset Id
Custodian Nbr
Disposition Stock Nbr
Doc Id
Doc Nbr
Excess Dt
Item Desc
Mfr Name
Non-Actbl
Serial Nbr
Site Id
Stock Nbr
UI
UIC
Unit Price

Optional

Avail Dt
CAGE Cd
Cond Cd
Designee Cd

Disposition Cd
Dmil Cd
DoD Serial Nbr
Estbd By
Estbd Dt
Excess in Place
Expr Dt
FAX Nbr
FSC
Fund Cd
Haz Mat Id Cd
Holding DoDAAC
Holding Loc
Holding POC
Holding Sub Loc
Intrf Sys Cd
It Device Cd
IT Device Desc
Last Tran Dt
Last Updtd By
Lot Nbr
Mat Doc Nbr
Media Sts Cd
Mfr Cd
Mfr Part Nbr
Mfr Yr
Model Nbr
NIIN
Pilferable Sensitive Cd
Precious Mtl Cd
Printed
Prj Cd
Process Cycle Id
Remarks
Process Sts Cd
Prop
Remarks
RIC
RIC From
Rpt Address 1
Rpt Address 2
Rpt City
Rpt Country Cd

Rpt DoDAAC
Rpt E-Mail Address
Rpt POC
Rpt POC DSN
Rpt POC Phone Nbr
Rpt ZIP Cd
Shelf Life Cd
Signal Cd
Spcl Ctl Item Cd
State
Sub Custodian Nbr
Suffix Cd
Supp Address
Svcg DoDAAC
Tran Cd
Type Action
UII
Unit Cube
Unit Wt
Yr Svc Life

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

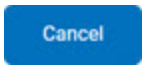
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

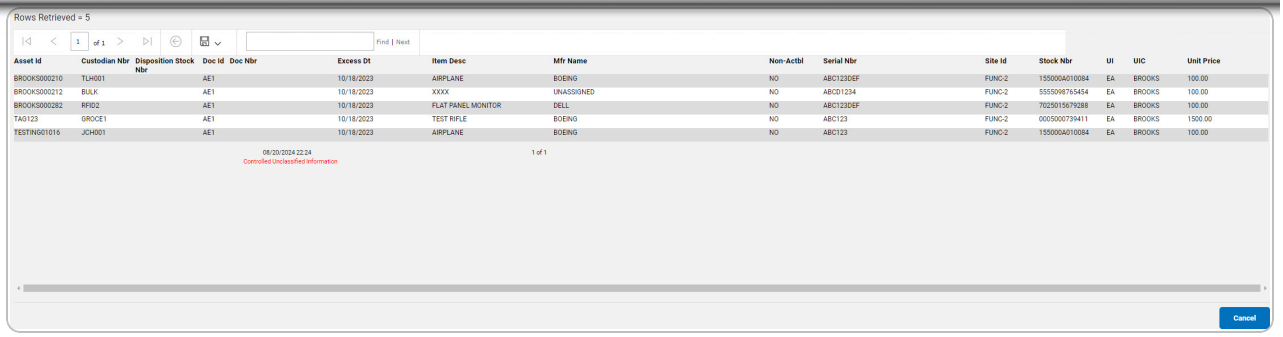
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Excess Asset Inquiry Results

Selecting  *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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Excess Asset 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Excess Asset Inquiry Detail

Select the desired ASSET ID row. *The **Excess Asset Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for an Excess Asset Inquiry — Criteria
- Select Fields for the Excess Asset Inquiry
- View the Excess Asset Inquiry Detail — Basic
- View the Excess Asset Inquiry Detail — Catalog
- View the Excess Asset Inquiry Detail — Hldg/Rptg
- View the Excess Asset Inquiry Detail — History
- View the Excess Asset Inquiry Transaction Status
- Export the Excess Asset Inquiry Transaction Status

Select Fields for the Excess Asset Inquiry

Overview

The Excess Asset Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Asset Management > Excess Asset > Search Criteria > Fields > Excess Asset Inquiry Fields Selection page

Page Fields

The following fields display on the **Excess Asset Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Asset Id
Custodian Nbr
Disposition Stock Nbr
Doc Id
Excess Dt
Item Desc
Mfr Name
Non-Actbl
Serial Nbr
Site Id
Stock Nbr
UI

UIC
Unit Price

Optional

Avail Dt
CAGE Cd
Cond Cd
Designee Cd
Disposition Cd
Dmil Cd
DoD Serial Nbr
Estbd By
Estbd Dt
Excess in Place
Expr Dt
FAX Nbr
FSC
Fund Cd
Haz Mat Id Cd
Holding DoDAAC
Holding Loc
Holding POC
Holding Sub Loc
Intrf Sys Cd
IT Device Cd
IT Device Desc
Last Tran Dt
Last Updtd By
Lot Nbr
Mat Doc Nbr
Media Sts Cd
Mfr Cd
Mfr Part Nbr
Mfr Yr
Model Nbr
NIIN
Pilferable Sensitive Cd
Precious Mtl Cd
Printed
Prj Cd
Process Cycle Id
Remarks
Process Sts Cd

Prop
Remarks
RIC
RIC From
Rpt Address 1
Rpt Address 2
Rpt City
Rpt Country Cd
Rpt DoDAAC
Rpt E-Mail Address
Rpt POC
Rpt POC DSN
Rpt POC Phone Nbr
Rpt ZIP Cd
Shelf Life Cd
Signal Cd
Spcl Ctl Item Cd
State
Sub Custodian Nbr
Suffix Cd
Supp Address
Svcg DoDAAC
Tran Cd
Type Action
UII
Unit Cube
Unit Wt
Yr Svc Life

Procedures

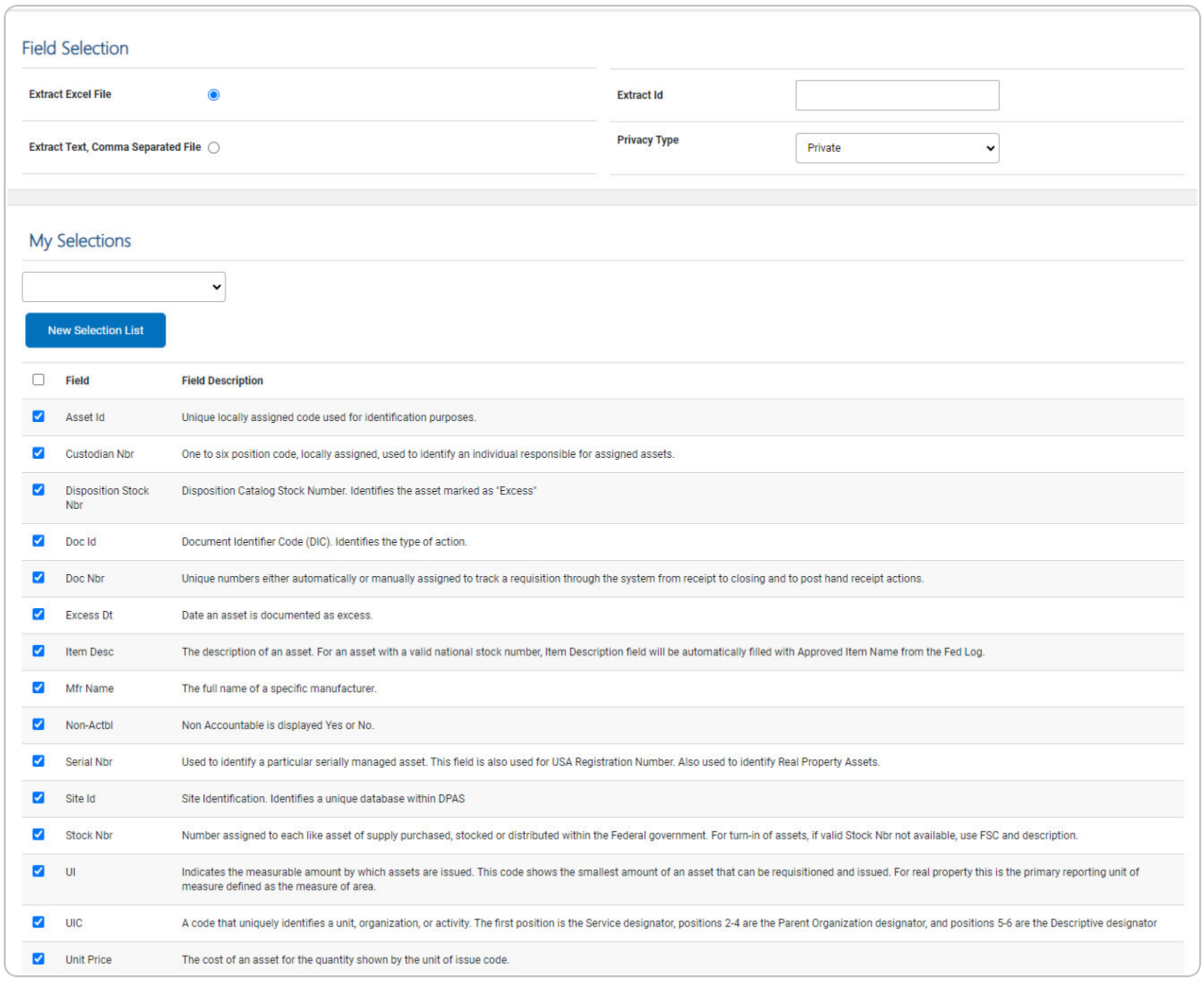
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

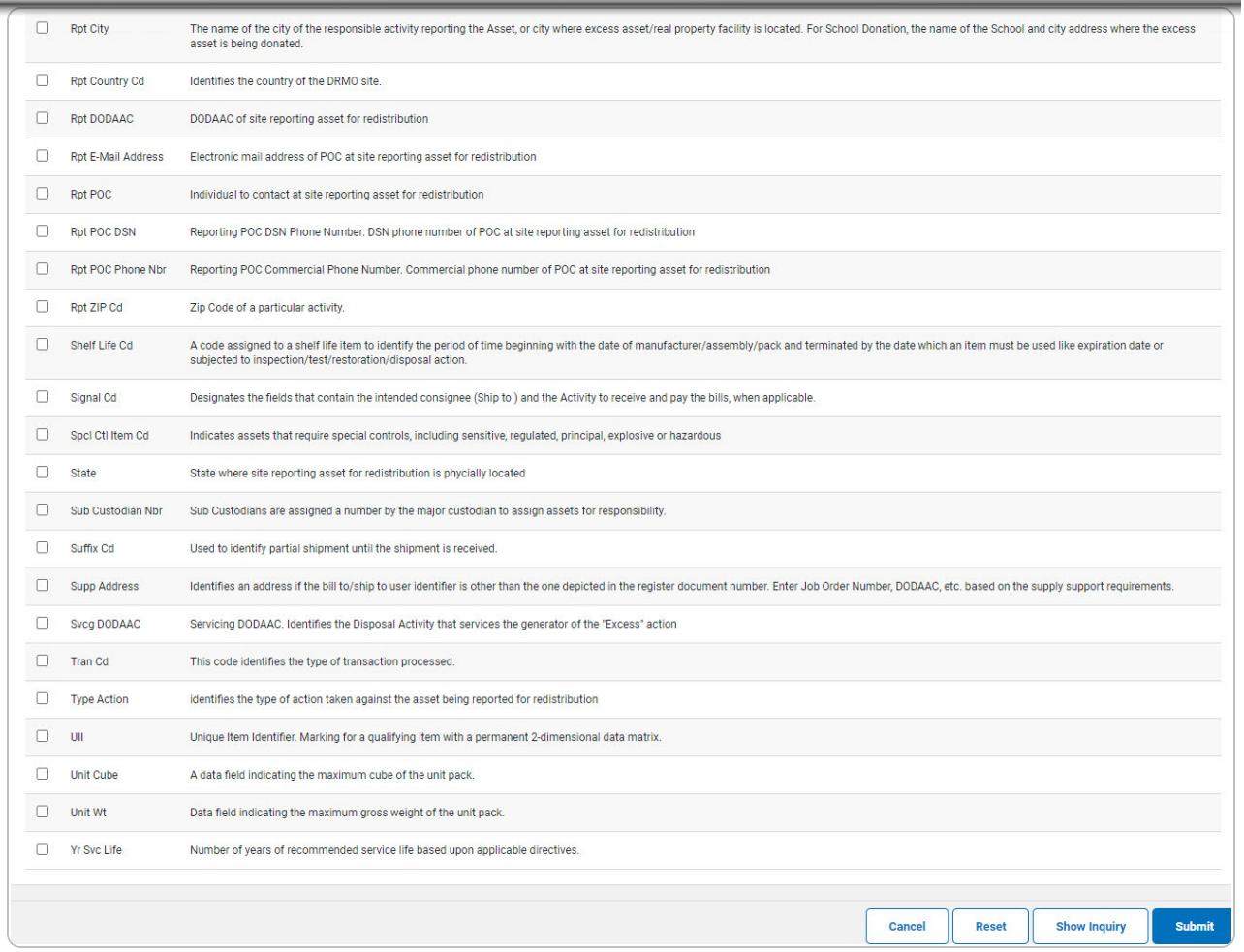
Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **Excess Asset Inquiry** page appears.*



☐	Avail Dt	Estimated Availability Date. Estimated date that the asset will be available for redistribution
☐	CAGE Cd	Controlling activities including manufactures, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
☐	Cond Cd	Identifies the degree of condition in terms of readiness for issue
☐	Designee Cd	The Designee Cd indicating where the excess equipment is being transferred. The Designee Cd must match a designee code on the Disposal Designee Table.
☐	Disposition Cd	A unique column that holds the code used by the lookup table which coincides with the associated disposition description
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Excess In Place	Flag is set if Excess in Place. Yes or No
☐	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☐	FAX Nbr	The commercial fax number of the Point of Contact
☐	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
☐	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☐	Haz Mat Id Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	Holding DODAAC	A distinctive code assigned to identify units, activities, organizations, non-DoD, and contract activities engaged in the requisitioning, receiving, and billing of material.
☐	Holding Loc	Description of the physical location of an asset.
☐	Holding POC	For Holding Location, the name of the individual who is holding the asset marked as excess
☐	Holding Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	Intrf Sys Cd	A code that identifies the Interface System.
☐	IT Device Cd	Indicates a particular type of IT asset.
☐	IT Device Desc	Description of the IT Asset
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.

☐	Mat Doc Nbr	DPAS assigned identifier for an item being reported as excess to DISA. This number is used to obtain status of excessed equipment in the ADP and appears on the DISA disposition document.
☐	Media Sts Cd	A unique column that holds the code used by the lookup table which coincides with the associated dspl_desc - description
☐	Mfr Cd	Code that identifies the Manufacturer of the asset that is available for redistribution
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	NIIN	NIIN-National Item Identification Number.The second part of the NSN (National Stock Number). The NIIN consists of a 2 position NATO/Country Code, and a 7 position nbr serially assigned without regard to the kind of item or its classification
☐	Pilferable Sensitive Cd	Code that identifies any pilferable or sensitive information for asset available for redistribution
☐	Precious Mtl Cd	A one position alphanumeric code used to identify items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable. Use this code to make sure that precious metal is recover
☐	Printed	Printed Flag indicates that the transaction has been printed on a report (No indicates not printed, Yes indicates printed)
☐	Prj Cd	Project Code. Used to define specific uses or projects for which the asset is intended
☐	Process Cycle Id	An identifier used for restarting a program from the point of failure. The processing cycle id is stored in the sys_parm_header and detail table. The processing cycle is usually the YYYYMMDD HHMMSS
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Process Sts Cd	Provides current status of a row(s) being processed
☐	Prop	Identifies asset as being property managed or Not property managed.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	RIC	Identifies an activity. RICs are three position codes which have multiple uses. RICs are source of supply codes, inter and intra-system routing codes and shipper codes. The first position of the RIC will indicate the service of the activity code
☐	RIC From	Identifies an activity. RICs are three position codes which have multiple uses. RICs are source of supply codes, inter and intra-system routing codes and shipper codes. The first position of the RIC will indicate the service of the activity code
☐	Rpt Address1	The primary address name of a particular activity, agency or facility. When used, a second address area (Address2) is available to enter additional address information.
☐	Rpt Address2	Used in conjunction with Address1, Address2 provides additional address information for a particular activity, agency or facility.



☐	Rpt City	The name of the city of the responsible activity reporting the Asset, or city where excess asset/real property facility is located. For School Donation, the name of the School and city address where the excess asset is being donated.
☐	Rpt Country Cd	Identifies the country of the DRMO site.
☐	Rpt DODAAC	DODAAC of site reporting asset for redistribution
☐	Rpt E-Mail Address	Electronic mail address of POC at site reporting asset for redistribution
☐	Rpt POC	Individual to contact at site reporting asset for redistribution
☐	Rpt POC DSN	Reporting POC DSN Phone Number. DSN phone number of POC at site reporting asset for redistribution
☐	Rpt POC Phone Nbr	Reporting POC Commercial Phone Number. Commercial phone number of POC at site reporting asset for redistribution
☐	Rpt ZIP Cd	Zip Code of a particular activity.
☐	Shelf Life Cd	A code assigned to a shelf life item to identify the period of time beginning with the date of manufacturer/assembly/pack and terminated by the date which an item must be used like expiration date or subjected to inspection/test/restoration/disposal action.
☐	Signal Cd	Designates the fields that contain the intended consignee (Ship to) and the Activity to receive and pay the bills, when applicable.
☐	Spcl Ctl Item Cd	Indicates assets that require special controls, including sensitive, regulated, principal, explosive or hazardous
☐	State	State where site reporting asset for redistribution is phycially located
☐	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☐	Suffix Cd	Used to identify partial shipment until the shipment is received.
☐	Supp Address	Identifies an address if the bill to/ship to user identifier is other than the one depicted in the register document number. Enter Job Order Number, DODAAC, etc. based on the supply support requirements.
☐	Svcg DODAAC	Servicing DODAAC. Identifies the Disposal Activity that services the generator of the "Excess" action
☐	Tran Cd	This code identifies the type of transaction processed.
☐	Type Action	identifies the type of action taken against the asset being reported for redistribution
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Unit Cube	A data field indicating the maximum cube of the unit pack.
☐	Unit Wt	Data field indicating the maximum gross weight of the unit pack.
☐	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

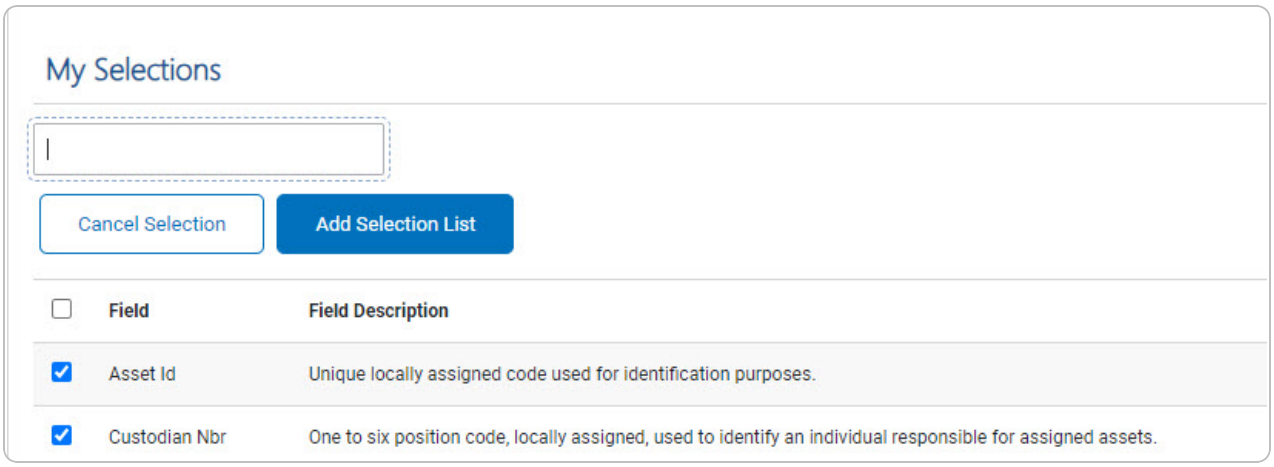
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.*

Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

Select Show Inquiry for small volumes of data. *The* ***Excess Asset Inquiry — Results*** *page appears.*

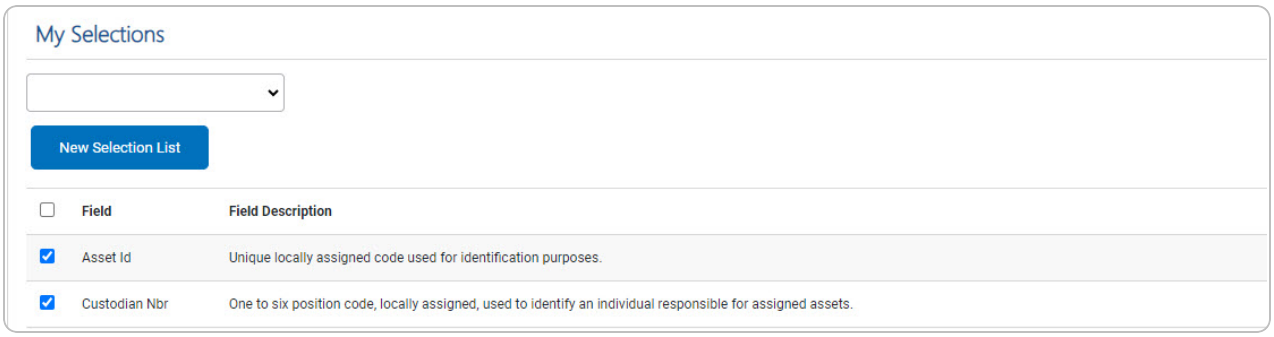
5.

OR

Select Submit for large volumes of data. *The **Excess Asset Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

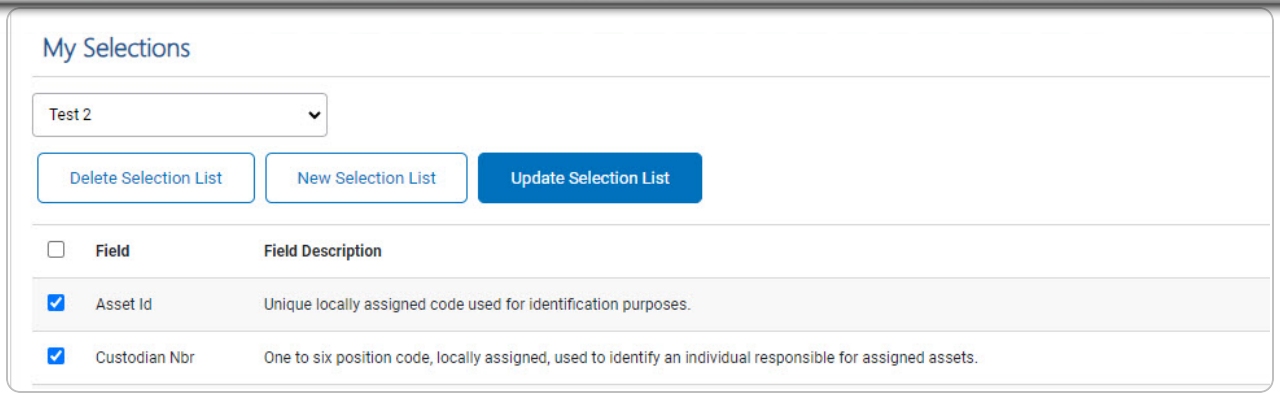
   Select Show Inquiry for small volumes of data. *The **Excess Asset Inquiry — Results** page appears.*

3. **OR**

   Select Submit for large volumes of data. *The **Excess Asset 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



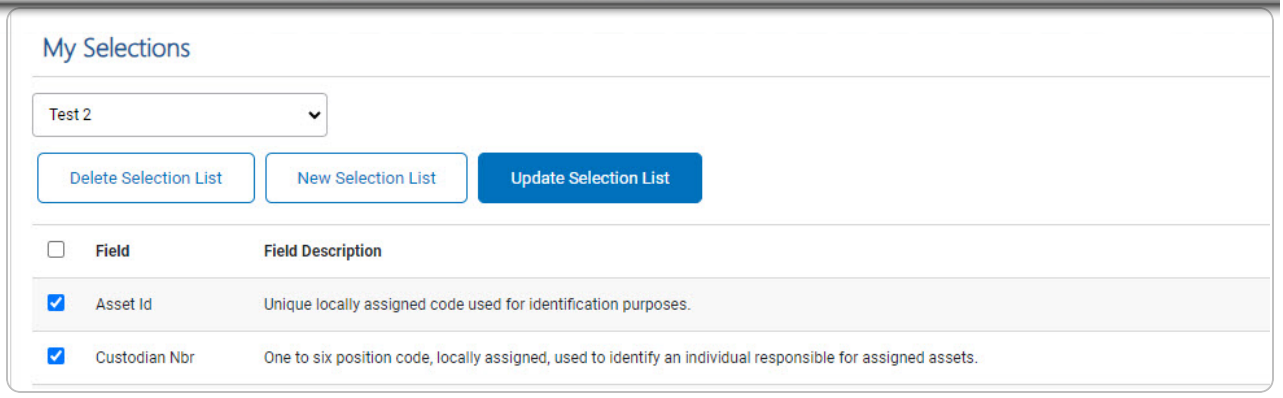
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Excess Asset Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Excess Asset 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.

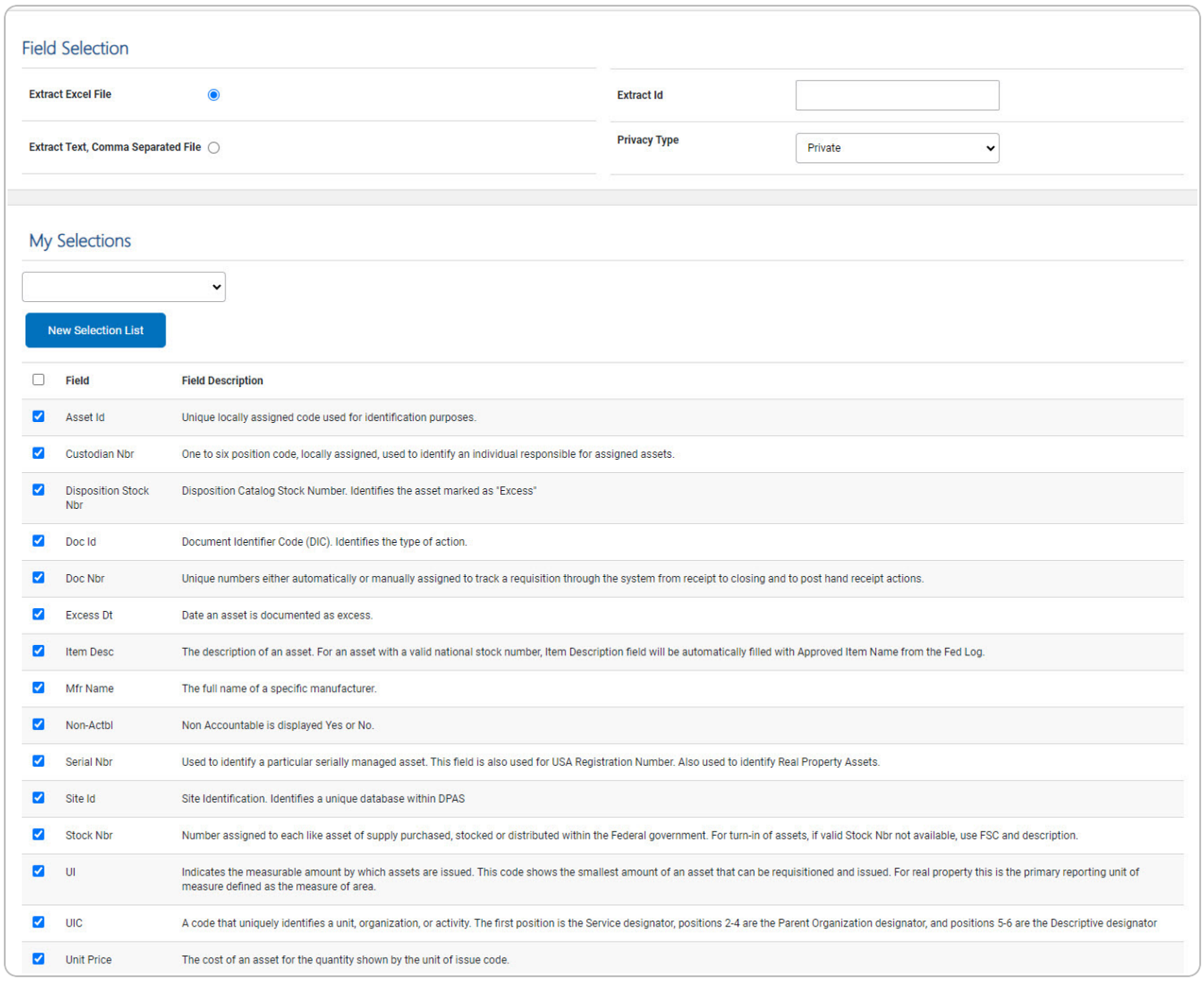


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

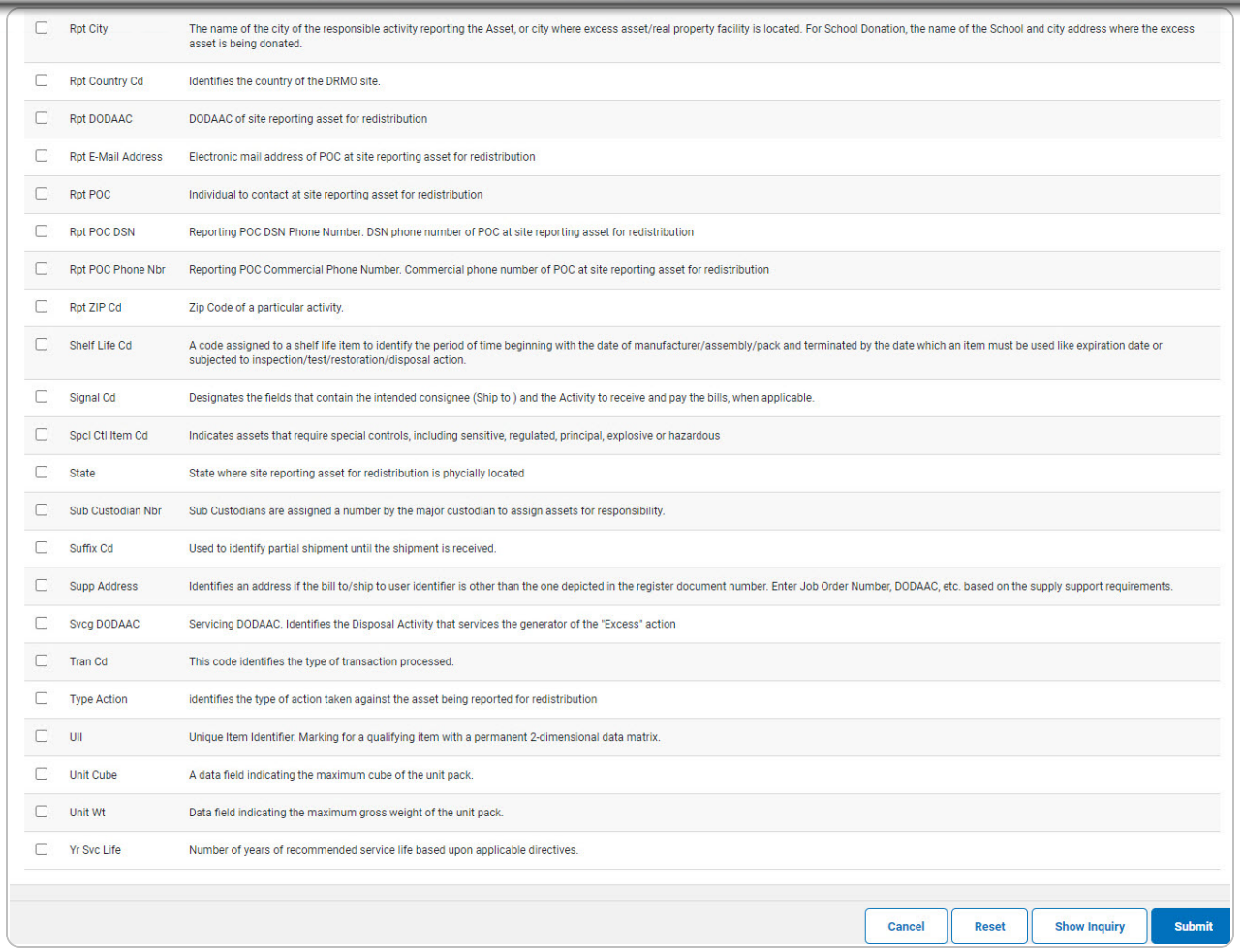
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Excess Asset Inquiry** page appears.*



☐	Avail Dt	Estimated Availability Date. Estimated date that the asset will be available for redistribution
☐	CAGE Cd	Controlling activities including manufactures, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
☐	Cond Cd	Identifies the degree of condition in terms of readiness for issue
☐	Designee Cd	The Designee Cd indicating where the excess equipment is being transferred. The Designee Cd must match a designee code on the Disposal Designee Table.
☐	Disposition Cd	A unique column that holds the code used by the lookup table which coincides with the associated disposition description
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Excess In Place	Flag is set if Excess in Place. Yes or No
☐	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☐	FAX Nbr	The commercial fax number of the Point of Contact
☐	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
☐	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☐	Haz Mat Id Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	Holding DODAAC	A distinctive code assigned to identify units, activities, organizations, non-DoD, and contract activities engaged in the requisitioning, receiving, and billing of material.
☐	Holding Loc	Description of the physical location of an asset.
☐	Holding POC	For Holding Location, the name of the individual who is holding the asset marked as excess
☐	Holding Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	Intrf Sys Cd	A code that identifies the Interface System.
☐	IT Device Cd	Indicates a particular type of IT asset.
☐	IT Device Desc	Description of the IT Asset
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.

☐	Mat Doc Nbr	DPAS assigned identifier for an item being reported as excess to DISA. This number is used to obtain status of excessed equipment in the ADP and appears on the DISA disposition document.
☐	Media Sts Cd	A unique column that holds the code used by the lookup table which coincides with the associated dspl_desc - description
☐	Mfr Cd	Code that identifies the Manufacturer of the asset that is available for redistribution
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	NIIN	NIIN-National Item Identification Number.The second part of the NSN (National Stock Number). The NIIN consists of a 2 position NATO/Country Code, and a 7 position nbr serially assigned without regard to the kind of item or its classification
☐	Pilferable Sensitive Cd	Code that identifies any pilferable or sensitive information for asset available for redistribution
☐	Precious Mtl Cd	A one position alphanumeric code used to identify items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable. Use this code to make sure that precious metal is recover
☐	Printed	Printed Flag indicates that the transaction has been printed on a report (No indicates not printed, Yes indicates printed)
☐	Prj Cd	Project Code. Used to define specific uses or projects for which the asset is intended
☐	Process Cycle Id	An identifier used for restarting a program from the point of failure. The processing cycle id is stored in the sys_parm_header and detail table. The processing cycle is usually the YYYYMMDD HHMMSS
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Process Sts Cd	Provides current status of a row(s) being processed
☐	Prop	Identifies asset as being property managed or Not property managed.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	RIC	Identifies an activity. RICs are three position codes which have multiple uses. RICs are source of supply codes, inter and intra-system routing codes and shipper codes. The first position of the RIC will indicate the service of the activity code
☐	RIC From	Identifies an activity. RICs are three position codes which have multiple uses. RICs are source of supply codes, inter and intra-system routing codes and shipper codes. The first position of the RIC will indicate the service of the activity code
☐	Rpt Address1	The primary address name of a particular activity, agency or facility. When used, a second address area (Address2) is available to enter additional address information.
☐	Rpt Address2	Used in conjunction with Address1, Address2 provides additional address information for a particular activity, agency or facility.



☐	Rpt City	The name of the city of the responsible activity reporting the Asset, or city where excess asset/real property facility is located. For School Donation, the name of the School and city address where the excess asset is being donated.
☐	Rpt Country Cd	Identifies the country of the DRMO site.
☐	Rpt DODAAC	DODAAC of site reporting asset for redistribution
☐	Rpt E-Mail Address	Electronic mail address of POC at site reporting asset for redistribution
☐	Rpt POC	Individual to contact at site reporting asset for redistribution
☐	Rpt POC DSN	Reporting POC DSN Phone Number. DSN phone number of POC at site reporting asset for redistribution
☐	Rpt POC Phone Nbr	Reporting POC Commercial Phone Number. Commercial phone number of POC at site reporting asset for redistribution
☐	Rpt ZIP Cd	Zip Code of a particular activity.
☐	Shelf Life Cd	A code assigned to a shelf life item to identify the period of time beginning with the date of manufacturer/assembly/pack and terminated by the date which an item must be used like expiration date or subjected to inspection/test/restoration/disposal action.
☐	Signal Cd	Designates the fields that contain the intended consignee (Ship to) and the Activity to receive and pay the bills, when applicable.
☐	Spcl Ctl Item Cd	Indicates assets that require special controls, including sensitive, regulated, principal, explosive or hazardous
☐	State	State where site reporting asset for redistribution is phycially located
☐	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☐	Suffix Cd	Used to identify partial shipment until the shipment is received.
☐	Supp Address	Identifies an address if the bill to/ship to user identifier is other than the one depicted in the register document number. Enter Job Order Number, DODAAC, etc. based on the supply support requirements.
☐	Svcg DODAAC	Servicing DODAAC. Identifies the Disposal Activity that services the generator of the "Excess" action
☐	Tran Cd	This code identifies the type of transaction processed.
☐	Type Action	identifies the type of action taken against the asset being reported for redistribution
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Unit Cube	A data field indicating the maximum cube of the unit pack.
☐	Unit Wt	Data field indicating the maximum gross weight of the unit pack.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.

Cancel Reset Show Inquiry Submit

2. Select the fields required for the inquiry. *The first 15 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.

- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET ID.*
- Verify the CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Custodian Number.*

- Verify the Disposition STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Disposition Stock Number.*
- Verify the DOC ID contains the appropriate ☑ or ☐. *Select if the inquiry has a Document Identifier Code.*
- Verify the DOC NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Document Number.*
- Verify the EXCESS DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an Excess Date.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an Item Description.*
- Verify the MFR NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a Manufacturer Name.*
- Verify the NON—ACTBL contains the appropriate ☑ or ☐. *Select if the inquiry contains Non Accountable information.*
- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Serial Number.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a Site Identifier.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Stock Number.*
- Verify the UI contains the appropriate ☑ or ☐. *Select if the inquiry contains Unit of Issue information.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a Unit Identification Code.*

- Verify the Unit Price contains the appropriate ☑ or ☐. *Select if the inquiry contains a Unit Price.*
- Click ☐ to select the AVAIL DT. *Select if the inquiry contains an Available Date.*
- Click ☐ to select the CAGE CD. *Select if the inquiry contains a CAGE Code.*
- Click ☐ to select the COND CD. *Select if the inquiry contains a Condition Code.*
- Click ☐ to select the Designee CD. *Select if the inquiry contains a Designee Code.*
- Click ☐ to select the Disposition CD. *Select if the inquiry contains a Disposition Code.*
- Click ☐ to select the DMIL CD. *Select if the inquiry contains a DMIL CODE.*
- Click ☐ to select the DOD SERIAL NBR. *Select if the inquiry contains a DOD SERIAL NUMBER.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains Established By information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains Established Date information.*
- Click ☐ to select the Excess In Place. *Select if the inquiry contains Excess In Place information.*
- Click ☐ to select the EXPR DT. *Select if the inquiry contains an Expiration Date.*
- Click ☐ to select the FAX NBR. *Select if the inquiry contains a FAX Number.*
- Click ☐ to select the FSC. *Select if the inquiry contains a FSC.*
- Click ☐ to select the HAZ MAT ID CD. *Select if the inquiry contains a Hazardous Materiel Code.*

- Click ☐ to select the Holding DoDAAC. *Select if the inquiry contains a Holding DoDAAC.*
- Click ☐ to select the Holding Loc. *Select if the inquiry contains a Holding Location.*
- Click ☐ to select the Holding POC. *Select if the inquiry contains a Holding Point of Contact.*
- Click ☐ to select the Mat Doc Id. *Select if the inquiry contains a Materiel Document Number.*
- Click ☐ to select the Media Sts Cd. *Select if the inquiry contains a Media Status Code.*
- Click ☐ to select the Mfr Cd. *Select if the inquiry contains a Manufacturer Code.*
- Click ☐ to select the Mfr Part Nbr. *Select if the inquiry contains a Manufacturer Part Number.*
- Click ☐ to select the Mfr Yr. *Select if the inquiry contains a Manufacturer Year.*
- Click ☐ to select the Mfr Model Nbr. *Select if the inquiry contains a Model Number.*
- Click ☐ to select the NIIN. *Select if the inquiry contains a NIIN.*
- Click ☐ to select the Pilferable Sensitive Cd. *Select if the inquiry contains a Pilferable Sensitive Code.*
- Click ☐ to select the Precious Mtl Cd. *Select if the inquiry contains a Precious Metal Code.*
- Click ☐ to select the Printed. *Select if the inquiry contains Printed information.*
- Click ☐ to select the Prj Cd. *Select if the inquiry contains a Project Code.*

- Click ☐ to select the Process Cycle ID. *Select if the inquiry contains a Process Cycle Identifier.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the PROCESS STS CD. *Select if the inquiry contains a Process Status Code.*
- Click ☐ to select the PROP. *Select if the inquiry contains Property information.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the RIC. *Select if the inquiry contains a RIC.*
- Click ☐ to select the RIC From. *Select if the inquiry contains a RIC From.*
- Click ☐ to select the RPT Address 1. *Select if the inquiry contains a Reporting Address 1.*
- Click ☐ to select the RPT Address 2. *Select if the inquiry contains a Reporting Address 2.*
- Click ☐ to select the RPT City. *Select if the inquiry contains a Reporting City.*
- Click ☐ to select the RPT COUNTRY CD. *Select if the inquiry contains Remarks.*
- Click ☐ to select the RPT DoDAAC. *Select if the inquiry contains a Reporting DoDAAC.*
- Click ☐ to select the RPT E-MAIL Address. *Select if the inquiry contains a Reporting E-MAIL Address.*
- Click ☐ to select the RPT POC. *Select if the inquiry contains a Reporting Point of Contact.*
- Click ☐ to select the RPT POC DSN. *Select if the inquiry contains a Reporting Point of Contact Defense Switched Network.*

- Click ☐ to select the RPT POC PHONE NBR. *Select if the inquiry contains a Reporting Point of Contact Phone Number.*
- Click ☐ to select the RPT ZIP CD. *Select if the inquiry contains a Reporting ZIP Code.*
- Click ☐ to select the Shelf Life CD. *Select if the inquiry contains a Shelf Life Code.*
- Click ☐ to select the Signal CD. *Select if the inquiry contains a Signal Code.*
- Click ☐ to select the SPCL CTL ITEM CD. *Select if the inquiry contains a Special Control Item Code.*
- Click ☐ to select the State. *Select if the inquiry contains a State.*
- Click ☐ to select the SUB CUSTODIAN NBR. *Select if the inquiry contains a Subordinate Custodian Number.*
- Click ☐ to select the Suffix CD. *Select if the inquiry contains a Suffix Code.*
- Click ☐ to select the SUPP ADDRESS. *Select if the inquiry contains a Supplementary Address.*
- Click ☐ to select the SVCG DODAAC. *Select if the inquiry contains a SERVICING DODAAC.*
- Click ☐ to select the TRAN CD. *Select if the inquiry contains a Transaction Code.*
- Click ☐ to select the Type Action. *Select if the inquiry contains a Type Action.*
- Click ☐ to select the UII. *Select if the inquiry contains a Unique Item Identifier.*
- Click ☐ to select the Unit Cube. *Select if the inquiry contains a Unit Cube.*
- Click ☐ to select the UNIT WT. *Select if the inquiry contains a Unit Weight.*

- Click ☐ to select the YR SVC LIFE. *Select if the inquiry contains Years Service Life information.*

Select Show Inquiry for small volumes of data. *The* ***Excess Asset Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***Excess Asset Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Excess Asset Inquiry — Criteria
- Search for an Excess Asset Inquiry — Results
- View the Excess Asset Inquiry Detail — Basic
- View the Excess Asset Inquiry Detail — Catalog
- View the Excess Asset Inquiry Detail — Excess
- View the Excess Asset Inquiry Detail — Hldg/Rptg
- View the Excess Asset Inquiry Detail — History
- View the Excess Asset Inquiry Transaction Status
- Export the Excess Asset Inquiry Transaction Status

View the Excess Asset Inquiry Detail — Basic

Overview

The Excess Asset Inquiry Detail - Basic process displays the Basic record of the selected Excess Asset inquiry.

Navigation

Inquiries > Asset Management > Excess Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Excess Asset Inquiry Detail — Basic page

Page Fields

The following fields display on the **Excess Asset Inquiry — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Excess Asset Detail Basic Grid

Site Id
Avail Dt
UIC
DIC
Asset Id
Stock Nbr
Qty
Fund Cd
Unit Price
Item Desc
Cond Cd
Suffix Cd

Media Sts Cd
Login Id
Remarks
Excess Item Nbr
Custodian Nbr
Dspsl Doc Nbr
Acq Dt
Supp Address
Signal Cd
Dspsl Auth Cd
UII

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

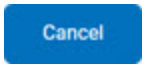
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

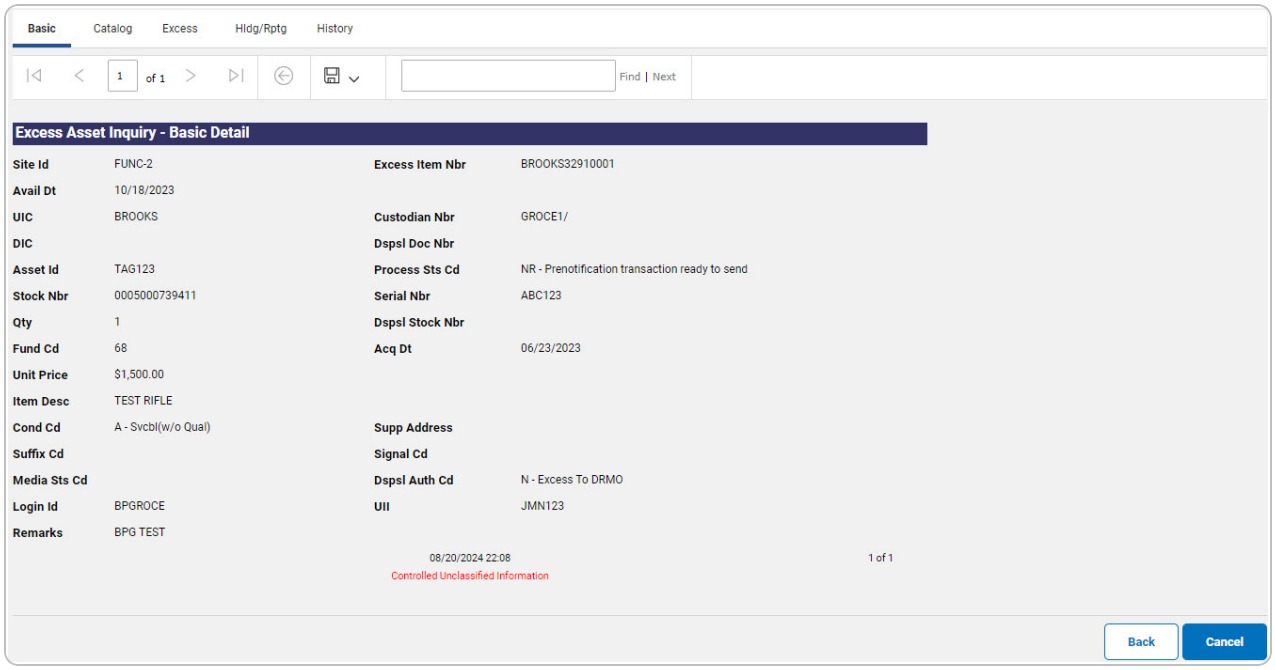
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Excess Asset Inquiry Detail — Basic

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

1. *Verify the Basic tab.*



A. *Verify the SITE ID.*
B. *Verify the AVAIL DT.*
C. *Verify the UIC.*
D. *Verify the DIC.*
E. *Verify the ASSET ID.*
F. *Verify the STOCK NBR.*
G. *Verify the QTY.*
H. *Verify the FUND CD.*
I. *Verify the Unit Price.*
J. *Verify the ITEM DESC.*
K. *Verify the COND CD.*
L. *Verify the Suffix CD.*
M. *Verify the Media STS CD.*
N. *Verify the Login Id.*
O. *Verify the Remarks.*
P. *Verify the Excess ITEM NBR.*

Q. *Verify the CUSTODIAN NBR.*

R. *Verify the DSPSL DOC NBR.*

S. *Verify the PROCESS STATUS CD.*

T. *Verify the SERIAL NBR.*

U. *Verify the DSPL STOCK NBR.*

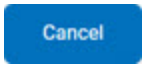
V. *Verify the ACQ DT.*

W. *Verify the SUPP ADDRESS.*

X. *Verify the Signal CD.*

Y. *Verify the Dspsl Auth Cd.*

Z. *Verify the UII.*

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 **Excess Asset Inquiry — Criteria** page appears*.

OR

Select the Catalog tab. *The **Excess Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Excess tab. *The **Excess Asset Inquiry Detail — Excess** page appears*.

OR

Select the HLDG/RPTG tab. *The **Excess Asset Inquiry Detail — Hldg/Rptg** page appears*.

OR

Select the History tab. *The **Excess Asset Inquiry Detail — History** page appears*.

OR

Select Back. *The **Excess Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Excess Asset Inquiry — Criteria
- Search for an Excess Asset Inquiry — Results
- Select Fields for the Excess Asset Inquiry
- View the Excess Asset Inquiry Detail — Catalog
- View the Excess Asset Inquiry Detail — Excess
- View the Excess Asset Inquiry Detail — Hldg/Rptg
- View the Excess Asset Inquiry Detail — History
- View the Excess Asset Inquiry Transaction Status
- Export the Excess Asset Inquiry Transaction Status

View the Excess Asset Inquiry Detail — Catalog

Overview

The Excess Asset Inquiry Detail - Catalog process displays the Catalog record of the selected Excess Asset inquiry.

Navigation

Inquiries > Asset Management > Excess Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Excess Asset Inquiry Detail — Catalog page

Page Fields

The following fields display on the **Excess Asset Inquiry Detail — Catalog** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Excess Asset Catalog Detail Grid

Site Id
IT Device Cd
FSC
Precious Mtl Cd
Unit Wt
Dmil Cd
Bulk Ind
Yr Svc Life
Mfr Name
Mfr Part Nbr
Excess Item Nbr
IT Device Name

Tran Dt
UI
Unit Cube
Haz Mat Cd
Prop
Shelf Life Cd
Mfr Model Nbr
CAGE Cd
Mfr Yr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

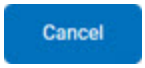
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

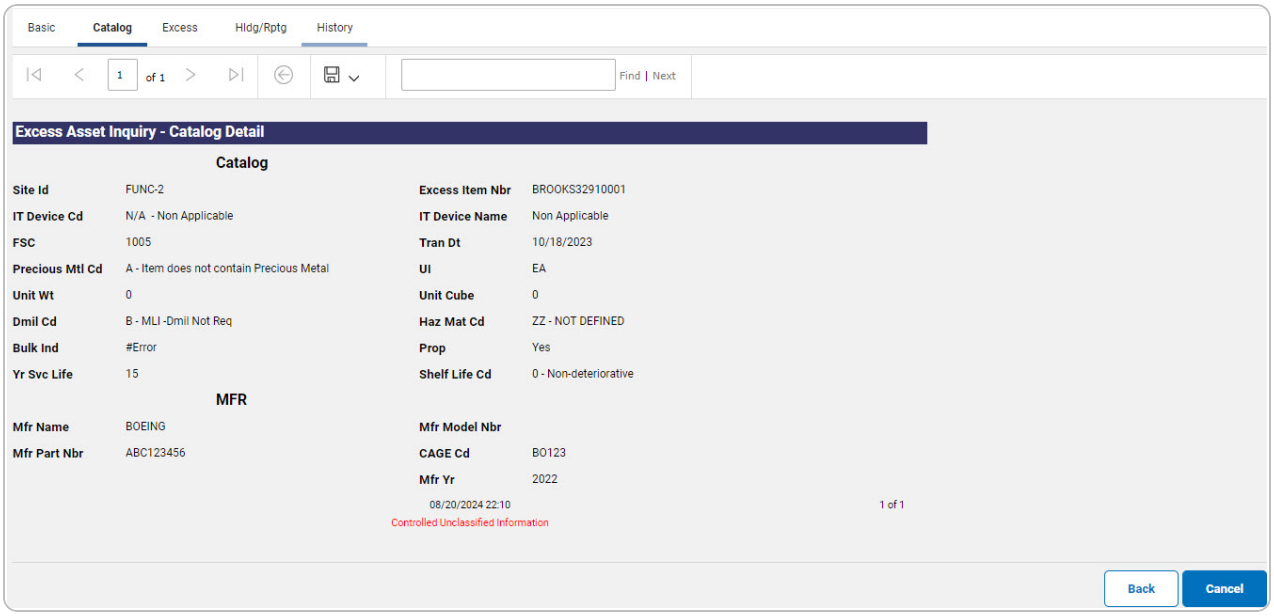
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Excess Asset Inquiry Detail — Catalog

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

1. *Verify the Catalog tab.*



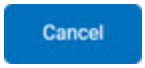
A. *Verify the SITE ID.*
B. *Verify the IT DEVICE CD.*
C. *Verify the FSC.*
D. *Verify the PRECIOUS MTL CD.*
E. *Verify the Unit WT.*
F. *Verify the DMIL CD.*
G. *Verify the BULK IND.*
H. *Verify the YR SVC LIFE.*
I. *Verify the MFR NAME.*
J. *Verify the MFR PART NBR.*
K. *Verify the Excess ITEM NBR.*
L. *Verify the IT Device Name.*
M. *Verify the TRAN CD.*
N. *Verify the UI.*
O. *Verify the Unit Cube.*
P. *Verify the HAZ MAT CD.*
Q. *Verify the PROP.*

R. *Verify the SHELF LIFE CD.*

S. *Verify the MFR MODEL NBR.*

T. *Verify the CAGE CD.*

U. *Verify the MFR YR.*

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 **Excess Asset Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Excess Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Excess Asset Inquiry Detail — Excess** page appears*.

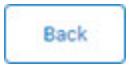
OR

Select the HLDG/RPTG tab. *The **Excess Asset Inquiry Detail — Hldg/Rptg** page appears*.

OR

Select the History tab. *The **Excess Asset Inquiry Detail — History** page appears*.

OR

Select  . *The **Excess Asset 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Excess Asset Inquiry — Criteria
- Search for an Excess Asset Inquiry — Results
- Select Fields for the Excess Asset Inquiry
- View the Excess Asset Inquiry Detail — Basic
- View the Excess Asset Inquiry Detail — Excess
- View the Excess Asset Inquiry Detail — Hldg/Rptg
- View the Excess Asset Inquiry Detail — History
- View the Excess Asset Inquiry Transaction Status
- Export the Excess Asset Inquiry Transaction Status

View the Excess Asset Inquiry Detail — Excess

Overview

The Excess Asset Inquiry Detail - Excess process displays the Excess record of the selected Excess Asset inquiry.

Navigation

Inquiries > Asset Management > Excess Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Excess Asset Inquiry Detail — Excess page

Page Fields

The following fields display on the **Excess Asset Inquiry Detail — Excess** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Excess Asset Excess Detail Grid

Site Id
Dspsl Activity
Excess Dt
Excess in Place Cd
Excess Item Nbr
Designee Cd
Avail Dt

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

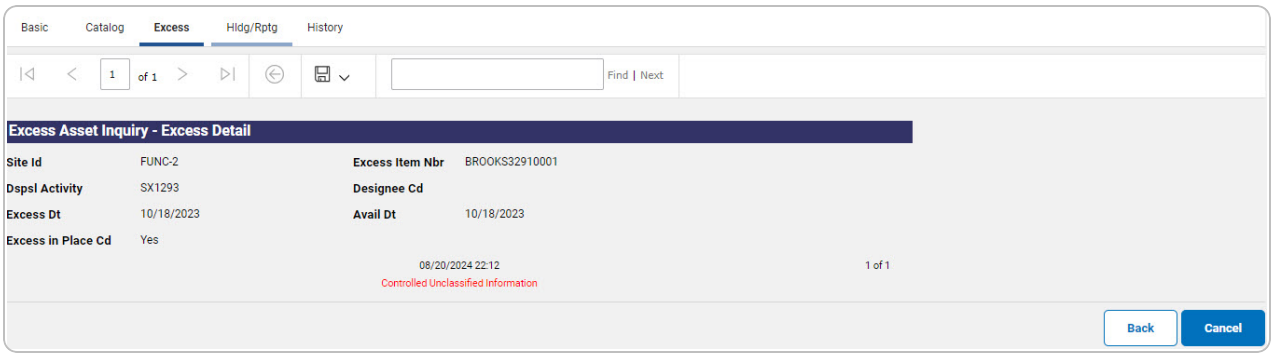
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Excess Asset Inquiry Detail — Excess

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

1. *Verify the Excess tab.*



   A. *Verify the SITE ID.*
   B. *Verify the DSPSL ACTIVITY.*
   C. *Verify the Excess DT.*
   D. *Verify the Excess in Place CD.*
   E. *Verify the Excess ITEM NBR.*
   F. *Verify the Designee CD.*
   G. *Verify the AVAIL DT.*

2. Select the save/print icon 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* ***Excess Asset Inquiry — Criteria*** *page appears*.

   OR

   Select the HLDG/RPTG tab. *The* ***Excess Asset Inquiry Detail — Hldg/Rptg*** *page appears*.

   OR

   Select the History tab. *The* ***Excess Asset Inquiry Detail — History*** *page appears*.

OR

Select the Basic tab. *The **Excess Asset Inquiry Detail — Basic** page appears*.

OR

Select the Catalog tab. *The **Excess Asset Inquiry Detail — Catalog** page appears*.

OR

Select Back. *The **Excess Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Excess Asset Inquiry — Criteria
- Search for an Excess Asset Inquiry — Results
- Select Fields for the Excess Asset Inquiry

- View the Excess Asset Inquiry Detail — Basic
- View the Excess Asset Inquiry Detail — Catalog
- View the Excess Asset Inquiry Detail — Hldg/Rptg
- View the Excess Asset Inquiry Transaction Status
- Export the Excess Asset Inquiry Transaction Status

View the Excess Asset Inquiry Detail — HLDG/RPTG

Overview

The Excess Asset Inquiry Detail - HLDG/RPTG process displays the HLDG/RPTG record of the selected Excess Asset inquiry.

Navigation

Inquiries > Asset Management > Excess Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Excess Asset Inquiry Detail — HLDG/RPTG page

Page Fields

The following fields display on the **Excess Asset Inquiry Detail — HLDG/RPTG** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Excess Asset Detail HLDG/RPTG Grid

Site Id
Excess Item Nbr

Holding Activity Grid

DoDAAC
Loc
POC

Reporting Activity Grid

DoDAAC
POC
Phone Nbr
Fax Nbr

Address 1
Address 2
City
State
Country Cd
ZIP Cd
E-Mail Address
DSN

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

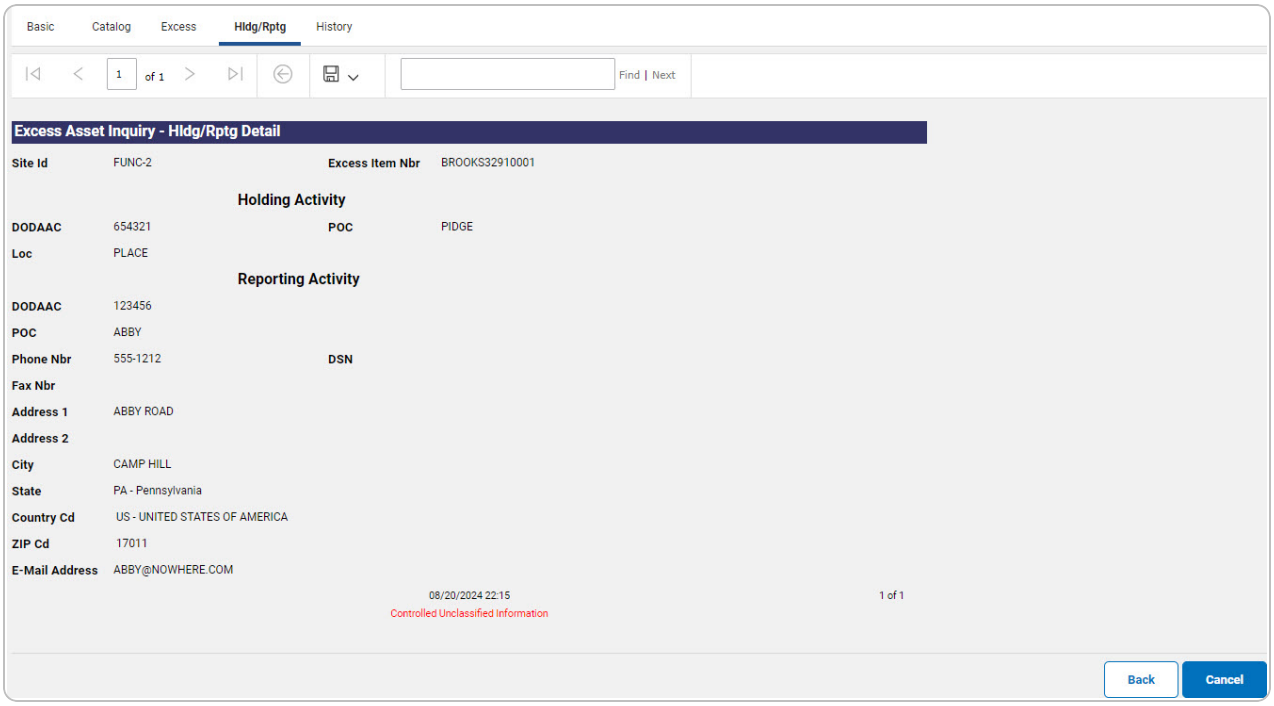
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Excess Asset Inquiry Detail — HLDG/RPTG

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

1. *Verify the HLDG/RPTG tab.*



A. *Verify the SITE ID.*

B. *Verify the Excess ITEM NBR.*

C. *Verify the Holding Activity Grid.*

   a. *Verify the DoDAAC.*

   b. *Verify the LOC.*

   c. *Verify the POC.*

D. *Verify the Reporting Activity Grid.*

   a. *Verify the DoDAAC.*

   b. *Verify the POC.*

   c. *Verify the PHONE NBR.*

   d. *Verify the FAX NBR.*

   e. *Verify the Address 1.*

   f. *Verify the Address 2.*

   g. *Verify the City.*

   h. *Verify the State.*

   i. *Verify the COUNTRY CD.*

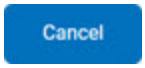
   j. *Verify the ZIP CD.*

   k. *Verify the E-MAIL Address.*

   l. *Verify the DSN.*

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* ***Excess Asset Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Excess Asset Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Catalog tab. *The* ***Excess Asset Inquiry Detail — Catalog*** *page appears*.

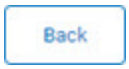
   OR

Select the Excess tab. *The **Excess Asset Inquiry Detail — Excess** page appears*.

OR

Select the History tab. *The **Excess Asset Inquiry Detail — History** page appears*.

OR

Select 

. *The **Excess Asset 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Excess Asset Inquiry — Criteria
- Search for an Excess Asset Inquiry — Results
- Select Fields for the Excess Asset Inquiry
- View the Excess Asset Inquiry Detail — Basic
- View the Excess Asset Inquiry Detail — Catalog

- View the Excess Asset Inquiry Detail — Excess
- View the Excess Asset Inquiry Detail — History
- View the Excess Asset Inquiry Transaction Status
- Export the Excess Asset Inquiry Transaction Status

View the Excess Asset Inquiry Detail — History

Overview

The Excess Asset Inquiry Detail - History process displays the Manufacturer record of the selected Excess Asset inquiry.

Navigation

Inquiries > Asset Management > Excess Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Excess Asset Inquiry Detail — History page

Page Fields

The following fields display on the **Excess Asset Inquiry Detail — History** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Excess Asset History Detail Grid

Tran Dt
Tran Time
Site Id
Tran Cd
UIC
Custodian Nbr
DIC
Dspsl Doc Nbr
Asset Id
Prc Sts Cd
Stock Nbr
Serial Nbr

Qty
Dspsl Stock Nbr
Fund Cd
Acq Dt
Expr Dt
Lot Nbr
Unit Price
Item Desc
Cond Cd
Suffix Cd
Supp Address
Media Sts Cd
Signal Cd
Login Id
Dspsl Auth Cd
E-Mail Address

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

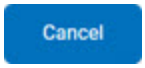
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

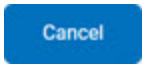
Export the Excess Asset Inquiry Detail — History

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

1. *Verify the History tab.*

   A. *Verify TRAN DT.*
   B. *Verify the TRAN Time.*
   C. *Verify the SITE ID.*
   D. *Verify the TRAN CD.*

E. *Verify the UIC.*
F. *Verify the CUSTODIAN NBR.*
G. *Verify the DIC.*
H. *Verify the DSPSL DOC NBR.*
I. *Verify the ASSET ID.*
J. *Verify the PRC STS CD.*
K. *Verify the STOCK NBR.*
L. *Verify the SERIAL NBR.*
M. *Verify the QTY.*
N. *Verify the DSPSL STOCK NBR.*
O. *Verify the FUND CD.*
P. *Verify the ACQ DT.*
Q. *Verify the EXPR DT.*
R. *Verify the LOT NBR.*
S. *Verify the Unit Price.*
T. *Verify the ITEM DESC.*
U. *Verify the COND CD.*
V. *Verify the Suffix CD.*
W. *Verify the SUPP ADDRESS.*
X. *Verify the Media STS CD.*
Y. *Verify the SIGNAL CD.*
Z. *Verify the Login ID.*
AA. *Verify the DSPSL AUTH CD.*
AB. *Verify the E-MAIL Address.*

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 **Excess Asset Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Excess Asset Inquiry Detail — Basic** page appears*.

OR

Select the Catalog tab. *The **Excess Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Excess tab. *The **Excess Asset Inquiry Detail — Excess** page appears*.

OR

Select the HLDG/RPTG tab. *The **Excess Asset Inquiry Detail — Hldg/Rptg** page appears*.

OR

Select Back. *The **Excess Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for an Excess Asset Inquiry — Criteria
- Search for an Excess Asset Inquiry — Results
- Select Fields for the Excess Asset Inquiry
- View the Excess Asset Inquiry Detail — Basic
- View the Excess Asset Inquiry Detail — Catalog
- View the Excess Asset Inquiry Detail — Excess
- View the Excess Asset Inquiry Detail — Hldg/Rptg
- View the Excess Asset Inquiry Transaction Status
- Export the Excess Asset Inquiry Transaction Status

View the Excess Asset Inquiry Transaction Status

Overview

The Excess Asset Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Asset Management > Excess Asset > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Excess Asset Inquiry Transaction Status page

Page Fields

The following fields display on the **Excess Asset Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

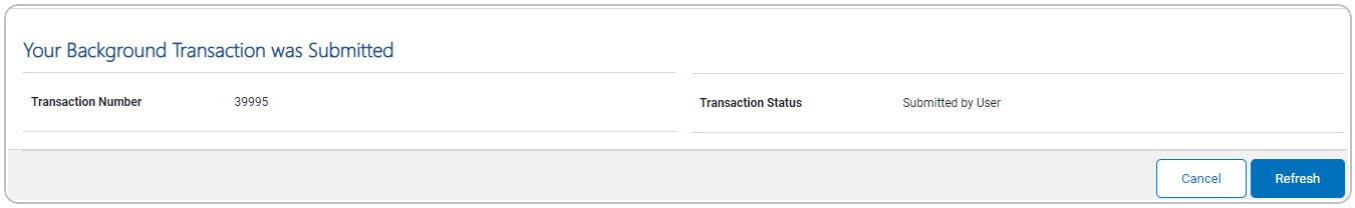
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

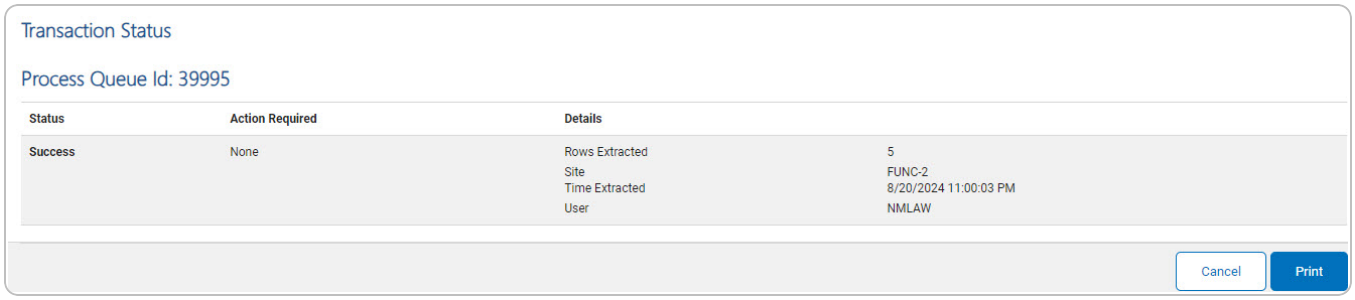
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Excess Asset Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Excess Asset Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Excess Asset Inquiry Search Criteria*** *page appears*.

View the Excess Asset Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Excess Asset Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Excess Asset Inquiry — Criteria
- Search for an Excess Asset Inquiry — Results
- Select Fields for the Excess Asset Inquiry
- View the Excess Asset Inquiry Detail — Basic
- View the Excess Asset Inquiry Detail — Catalog
- View the Excess Asset Inquiry Detail — Hldg/Rptg
- View the Excess Asset Inquiry Detail — History
- Export the Excess Asset Inquiry Transaction Status

Export the Excess Asset Inquiry Transaction Status

Overview

The Excess Asset Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Asset Management > Excess Asset > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Excess Asset Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Excess Asset Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

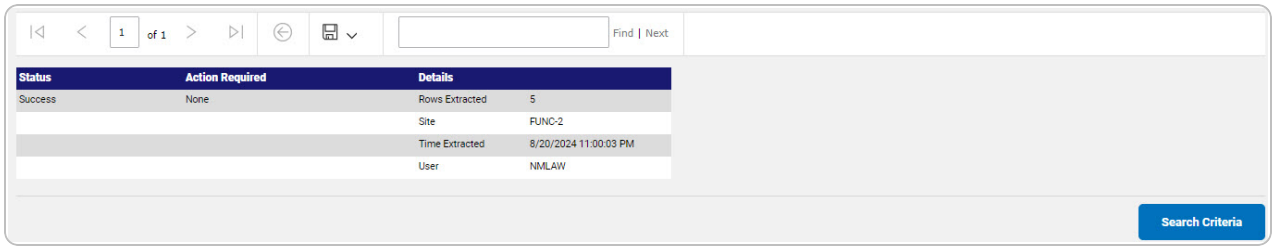
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Excess Asset Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select **Search Criteria**. *The* ***Excess Asset 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Excess Asset Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Excess Asset Inquiry — Criteria
- Search for an Excess Asset Inquiry — Results
- Select Fields for the Excess Asset Inquiry
- View the Excess Asset Inquiry Detail — Basic
- View the Excess Asset Inquiry Detail — Catalog
- View the Excess Asset Inquiry Detail — Excess
- View the Excess Asset Inquiry Detail — Hldg/Rptg
- View the Excess Asset Inquiry Transaction Status

Search for a Disposal Activity Inquiry — Criteria

Overview

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

Navigation

Inquiries > Asset Management > Disposal Activity > Disposal Activity Inquiry Search Criteria page

Page Fields

The following fields display on the **Disposal Activity Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

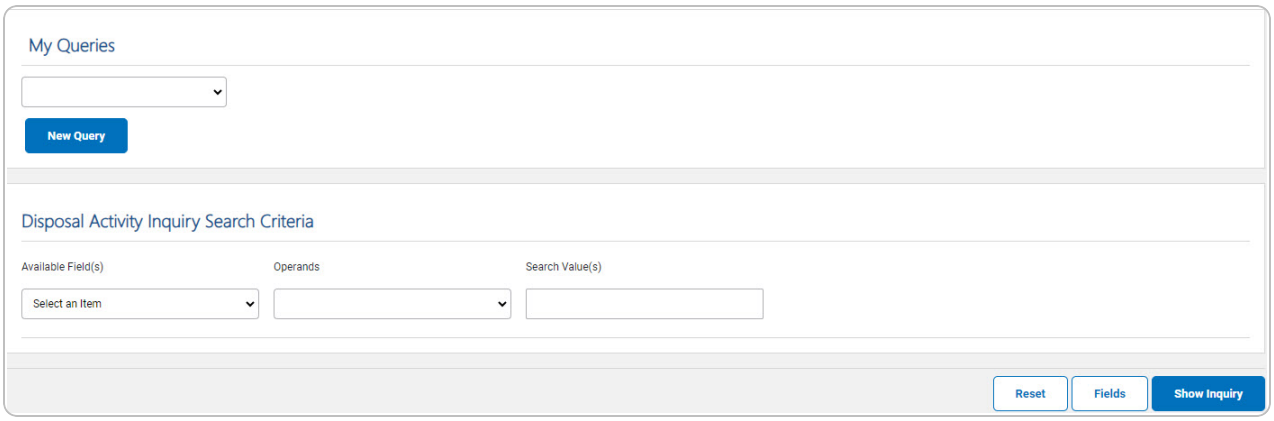
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Disposal 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.*

   A. Use ⌄ to select the first Available Field.

   B. Repeat Step A to add additional search criteria.

Note

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

Note

Select Fields 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. Repeat Step A to add additional search criteria.

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

   A. Use to select the first Search Value.

   B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

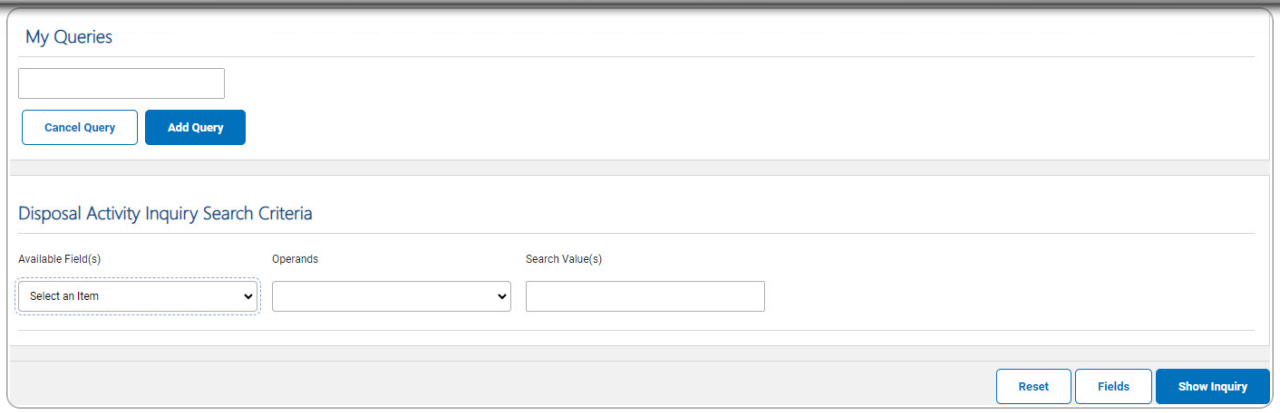
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Disposal Activity Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



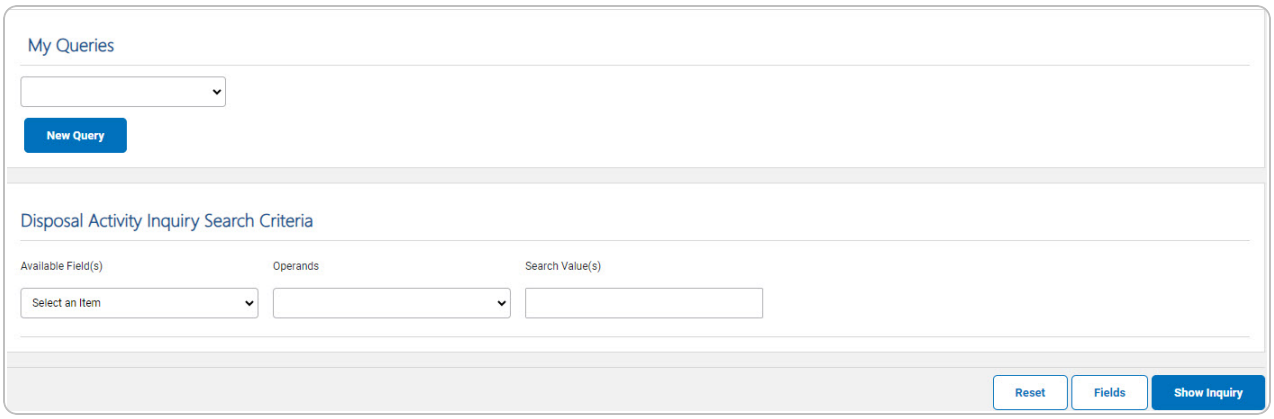
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Disposal Activity Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Disposal 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.*



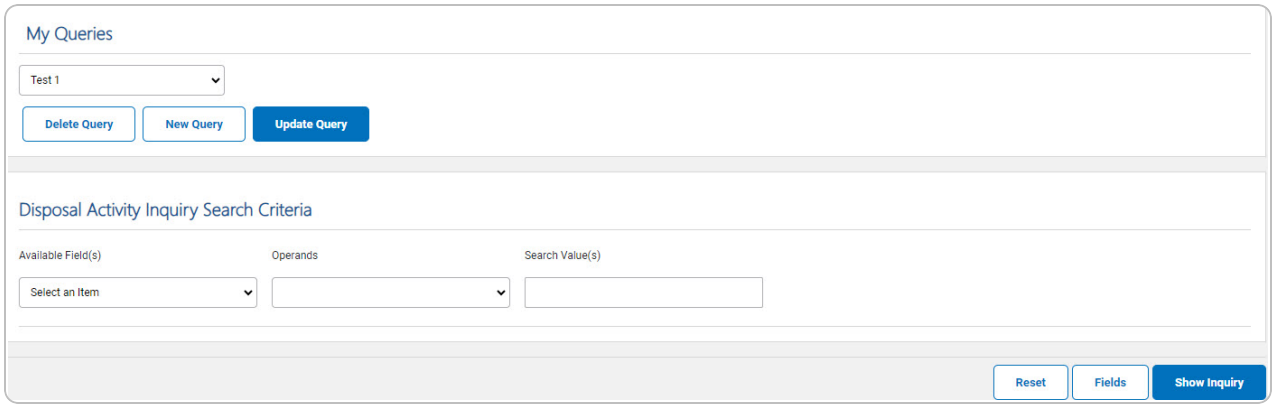
Select Fields. *The **Disposal Activity Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Disposal 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

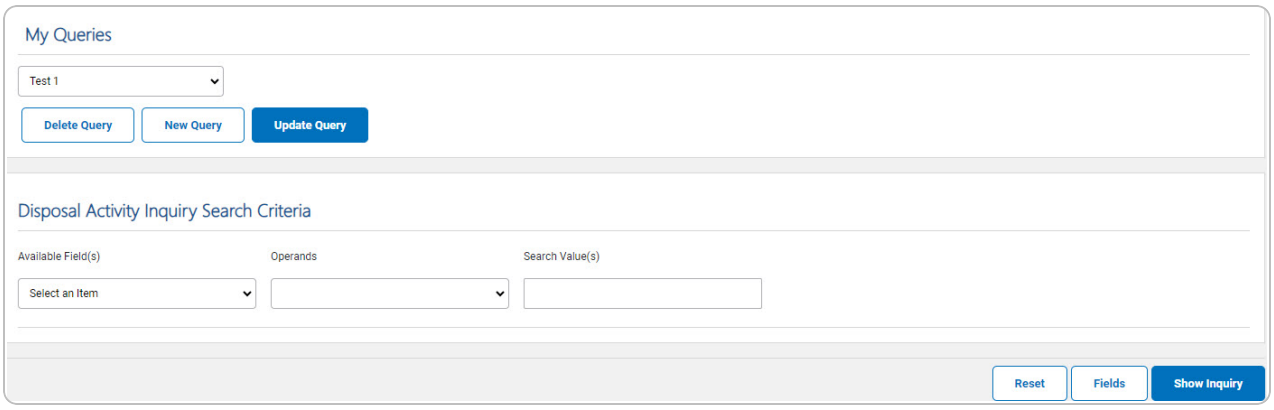
Select Fields. *The **Disposal Activity Inquiry — Select Fields** page appears.*

4. OR

Select Show Inquiry. *The **Disposal 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The* ***Disposal Activity Inquiry — Select Fields*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Disposal Activity Inquiry — Results
- Select Fields for the Disposal Activity Inquiry
- View the Disposal Activity Inquiry Detail
- View the Disposal Activity Inquiry Transaction Status
- Export the Disposal Activity Inquiry Transaction Status

Search for a Disposal Activity Inquiry — Results

Overview

The Disposal Activity Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Asset Management > Disposal Activity > Search Criteria > Show Inquiry > Disposal Activity Inquiry Search Results page

Page Fields

The following fields display on the **Disposal Activity Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

DoDAAC
Dspsl Activity Name
State
Country Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

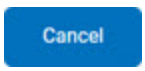
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

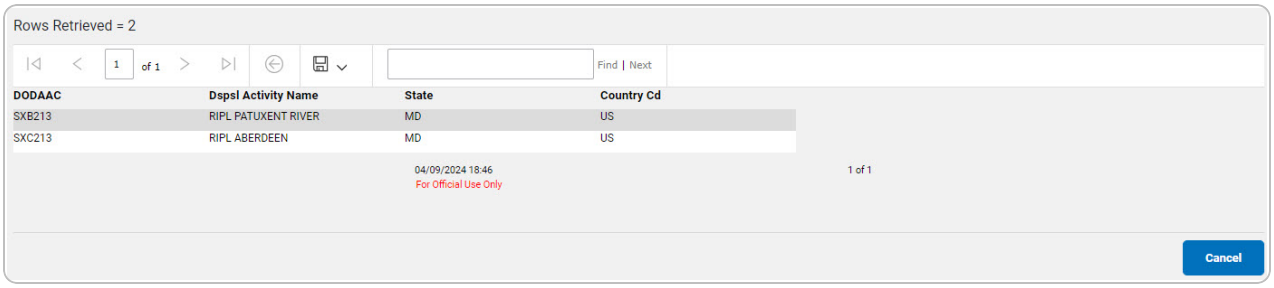
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Disposal Activity Inquiry Results

Selecting  *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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Disposal 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the Disposal Activity Inquiry Detail

Select the desired DoDAAC row. *The **Disposal Activity Inquiry Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Disposal Activity Inquiry — Criteria
- Select Fields for the Disposal Activity Inquiry
- View the Disposal Activity Inquiry Detail
- View the Disposal Activity Inquiry Transaction Status
- Export the Disposal Activity Inquiry Transaction Status

Select Fields for the Disposal Activity Inquiry

Overview

The Disposal Activity Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Asset Management > Disposal Activity > Search Criteria > Fields > Disposal Activity Inquiry Fields Selection page

Page Fields

The following fields display on the **Disposal Activity Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

DoDAAC
Dspsl Activity Name
State
Country Cd

Procedures

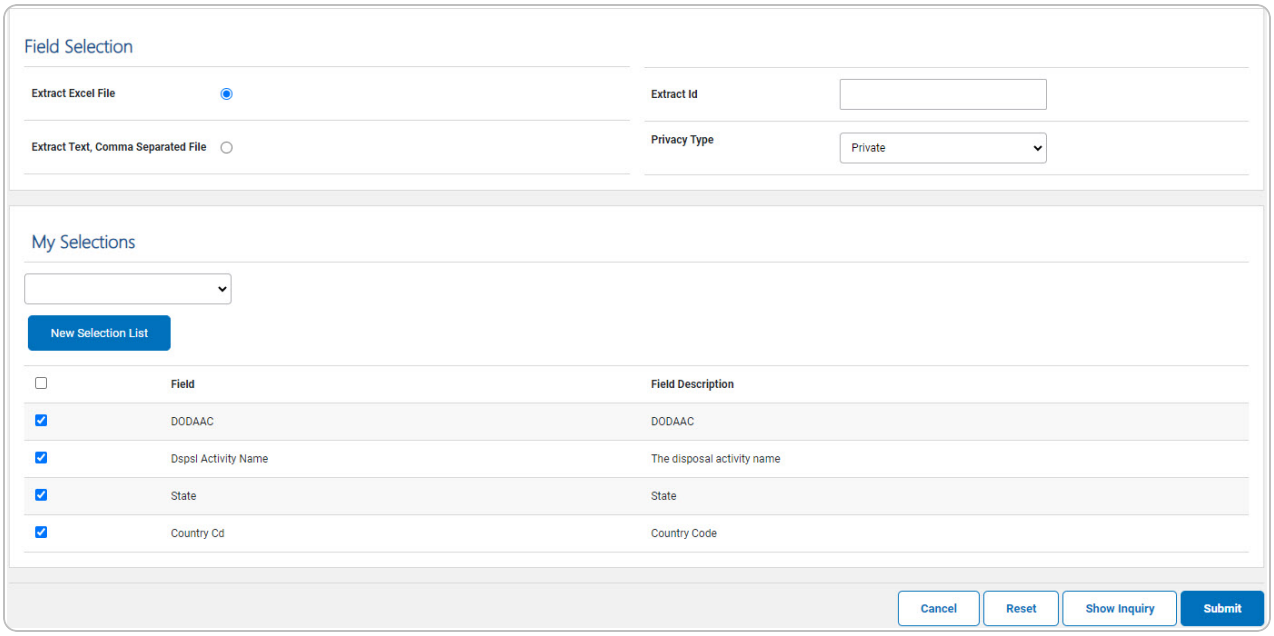
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The* ***Disposal Activity Inquiry*** *page appears.*



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

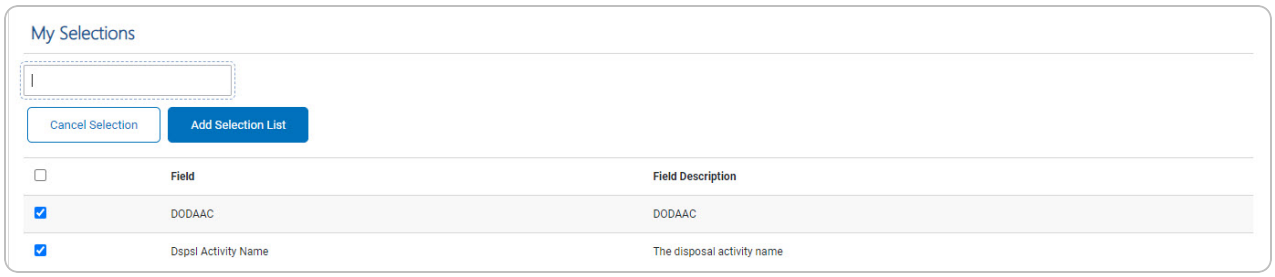
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*

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



Note

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

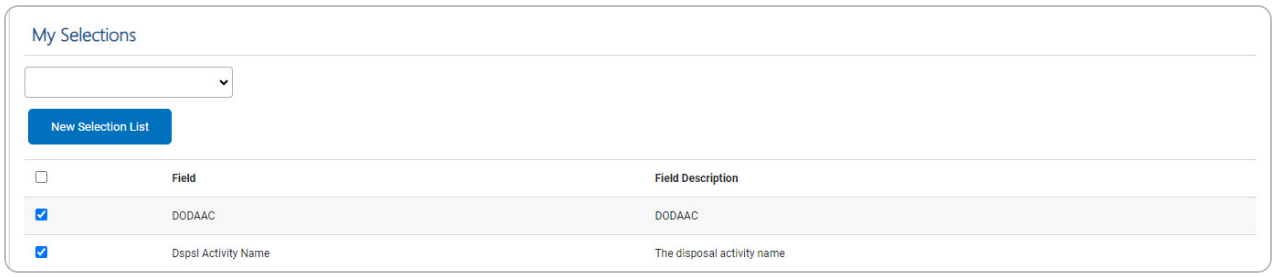
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Disposal Activity Inquiry — Results*** *page appears.*
5. **OR**

   Select Submit for large volumes of data. *The* ***Disposal Activity Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

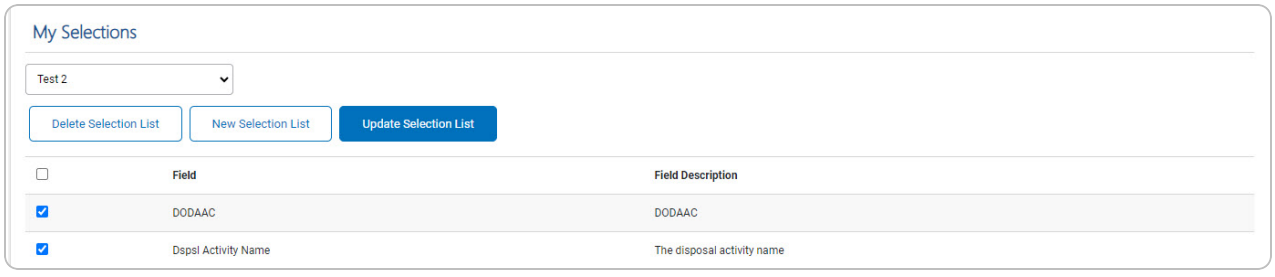
3. Select Show Inquiry for small volumes of data. *The* ***Disposal Activity Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Disposal 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

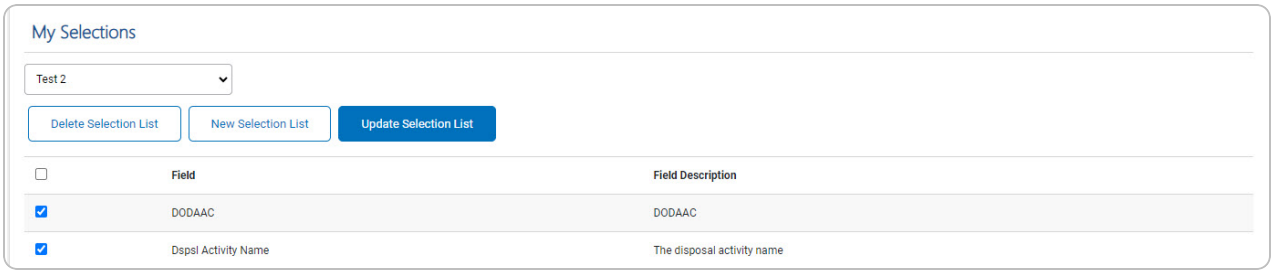
   Select Show Inquiry for small volumes of data. *The* ***Disposal Activity Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Disposal 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

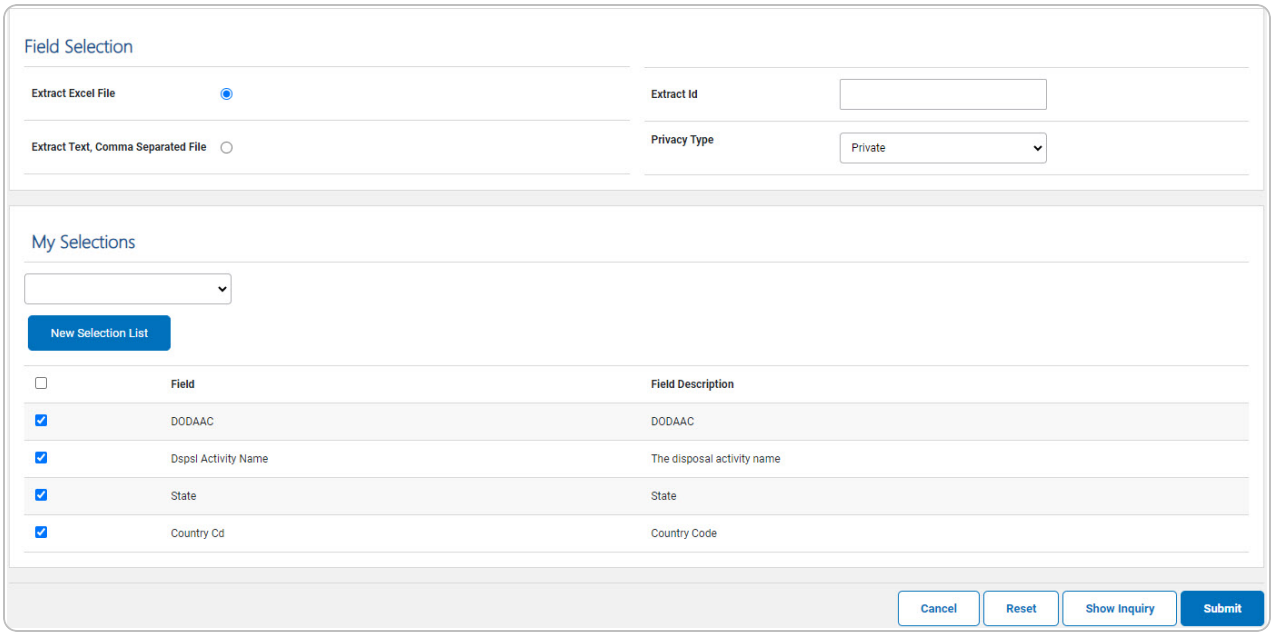


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Disposal Activity Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 4 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.

- Verify the DoDAACcontains the appropriate ☑ or ☐. *Select if the inquiry contains a DoDAAC.*
- Verify the Dspsl Acty Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a Dspsl Acty Name.*
- Verify the State contains the appropriate ☑ or ☐. *Select if the inquiry contains a State.*
- Verify the Country Cd contains the appropriate ☑ or ☐. *Select if the inquiry has a Country Cd.*

Select Show Inquiry for small volumes of data. *The **Disposal Activity Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Disposal Activity Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Disposal Activity Inquiry — Criteria
- Search for a Disposal Activity Inquiry — Results
- View the Disposal Activity Inquiry Detail
- View the Disposal Activity Inquiry Transaction Status
- Export the Disposal Activity Inquiry Transaction Status

View the Disposal Activity Inquiry Detail

Overview

The Disposal Activity Inquiry Detail process displays the basic record of the selected Disposal Activity.

Navigation

Inquiries > Asset Management > Disposal Activity > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink> Disposal Activity Inquiry Detail page

Page Fields

The following fields display on the **Disposal Activity Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Disposal Activity Inquiry Detail Grid

DoDAAC
Dspsl Acty Name
Address 1
Address 2
City
State
ZIP Cd
Country Cd
Phone Nbr
DSN
FAX Nbr
E-Mail Address

Last Acty Dt
Estbd Dt
Last Updtd By
Estbd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

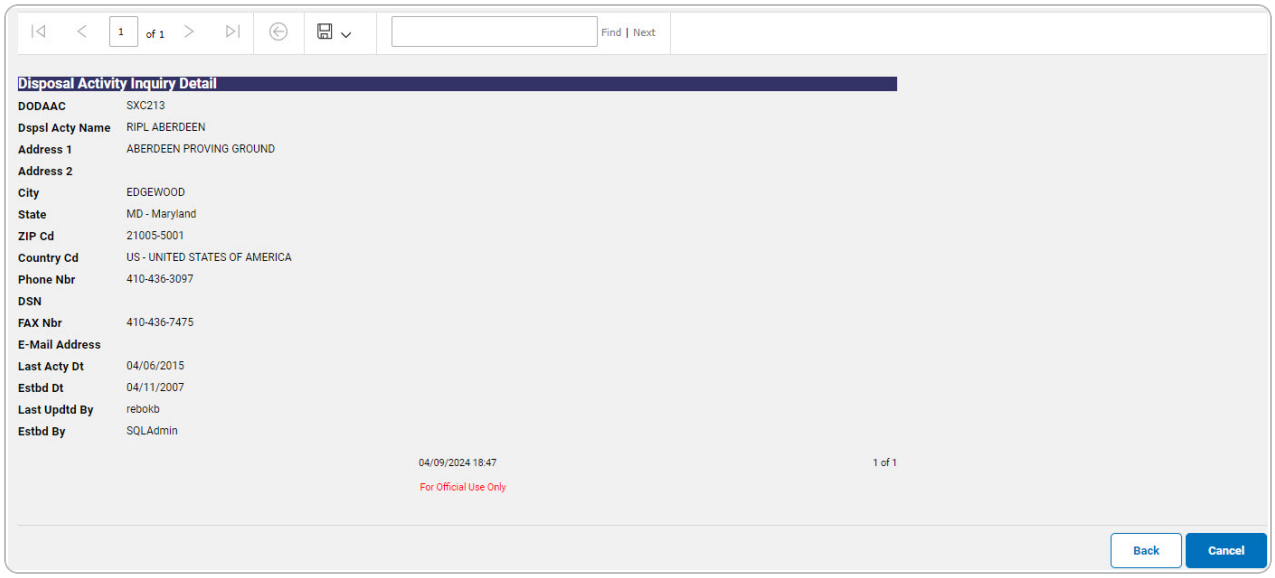
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Disposal Activity Inquiry Detail

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

1. *Verify the Disposal Activity tab.*



A. *Verify the DoDAAC.*

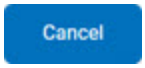
B. *Verify the Dspsl Acty Name.*

C. *Verify the Address 1.*

D. *Verify the Address 2.*

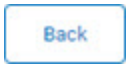
E. *Verify the City.*

F. *Verify the State.*
G. *Verify the ZIP CD.*
H. *Verify the COUNTRY CD.*
I. *Verify the PHONE NBR.*
J. *Verify the DSN.*
K. *Verify the FAX NBR.*
L. *Verify the E-MAIL Address.*
M. *Verify the LAST ACTY DT.*
N. *Verify the ESTBD DT.*
O. *Verify the LAST UPDTD BY.*
P. *Verify the ESTBD BY.*

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* ***Disposal Activity Inquiry — Criteria*** *page appears*.

OR

Select 

. *The* ***Disposal 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Disposal Activity Inquiry — Criteria
- Search for a Disposal Activity Inquiry — Results
- Select Fields for the Disposal Activity Inquiry
- View the Disposal Activity Inquiry Detail
- View the Disposal Activity Inquiry Transaction Status
- Export the Disposal Activity Inquiry Transaction Status

View the Disposal Designee Code Inquiry Transaction Status

Overview

The Disposal Designee Code Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Asset Management > Disposal Designee > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Disposal Designee Code Inquiry Transaction Status page

Page Fields

The following fields display on the **Disposal Designee Code Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

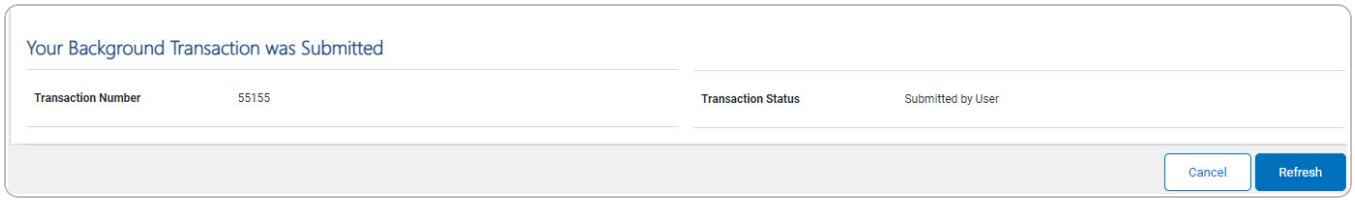
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

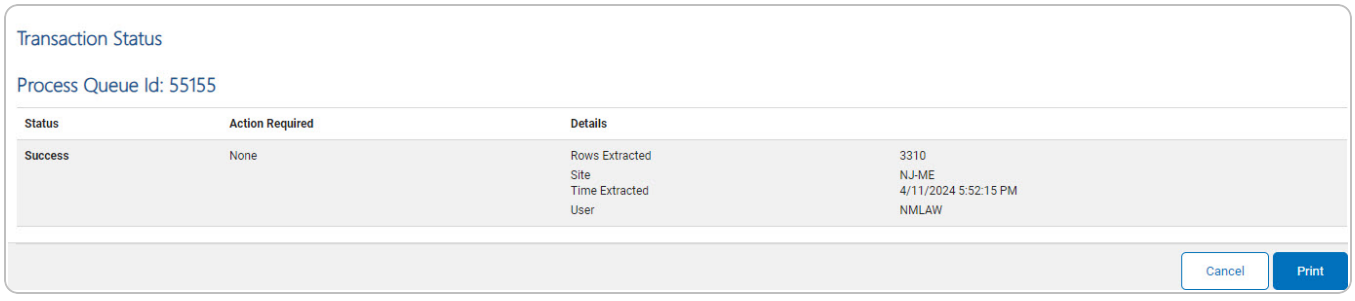
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Disposal Designee Code Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Disposal Designee Code Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Disposal Designee Code Inquiry Search Criteria*** *page appears.*

View the Disposal Designee Code Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Disposal Designee Code Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Disposal Designee Code Inquiry — Criteria
- Search for a Disposal Designee Code Inquiry — Results
- Select Fields for the Disposal Designee Code Inquiry
- View the Disposal Designee Code Inquiry Detail
- Export the Disposal Designee Code Inquiry Transaction Status

Export the Disposal Activity Inquiry Transaction Status

Overview

The Disposal Activity Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Asset Management > Disposal Activity > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Disposal Activity Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Disposal Activity Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

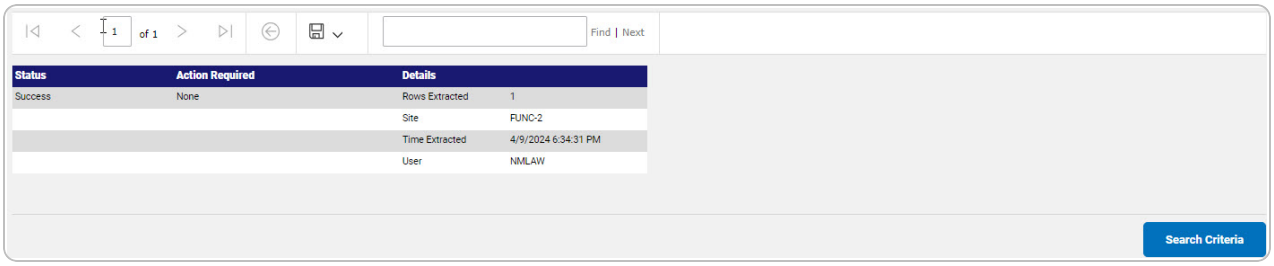
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Disposal Activity Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Disposal Activity Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Disposal Activity Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Disposal Activity Inquiry — Criteria
- Search for an Disposal Activity Inquiry — Results
- Select Fields for the Disposal Activity Inquiry
- View the Disposal Activity Inquiry Detail
- View the Disposal Activity Inquiry Transaction Status

Search for a Disposal Designee Code Inquiry — Criteria

Overview

The Property Accountability module Disposal Designee Code Inquiry process provides the ability to search for Disposal Activity records.

Navigation

Inquiries > Asset Management > Disposal Designee > Disposal Designee Code Inquiry Search Criteria page

Page Fields

The following fields display on the **Disposal Designee Code Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

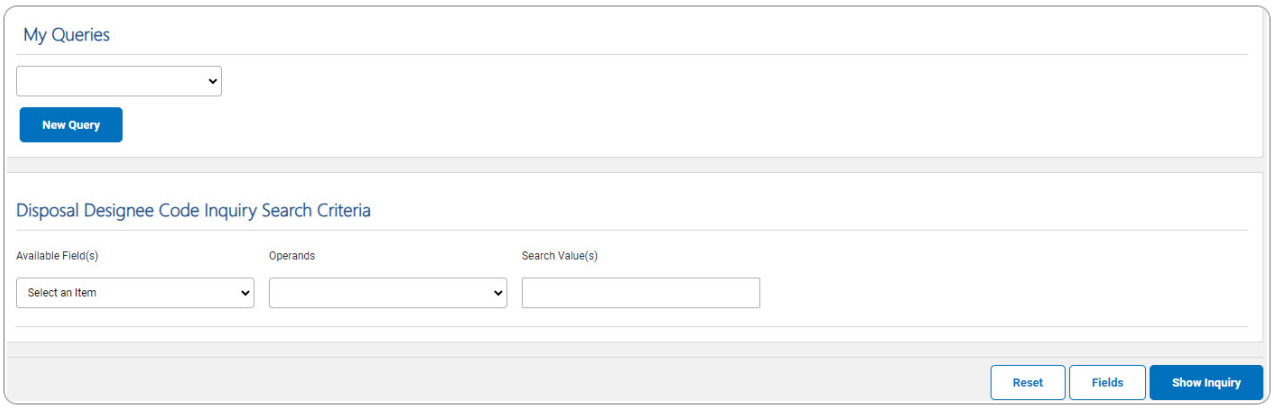
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Disposal 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.*

   A. Use ⌄ to select the first Available Field.

   B. Repeat Step A to add additional search criteria.

Note

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

Note

Select Fields 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. Repeat Step A to add additional search criteria.

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

   A. Use to select the first Search Value.

   B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

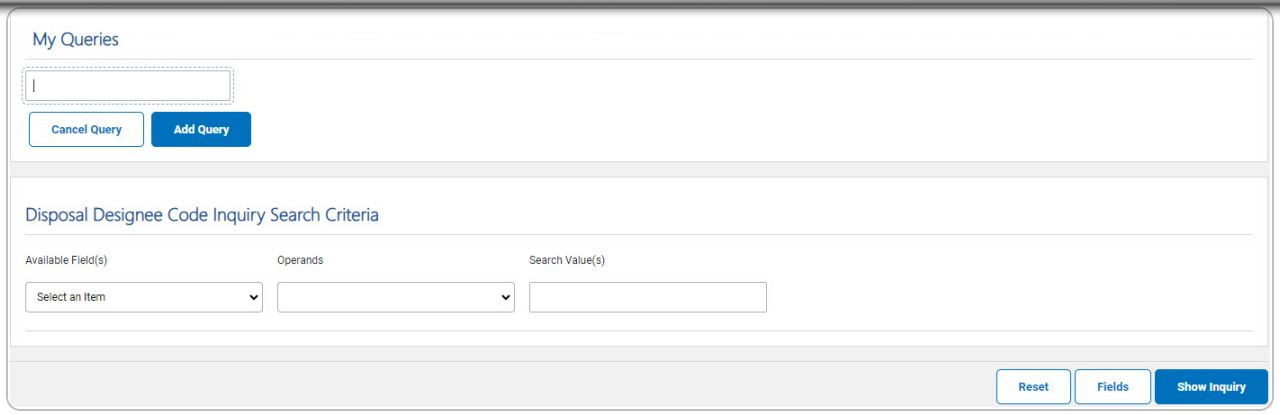
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Disposal Designee Code Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



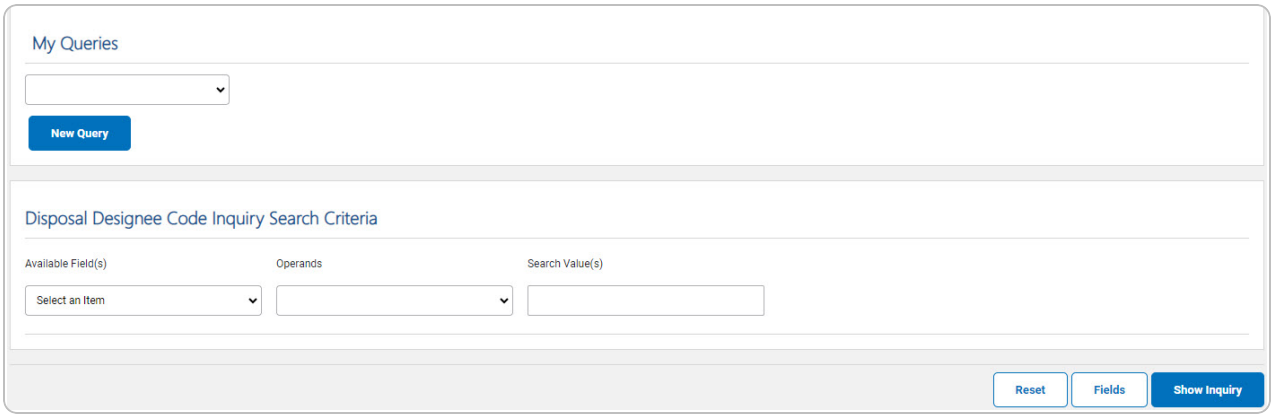
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Disposal Designee Code Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Disposal Designee Code 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.*



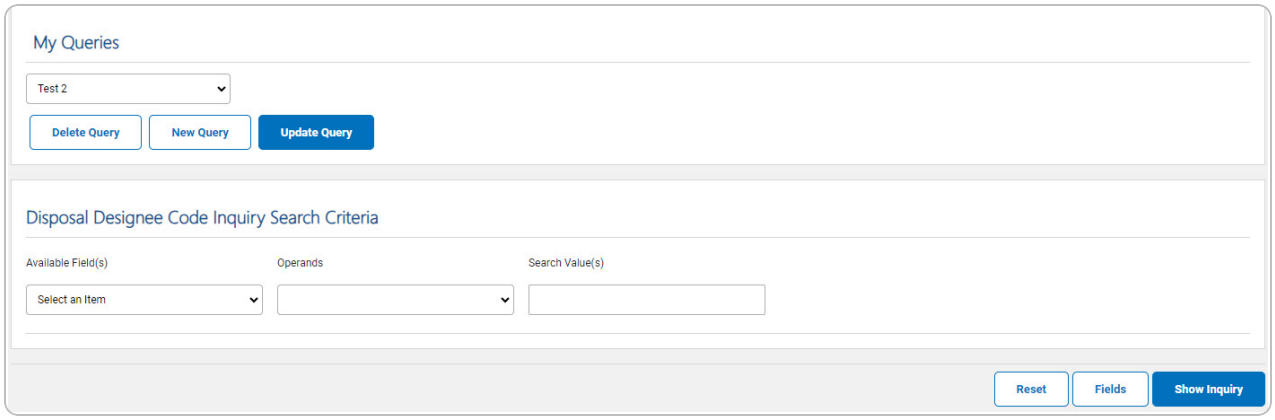
2. Select Fields. *The **Disposal Designee Code Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Disposal Designee Code 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

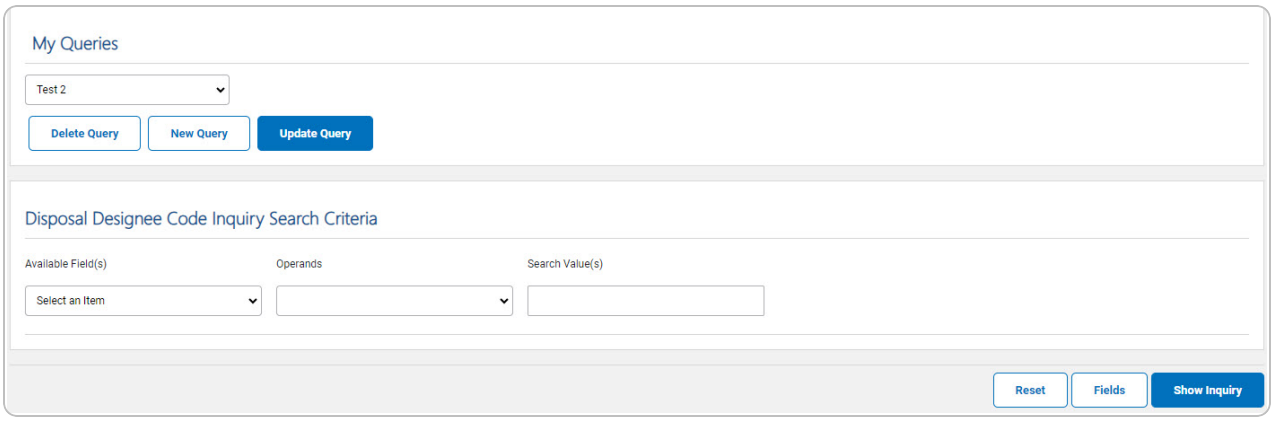
4. Select Fields. *The **Disposal Designee Code Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Disposal Designee Code 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.*



2. *Verify the query information.*
3. Select Delete Query*. The query information is removed.*

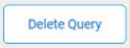
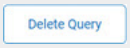
Revise the Fields for the Inquiry

Select Fields*. The* ***Disposal Designee Code Inquiry — Select Fields*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select **or**  **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select or  to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Disposal Designee Code Inquiry — Results
- Select Fields for the Disposal Designee Code Inquiry
- View the Disposal Designee Code Inquiry Detail
- View the Disposal Designee Code Inquiry Transaction Status
- Export the Disposal Designee Code Inquiry Transaction Status

Search for a Disposal Designee Code Inquiry — Results

Overview

The Disposal Designee Code Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Asset Management > Disposal Designee Code > Search Criteria > Show Inquiry > Disposal Designee Code Inquiry Search Results page

Page Fields

The following fields display on the **Disposal Designee Code Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Designee Cd
Designee Name
Designee Agency Name
City
State Cd
Request State Cd
Request Phone Nbr
State Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

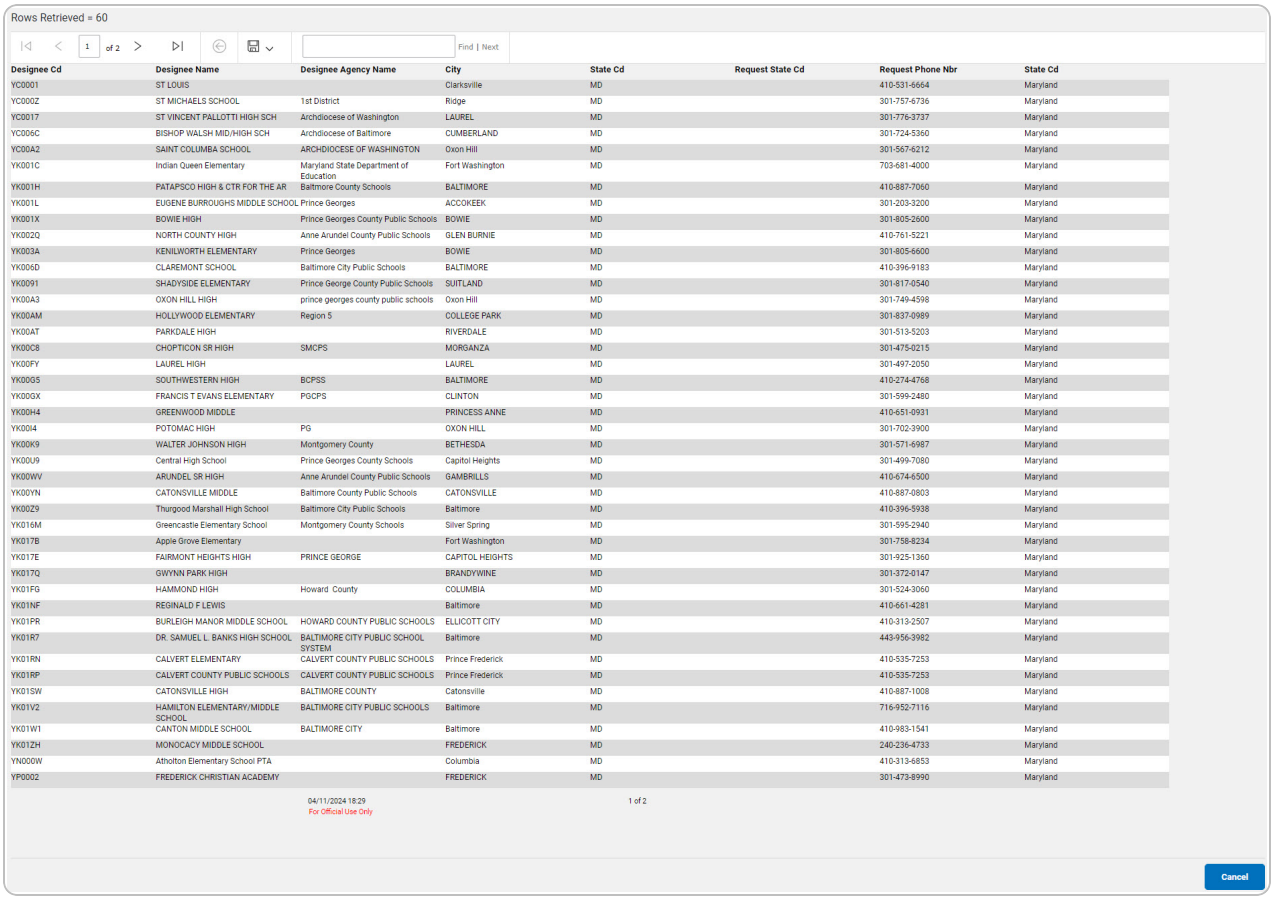
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Disposal Designee Code 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 = 60

Designee Cd	Designee Name	Designee Agency Name	City	State Cd	Request State Cd	Request Phone Nbr	State Cd
YC0001	ST LOUIS		Clarksville	MD		410-531-6664	Maryland
YC000Z	ST MICHAELS SCHOOL	1st District	Ridge	MD		301-757-6736	Maryland
YC0017	ST VINCENT PALLOTTI HIGH SCH	Archdiocese of Washington	LAUREL	MD		301-776-3737	Maryland
YC006C	BISHOP WALSH MID/HIGH SCH	Archdiocese of Baltimore	CUMBERLAND	MD		301-724-5360	Maryland
YC00A2	SAINT COLUMBA SCHOOL	ARCHDIOCESE OF WASHINGTON	Oxon Hill	MD		301-567-6212	Maryland
YK001C	Indian Queen Elementary	Maryland State Department of Education	Fort Washington	MD		703-681-4000	Maryland
YK001H	PATAPSCO HIGH & CTR FOR THE AR	Baltimore County Schools	BALTIMORE	MD		410-887-7060	Maryland
YK001L	EUGENE BURROUGHS MIDDLE SCHOOL	Prince Georges	ACCOKEEK	MD		301-203-3200	Maryland
YK001X	BOWIE HIGH	Prince Georges County Public Schools	BOWIE	MD		301-805-2600	Maryland
YK002Q	NORTH COUNTY HIGH	Anne Arundel County Public Schools	GLEN BURNIE	MD		410-761-5221	Maryland
YK003A	KENILWORTH ELEMENTARY	Prince Georges	BOWIE	MD		301-805-6600	Maryland
YK006D	CLAREMONT SCHOOL	Baltimore City Public Schools	BALTIMORE	MD		410-396-9183	Maryland
YK0091	SHADYSIDE ELEMENTARY	Prince George County Public Schools	SUITLAND	MD		301-817-0540	Maryland
YK00A3	OXON HILL HIGH	prince georges county public schools	Oxon Hill	MD		301-749-4598	Maryland
YK00AM	HOLLYWOOD ELEMENTARY	Region 5	COLLEGE PARK	MD		301-837-0989	Maryland
YK00AT	PARKDALE HIGH		RIVERDALE	MD		301-513-5203	Maryland
YK00C8	CHOPTICON SR HIGH	SMCPS	MORGANZA	MD		301-475-0215	Maryland
YK00FY	LAUREL HIGH		LAUREL	MD		301-497-2050	Maryland
YK0095	SOUTHWESTERN HIGH	BCPSS	BALTIMORE	MD		410-274-4768	Maryland
YK00GX	FRANCIS T EVANS ELEMENTARY	PGCPS	CLINTON	MD		301-599-2480	Maryland
YK00H4	GREENWOOD MIDDLE		PRINCESS ANNE	MD		410-651-0931	Maryland
YK00I4	POTOMAC HIGH	PG	OXON HILL	MD		301-702-3900	Maryland
YK00K9	WALTER JOHNSON HIGH	Montgomery County	BETHESDA	MD		301-571-6987	Maryland
YK00U9	Central High School	Prince Georges County Schools	Capitol Heights	MD		301-499-7080	Maryland
YK00WV	ARUNDEL SR HIGH	Anne Arundel County Public Schools	GAMBRILLS	MD		410-674-6500	Maryland
YK00YN	CATONSVILLE MIDDLE	Baltimore County Public Schools	CATONSVILLE	MD		410-887-0803	Maryland
YK00Z9	Thurgood Marshall High School	Baltimore City Public Schools	Baltimore	MD		410-396-5938	Maryland
YK016M	Greencastle Elementary School	Montgomery County Schools	Silver Spring	MD		301-595-2940	Maryland
YK017B	Apple Grove Elementary		Fort Washington	MD		301-758-8234	Maryland
YK017E	FAIRMONT HEIGHTS HIGH	PRINCE GEORGE	CAPITOL HEIGHTS	MD		301-925-1360	Maryland
YK017Q	GWYNN PARK HIGH		BRANDYWINE	MD		301-372-0147	Maryland
YK01FG	HAMMOND HIGH	Howard County	COLUMBIA	MD		301-524-3060	Maryland
YK01NF	REGINALD F LEWIS		Baltimore	MD		410-661-4281	Maryland
YK01PR	BURLEIGH MANOR MIDDLE SCHOOL	HOWARD COUNTY PUBLIC SCHOOLS	ELLICOTT CITY	MD		410-313-2507	Maryland
YK01R7	DR. SAMUEL L. BANKS HIGH SCHOOL	BALTIMORE CITY PUBLIC SCHOOL SYSTEM	Baltimore	MD		443-956-3982	Maryland
YK01RN	CALVERT ELEMENTARY	CALVERT COUNTY PUBLIC SCHOOLS	Prince Frederick	MD		410-535-7253	Maryland
YK01RP	CALVERT COUNTY PUBLIC SCHOOLS	CALVERT COUNTY PUBLIC SCHOOLS	Prince Frederick	MD		410-535-7253	Maryland
YK01SW	CATONSVILLE HIGH	BALTIMORE COUNTY	Catonsville	MD		410-887-1008	Maryland
YK01V2	HAMILTON ELEMENTARY/MIDDLE SCHOOL	BALTIMORE CITY PUBLIC SCHOOLS	Baltimore	MD		716-952-7116	Maryland
YK01W1	CANTON MIDDLE SCHOOL	BALTIMORE CITY	Baltimore	MD		410-983-1541	Maryland
YK01ZH	MONOCACY MIDDLE SCHOOL		FREDERICK	MD		240-236-4733	Maryland
YN000W	Atholton Elementary School PTA		Columbia	MD		410-313-6853	Maryland
YP0002	FREDERICK CHRISTIAN ACADEMY		FREDERICK	MD		301-473-8990	Maryland

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For Official Use Only

Cancel

Note

To reach the optional fields, refer to the Disposal Designee Code Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.

3. Select Cancel. *The **Disposal Designee Code 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Disposal Designee Code Inquiry Detail

Select the desired Designee CD row. *The **Disposal Designee Code Inquiry Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Disposal Designee Code Inquiry — Criteria
- Select Fields for the Disposal Designee Code Inquiry
- View the Disposal Designee Code Inquiry Detail
- View the Disposal Designee Code Inquiry Transaction Status
- Export the Disposal Designee Code Inquiry Transaction Status

Select Fields for the Disposal Designee Code Inquiry

Overview

The Disposal Designee Code Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Asset Management > Disposal Designee > Search Criteria > Fields > Disposal Designee Code Inquiry Fields Selection page

Page Fields

The following fields display on the **Disposal Designee Code Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Designee Cd
Designee Name
Designee Agency Name
City
State Cd
Request State Cd
Request Phone Nbr
State Cd

Procedures

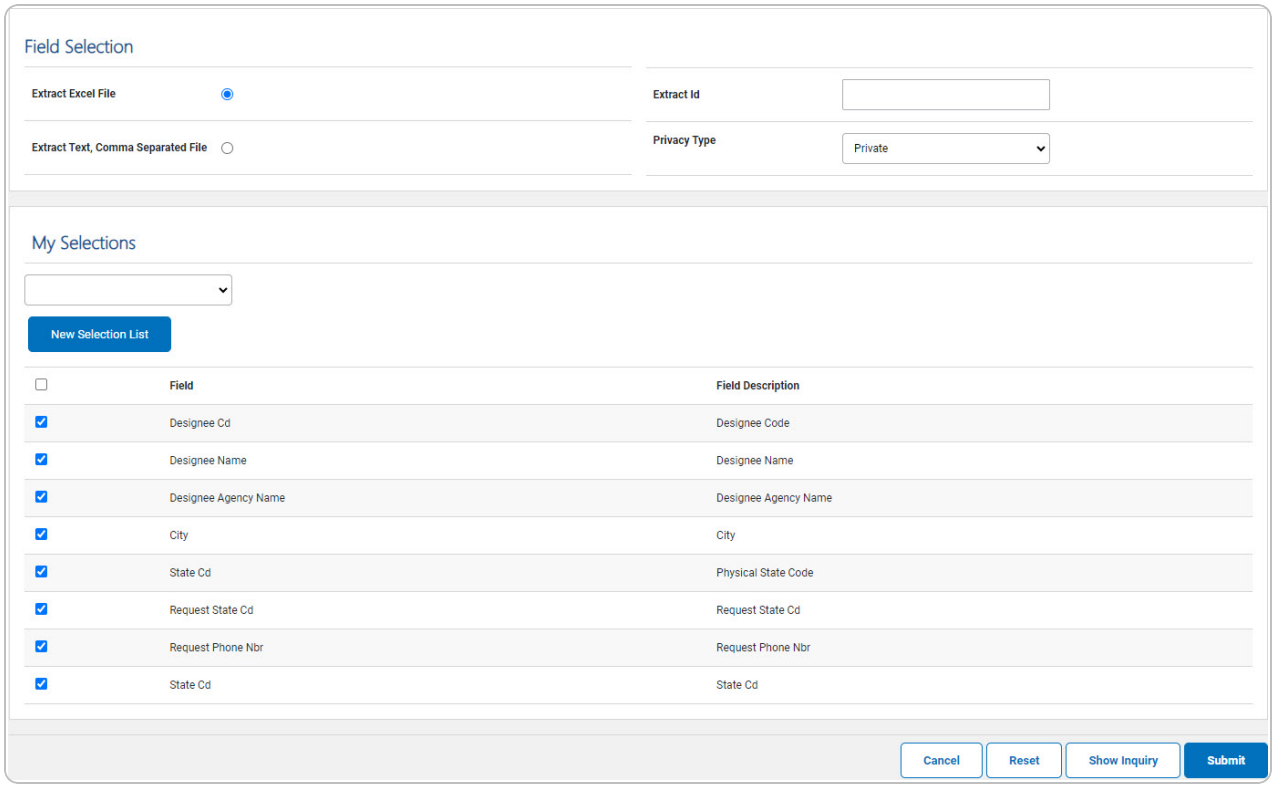
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The* ***Disposal Designee Code Inquiry*** *page appears.*



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

Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.* **Add Selection List** *is replaced by* **Update Selection List** *and* **Delete Selection List**.

   Select **Show Inquiry** for small volumes of data. *The **Disposal Designee Code Inquiry — Results** page appears.*
5.

OR

Select Submit for large volumes of data. *The* ***Disposal Designee Code Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

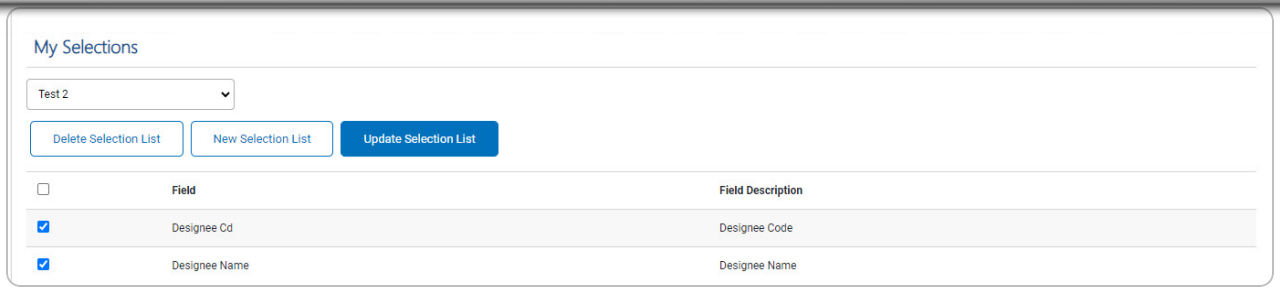
   Select Show Inquiry for small volumes of data. *The* ***Disposal Designee Code Inquiry — Results*** *page appears.*

3. **OR**

   Select Submit for large volumes of data. *The* ***Disposal Designee Code 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



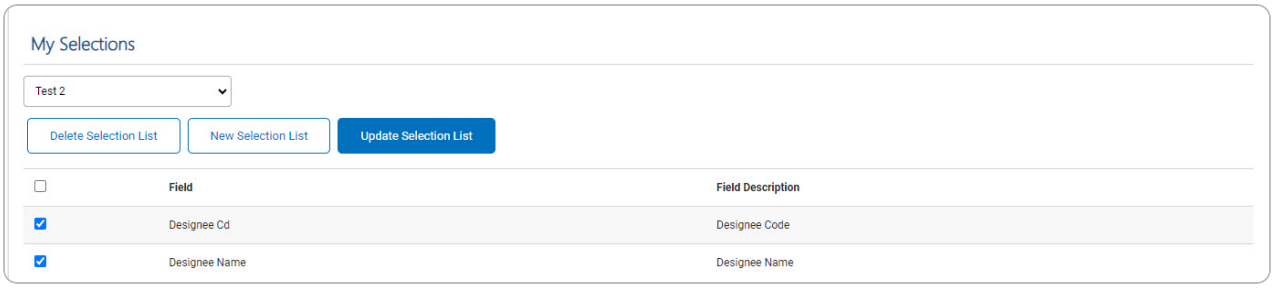
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Disposal Designee Code Inquiry — Results*** *page appears.*
4. **OR**

   Select Submit for large volumes of data. *The* ***Disposal Designee Code 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.

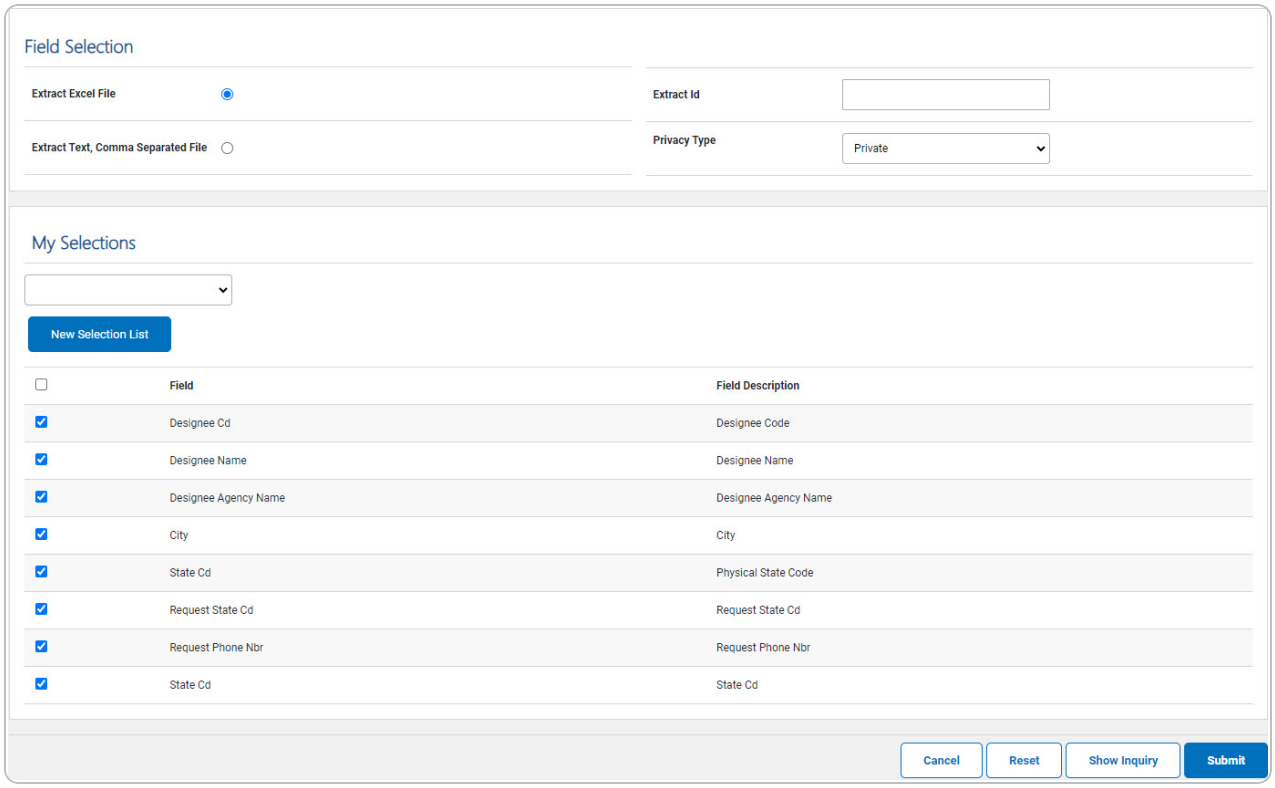


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The* ***Disposal Designee Code Inquiry*** *page appears.*



2. Select the fields required for the inquiry. *8 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.

- Verify the Designee CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a Designee Code.*
- Verify the Designee Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a Designee Name.*
- Verify the Designee Agency Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a Designee Agency Name.*
- Verify the City contains the appropriate ☑ or ☐. *Select if the inquiry has a City.*
- Verify the State CD contains the appropriate ☑ or ☐. *Select if the inquiry has a State CD.*
- Verify the Request State CD contains the appropriate ☑ or ☐. *Select if the inquiry has a Request State Code.*
- Verify the Request Phone NBR contains the appropriate ☑ or ☐. *Select if the inquiry has a Request Phone Number.*
- Verify the State CD contains the appropriate ☑ or ☐. *Select if the inquiry has a State CD.*

3. Select Show Inquiry for small volumes of data. *The **Disposal Designee Code Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Disposal Designee Code Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Disposal Designee Code Inquiry — Criteria
- Search for a Disposal Designee Code Inquiry — Results
- View the Disposal Designee Code Inquiry Detail
- View the Disposal Designee Code Inquiry Transaction Status
- Export the Disposal Designee Inquiry Transaction Status

View the Disposal Designee Code Inquiry Detail

Overview

The Disposal Activity Inquiry Detail process displays the basic record of the selected Disposal Activity.

Navigation

Inquiries > Asset Management > Disposal Designee > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink> Disposal Designee Code Inquiry Detail page

Page Fields

The following fields display on the **Disposal Designee Code Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
55	Use "Back" button to return to previous page.
57	Choose format from Export icon to Save or Print.
61	Select "Cancel" to return to Search Criteria page.

Disposal Designee Code Inquiry Detail Grid

Designee Cd
Designee Name
Designee Agency Name
Phone Nbr

FAX Nbr

Mailing Info Grid

Address
City
State
ZIP Cd

Physical Info Grid

Address
City
State
ZIP Cd

Requestor POC Info Grid

POC
Phone Nbr

Recipient POC Info Grid

POC
Phone Nbr
Last Activity Dt
Estbd Dt
Last Updtd By
Estbd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

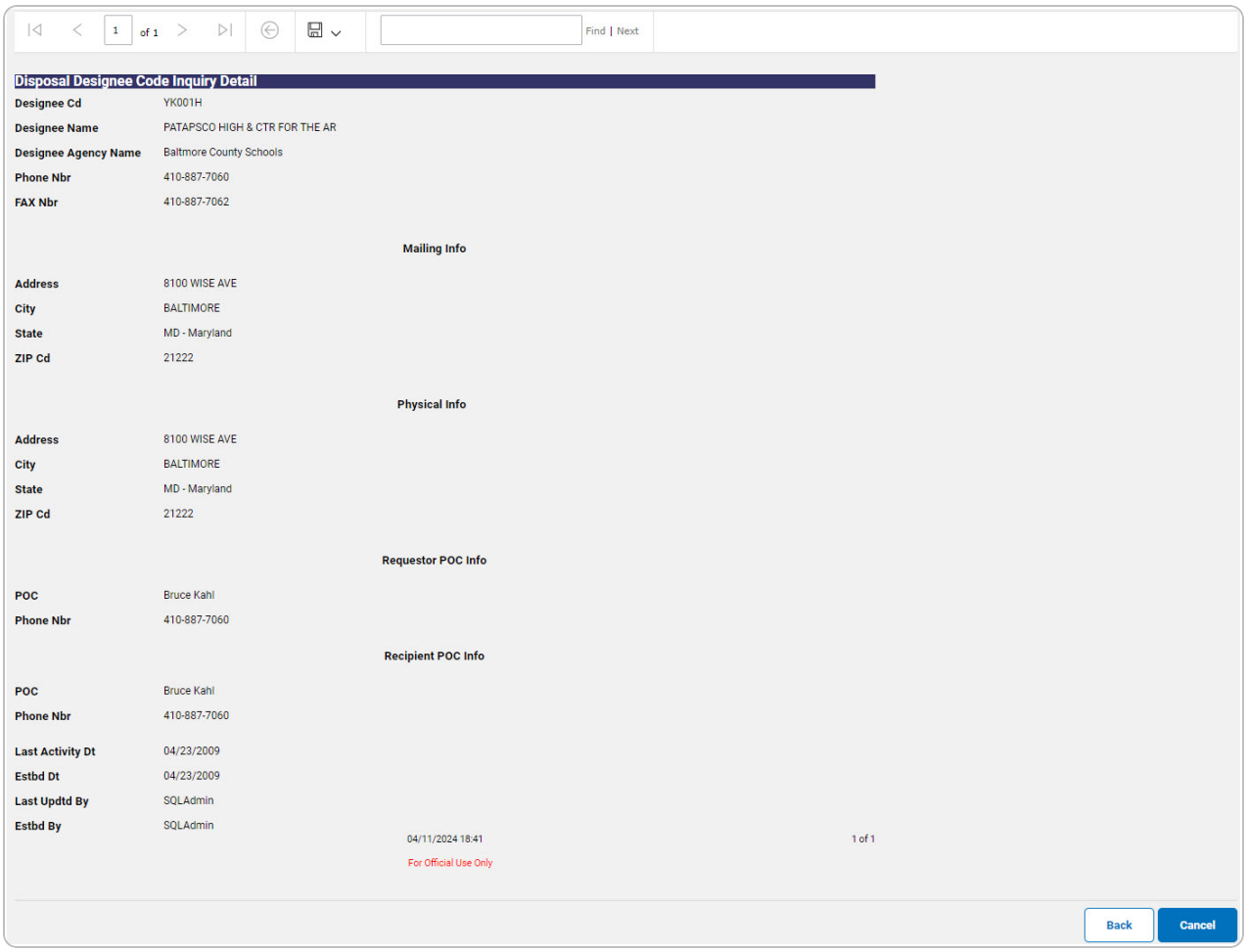
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Disposal Designee Code Inquiry Detail

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

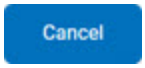
1. *Verify the Disposal Designee Code Inquiry Detail tab.*



   A. *Verify the Designee CD.*
   B. *Verify the Designee Name.*
   C. *Verify the Designee Agency Name.*
   D. *Verify the PHONE NBR.*
   E. *Verify the FAX NBR.*

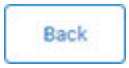
2. *Verify the Mailing INFO section.*

A. *Verify the Address.*
B. *Verify the City.*
C. *Verify the State.*
D. *Verify the ZIP CD.*

3. *Verify the Physical INFO section.*
   A. *Verify the Address.*
   B. *Verify the City.*
   C. *Verify the State.*
   D. *Verify the ZIP CD.*
4. *Verify the Requestor POC INFO.*
   A. *Verify the POC.*
   B. *Verify the PHONE NBR.*
5. *Verify the Recipient POC INFO.*
   A. *Verify the POC.*
   B. *Verify the PHONE NBR.*
   C. *Verify the LAST ACTIVITY DT.*
   D. *Verify the ESTBD DT.*
   E. *Verify the LAST UPDTD BY.*
   F. *Verify the ESTBD BY.*
6. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
7. Follow the prompts provided by the computer.
8. Select 

. *The **Disposal Designee Code Inquiry — Criteria** page appears*.

   OR

   Select 

. *The **Disposal Designee Code 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Disposal Designee Code Inquiry — Criteria
- Search for a Disposal Designee Code Inquiry — Results
- Select Fields for the Disposal Designee Code Inquiry
- View the Disposal Designee Code Inquiry Detail
- View the Disposal Designee Code Inquiry Transaction Status
- Export the Disposal Designee Code Inquiry Transaction Status

View the Disposal Designee Code Inquiry Transaction Status

Overview

The Disposal Designee Code Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Asset Management > Disposal Designee > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Disposal Designee Code Inquiry Transaction Status page

Page Fields

The following fields display on the **Disposal Designee Code Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

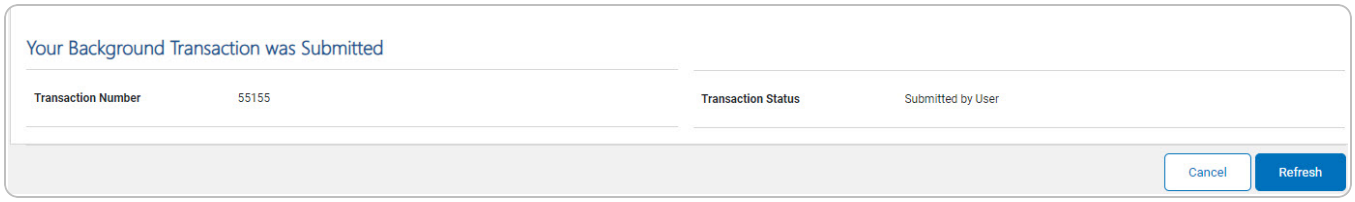
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

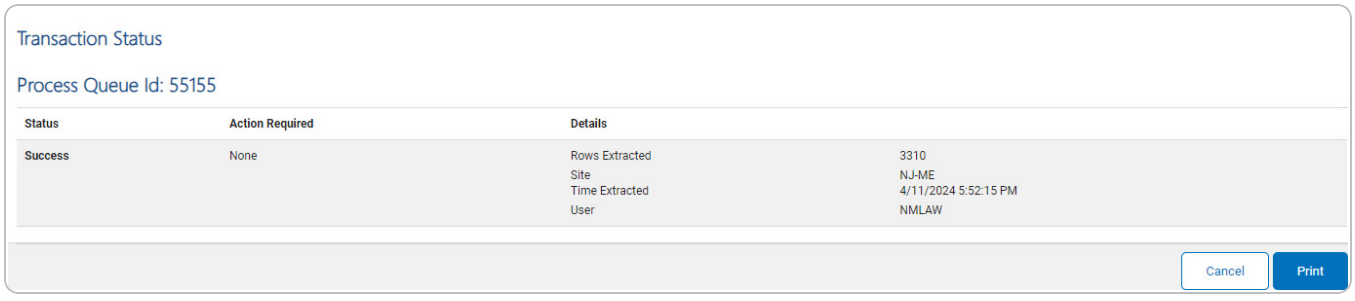
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Disposal Designee Code Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Disposal Designee Code Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Disposal Designee Code Inquiry Search Criteria*** *page appears.*

View the Disposal Designee Code Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Disposal Designee Code Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Disposal Designee Code Inquiry — Criteria
- Search for a Disposal Designee Code Inquiry — Results
- Select Fields for the Disposal Designee Code Inquiry
- View the Disposal Designee Code Inquiry Detail
- Export the Disposal Designee Code Inquiry Transaction Status

Export the Disposal Designee Code Inquiry Transaction Status

Overview

The Disposal Designee Code Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Asset Management > Disposal Designee > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Disposal Designee Code Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Disposal Designee Code Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

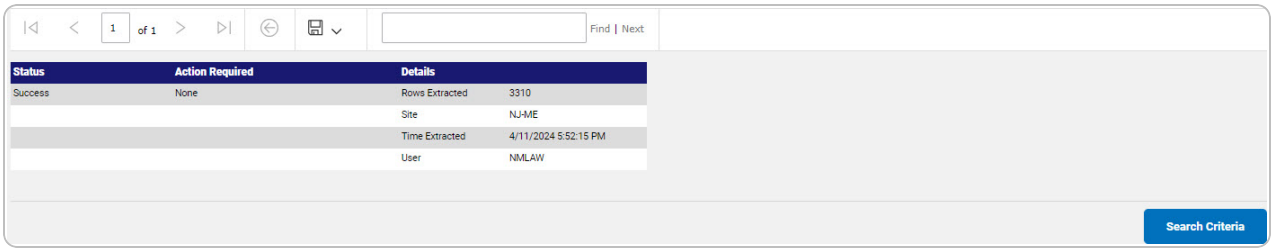
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Disposal Designee Code Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Disposal Designee Code Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Disposal Designee Code Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Disposal Designee Code Inquiry — Criteria
- Search for an Disposal Designee Code Inquiry — Results
- Select Fields for the Disposal Designee Code Inquiry
- View the Disposal Designee Code Inquiry Detail
- View the Disposal Designee Code Inquiry Transaction Status

Search for a UII Inquiry — Criteria

Overview

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

Navigation

Inquiries > Asset Management > UII > UII Inquiry Search Criteria page

Page Fields

The following fields display on the **UII Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the

	default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

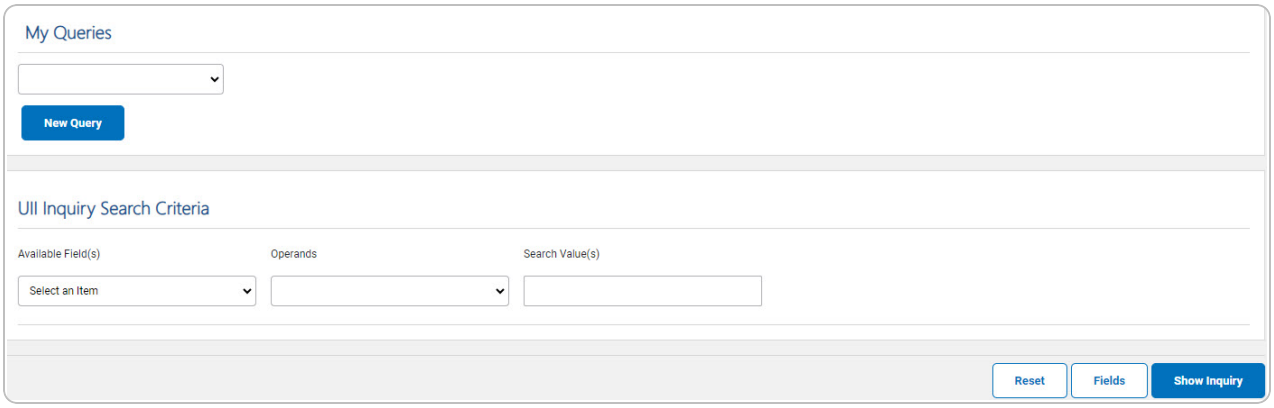
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a UII 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.

B. Repeat Step A to add additional search criteria.

Note

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

Note

Select Fields 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. Repeat Step A to add additional search criteria.

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

A. Use to select the first Search Value.

B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

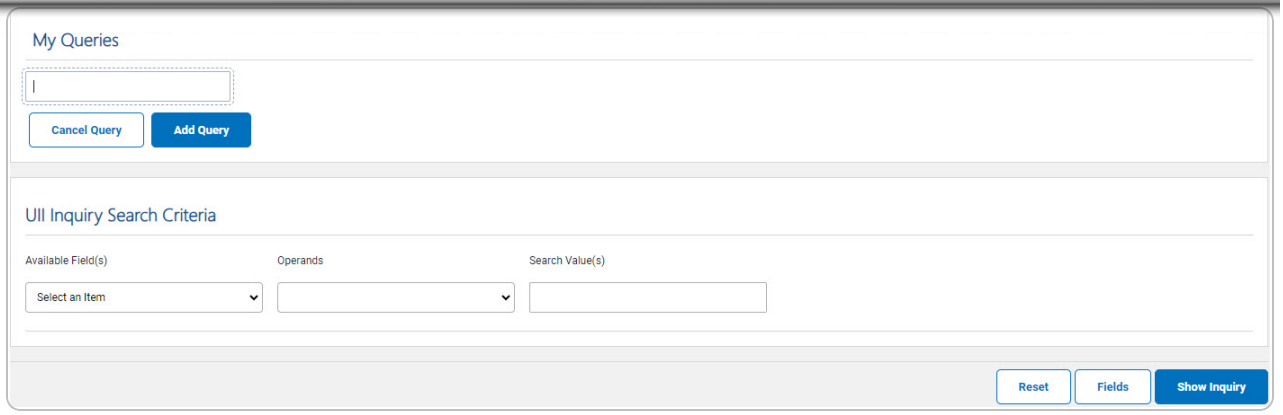
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **UII Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



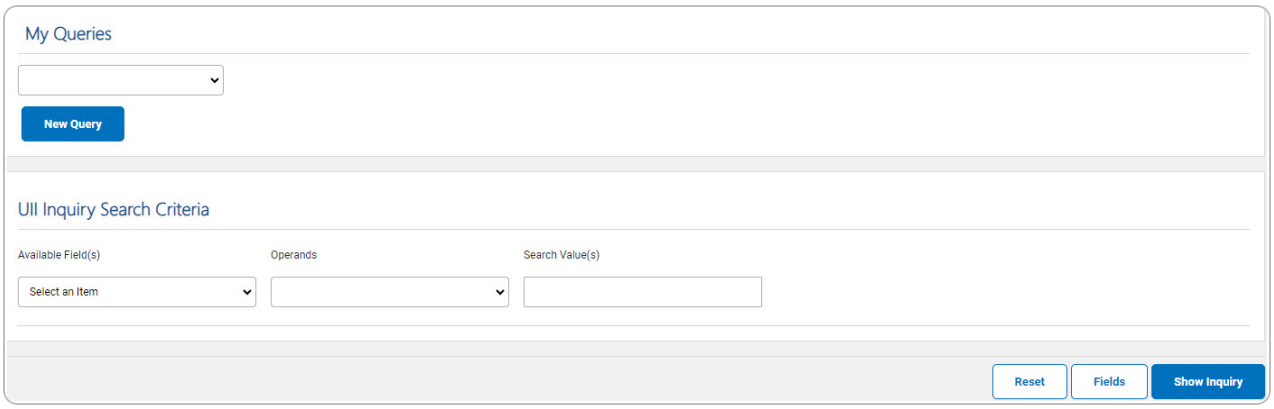
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***UII Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***UII 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.*



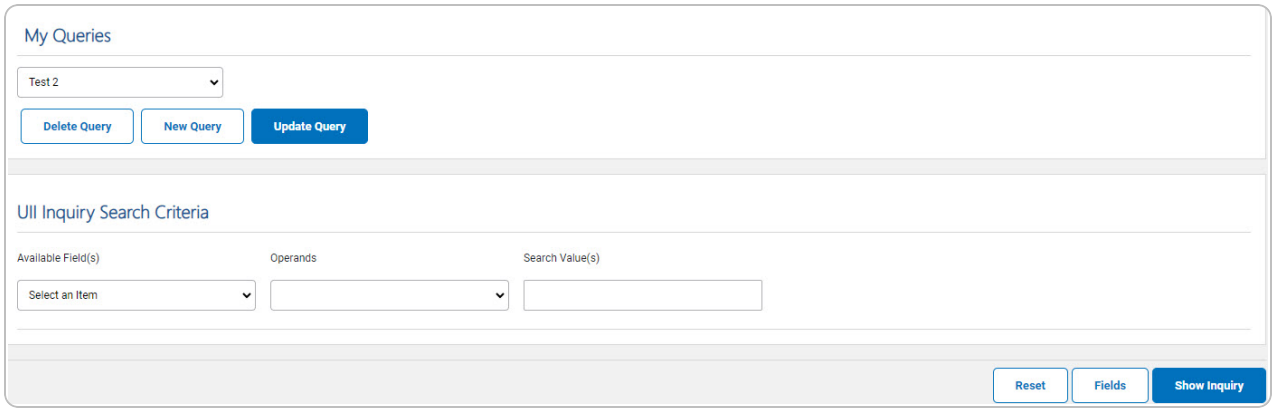
Select Fields. *The **UII Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **UII 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

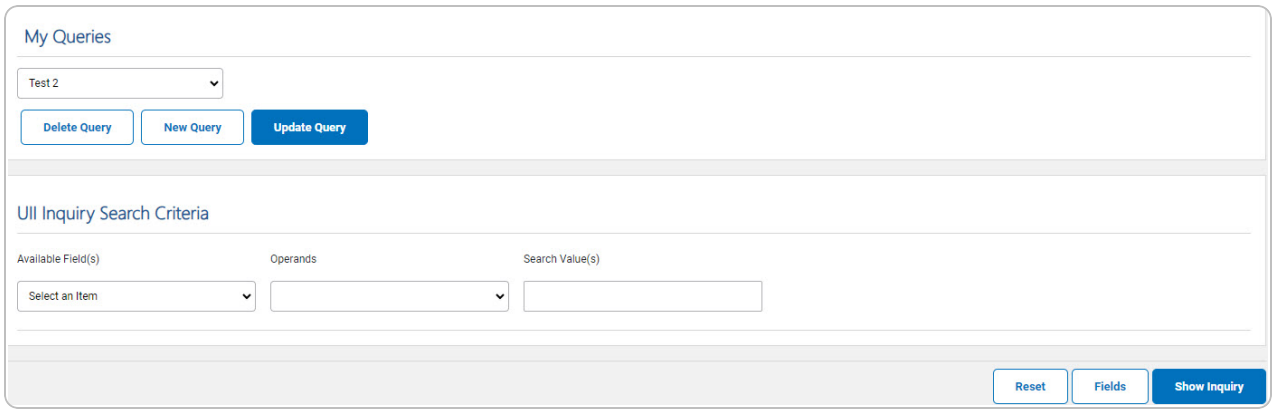
Select Fields. *The **UII Inquiry — Select Fields** page appears.*

4. OR

Select Show Inquiry. *The **UII 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

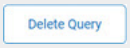
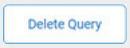
Revise the Fields for the Inquiry

Select Fields. *The* ***UII Inquiry — Select Fields*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select **or**  **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select or  to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a UII Inquiry — Results
- Select Fields for the UII Inquiry
- View the UII Inquiry Transaction Status
- Export the UII Inquiry Transaction Status

Search for a UII Inquiry — Results

Overview

The UII Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Asset Management > UII > Search Criteria > Show Inquiry > UII Inquiry Search Results page

Page Fields

The following fields display on the **UII Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Asset Id
Custodian Nbr
Dollar Amnt
Item Desc
Loc
Mfr Name
Mfr Part Nbr
Mfr Model Nbr
Custodian Nbr
Non-Actbl
Rgstry Verifd Last Dt/Tm
Stock Nbr
Sub Custodian Nbr
Sub Loc
UIC
UII Sts Cd

Optional

Enterprise Id
Issuing Agency Cd
Life Cycle Event Cd

Marker 1 Add/Remvd Cd
Marker 1 Cd
Marker 1 Contents
Marker 1 Eff Dt
Rec Orgnt Cd
Rgstr Subm Dt/Tm
UID Rgstry Verifd
UID Type Cd
UII
UII Desc
UII Org

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

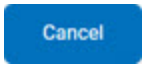
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

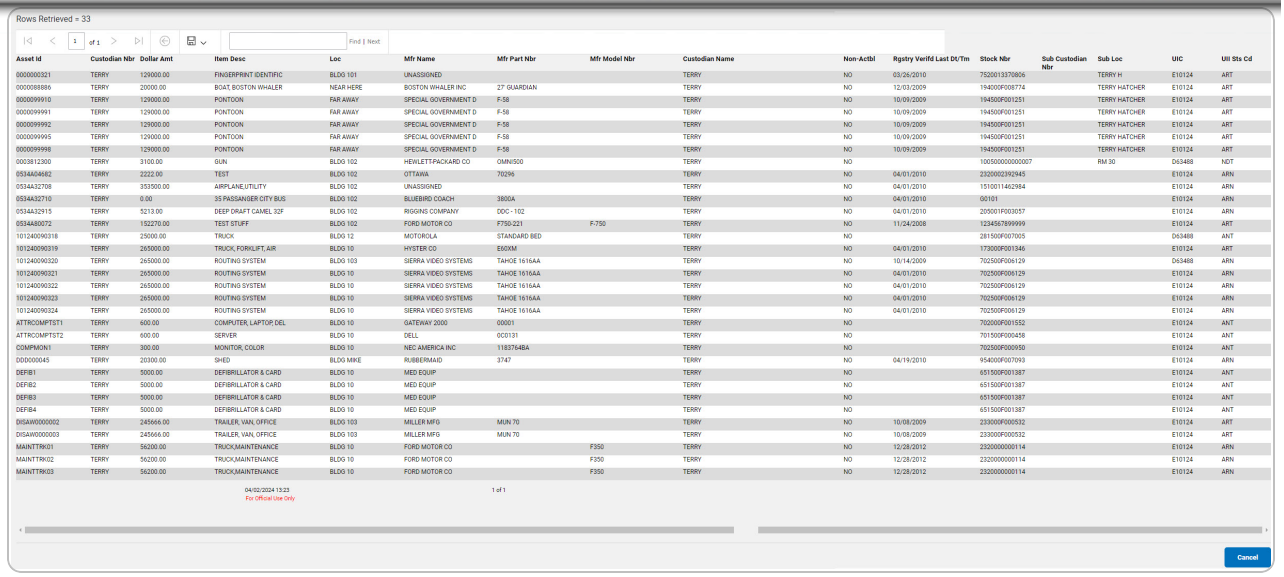
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the UII Inquiry Results

Selecting  *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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **UII 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a UII Inquiry — Criteria
- Select Fields for the UII Inquiry
- View the UII Inquiry Transaction Status
- Export the UII Inquiry Transaction Status

Select Fields for the UII Inquiry

Overview

The UII Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Asset Management > UII > Search Criteria > Fields > UII Inquiry Fields Selection page

Page Fields

The following fields display on the **UII Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Asset Id
Custodian Nbr
Dollar Amnt
Item Desc
Loc
Mfr Name
Mfr Part Nbr
Mfr Model Nbr
Custodian Nbr
Non-Actbl
Rgstry Verifd Last Dt/Tm
Stock Nbr

Sub Custodian Nbr
Sub Loc
UIC
UII Sts Cd

Optional

Enterprise Id
Issuing Agency Cd
Life Cycle Event Cd
Marker 1 Add/Remvd Cd
Marker 1 Cd
Marker 1 Contents
Marker 1 Eff Dt
Rec Orgnt Cd
Rgstr Subm Dt/Tm
UID Rgstry Verifd
UID Type Cd
UII
UII Desc
UII Org

Procedures

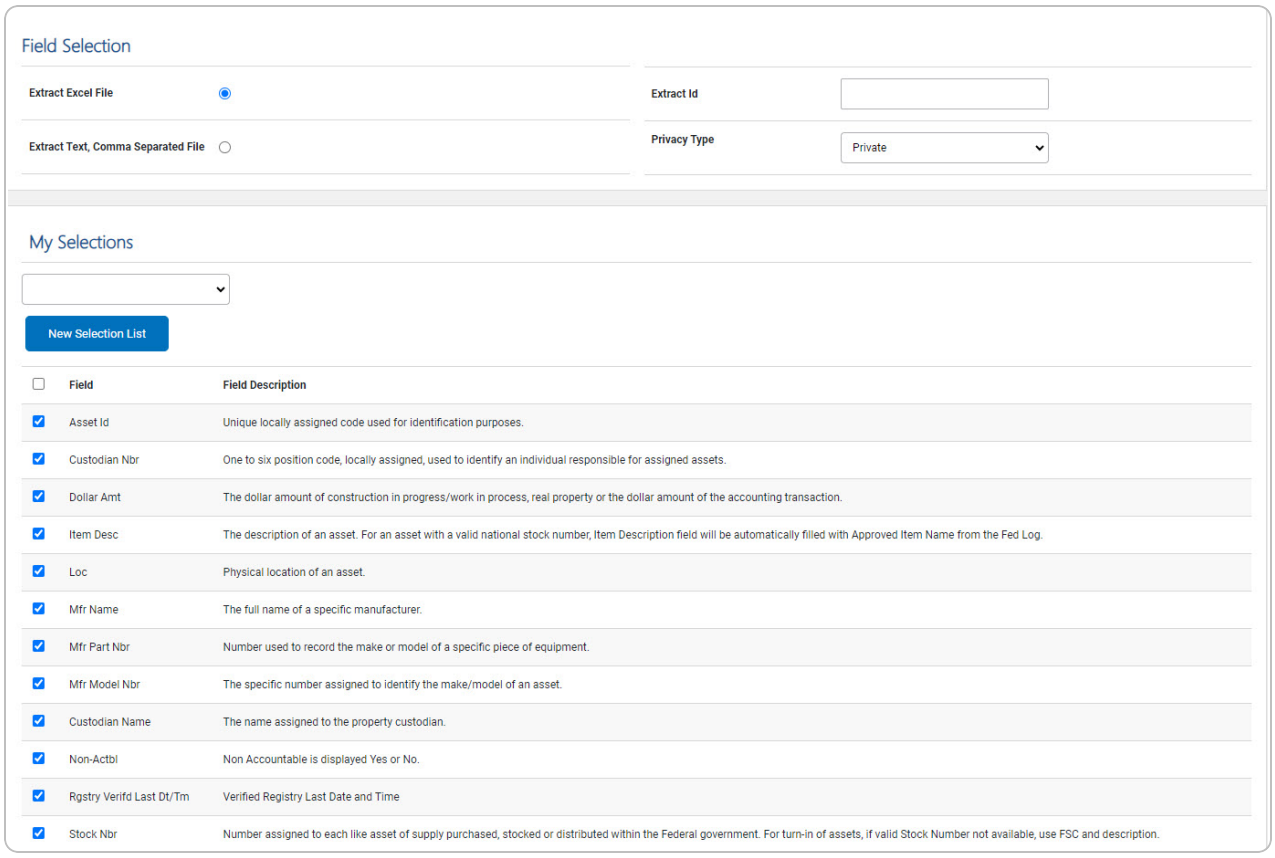
ELMS Navigation Helpful Tips

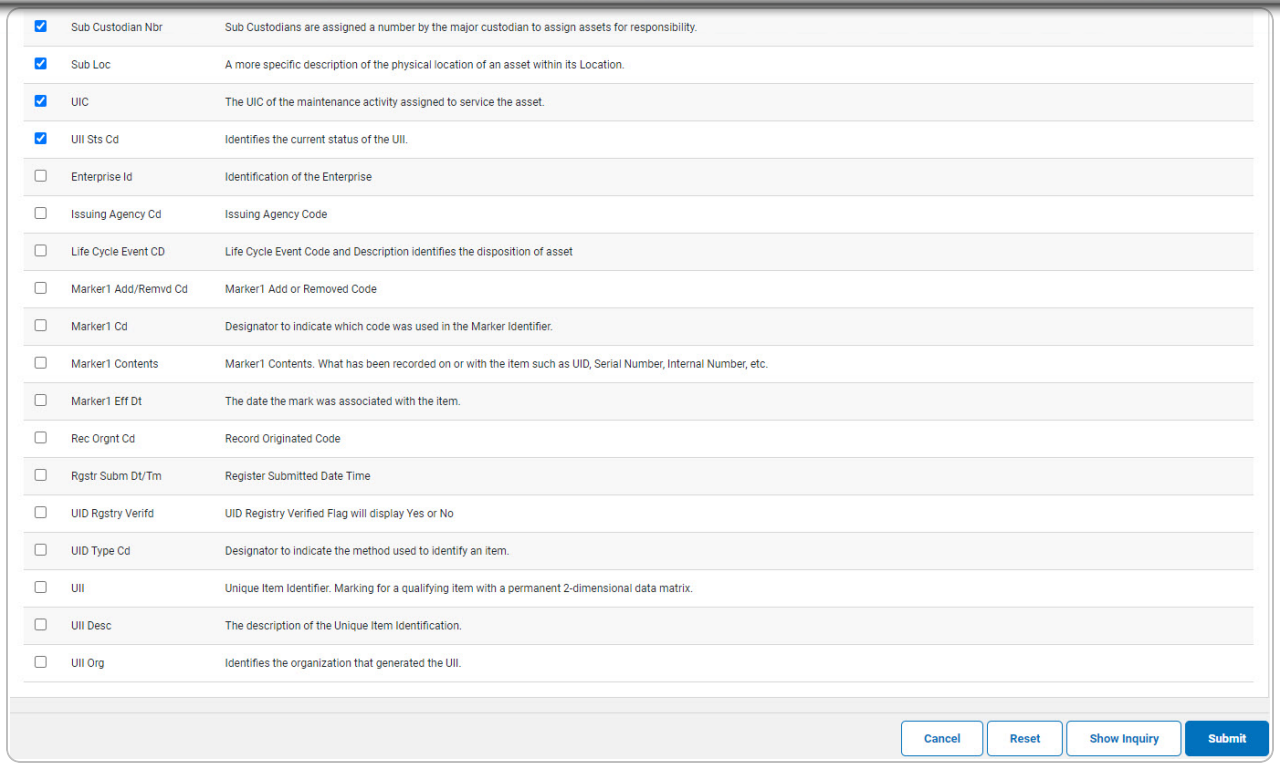
Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **UII Inquiry** page appears.*





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

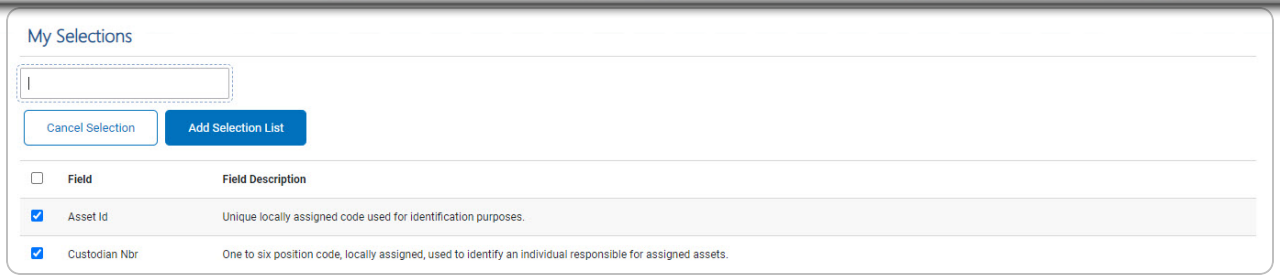
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.* **Add Selection List** *is replaced by* **Update Selection List** *and* Delete Selection List.

   Select **Show Inquiry** for small volumes of data. *The* ***UII Inquiry — Results*** *page appears.*
5. **OR**

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

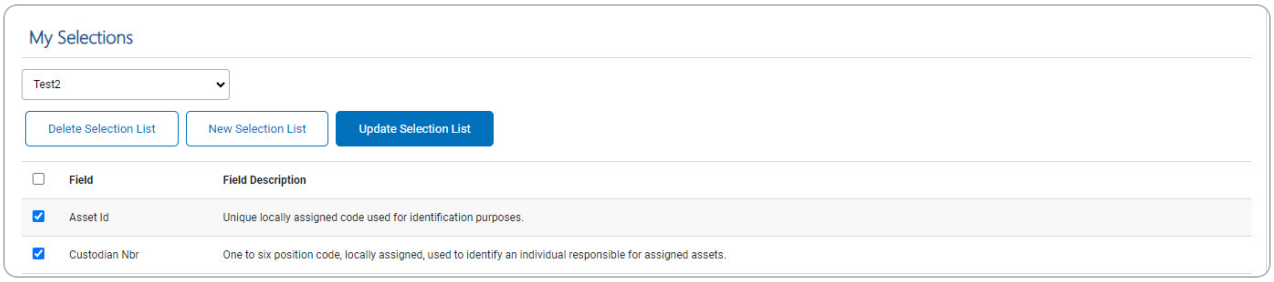
2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The **UII Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **UII 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List*.*



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

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

4. **OR**

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

Delete a Selection List

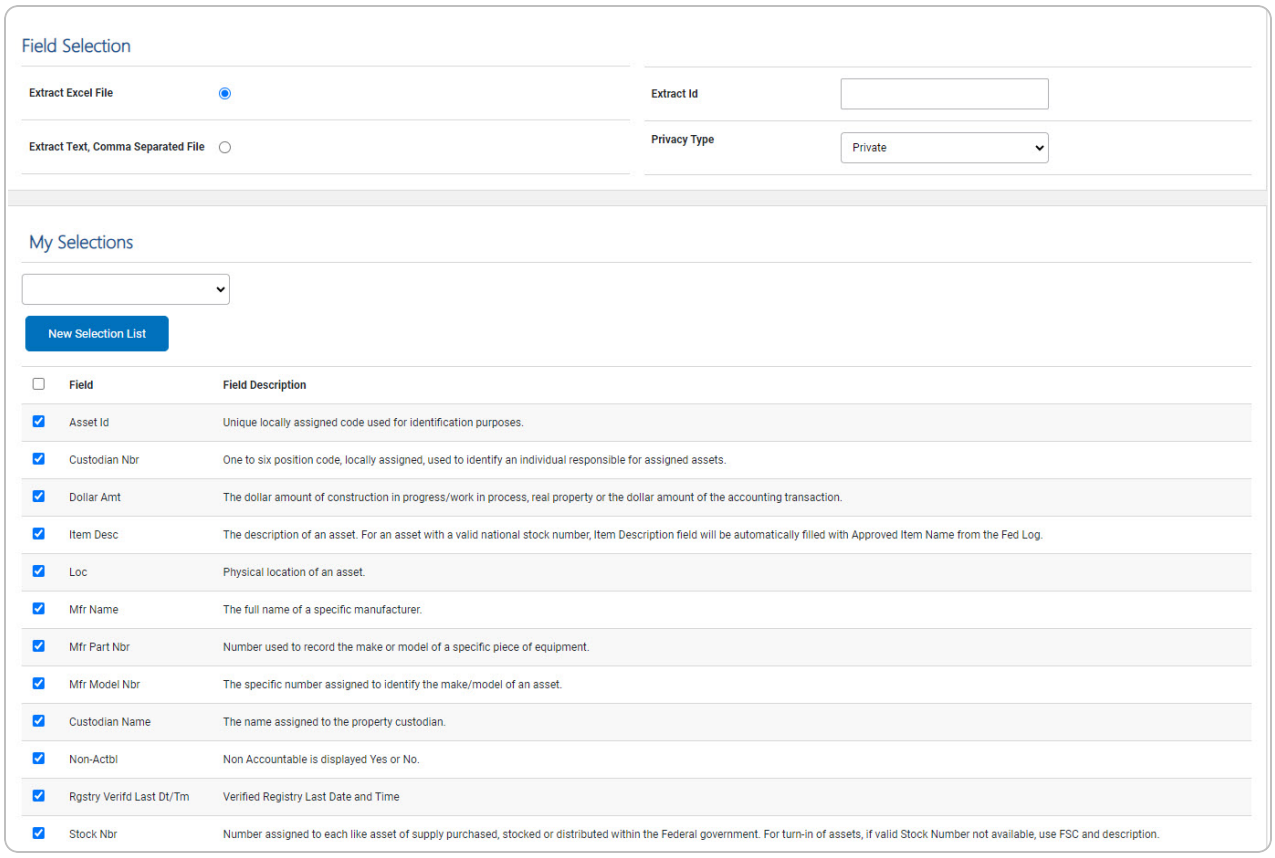
1. Use ⌄ to select the desired Selection List. *The page refreshes, the search criteria fields change, and* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

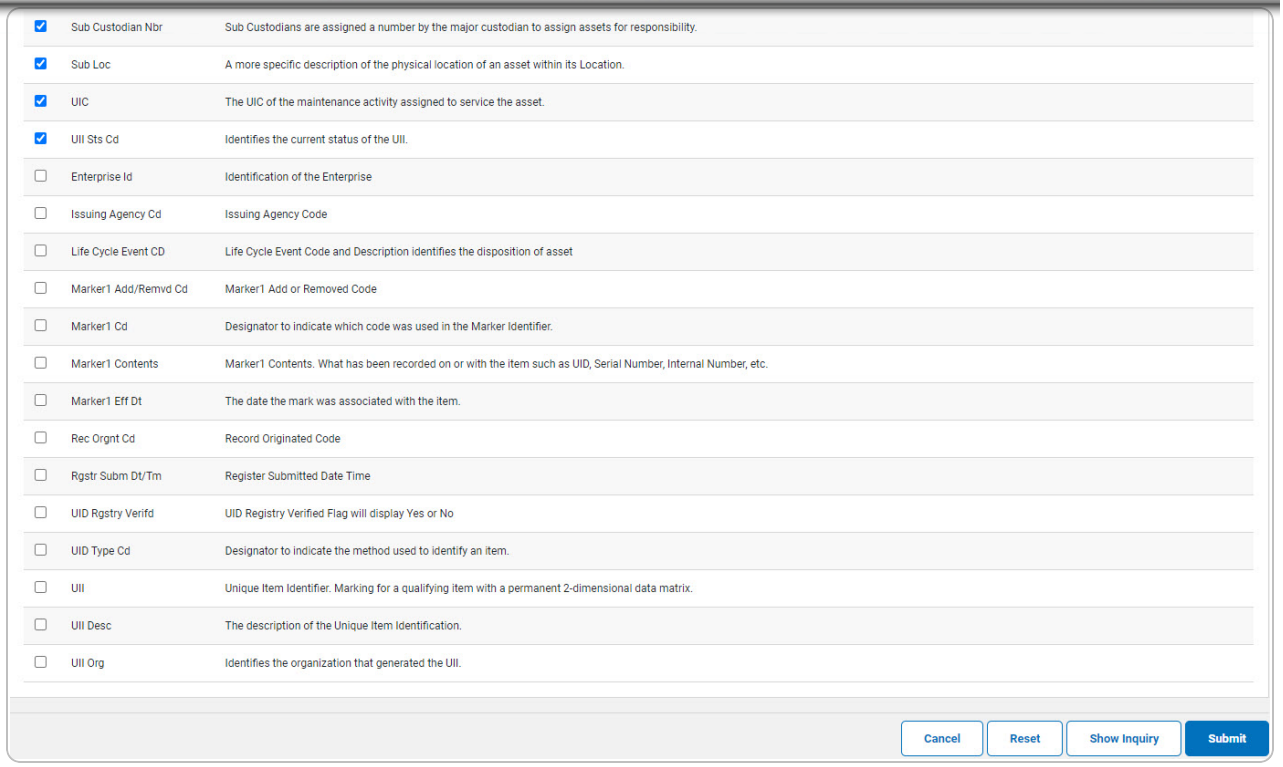
2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Authorization Inquiry** page appears.*





2. Select the fields required for the inquiry. *The first 16 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.

- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET ID.*
- Verify the CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a CUSTODIAN NBR.*
- Verify the DOLLAR AMT contains the appropriate ☑ or ☐. *Select if the inquiry contains a Dollar Amount.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry has a description of the item.*

- Verify the LOCcontains the appropriate ☑ or ☐. *Select if the inquiry contains location information.*
- Verify the MFR NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR NAME.*
- Verify the MFR PART NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR PART NBR.*
- Verify the MFR MODEL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR MODEL NBR.*
- Verify the Custodian Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a Custodian Name.*
- Verify the NON—ACTBL contains the appropriate ☑ or ☐. *Select if the inquiry contains a NON—ACTBL.*
- Verify the RGSTRY VERIFD LAST DT/TM contains the appropriate ☑ or ☐. *Select if the inquiry contains a RGSTRY VERIFD LAST DT/TM.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the SUB CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUB CUSTODIAN NBR.*
- Verify the SUB LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUB LOC.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the UII STS CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a UII STATUS CD.*

- Click ☐ to select the Enterprise ID. *Select if the inquiry contains an Enterprise Identification.*
- Click ☐ to select the Issuing Agency CD. *Select if the inquiry contains an Issuing Agency Code.*
- Click ☐ to select the Life Cycle Event CD. *Select if the inquiry contains a Life Cycle Event Code.*
- Click ☐ to select the Marker 1 Add/REMVD CD. *Select if the inquiry contains a marker add or removed code.*
- Click ☐ to select the Marker 1 CD. *Select if the inquiry contains a Marker 1 Code.*
- Click ☐ to select the Marker 1 Contents. *Select if the inquiry contains an Issuing Agency Code.*
- Click ☐ to select the Issuing Agency CD. *Select if the inquiry contains an Issuing Agency Code.*
- Click ☐ to select the Issuing Agency CD. *Select if the inquiry contains an Issuing Agency Code.*
- Click ☐ to select the Issuing Agency CD. *Select if the inquiry contains an Issuing Agency Code.*
- Click ☐ to select the Issuing Agency CD. *Select if the inquiry contains an Issuing Agency Code.*
- Click ☐ to select the Issuing Agency CD. *Select if the inquiry contains an Issuing Agency Code.*
- Click ☐ to select the Issuing Agency CD. *Select if the inquiry contains an Issuing Agency Code.*
- Click ☐ to select the Last Activity Date. *Select if the inquiry contains a Last Activity Date.*

- Click to select the LAST UPDTD BY. *Select if the inquiry contains last updated by information.*

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

3. **OR**

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a UII Inquiry — Criteria
- Search for a UII Inquiry — Results
- View the UII Inquiry Transaction Status
- Export the UII Inquiry Transaction Status

View the UII Inquiry Transaction Status

Overview

The UII Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Asset Management > UII > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > UII Inquiry Transaction Status page

Page Fields

The following fields display on the **UII Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

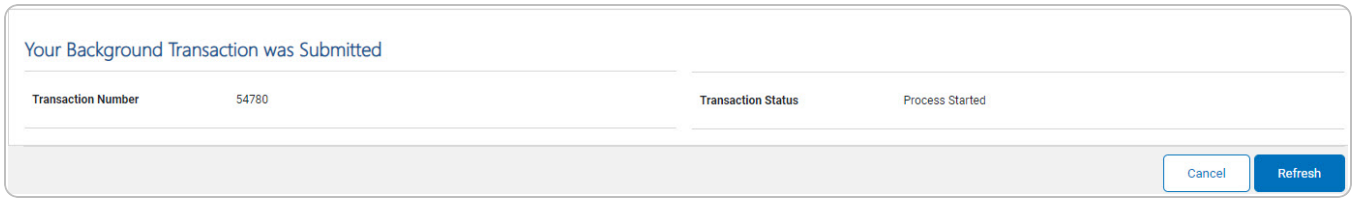
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

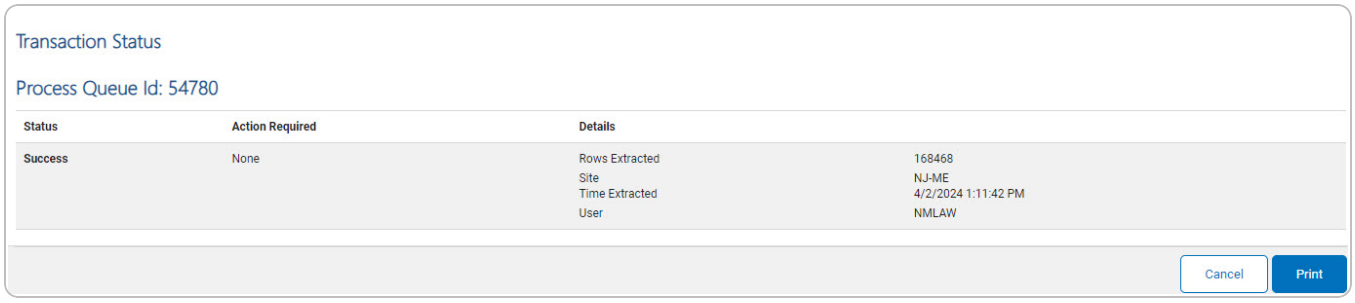
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the UII Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the UII Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***UII Inquiry Search Criteria*** *page appears*.

View the UII Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*
4. Select Print. *The **UII Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a UII Inquiry — Criteria
- Search for a UII Inquiry — Results
- Select Fields for the UII Inquiry
- Export the UII Inquiry Transaction Status

Export the UII Inquiry Transaction Status

Overview

The UII Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Asset Management > UII > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > UII Inquiry Transaction Status Export page

Page Fields

The following fields display on the **UII Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

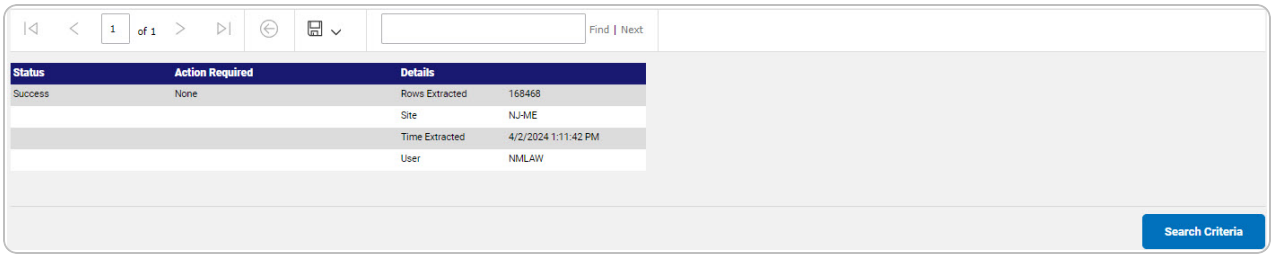
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the UII Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The **UII Inquiry Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **UII Inquiry Search Criteria** page appears.*

Related Topics

- Search for a UII Inquiry — Criteria
- Search for a UII Inquiry — Results
- Select Fields for the UII Inquiry
- View the UII Inquiry Transaction Status

Search for a Manufacturer/Asset Inquiry — Criteria

Overview

The Property Accountability module Manufacturer/Asset Inquiry process provides the ability to search for Manufacturer/Asset records.

Navigation

Inquiries > Asset Management > Manufacturer/Asset > Manufacturer/Asset Inquiry Search Criteria page

Page Fields

The following fields display on the **Manufacturer/Asset Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

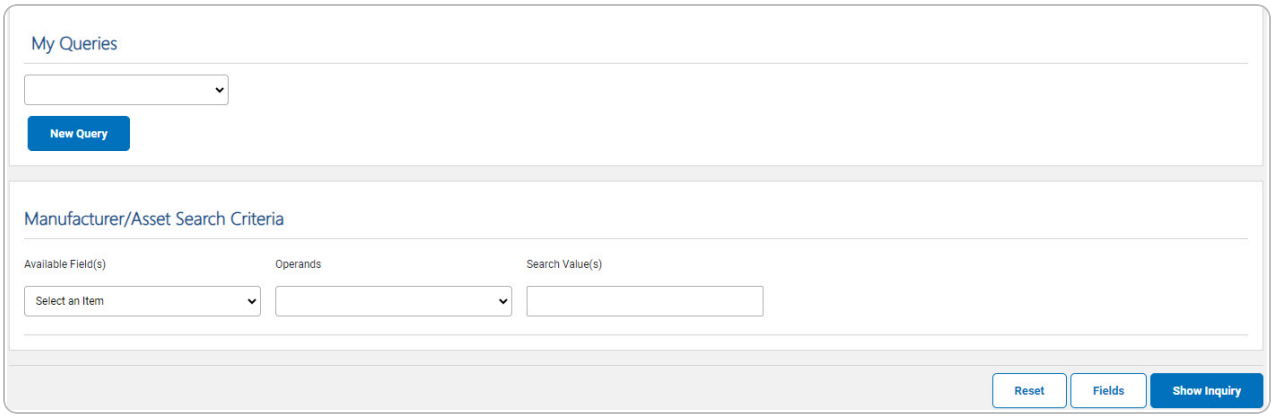
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Manufacturer/Asset 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.

   B. Repeat Step A to add additional search criteria.

> **Note**
>
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
> Select Fields 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. Repeat Step A to add additional search criteria.

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

   A. Use ⌄ to select the first Search Value.

   B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

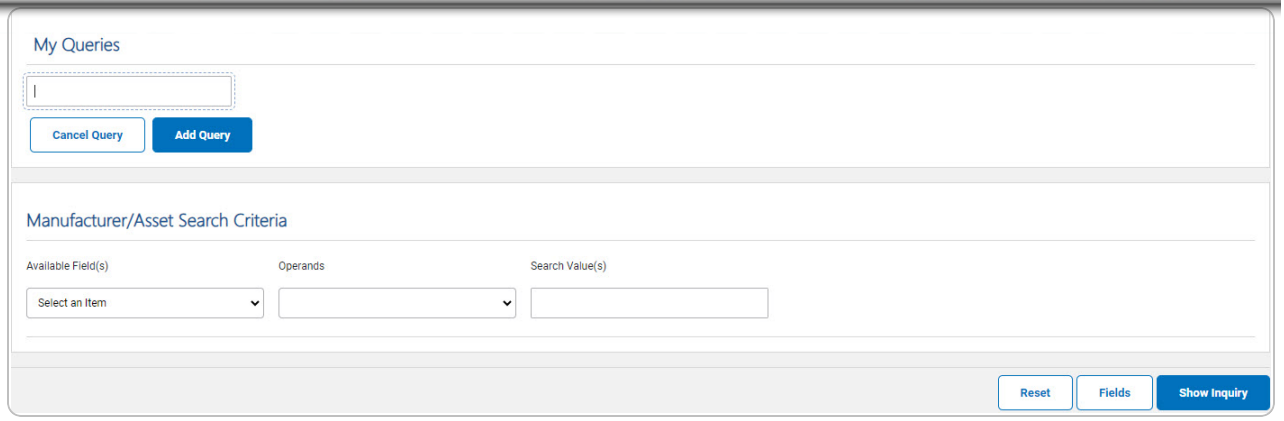
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Manufacturer/Asset Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



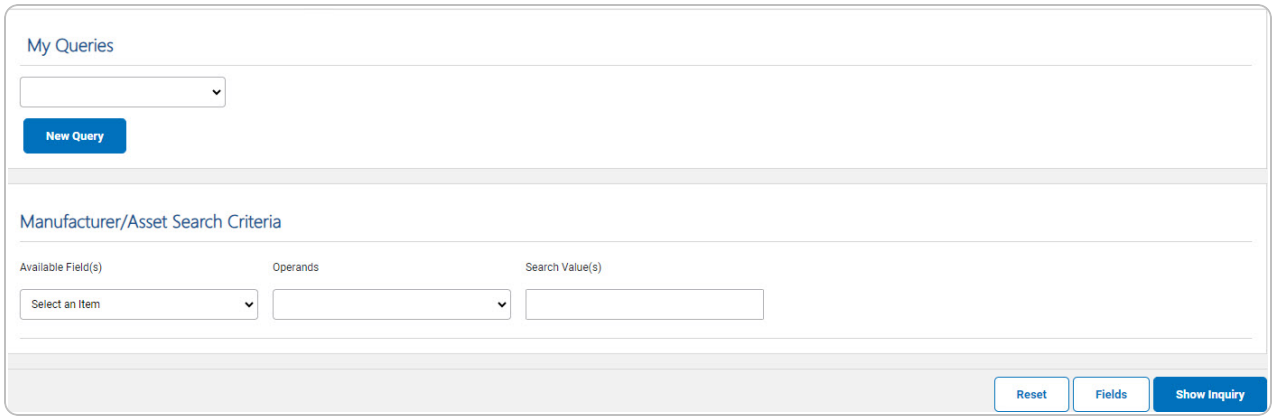
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Manufacturer/Asset Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Manufacturer/Asset 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.*



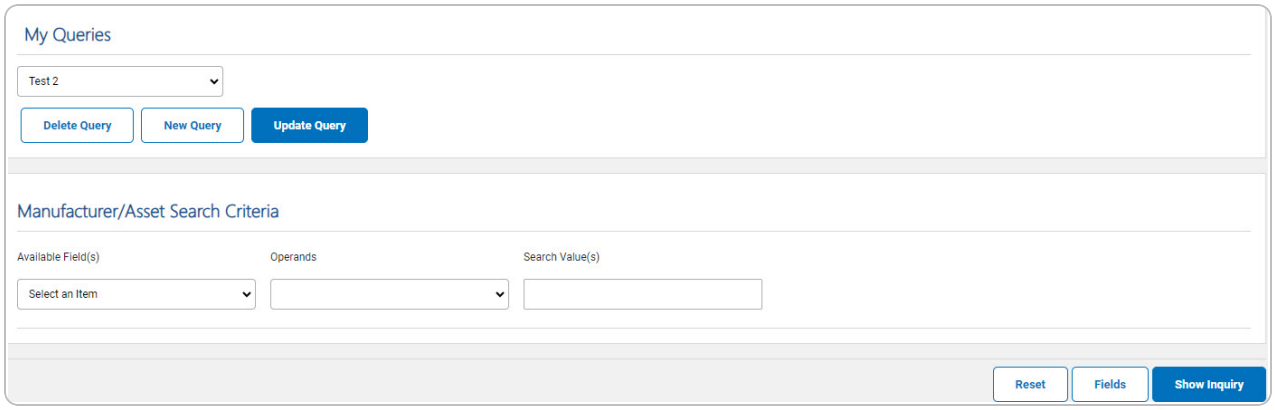
2. Select Fields. *The **Manufacturer/Asset Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Manufacturer/Asset 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

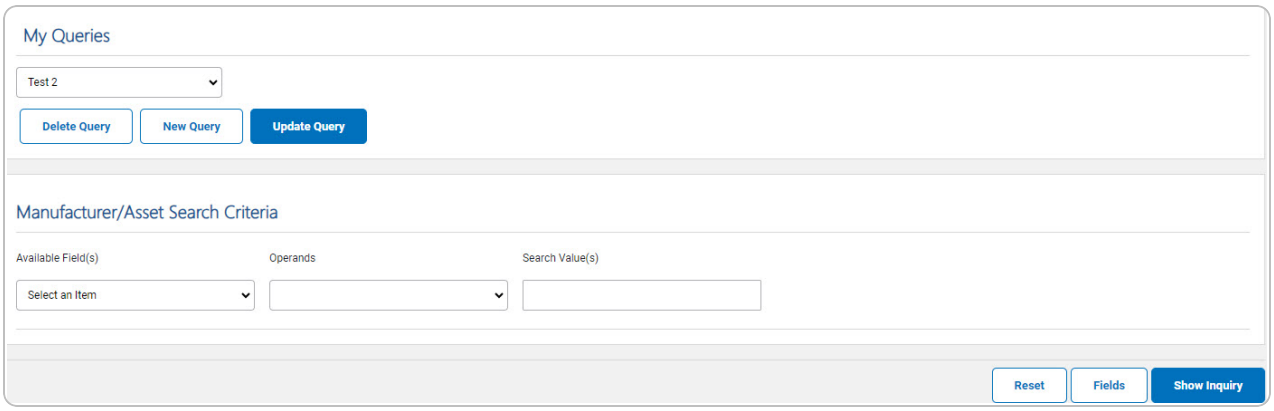
4. Select Fields. *The **Manufacturer/Asset Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Manufacturer/Asset 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The* ***Manufacturer/Asset Inquiry — Select Fields*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Manufacturer/Asset Inquiry — Results
- Select Fields for the Manufacturer/Asset Inquiry
- View the Manufacturer/Asset Inquiry Transaction Status

Search for a Manufacturer/Asset Inquiry — Results

Overview

The Manufacturer/Asset Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Asset Management > Manufacturer/Asset > Search Criteria > Show Inquiry > Manufacturer/Asset Inquiry Search Results page

Page Fields

The following fields display on the **Manufacturer/Asset Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Asset Id
Serial Nbr
Lot Nbr
Stock Nbr
Item Desc
Mfr Model Nbr
Mfr Part Nbr
Mfr Name
CAGE Cd
Status
Non-Actbl
Last Tran Dt
Estbd Dt
Last Updtd By
Estbd By

Optional

Custodian Nbr
Sub Custodian Nbr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

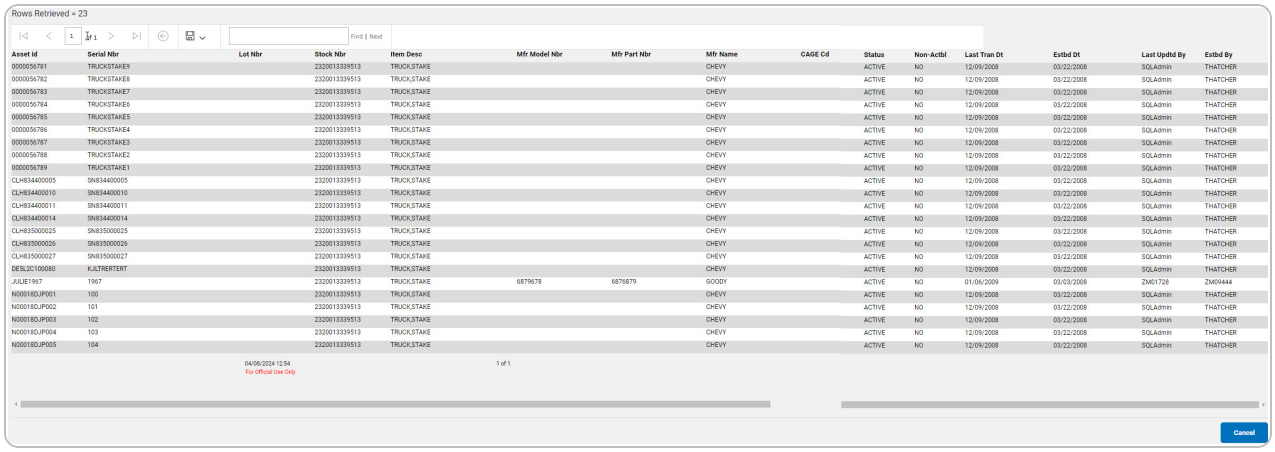
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Manufacturer/Asset 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.*



Note

To reach the optional fields, refer to the Manufacturer/Asset Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.

3. Select Cancel. *The* ***Manufacturer/Asset Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Manufacturer/Asset Inquiry — Criteria
- Select Fields for the Manufacturer/Asset Inquiry
- View the Manufacturer/Asset Inquiry Transaction Status

Select Fields for the Manufacturer/Asset Inquiry

Overview

The Manufacturer/Asset Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Asset Management > Manufacturer/Asset > Search Criteria > Fields > Manufacturer/Asset Inquiry Fields Selection page

Page Fields

The following fields display on the **Manufacturer/Asset Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Asset Id
Serial Nbr
Lot Nbr
Stock Nbr
Item Desc
Mfr Model Nbr
Mfr Part Nbr
Mfr Name
CAGE Cd
Status
Non-Actbl
Last Tran Dt

Estbd Dt
Last Updtd By
Estbd By

Optional

Custodian Nbr
Sub Custodian Nbr

Procedures

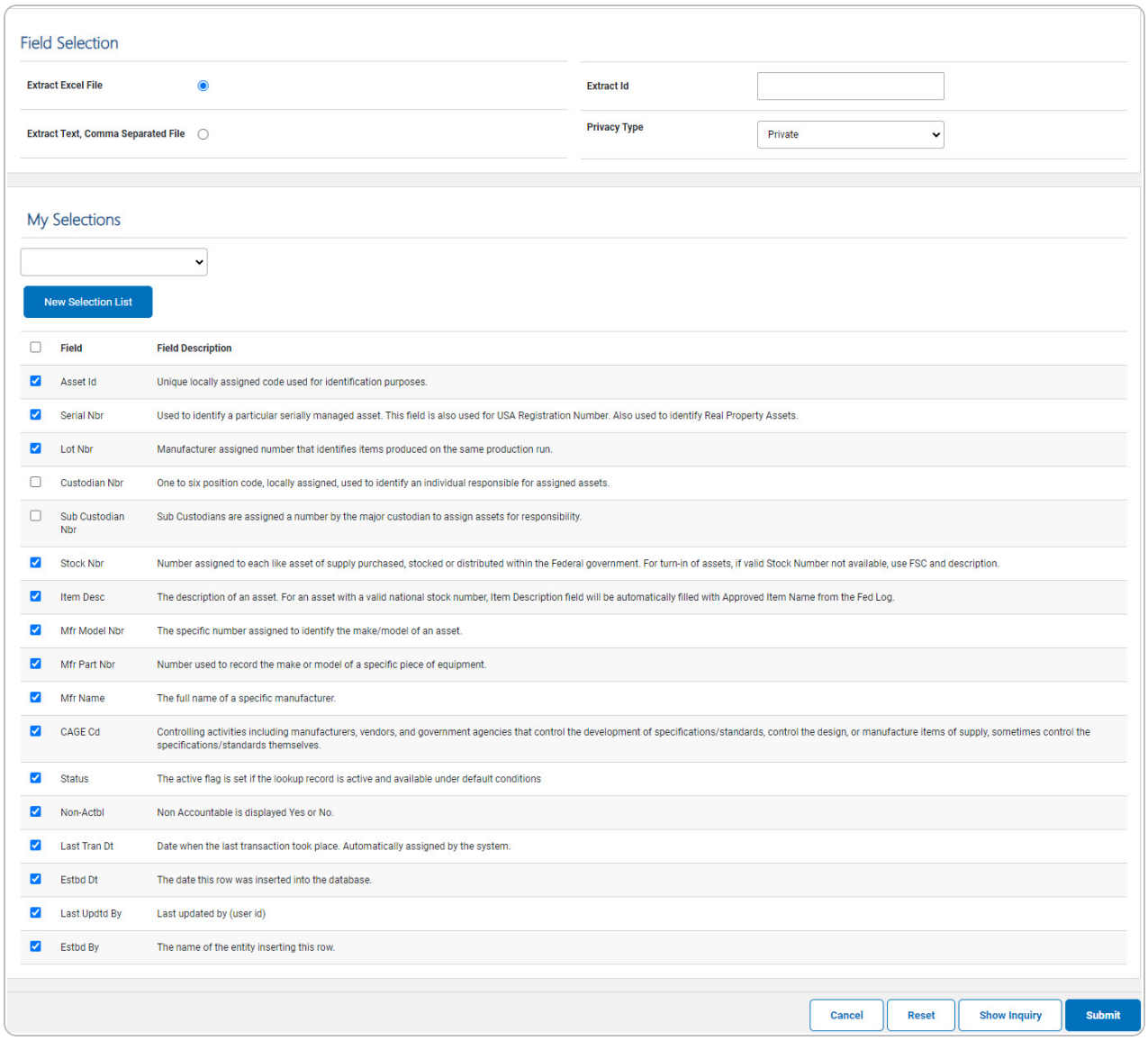
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The* ***Manufacturer/Asset Inquiry*** *page appears.*



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 [New Selection List]. *The page refreshes, and Selections changes from a drop-down field to a text field.*

Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select [Add Selection List]. *The page refreshes, and the selected list is added.* [Add Selection List] *is replaced by* [Update Selection List] *and* [Delete Selection List].

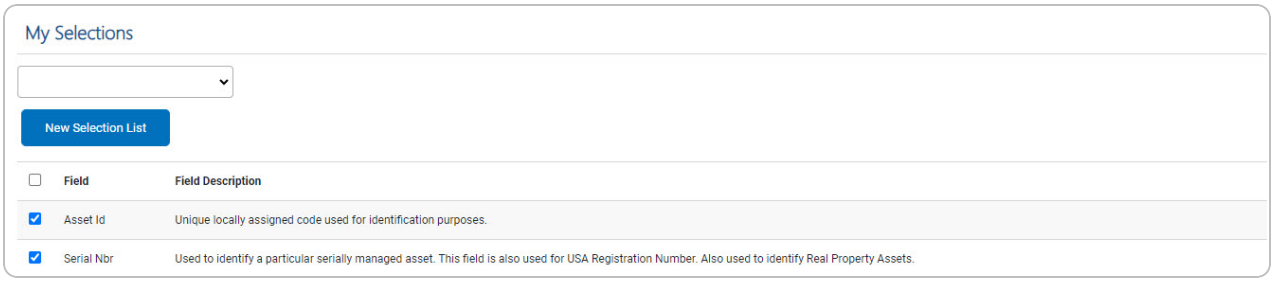
   Select [Show Inquiry] for small volumes of data. *The **Manufacturer/Asset Inquiry — Results** page appears.*
5.

OR

Select Submit for large volumes of data. *The* ***Manufacturer/Asset Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

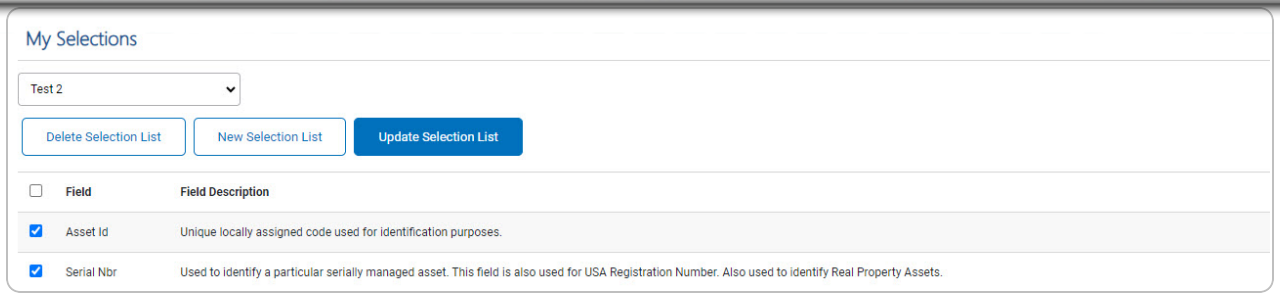
   Select Show Inquiry for small volumes of data. *The* ***Manufacturer/Asset Inquiry — Results*** *page appears.*

3. **OR**

   Select Submit for large volumes of data. *The* ***Manufacturer/Asset 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



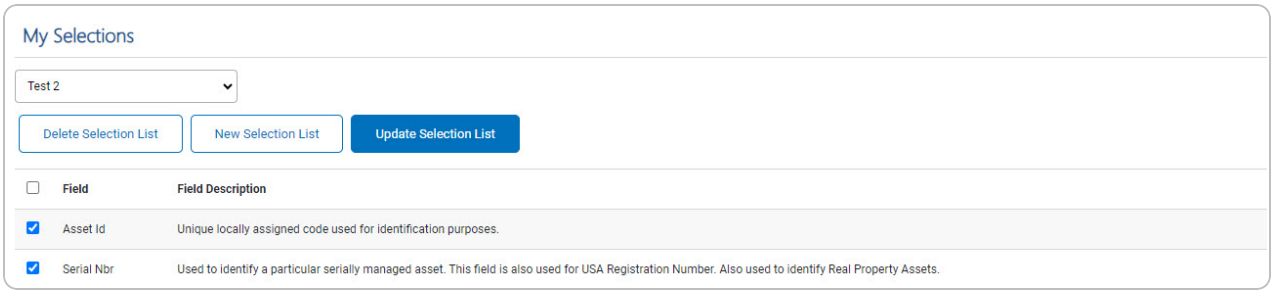
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select **Update Selection List**. *The page refreshes.*

   Select **Show Inquiry** for small volumes of data. *The* ***Manufacturer/Asset Inquiry — Results*** *page appears.*
4. **OR**

   Select **Submit** for large volumes of data. *The* ***Manufacturer/Asset 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**.

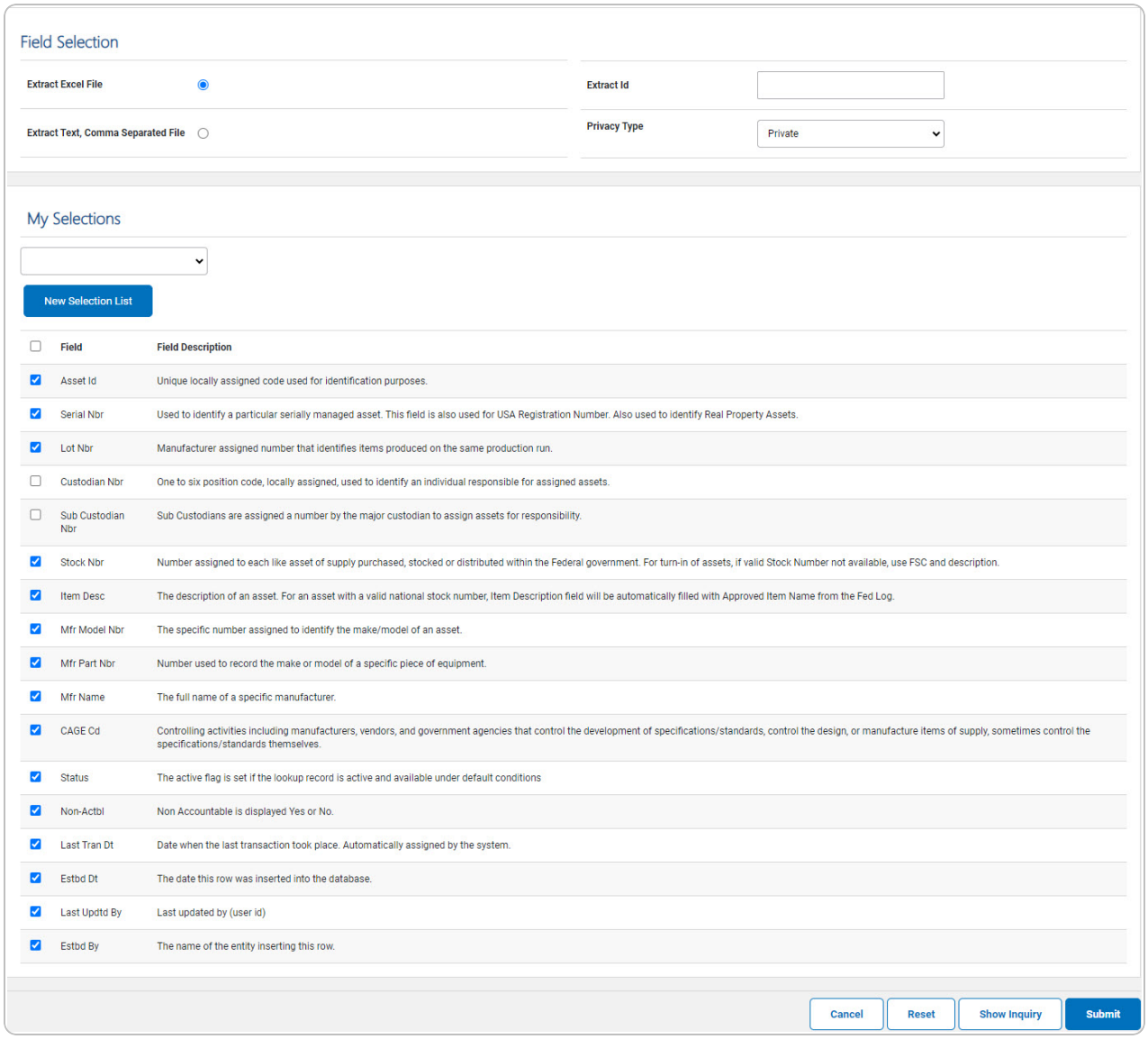


2. Select **Delete Selection List**. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The* ***Manufacturer/Asset Inquiry*** *page appears.*



2. Select the fields required for the inquiry. *15 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.

- Verify the ASSET IDcontains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET ID.*
- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SERIAL NBR.*
- Verify the LOT NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Lot Number that identifies the items produced during the same production.*
- Click ☐ to select the CUSTODIAN NBR. *Select if the inquiry contains a CUSTODIAN NBR.*
- Click ☐ to select the SUB CUSTODIAN NBR. *Select if the inquiry contains a SUB CUSTODIAN NBR.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry has a description of the item.*
- Verify the MFR MODEL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR MODEL NBR.*
- Verify the MFR PART NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR PART NBR.*
- Verify the MFR NAMEcontains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR NAME.*

- Verify the CAGE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a CAGE CD.*
- Verify the Status contains the appropriate ☑ or ☐. *Select if the inquiry contains status information.*
- Verify the NON—ACTBL contains the appropriate ☑ or ☐. *Select if the inquiry contains a NON—ACTBL.*
- Verify the LAST TRAN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a LAST TRAN DT.*
- Verify the ESTBD DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a ESTBD DT.*
- Verify the LAST UPDTD BY contains the appropriate ☑ or ☐. *Select if the inquiry contains a LAST UPDTD BY.*
- Verify the ESTBD BY contains the appropriate ☑ or ☐. *Select if the inquiry contains a ESTBD BY.*

3. Select Show Inquiry for small volumes of data. *The* ***Manufacturer/Asset Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Manufacturer/Asset Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a Manufacturer/Asset Inquiry — Criteria
- Search for a Manufacturer/Asset Inquiry — Results
- View the Manufacturer/Asset Inquiry Transaction Status

View the Manufacturer/Asset Inquiry Transaction Status

Overview

The Manufacturer/Asset Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Asset Management > Manufacturer/Asset > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Manufacturer/Asset Inquiry Transaction Status page

Page Fields

The following fields display on the **Manufacturer/Asset Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

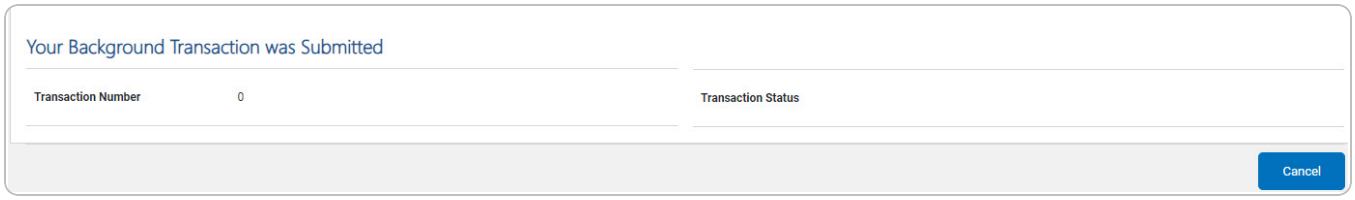
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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

View the Manufacturer/Asset Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Cancel. *The* ***Manufacturer/Asset Inquiry Search Criteria*** *page appears*.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Manufacturer/Asset Inquiry — Criteria
- Search for a Manufacturer/Asset Inquiry — Results
- Select Fields for the Manufacturer/Asset Inquiry

Search for a Pending Transactions Due-In Inquiry — Criteria

Overview

The Property Accountability module Pending Transactions Due-In Inquiry process provides the ability to search for Due-In records.

Navigation

Inquiries > Pending TRAN > Due-In > Pending Transactions Due-In Inquiry Search Criteria page

Page Fields

The following fields display on the **Pending Transactions Due-In Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

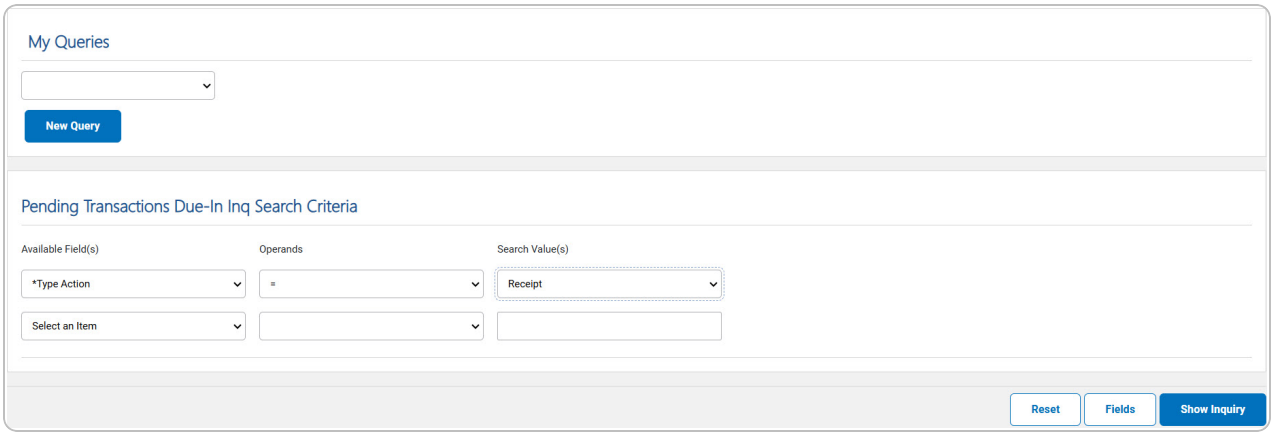
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Pending Transactions Due-In 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. *The first Available Field(s) option (Type Action) automatically populates and is not editable.*

   B. Use ⌄ to select the second Available Field.

   C. Repeat Step B to add additional search criteria.

> **Note**
>
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
> Select Fields 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.

   C. Repeat Step B to add additional search criteria.

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.

   C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

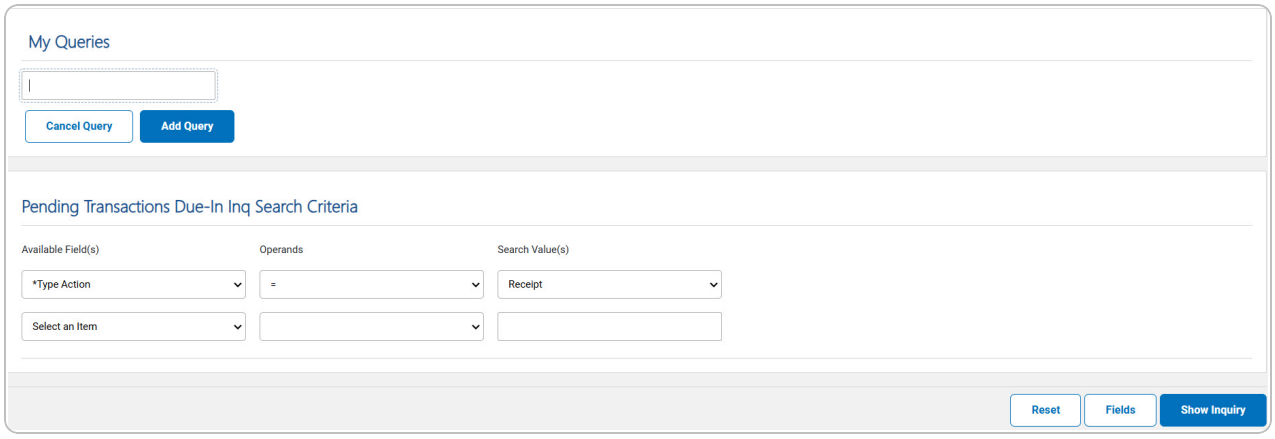
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Pending Transactions Due-In Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



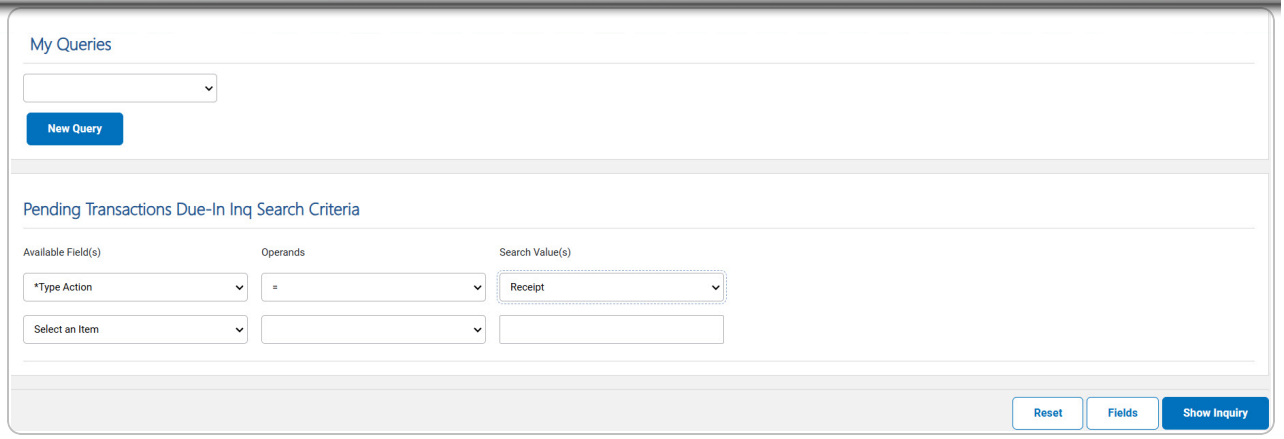
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

   Select Fields. *The* ***Pending Transactions Due-In Inquiry — Select Fields*** *page appears.*
5. OR

   Select Show Inquiry. *The* ***Pending Transactions Due-In 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.*



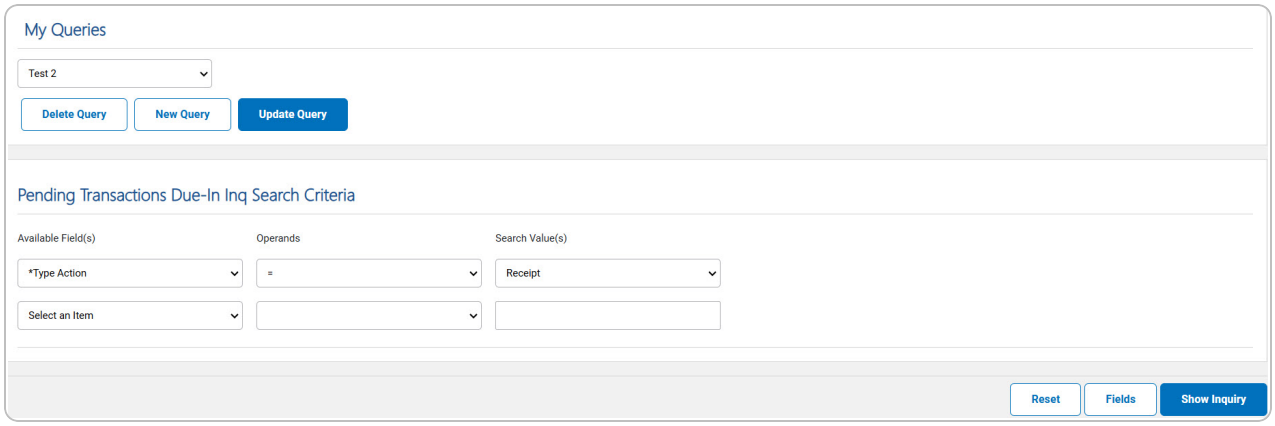
Select Fields. *The **Pending Transactions Due-In Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Pending Transactions Due-In 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

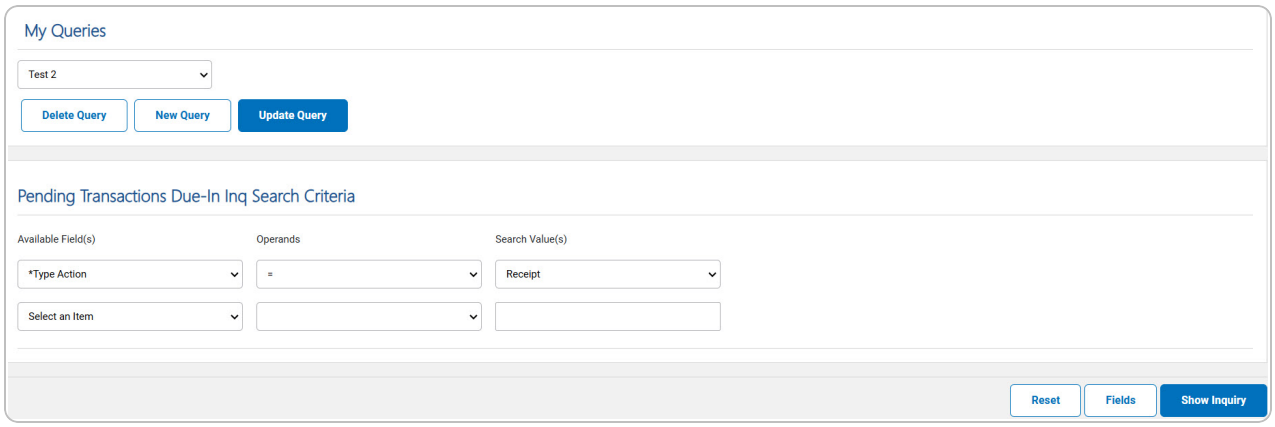
   Select Fields. *The* ***Pending Transactions Due-In Inquiry — Select Fields*** *page appears.*

4. OR

   Select Show Inquiry. *The* ***Pending Transactions Due-In 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The* ***Pending Transactions Due-In Inquiry — Select Fields*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select

	Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Pending Transactions Due-In Inquiry — Results
- Select Fields for the Pending Transactions Due-In Inquiry
- View the Pending Transactions Due-In Inquiry Basic Detail
- View the Pending Transactions Due-In Inquiry Catalog Detail
- View the Pending Transactions Due-In Inquiry Transfer Detail
- View the Pending Transactions Due-In Inquiry PIPC/Cntrct Detail
- View the Pending Transactions Due-In Inquiry Accounting Detail
- View the Pending Transactions Due-In Inquiry Transaction Status
- Export the Pending Transactions Due-In Inquiry Transaction Status Report

Search for a Pending Transactions Due-In Inquiry — Results

Overview

The Pending Transactions Due-In Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Pending TRAN > Due-In > Search Criteria > Show Inquiry > Pending Transactions Due-In Inquiry Search Results page

Page Fields

The following fields display on the **Pending Transactions Due-In Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Asset Id
Custodian Nbr From
Custodian Nbr To
Doc Nbr
Estbd By
Item Desc
Lot Nbr
Process Action
Type Action
Serial Nbr
Site Id From
Site Id To
Stock Nbr
Last Tran Dt
Tran Qty
UIC From
UIC To

Optional

Acq Cost
Acq Price
Cptl Cd
Estbd Dt
Estimated Dlvy Dt
Fund Cd
Gain Cntr Nbr
Gain Dlvy Ord Nbr
Inv Nbr
Last Updtd By
Loan Cd
Losng Cntr Nbr
Losng Dlvy Ord Nbr
Mfr Name
Mfr Part Nbr
Mfr Yr
Office Id
PO Nbr
Rcpt Dt
Shipment Id
SPIIN
Task Cd
UII

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

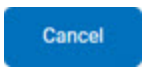
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Pending Transactions Due-In Inquiry Results

Selecting  *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 = 61

1 of 2 Find | Next

Asset Id	Custodian Nbr From	Custodian Nbr To	Doc Nbr	Estbd By	Item Desc	Lot Nbr	Process Action	Type Action	Serial Nbr
			182DJK54ADPAS	WPHRN22	DESCRIPTION		WT	MP	
			182DJK54ADPAS	WPHRN22	GUN TYPE		WT	CC	
			182DJK54ADPAS	WPHRN22	MISSILE GUIDANCE SET		WT	CC	
			182DJK54ADPAS	WPHRN22	TRUCK,DUMP		WT	CC	
			182DJK54ADPAS	WPHRN22	TRUCK,DUMP		WT	CC	
			182DJK54ADPAS	WPHRN22	TRUCK,DUMP		WT	CC	
			H9224213C0610	WPHRN22	GUN		WT	CC	
			H9224213C0610	WPHRN22	GUN		WT	CC	
			M6700111C1111	WPHRN21	Deployable in transit		WA	CC	0014
			M6700411C1111	WPHRN21	Deployable in Transit		WA	RR	1113
			M6700412C0003	WPHRN22	LAUNCH,MOTOR		WT	CC	
			M6700412C0003	WPHRN22	LAUNCH,MOTOR		WT	CC	
			M6700412C1053	WPHRN22	SWM - Terminal, Mulit		WT	CC	
			M6700412C1053	WPHRN22	SWM - Terminal, Mulit		WT	CC	
			M6700412C1053	WPHRN22	TRAILER,CARGO		WT	CC	
			M6700412C1102	WPHRN22	Scanner		WT	CC	
			M6700412C1102	WPHRN22	WIDGET		WT	CC	
			M6700412C1102	WPHRN22	WIDGET		WT	CP	
			M6700412C1102	WPHRN22	WIDGET		WT	CP	
			M6700813C9991	WPHRN21	Source accept with MC		WA	CP	0091
			M6700813C9991	WPHRN21	Source accept with MC		WA	CP	0091
			M6700813C9994	WPHRN21	Test for 3A to DPAS		WA	CP	
			M6700813C9996	WPHRN22	Test for 2D L dodaac		WT	CP	
			M6700813C9997	WPHRN21	AcceptTest		WA	CC	
			M6700813C9998	WPHRN22	Test 2 Send only		WT	CP	
			M6700813C9999	WPHRN21	DPAS TEST		WA	CP	DPASTEST
			M6700813C9999	WPHRN21	UID Second, uid'd ite		WA	CP	987777
			M6700813C9999	WPHRN21	UID Second, uid'd ite		WA	CP	987777
			M6700813C9999	WPHRN21	UIDSECOND, nonUII'd I		WA	CP	
			M6700813C9999	WPHRN21	UII First then nonUli		WA	CC	98765
			M6700813C9999	WPHRN21	UII First then nonUli		WA	CP	98765
			M6700813C9999	WPHRN21	UII First, nonUII'd i		WA	CP	
			M6700813C9999	WPHRN22	MTEST for Route		WT	CP	
			V4222112C0184	WPHRN21	Terminal, Multiplex,		WA	CC	SN5842546
			V4222112C0184	WPHRN21	Terminal, Multiplex,		WA	CC	SN5843571
			V4222112C0184	WPHRN21	Terminal, Multiplex,		WA	CC	SN5846458
			W16XX809D0001	WPHRN22	demo		WT	CP	
			W38GNV13C0001	WPHRN21	automobile,sedan		WA	CC	00111004321
			W38GNV13C0001	WPHRN21	automobile,sedan		WA	CC	00111004322
			W38GNV13C0627	WPHRN21	RADIO SET		WA	CC	PAC201501051033
			W38GNV14C0806	WPHRN22	RECEIVER,RADIO		WT	CC	
			W59CV612C0001	WPHRN22	TERMINAL, MULTIPLEX		WT	CC	
			W59CV612C0001	WPHRN22	Terminal, Multiplex,		WT	CC	

01/29/2025 18:14 1 of 2
Controlled Unclassified Information

Cancel

Note

To reach the optional fields, refer to the Pending Transactions Due-In Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.

3. Select Cancel. *The **Pending Transactions Due-In 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Pending Transactions Due-In Inquiry Detail

Select the desired ASSET ID row. *The **Pending Transactions Due-In Inquiry Basic Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Pending Transactions Due-In Inquiry — Criteria
- Select Fields for the Pending Transactions Due-In Inquiry
- View the Pending Transactions Due-In Inquiry Basic Detail
- View the Pending Transactions Due-In Inquiry Catalog Detail
- View the Pending Transactions Due-In Inquiry Transfer Detail
- View the Pending Transactions Due-In Inquiry PIPC/Cntrct Detail
- View the Pending Transactions Due-In Inquiry Accounting Detail
- View the Pending Transactions Due-In Inquiry Transaction Status
- Export the Pending Transactions Due-In Inquiry Transaction Status Report

Select Fields for the Pending Transactions Due-In Inquiry

Overview

The Pending Transactions Due-In Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Pending TRAN > Due-In > Search Criteria > Fields > Pending Transactions Due-In Inquiry Fields Selection page

Page Fields

The following fields display on the **Pending Transactions Due-In Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Asset Id
Custodian Nbr From
Custodian Nbr To
Doc Nbr
Estbd By
Item Desc
Lot Nbr
Process Action
Type Action
Serial Nbr
Site Id From
Site Id To

Stock Nbr
Last Tran Dt
Tran Qty
UIC From
UIC To

Optional

Acq Cost
Acq Price
Cptl Cd
Estbd Dt
Estimated Dlvy Dt
Fund Cd
Gain Cntr Nbr
Gain Dlvy Ord Nbr
Inv Nbr
Last Updtd By
Loan Cd
Losng Cntr Nbr
Losng Dlvy Ord Nbr
Mfr Name
Mfr Part Nbr
Mfr Yr
Office Id
PO Nbr
Rcpt Dt
Shipment Id
SPIIN
Task Cd
UII

Procedures

ELMS Navigation Helpful Tips

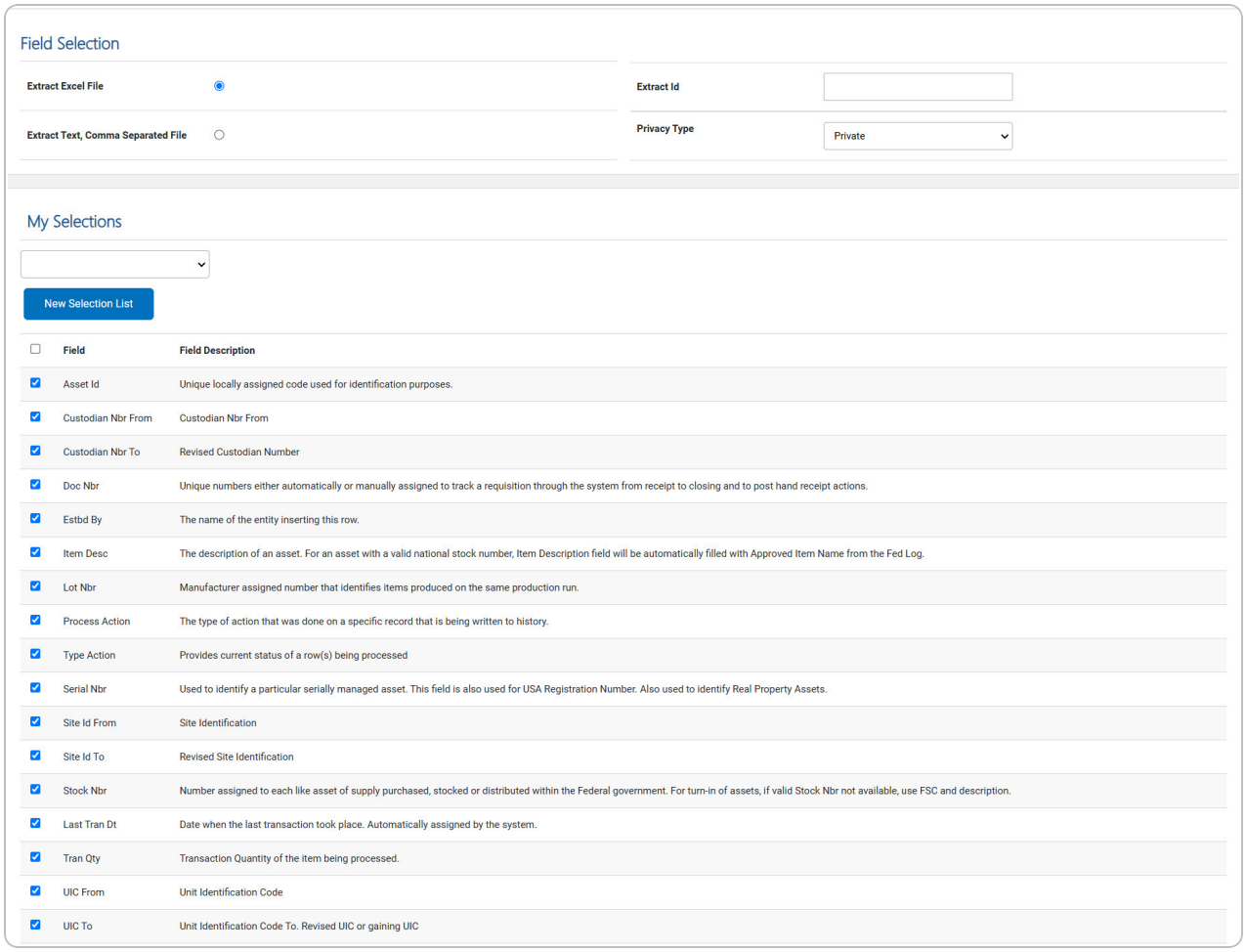
Click the following link to display PA Navigation Tips.

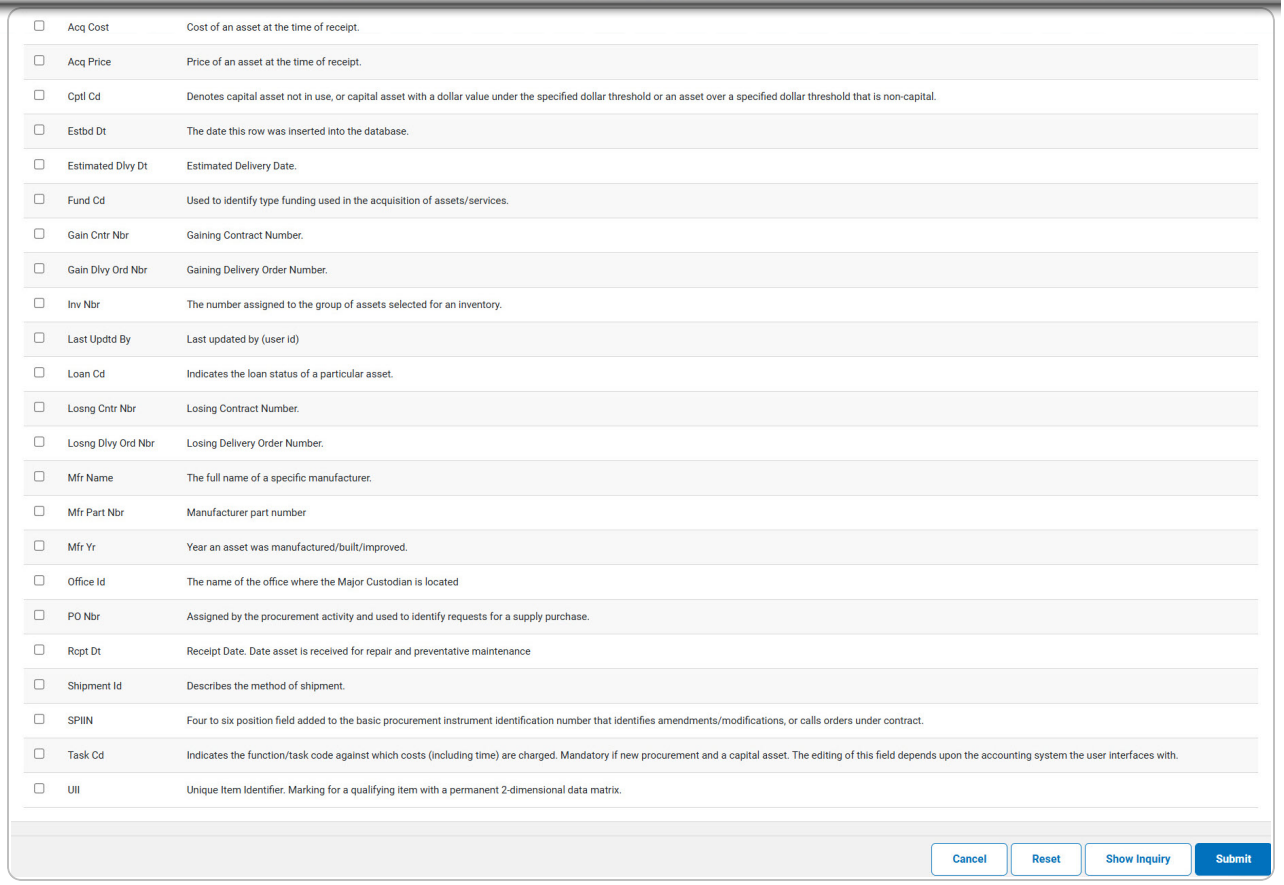
Choose the Extracted Inquiry File Details

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

are required.

1. Select Fields. *The **Pending Transactions Due-In Inquiry Field Selection** page appears.*





☐	Acq Cost	Cost of an asset at the time of receipt.
☐	Acq Price	Price of an asset at the time of receipt.
☐	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.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Estimated Dlvy Dt	Estimated Delivery Date.
☐	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☐	Gain Cntr Nbr	Gaining Contract Number.
☐	Gain Dlvy Ord Nbr	Gaining Delivery Order Number.
☐	Inv Nbr	The number assigned to the group of assets selected for an inventory.
☐	Last Updtd By	Last updated by (user id)
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Losng Cntr Nbr	Losing Contract Number.
☐	Losng Dlvy Ord Nbr	Losing Delivery Order Number.
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Manufacturer part number
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Office Id	The name of the office where the Major Custodian is located
☐	PO Nbr	Assigned by the procurement activity and used to identify requests for a supply purchase.
☐	Rcpt Dt	Receipt Date. Date asset is received for repair and preventative maintenance
☐	Shipment Id	Describes the method of shipment.
☐	SPIIN	Four to six position field added to the basic procurement instrument identification number that identifies amendments/modifications, or calls orders under contract.
☐	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.
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.

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

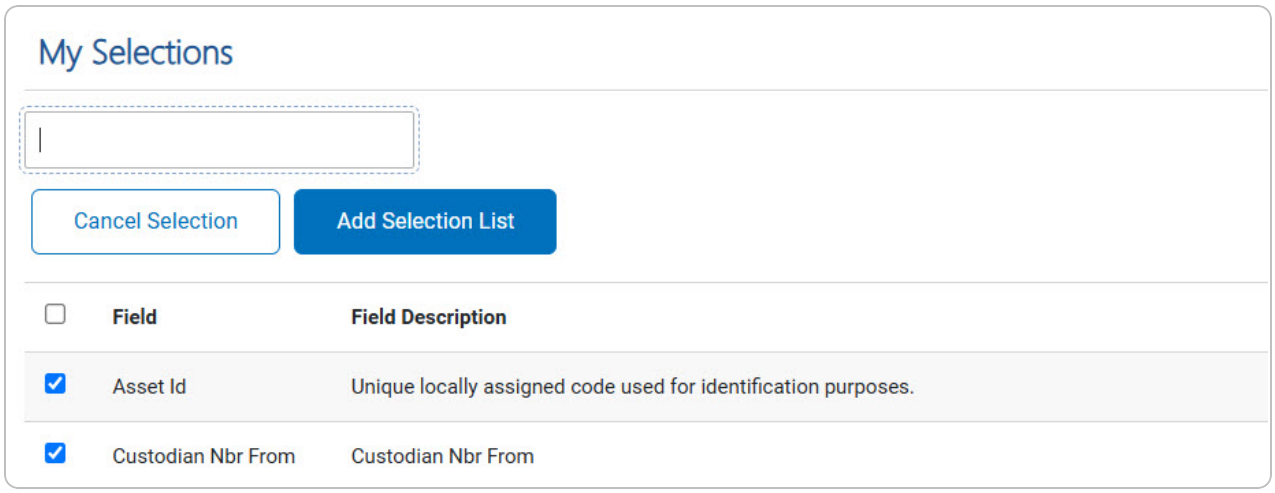
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.*

Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

Select Show Inquiry for small volumes of data. *The* ***Pending Transactions Due-In Inquiry — Results*** *page appears.*

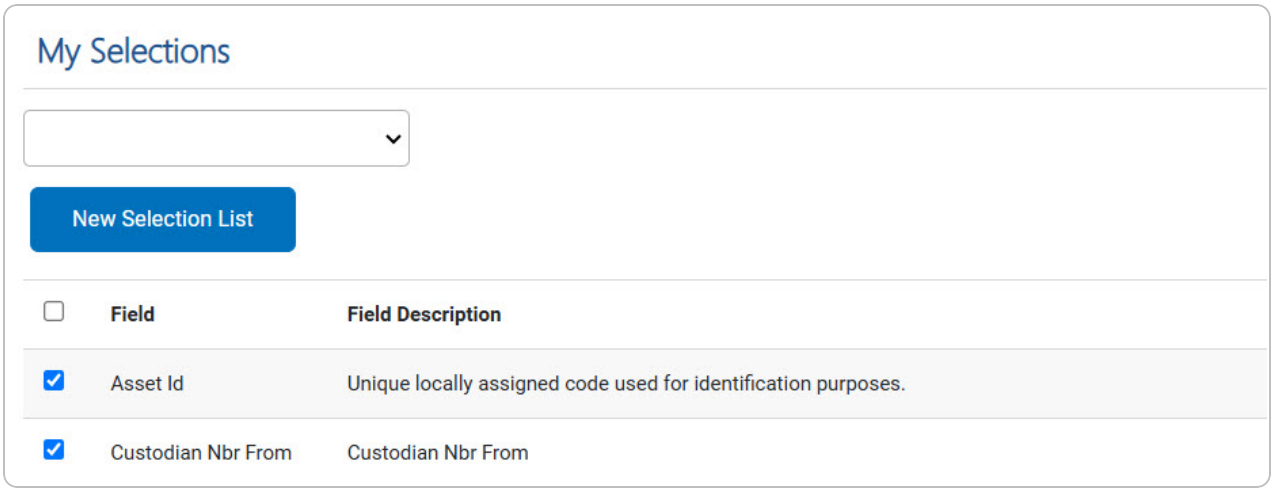
5.

OR

Select Submit for large volumes of data. *The **Pending Transactions Due-In Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

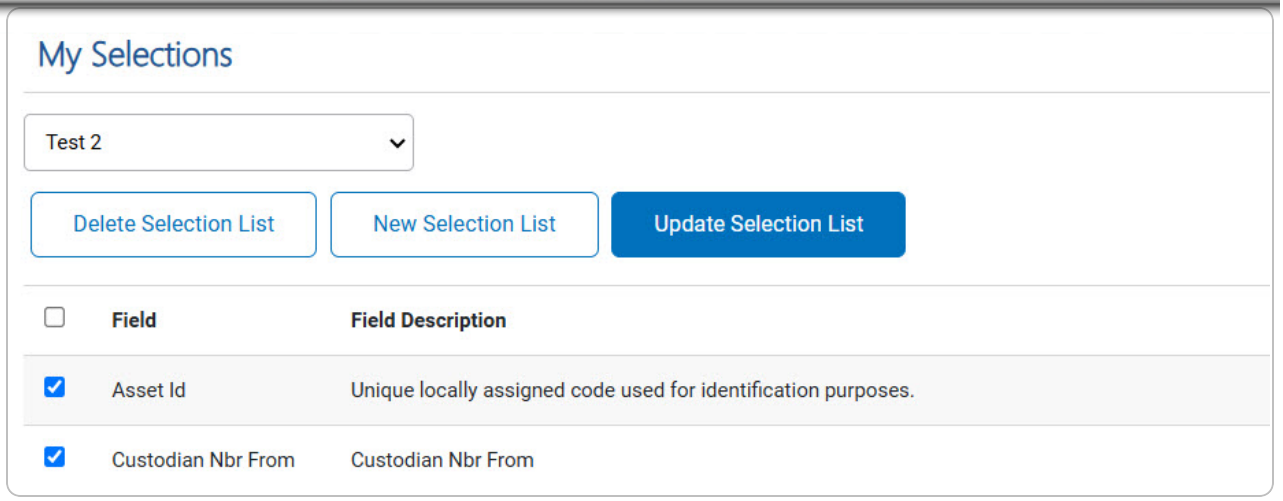
   Select Show Inquiry for small volumes of data. *The **Pending Transactions Due-In Inquiry — Results** page appears.*

3. **OR**

   Select Submit for large volumes of data. *The **Pending Transactions Due-In 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



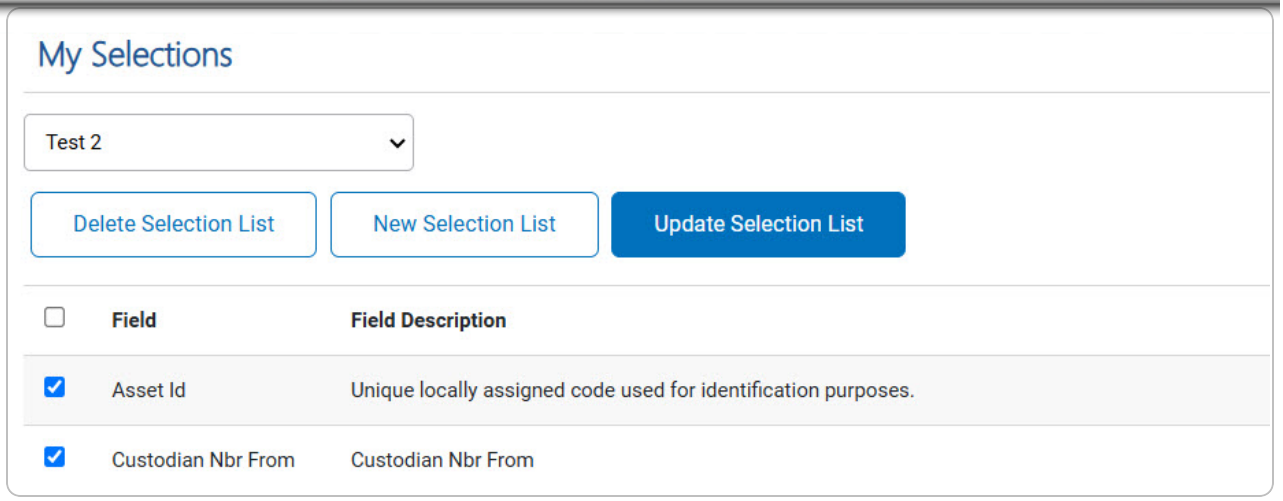
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Pending Transactions Due-In Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Pending Transactions Due-In 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.

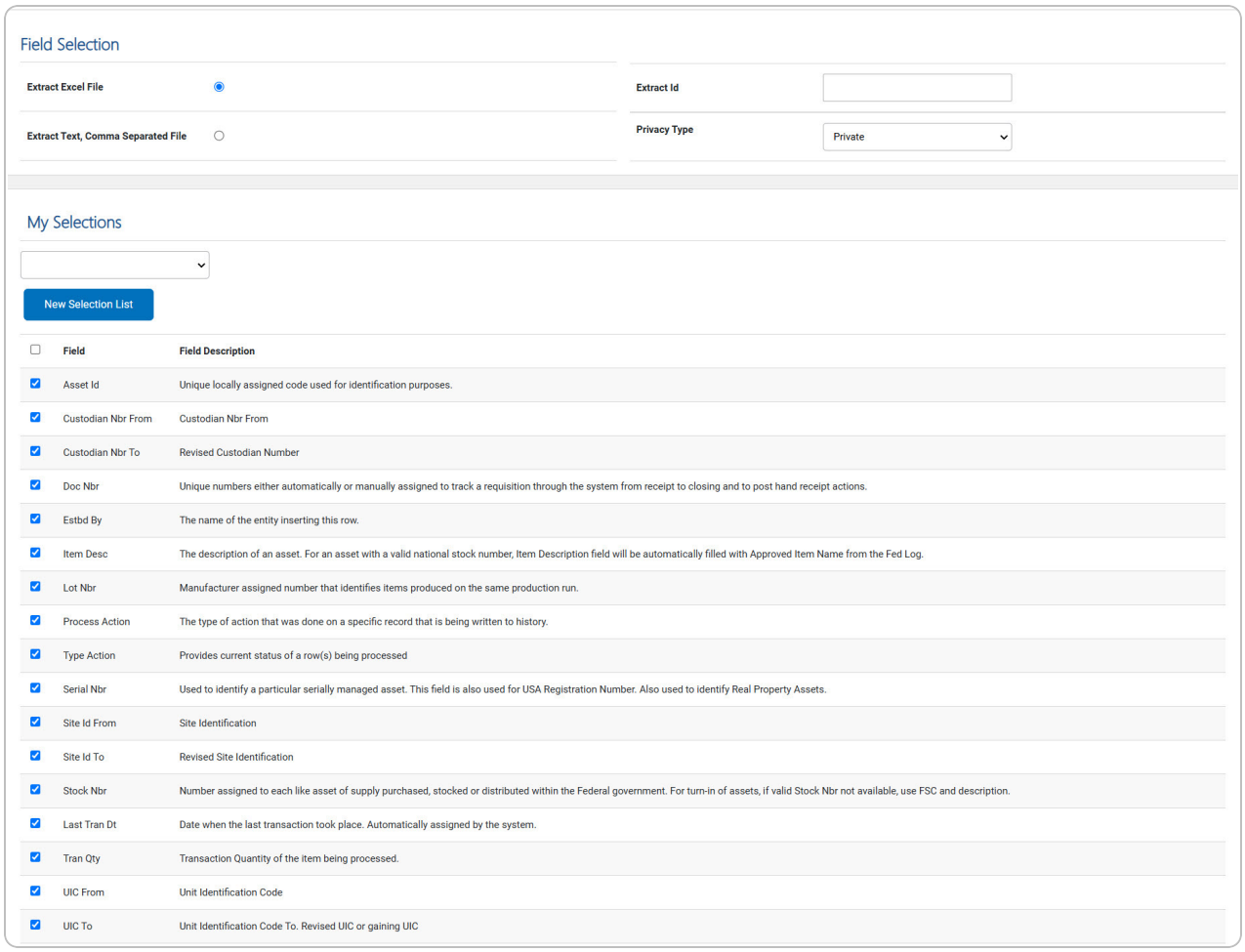


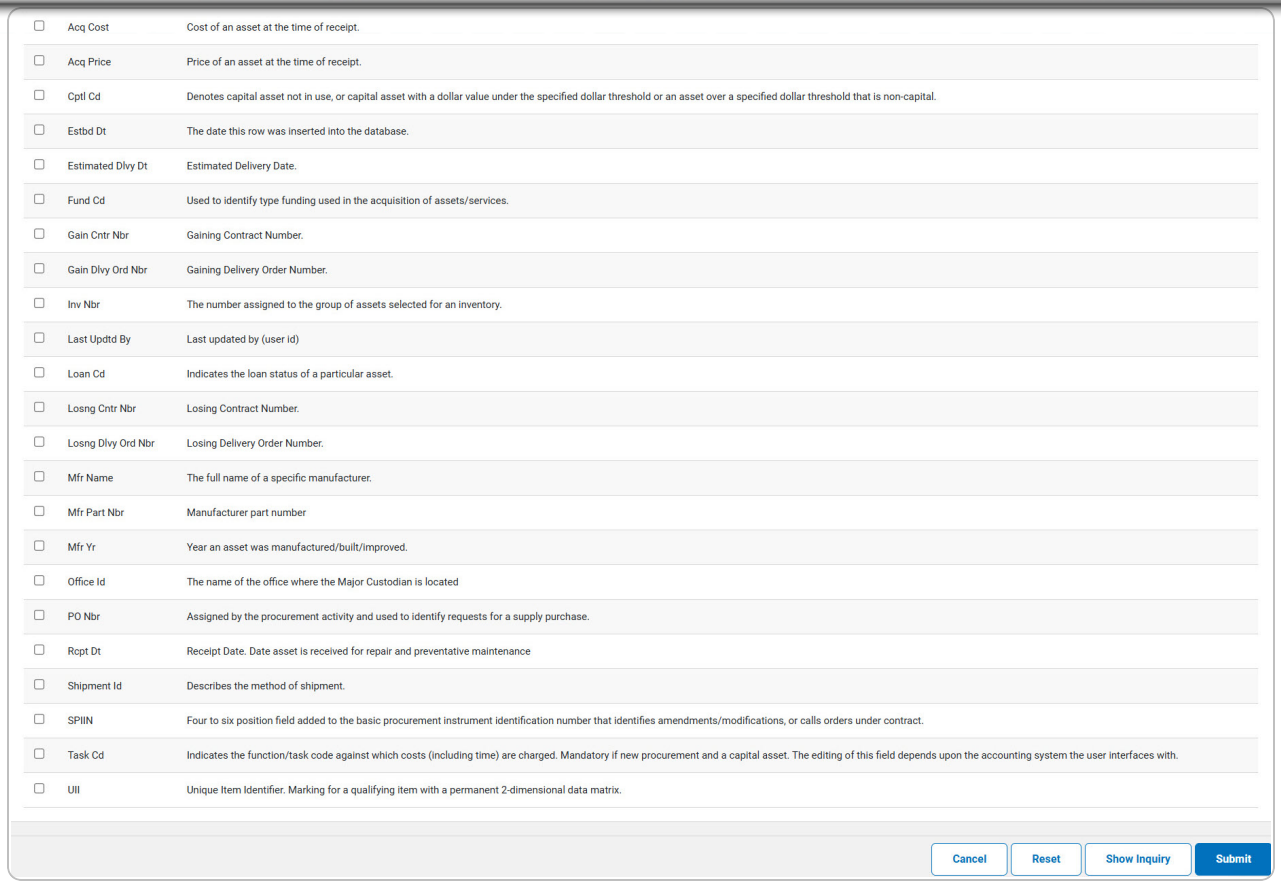
2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The* ***Pending Transactions Due-In Inquiry*** *page appears.*





☐	Acq Cost	Cost of an asset at the time of receipt.
☐	Acq Price	Price of an asset at the time of receipt.
☐	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.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Estimated Dlvy Dt	Estimated Delivery Date.
☐	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☐	Gain Cntr Nbr	Gaining Contract Number.
☐	Gain Dlvy Ord Nbr	Gaining Delivery Order Number.
☐	Inv Nbr	The number assigned to the group of assets selected for an inventory.
☐	Last Updtd By	Last updated by (user id)
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Losng Cntr Nbr	Losing Contract Number.
☐	Losng Dlvy Ord Nbr	Losing Delivery Order Number.
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Manufacturer part number
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Office Id	The name of the office where the Major Custodian is located
☐	PO Nbr	Assigned by the procurement activity and used to identify requests for a supply purchase.
☐	Rcpt Dt	Receipt Date. Date asset is received for repair and preventative maintenance
☐	Shipment Id	Describes the method of shipment.
☐	SPIIN	Four to six position field added to the basic procurement instrument identification number that identifies amendments/modifications, or calls orders under contract.
☐	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.
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.

Cancel Reset Show Inquiry Submit

2. Select the fields required for the inquiry. *The first 17 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.

- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET ID.*
- Verify the CUSTODIAN NBR FROM contains the appropriate ☑ or ☐. *Select if the inquiry contains a CUSTODIAN NBR FROM.*
- Verify the CUSTODIAN NBR TO contains the appropriate ☑ or ☐. *Select if the inquiry contains a revised CUSTODIAN NBR.*

- Verify the DOC NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a DOC NBR.*
- Verify the ESTBD BY contains the appropriate ☑ or ☐. *Select if the inquiry contains ESTBD BY information.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ITEM DESC.*
- Verify the LOT NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a LOT NBR.*
- Verify the Process Action contains the appropriate ☑ or ☐. *Select if the inquiry contains a Process Action.*
- Verify the Type Action contains the appropriate ☑ or ☐. *Select if the inquiry contains a Type Action.*
- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SERIAL NBR.*
- Verify the SITE ID FROM contains the appropriate ☑ or ☐. *Select if the inquiry contains SITE ID FROM information.*
- Verify the SITE ID TO contains the appropriate ☑ or ☐. *Select if the inquiry contains SITE ID TO information.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the LAST TRAN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a LOC.*
- Verify the TRAN QTY contains the appropriate ☑ or ☐. *Select if the inquiry contains a TRAN QTY.*

- Verify the UIC FROM contains the appropriate ☑ or ☐. *Select if the inquiry contains UIC FROM information.*
- Verify the UIC TO contains the appropriate ☑ or ☐. *Select if the inquiry contains UIC TO information.*
- Click ☐ to select the ACQ COST. *Select if the inquiry contains an ACQ COST.*
- Click ☐ to select the ACQ PRICE. *Select if the inquiry contains an ACQ PRICE.*
- Click ☐ to select the CPTL CD. *Select if the inquiry contains a CPTL CD.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains an ESTBD DT.*
- Click ☐ to select the Estimated DLVY DT. *Select if the inquiry contains a DLVY DT.*
- Click ☐ to select the FUND CD. *Select if the inquiry contains a FUND CD.*
- Click ☐ to select the GAIN CNTR NBR. *Select if the inquiry contains a GAIN CNTR NBR.*
- Click ☐ to select the GAIN DLVY ORD NBR. *Select if the inquiry contains a GAIN DLVY ORD NBR.*
- Click ☐ to select the INV NBR. *Select if the inquiry contains an INV NBR.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains a LAST UPDTD BY.*
- Click ☐ to select the LOAN CD. *Select if the inquiry contains a LOAN CD.*
- Click ☐ to select the LOSNG CNTR NBR. *Select if the inquiry contains a LOSNG CNTR NBR.*
- Click ☐ to select the LOSNG DLVY ORD NBR. *Select if the inquiry contains a LOSNG DLVY ORD NBR.*

- Click ☐ to select the MFR NAME. *Select if the inquiry contains a MFR NAME.*
- Click ☐ to select the MFR PART NBR. *Select if the inquiry contains a MFR PART NBR.*
- Click ☐ to select the MFR YR. *Select if the inquiry contains a MFR YR.*
- Click ☐ to select the OFFICE ID. *Select if the inquiry contains a OFFICE ID.*
- Click ☐ to select the PO NBR. *Select if the inquiry contains a PO NBR.*
- Click ☐ to select the RCPT DT. *Select if the inquiry contains a RCPT DT.*
- Click ☐ to select the SHIPMENT DT. *Select if the inquiry contains a SHIPMENT DT.*
- Click ☐ to select the SPIIN. *Select if the inquiry contains a SPIIN.*
- Click ☐ to select the SHIPMENT DT. *Select if the inquiry contains a SHIPMENT DT.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains a TASK CD.*
- Click ☐ to select the UII. *Select if the inquiry contains an UII.*

3. Select [Show Inquiry] for small volumes of data. *The* ***Pending Transactions Due-In Inquiry — Results*** *page appears.*

OR

Select [Submit] for large volumes of data. *The* ***Pending Transactions Due-In Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Pending Transactions Due-In Inquiry — Criteria
- Search for a Pending Transactions Due-In Inquiry — Results
- View the Pending Transactions Due-In Inquiry Basic Detail
- View the Pending Transactions Due-In Inquiry Catalog Detail
- View the Pending Transactions Due-In Inquiry Transfer Detail
- View the Pending Transactions Due-In Inquiry PIPC/Cntrct Detail
- View the Pending Transactions Due-In Inquiry Accounting Detail
- View the Pending Transactions Due-In Inquiry Transaction Status
- Export the Pending Transactions Due-In Inquiry Transaction Status Report

View the Pending Transactions Due-In Inquiry Detail — Basic

Overview

The Pending Transactions Due-In Inquiry Detail process displays the Basic Detail record of the selected Due-In record.

Navigation

Inquiries > Pending TRAN > Due-In > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Pending Transactions Due-In Inquiry Basic Detail page

Page Fields

The following fields display on the **Pending Transactions Due-In Inquiry Basic Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Pending Transactions Due-In Inquiry Basic Detail Grid

Process Action Cd
Stock Nbr
Asset Id
Tran Dt
Item Desc
Acq Dt
Cptl Cd
Lot Nbr
Lease Cd
Loc
Process Sts Cd

Estimated Dlvy Dt
Doc Nbr
Serial Nbr
UII
Tran Qty
Asset Cd
Expr Dt
Inv Nbr
Loan Cd
Sub Loc

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

Find | Next	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

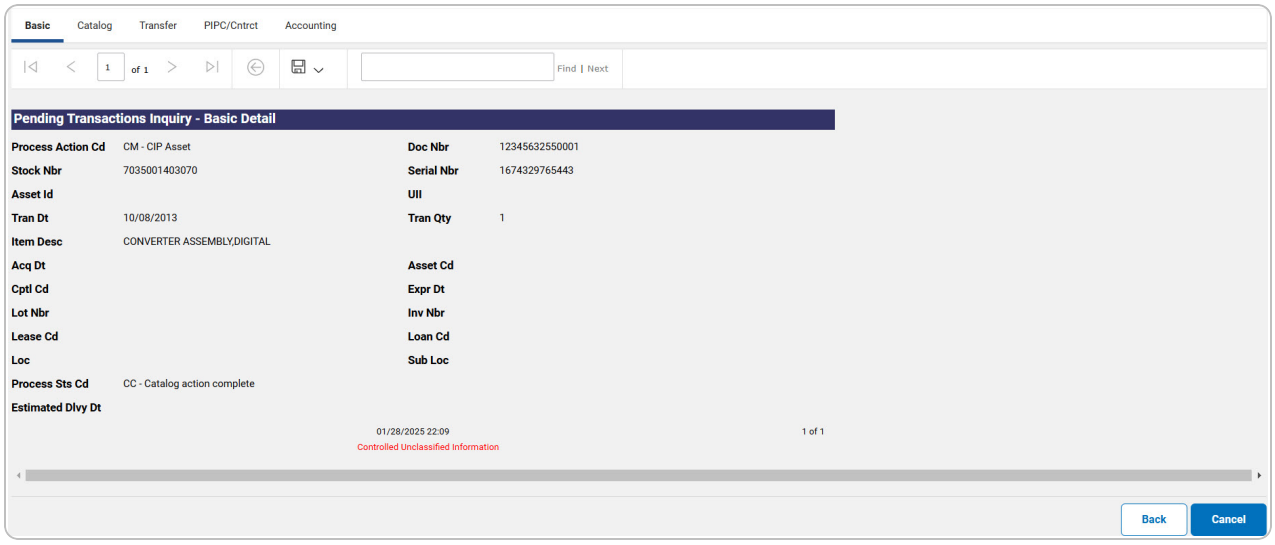
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Pending Transactions Due-In Inquiry Basic Detail

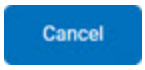
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Pending Transactions Due-In Inquiry Basic Detail grid.*



A. *Verify the PROCESS ACTION CD.*
B. *Verify the STOCK NBR.*
C. *Verify the ASSET ID.*
D. *Verify the TRAN DT.*
E. *Verify the ITEM DESC.*
F. *Verify the ACQ DT.*
G. *Verify the CPTL CD.*
H. *Verify the LOT NBR.*
I. *Verify the LEASE CD.*
J. *Verify the LOC.*
K. *Verify the ESTIMATED DLVY DT.*
L. *Verify the DOC NBR.*
M. *Verify the SERIAL NBR.*
N. *Verify the UII.*
O. *Verify the TRAN DT.*
P. *Verify the ASSET CD.*
Q. *Verify the EXPR DT.*
R. *Verify the INV NBR.*
S. *Verify the LOAN CD.*
T. *Verify the SUB LOC.*

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 **Pending Transactions Due-In Inquiry — Criteria** page appears*.
4.

   OR

   Select the Catalog tab. *The **Pending Transactions Due-In Inquiry Detail — Catalog** page appears*.

OR

Select the Transfer tab. *The **Pending Transactions Due-In Inquiry Detail — Transfer** page appears*.

OR

Select the PIPC/CNTRCT tab. *The **Pending Transactions Due-In Inquiry Detail — PIPC/CNTRCT** page appears*.

OR

Select the Accounting tab. *The **Pending Transactions Due-In Inquiry Detail — Accounting** page appears*.

OR

Select Back. *The **Pending Transactions Due-In Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a Pending Transactions Due-Out Inquiry — Criteria
- Search for a Pending Transactions Due-Out Inquiry — Results
- Select Fields for the Pending Transactions Due-Out Inquiry
- View the Pending Transactions Due-Out Inquiry Catalog Detail
- View the Pending Transactions Due-Out Inquiry Transfer Detail
- View the Pending Transactions Due-Out Inquiry Accounting Detail
- View the Pending Transactions Due-Out Inquiry Transaction Status
- Export the Pending Transactions Due-Out Inquiry Transaction Status Report

View the Pending Transactions Due-In Inquiry Detail — Catalog

Overview

The Pending Transactions Due-In Inquiry Detail process displays the Catalog Detail record of the selected Due-In record.

Navigation

Inquiries > Pending TRAN > Due-In > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Catalog Tab > Pending Transactions Due-In Inquiry Catalog Detail page

Page Fields

The following fields display on the **Pending Transactions Due-In Inquiry Catalog Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Pending Transactions Due-In Inquiry Catalog Detail Grid

Stock Nbr
UI Cd
Mfr Model Nbr
Mfr Part Nbr
Serial Nbr
CAGE Cd
Mfr Name
Mfr Yr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

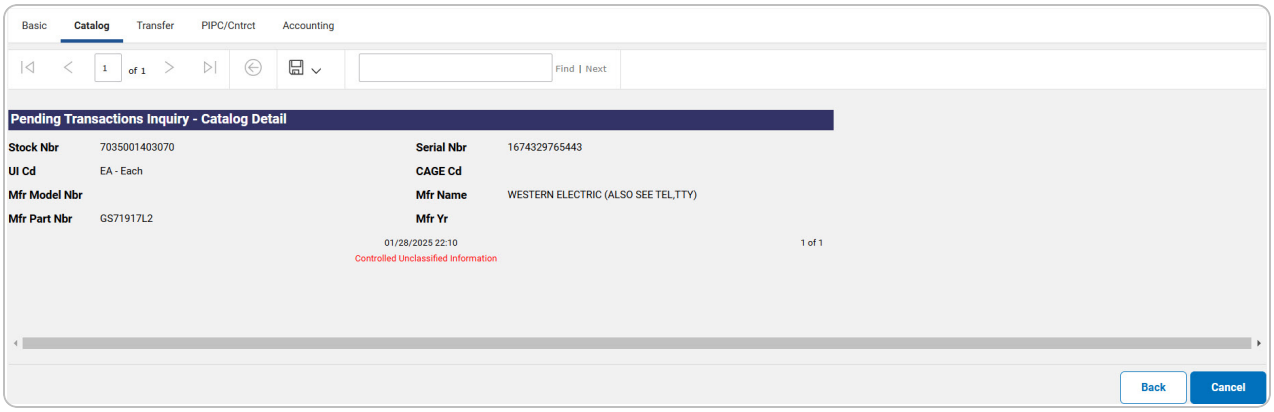
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Pending Transactions Due-In Inquiry Catalog Detail

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

1. *Verify the Pending Transactions Due-In Inquiry Catalog Detail grid.*



   A. *Verify the STOCK NBR.*
   B. *Verify the UI CD.*
   C. *Verify the MFR MODEL NBR.*
   D. *Verify the MFR PART NBR.*
   E. *Verify the SERIAL NBR.*
   F. *Verify the CAGE CD.*
   G. *Verify the MFR NAME.*
   H. *Verify the MFR YR.*

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 Cancel. *The **Pending Transactions Due-In Inquiry — Criteria** page appears*.

4.

OR

Select the Basic tab. *The **Pending Transactions Due-In Inquiry — Criteria Inquiry Detail — Basic** page appears*.

OR

Select the Transfer tab. *The **Pending Transactions Due-In Inquiry Detail — Transfer** page appears*.

OR

Select the PIPC/CNTRCT tab. *The **Pending Transactions Due-In Inquiry Detail — PIPC/CNTRCT** page appears*.

OR

Select the Accounting tab. *The **Pending Transactions Due-In Inquiry Detail — Accounting** page appears*.

OR

Select Back. *The **Pending Transactions Due-In Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Pending Transactions Due-In Inquiry — Criteria
- Search for a Pending Transactions Due-In Inquiry — Results
- Select Fields for the Pending Transactions Due-In Inquiry
- View the Pending Transactions Due-In Inquiry Basic Detail
- View the Pending Transactions Due-In Inquiry Transfer Detail
- View the Pending Transactions Due-In Inquiry Accounting Detail
- View the Pending Transactions Due-In Inquiry PIPC/Cntrct Detail
- View the Pending Transactions Due-In Inquiry Accounting Detail
- View the Pending Transactions Due-In Inquiry Transaction Status

View the Pending Transactions Due-In Inquiry Detail — Transfer

Overview

The Pending Transactions Due-In Inquiry Detail process displays the Transfer Detail record of the selected Due-In record.

Navigation

Inquiries > Pending TRAN > Due-In > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Transfer Tab > Pending Transactions Due-In Inquiry Transfer Detail page

Page Fields

The following fields display on the **Pending Transactions Due-In Inquiry Transfer Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Pending Transactions Due-In Inquiry Transfer Detail Grid

Site Id From
UIC From
Custodian Nbr From
Doc Nbr From
Site Id To
UIC To
Custodian Nbr To

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

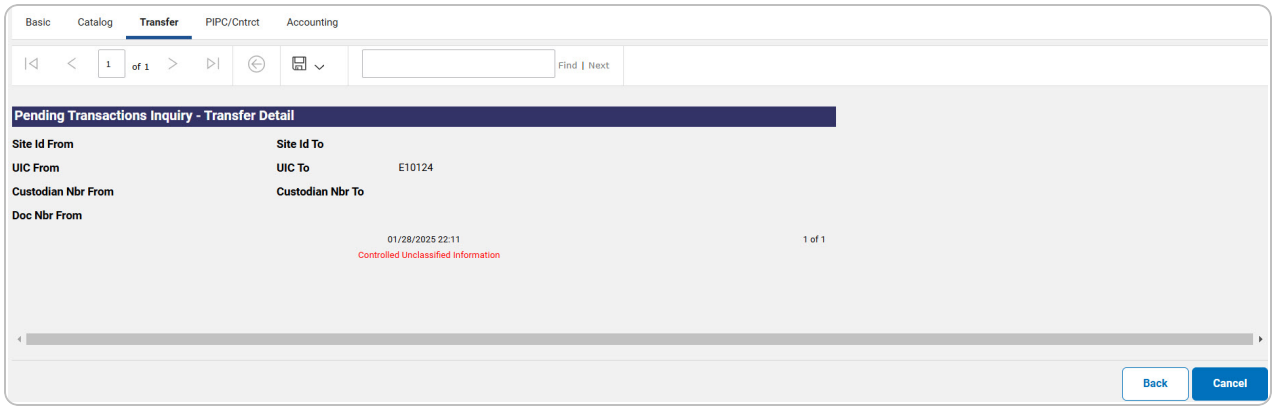
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Pending Transactions Due-In Inquiry Detail — Transfer

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

1. *Verify the Pending Transactions Due-In Inquiry Transfer Detail grid.*



   A. *Verify the SITE ID FROM.*
   B. *Verify the UIC FROM.*
   C. *Verify the CUSTODIAN NBR FROM.*
   D. *Verify the DOC NBR FROM.*
   E. *Verify the SITE ID TO.*
   F. *Verify the UIC TO.*
   G. *Verify the CUSTODIAN NBR TO.*

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 Cancel. *The* ***Pending Transactions Due-In Inquiry — Criteria*** *page appears*.

4.

OR

Select the Basic tab. *The* ***Pending Transactions Due-In Inquiry — Criteria Inquiry Detail — Basic*** *page appears*.

OR

Select the Catalog tab. *The* ***Pending Transactions Due-In Inquiry Detail — Catalog*** *page appears*.

OR

Select the PIPC/CNTRCT tab. *The* ***Pending Transactions Due-In Inquiry Detail — PIPC/CNTRCT*** *page appears*.

OR

Select the Accounting tab. *The* ***Pending Transactions Due-In Inquiry Detail — Accounting*** *page appears*.

OR

Select Back. *The* ***Pending Transactions Due-In Inquiry — Results*** *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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Pending Transactions Due-In Inquiry — Criteria
- Search for a Pending Transactions Due-In Inquiry — Results
- Select Fields for the Pending Transactions Due-In Inquiry
- View the Pending Transactions Due-In Inquiry Basic Detail
- View the Pending Transactions Due-In Inquiry Catalog Detail
- View the Pending Transactions Due-In Inquiry Transfer Detail
- View the Pending Transactions Due-In Inquiry PIPC/Cntrct Detail
- View the Pending Transactions Due-In Inquiry Accounting Detail
- View the Pending Transactions Due-In Inquiry Transaction Status

View the Pending Transactions Due-In Inquiry Detail — PIPC/CNTRCT

Overview

The Pending Transactions Due-In Inquiry Detail process displays the PIPC/CNTRCT Detail record of the selected Due-In record.

Navigation

Inquiries > Pending TRAN > Due-In > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > PIPC/CNTRCT Tab > Pending Transactions Due-Out Inquiry PIPC/CNTRCT Detail page

Page Fields

The following fields display on the **Pending Transactions Due-In Inquiry PIPC/CNTRCT Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Pending Transactions Due-In Inquiry PIPC/CNTRCT Detail Grid

Shipment Id
Cntrct Del Ord
SPIIN
SLIN
PIIN Mod
Losing Cntr Nbr
Losing Del Ord Nbr
Cntr Admin Org Id Cd
Cntrct Admn Org POC

Recpt Dt
Contr Eff Dt
Acq Price
Contr PO Nbr
CLIN
ACRN
Accept Loc DoDAAC
Gaining Cntr Nbr
Gaining Del Ord Nbr
Cntr Admin Org Id
Cntr Admin Org POC Ph
Accept Dt
Estd Del Dt
Agency Acct Id

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

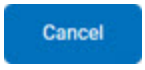
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

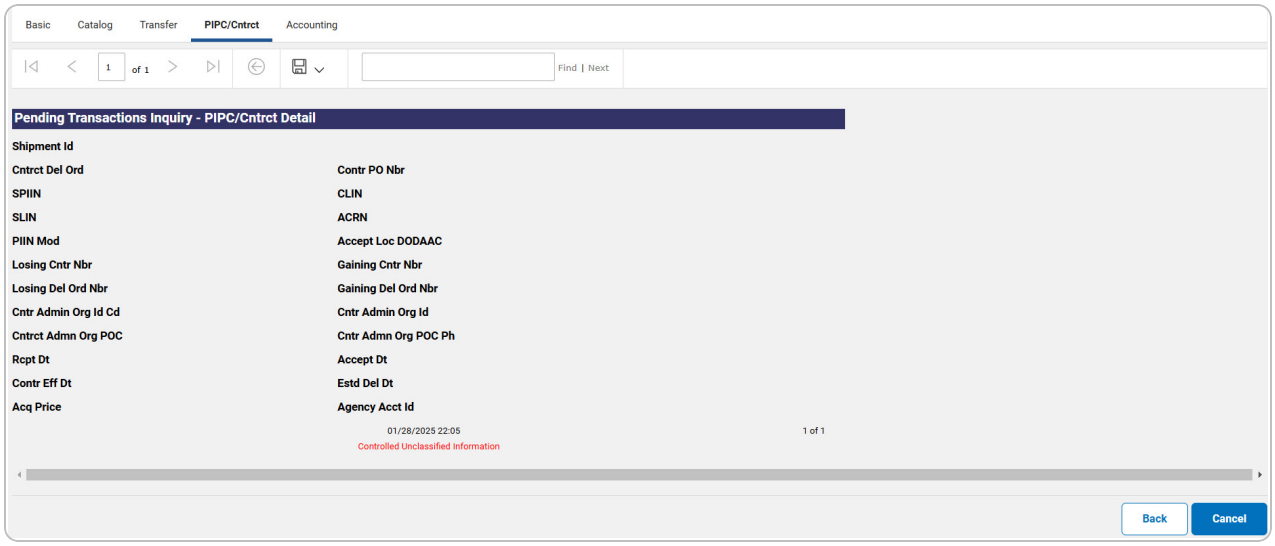
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Pending Transactions Due-In Inquiry Detail — PIPC/CNTRCT

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

1. *Verify the Pending Transactions Due-In Inquiry PIPC/CNTRCT Detail grid.*



A. *Verify the SHIPMENT DT.*
B. *Verify the CNTRCT DEL ORD.*
C. *Verify the SPIIN.*
D. *Verify the SLIN.*
E. *Verify the PIIN Mod.*
F. *Verify the LOSNG CNTR NBR.*
G. *Verify the LOSNG DEL ORD NBR.*
H. *Verify the CNTR ADMN ORG ID CD.*
I. *Verify the CNTR ADMN ORG POC.*
J. *Verify the RCPT DT.*
K. *Verify the CONTR EFF DT.*
L. *Verify the ACQ PRICE.*
M. *Verify the CONTR PO NBR.*
N. *Verify the CLIN.*
O. *Verify the ACRN.*
P. *Verify the Accept LOC DODAAC.*
Q. *Verify the GAINING CNTR NBR.*
R. *Verify the GAINING DEL ORD NBR.*
S. *Verify the Accept DT.*

T. *Verify the ESTD DEL DT.*

U. *Verify the AGENCY ACCT ID.*

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 Cancel. *The* ***Pending Transactions Due-In Inquiry — Criteria*** *page appears*.

4.

OR

Select the Basic tab. *The* ***Pending Transactions Due-In Inquiry — Criteria Inquiry Detail — Basic*** *page appears*.

OR

Select the Catalog tab. *The* ***Pending Transactions Due-In Inquiry Detail — Catalog*** *page appears*.

OR

Select the Transfer tab. *The* ***Pending Transactions Due-In Inquiry Detail — Transfer*** *page appears*.

OR

Select the Accounting tab. *The* ***Pending Transactions Due-In Inquiry Detail — Accounting*** *page appears*.

OR

Select Back. *The* ***Pending Transactions Due-Out 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Pending Transactions Due-In Inquiry — Criteria
- Search for a Pending Transactions Due-In Inquiry — Results
- Select Fields for the Pending Transactions Due-In Inquiry
- View the Pending Transactions Due-In Inquiry Basic Detail
- View the Pending Transactions Due-In Inquiry Catalog Detail
- View the Pending Transactions Due-In Inquiry Transfer Detail
- View the Pending Transactions Due-In Inquiry Accounting Detail
- View the Pending Transactions Due-In Inquiry Transaction Status
- Export the Pending Transactions Due-In Inquiry Transaction Status Report

View the Pending Transactions Due-In Inquiry Detail — Accounting

Overview

The Pending Transactions Due-In Inquiry Detail process displays the Accounting Detail record of the selected Due-In record.

Navigation

Inquiries > Pending TRAN > Due-In > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Accounting Tab > Pending Transactions Due-In Inquiry Accounting Detail page

Page Fields

The following fields display on the **Pending Transactions Due-In Inquiry Accounting Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Pending Transactions Due-In Inquiry Accounting Detail Grid

Acq Cost
Asset Cd
Job Order Nbr
ASN
Dept Cd
Basic Symbol
Office
Loan Cd
Obj Class Cd
Estbd Dt

Estbd By
Process Remarks
Remarks
Acq Dt
Cptl Cd
Task Cd
DUID
Fund Cd
Pgm Yr
Subhead
Lease Cd
Currency Id
Last Activity Dt
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

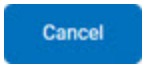
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

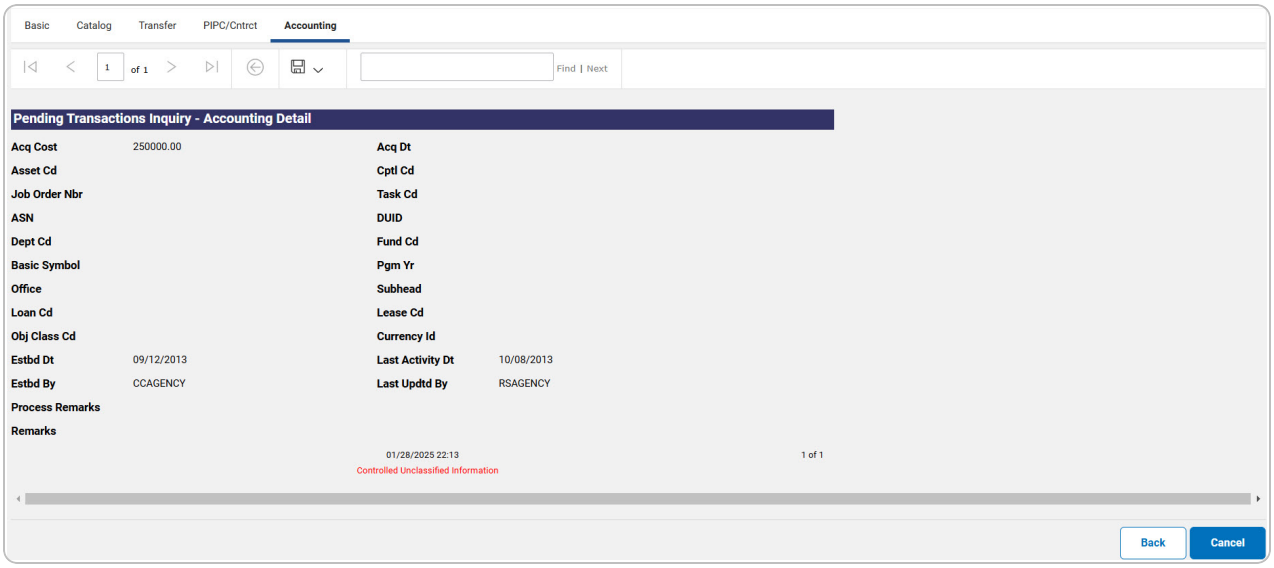
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Pending Transactions Due-In Inquiry Accounting Detail

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

1. *Verify the Pending Transactions Due-In Inquiry Accounting Detail grid.*



A. *Verify the ACQ COST.*
B. *Verify the ASSET CD.*
C. *Verify the JOB ORDER NBR.*
D. *Verify the ASN.*
E. *Verify the DEPT CD.*
F. *Verify the Basic Symbol.*
G. *Verify the Office.*
H. *Verify the LOAN CD.*
I. *Verify the OBJ CLASS CD.*
J. *Verify the ESTBD DT.*
K. *Verify the ESTBD BY.*
L. *Verify the Process Remarks.*
M. *Verify the Remarks.*
N. *Verify the ACQ DT.*
O. *Verify the CPTL CD.*
P. *Verify the TASK CD.*
Q. *Verify the DUID.*
R. *Verify the FUND CD.*

S. *Verify the PGM YR.*

T. *Verify the SUBHEAD.*

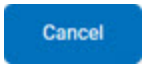
U. *Verify the LEASE CD.*

V. *Verify the Currency ID.*

W. *Verify the LAST ACTIVITY DT.*

X. *Verify the LAST UPDTD BY.*

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* ***Pending Transactions Due-In Inquiry — Criteria*** *page appears*.
4.

   OR

   Select the Basic tab. *The* ***Pending Transactions Due-In Inquiry — Criteria Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Catalog tab. *The* ***Pending Transactions Due-In Inquiry Detail — Catalog*** *page appears*.

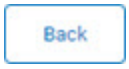
   OR

   Select the Transfer tab. *The* ***Pending Transactions Due-In Inquiry Detail — Transfer*** *page appears*.

   OR

   Select the PIPC/CNTRCT tab. *The* ***Pending Transactions Due-In Inquiry Detail — PIPC/CNTRCT*** *page appears*.

   OR

   Select  . *The* ***Pending Transactions Due-In Inquiry — Results*** *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 [Next] to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Pending Transactions Due-In Inquiry — Criteria
- Search for a Pending Transactions Due-In Inquiry — Results
- Select Fields for the Pending Transactions Due-In Inquiry
- View the Pending Transactions Due-In Inquiry Basic Detail
- View the Pending Transactions Due-In Inquiry Catalog Detail
- View the Pending Transactions Due-In Inquiry Transfer Detail
- View the Pending Transactions Due-In Inquiry PIPC/Cntrct Detail
- View the Pending Transactions Due-In Inquiry Accounting Detail
- View the Pending Transactions Due-In Inquiry Transaction Status

View the Pending Transactions Due-In Inquiry Transaction Status

Overview

The Pending Transactions Due-In Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Accounting > Pending TRAN > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Pending Transactions Due-In Inquiry Transaction Status page

Page Fields

The following fields display on the **Pending Transactions Due-In Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

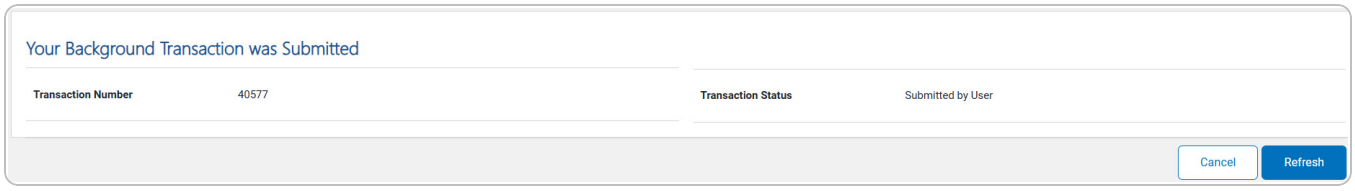
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

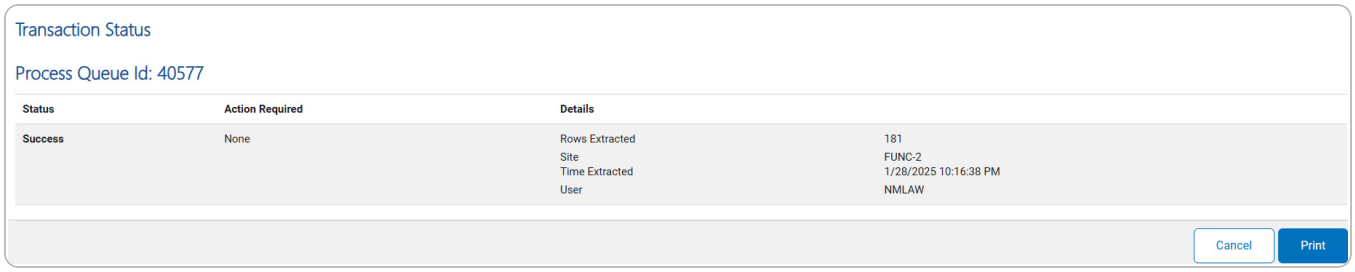
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Pending Transactions Due-In Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Pending Transactions Due-In Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Pending Transactions Due-In Inquiry Search Criteria*** *page appears*.

View the Pending Transactions Due-In Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*

4. Select Print. *The* ***Pending Transactions Due-In Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Pending Transactions Due-In Inquiry — Criteria
- Search for a Pending Transactions Due-In Inquiry — Results
- Select Fields for the Pending Transactions Due-In Inquiry
- View the Pending Transactions Due-In Inquiry Basic Detail
- View the Pending Transactions Due-In Inquiry Catalog Detail
- View the Pending Transactions Due-In Inquiry Transfer Detail
- View the Pending Transactions Due-In Inquiry PIPC/Cntrct Detail
- View the Pending Transactions Due-In Inquiry Accounting Detail
- Export the Pending Transactions Due-In Inquiry Transaction Status Report

Export the Pending Transactions Due-In Inquiry Transaction Status

Overview

The Pending Transactions Due-In Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Pending TRAN > Due-In > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Pending Transactions Due-In Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Pending Transactions Due-In Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

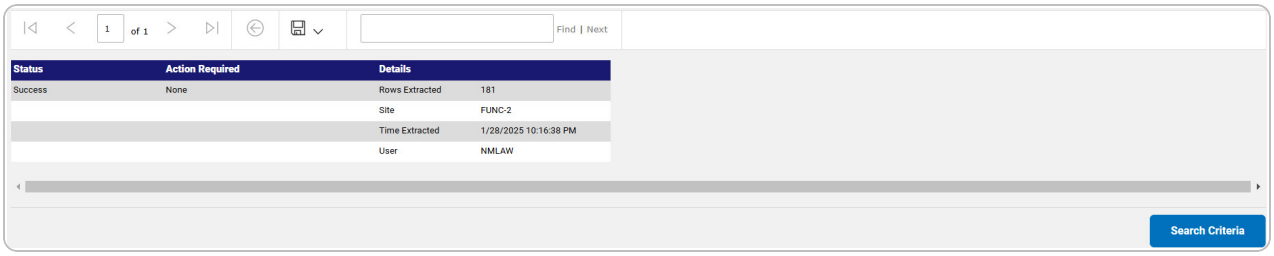
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Pending Transactions Due-In Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Pending Transaction Due-In Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Pending Transactions Due-In Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Pending Transactions Due-In Inquiry — Criteria
- Search for a Pending Transactions Due-In Inquiry — Results
- Select Fields for the Pending Transactions Due-In Inquiry
- View the Pending Transactions Due-In Inquiry Basic Detail
- View the Pending Transactions Due-In Inquiry Catalog Detail
- View the Pending Transactions Due-In Inquiry Transfer Detail
- View the Pending Transactions Due-In Inquiry PIPC/Cntrct Detail
- View the Pending Transactions Due-In Inquiry Accounting Detail
- View the Pending Transactions Due-In Inquiry Transaction Status

Search for a Pending Transactions Due-Out Inquiry — Criteria

Overview

The Property Accountability module Pending Transactions Due-Out Inquiry process provides the ability to search for Due-Out records.

Navigation

Inquiries > Pending TRAN > Due-Out > Pending Transactions Due-Out Inquiry Search Criteria page

Page Fields

The following fields display on the **Pending Transactions Due-Out Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
24	(*) Asterisk identifies mandatory fields.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.

251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

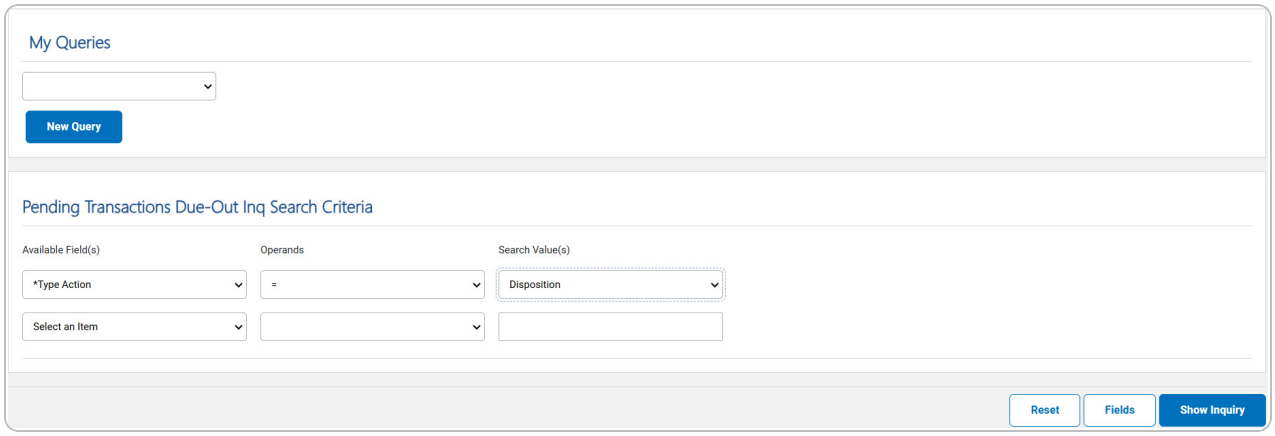
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Pending Transactions Due-Out 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. *The first Available Field(s) option (Type Action) automatically populates and is not editable.*

B. Use ⌄ to select the second Available Field.

C. Repeat Step B to add additional search criteria.

Note

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

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

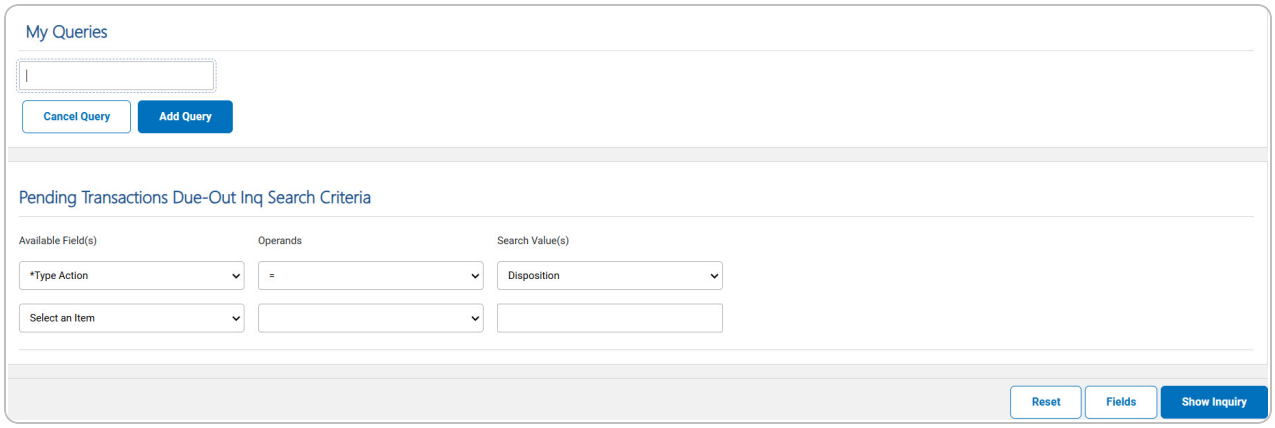
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Pending Transactions Due-Out Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

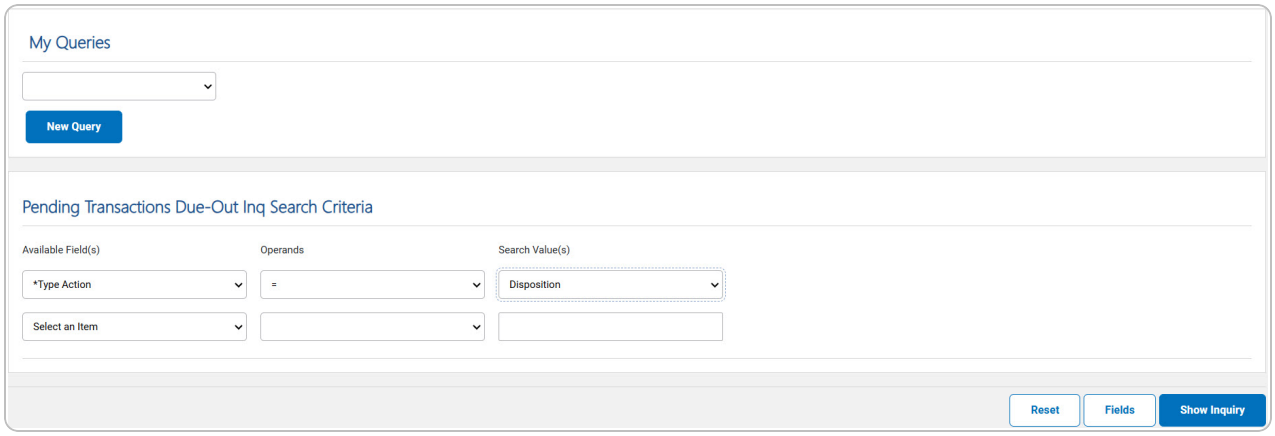
   Select Fields. *The **Pending Transactions Due-Out Inquiry — Select Fields** page appears.*
5.

OR

Select Show Inquiry. *The **Pending Transactions Due-Out 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.*



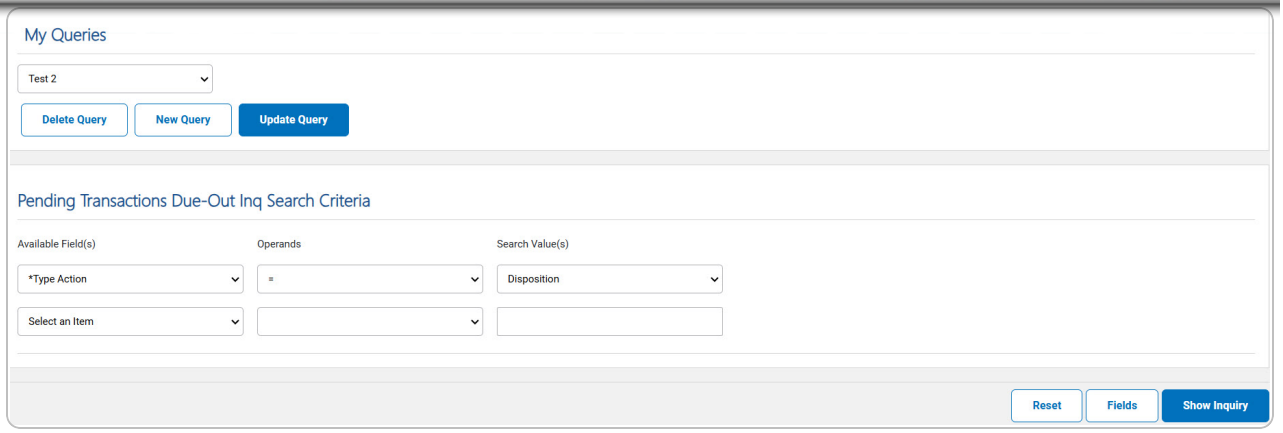
Select Fields. *The **Pending Transactions Due-Out Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Pending Transactions Due-Out 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

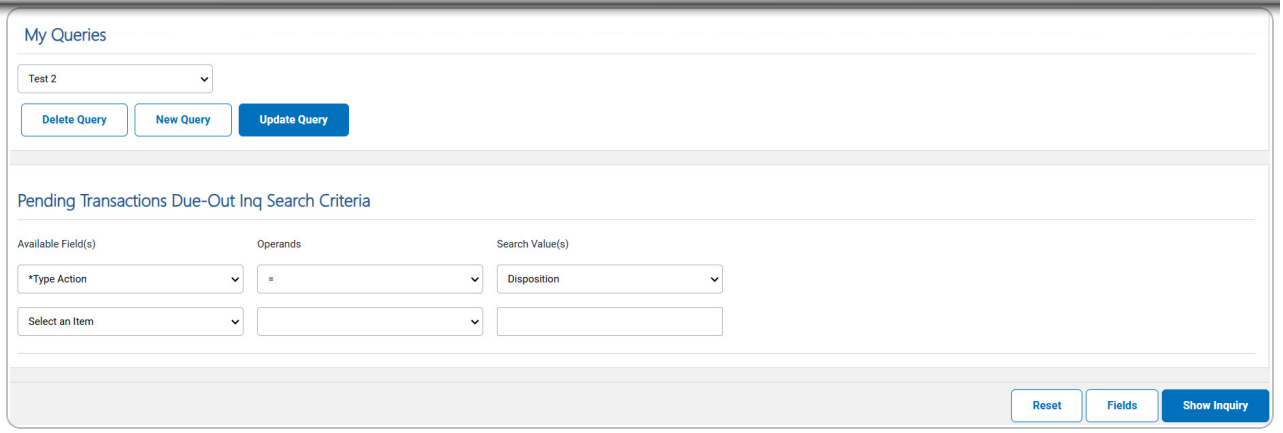
   Select Fields. *The **Pending Transactions Due-Out Inquiry — Select Fields** page appears.*

4. OR

   Select Show Inquiry. *The **Pending Transactions Due-Out 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

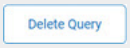
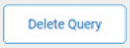
Revise the Fields for the Inquiry

Select Fields. *The **Pending Transactions Due-Out Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Avail-*	Missing Entry. No data was entered. Enter the

***able Field(s)*.**	
13 — Mandatory Entry: *Operands*.	appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select **or**  **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select or  to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Pending Transactions Due-Out Inquiry — Results
- Select Fields for the Pending Transactions Due-Out Inquiry
- View the Pending Transactions Due-Out Inquiry Basic Detail
- View the Pending Transactions Due-Out Inquiry Catalog Detail
- View the Pending Transactions Due-Out Inquiry Transfer Detail
- View the Pending Transactions Due-Out Inquiry Accounting Detail
- View the Pending Transactions Due-Out Inquiry Transaction Status
- Export the Pending Transactions Due-Out Inquiry Transaction Status Report

Search for a Pending Transactions Due-Out Inquiry — Results

Overview

The Pending Transactions Due-Out Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Pending TRAN > Due-Out > Search Criteria > Show Inquiry > Pending Transactions Due-Out Inquiry Search Results page

Page Fields

The following fields display on the **Pending Transactions Due-Out Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Approval Dt
Asset Id
Basic Symbol To
Custodian Nbr From
Custodian Nbr To
Deprn Cd
Doc Nbr
Estbd By
Item Desc
Loc
Type Action
Process Action
Stock Nbr
Serial Nbr
Site Id From
Site Id To
Tran Qty
UIC From

UIC To

Optional

ASN
Estbd Dt
Inv Nbr
Last Tran Dt
Last Updtd By
Trading Partner Nbr
Transfer Type Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

Find | Next	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Pending Transactions Due-Out 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.*

Note

To reach the optional fields, refer to the Pending Transactions Due-Out Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Pending Transactions Due-Out Inquiry Search Criteria*** *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 Pending Transactions Due-Out Inquiry Detail

Select the desired APPROVAL DT row. *The **Pending Transactions Due-Out Inquiry Basic Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Pending Transactions Due-Out Inquiry — Criteria
- Select Fields for the Pending Transactions Due-Out Inquiry
- View the Pending Transactions Due-Out Inquiry Basic Detail
- View the Pending Transactions Due-Out Inquiry Catalog Detail
- View the Pending Transactions Due-Out Inquiry Transfer Detail
- View the Pending Transactions Due-Out Inquiry Accounting Detail
- View the Pending Transactions Due-Out Inquiry Transaction Status
- Export the Pending Transactions Due-Out Inquiry Transaction Status Report

Select Fields for the Pending Transactions Due-Out Inquiry

Overview

The Pending Transactions Due-Out Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Pending TRAN > Due-Out > Search Criteria > Fields > Pending Transactions Due-Out Inquiry Fields Selection page

Page Fields

The following fields display on the **Pending Transactions Due-Out Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Approval Dt
Asset Id
Basic Symbol To
Custodian Nbr From
Custodian Nbr To
Deprn Cd
Doc Nbr
Estbd By
Item Desc
Loc
Type Action
Process Action

Stock Nbr
Serial Nbr
Site Id From
Site Id To
Tran Qty
UIC From
UIC To

Optional

ASN
Estbd Dt
Inv Nbr
Last Tran Dt
Last Updtd By
Trading Partner Nbr
Transfer Type Cd

Procedures

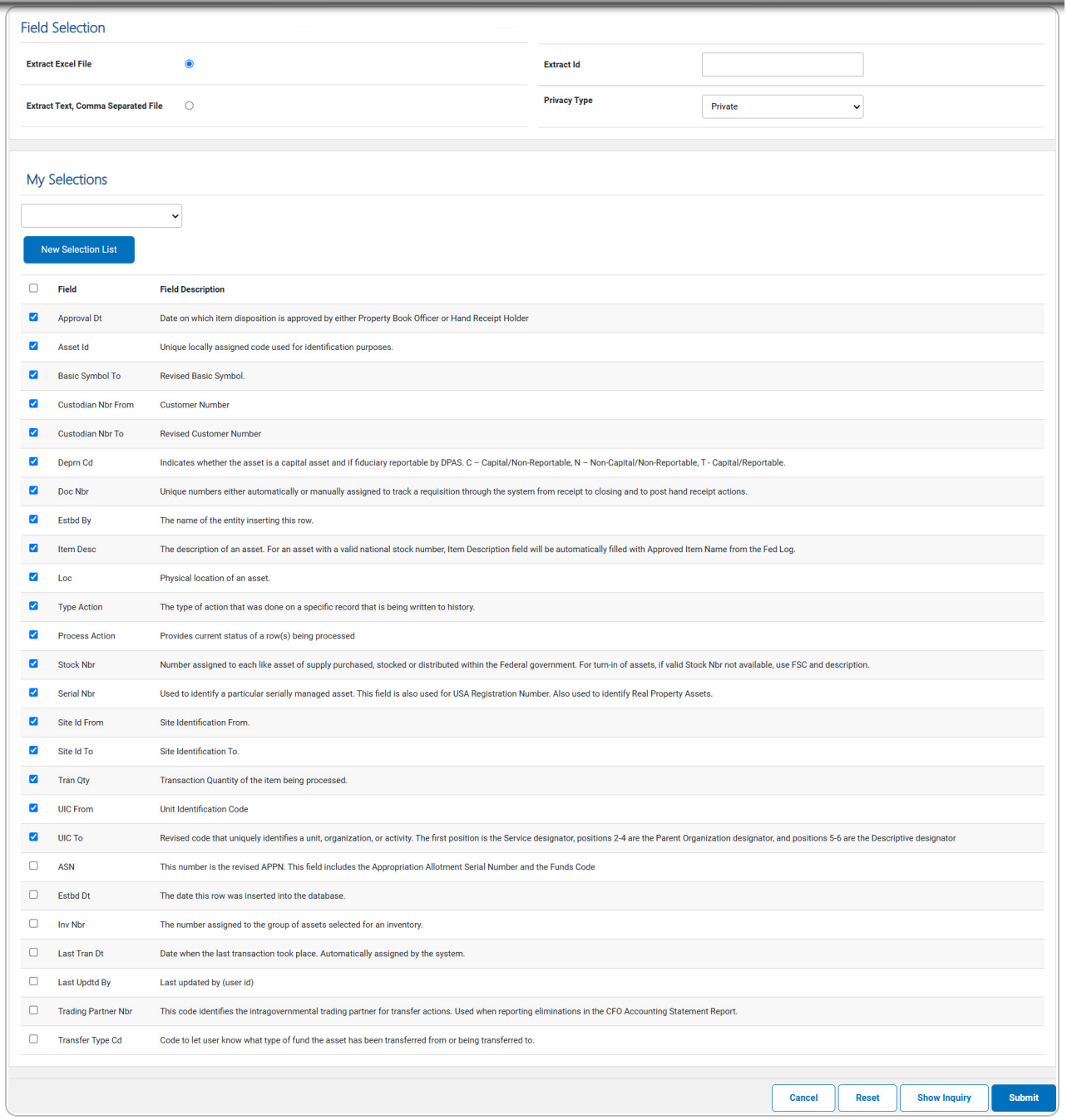
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The* ***Pending Transactions Due-Out Inquiry Field Selection*** *page appears.*



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

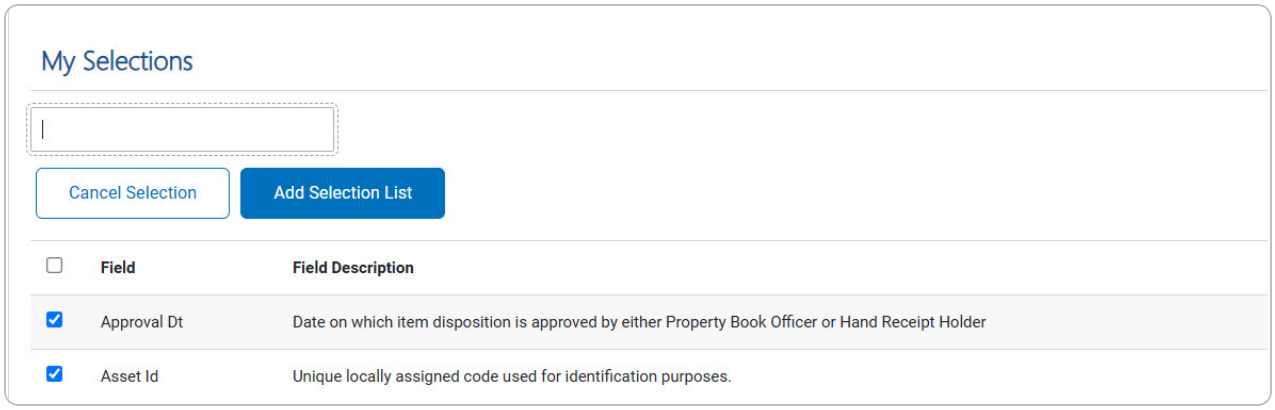
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.*

Add Selection List *is replaced by* **Update Selection List** *and* Delete Selection List.

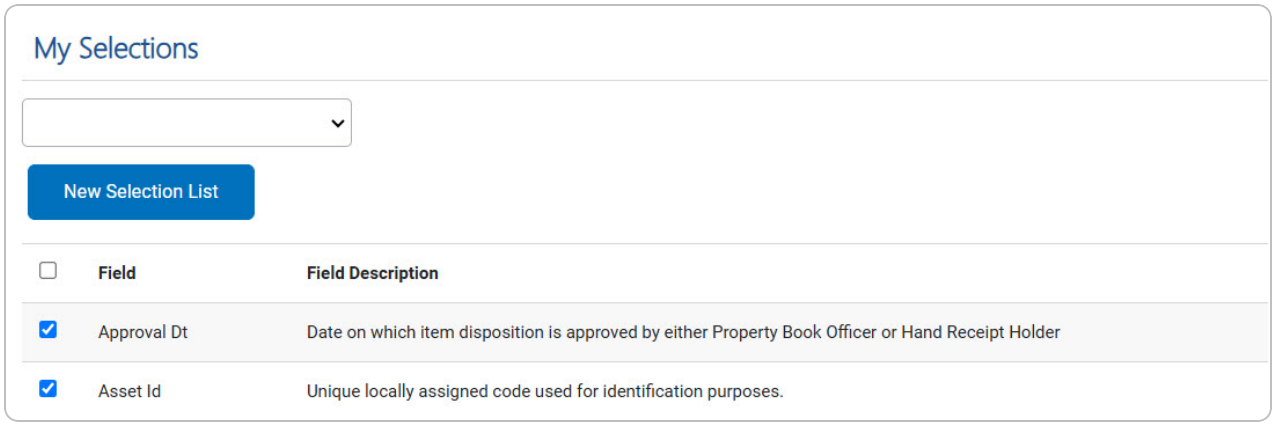
Select Show Inquiry for small volumes of data. *The* ***Pending Transactions Due-Out Inquiry — Results*** *page appears.*

5. **OR**

Select Submit for large volumes of data. *The* ***Pending Transactions Due-Out Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

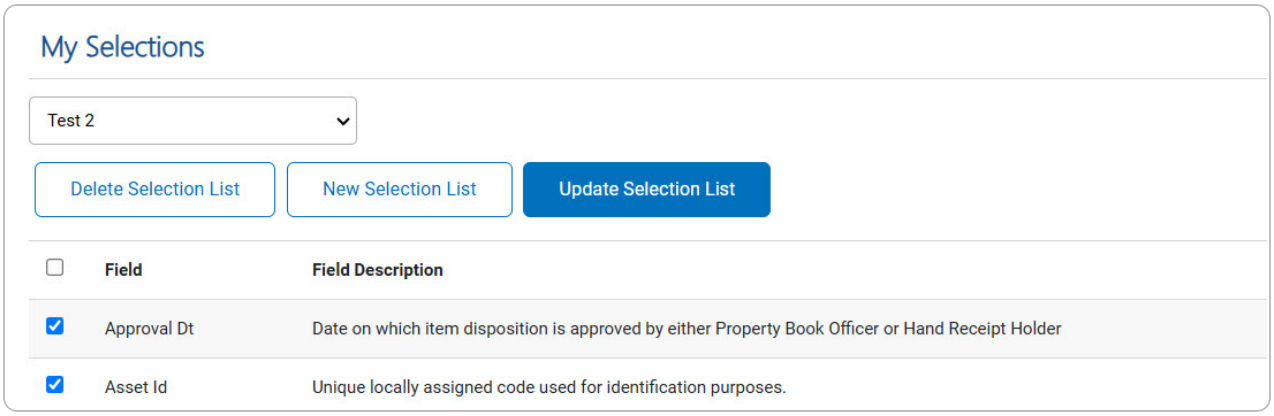
Select Show Inquiry for small volumes of data. *The* ***Pending Transactions Due-Out Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***Pending Transactions Due-Out 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



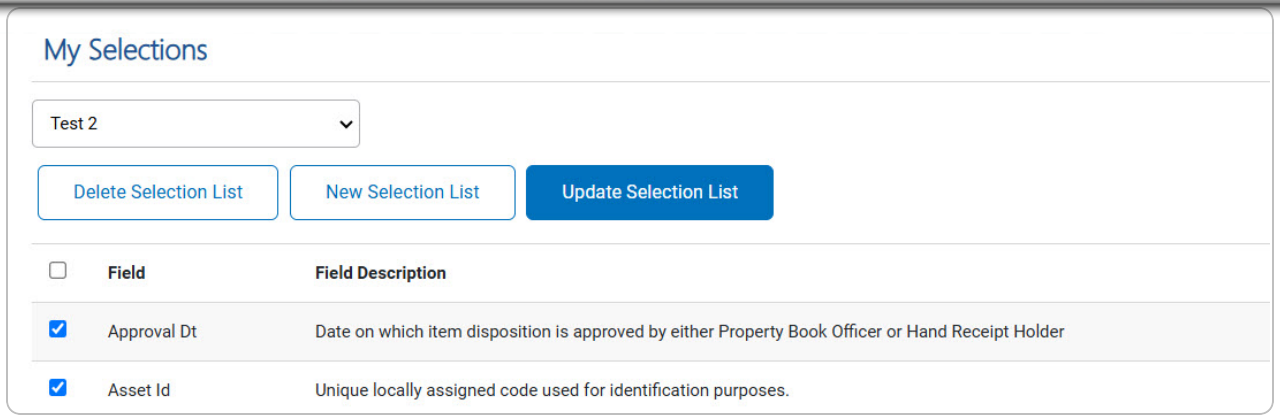
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Pending Transactions Due-Out Inquiry — Results*** *page appears.*
4. **OR**

   Select Submit for large volumes of data. *The* ***Pending Transactions Due-Out 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.

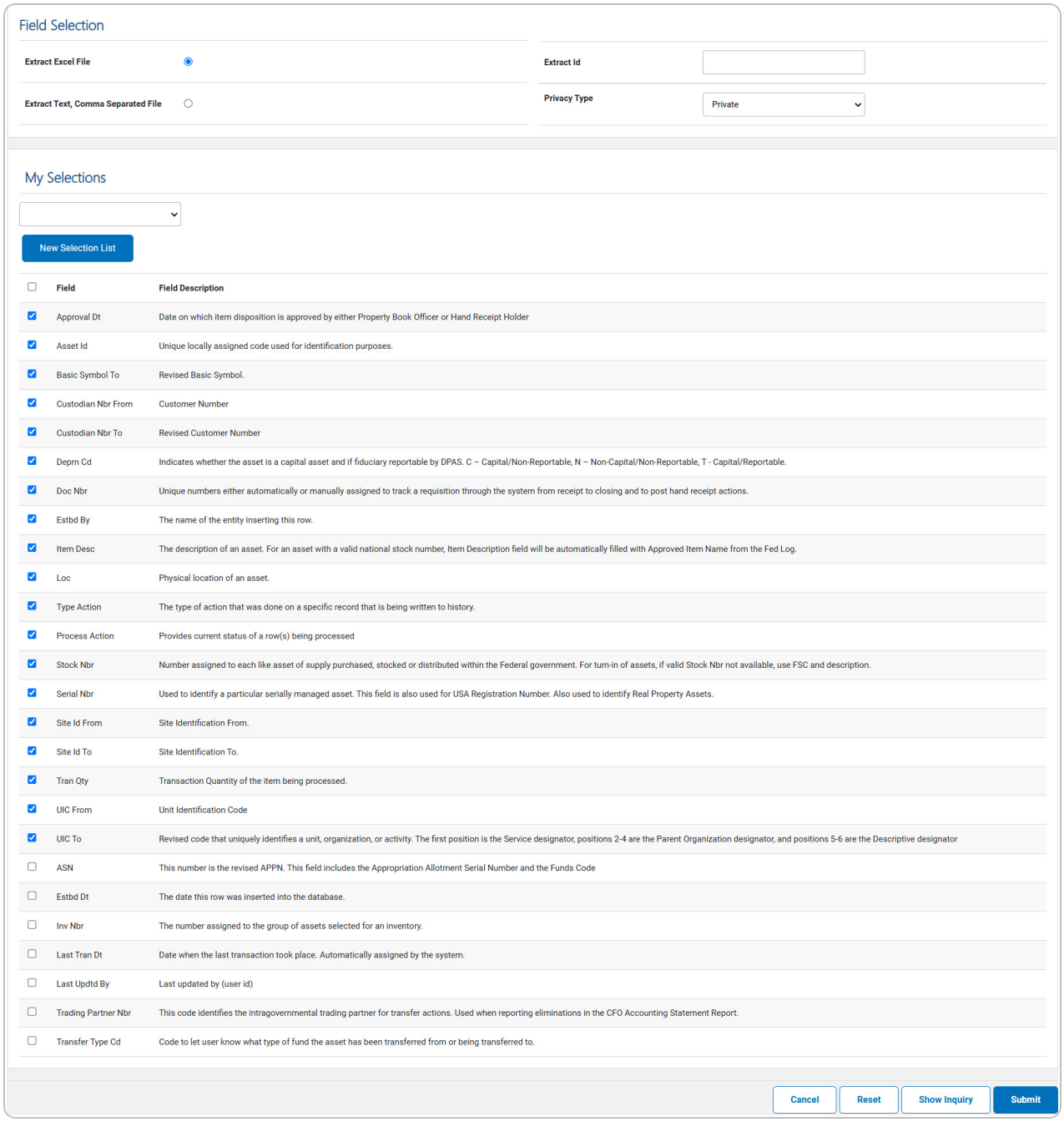


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Pending Transactions Due-Out Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 19 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.

- Verify the APPROVAL DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an APPROVAL DT.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET ID.*
- Verify the Basic Symbol To contains the appropriate ☑ or ☐. *Select if the inquiry contains a revised Basic Symbol.*
- Verify the CUSTODIAN NBR FROM contains the appropriate ☑ or ☐. *Select if the inquiry contains a CUSTODIAN NBR FROM.*
- Verify the CUSTODIAN NBR TO contains the appropriate ☑ or ☐. *Select if the inquiry contains a revised CUSTODIAN NBR.*
- Verify the DEPRN CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a DEPRN CD.*
- Verify the DOC NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a DOC NBR.*
- Verify the ESTBD BY contains the appropriate ☑ or ☐. *Select if the inquiry contains ESTBD BY information.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ITEM DESC.*
- Verify the LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a LOC.*

- Verify the Type Action contains the appropriate ☑ or ☐. *Select if the inquiry contains a Type Action.*
- Verify the Process Action contains the appropriate ☑ or ☐. *Select if the inquiry contains a Process Action.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SERIAL NBR.*
- Verify the SITE ID FROM contains the appropriate ☑ or ☐. *Select if the inquiry contains SITE ID FROM information.*
- Verify the SITE ID TO contains the appropriate ☑ or ☐. *Select if the inquiry contains SITE ID TO information.*
- Verify the TRAN QTY contains the appropriate ☑ or ☐. *Select if the inquiry contains a TRAN QTY.*
- Verify the UIC FROM contains the appropriate ☑ or ☐. *Select if the inquiry contains UIC FROM information.*
- Verify the UIC TO contains the appropriate ☑ or ☐. *Select if the inquiry contains UIC TO information.*
- Click ☐ to select the ASN. *Select if the inquiry contains an ASN.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains an ESTBD DT.*
- Click ☐ to select the INV NBR. *Select if the inquiry contains an INV NBR.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a LAST TRAN DT.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains a LAST UPDTD BY.*

- Click ☐ to select the TRADING PARTNER NBR. *Select if the inquiry contains a TRADING PARTNER NBR.*
- Click ☐ to select the TRANSFER TYPE CD. *Select if the inquiry contains a TRANSFER TYPE CD.*

3. Select Show Inquiry for small volumes of data. *The* ***Pending Transactions Due-Out Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Pending Transactions Due-Out Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Pending Transactions Due-Out Inquiry — Criteria
- Search for a Pending Transactions Due-Out Inquiry — Results
- View the Pending Transactions Due-Out Inquiry Basic Detail
- View the Pending Transactions Due-Out Inquiry Catalog Detail
- View the Pending Transactions Due-Out Inquiry Transfer Detail
- View the Pending Transactions Due-Out Inquiry Accounting Detail
- View the Pending Transactions Due-Out Inquiry Transaction Status
- Export the Pending Transactions Due-Out Inquiry Transaction Status Report

View the Pending Transactions Due-Out Inquiry Detail — Basic

Overview

The Pending Transactions Due-Out Inquiry Detail process displays the Basic Detail record of the selected Due-Out record.

Navigation

Inquiries > Pending TRAN > Due-Out > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Pending Transactions Due-Out Inquiry Basic Detail page

Page Fields

The following fields display on the **Pending Transactions Due-Out Inquiry Basic Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Pending Transactions Due-Out Inquiry Basic Detail Grid

Process Action Cd
Stock Nbr
Asset Id
Tran Dt
Item Desc
Acq Dt
Cptl Cd
Lot Nbr
Lease Cd
Loc
Process Sts Cd

Estimated Dlvy Dt
Doc Nbr
Serial Nbr
UII
Tran Qty
Asset Cd
Expr Dt
Inv Nbr
Loan Cd
Sub Loc

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

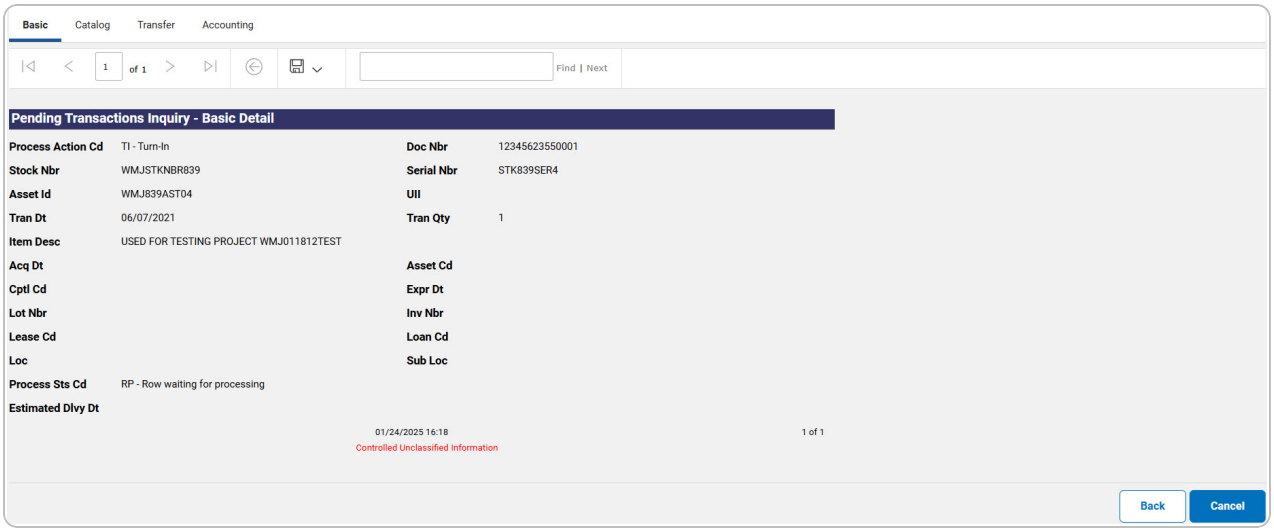
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Pending Transactions Due-Out Inquiry Basic Detail

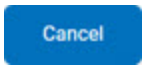
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Pending Transactions Due-Out Inquiry Basic Detail grid.*



A. *Verify the PROCESS ACTION CD.*
B. *Verify the STOCK NBR.*
C. *Verify the ASSET ID.*
D. *Verify the TRAN DT.*
E. *Verify the ITEM DESC.*
F. *Verify the ACQ DT.*
G. *Verify the CPTL CD.*
H. *Verify the LOT NBR.*
I. *Verify the LEASE CD.*
J. *Verify the LOC.*
K. *Verify the ESTIMATED DLVY DT.*
L. *Verify the DOC NBR.*
M. *Verify the SERIAL NBR.*
N. *Verify the UII.*
O. *Verify the TRAN DT.*
P. *Verify the ASSET CD.*
Q. *Verify the EXPR DT.*
R. *Verify the INV NBR.*
S. *Verify the LOAN CD.*
T. *Verify the SUB LOC.*

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 **Pending Transactions Due-Out Inquiry — Criteria** page appears*.
4.

   OR

   Select the Catalog tab. *The **Pending Transactions Due-Out Inquiry Detail — Catalog** page appears*.

OR

Select the Transfer tab. *The **Pending Transactions Due-Out Inquiry Detail — Transfer** page appears*.

OR

Select the Accounting tab. *The **Pending Transactions Due-Out Inquiry Detail — Accounting** page appears*.

OR

Select Back. *The **Pending Transactions Due-Out Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Pending Transactions Due-Out Inquiry — Criteria
- Search for a Pending Transactions Due-Out Inquiry — Results
- Select Fields for the Pending Transactions Due-Out Inquiry
- View the Pending Transactions Due-Out Inquiry Catalog Detail
- View the Pending Transactions Due-Out Inquiry Transfer Detail
- View the Pending Transactions Due-Out Inquiry Accounting Detail
- View the Pending Transactions Due-Out Inquiry Transaction Status
- Export the Pending Transactions Due-Out Inquiry Transaction Status Report

View the Pending Transactions Due-Out Inquiry Detail — Catalog

Overview

The Pending Transactions Due-Out Inquiry Detail process displays the Catalog Detail record of the selected Due-Out record.

Navigation

Inquiries > Pending TRAN > Due-Out > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Catalog Tab > Pending Transactions Due-Out Inquiry Catalog Detail page

Page Fields

The following fields display on the **Pending Transactions Due-Out Inquiry Catalog Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Pending Transactions Due-Out Inquiry Catalog Detail Grid

Stock Nbr
UI Cd
Mfr Model Nbr
Mfr Part Nbr
Serial Nbr
CAGE Cd
Mfr Name
Mfr Yr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

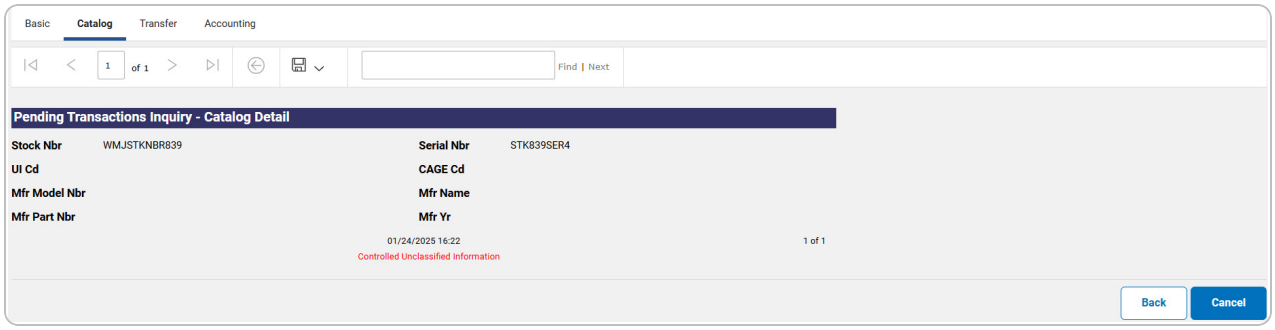
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Pending Transactions Due-Out Inquiry Catalog Detail

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

1. *Verify the Pending Transactions Due-Out Inquiry Catalog Detail grid.*



   A. *Verify the STOCK NBR.*
   B. *Verify the UI CD.*
   C. *Verify the MFR MODEL NBR.*
   D. *Verify the MFR PART NBR.*
   E. *Verify the SERIAL NBR.*
   F. *Verify the CAGE CD.*
   G. *Verify the MFR NAME.*
   H. *Verify the MFR YR.*

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 Cancel. *The* ***Pending Transactions Due-Out Inquiry — Criteria*** *page appears*.
4.

OR

Select the Basic tab. *The **Pending Transactions Due-Out Inquiry — Criteria Inquiry Detail — Basic** page appears*.

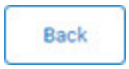
OR

Select the Transfer tab. *The **Pending Transactions Due-Out Inquiry Detail — Transfer** page appears*.

OR

Select the Accounting tab. *The **Pending Transactions Due-Out Inquiry Detail — Accounting** page appears*.

OR

Select 

. *The **Pending Transactions Due-Out 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Pending Transactions Due-Out Inquiry — Criteria
- Search for a Pending Transactions Due-Out Inquiry — Results
- Select Fields for the Pending Transactions Due-Out Inquiry
- View the Pending Transactions Due-Out Inquiry Basic Detail
- View the Pending Transactions Due-Out Inquiry Transfer Detail
- View the Pending Transactions Due-Out Inquiry Accounting Detail
- View the Pending Transactions Due-Out Inquiry Transaction Status
- Export the Pending Transactions Due-Out Inquiry Transaction Status Report

View the Pending Transactions Due-Out Inquiry Detail — Transfer

Overview

The Pending Transactions Due-Out Inquiry Detail process displays the Transfer Detail record of the selected Due-Out record.

Navigation

Inquiries > Pending TRAN > Due-Out > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Transfer Tab > Pending Transactions Due-Out Inquiry Transfer Detail page

Page Fields

The following fields display on the **Pending Transactions Due-Out Inquiry Transfer Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Pending Transactions Due-Out Inquiry Transfer Detail Grid

Site Id From
UIC From
Custodian Nbr From
Doc Nbr From
Site Id To
UIC To
Custodian Nbr To

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

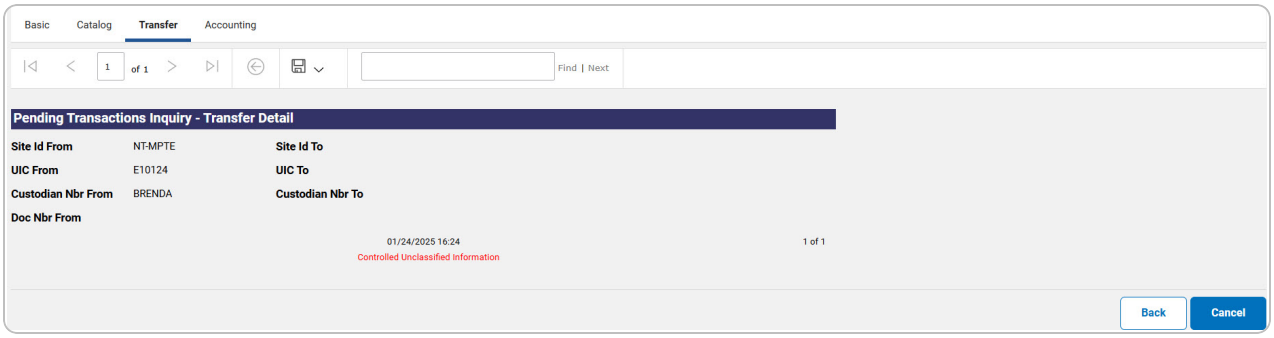
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Pending Transactions Due-Out Inquiry Detail — Transfer

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

1. *Verify the Pending Transactions Due-Out Inquiry Transfer Detail grid.*



   A. *Verify the SITE ID FROM.*
   B. *Verify the UIC FROM.*
   C. *Verify the CUSTODIAN NBR FROM.*
   D. *Verify the DOC NBR FROM.*
   E. *Verify the SITE ID TO.*
   F. *Verify the UIC TO.*
   G. *Verify the CUSTODIAN NBR TO.*

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 Cancel. *The* ***Pending Transactions Due-Out Inquiry — Criteria*** *page appears*.
4.

OR

Select the Basic tab. *The **Pending Transactions Due-Out Inquiry — Criteria Inquiry Detail — Basic** page appears*.

OR

Select the Catalog tab. *The **Pending Transactions Due-Out Inquiry Detail — Catalog** page appears*.

OR

Select the Accounting tab. *The **Pending Transactions Due-Out Inquiry Detail — Accounting** page appears*.

OR

Select Back. *The **Pending Transactions Due-Out Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a Pending Transactions Due-Out Inquiry — Criteria
- Search for a Pending Transactions Due-Out Inquiry — Results
- Select Fields for the Pending Transactions Due-Out Inquiry
- View the Pending Transactions Due-Out Inquiry Basic Detail
- View the Pending Transactions Due-Out Inquiry Catalog Detail
- View the Pending Transactions Due-Out Inquiry Accounting Detail
- View the Pending Transactions Due-Out Inquiry Transaction Status
- Export the Pending Transactions Due-Out Inquiry Transaction Status Report

View the Pending Transactions Due-Out Inquiry Detail — Accounting

Overview

The Pending Transactions Due-Out Inquiry Detail process displays the Accounting Detail record of the selected Due-Out record.

Navigation

Inquiries > Pending TRAN > Due-Out > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > Accounting Tab > Pending Transactions Due-Out Inquiry Accounting Detail page

Page Fields

The following fields display on the **Pending Transactions Due-Out Inquiry Accounting Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Pending Transactions Due-Out Inquiry Accounting Detail Grid

Acq Cost
Asset Cd
Job Order Nbr
ASN
Dept Cd
Basic Symbol
Office
Loan Cd
Obj Class Cd
Estbd Dt

Estbd By
Process Remarks
Remarks
Acq Dt
Cptl Cd
Task Cd
DUID
Fund Cd
Pgm Yr
Subhead
Lease Cd
Currency Id
Last Activity Dt
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

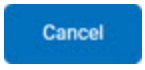
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

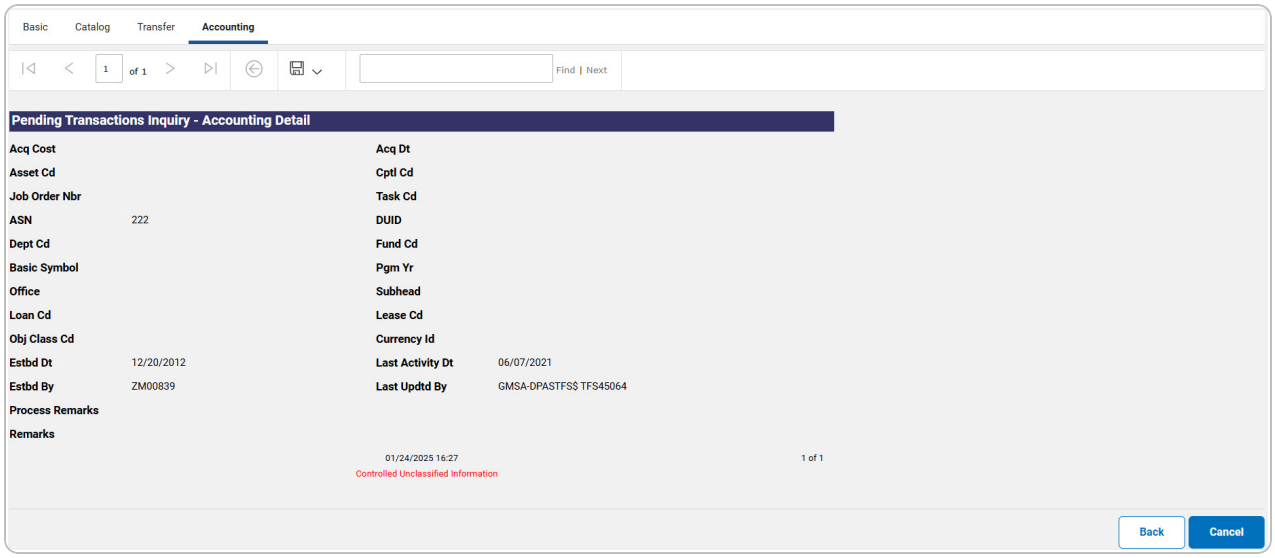
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Pending Transactions Due-Out Inquiry Accounting Detail

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

1. *Verify the Pending Transactions Due-Out Inquiry Accounting Detail grid.*



A. *Verify the ACQ COST.*
B. *Verify the ASSET CD.*
C. *Verify the JOB ORDER NBR.*
D. *Verify the ASN.*
E. *Verify the DEPT CD.*
F. *Verify the Basic Symbol.*
G. *Verify the Office.*
H. *Verify the LOAN CD.*
I. *Verify the OBJ CLASS CD.*
J. *Verify the ESTBD DT.*
K. *Verify the ESTBD BY.*
L. *Verify the Process Remarks.*
M. *Verify the Remarks.*
N. *Verify the ACQ DT.*
O. *Verify the CPTL CD.*
P. *Verify the TASK CD.*
Q. *Verify the DUID.*
R. *Verify the FUND CD.*
S. *Verify the PGM YR.*

T. *Verify the SUBHEAD.*

U. *Verify the LEASE CD.*

V. *Verify the Currency ID.*

W. *Verify the LAST ACTIVITY DT.*

X. *Verify the LAST UPDTD BY.*

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 Cancel. *The* ***Pending Transactions Due-Out Inquiry — Criteria*** *page appears*.
4.

   OR

   Select the Basic tab. *The* ***Pending Transactions Due-Out Inquiry — Criteria Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Catalog tab. *The* ***Pending Transactions Due-Out Inquiry Detail — Catalog*** *page appears*.

   OR

   Select the Transfer tab. *The* ***Pending Transactions Due-Out Inquiry Detail — Transfer*** *page appears*.

   OR

   Select Back. *The* ***Pending Transactions Due-Out 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Pending Transactions Due-Out Inquiry — Criteria
- Search for a Pending Transactions Due-Out Inquiry — Results
- Select Fields for the Pending Transactions Due-Out Inquiry
- View the Pending Transactions Due-Out Inquiry Basic Detail
- View the Pending Transactions Due-Out Inquiry Catalog Detail
- View the Pending Transactions Due-Out Inquiry Transfer Detail
- View the Pending Transactions Due-Out Inquiry Transaction Status
- Export the Pending Transactions Due-Out Inquiry Transaction Status Report

View the Pending Transactions Due-Out Inquiry Transaction Status

Overview

The Pending Transactions Due-Out Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Accounting > Pending TRAN > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Pending Transactions Due-Out Inquiry Transaction Status page

Page Fields

The following fields display on the **Pending Transactions Due-Out Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

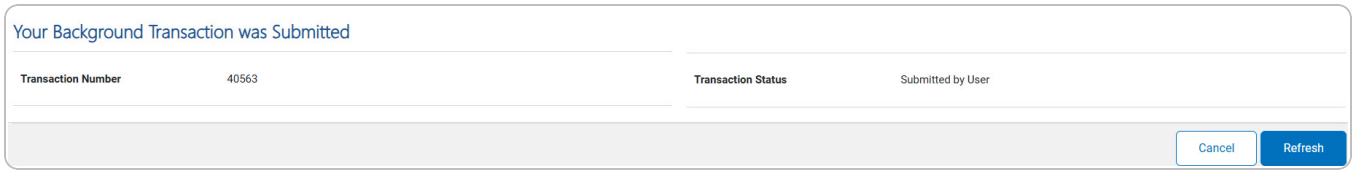
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

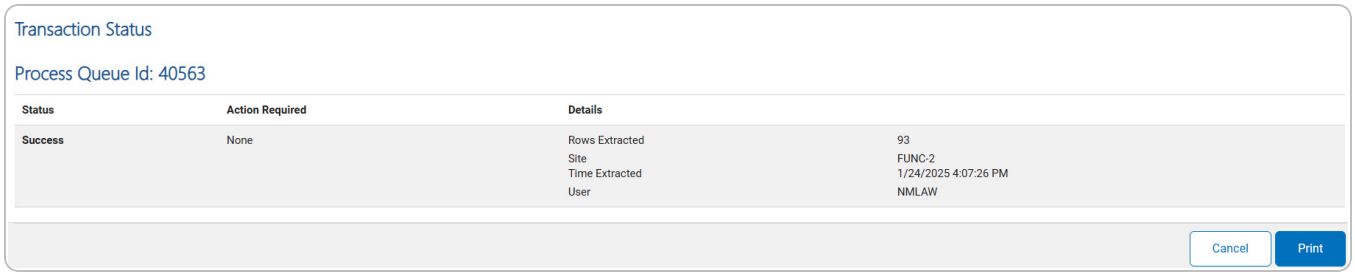
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Pending Transactions Due-Out Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the Pending Transactions Due-Out Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **Pending Transactions Due-Out Inquiry Search Criteria** page appears*.

View the Pending Transactions Due-Out Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Pending Transactions Due-Out Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Pending Transactions Due-Out Inquiry — Criteria
- Search for a Pending Transactions Due-Out Inquiry — Results
- Select Fields for the Pending Transactions Due-Out Inquiry
- View the Pending Transactions Due-Out Inquiry Basic Detail
- View the Pending Transactions Due-Out Inquiry Catalog Detail
- View the Pending Transactions Due-Out Inquiry Transfer Detail
- View the Pending Transactions Due-Out Inquiry Accounting Detail
- Export the Pending Transactions Due-Out Inquiry Transaction Status Report

Export the Pending Transactions Due-Out Inquiry Transaction Status

Overview

The Pending Transactions Due-Out Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Pending TRAN > Due-Out > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Pending Transactions Due-Out Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Pending Transactions Due-Out Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

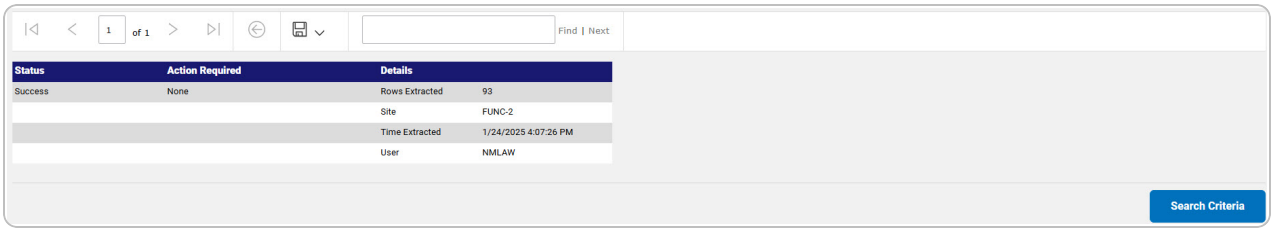
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Pending Transactions Due-Out Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Pending Transaction Due-Out Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Pending Transactions Due-Out Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Pending Transactions Due-Out Inquiry — Criteria
- Search for a Pending Transactions Due-Out Inquiry — Results
- Select Fields for the Pending Transactions Due-Out Inquiry
- View the Pending Transactions Due-Out Inquiry Basic Detail
- View the Pending Transactions Due-Out Inquiry Catalog Detail
- View the Pending Transactions Due-Out Inquiry Transfer Detail
- View the Pending Transactions Due-Out Inquiry Accounting Detail
- View the Pending Transactions Due-Out Inquiry Transaction Status

Search for a Stock Number Inquiry — Criteria

Overview

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

Navigation

Inquiries > Catalog > STOCK NBR > Stock Number Inquiry Search Criteria page

Page Fields

The following fields display on the **Stock Number Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the

	default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

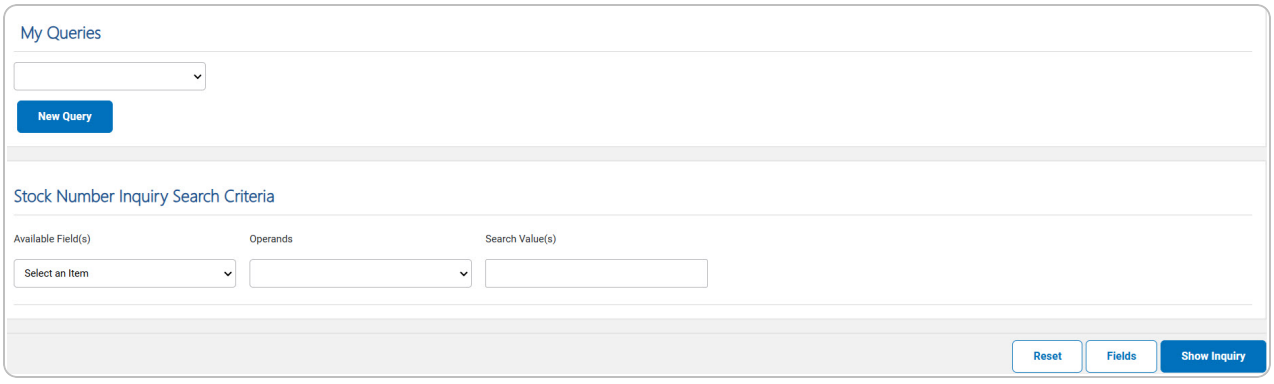
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Stock Number 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.

B. Repeat Step A to add additional search criteria.

Note

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

Note

Select Fields 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. Repeat Step A to add additional search criteria.

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

A. Use ⌄ to select the first Search Value.

B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

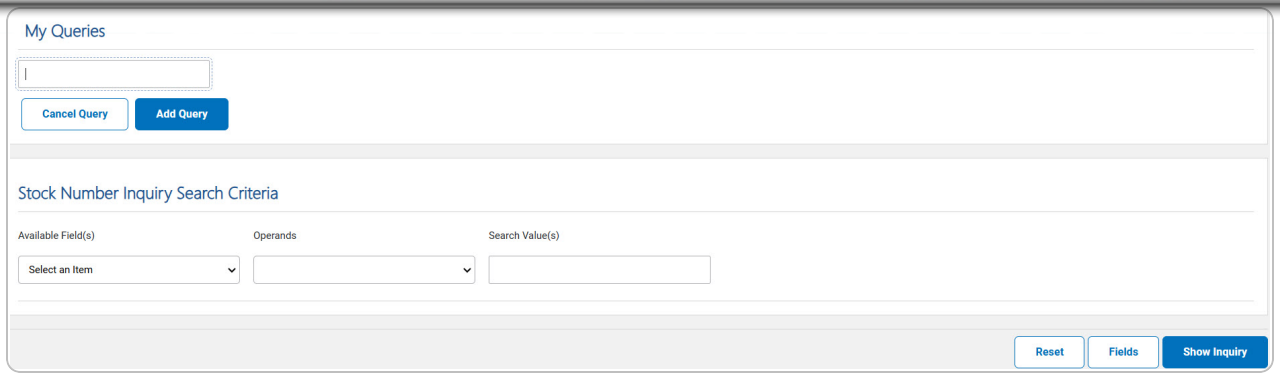
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Stock Number Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



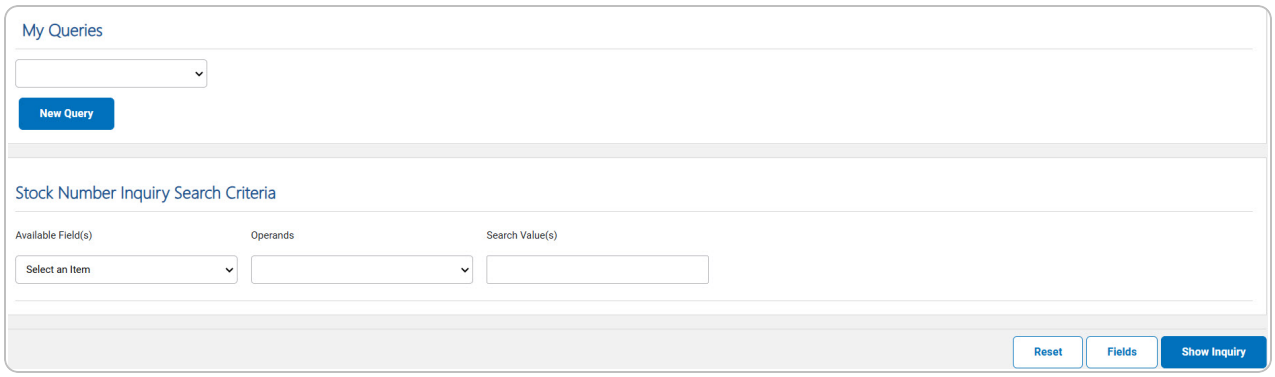
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Stock Number Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Stock Number 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.*



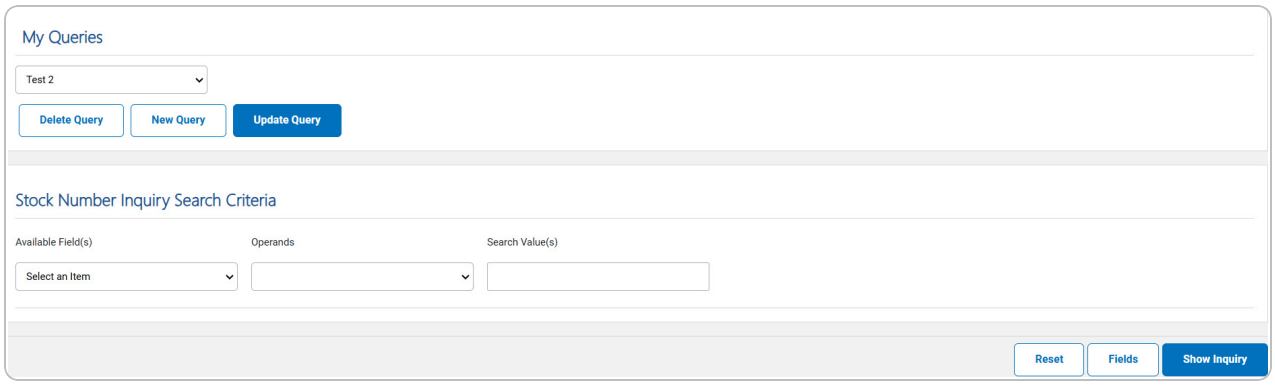
2. Select Fields. *The **Stock Number Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Stock Number 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.*



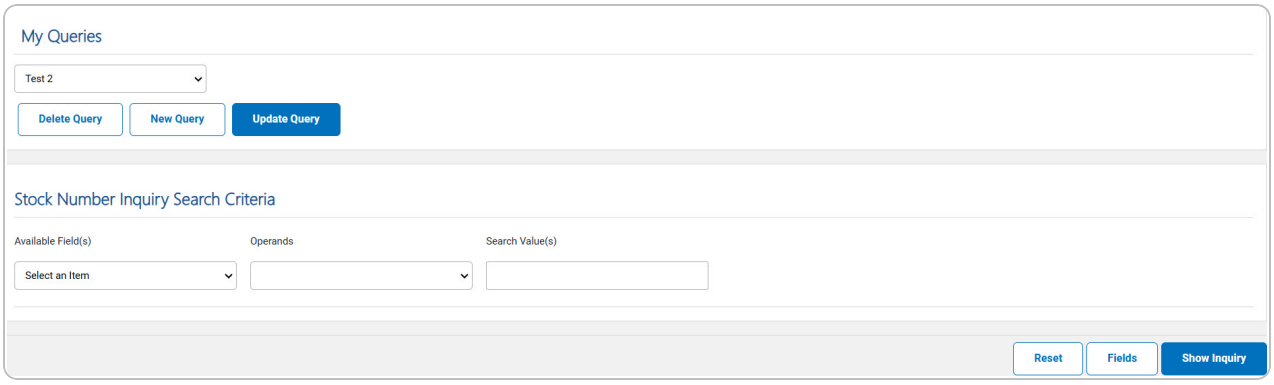
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Stock Number Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Stock Number 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Stock Number Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =,	Missing Entry. The Field value was entered, but

>, <, >= , <= , <>, or Like.	no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Stock Number Inquiry — Results
- Select Fields for the Stock Number Inquiry
- View the Stock Number Inquiry Detail — Basic
- View the Stock Number Inquiry Detail — Manufacturer
- View the Stock Number Inquiry Detail — Publications
- View the Stock Number Inquiry Detail — Agency Attributes
- View the Stock Number Inquiry Transaction Status
- Export the Stock Number Inquiry Transaction Status

Search for a Stock Number Inquiry — Results

Overview

The Stock Number Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Catalog > STOCK NBR > Search Criteria > Show Inquiry > Stock Number History Inquiry Search Results page

Page Fields

The following fields display on the **Stock Number Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

FSC
Item Desc
Mgt Cd
NIIN
Prev Stock Nbr
Stock Item Cd
Stock Nbr
Type Asset Cd
UI
Unit Price
Yr Svc Life

Optional

AAC
ACC-SFIS
Acq Pgm Name
ADPE Id Cd
ARC
Authn Cd
Calibration Cd
Catalog Name

CIIC
Dmil Cd
DoDIC
ECC
Equivalence
Estbd By
Estbd Dt
Fdcry Deprn Mthd Cd
Haz Mat Cd
IT Device Cd
Last Tran Dt
Last Updtd By
LIN/TAMCN - Catalog
Maint Group
NIIN Sts Cd
Pgm Id
Precious Mtl Cd
Recover Cd
Remarks
Reportable Cd
Shelf Life Cd
Tran Cd
Type Dgn Name
Unit Cube
Unit Wt
Usng Svc Cd
Util Measure Cd
Util Svc Life

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

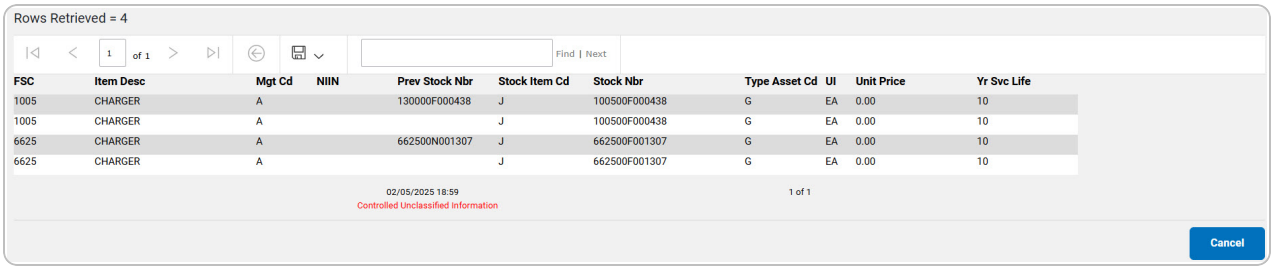
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Stock Number 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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Stock Number Inquiry Search Criteria*** *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the Stock Number Inquiry Detail

Select the desired FSC row. *The* ***Stock Number History Inquiry Detail — Basic*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Stock Number Inquiry — Criteria
- Select Fields for the Stock Number Inquiry
- View the Stock Number Inquiry Detail — Basic
- View the Stock Number Inquiry Detail — Manufacturer
- View the Stock Number Inquiry Detail — Publications
- View the Stock Number Inquiry Detail — Agency Attributes
- View the Stock Number Inquiry Transaction Status
- Export the Stock Number Inquiry Transaction Status

Select Fields for the Stock Number Inquiry

Overview

The Stock Number Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Catalog > STOCK NBR > Search Criteria > Fields > Stock Number Inquiry Fields Selection page

Page Fields

The following fields display on the **Stock Number Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

FSC
Item Desc
Mgt Cd
NIIN
Prev Stock Nbr
Stock Item Cd
Stock Nbr
Type Asset Cd
UI
Unit Price
Yr Svc Life

Optional

AAC
ACC-SFIS
Acq Pgm Name
ADPE Id Cd
ARC
Authn Cd
Calibration Cd
Catalog Name
CIIC
Dmil Cd
DoDIC
ECC
Equivalence
Estbd By
Estbd Dt
Fdcry Deprn Mthd Cd
Haz Mat Cd
IT Device Cd
Last Tran Dt
Last Updtd By
LIN/TAMCN - Catalog
Maint Group
NIIN Sts Cd
Pgm Id
Precious Mtl Cd
Recover Cd
Remarks
Reportable Cd
Shelf Life Cd
Tran Cd
Type Dgn Name
Unit Cube
Unit Wt
Usng Svc Cd
Util Measure Cd
Util Svc Life

Procedures

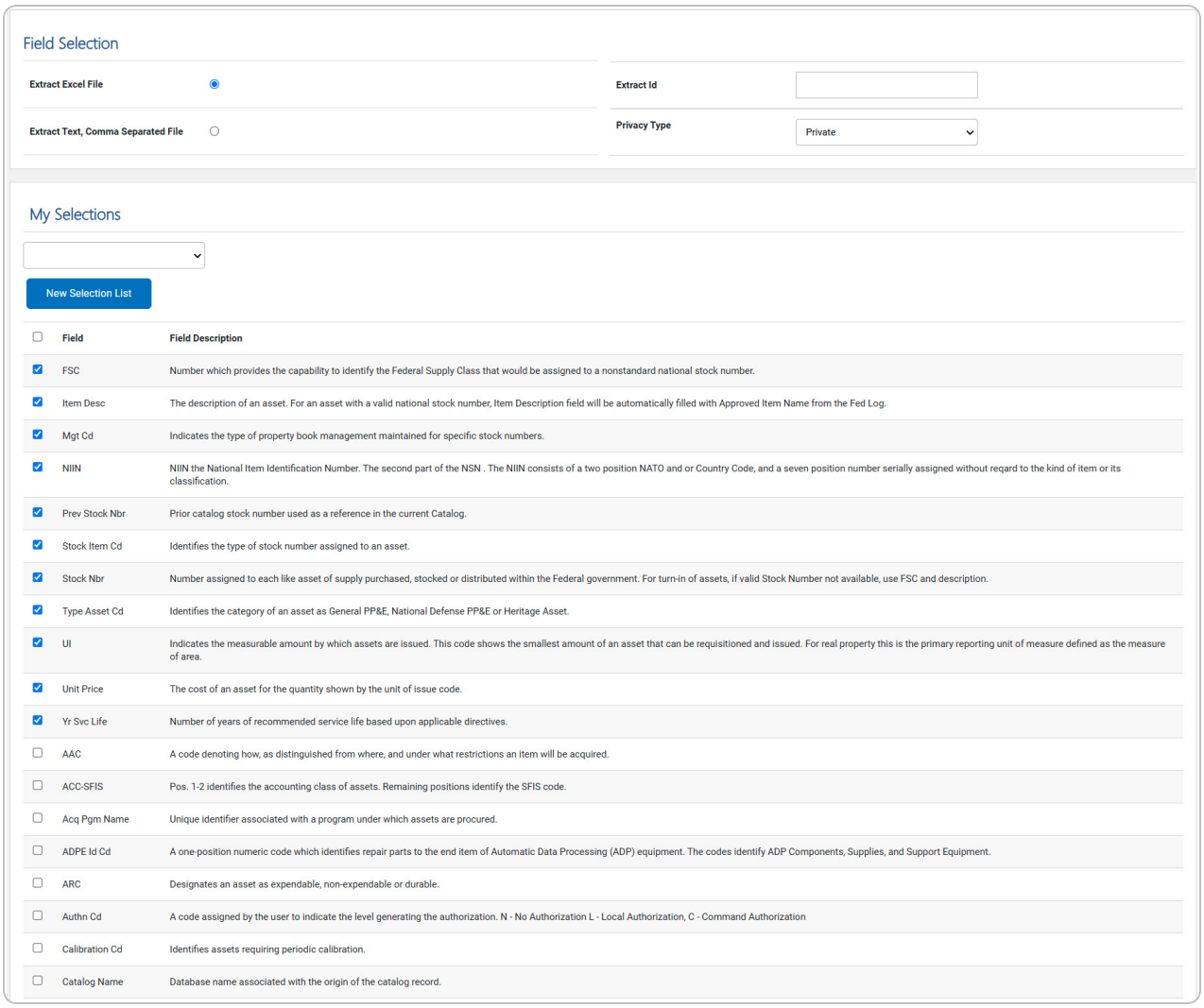
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **Stock Number Inquiry** page appears.*



Field Selection

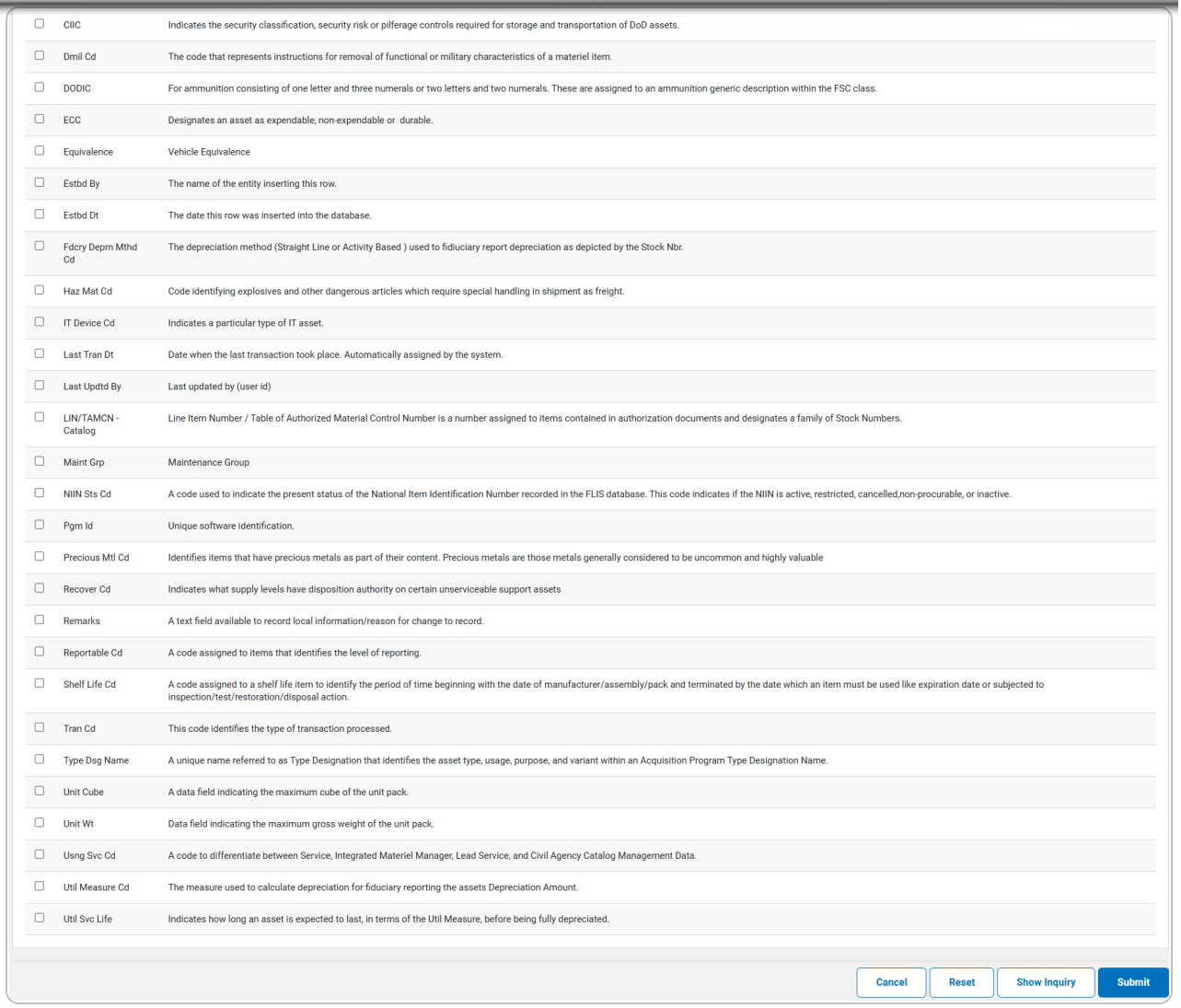
Extract Excel File ◉ | Extract Id

Extract Text, Comma Separated File ○ | Privacy Type: Private

My Selections

New Selection List

	Field	Field Description
☑	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock 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.
☑	Mgt Cd	Indicates the type of property book management maintained for specific stock numbers.
☑	NIIN	NIIN the National Item Identification Number. The second part of the NSN . The NIIN consists of a two position NATO and or Country Code, and a seven position number serially assigned without reqard to the kind of item or its classification.
☑	Prev Stock Nbr	Prior catalog stock number used as a reference in the current Catalog.
☑	Stock Item Cd	Identifies the type of stock number assigned to an asset.
☑	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.
☑	Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage 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.
☑	Unit Price	The cost of an asset for the quantity shown by the unit of issue code.
☑	Yr Svc Life	Number of years of recommended service life based upon applicable directives.
☐	AAC	A code denoting how, as distinguished from where, and under what restrictions an item will be acquired.
☐	ACC-SFIS	Pos. 1-2 identifies the accounting class of assets. Remaining positions identify the SFIS code.
☐	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☐	ADPE Id Cd	A one-position numeric code which identifies repair parts to the end item of Automatic Data Processing (ADP) equipment. The codes identify ADP Components, Supplies, and Support Equipment.
☐	ARC	Designates an asset as expendable, non-expendable or durable.
☐	Authn Cd	A code assigned by the user to indicate the level generating the authorization. N - No Authorization L - Local Authorization, C - Command Authorization
☐	Calibration Cd	Identifies assets requiring periodic calibration.
☐	Catalog Name	Database name associated with the origin of the catalog record.



☐	CIIC	Indicates the security classification, security risk or pilferage controls required for storage and transportation of DoD assets.
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	DODIC	For ammunition consisting of one letter and three numerals or two letters and two numerals. These are assigned to an ammunition generic description within the FSC class.
☐	ECC	Designates an asset as expendable, non-expendable or durable.
☐	Equivalence	Vehicle Equivalence
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Fdcry Deprn Mthd Cd	The depreciation method (Straight Line or Activity Based) used to fidiuciary report depreciation as depicted by the Stock Nbr.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	IT Device Cd	Indicates a particular type of IT asset.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
☐	Maint Grp	Maintenance Group
☐	NIIN Sts Cd	A code used to indicate the present status of the National Item Identification Number recorded in the FLIS database. This code indicates if the NIIN is active, restricted, cancelled,non-procurable, or inactive.
☐	Pgm Id	Unique software identification.
☐	Precious Mtl Cd	Identifies items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable
☐	Recover Cd	Indicates what supply levels have disposition authority on certain unserviceable support assets
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	Shelf Life Cd	A code assigned to a shelf life item to identify the period of time beginning with the date of manufacturer/assembly/pack and terminated by the date which an item must be used like expiration date or subjected to inspection/test/restoration/disposal action.
☐	Tran Cd	This code identifies the type of transaction processed.
☐	Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
☐	Unit Cube	A data field indicating the maximum cube of the unit pack.
☐	Unit Wt	Data field indicating the maximum gross weight of the unit pack.
☐	Usng Svc Cd	A code to differentiate between Service, Integrated Materiel Manager, Lead Service, and Civil Agency Catalog Management Data.
☐	Util Measure Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation Amount.
☐	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.

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

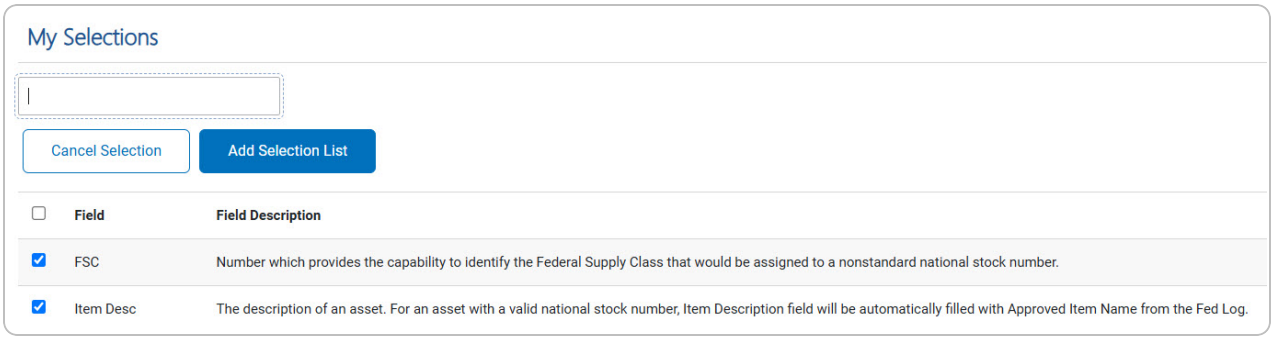
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

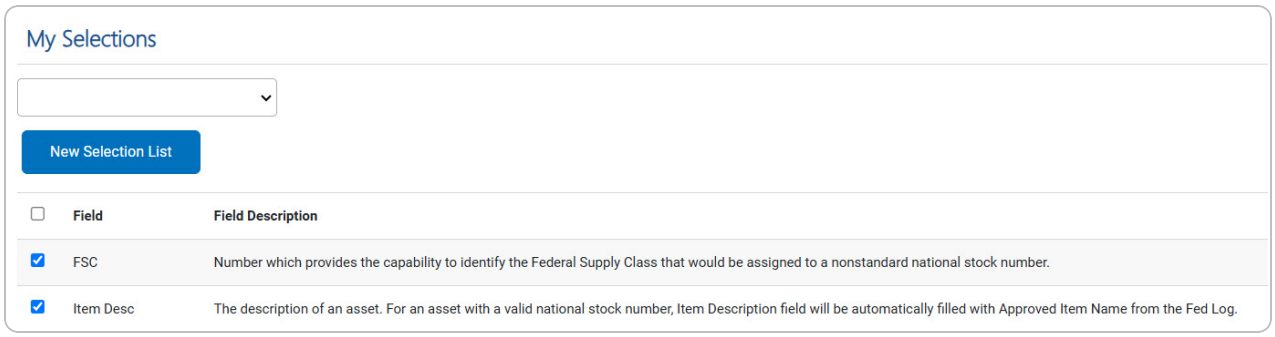
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Stock Number Inquiry — Results*** *page appears.*
5. **OR**

   Select Submit for large volumes of data. *The* ***Stock Number Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

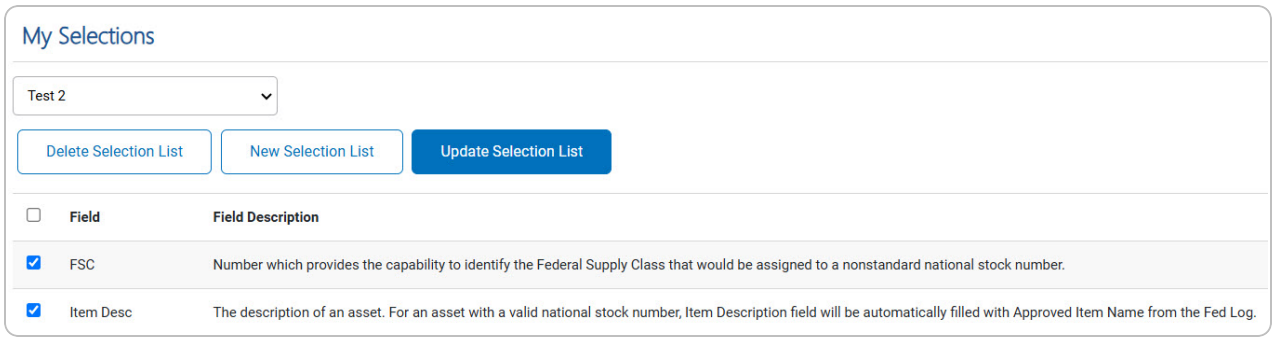
3. Select Show Inquiry for small volumes of data. *The **Stock Number Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Stock Number 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

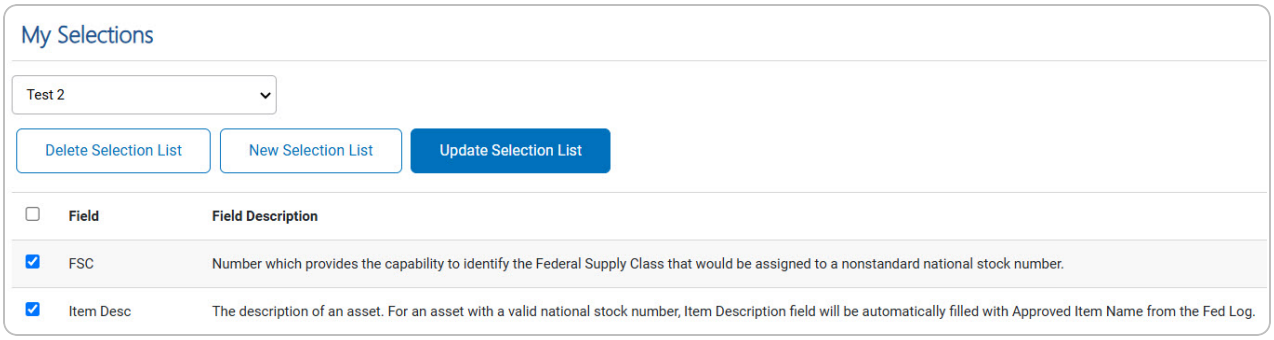
   Select Show Inquiry for small volumes of data. *The* ***Stock Number Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Stock Number 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.

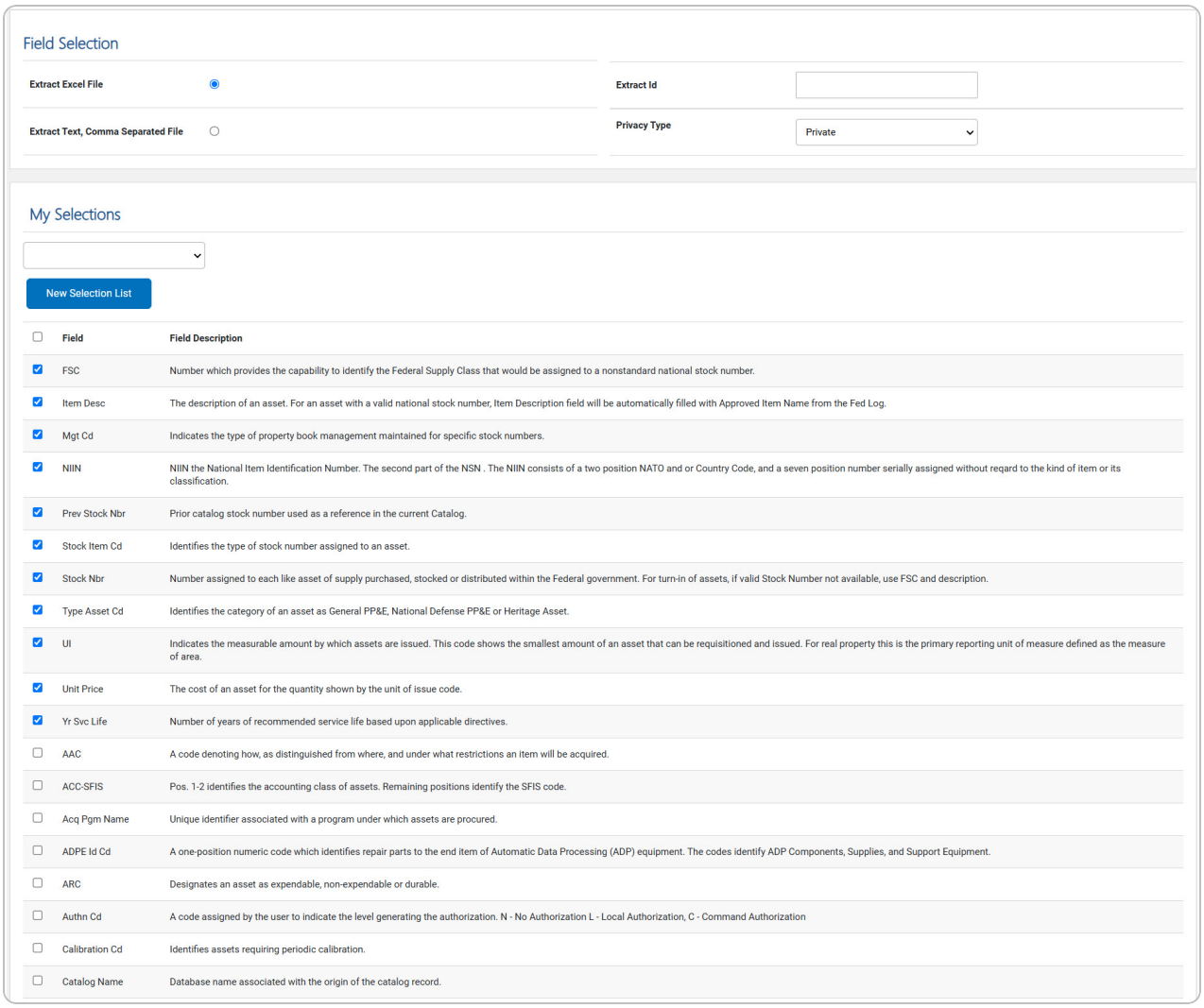


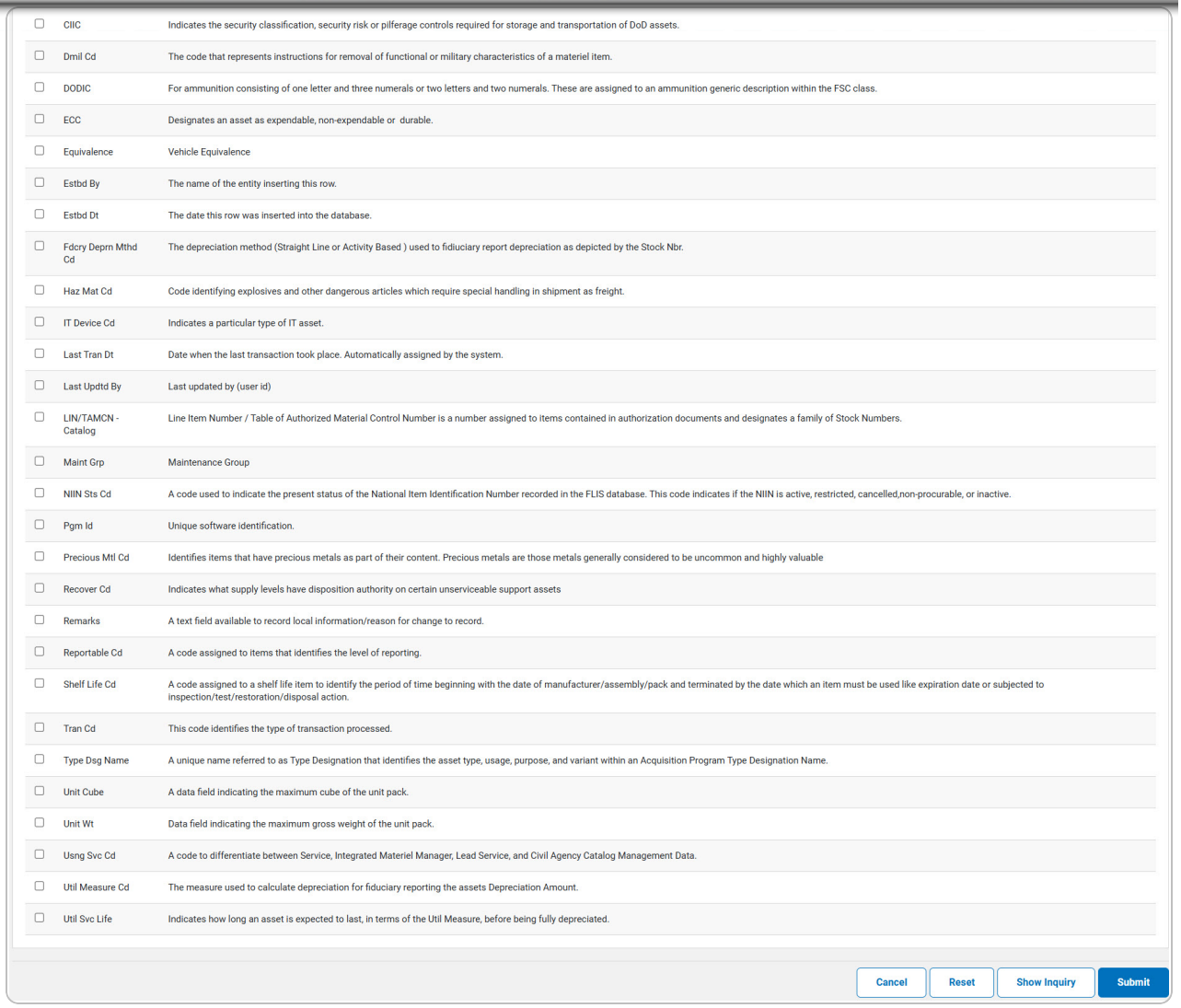
2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Stock Number Inquiry** page appears.*





☐	CIIC	Indicates the security classification, security risk or pilferage controls required for storage and transportation of DoD assets.
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	DODIC	For ammunition consisting of one letter and three numerals or two letters and two numerals. These are assigned to an ammunition generic description within the FSC class.
☐	ECC	Designates an asset as expendable, non-expendable or durable.
☐	Equivalence	Vehicle Equivalence
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Fdcry Deprn Mthd Cd	The depreciation method (Straight Line or Activity Based) used to fidiuciary report depreciation as depicted by the Stock Nbr.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	IT Device Cd	Indicates a particular type of IT asset.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
☐	Maint Grp	Maintenance Group
☐	NIIN Sts Cd	A code used to indicate the present status of the National Item Identification Number recorded in the FLIS database. This code indicates if the NIIN is active, restricted, cancelled,non-procurable, or inactive.
☐	Pgm Id	Unique software identification.
☐	Precious Mtl Cd	Identifies items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable
☐	Recover Cd	Indicates what supply levels have disposition authority on certain unserviceable support assets
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	Shelf Life Cd	A code assigned to a shelf life item to identify the period of time beginning with the date of manufacturer/assembly/pack and terminated by the date which an item must be used like expiration date or subjected to inspection/test/restoration/disposal action.
☐	Tran Cd	This code identifies the type of transaction processed.
☐	Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
☐	Unit Cube	A data field indicating the maximum cube of the unit pack.
☐	Unit Wt	Data field indicating the maximum gross weight of the unit pack.
☐	Usng Svc Cd	A code to differentiate between Service, Integrated Materiel Manager, Lead Service, and Civil Agency Catalog Management Data.
☐	Util Measure Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation Amount.
☐	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.

2. Select the fields required for the inquiry. *The first 11 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.

- Verify the FSC contains the appropriate ☑ or ☐. *Select if the inquiry contains a FSC.*

- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an Item Description.*
- Verify the MGT CD contains the appropriate ☑ or ☐. *Select if the inquiry has a Management Code.*
- Verify the NIIN contains the appropriate ☑ or ☐. *Select if the inquiry contains a NIIN.*
- Verify the PREV STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a PREV STOCK NBR.*
- Verify the STOCK ITEM CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a UI.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the TYPE ASSET CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a TYPE ASSET CD.*
- Verify the UI contains the appropriate ☑ or ☐. *Select if the inquiry contains a UI.*
- Verify the Unit Price contains the appropriate ☑ or ☐. *Select if the inquiry contains a Unit Price.*
- Verify the YR SVC LIFE contains the appropriate ☑ or ☐. *Select if the inquiry contains Years Service Life information.*
- Click ☐ to select the ACC—SFIS CD. *Select if the inquiry contains an ACC—SFIS CD.*
- Click ☐ to select the ACQ PGM NAME. *Select if the inquiry contains an Acquisition Program Name.*
- Click ☐ to select the ADPE ID CD. *Select if the inquiry contains a ADPE ID CODE.*

- Click ☐ to select the ARC. *Select if the inquiry contains an ARC.*
- Click ☐ to select the AUTHN CD. *Select if the inquiry contains an Authorization Code.*
- Click ☐ to select the Calibration CD. *Select if the inquiry contains a Calibration Code.*
- Click ☐ to select the Catalog Name. *Select if the inquiry contains a Catalog Name.*
- Click ☐ to select the CIIC. *Select if the inquiry contains a CIIC.*
- Click ☐ to select the DMIL CD. *Select if the inquiry contains a DMIL CD.*
- Click ☐ to select the DODIC. *Select if the inquiry contains a DODIC.*
- Click ☐ to select the ECC. *Select if the inquiry contains a ECC.*
- Click ☐ to select the Equivalence. *Select if the inquiry contains Equivalence information.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains Established By information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains Established Date information.*
- Click ☐ to select the FDCRY DEPRN MTHD CD. *Select if the inquiry contains a FDCRY DEPRN MTHD CODE.*
- Click ☐ to select the HAZ MAT CD. *Select if the inquiry contains a HAZ MAT CODE.*
- Click ☐ to select the IT DEVICE CD. *Select if the inquiry contains an IT DEVICE CODE.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a Last Transaction Date.*

- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains Last Updated By information.*
- Click ☐ to select the LIN/TAMCN - Catalog. *Select if the inquiry contain LIN/TAMCN - Catalog information.*
- Click ☐ to select the MAINT GRP. *Select if the inquiry contains a MAINT GRP.*
- Click ☐ to select the NIIN STS CD. *Select if the inquiry contains a NIIN Status Code.*
- Click ☐ to select the PGM ID. *Select if the inquiry contains a Program Identifier.*
- Click ☐ to select the PRECIOUS MTL CD. *Select if the inquiry contains a Precious Metal Code.*
- Click ☐ to select the RECOVER CD. *Select if the inquiry contains a Recover Code.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the REPORTABLE CD. *Select if the inquiry contains a Reportable Code.*
- Click ☐ to select the SHELF LIFE CD. *Select if the inquiry contains a Shelf Life Code.*
- Click ☐ to select the TRAN CD. *Select if the inquiry contains a TRANS CD.*
- Click ☐ to select the TYPE DSG NAME. *Select if the inquiry contains a Type Designate Name.*
- Click ☐ to select the Unit Cube. *Select if the inquiry contains Unit Cube information.*
- Click ☐ to select the Unit WT. *Select if the inquiry contains Unit Weight information.*

- Click ☐ to select the USING SVC CODE. *Select if the inquiry contains a Using Service Code.*
- Click ☐ to select the UTIL MEASURE CD. *Select if the inquiry contains a Utilization Measure Code.*
- Click ☐ to select the UTIL SVC LIFE. *Select if the inquiry contains UTIL SVC LIFE information.*

Select Show Inquiry for small volumes of data. *The* ***Stock Number Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***Stock Number Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Stock Number Inquiry — Criteria
- Search for a Stock Number Inquiry — Results
- View the Stock Number Inquiry Detail — Basic
- View the Stock Number Inquiry Detail — Manufacturer
- View the Stock Number Inquiry Detail — Publications
- View the Stock Number Inquiry Detail — Agency Attributes
- View the Stock Number Inquiry Transaction Status
- Export the Stock Number Inquiry Transaction Status

View the Stock Number History Inquiry Detail — Agency Attributes

Overview

The Stock Number History Inquiry Detail - Agency Attributes process displays the Agency Attributes record of the selected Stock Number History inquiry.

Navigation

Inquiries > Catalog > STOCK NBR > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Stock Number Inquiry Detail — Agency Attributes page

Page Fields

The following fields display on the **Stock Number Inquiry Detail — Agency Attributes** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Stock Number Agency Attributes Detail Grid

Stock Nbr
CMC
CIC
Sply Cat Mat Cd
Mat Cat Cd
Item Desc
LCC
Chapter
Class Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

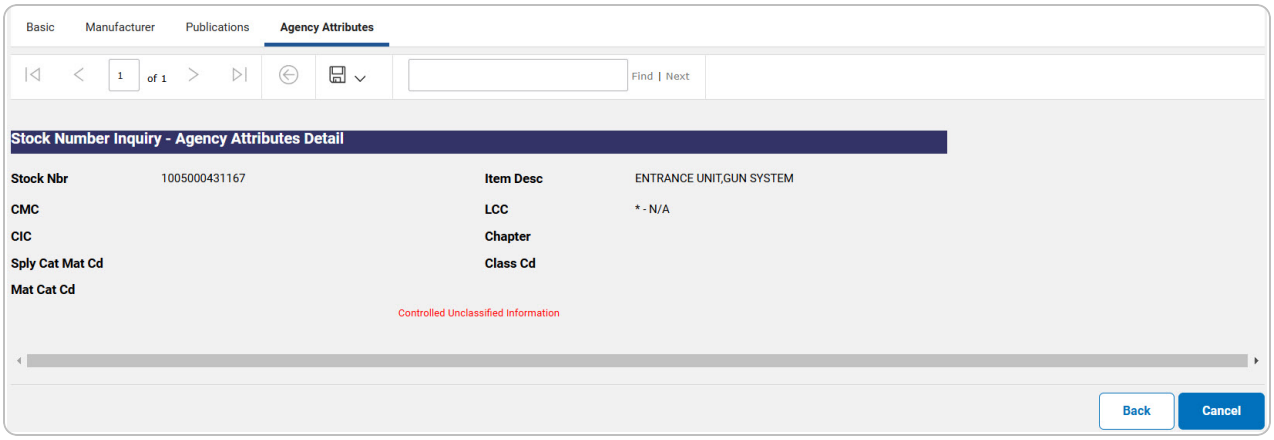
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Stock Number Inquiry Detail — Agency Attributes

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

1. *Verify the Agency Attributes tab.*



   A. *Verify the STOCK NBR.*
   B. *Verify the CMC.*
   C. *Verify the CIC.*
   D. *Verify the SPLY Cat Mat Cd.*
   E. *Verify the Mat Cat Cd.*
   F. *Verify the ITEM DESC.*
   G. *Verify the LCC.*
   H. *Verify the Chapter.*
   I. *Verify the CLASS CD.*

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 **Stock Number Inquiry — Criteria** page appears*.

OR

Select the Manufacturer tab. *The **Stock Number Inquiry Detail — Manufacturer** page appears*.

OR

Select the Publications tab. *The **Stock Number Inquiry Detail — Publications** page appears*.

OR

Select the Basic tab. *The **Stock Number Inquiry Detail — Basic** page appears*.

OR

Select Back. *The **Stock Number Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Stock Number Inquiry — Criteria
- Search for a Stock Number Inquiry — Results
- Select Fields for the Stock Number Inquiry
- View the Stock Number Inquiry Detail — Manufacturer
- View the Stock Number Inquiry Detail — Publications
- View the Stock Number Inquiry Detail — Agency Attributes
- View the Stock Number Inquiry Transaction Status
- Export the Stock Number Inquiry Transaction Status

View the Stock Number Inquiry Detail — Basic

Overview

The Stock Number Inquiry Detail - Basic process displays the Basic record of the selected Stock Number inquiry.

Navigation

Inquiries > Catalog > STOCK NBR > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Stock Number Inquiry Detail — Basic page

Page Fields

The following fields display on the **Stock Number Inquiry — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Stock Number Detail Basic Grid

Stock Nbr
Item Desc
Stock Item Cd
FSC
UI
Type Asset Cd
Yr Svc Life
Type Dsg Cd
Acq Program
Fdcry Deprn Mthd Cd
IT Device Cd
Dmil Cd

ARC
ADPE Id Cd
AAC
DoDIC
Unit Wt
NIIN Sts Cd
Pgm Name
ECC
Maint Group
Estbd Dt
Last Activity Dt
Remarks
Prev Stock Nbr
Mgt Cd
NIIN
Unit Price
ACC-SFIS
Authn Cd
LIN/TAMCN
Util Svc Life
Util Measur Cd
Reportable Cd
CIIC
Recover Cd
Precious Mtl Cd
Shelf Life Cd
Haz Mat Cd
Unit Cube
Usng Svc Cd
Calibration Cd
RIC
Equivalence
Estbd By
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

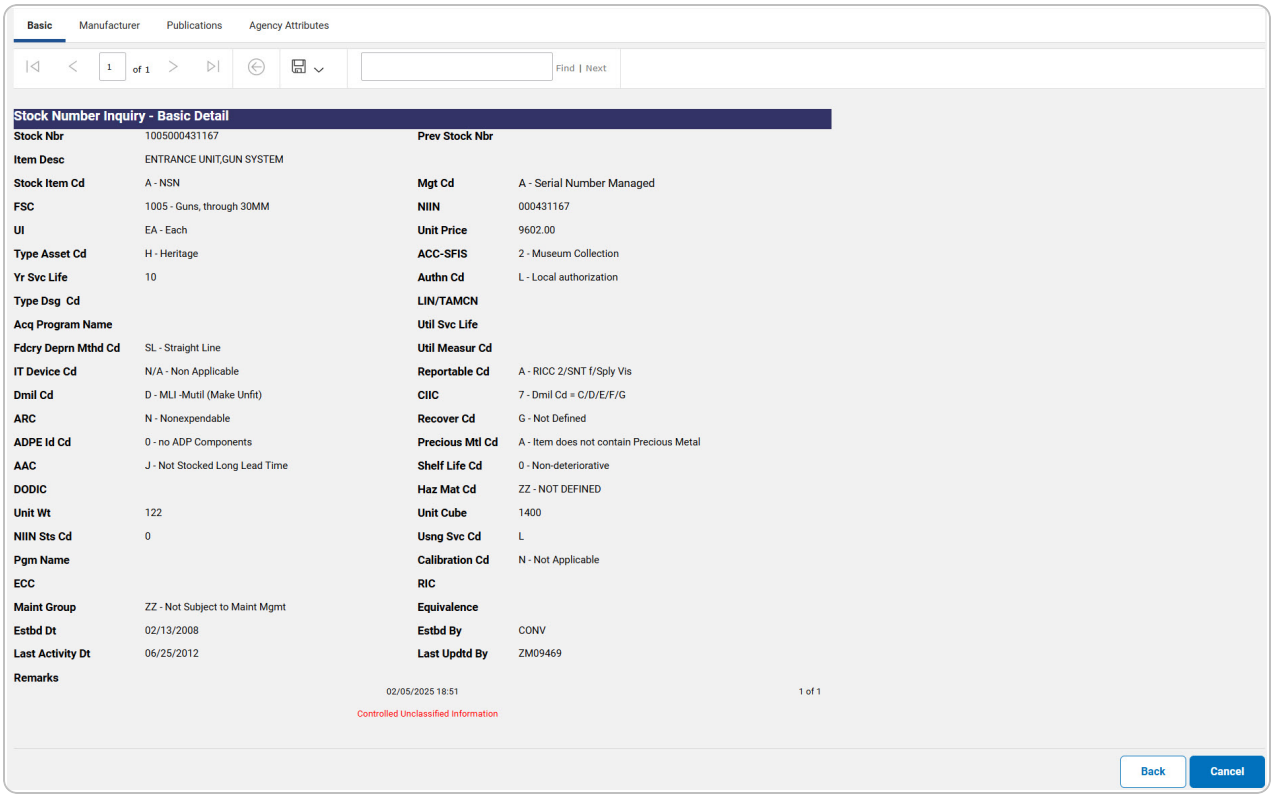
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Stock Number Inquiry Detail — Basic

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

1. *Verify the Basic tab.*



A. *Verify the STOCK NBR.*
B. *Verify the ITEM DESC.*
C. *Verify the STOCK ITEM CD.*
D. *Verify the FSC.*
E. *Verify the UI.*
F. *Verify the TYPE ASSET CD.*
G. *Verify the YR SVC LIFE.*
H. *Verify the TYPE DSG CD.*
I. *Verify the ACQ PROGRAM NAME.*

J. *Verify the FDCRY DEPRN MTHD CD.*
K. *Verify the IT DEVICE CD.*
L. *Verify the DMIL CD.*
M. *Verify the ARC.*
N. *Verify the ADPE ID CD.*
O. *Verify the AAC.*
P. *Verify the DODIC.*
Q. *Verify the Unit WT.*
R. *Verify the NIIN STS CD.*
S. *Verify the PGM NAME.*
T. *Verify the ECC.*
U. *Verify the MAINT GRP.*
V. *Verify the ESTBD DT.*
W. *Verify the LAST ACTIVITY DT.*
X. *Verify the Remarks.*
Y. *Verify the PREV STOCK NBR.*
Z. *Verify the MGMT CD.*
AA. *Verify the NIIN.*
AB. *Verify the Unit Price.*
AC. *Verify the ACC—SFIS CD.*
AD. *Verify the AUTHN CD.*
AE. *Verify the LIN/TAMCN.*
AF. *Verify the UTIL SVC LIFE.*
AG. *Verify the UTIL MEASUR CD.*
AH. *Verify the REPORTABLE CD.*
AI. *Verify the CIIC.*
AJ. *Verify the RECOVER CD.*
AK. *Verify the PRECIOUS MTL CD.*
AL. *Verify the SHELF LIFE CD.*
AM. *Verify the HAZ MAT CD.*
AN. *Verify the Unit Cube.*

AO. *Verify the USING SVC CD.*

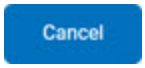
AP. *Verify the CALIBRATION CD.*

AQ. *Verify the RIC.*

AR. *Verify the Equivalence.*

AS. *Verify the ESTBD BY.*

AT. *Verify the LAST UPDTD BY.*

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* ***Stock Number Inquiry — Criteria*** *page appears*.

   OR

   Select the Manufacturer tab. *The* ***Stock Number Inquiry Detail — Manufacturer*** *page appears*.

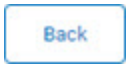
   OR

   Select the Publications tab. *The* ***Stock Number Inquiry Detail — Publications*** *page appears*.

   OR

   Select the Agency Attributes tab. *The* ***Stock Number Inquiry Detail — Agency Attributes*** *page appears*.

   OR

   Select  . *The* ***Stock Number 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Stock Number Inquiry — Criteria
- Search for a Stock Number Inquiry — Results
- Select Fields for the Stock Number Inquiry
- View the Stock Number Inquiry Detail — Basic
- View the Stock Number Inquiry Detail — Manufacturer
- View the Stock Number Inquiry Detail — Publications
- View the Stock Number Inquiry Transaction Status
- Export the Stock Number Inquiry Transaction Status

View the Stock Number Inquiry Detail — Manufacturer

Overview

The Stock Number Inquiry Detail - Manufacturer process displays the Manufacturer record of the selected Stock Number inquiry.

Navigation

Inquiries > Catalog > STOCK NBR > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Stock Number Inquiry Detail — Manufacturer page

Page Fields

The following fields display on the **Stock Number Inquiry Detail — Manufacturer** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Stock Number Manufacturer Detail Grid

Stock Nbr
Item Desc
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd
Status
Non-Actbl
Last Activity Dt
Estbd Dt
Last Updtd By

Estbd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

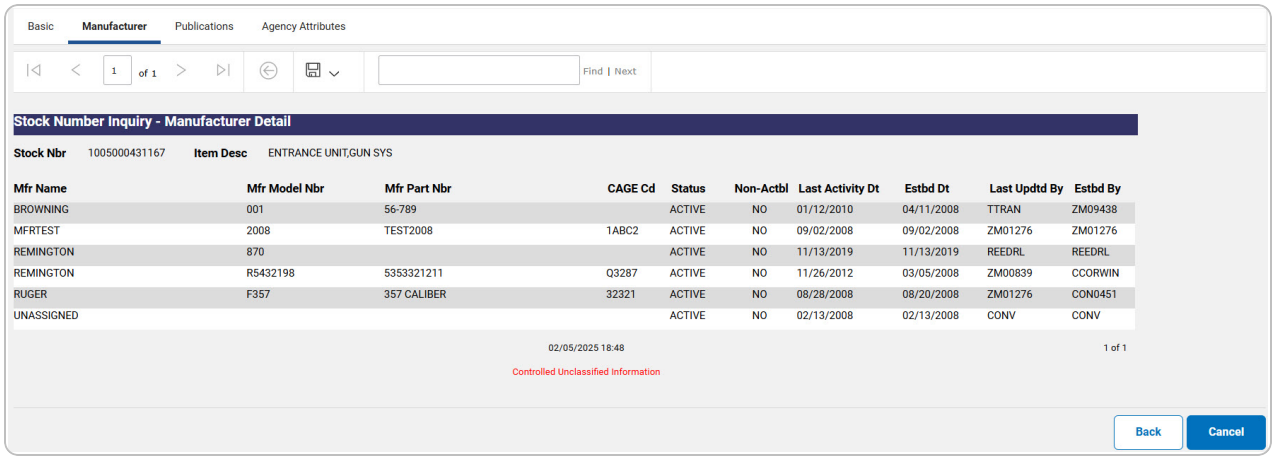
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Stock Number Inquiry Detail — Manufacturer

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

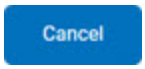
1. *Verify the Manufacturer tab.*



A. *Verify the STOCK NBR.*
B. *Verify the ITEM DESC.*
C. *Verify the MFR NAME.*
D. *Verify the MFR MODEL NBR.*
E. *Verify the MFR PART NBR.*
F. *Verify the CAGE CD.*
G. *Verify the Status.*
H. *Verify the NON—ACTBL.*
I. *Verify the LAST ACTIVITY DT.*
J. *Verify the ESTBD DT.*

K. *Verify the LAST UPDTD BY.*

L. *Verify the ESTBD BY.*

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* ***Stock Number Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Stock Number Inquiry Detail — Basic*** *page appears*.

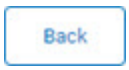
OR

Select the Publications tab. *The* ***Stock Number Inquiry Detail — Publications*** *page appears*.

OR

Select the Agency Attributes tab. *The* ***Stock Number Inquiry Detail — Agency Attributes*** *page appears*.

OR

Select  . *The* ***Stock Number 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Stock Number Inquiry — Criteria
- Search for a Stock Number Inquiry — Results
- Select Fields for the Stock Number Inquiry
- View the Stock Number Inquiry Detail — Basic
- View the Stock Number Inquiry Detail — Publications
- View the Stock Number Inquiry Detail — Agency Attributes
- View the Stock Number Inquiry Transaction Status
- Export the Stock Number Inquiry Transaction Status

View the Stock Number Inquiry Detail — Publications

Overview

The Stock Number Inquiry Detail - Publications process displays the Publications record of the selected Stock Number inquiry.

Navigation

Inquiries > Catalog > STOCK NBR > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Stock Number Inquiry Detail — Publications page

Page Fields

The following fields display on the **Stock Number Inquiry Detail — Publications** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Stock Number Detail Publications Grid

Stock Nbr
Item Desc
Publication Title
Publication Dt
Publlication Nbr
Last Activity Dt
Estbd Dt
Last Updtd By
Estbd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

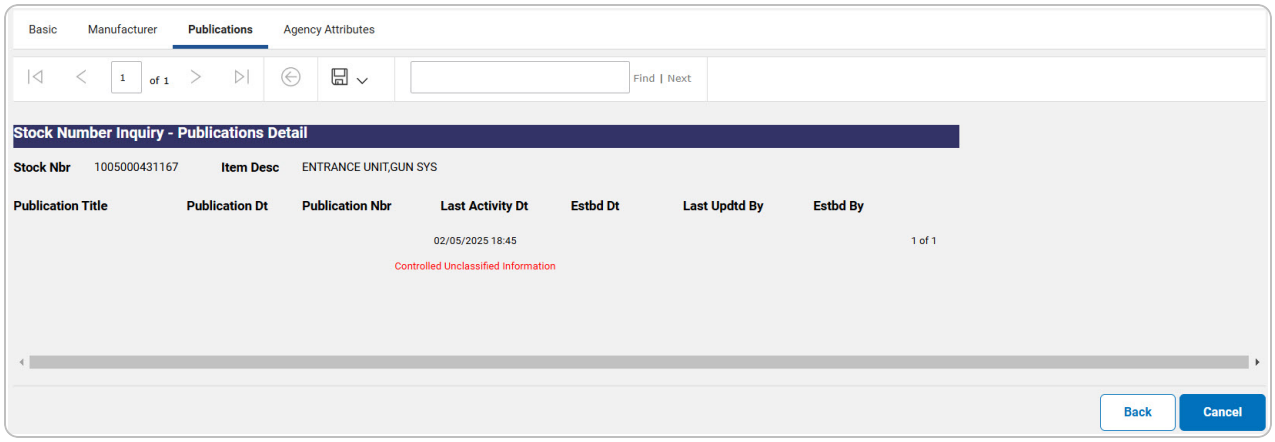
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Stock Number Inquiry Detail — Publications

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

1. *Verify the Publications tab.*



   A. *Verify the STOCK NBR.*
   B. *Verify the ITEM DESC.*
   C. *Verify the Publication Title.*
   D. *Verify the PUBLICATION DT.*
   E. *Verify the PUBLICATION NBR.*
   F. *Verify the LAST ACTIVITY DT.*
   G. *Verify the ESTBD DT.*
   H. *Verify the LAST UPDTD BY.*
   I. *Verify the ESTBD BY.*

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 **Stock Number Inquiry — Criteria** page appears*.

   OR

   Select the Basic tab. *The **Stock Number Inquiry Detail — Basic** page appears*.

   OR

   Select the Publications tab. *The **Stock Number Inquiry Detail — Manufacturer** page appears*.

   OR

   Select the Agency Attributes tab. *The **Stock Number Inquiry Detail — Agency Attributes** page appears*.

   OR

   Select Back. *The **Stock Number Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Stock Number Inquiry — Criteria
- Search for a Stock Number Inquiry — Results
- Select Fields for the Stock Number Inquiry
- View the Stock Number Inquiry Detail — Basic
- View the Stock Number Inquiry Detail — Manufacturer
- View the Stock Number Inquiry Detail — Agency Attributes
- View the Stock Number Inquiry Transaction Status
- Export the Stock Number Inquiry Transaction Status

View the Stock Number Inquiry Transaction Status

Overview

The Stock Number Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Catalog > STOCK NBR > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Stock Number Inquiry Transaction Status page

Page Fields

The following fields display on the **Stock Number Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

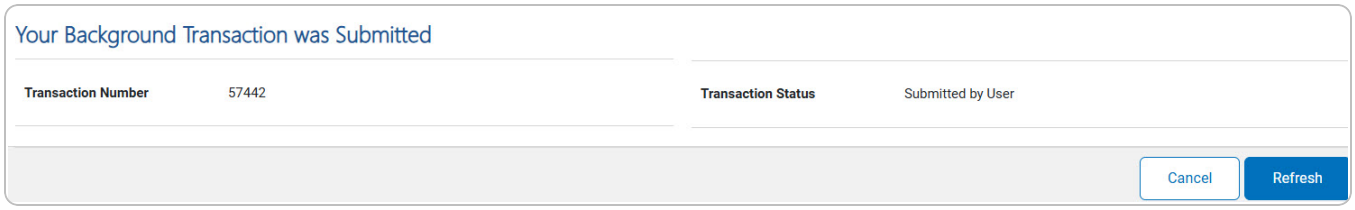
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

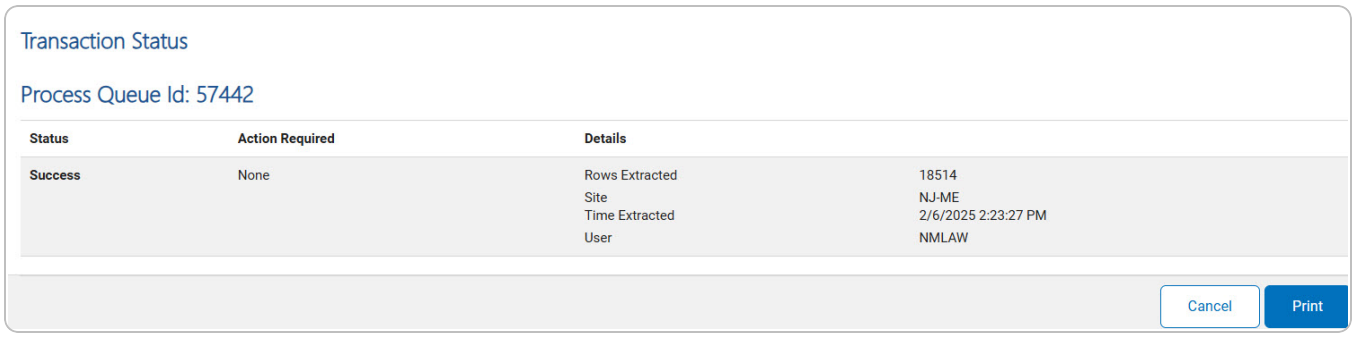
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Stock Number Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Stock Number Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Stock Number Inquiry Search Criteria*** *page appears*.

View the Stock Number Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Stock Number Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Stock Number Inquiry — Criteria
- Search for a Stock Number Inquiry — Results
- Select Fields for the Stock Number Inquiry
- View the Stock Number Inquiry Detail — Basic
- View the Stock Number Inquiry Detail — Manufacturer
- View the Stock Number Inquiry Detail — Publications
- View the Stock Number Inquiry Detail — Agency Attributes
- Export the Stock Number Inquiry Transaction Status

Export the Stock Number Inquiry Transaction Status

Overview

The Stock Number Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Catalog > STOCK NBR > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Stock Number Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Stock Number Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

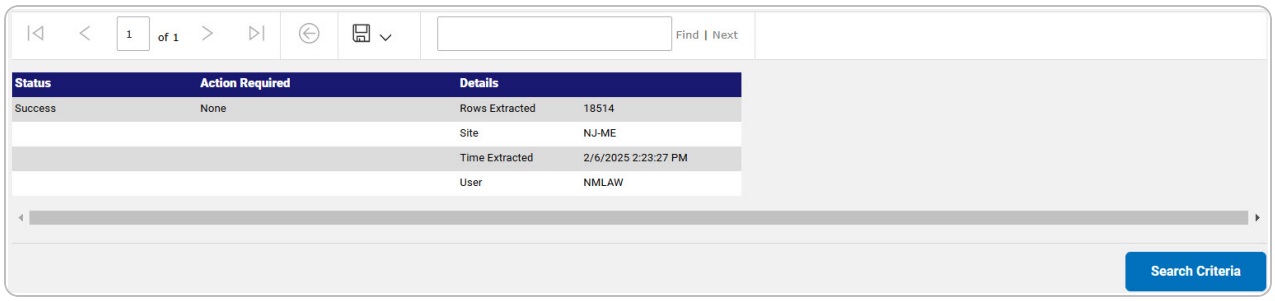
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Stock Number Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Stock Number Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Stock Number Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Stock Number Inquiry — Criteria
- Search for a Stock Number Inquiry — Results
- Select Fields for the Stock Number Inquiry
- View the Stock Number Inquiry Detail — Basic
- View the Stock Number Inquiry Detail — Manufacturer
- View the Stock Number Inquiry Detail — Publications
- View the Stock Number Inquiry Detail — Agency Attributes
- View the Stock Number Inquiry Transaction Status

Search for an Agency Catalog Inquiry — Criteria

Overview

The Property Accountability module Agency Catalog Inquiry process provides the ability to search for an Agency Catalog record.

Navigation

Inquiries > Catalog > Agency Catalog > Agency Catalog Inquiry Search Criteria page

Page Fields

The following fields display on the **Agency Catalog Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

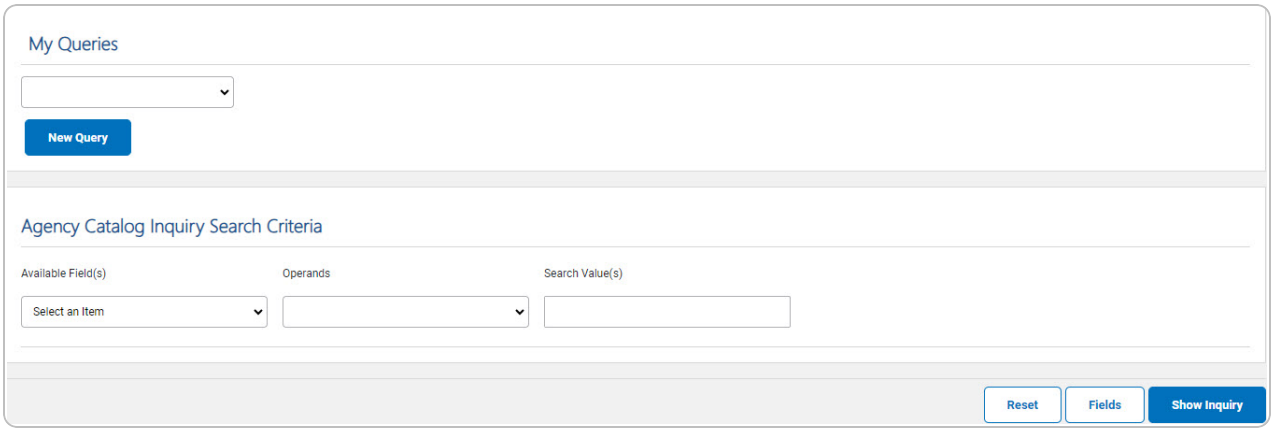
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Agency Catalog 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.

   B. Repeat Step A to add additional search criteria.

> **Note**
>
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
> Select Fields 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. Repeat Step A to add additional search criteria.

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

   A. Use ⌄ to select the first Search Value.

   B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

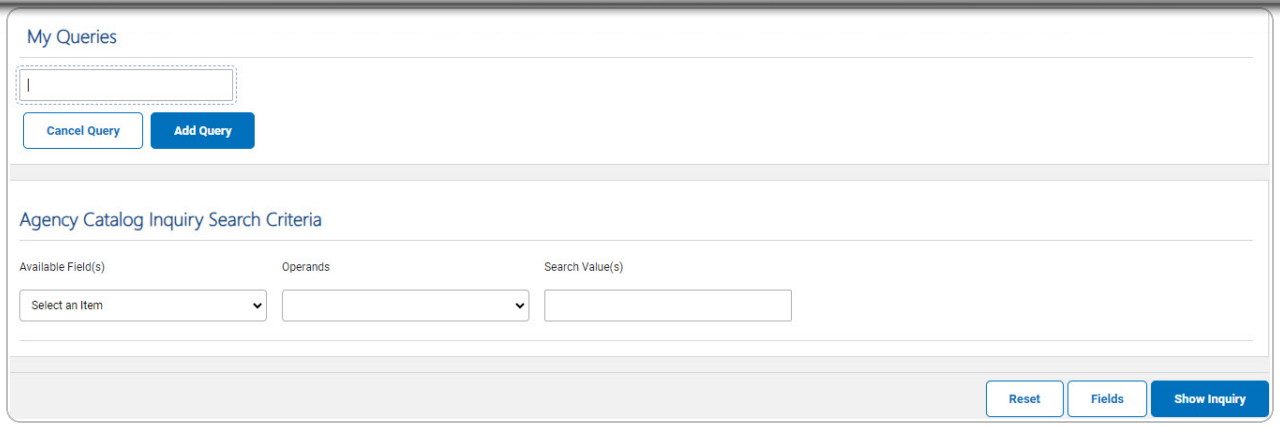
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Agency Catalog Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



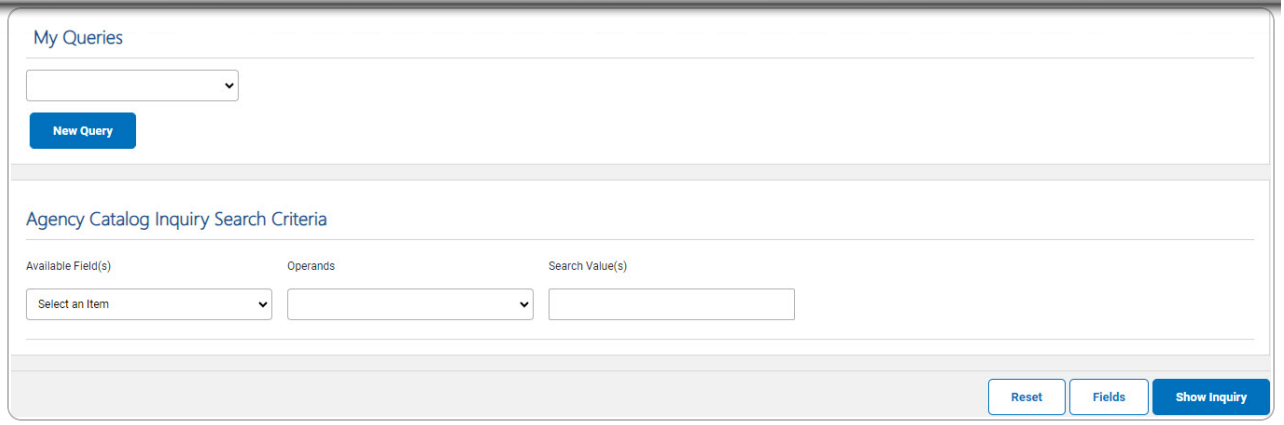
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Agency Catalog Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Agency Catalog 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.*



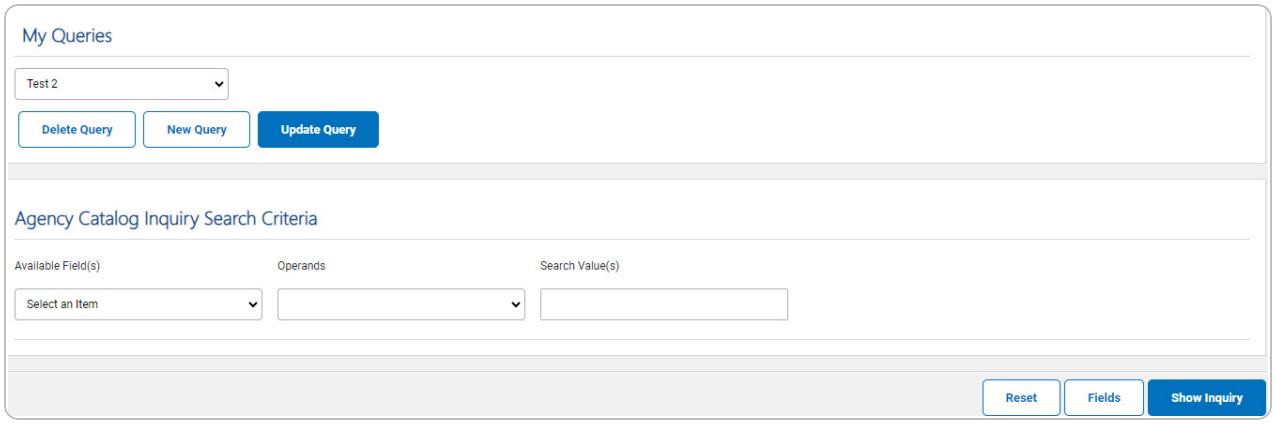
2. Select Fields. *The **Agency Catalog Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **Agency Catalog 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*

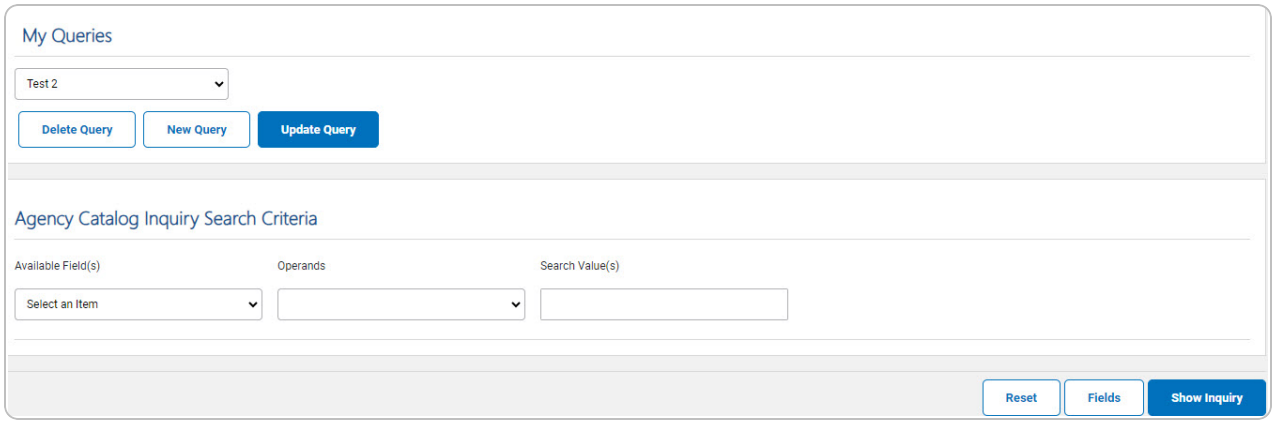
4. Select Fields. *The **Agency Catalog Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Agency Catalog 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Agency Catalog Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =,	Missing Entry. The Field value was entered, but

>, <, >= , <= , <>, or Like.	no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Agency Catalog Inquiry — Results
- Select Fields for the Agency Catalog Inquiry
- View the Agency Catalog Inquiry Detail — Basic
- View the Agency Catalog Inquiry Transaction Status
- Export the Agency Catalog Inquiry Transaction Status

Search for an Agency Catalog Inquiry — Results

Overview

The Agency Catalog Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Catalog > Agency Catalog > Search Criteria > Show Inquiry > Agency Catalog Inquiry Search Results page

Page Fields

The following fields display on the **Agency Catalog Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Stock Nbr
Item Desc
LIN/TAMCN
LIN/TAMCN Desc

Optional

ARC
CIC
CIIC
Chapter
Class Cd
CMC
Dmil Cd
DoDIC
ECC
Intrf Sys Cd
LCC
Mat Cat Cd
Process Sts Cd
Remarks
Reportable Cd

RIC
Sply Cat Mat Cd
Unit Price

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

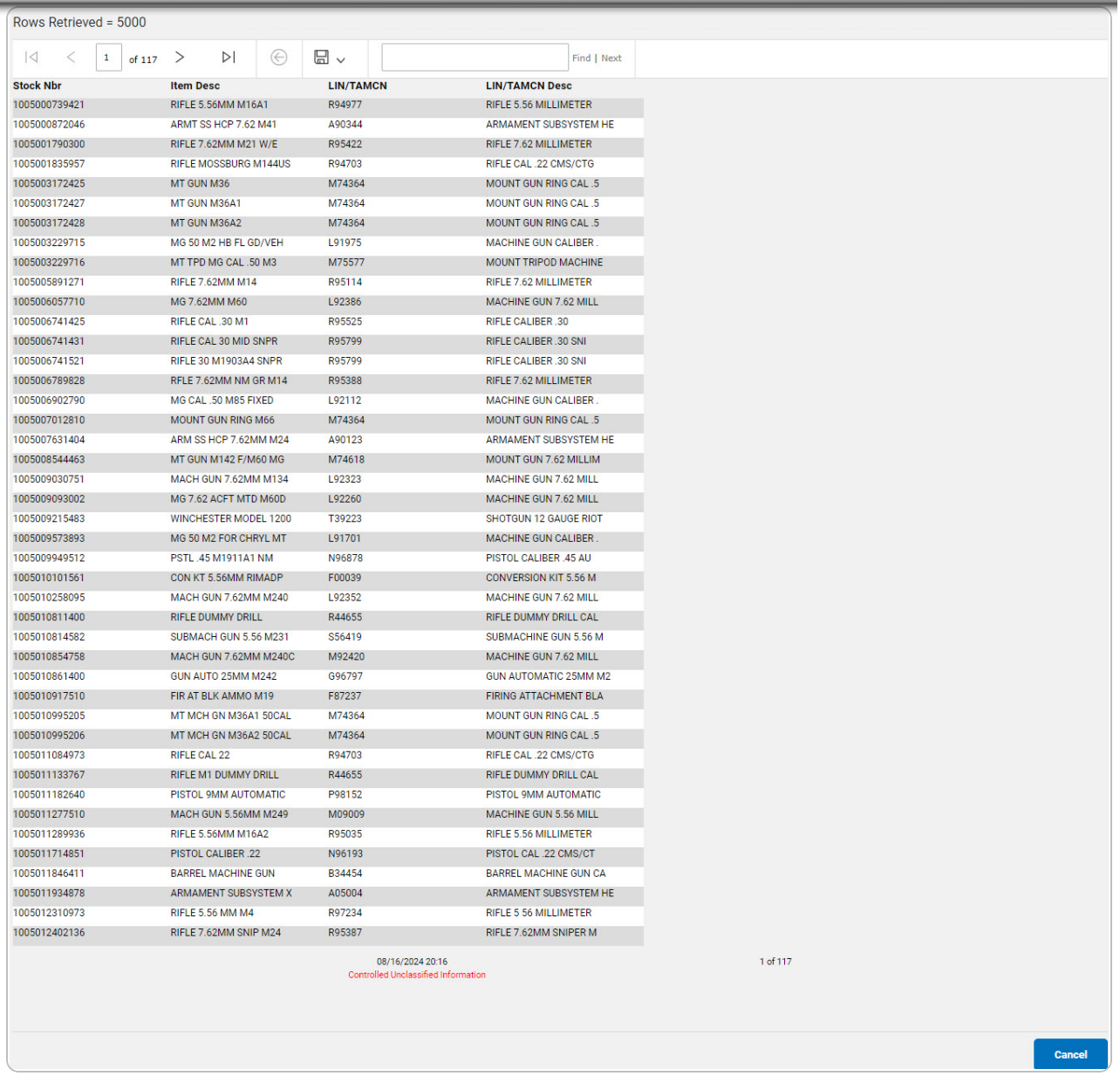
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Agency Catalog 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 = 5000

1 of 117 Find | Next

Stock Nbr	Item Desc	LIN/TAMCN	LIN/TAMCN Desc
1005000739421	RIFLE 5.56MM M16A1	R94977	RIFLE 5.56 MILLIMETER
1005000872046	ARMT SS HCP 7.62 M41	A90344	ARMAMENT SUBSYSTEM HE
1005001790300	RIFLE 7.62MM M21 W/E	R95422	RIFLE 7.62 MILLIMETER
1005001835957	RIFLE MOSSBURG M144US	R94703	RIFLE CAL .22 CMS/CTG
1005003172425	MT GUN M36	M74364	MOUNT GUN RING CAL .5
1005003172427	MT GUN M36A1	M74364	MOUNT GUN RING CAL .5
1005003172428	MT GUN M36A2	M74364	MOUNT GUN RING CAL .5
1005003229715	MG 50 M2 HB FL GD/VEH	L91975	MACHINE GUN CALIBER .
1005003229716	MT TPD MG CAL .50 M3	M75577	MOUNT TRIPOD MACHINE
1005005891271	RIFLE 7.62MM M14	R95114	RIFLE 7.62 MILLIMETER
1005006057710	MG 7.62MM M60	L92386	MACHINE GUN 7.62 MILL
1005006741425	RIFLE CAL .30 M1	R95525	RIFLE CALIBER .30
1005006741431	RIFLE CAL 30 MID SNPR	R95799	RIFLE CALIBER .30 SNI
1005006741521	RIFLE 30 M1903A4 SNPR	R95799	RIFLE CALIBER .30 SNI
1005006789828	RFLE 7.62MM NM GR M14	R95388	RIFLE 7.62 MILLIMETER
1005006902790	MG CAL .50 M85 FIXED	L92112	MACHINE GUN CALIBER .
1005007012810	MOUNT GUN RING M66	M74364	MOUNT GUN RING CAL .5
1005007631404	ARM SS HCP 7.62MM M24	A90123	ARMAMENT SUBSYSTEM HE
1005008544463	MT GUN M142 F/M60 MG	M74618	MOUNT GUN 7.62 MILLIM
1005009030751	MACH GUN 7.62MM M134	L92323	MACHINE GUN 7.62 MILL
1005009093002	MG 7.62 ACFT MTD M60D	L92260	MACHINE GUN 7.62 MILL
1005009215483	WINCHESTER MODEL 1200	T39223	SHOTGUN 12 GAUGE RIOT
1005009573893	MG 50 M2 FOR CHRYL MT	L91701	MACHINE GUN CALIBER .
1005009949512	PSTL .45 M1911A1 NM	N96878	PISTOL CALIBER .45 AU
1005010101561	CON KT 5.56MM RIMADP	F00039	CONVERSION KIT 5.56 M
1005010258095	MACH GUN 7.62MM M240	L92352	MACHINE GUN 7.62 MILL
1005010811400	RIFLE DUMMY DRILL	R44655	RIFLE DUMMY DRILL CAL
1005010814582	SUBMACH GUN 5.56 M231	S56419	SUBMACHINE GUN 5.56 M
1005010854758	MACH GUN 7.62MM M240C	M92420	MACHINE GUN 7.62 MILL
1005010861400	GUN AUTO 25MM M242	G96797	GUN AUTOMATIC 25MM M2
1005010917510	FIR AT BLK AMMO M19	F87237	FIRING ATTACHMENT BLA
1005010995205	MT MCH GN M36A1 50CAL	M74364	MOUNT GUN RING CAL .5
1005010995206	MT MCH GN M36A2 50CAL	M74364	MOUNT GUN RING CAL .5
1005011084973	RIFLE CAL 22	R94703	RIFLE CAL .22 CMS/CTG
1005011133767	RIFLE M1 DUMMY DRILL	R44655	RIFLE DUMMY DRILL CAL
1005011182640	PISTOL 9MM AUTOMATIC	P98152	PISTOL 9MM AUTOMATIC
1005011277510	MACH GUN 5.56MM M249	M09009	MACHINE GUN 5.56 MILL
1005011289936	RIFLE 5.56MM M16A2	R95035	RIFLE 5.56 MILLIMETER
1005011714851	PISTOL CALIBER .22	N96193	PISTOL CAL .22 CMS/CT
1005011846411	BARREL MACHINE GUN	B34454	BARREL MACHINE GUN CA
1005011934878	ARMAMENT SUBSYSTEM X	A05004	ARMAMENT SUBSYSTEM HE
1005012310973	RIFLE 5.56 MM M4	R97234	RIFLE 5 56 MILLIMETER
1005012402136	RIFLE 7.62MM SNIP M24	R95387	RIFLE 7.62MM SNIPER M

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Controlled Unclassified Information

Cancel

Note

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

2. Follow the prompts provided by the computer.

3. Select Cancel. *The **Agency Catalog 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Agency Catalog Inquiry Detail

Select the desired STOCK NBR row. *The **Agency Catalog Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Agency Catalog Inquiry — Criteria
- Select Fields for the Agency Catalog Inquiry
- View the Agency Catalog Inquiry Detail — Basic
- View the Agency Catalog Inquiry Transaction Status
- Export the Agency Catalog Inquiry Transaction Status

Select Fields for the Agency Catalog Inquiry

Overview

The Agency Catalog Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Catalog > Agency Catalog > Search Criteria > Fields > Agency Catalog Inquiry Fields Selection page

Page Fields

The following fields display on the **Agency Catalog Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Stock Nbr
Item Desc
LIN/TAMCN
LIN/TAMCN Desc

Optional

ARC
CIC
CIIC
Chapter
Class Cd
CMC

Dmil Cd
DoDIC
ECC
Intrf Sys Cd
LCC
Mat Cat Cd
Process Sts Cd
Remarks
Reportable Cd
RIC
Sply Cat Mat Cd
Unit Price

Procedures

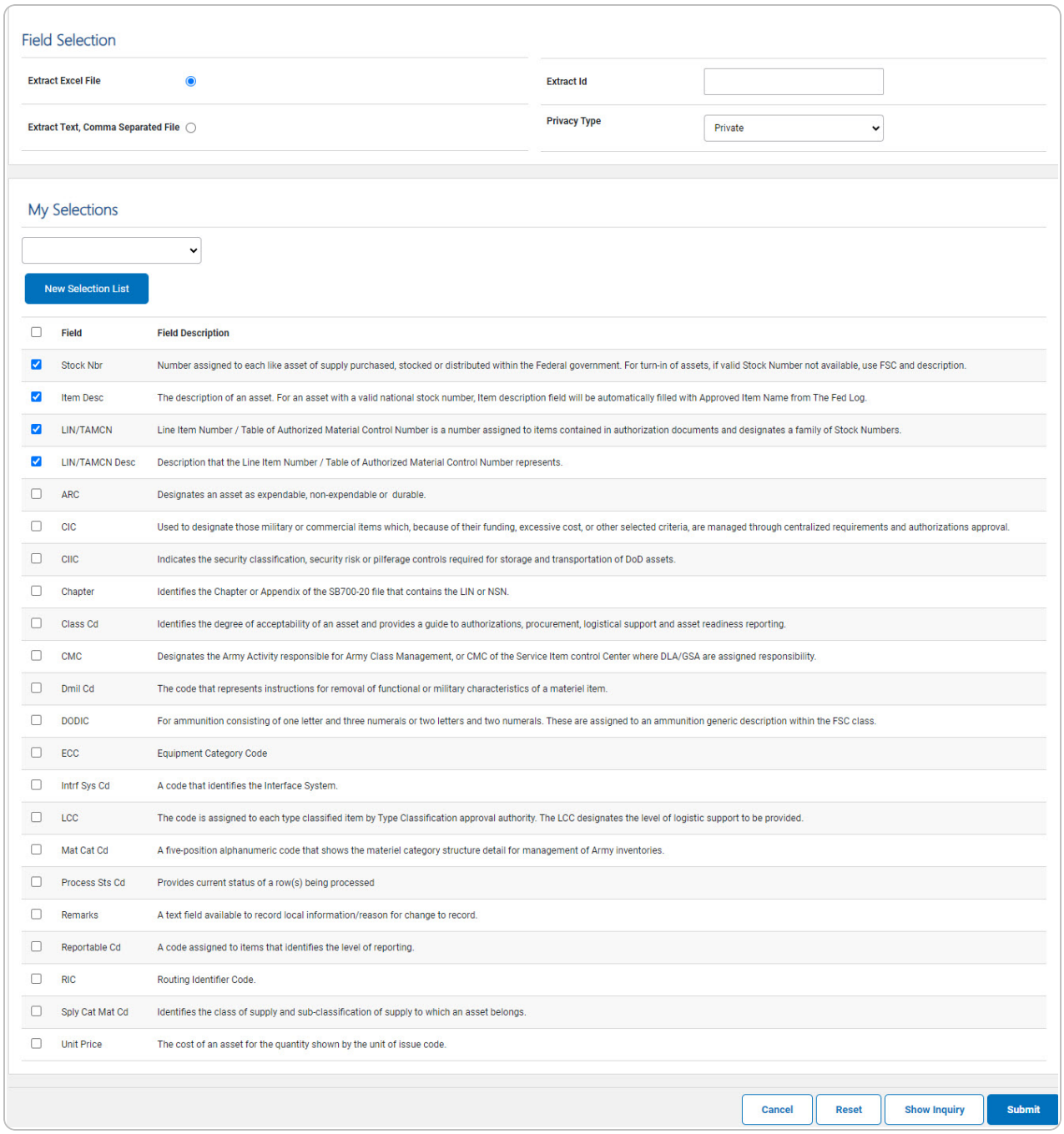
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **Agency Catalog Inquiry** page appears.*



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

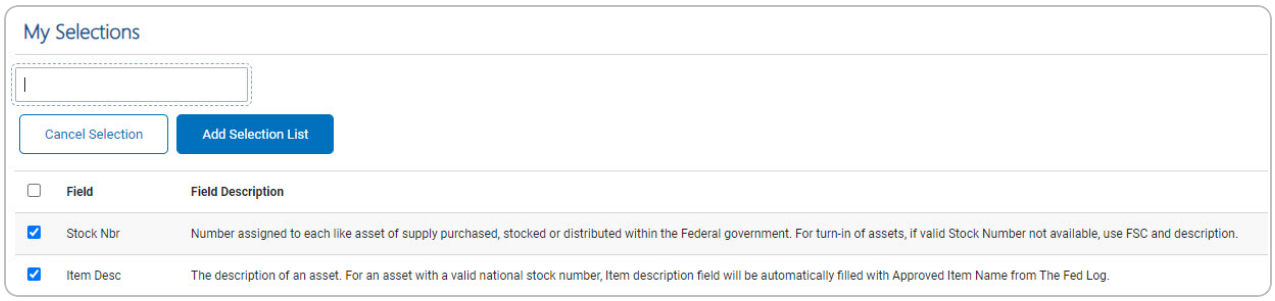
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

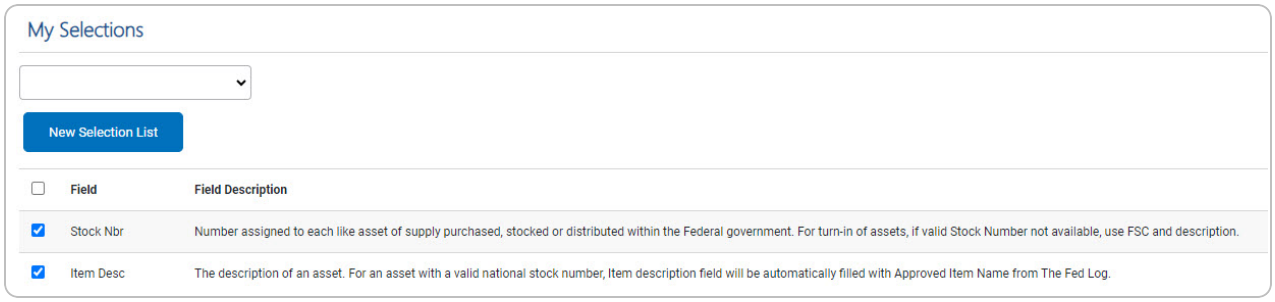
Select Show Inquiry for small volumes of data. *The* ***Agency Catalog Inquiry — Results*** *page appears.*

5. **OR**

Select Submit for large volumes of data. *The* ***Agency Catalog Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

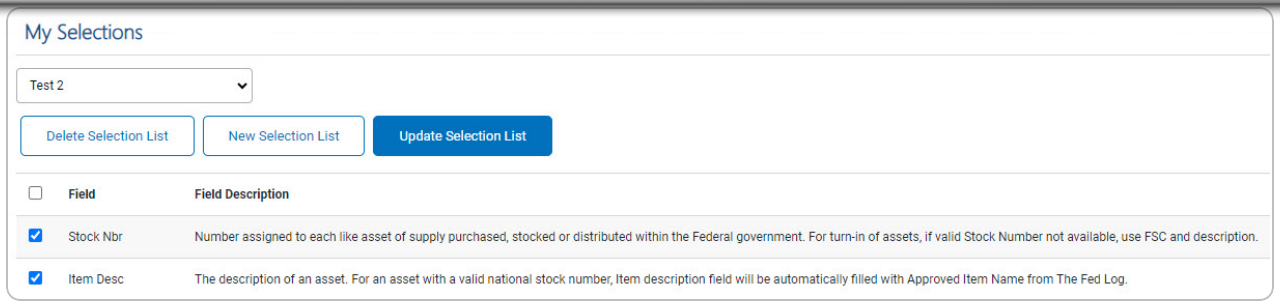
Select Show Inquiry for small volumes of data. *The* ***Agency Catalog Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***Agency Catalog 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



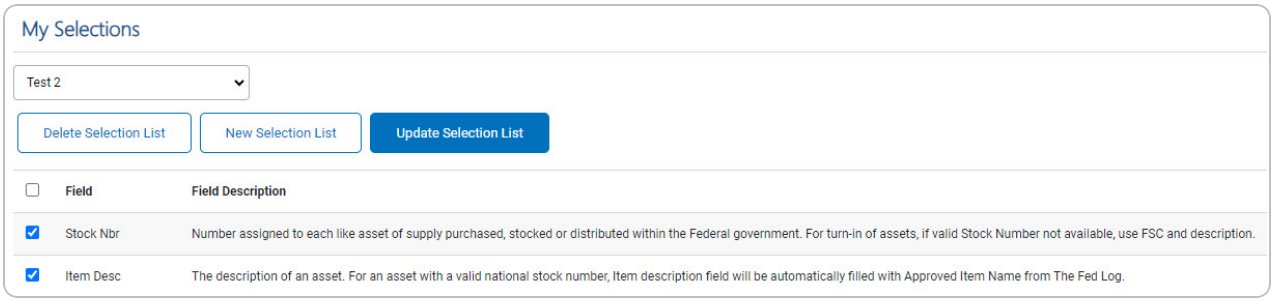
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The **Agency Catalog Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Agency Catalog 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.

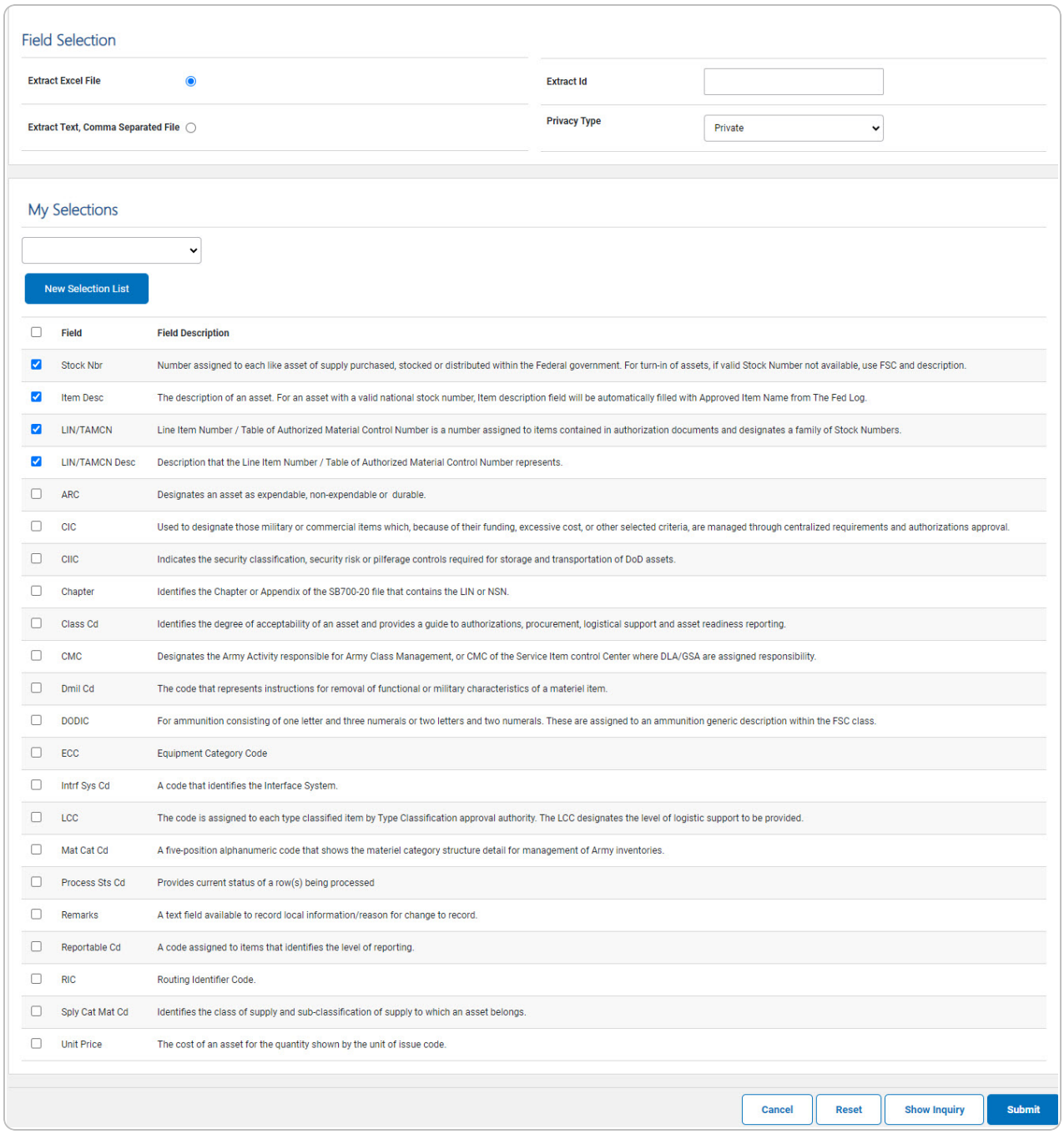


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Agency Catalog Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 4 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.

- Verify the Stock Item CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a Stock Item Code.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an Item Description.*
- Verify the LIN/TAMCN contains the appropriate ☑ or ☐. *Select if the inquiry contains a LIN/TAMCN.*
- Verify the LIN/TAMCN DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a LIN/TAMCN DESC.*
- Click ☐ to select the ARC. *Select if the inquiry contains an ARC.*
- Click ☐ to select the CIC. *Select if the inquiry contains a CIC.*
- Click ☐ to select the CIIC. *Select if the inquiry contains a CIIC.*
- Click ☐ to select the Chapter. *Select if the inquiry contains a Chapter.*
- Click ☐ to select the CLASS CD. *Select if the inquiry contains a Class Code.*
- Click ☐ to select the CMC. *Select if the inquiry contains a CMC.*
- Click ☐ to select the DMIL CD. *Select if the inquiry contains a DMIL CD.*
- Click ☐ to select the DODIC. *Select if the inquiry contains a DODIC.*
- Click ☐ to select the ECC. *Select if the inquiry contains an ECC.*

- Click ☐ to select the INTRF SYS CD. *Select if the inquiry contains a INTRF SYS CD.*
- Click ☐ to select the LCC. *Select if the inquiry contains a LCC.*
- Click ☐ to select the MAT CAT CD. *Select if the inquiry contains a MAT CAT CD.*
- Click ☐ to select the PROCESS STATUS CD. *Select if the inquiry contains a PROCESS STATUS CD.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the REPORTABLE CD. *Select if the inquiry contains a Reportable Code.*
- Click ☐ to select the RIC. *Select if the inquiry contains a RIC.*
- Click ☐ to select the SPLY CAT MAT CD. *Select if the inquiry contains a SPLY CAT MAT CD.*
- Click ☐ to select the Unit Price. *Select if the inquiry contains a Unit Price.*

Select [Show Inquiry] for small volumes of data. *The **Agency Catalog Inquiry — Results** page appears.*

3. **OR**

   Select [Submit] for large volumes of data. *The **Agency Catalog Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Agency Catalog Inquiry — Criteria
- Search for an Agency Catalog Inquiry — Results
- View the Agency Catalog Inquiry Detail — Basic
- View the Agency Catalog Inquiry Transaction Status
- Export the Agency Catalog Inquiry Transaction Status

View the Agency Catalog Inquiry Detail — Basic

Overview

The Agency Catalog Inquiry Detail - Basic process displays the Basic record of the selected Agency Catalog inquiry.

Navigation

Inquiries > Catalog > Agency Catalog > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Agency Catalog Inquiry Detail — Basic page

Page Fields

The following fields display on the **Agency Catalog Inquiry — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Agency Catalog Detail Basic Grid

Stock Nbr
Item Desc
ARC
CIC
Chapter
CMC
DoDIC
Intrf Sys Cd
LCC
RIC
Unit Price
Estbd Dt

Estbd By
Process Sts Cd
Remarks
LIN/TAMCN
LIN/TAMCN Desc
CIIC
Class Cd
Dmil Cd
ECC
Mat Cat Cd
RICC
Sply Cat Mat Cd
Last Tran Dt/Time
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

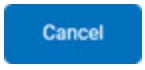
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

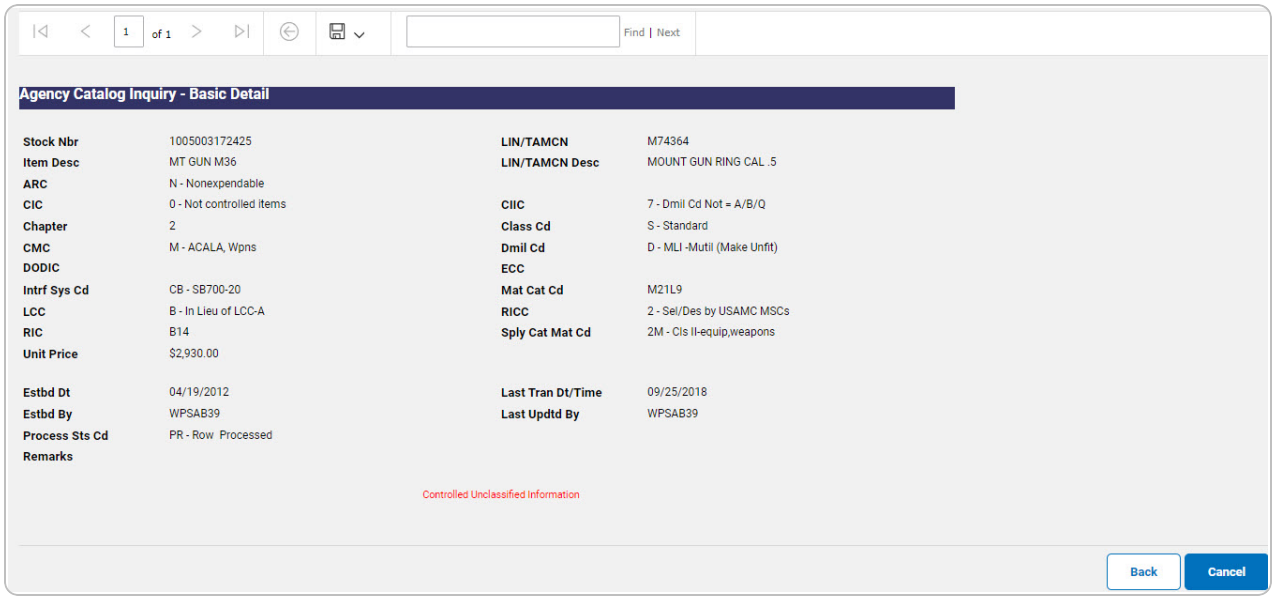
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Agency Catalog Inquiry Detail — Basic

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

1. *Verify the Basic tab.*



A. *Verify the STOCK NBR.*
B. *Verify the ITEM DESC.*
C. *Verify the ARC.*
D. *Verify the CIC.*
E. *Verify the Chapter.*
F. *Verify the CMC.*
G. *Verify the DODIC.*
H. *Verify the INTRF SYS CD.*
I. *Verify the LCC.*
J. *Verify the RIC.*
K. *Verify the Unit Price.*
L. *Verify the ESTBD DT.*
M. *Verify the ESTBD BY.*
N. *Verify the PROCESS STATUS CD.*
O. *Verify the Remarks.*
P. *Verify the LIN/TAMCN.*
Q. *Verify the LIN/TAMCN DESC.*
R. *Verify the CIIC.*

S. *Verify the CLASS CD.*

T. *Verify the DMIL CD.*

U. *Verify the ECC.*

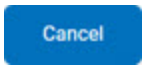
V. *Verify the MAT CAT CD.*

W. *Verify the RICC.*

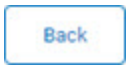
X. *Verify the SPLY CAT MAT CD.*

Y. *Verify the LAST TRAN DT/TIME.*

Z. *Verify the LAST UPDTD BY.*

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 **Agency Catalog Inquiry — Criteria** page appears*.

OR

Select  . *The **Agency Catalog 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Agency Catalog Inquiry — Criteria
- Search for an Agency Catalog Inquiry — Results
- Select Fields for the Agency Catalog Inquiry
- View the Agency Catalog Inquiry Transaction Status
- Export the Agency Catalog Inquiry Transaction Status

View the Agency Catalog Inquiry Transaction Status

Overview

The Agency Catalog Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Catalog > Agency Catalog > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Agency Catalog Inquiry Transaction Status page

Page Fields

The following fields display on the **Agency Catalog Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

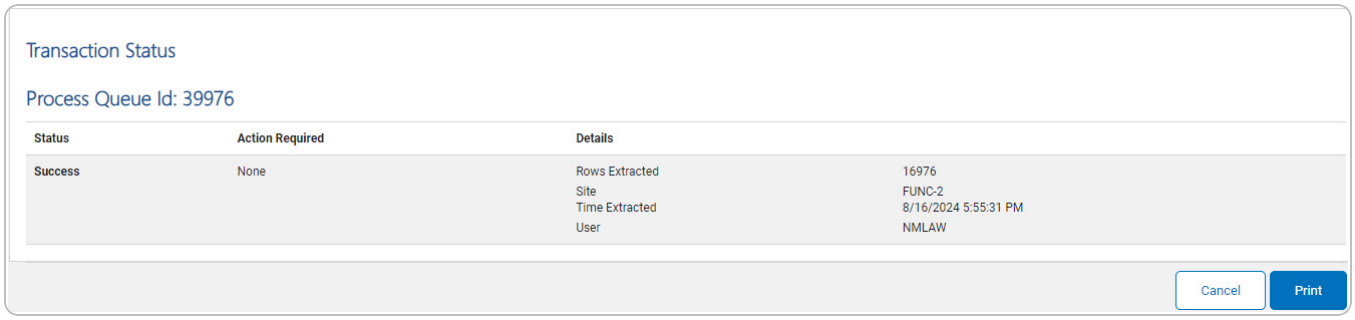
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

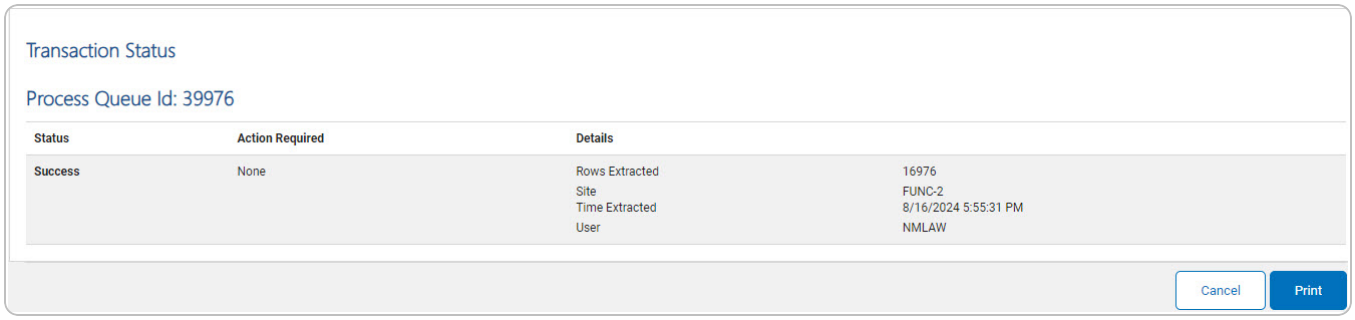
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Agency Catalog Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Agency Catalog Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Agency Catalog Inquiry Search Criteria*** *page appears*.

View the Agency Catalog Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Agency Catalog Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Agency Catalog Inquiry — Criteria
- Search for an Agency Catalog Inquiry — Results
- Select Fields for the Agency Catalog Inquiry
- View the Agency Catalog Inquiry Detail — Basic
- Export the Agency Catalog Inquiry Transaction Status

Export the Agency Catalog Inquiry Transaction Status

Overview

The Agency Catalog Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Catalog > Agency Catalog > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Agency Catalog Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Agency Catalog Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

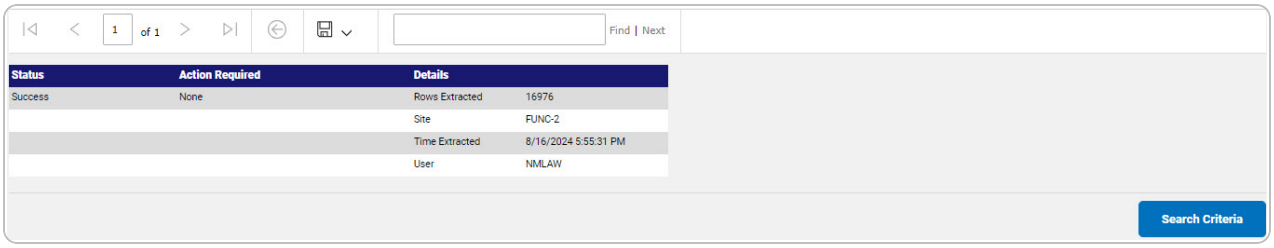
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Agency Catalog Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The* ***Agency Catalog 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Agency Catalog Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Agency Catalog Inquiry — Criteria
- Search for an Agency Catalog Inquiry — Results
- Select Fields for the Agency Catalog Inquiry
- View the Agency Catalog Inquiry Detail — Basic
- View the Agency Catalog Inquiry Transaction Status

Search for a Manufacturer Inquiry — Criteria

Overview

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

Navigation

Inquiries > Catalog > Manufacturer > Manufacturer Inquiry Search Criteria page

Page Fields

The following fields display on the **Manufacturer Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the

	default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

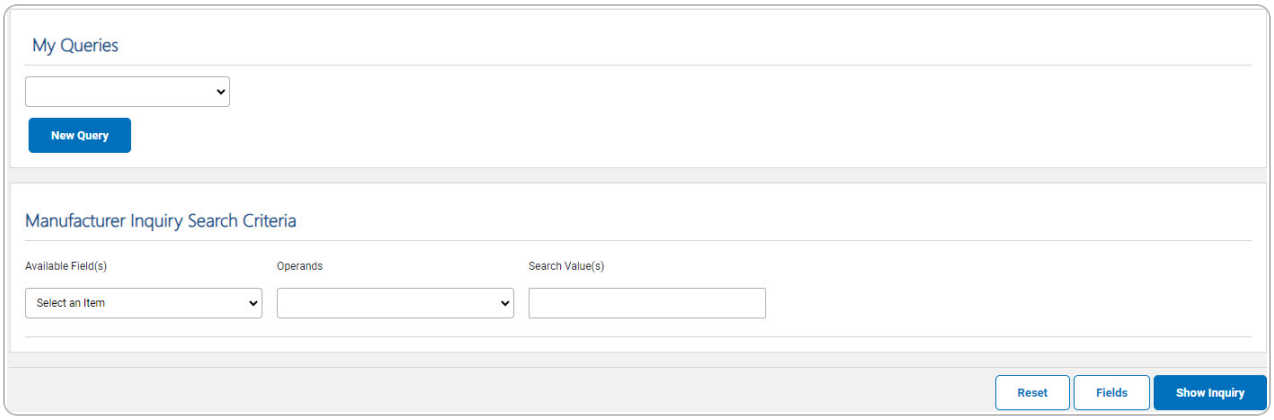
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Manufacturer 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.

B. Repeat Step A to add additional search criteria.

Note

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

Note

Select Fields 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. Repeat Step A to add additional search criteria.

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

A. Use ⌄ to select the first Search Value.

B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

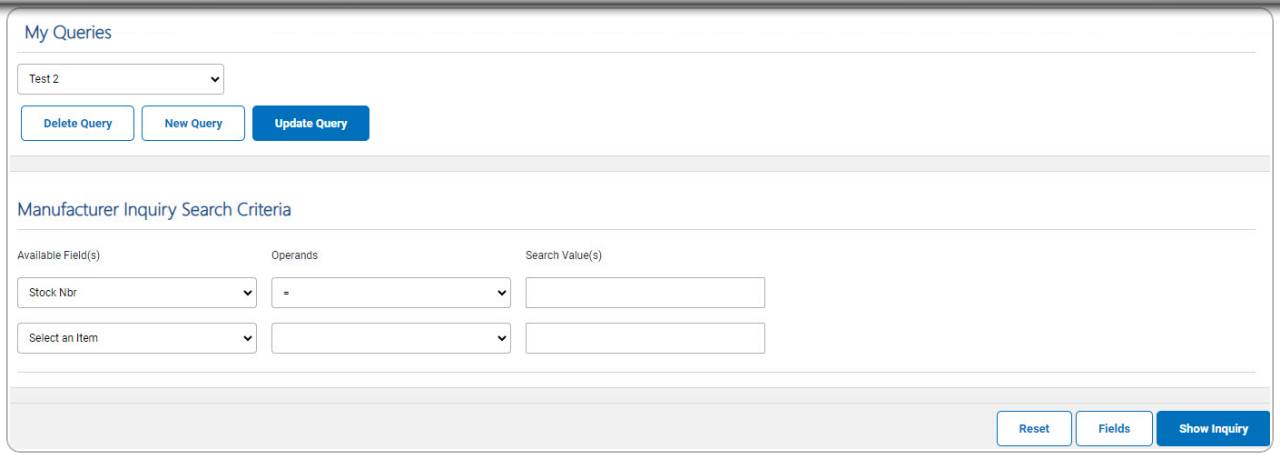
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Manufacturer Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



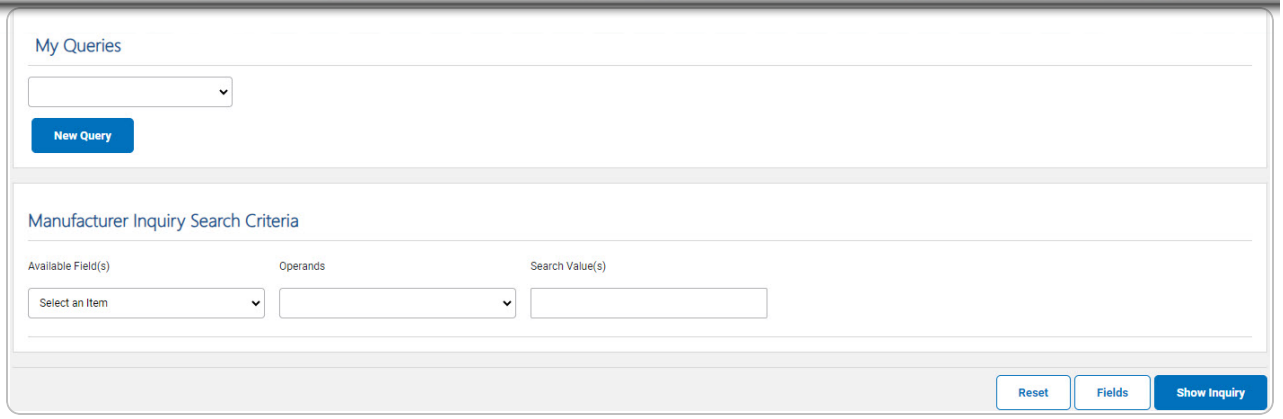
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Manufacturer Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Manufacturer 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.*



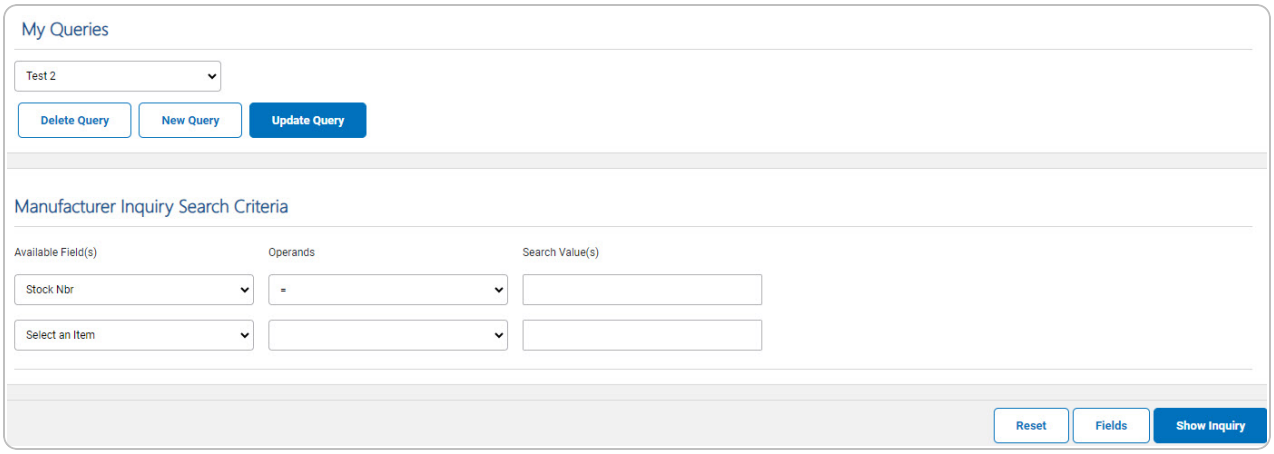
2. Select Fields. *The* ***Manufacturer Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Manufacturer 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

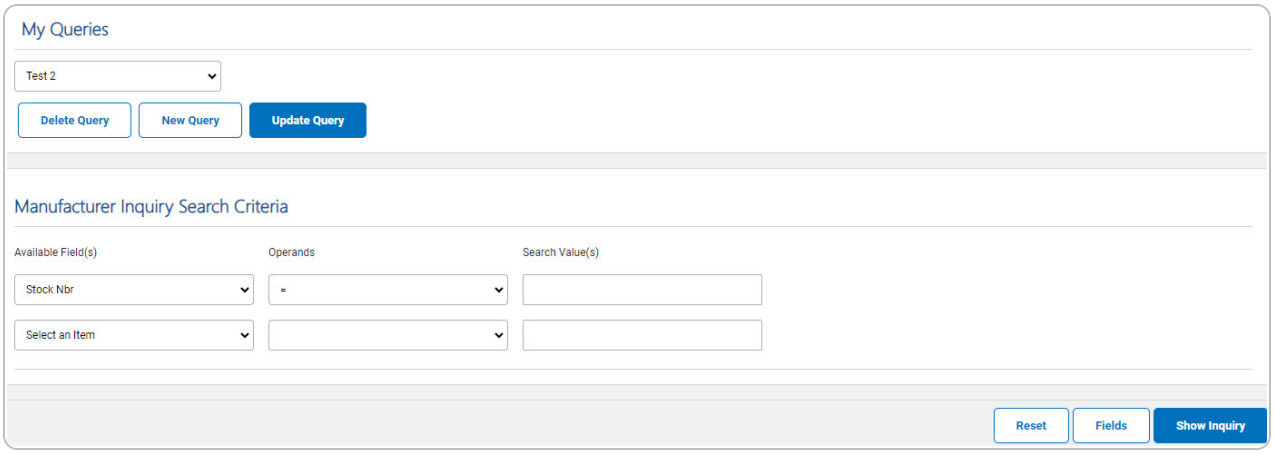
4. Select Fields. *The **Manufacturer Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Manufacturer 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Manufacturer Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select

	Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Manufacturer Inquiry — Results
- Select Fields for the Manufacturer Inquiry
- View the Manufacturer Inquiry Transaction Status
- Export the Manufacturer Inquiry Transaction Status

Search for a Manufacturer Inquiry — Results

Overview

The Manufacturer Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Catalog > Manufacturer > Search Criteria > Show Inquiry > Manufacturer Inquiry Search Results page

Page Fields

The following fields display on the **Manufacturer Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Mfr Name
Mfr Part Nbr
Mfr Model Nbr
Non-Actbl
Stock Nbr

Optional

CAGE Cd
Catalog Name
Estbd By
Estbd Dt
Item Desc
Last Tran Dt
Last Updtd By
Status

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

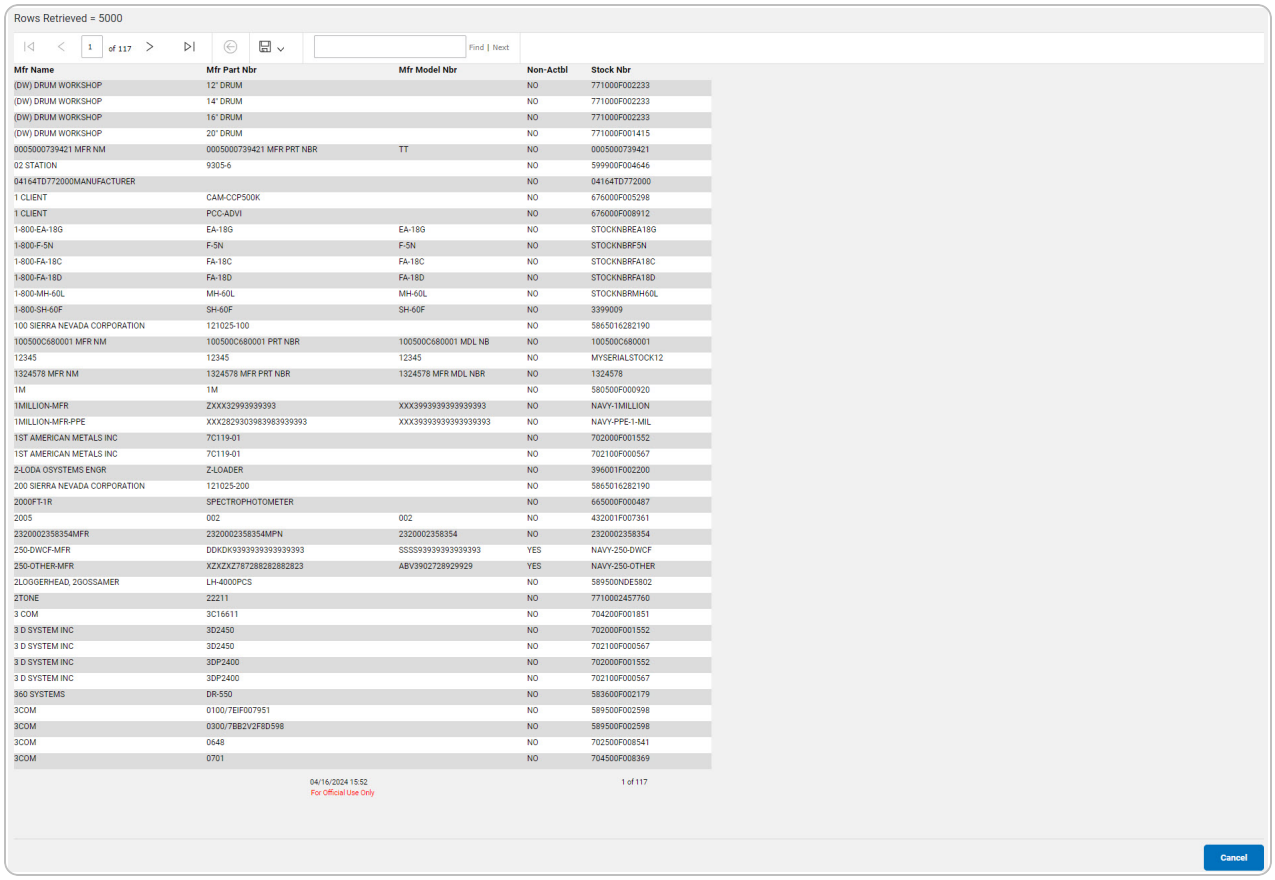
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Manufacturer 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 = 5000

1 of 117 Find | Next

Mfr Name	Mfr Part Nbr	Mfr Model Nbr	Non-Actbl	Stock Nbr
(DW) DRUM WORKSHOP	12" DRUM		NO	771000F002233
(DW) DRUM WORKSHOP	14" DRUM		NO	771000F002233
(DW) DRUM WORKSHOP	16" DRUM		NO	771000F002233
(DW) DRUM WORKSHOP	20" DRUM		NO	771000F001415
0005000739421 MFR NM	0005000739421 MFR PRT NBR	TT	NO	0005000739421
02 STATION	9305-6		NO	599900F004646
04164TD772000MANUFACTURER			NO	04164TD772000
1 CLIENT	CAM-CCP500K		NO	676000F005298
1 CLIENT	PCC-ADVI		NO	676000F008912
1-800-EA-18G	EA-18G	EA-18G	NO	STOCKNBREA18G
1-800-F-5N	F-5N	F-5N	NO	STOCKNBRF5N
1-800-FA-18C	FA-18C	FA-18C	NO	STOCKNBRFA18C
1-800-FA-18D	FA-18D	FA-18D	NO	STOCKNBRFA18D
1-800-MH-60L	MH-60L	MH-60L	NO	STOCKNBRMH60L
1-800-SH-60F	SH-60F	SH-60F	NO	3399009
100 SIERRA NEVADA CORPORATION	121025-100		NO	5865016282190
100500C680001 MFR NM	100500C680001 PRT NBR	100500C680001 MDL NB	NO	100500C680001
12345	12345	12345	NO	MYSERIALSTOCK12
1324578 MFR NM	1324578 MFR PRT NBR	1324578 MFR MDL NBR	NO	1324578
1M	1M		NO	580500F000920
1MILLION-MFR	ZXXX32993939393	XXX3993939393939393	NO	NAVY-1MILLION
1MILLION-MFR-PPE	XXX2829303983983939393	XXX3939393939393939	NO	NAVY-PPE-1-MIL
1ST AMERICAN METALS INC	7C119-01		NO	702000F001552
1ST AMERICAN METALS INC	7C119-01		NO	702100F000567
2-LODA OSYSTEMS ENGR	Z-LOADER		NO	396001F002200
200 SIERRA NEVADA CORPORATION	121025-200		NO	5865016282190
2000FT-1R	SPECTROPHOTOMETER		NO	665000F000487
2005	002	002	NO	432001F007361
2320002358354MFR	2320002358354MPN	2320002358354	NO	2320002358354
250-DWCF-MFR	DDKDK9393939393939393	SSSS93939393939393	YES	NAVY-250-DWCF
250-OTHER-MFR	XZXZXZ787288282882823	ABV3902728929929	YES	NAVY-250-OTHER
2LOGGERHEAD, 2GOSSAMER	LH-4000PCS		NO	589500NDE5802
2TONE	22211		NO	7710002457760
3 COM	3C16611		NO	704200F001851
3 D SYSTEM INC	3D2450		NO	702000F001552
3 D SYSTEM INC	3D2450		NO	702100F000567
3 D SYSTEM INC	3DP2400		NO	702000F001552
3 D SYSTEM INC	3DP2400		NO	702100F000567
360 SYSTEMS	DR-550		NO	583600F002179
3COM	0100/7EIF007951		NO	589500F002598
3COM	0300/7BB2V2F8D598		NO	589500F002598
3COM	0648		NO	702500F008541
3COM	0701		NO	704500F008369

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For Official Use Only
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Cancel

Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Manufacturer 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Manufacturer Inquiry — Criteria
- Select Fields for the Manufacturer Inquiry
- View the Manufacturer Inquiry Transaction Status
- Export the Manufacturer Inquiry Transaction Status

Select Fields for the Manufacturer Inquiry

Overview

The Manufacturer Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Catalog > Manufacturer > Search Criteria > Fields > Manufacturer Inquiry Fields Selection page

Page Fields

The following fields display on the **Manufacturer Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Mfr Name
Mfr Part Nbr
Mfr Model Nbr
Non-Actbl
Stock Nbr

Optional

CAGE Cd
Catalog Name
Estbd By
Estbd Dt
Item Desc

Last Tran Dt
Last Updtd By
Status

Procedures

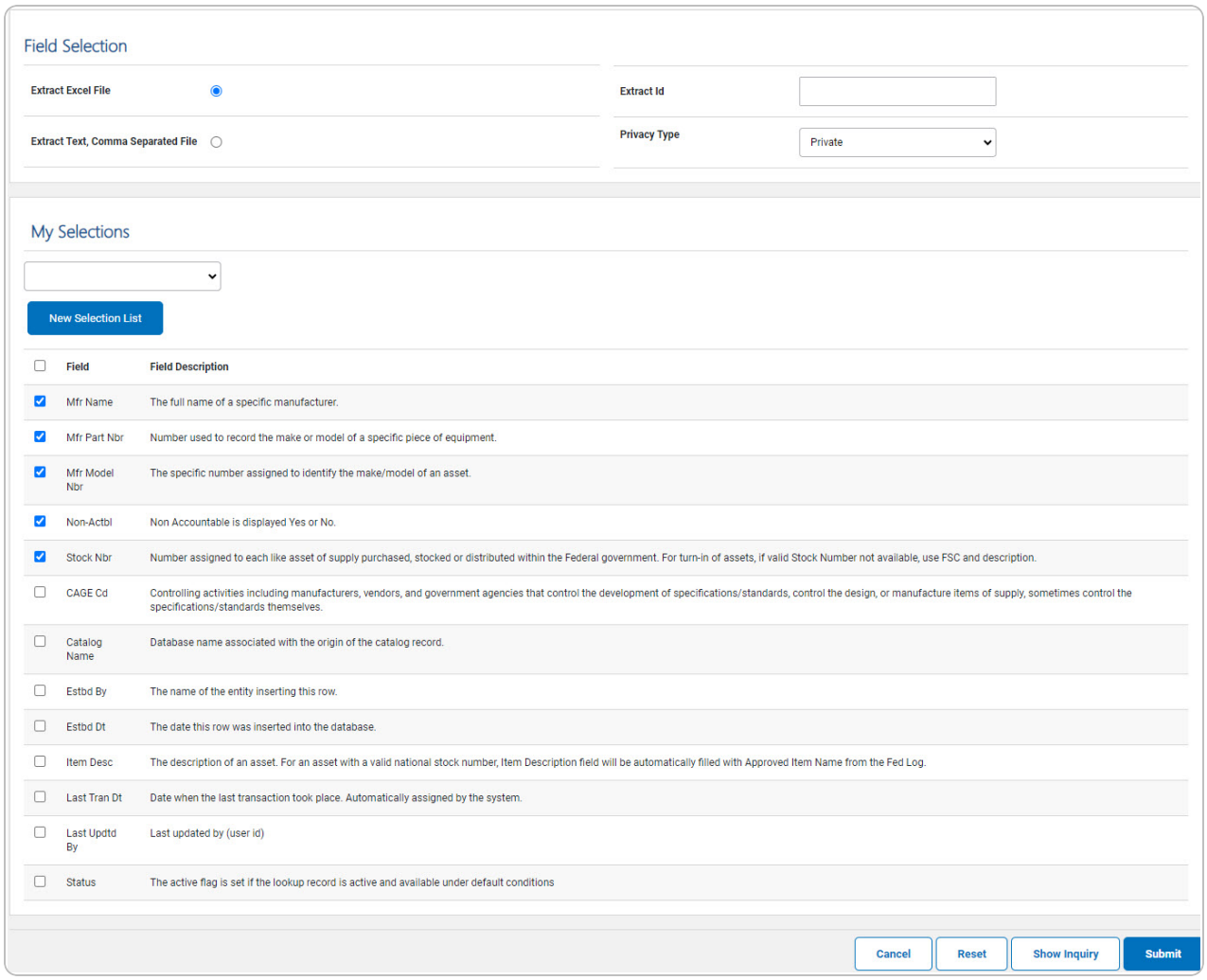
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **Manufacturer Inquiry** page appears.*



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

Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.*

Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

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

5. **OR**

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

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

3. **OR**

Select Submit for large volumes of data. *The **Manufacturer 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

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

4. **OR**

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

Delete a Selection List

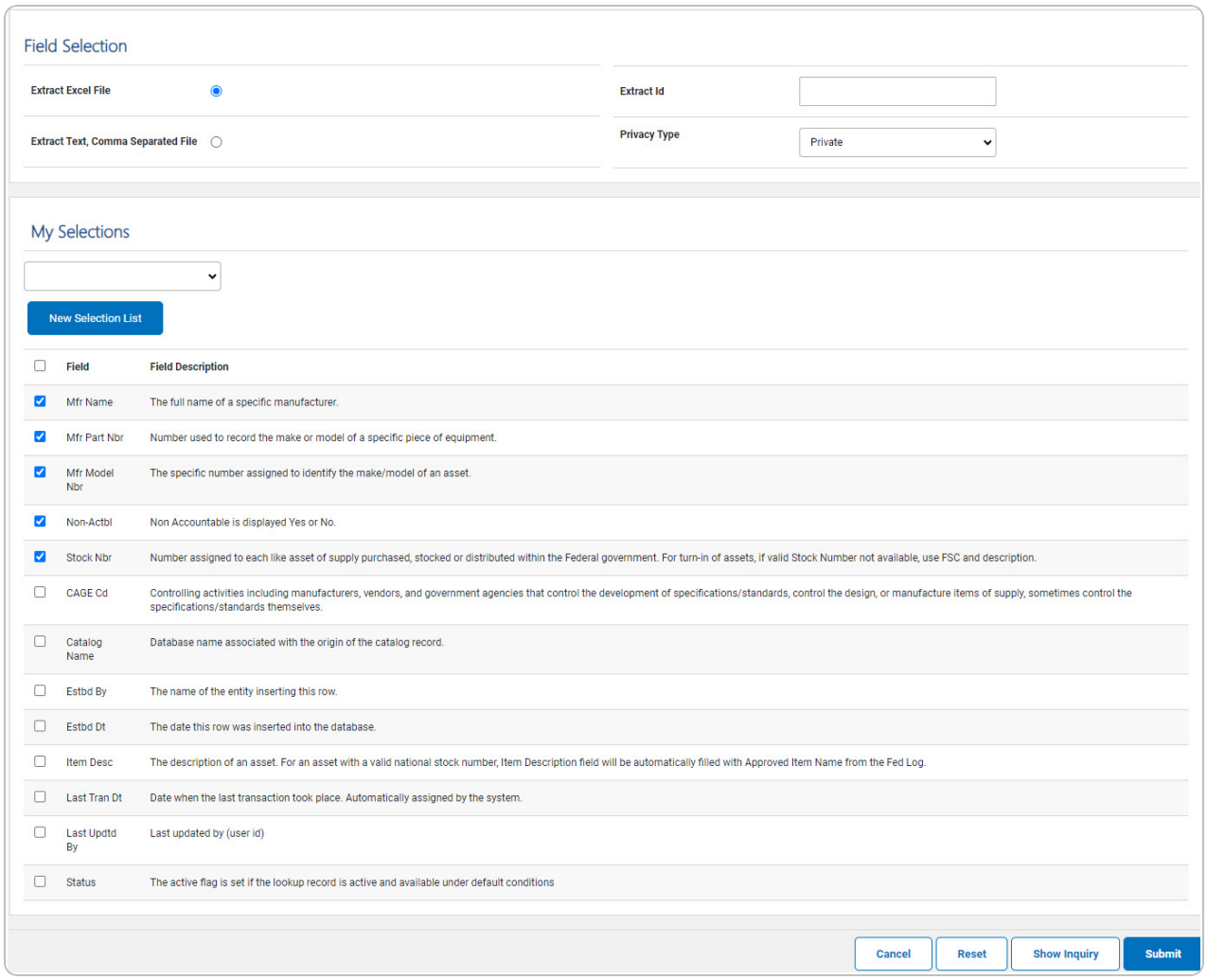
1. Use ⌄ to select the desired Selection List. *The page refreshes, the search criteria fields change, and* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Manufacturer Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 5 fields are automatically selected.*

Note

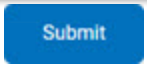
The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- Verify the MFR NAMEcontains the appropriate ☑ or ☐. *Select if the inquiry contains an MFR NAME.*

- Verify the MFR PART NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR PART NBR.*
- Verify the MFR MODEL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR MODEL NBR.*
- Verify the NON—ACTBL contains the appropriate ☑ or ☐. *Select if the inquiry has a NON—ACTBL display.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Click ☐ to select the CAGE CD. *Select if the inquiry contains a CAGE CD.*
- Click ☐ to select the Catalog Name. *Select if the inquiry contains a Catalog Name.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains ESTBD BY information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains ESTBD DT information.*
- Click ☐ to select the ITEM DESC. *Select if the inquiry contains a ITEM DESC.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a LAST TRAN DT.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains a LAST UPDTD BY.*
- Click ☐ to select the Status. *Select if the inquiry contains status information.*

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

3. **OR**

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Manufacturer Inquiry — Criteria
- Search for a Manufacturer Inquiry — Results
- View the Manufacturer Inquiry Transaction Status
- Export the Manufacturer Inquiry Transaction Status

View the Manufacturer Inquiry Transaction Status

Overview

The Manufacturer Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Catalog > Manufacturer > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Manufacturer Inquiry Transaction Status page

Page Fields

The following fields display on the **Manufacturer Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

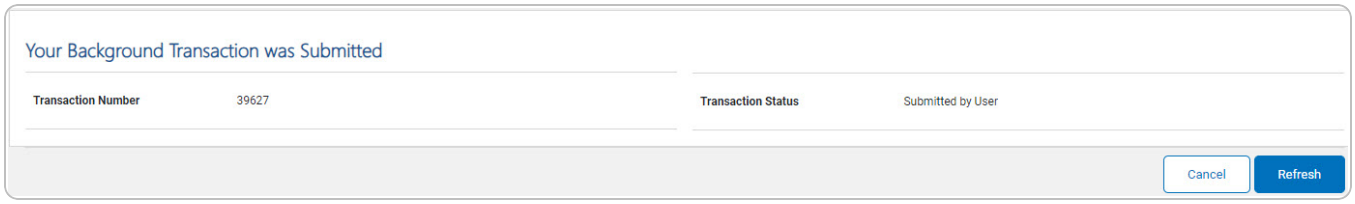
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

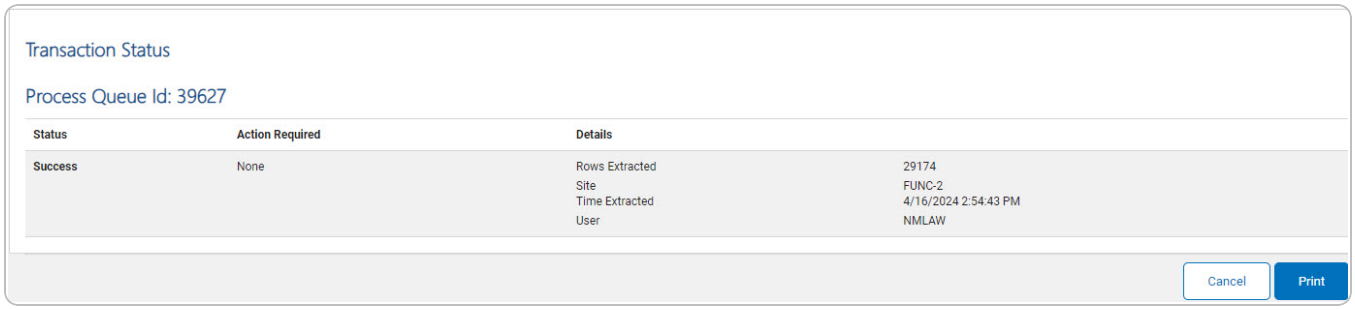
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Manufacturer Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Manufacturer Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Manufacturer Inquiry Search Criteria*** *page appears*.

View the Manufacturer Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*

4. Select Print. *The* ***Manufacturer Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Manufacturer Inquiry — Criteria
- Search for a Manufacturer Inquiry — Results
- Select Fields for the Manufacturer Inquiry

Export the Manufacturer Inquiry Transaction Status

Overview

The Manufacturer Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Catalog > Manufacturer > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Manufacturer Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Manufacturer Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

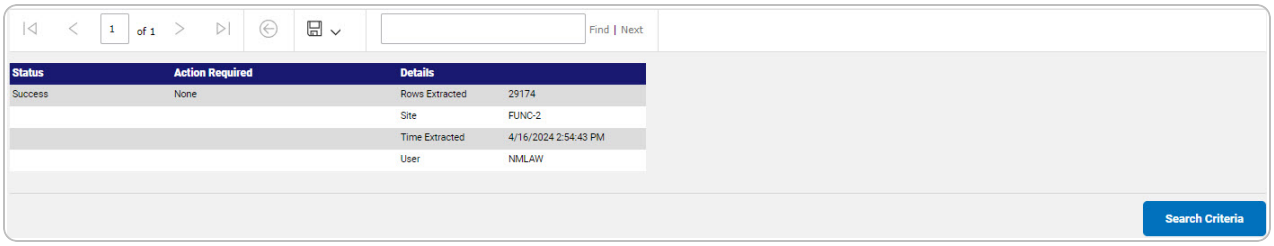
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Manufacturer Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The* ***Manufacturer Inquiry Search Criteria*** *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Manufacturer Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Manufacturer Inquiry — Criteria
- Search for a Manufacturer Inquiry — Results
- Select Fields for the Manufacturer Inquiry
- View the Manufacturer Inquiry Transaction Status

Search for a Stock Number History Inquiry — Criteria

Overview

The Property Accountability module Stock Number History Inquiry process provides the ability to search for Stock Number History records.

Navigation

Inquiries > Catalog > Stock NBR History > Stock Number History Inquiry Search Criteria page

Page Fields

The following fields display on the **Stock Number History Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

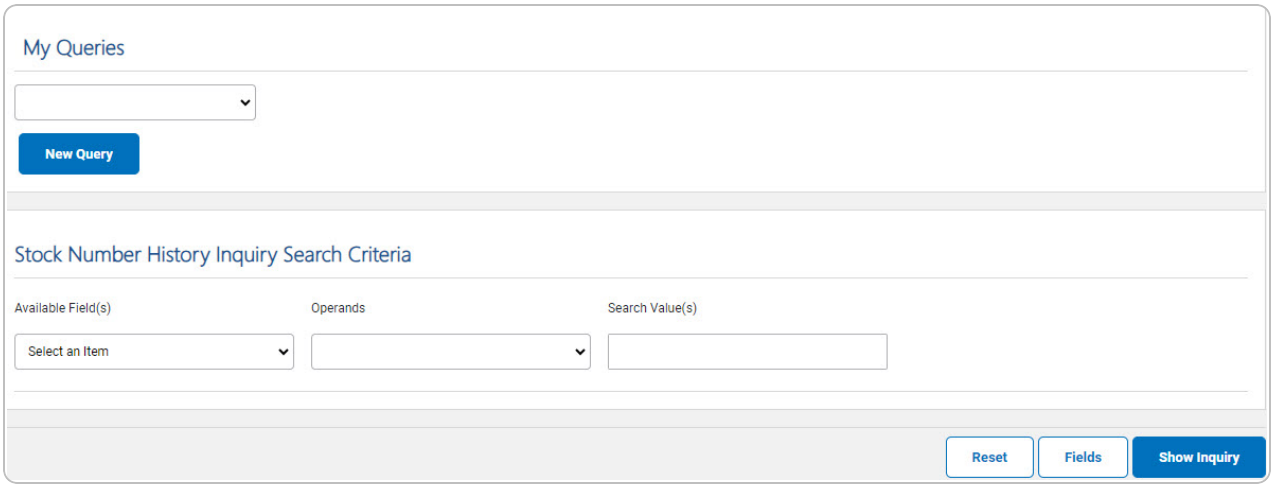
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Stock Number History 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.

   B. Repeat Step A to add additional search criteria.

> **Note**
>
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
> Select Fields 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. Repeat Step A to add additional search criteria.

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

   A. Use ⌄ to select the first Search Value.

   B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

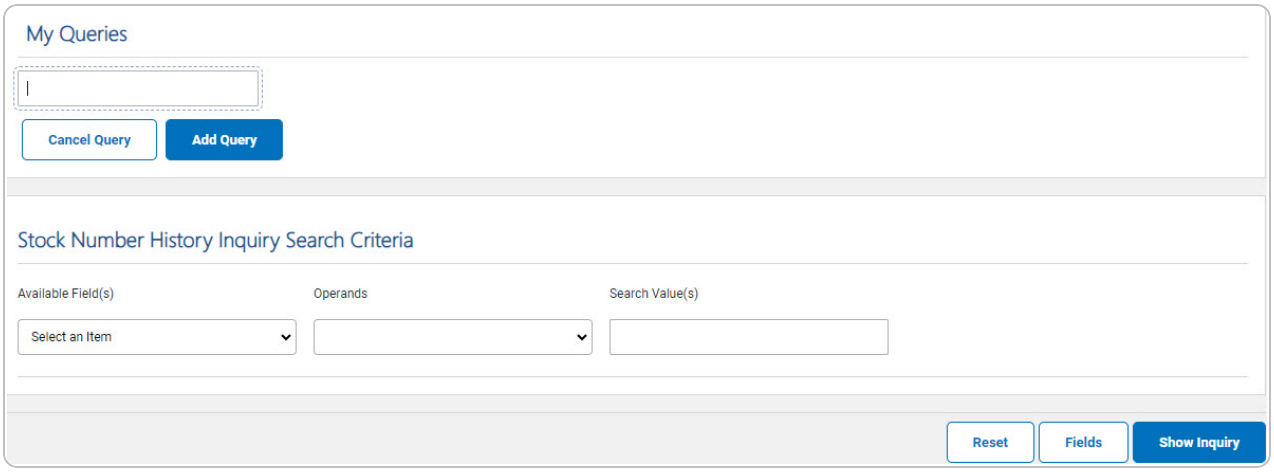
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Stock Number History Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



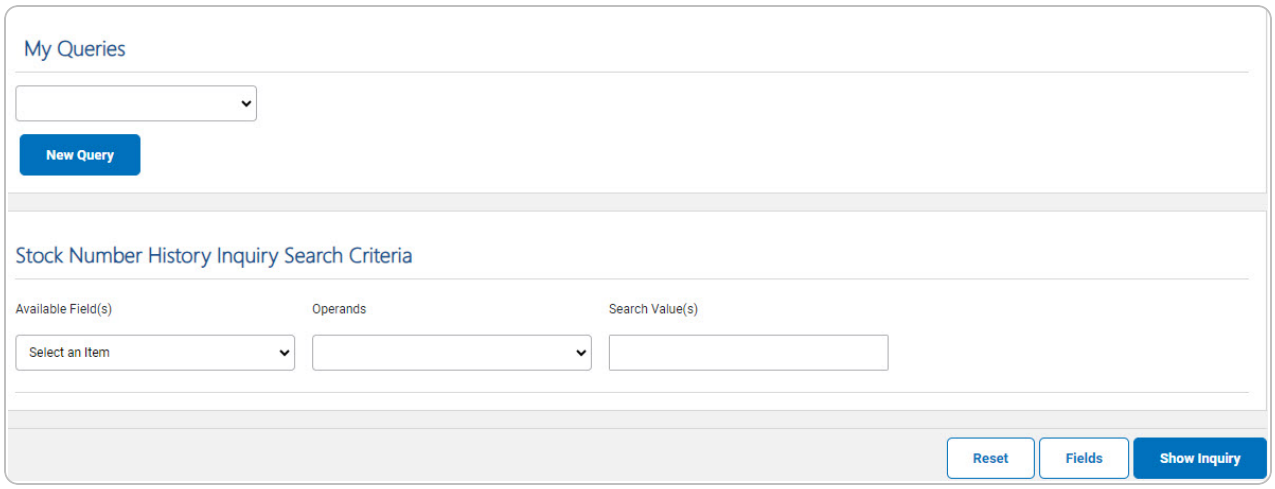
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The **Stock Number History Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **Stock Number History 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.*



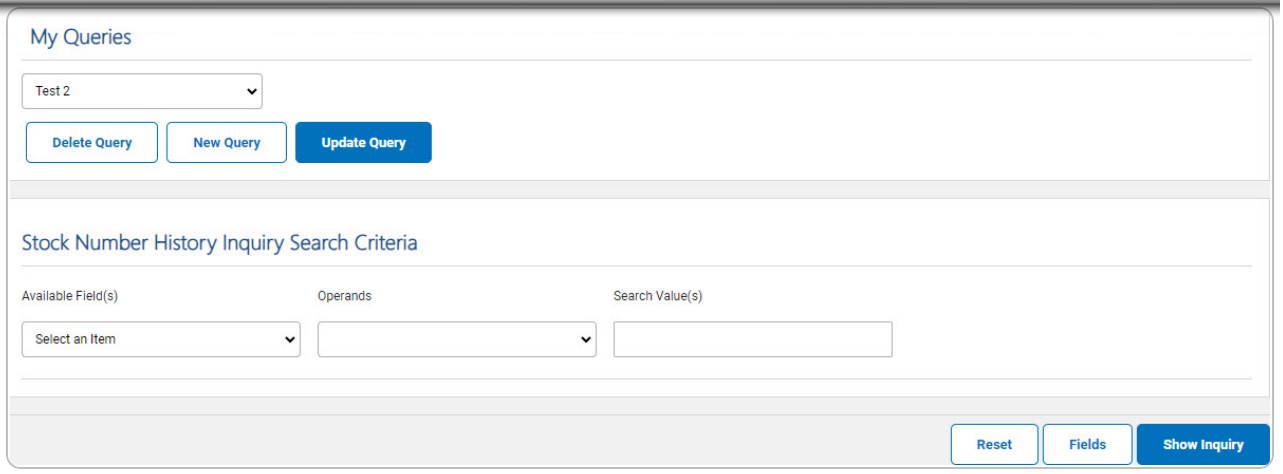
2. Select Fields. *The **Stock Number History Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Stock Number History 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

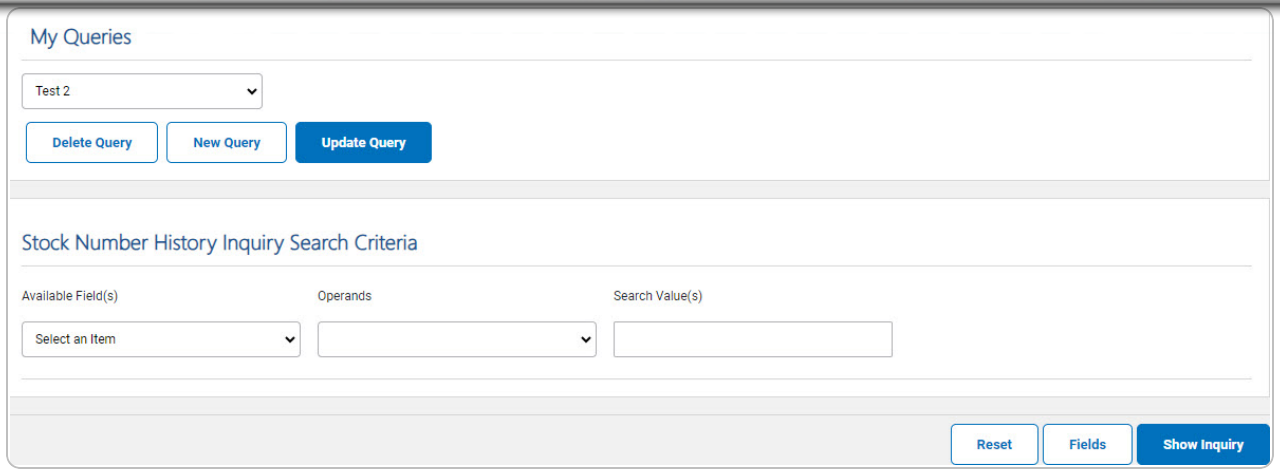
4. Select Fields. *The **Stock Number History Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Stock Number History 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Stock Number History Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Stock Number History Inquiry — Results
- Select Fields for the Stock Number History Inquiry
- View the Stock Number History Inquiry Detail — Basic
- View the Stock Number History Inquiry Detail — Manufacturer
- View the Stock Number History Inquiry Detail — Publications
- View the Stock Number History Inquiry Detail — Agency Attributes
- View the Stock Number History Inquiry Transaction Status
- Export the Stock Number History Inquiry Transaction Status

Search for a Stock Number History Inquiry — Results

Overview

The Stock Number History Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Catalog > Stock Number History > Search Criteria > Show Inquiry > Stock Number History Inquiry Search Results page

Page Fields

The following fields display on the **Stock Number History Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

ACC-SFIS
FSC
Item Desc
Mgt Cd
Stock Item Cd
Stock Nbr
Type Asset Cd
UI
Unit Price
Yr Svc Life

Optional

AAC
Acq Pgm Name
ADPE Id Cd
ARC
Authn Cd
Calibration Cd

Catalog Name
CIIC
Dmil Cd
DoDIC
Estbd By
Estbd Dt
Fdcry Deprn Mthd Cd
Haz Mat Cd
History Remarks
IT Device Cd
Last Activity Dt
Last Updtd By
LIN/TAMCN - Catalog
NIIN
NIIN Sts Cd
Pgm Id
Precious Mtl Cd
Prev Stock Nbr
Recover Cd
Remarks
Reportable Cd
Shelf Life Cd
Type Dsg Group Cd
Unit Cube
Unit Wt
Usng Svc Cd
Util Measure Cd
Util Svc Life

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

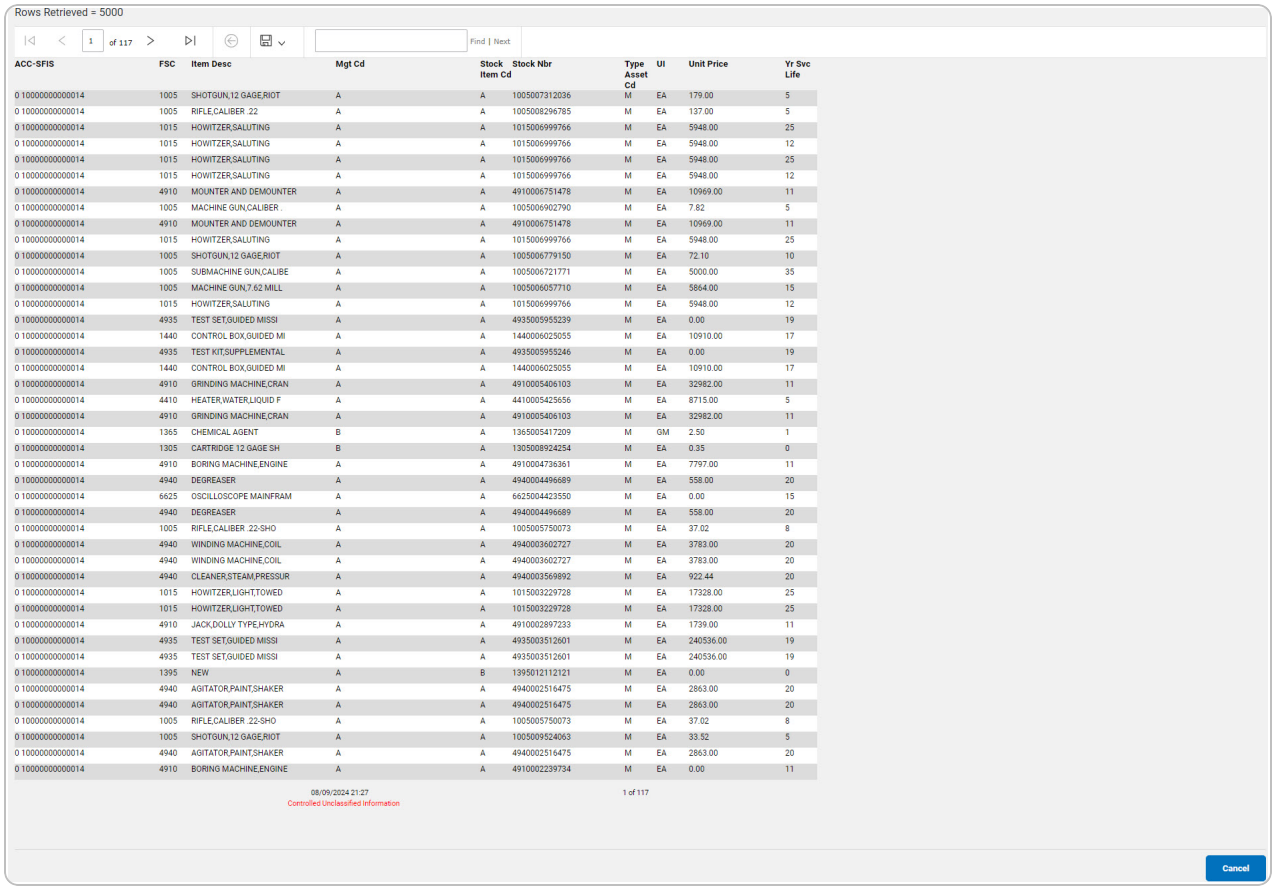
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Stock Number History 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 = 5000

ACC-SFIS	FSC	Item Desc	Mgt Cd	Stock Item Cd	Stock Nbr	Type Asset Cd	UI	Unit Price	Yr Svc Life
0 10000000000014	1005	SHOTGUN,12 GAGE,RIOT	A	A	1005007312036	M	EA	179.00	5
0 10000000000014	1005	RIFLE,CALIBER .22	A	A	1005008296785	M	EA	137.00	5
0 10000000000014	1015	HOWITZER,SALUTING	A	A	1015006999766	M	EA	5948.00	25
0 10000000000014	1015	HOWITZER,SALUTING	A	A	1015006999766	M	EA	5948.00	12
0 10000000000014	1015	HOWITZER,SALUTING	A	A	1015006999766	M	EA	5948.00	25
0 10000000000014	1015	HOWITZER,SALUTING	A	A	1015006999766	M	EA	5948.00	12
0 10000000000014	4910	MOUNTER AND DEMOUNTER	A	A	4910006751478	M	EA	10969.00	11
0 10000000000014	1005	MACHINE GUN,CALIBER .	A	A	1005006902790	M	EA	7.82	5
0 10000000000014	4910	MOUNTER AND DEMOUNTER	A	A	4910006751478	M	EA	10969.00	11
0 10000000000014	1015	HOWITZER,SALUTING	A	A	1015006999766	M	EA	5948.00	25
0 10000000000014	1005	SHOTGUN,12 GAGE,RIOT	A	A	1005006779150	M	EA	72.10	10
0 10000000000014	1005	SUBMACHINE GUN,CALIBE	A	A	1005006721771	M	EA	5000.00	35
0 10000000000014	1005	MACHINE GUN,7.62 MILL	A	A	1005006057710	M	EA	5864.00	15
0 10000000000014	1015	HOWITZER,SALUTING	A	A	1015006999766	M	EA	5948.00	12
0 10000000000014	4935	TEST SET,GUIDED MISSI	A	A	4935005955239	M	EA	0.00	19
0 10000000000014	1440	CONTROL BOX,GUIDED MI	A	A	1440006025055	M	EA	10910.00	17
0 10000000000014	4935	TEST KIT,SUPPLEMENTAL	A	A	4935005955246	M	EA	0.00	19
0 10000000000014	1440	CONTROL BOX,GUIDED MI	A	A	1440006025055	M	EA	10910.00	17
0 10000000000014	4910	GRINDING MACHINE,CRAN	A	A	4910005406103	M	EA	32982.00	11
0 10000000000014	4410	HEATER,WATER,LIQUID F	A	A	4410005425656	M	EA	8715.00	5
0 10000000000014	4910	GRINDING MACHINE,CRAN	A	A	4910005406103	M	EA	32982.00	11
0 10000000000014	1365	CHEMICAL AGENT	B	A	1365005417209	M	GM	2.50	1
0 10000000000014	1305	CARTRIDGE 12 GAGE SH	B	A	1305008924254	M	EA	0.35	0
0 10000000000014	4910	BORING MACHINE,ENGINE	A	A	4910004736361	M	EA	7797.00	11
0 10000000000014	4940	DEGREASER	A	A	4940004496689	M	EA	558.00	20
0 10000000000014	6625	OSCILLOSCOPE MAINFRAM	A	A	6625004423550	M	EA	0.00	15
0 10000000000014	4940	DEGREASER	A	A	4940004496689	M	EA	558.00	20
0 10000000000014	1005	RIFLE,CALIBER .22-SHO	A	A	1005005750073	M	EA	37.02	8
0 10000000000014	4940	WINDING MACHINE,COIL	A	A	4940003602727	M	EA	3783.00	20
0 10000000000014	4940	WINDING MACHINE,COIL	A	A	4940003602727	M	EA	3783.00	20
0 10000000000014	4940	CLEANER,STEAM,PRESSUR	A	A	4940003569892	M	EA	922.44	20
0 10000000000014	1015	HOWITZER,LIGHT,TOWED	A	A	1015003229728	M	EA	17328.00	25
0 10000000000014	1015	HOWITZER,LIGHT,TOWED	A	A	1015003229728	M	EA	17328.00	25
0 10000000000014	4910	JACK,DOLLY TYPE,HYDRA	A	A	4910002897233	M	EA	1739.00	11
0 10000000000014	4935	TEST SET,GUIDED MISSI	A	A	4935003512601	M	EA	240536.00	19
0 10000000000014	4935	TEST SET,GUIDED MISSI	A	A	4935003512601	M	EA	240536.00	19
0 10000000000014	1395	NEW	A	B	1395012112121	M	EA	0.00	0
0 10000000000014	4940	AGITATOR,PAINT,SHAKER	A	A	4940002516475	M	EA	2863.00	20
0 10000000000014	4940	AGITATOR,PAINT,SHAKER	A	A	4940002516475	M	EA	2863.00	20
0 10000000000014	1005	RIFLE,CALIBER .22-SHO	A	A	1005005750073	M	EA	37.02	8
0 10000000000014	1005	SHOTGUN,12 GAGE,RIOT	A	A	1005009524063	M	EA	33.52	5
0 10000000000014	4940	AGITATOR,PAINT,SHAKER	A	A	4940002516475	M	EA	2863.00	20
0 10000000000014	4910	BORING MACHINE,ENGINE	A	A	4910002239734	M	EA	0.00	11

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Controlled Unclassified Information
1 of 117
Cancel

Note

To reach the optional fields, refer to the Stock Number History Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Stock Number History 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Stock Number History Inquiry Detail

Select the desired ACC—SFIS row. *The* ***Stock Number History Inquiry Detail — Basic*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Stock Number History Inquiry — Criteria
- Select Fields for the Stock Number History Inquiry
- View the Stock Number History Inquiry Detail — Basic
- View the Stock Number History Inquiry Detail — Manufacturer
- View the Stock Number History Inquiry Detail — Publications
- View the Stock Number History Inquiry Detail — Agency Attributes
- View the Stock Number History Inquiry Transaction Status
- Export the Stock Number History Inquiry Transaction Status

Select Fields for the Stock Number History Inquiry

Overview

The Stock Number History Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Catalog > Stock Number History > Search Criteria > Fields > Stock Number History Inquiry Fields Selection page

Page Fields

The following fields display on the **Stock Number History Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

ACC-SFIS
FSC
Item Desc
Mgt Cd
Stock Item Cd
Stock Nbr
Type Asset Cd
UI
Unit Price
Yr Svc Life

Optional

AAC
Acq Pgm Name
ADPE Id Cd
ARC
Authn Cd
Calibration Cd
Catalog Name
CIIC
Dmil Cd
DoDIC
Estbd By
Estbd Dt
Fdcry Deprn Mthd Cd
Haz Mat Cd
History Remarks
IT Device Cd
Last Activity Dt
Last Updtd By
LIN/TAMCN - Catalog
NIIN
NIIN Sts Cd
Pgm Id
Precious Mtl Cd
Prev Stock Nbr
Recover Cd
Remarks
Reportable Cd
Shelf Life Cd
Type Dsg Group Cd
Unit Cube
Unit Wt
Usng Svc Cd
Util Measure Cd
Util Svc Life

Procedures

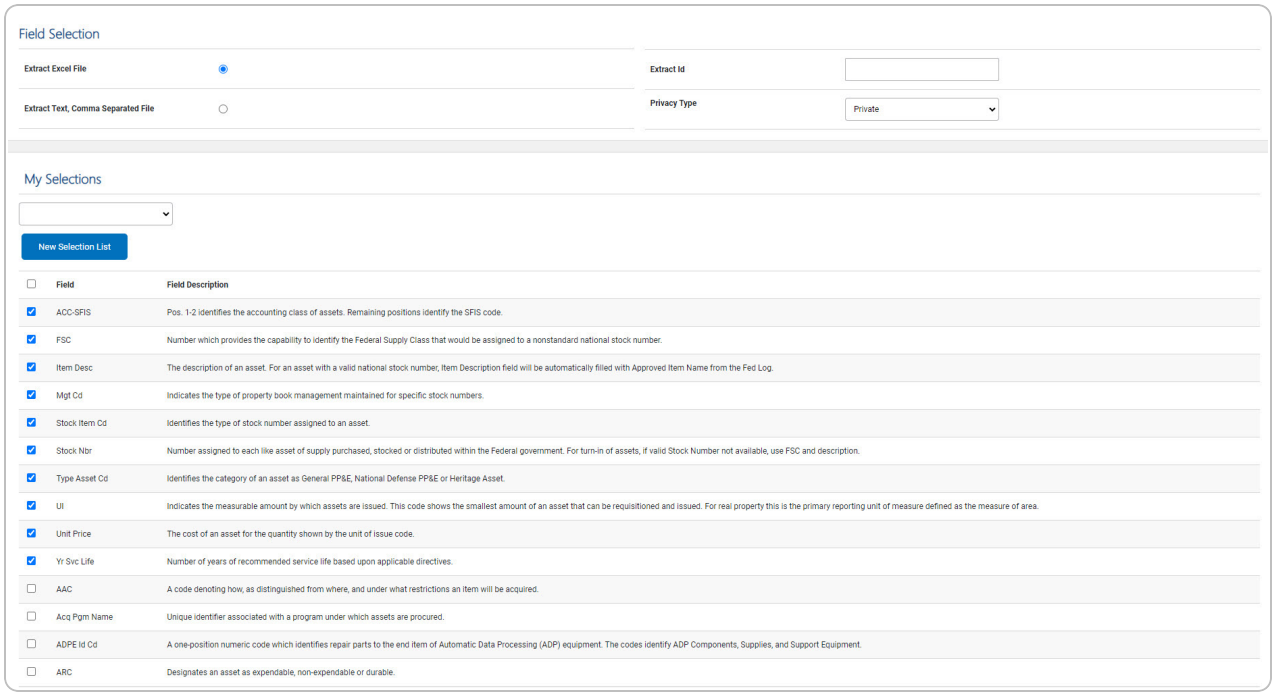
ELMS Navigation Helpful Tips

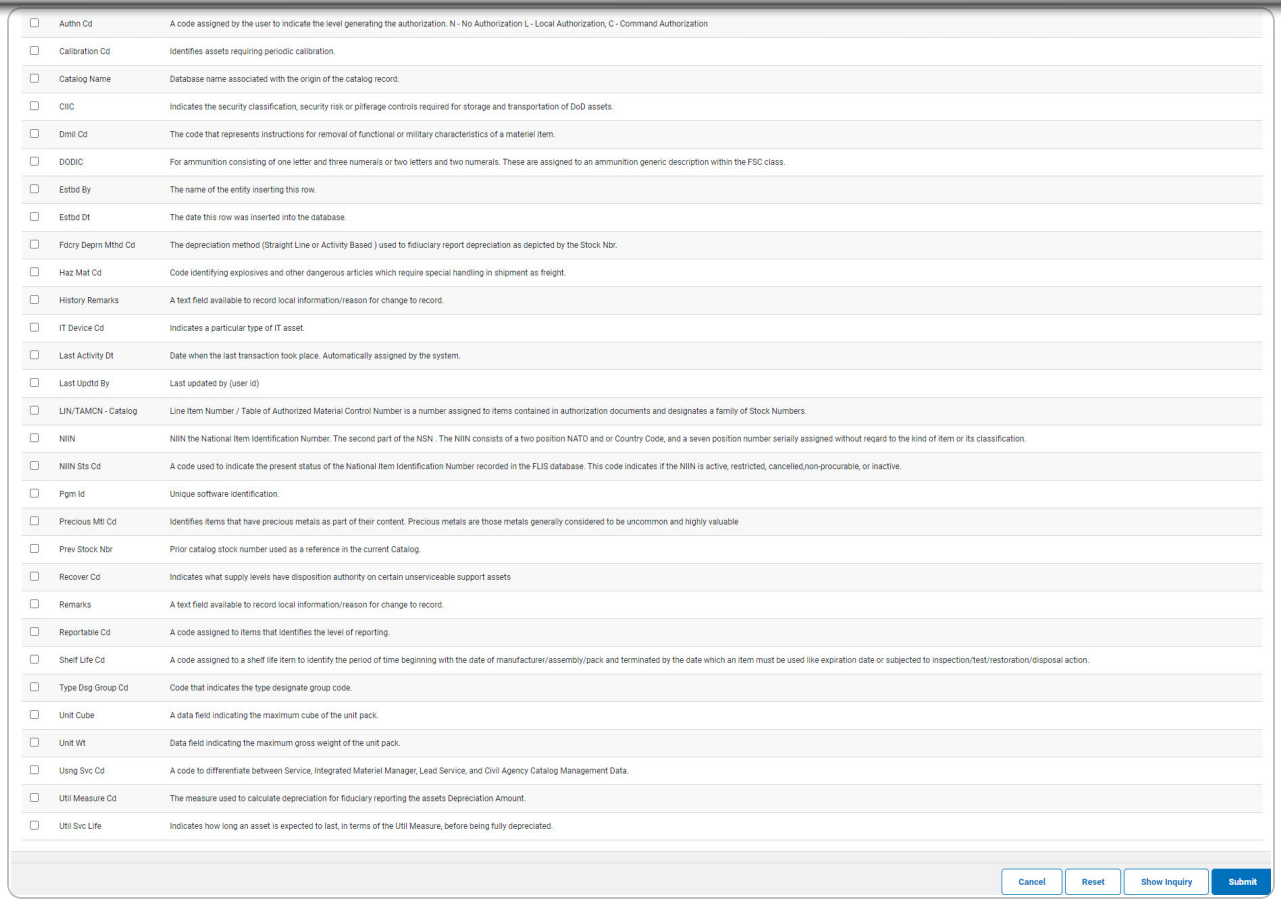
Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The* ***Stock Number History Inquiry*** *page appears.*





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

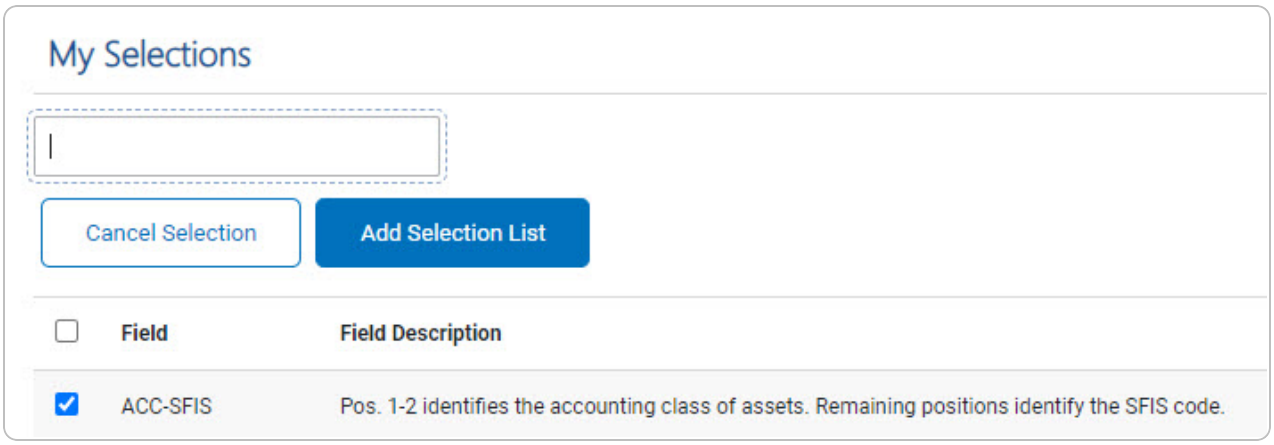
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

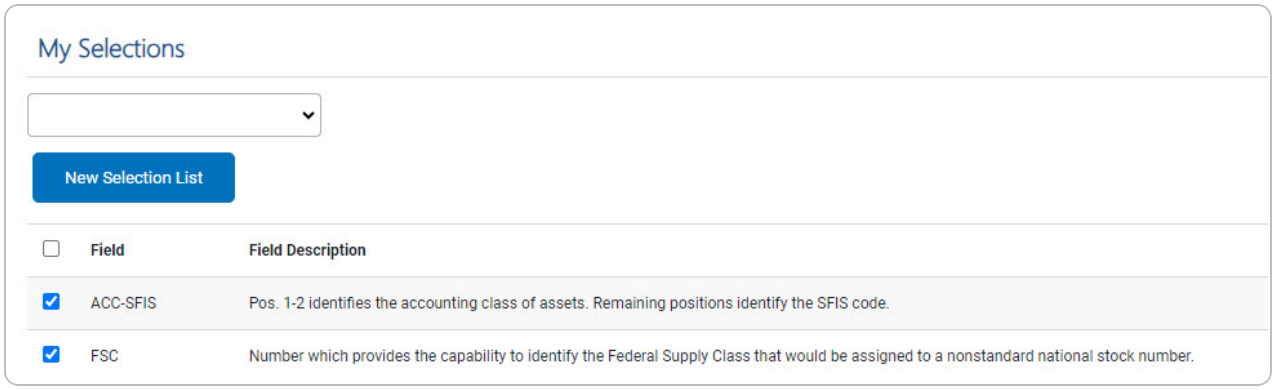
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Stock Number History Inquiry — Results*** *page appears.*
5. **OR**

   Select Submit for large volumes of data. *The* ***Stock Number History Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

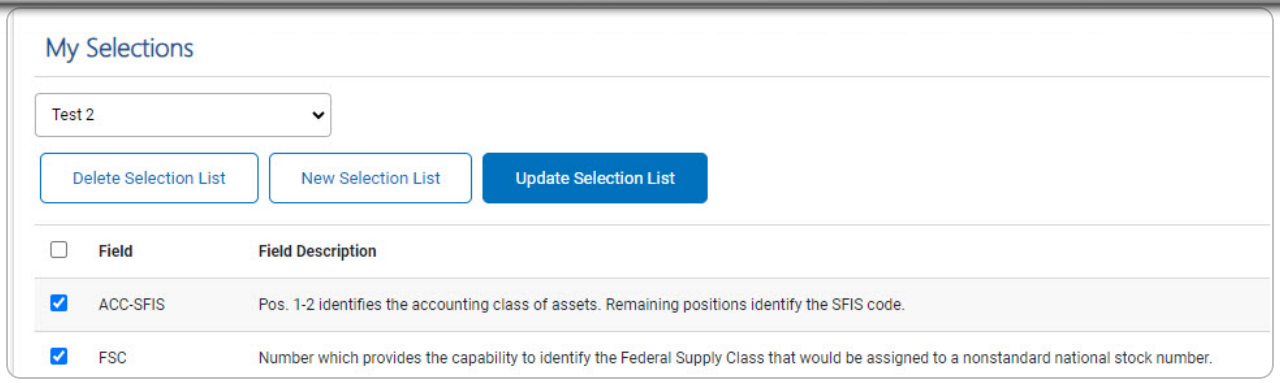
3. Select Show Inquiry for small volumes of data. *The **Stock Number History Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Stock Number History 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



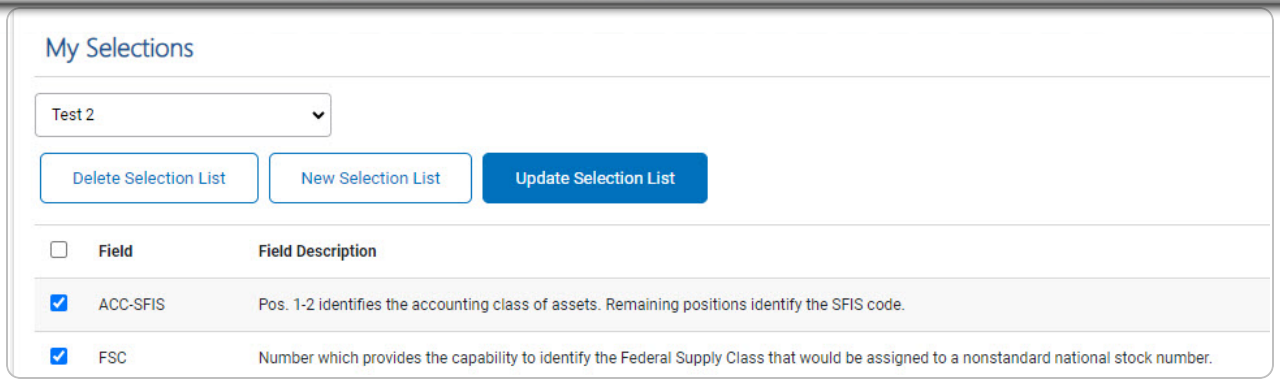
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Stock Number History Inquiry — Results*** *page appears.*
4. **OR**

   Select Submit for large volumes of data. *The* ***Stock Number History 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.

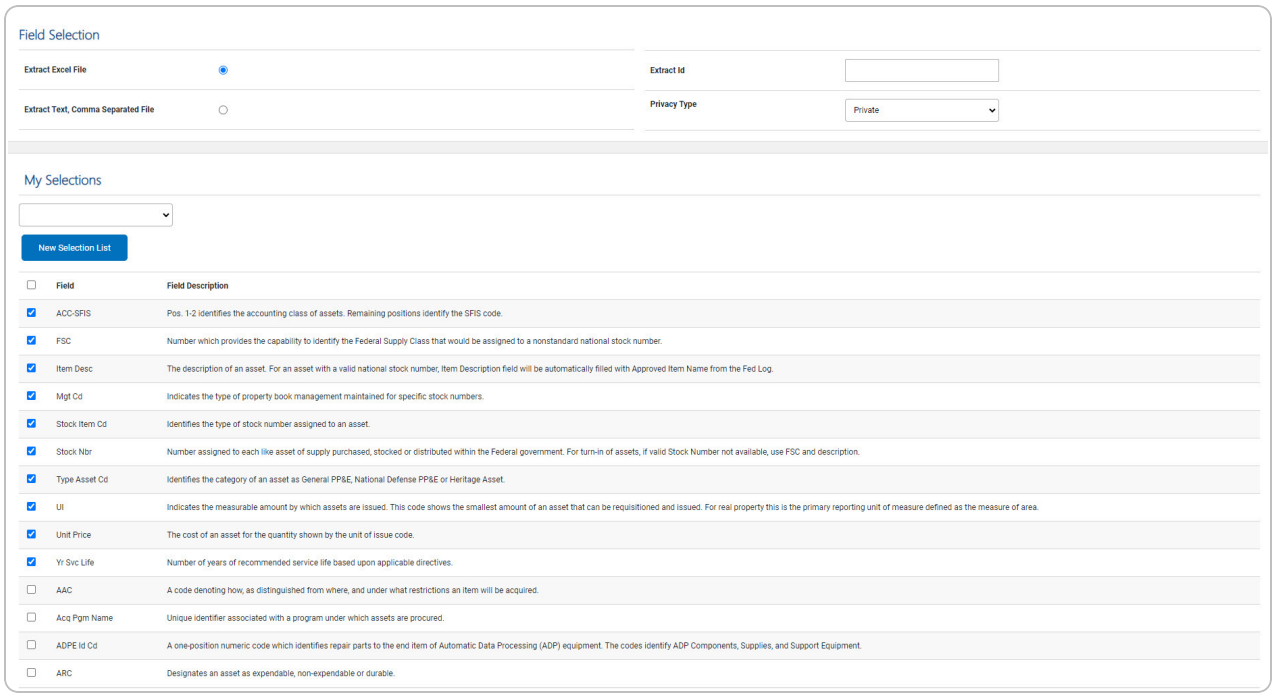


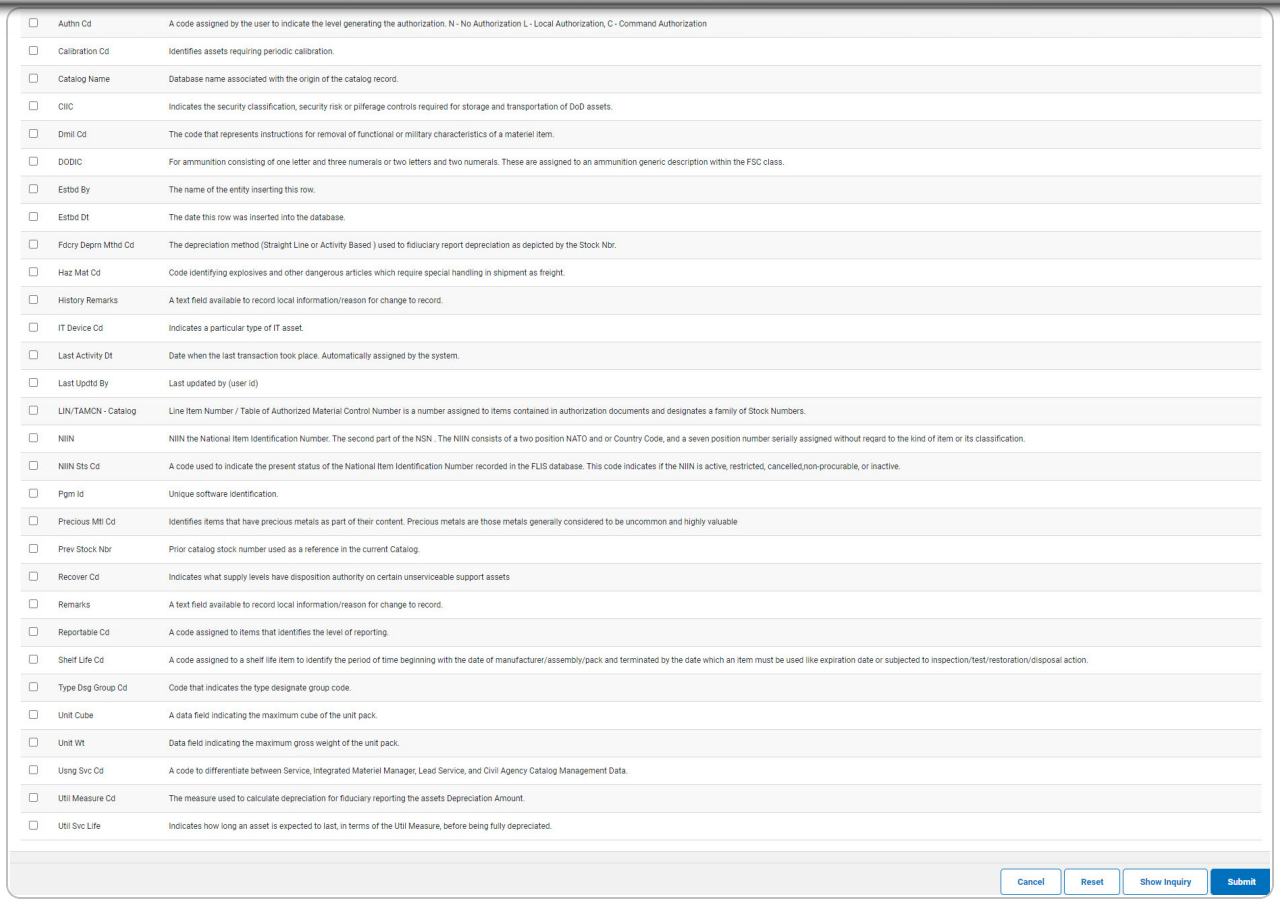
2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Stock Number History Inquiry** page appears.*





☐	Authn Cd	A code assigned by the user to indicate the level generating the authorization. N - No Authorization L - Local Authorization, C - Command Authorization
☐	Calibration Cd	Identifies assets requiring periodic calibration.
☐	Catalog Name	Database name associated with the origin of the catalog record.
☐	CIIC	Indicates the security classification, security risk or pilferage controls required for storage and transportation of DoD assets.
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	DODIC	For ammunition consisting of one letter and three numerals or two letters and two numerals. These are assigned to an ammunition generic description within the FSC class.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Fdcry Deprn Mthd Cd	The depreciation method (Straight Line or Activity Based) used to fiduciary report depreciation as depicted by the Stock Nbr.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	History Remarks	A text field available to record local information/reason for change to record.
☐	IT Device Cd	Indicates a particular type of IT asset.
☐	Last Activity Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
☐	NIIN	NIIN the National Item Identification Number. The second part of the NSN . The NIIN consists of a two position NATO and or Country Code, and a seven position number serially assigned without regard to the kind of item or its classification.
☐	NIIN Sts Cd	A code used to indicate the present status of the National Item Identification Number recorded in the FLIS database. This code indicates if the NIIN is active, restricted, cancelled,non-procurable, or inactive.
☐	Pgm Id	Unique software identification.
☐	Precious Mtl Cd	Identifies items that have precious metals as part of their content. Precious metals are those metals generally considered to be uncommon and highly valuable
☐	Prev Stock Nbr	Prior catalog stock number used as a reference in the current Catalog.
☐	Recover Cd	Indicates what supply levels have disposition authority on certain unserviceable support assets
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	Shelf Life Cd	A code assigned to a shelf life item to identify the period of time beginning with the date of manufacturer/assembly/pack and terminated by the date which an item must be used like expiration date or subjected to inspection/test/restoration/disposal action.
☐	Type Dsg Group Cd	Code that indicates the type designate group code.
☐	Unit Cube	A data field indicating the maximum cube of the unit pack.
☐	Unit Wt	Data field indicating the maximum gross weight of the unit pack.
☐	Usng Svc Cd	A code to differentiate between Service, Integrated Materiel Manager, Lead Service, and Civil Agency Catalog Management Data.
☐	Util Measure Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation Amount.
☐	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.

Cancel Reset Show Inquiry Submit

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.

- Verify the ACC—SFIS CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACC—SFIS CD.*
- Verify the FSC contains the appropriate ☑ or ☐. *Select if the inquiry contains a FSC.*

- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an Item Description.*
- Verify the MGT CD contains the appropriate ☑ or ☐. *Select if the inquiry has a Management Code.*
- Verify the Stock Item CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a Stock Item Code.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the Type Asset CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a Type Asset Code.*
- Verify the UI contains the appropriate ☑ or ☐. *Select if the inquiry contains a UI.*
- Verify the Unit Price contains the appropriate ☑ or ☐. *Select if the inquiry contains a Unit Price.*
- Verify the YR SVC LIFE contains the appropriate ☑ or ☐. *Select if the inquiry contains Years Service Life information.*
- Click ☐ to select the AAC. *Select if the inquiry contains an AAC.*
- Click ☐ to select the ACQ PROGRAM NAME. *Select if the inquiry contains an Acquisition Program Name.*
- Click ☐ to select the ADPE ID CD. *Select if the inquiry contains a ADPE ID CODE.*
- Click ☐ to select the ARC. *Select if the inquiry contains an ARC.*
- Click ☐ to select the AUTHN CD. *Select if the inquiry contains an Authorization Code.*
- Click ☐ to select the Calibration CD. *Select if the inquiry contains a Calibration Code.*

- Click ☐ to select the Catalog Name. *Select if the inquiry contains a Catalog Name.*
- Click ☐ to select the DMIL CD. *Select if the inquiry contains a DMIL CD.*
- Click ☐ to select the DODIC. *Select if the inquiry contains a DODIC.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains Established By information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains Established Date information.*
- Click ☐ to select the FDCRY DEPRN MTHD CD. *Select if the inquiry contains a FDCRY DEPRN MTHD CODE.*
- Click ☐ to select the HAZ MAT CD. *Select if the inquiry contains a HAZ MAT CODE.*
- Click ☐ to select the History Remarks. *Select if the inquiry contains History Remarks.*
- Click ☐ to select the IT DEVICE CD. *Select if the inquiry contains an IT DEVICE CODE.*
- Click ☐ to select the LAST ACTIVITY DT. *Select if the inquiry contains a Last Activity Date.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains Last Updated By information.*
- Click ☐ to select the LIN/TAMCN - Catalog. *Select if the inquiry contain LIN/TAMCN - Catalog information.*
- Click ☐ to select the NIIN. *Select if the inquiry contains NIIN information.*
- Click ☐ to select the NIIN STS CD. *Select if the inquiry contains a NIIN Status Code.*

- Click ☐ to select the PGM ID. *Select if the inquiry contains a Program Identifier.*
- Click ☐ to select the PRECIOUS MTL CD. *Select if the inquiry contains a Precious Metal Code.*
- Click ☐ to select the PREV STOCK NBR. *Select if the inquiry contains a Previous Stock Number.*
- Click ☐ to select the RECOVER CD. *Select if the inquiry contains a Recover Code.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the REPORTABLE CD. *Select if the inquiry contains a Reportable Code.*
- Click ☐ to select the SHELF LIFE CD. *Select if the inquiry contains a Shelf Life Code.*
- Click ☐ to select the TYPE DSG GRP CD. *Select if the inquiry contains a Type Designate Group Code.*
- Click ☐ to select the Unit Cube. *Select if the inquiry contains Unit Cube information.*
- Click ☐ to select the Unit WT. *Select if the inquiry contains Unit Weight information.*
- Click ☐ to select the USING SVC CODE. *Select if the inquiry contains a Using Service Code.*
- Click ☐ to select the UTIL MEASURE CD. *Select if the inquiry contains a Utilization Measure Code.*
- Click ☐ to select the UTIL SVC LIFE. *Select if the inquiry contains UTIL SVC LIFE information.*

Select Show Inquiry for small volumes of data. *The* ***Stock Number History Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***Stock Number History Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Stock Number History Inquiry — Criteria
- Search for a Stock Number History Inquiry — Results
- View the Stock Number History Inquiry Detail — Basic
- View the Stock Number History Inquiry Detail — Manufacturer
- View the Stock Number History Inquiry Detail — Publications
- View the Stock Number History Inquiry Detail — Agency Attributes
- View the Stock Number History Inquiry Transaction Status
- Export the Stock Number History Inquiry Transaction Status

View the Stock Number History Inquiry Detail — Basic

Overview

The Stock Number History Inquiry Detail - Basic process displays the Basic record of the selected Stock Number History inquiry.

Navigation

Inquiries > Catalog > Stock Number History > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Stock Number History Inquiry Detail — Basic page

Page Fields

The following fields display on the **Stock Number History Inquiry — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Stock Number Detail Basic Grid

Stock Nbr
Item Desc
Stock Item Cd
FSC
UI
Type Asset Cd
Yr Svc Life
Type Dsg Cd
Acq Program
Fdcry Deprn Mthd Cd
IT Device Cd

Dmil Cd
ARC
ADPE Id Cd
AAC
DoDIC
Unit Wt
NIIN Sts Cd
Pgm Name
Tran Cd
Estbd Dt
Last Activity Dt
History Remarks
Prev Stock Nbr
Mgt Cd
NIIN
Unit Price
AAC
Authn Cd
LIN/TAMCN
Yr Svc Life
Util Measure Cd
Reportable Cd
CIIC
Recover Cd
Precious Mtl Cd
Shelf Life Cd
Haz Mat Cd
Unit Cube
Calibration Cd
RIC
Estbd By
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

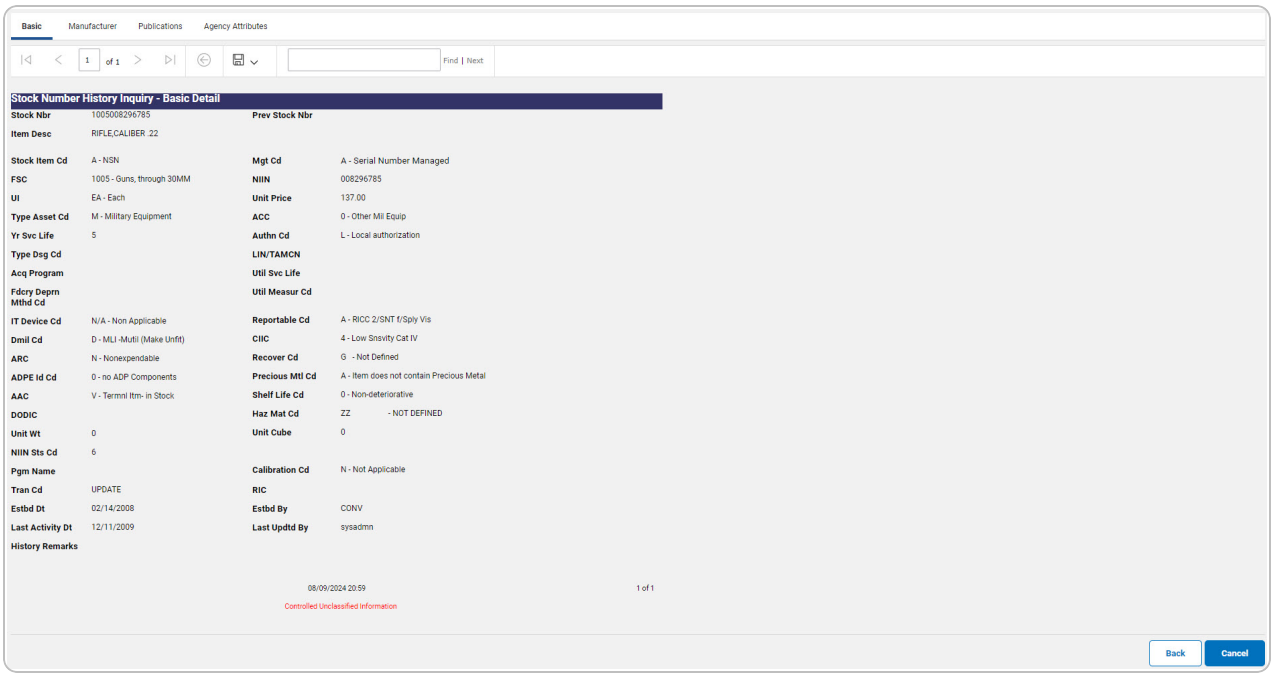
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Stock Number History Inquiry Detail — Basic

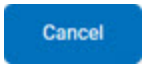
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Basic tab.*



A. *Verify the STOCK NBR.*
B. *Verify the ITEM DESC.*
C. *Verify the STOCK ITEM CD.*
D. *Verify the FSC.*
E. *Verify the UI.*
F. *Verify the TYPE ASSET CD.*
G. *Verify the TYPE DSG CD.*
H. *Verify the ACQ PROGRAM.*
I. *Verify the FDCRY DEPRN MTHD CD.*
J. *Verify the IT DEVICE CD.*
K. *Verify the DMIL CD.*
L. *Verify the ARC.*

M. *Verify the ADPE ID Cd.*
N. *Verify the AAC.*
O. *Verify the DoDIC.*
P. *Verify the Unit Wt.*
Q. *Verify the NIIN Sts Cd.*
R. *Verify the Pgm Name.*
S. *Verify the Tran Cd.*
T. *Verify the Estbd Dt.*
U. *Verify the Last Activity Dt.*
V. *Verify the History Remarks.*
W. *Verify the Prev Stock Nbr.*
X. *Verify the Mgmt Cd.*
Y. *Verify the NIIN.*
Z. *Verify the Unit Price.*
AA. *Verify the ACC.*
AB. *Verify the Authn Cd.*
AC. *Verify the LIN/TAMCN.*
AD. *Verify the Util Svc Life.*
AE. *Verify the Util Measur Cd.*
AF. *Verify the Reportable Cd.*
AG. *Verify the CIIC.*
AH. *Verify the Recover Cd.*
AI. *Verify the Precious Mtl Cd.*
AJ. *Verify the Shelf Life Cd.*
AK. *Verify the Haz Mat Cd.*
AL. *Verify the Unit Cube.*
AM. *Verify the Calibration Cd.*
AN. *Verify the RIC.*
AO. *Verify the Estbd By.*
AP. *Verify the Last Updtd By.*

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* ***Stock Number History Inquiry — Criteria*** *page appears*.

   OR

   Select the Manufacturer tab. *The* ***Stock Number History Inquiry Detail — Manufacturer*** *page appears*.

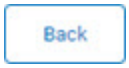
   OR

   Select the Publications tab. *The* ***Stock Number History Inquiry Detail — Publications*** *page appears*.

   OR

   Select the Agency Attributes tab. *The* ***Stock Number History Inquiry Detail — Agency Attributes*** *page appears*.

   OR

   Select  . *The* ***Stock Number History 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Stock Number History Inquiry — Criteria
- Search for a Stock Number History Inquiry — Results
- Select Fields for the Stock Number History Inquiry
- View the Stock Number History Inquiry Detail — Basic
- View the Stock Number History Inquiry Detail — Manufacturer
- View the Stock Number History Inquiry Detail — Publications
- View the Stock Number History Inquiry Transaction Status
- Export the Stock Number History Inquiry Transaction Status

View the Stock Number History Inquiry Detail — Manufacturer

Overview

The Stock Number History Inquiry Detail - Manufacturer process displays the Manufacturer record of the selected Stock Number History inquiry.

Navigation

Inquiries > Catalog > Stock Number History > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Stock Number History Inquiry Detail — Manufacturer page

Page Fields

The following fields display on the **Stock Number History Inquiry Detail — Manufacturer** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Stock Number History Manufacturer Detail Grid

Stock Nbr
Item Desc
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd
Status
Non-Actbl
Last Activity Dt
Estbd Dt
Last Updtd By

Estbd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

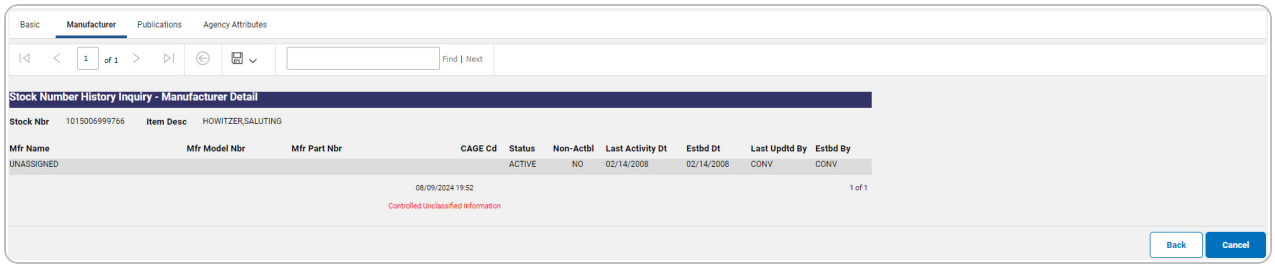
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Stock Number History Inquiry Detail — Manufacturer

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

1. *Verify the Manufacturer tab.*



   A. *Verify the STOCK NBR.*
   B. *Verify the ITEM DESC.*
   C. *Verify the MFR NAME.*
   D. *Verify the MFR MODEL NBR.*
   E. *Verify the MFR PART NBR.*
   F. *Verify the CAGE CD.*
   G. *Verify the Status.*
   H. *Verify the NON—ACTBL.*
   I. *Verify the LAST ACTIVITY DT.*
   J. *Verify the ESTBD DT.*
   K. *Verify the LAST UPDTD BY.*
   L. *Verify the ESTBD BY.*

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* ***Stock Number History Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Stock Number History Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Publications tab. *The* ***Stock Number History Inquiry Detail — Publications*** *page appears*.

   OR

   Select the Agency Attributes tab. *The* ***Stock Number History Inquiry Detail — Agency Attributes*** *page appears*.

   OR

   Select Back. *The* ***Stock Number History Inquiry — Results*** *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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Stock Number History Inquiry — Criteria
- Search for a Stock Number History Inquiry — Results
- Select Fields for the Stock Number History Inquiry
- View the Stock Number History Inquiry Detail — Basic
- View the Stock Number History Inquiry Detail — Publications
- View the Stock Number History Inquiry Detail — Agency Attributes
- View the Stock Number History Inquiry Transaction Status
- Export the Stock Number History Inquiry Transaction Status

View the Stock Number History Inquiry Detail — Publications

Overview

The Stock Number History Inquiry Detail - Publications process displays the Publications record of the selected Stock Number History inquiry.

Navigation

Inquiries > Catalog > Stock Number History > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Stock Number History Inquiry Detail — Publications page

Page Fields

The following fields display on the **Stock Number History Inquiry Detail — Publications** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Stock Number History Detail Publications Grid

Stock Nbr
Item Desc
Publication Title
Publication Dt
Publlication Nbr
Last Activity Dt
Estbd Dt
Last Updtd By
Estbd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Stock Number History Inquiry Detail — Publications

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

1. *Verify the Publications tab.*

   A. *Verify the STOCK NBR.*
   B. *Verify the ITEM DESC.*
   C. *Verify the Publication Title.*
   D. *Verify the PUBLICATION DT.*
   E. *Verify the PUBLICATION NBR.*
   F. *Verify the LAST ACTIVITY DT.*
   G. *Verify the ESTBD DT.*
   H. *Verify the LAST UPDTD BY.*
   I. *Verify the ESTBD BY.*

2. Select the save icon 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* ***Stock Number History Inquiry — Criteria*** *page appears.*

   OR

   Select the Basic tab. *The* ***Stock Number History Inquiry Detail — Basic*** *page appears.*

   OR

   Select the Publications tab. *The* ***Stock Number History Inquiry Detail — Manufacturer*** *page appears.*

OR

Select the Agency Attributes tab. *The **Stock Number History Inquiry Detail — Agency Attributes** page appears*.

OR

Select Back. *The **Stock Number History Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Stock Number History Inquiry — Criteria
- Search for a Stock Number History Inquiry — Results
- Select Fields for the Stock Number History Inquiry
- View the Stock Number History Inquiry Detail — Basic
- View the Stock Number History Inquiry Detail — Manufacturer
- View the Stock Number History Inquiry Detail — Agency Attributes
- View the Stock Number History Inquiry Transaction Status

- Export the Stock Number History Inquiry Transaction Status

View the Stock Number History Inquiry Detail — Agency Attributes

Overview

The Stock Number History Inquiry Detail - Agency Attributes process displays the Agency Attributes record of the selected Stock Number History inquiry.

Navigation

Inquiries > Catalog > Stock Number History > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Stock Number History Inquiry Detail — Agency Attributes page

Page Fields

The following fields display on the **Stock Number History Inquiry Detail — Agency Attributes** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Stock Number History Agency Attributes Detail Grid

Stock Nbr
Item Desc
CMC
CIC
Sply Cat Mat Cd
Mat Cat Cd
LCC
Chapter
Class Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

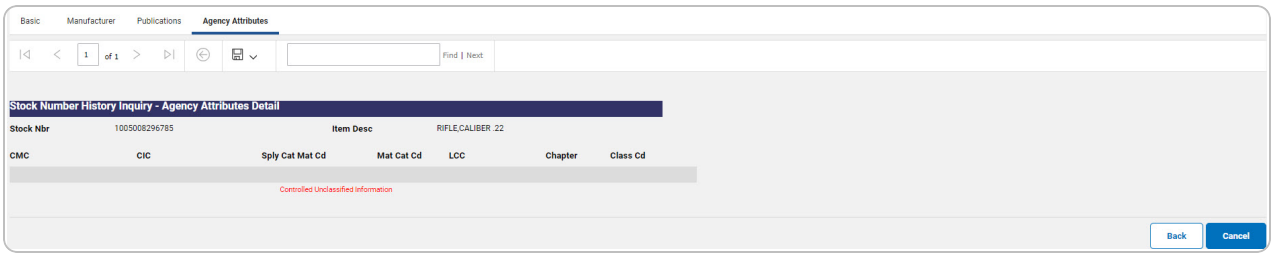
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Stock Number History Inquiry Detail — Agency Attributes

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

1. *Verify the Agency Attributes tab.*



   A. *Verify the STOCK NBR.*
   B. *Verify the ITEM DESC.*
   C. *Verify the CMC.*
   D. *Verify the CIC.*
   E. *Verify the SPLY Cat Mat Cd.*
   F. *Verify the Mat Cat Cd.*
   G. *Verify the LCC.*
   H. *Verify the Chapter.*
   I. *Verify the CLASS CD.*

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* ***Stock Number History Inquiry — Criteria*** *page appears*.

   OR

   Select the Manufacturer tab. *The* ***Stock Number History Inquiry Detail — Manufacturer*** *page appears*.

   OR

Select the Publications tab. *The* ***Stock Number History Inquiry Detail — Publications*** *page appears*.

OR

Select the Basic tab. *The* ***Stock Number History Inquiry Detail — Basic*** *page appears*.

OR

Select Back. *The* ***Stock Number History Inquiry — Results*** *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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Stock Number History Inquiry — Criteria
- Search for a Stock Number History Inquiry — Results
- Select Fields for the Stock Number History Inquiry
- View the Stock Number History Inquiry Detail — Manufacturer

- View the Stock Number History Inquiry Detail — Publications
- View the Stock Number History Inquiry Detail — Agency Attributes
- View the Stock Number History Inquiry Transaction Status
- Export the Stock Number History Inquiry Transaction Status

View the Stock Number History Inquiry Transaction Status

Overview

The Stock Number History Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Catalog > Stock Number History > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Stock Number History Inquiry Transaction Status page

Page Fields

The following fields display on the **Stock Number History Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

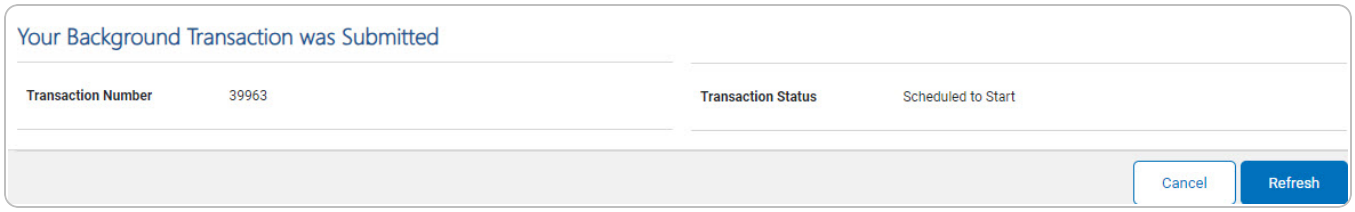
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

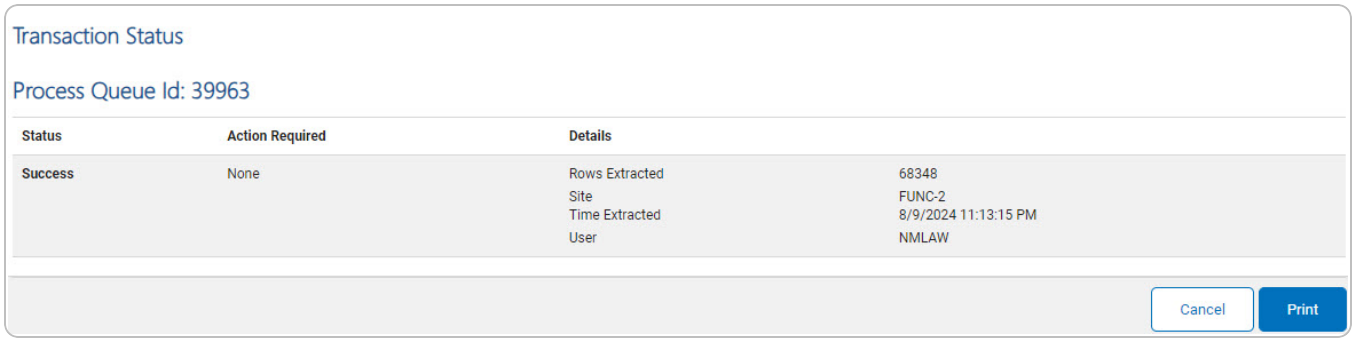
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Stock Number History Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Stock Number History Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Stock Number History Inquiry Search Criteria*** *page appears*.

View the Stock Number History Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*

4. Select Print. *The* ***Stock Number History Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Stock Number History Inquiry — Criteria
- Search for a Stock Number History Inquiry — Results
- Select Fields for the Stock Number History Inquiry
- View the Stock Number History Inquiry Detail — Basic
- View the Stock Number History Inquiry Detail — Manufacturer
- View the Stock Number History Inquiry Detail — Publications
- View the Stock Number History Inquiry Detail — Agency Attributes
- Export the Stock Number History Inquiry Transaction Status

Export the Stock Number History Inquiry Transaction Status

Overview

The Stock Number History Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Catalog > Stock Number History > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Stock Number History Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Stock Number History Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

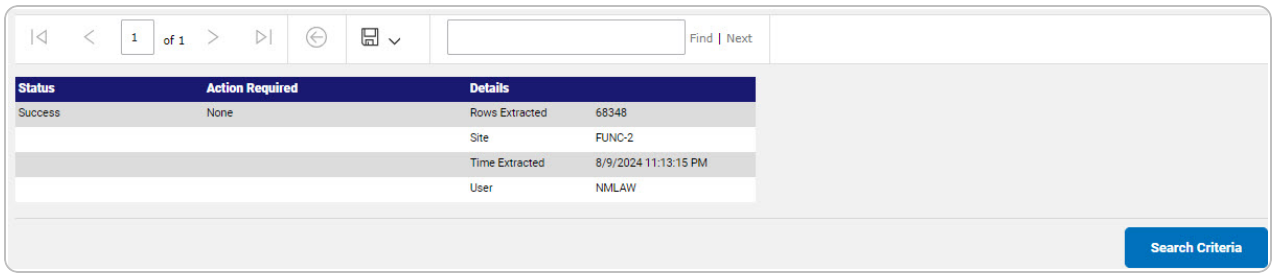
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Stock Number History Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Stock Number History Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Stock Number History Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Stock Number History Inquiry — Criteria
- Search for a Stock Number History Inquiry — Results
- Select Fields for the Stock Number History Inquiry
- View the Stock Number History Inquiry Detail — Basic
- View the Stock Number History Inquiry Detail — Manufacturer
- View the Stock Number History Inquiry Detail — Publications
- View the Stock Number History Inquiry Detail — Agency Attributes
- View the Stock Number History Inquiry Transaction Status

Search for a Manufacturer History Inquiry — Criteria

Overview

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

Navigation

Inquiries > Catalog > Manufacturer History > Manufacturer History Inquiry Search Criteria page

Page Fields

The following fields display on the **Manufacturer History Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

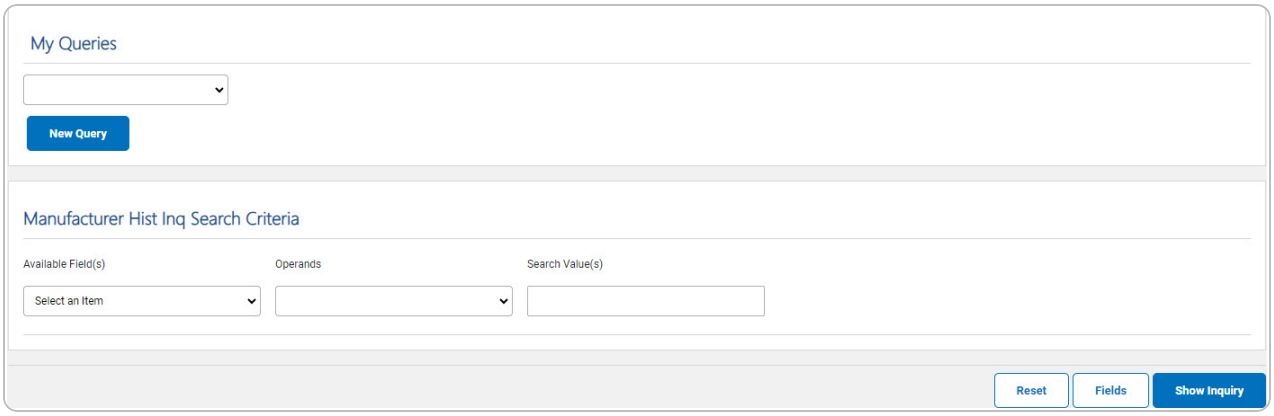
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Manufacturer 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.

   B. Repeat Step A to add additional search criteria.

> **Note**
>
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
> Select Fields 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. Repeat Step A to add additional search criteria.

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

   A. Use ⌄ to select the first Search Value.

   B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

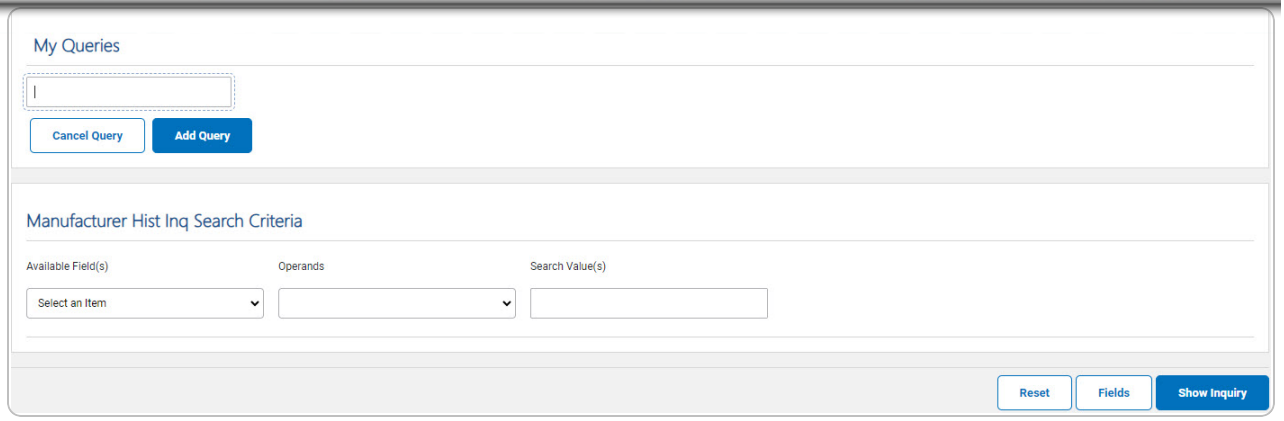
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Manufacturer History Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



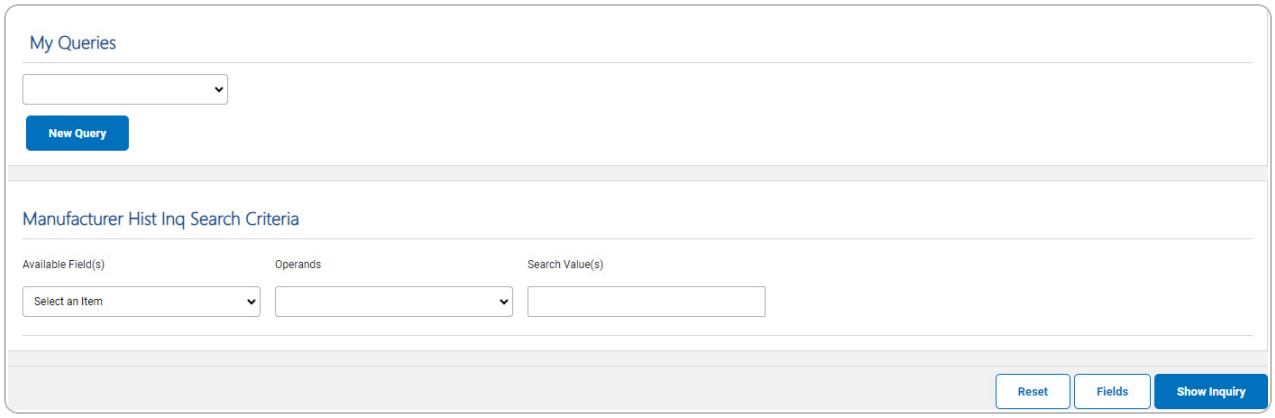
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Manufacturer History Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Manufacturer History 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.*



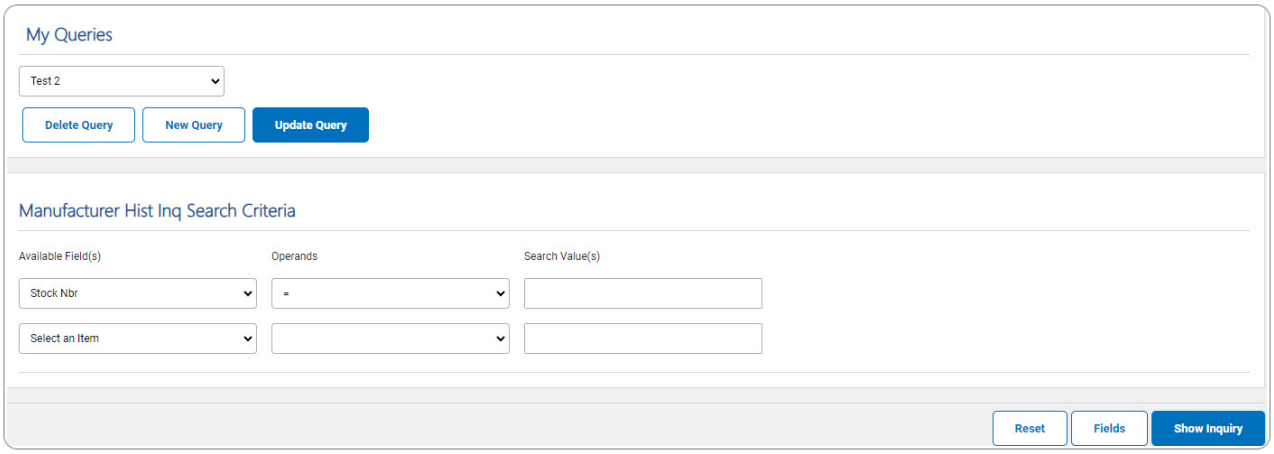
2. Select Fields. *The* ***Manufacturer History Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Manufacturer History 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

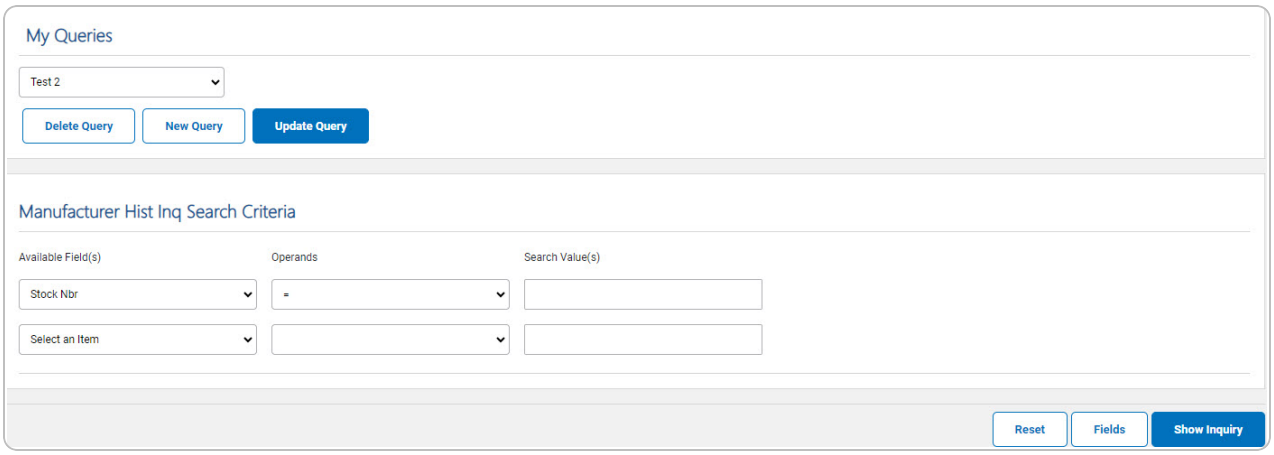
   Select Fields. *The* ***Manufacturer History Inquiry — Select Fields*** *page appears.*

4. OR

   Select Show Inquiry. *The* ***Manufacturer History 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The* ***Manufacturer History Inquiry — Select Fields*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search,	Missing Entry. At least one field is necessary to

data must be entered in one or more fields.	perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Manufacturer History Inquiry — Results
- Select Fields for the Manufacturer History Inquiry
- View the Manufacturer History Inquiry Transaction Status
- Export the Manufacturer History Inquiry Transaction Status

Search for a Manufacturer History Inquiry — Results

Overview

The MManufacturer History Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Catalog > Manufacturer History > Search Criteria > Show Inquiry > Manufacturer History Inquiry Search Results page

Page Fields

The following fields display on the **Manufacturer History Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Mfr Name
Mfr Part Nbr
Mfr Model Nbr
Non-Actbl
Stock Nbr

Optional

CAGE Cd
Catalog Name
Estbd By
Estbd Dt
Item Desc
Last Activity Dt
Last Updtd By
Status

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

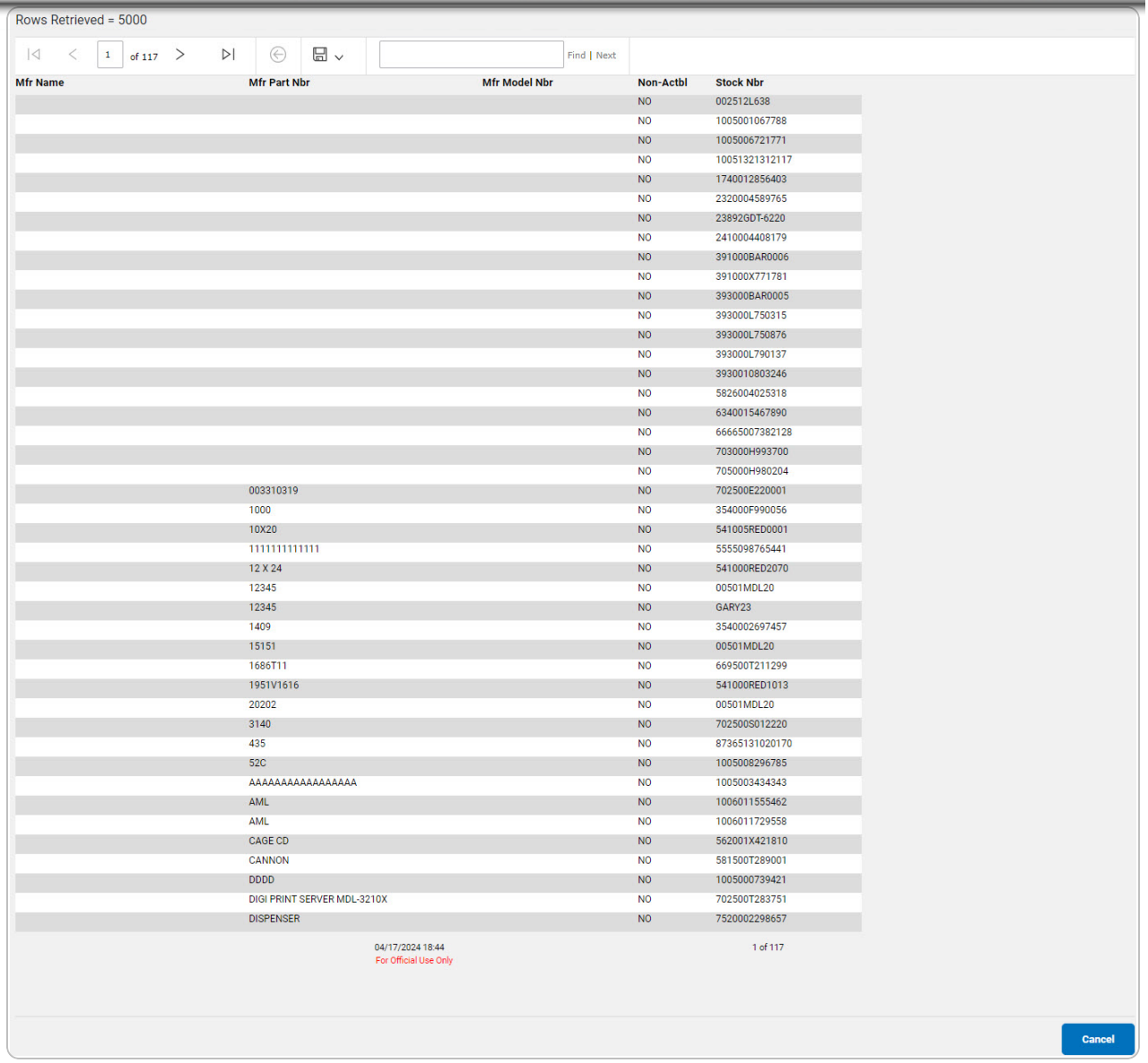
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Manufacturer History 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 = 5000

1 of 117 Find | Next

Mfr Name	Mfr Part Nbr	Mfr Model Nbr	Non-Actbl	Stock Nbr
			NO	002512L638
			NO	1005001067788
			NO	1005006721771
			NO	10051321312117
			NO	1740012856403
			NO	2320004589765
			NO	23892GDT-6220
			NO	2410004408179
			NO	391000BAR0006
			NO	391000X771781
			NO	393000BAR0005
			NO	393000L750315
			NO	393000L750876
			NO	393000L790137
			NO	3930010803246
			NO	5826004025318
			NO	6340015467890
			NO	66665007382128
			NO	703000H993700
			NO	705000H980204
	003310319		NO	702500E220001
	1000		NO	354000F990056
	10X20		NO	541005RED0001
	111111111111		NO	5555098765441
	12 X 24		NO	541000RED2070
	12345		NO	00501MDL20
	12345		NO	GARY23
	1409		NO	3540002697457
	15151		NO	00501MDL20
	1686T11		NO	669500T211299
	1951V1616		NO	541000RED1013
	20202		NO	00501MDL20
	3140		NO	702500S012220
	435		NO	87365131020170
	52C		NO	1005008296785
	AAAAAAAAAAAAAAAA		NO	1005003434343
	AML		NO	1006011555462
	AML		NO	1006011729558
	CAGE CD		NO	562001X421810
	CANNON		NO	581500T289001
	DDDD		NO	1005000739421
	DIGI PRINT SERVER MDL-3210X		NO	702500T283751
	DISPENSER		NO	7520002298657

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Cancel

Note

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

2. Follow the prompts provided by the computer.

3. Select Cancel. *The **Manufacturer History Inquiry Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Manufacturer History Inquiry — Criteria
- Select Fields for the Manufacturer History Inquiry
- View the Manufacturer History Inquiry Transaction Status
- Export the Manufacturer History Inquiry Transaction Status

Select Fields for the Manufacturer History Inquiry

Overview

The Manufacturer History Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Catalog > Manufacturer History > Search Criteria > Fields > Manufacturer History Inquiry Fields Selection page

Page Fields

The following fields display on the **Manufacturer History Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Mfr Name
Mfr Part Nbr
Mfr Model Nbr
Non-Actbl
Stock Nbr

Optional

CAGE Cd
Catalog Name
Estbd By
Estbd Dt
Item Desc

Last Activity Dt
Last Updtd By
Status

Procedures

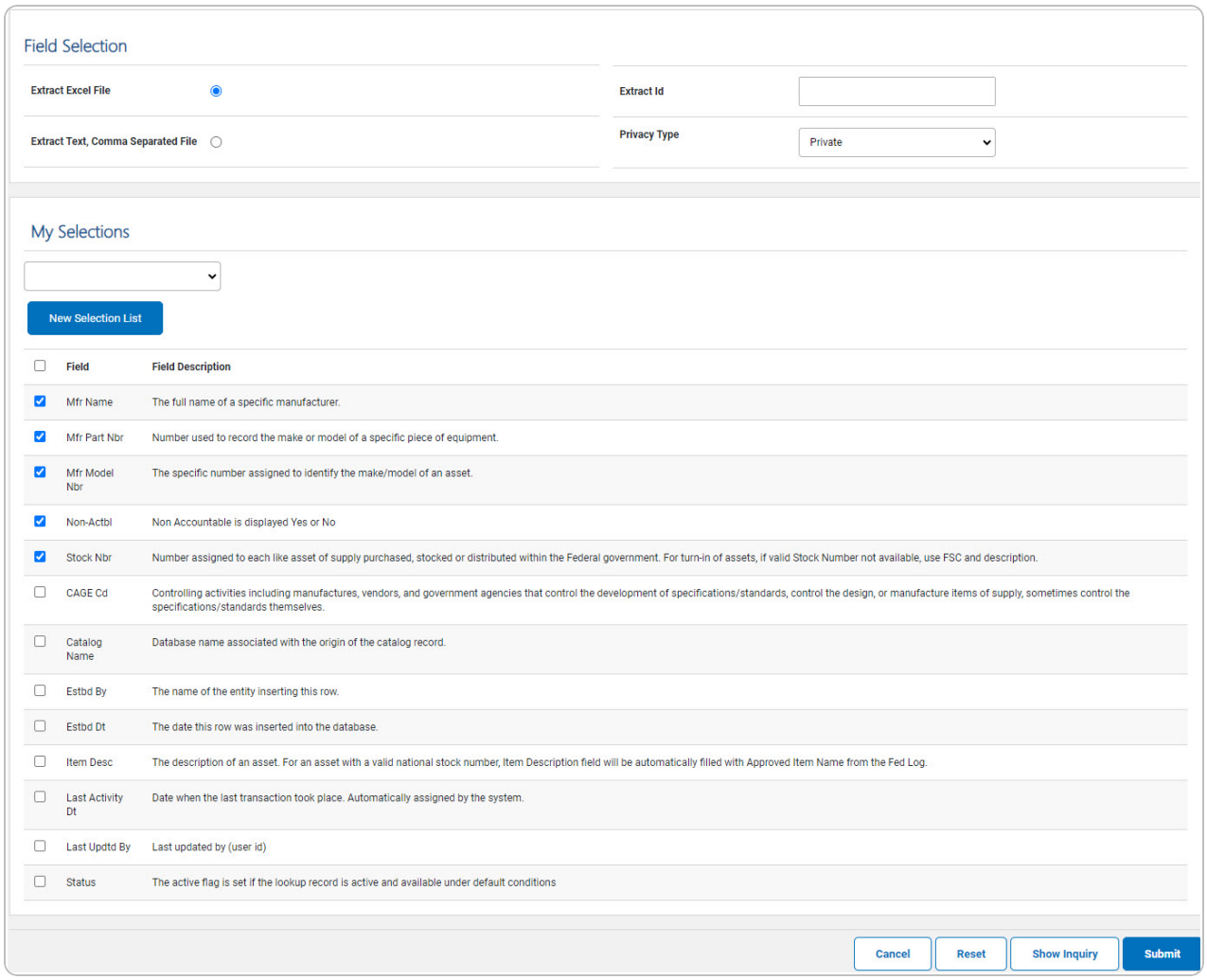
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **Manufacturer History Inquiry** page appears.*



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

Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Manufacturer History Inquiry — Results*** *page appears.*

5. **OR**

   Select Submit for large volumes of data. *The* ***Manufacturer History Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

Select Show Inquiry for small volumes of data. *The **Manufacturer History Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Manufacturer History 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Manufacturer History Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Manufacturer History Inquiry Transaction Status*** *page appears.*

Delete a Selection List

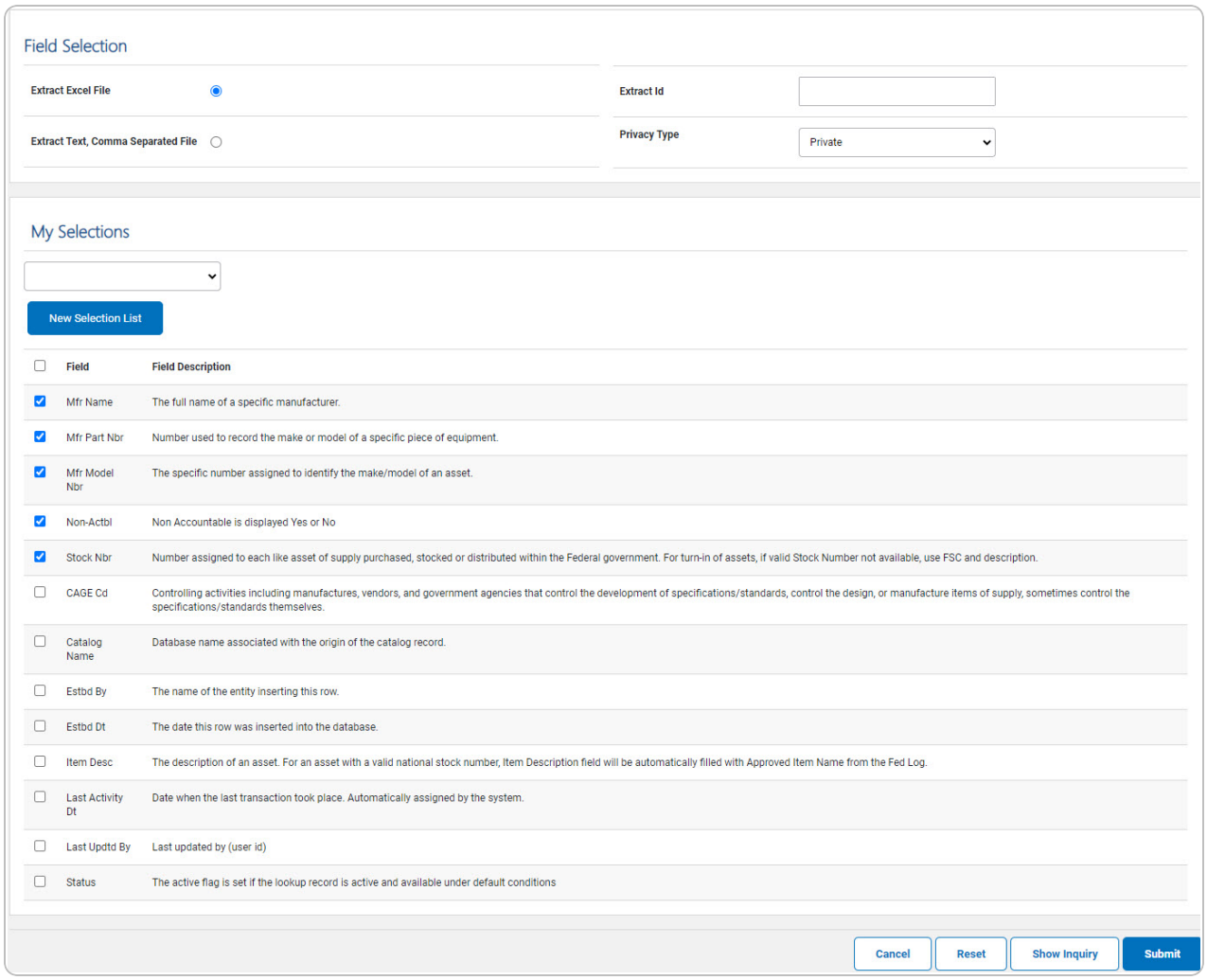
1. Use ⌄ to select the desired Selection List. *The page refreshes, the search criteria fields change, and* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The* ***Manufacturer History Inquiry*** *page appears.*



2. Select the fields required for the inquiry. *The first 5 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.

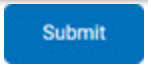
- Verify the MFR NAMEcontains the appropriate ☑ or ☐. *Select if the inquiry contains an MFR NAME.*

- Verify the MFR PART NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR PART NBR.*
- Verify the MFR MODEL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR MODEL NBR.*
- Verify the NON—ACTBL contains the appropriate ☑ or ☐. *Select if the inquiry has a NON—ACTBL display.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Click ☐ to select the CAGE CD. *Select if the inquiry contains a CAGE CD.*
- Click ☐ to select the Catalog Name. *Select if the inquiry contains a Catalog Name.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains ESTBD BY information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains ESTBD DT information.*
- Click ☐ to select the ITEM DESC. *Select if the inquiry contains a ITEM DESC.*
- Click ☐ to select the LAST ACTIVITY DT. *Select if the inquiry contains a LAST ACTIVITY DT.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains a LAST UPDTD BY.*
- Click ☐ to select the Status. *Select if the inquiry contains status information.*

Select [Show Inquiry] for small volumes of data. *The* ***Manufacturer History Inquiry — Results*** *page appears.*

3.

OR

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Manufacturer History Inquiry — Criteria
- Search for a Manufacturer History Inquiry — Results
- View the Manufacturer History Inquiry Transaction Status
- Export the Manufacturer History Inquiry Transaction Status

View the Manufacturer History Inquiry Transaction Status

Overview

The Manufacturer History Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Catalog > Manufacturer History > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Manufacturer History Inquiry Transaction Status page

Page Fields

The following fields display on the **Manufacturer History Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

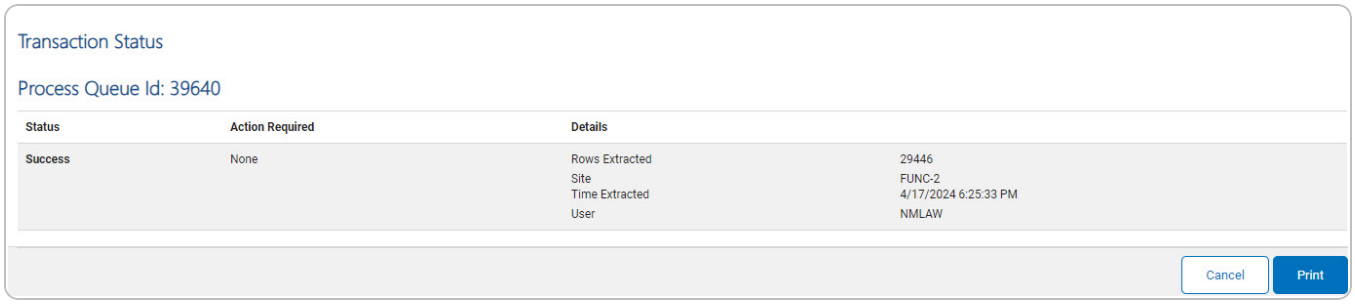
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

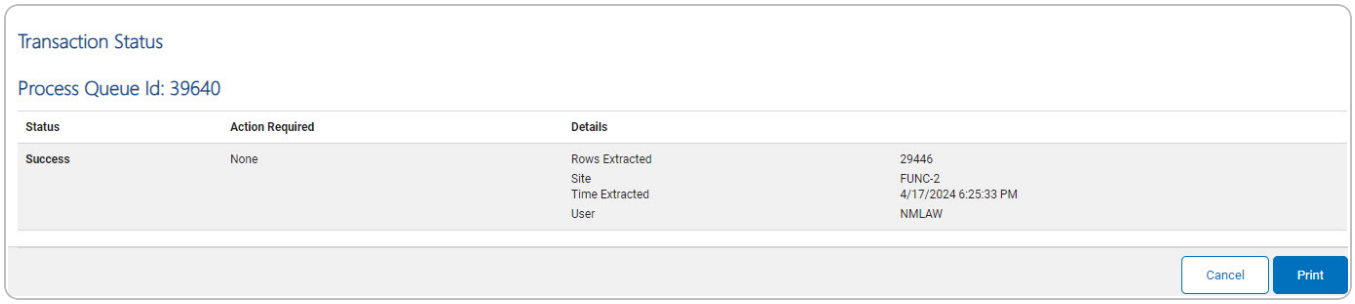
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Manufacturer History Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Manufacturer History Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Manufacturer History Inquiry Search Criteria*** *page appears*.

View the Manufacturer History Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Manufacturer History Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Manufacturer History Inquiry — Criteria
- Search for a Manufacturer History Inquiry — Results
- Select Fields for the Manufacturer History Inquiry
- Export the Manufacturer History Inquiry Transaction Status

Export the Manufacturer History Inquiry Transaction Status

Overview

The Manufacturer History Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Catalog > Manufacturer History > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Manufacturer History Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Manufacturer History Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

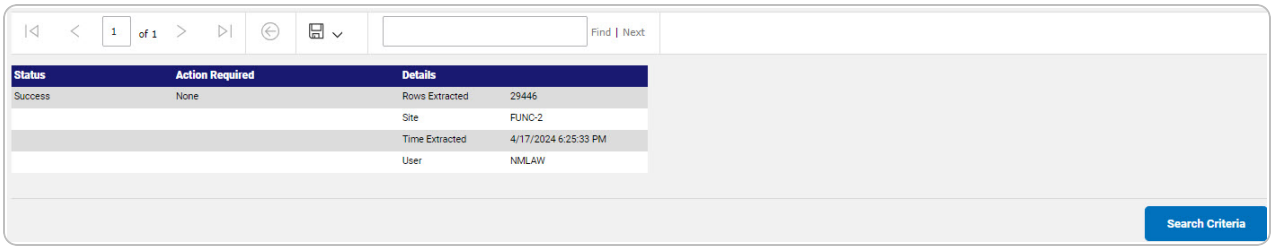
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Manufacturer History Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Manufacturer History Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Manufacturer History Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Manufacturer History Inquiry — Criteria
- Search for a Manufacturer History Inquiry — Results
- Select Fields for the Manufacturer History Inquiry
- View the Manufacturer History Inquiry Transaction Status

Search for a LIN/TAMCN Inquiry — Criteria

Overview

The Property Accountability module LIN/TAMCN Inquiry process provides the ability to search for LIN/TAMCN records.

Navigation

Inquiries > Catalog > LIN/TAMCN > LIN/TAMCN Inquiry Search Criteria page

Page Fields

The following fields display on the **LIN/TAMCN Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the

	default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

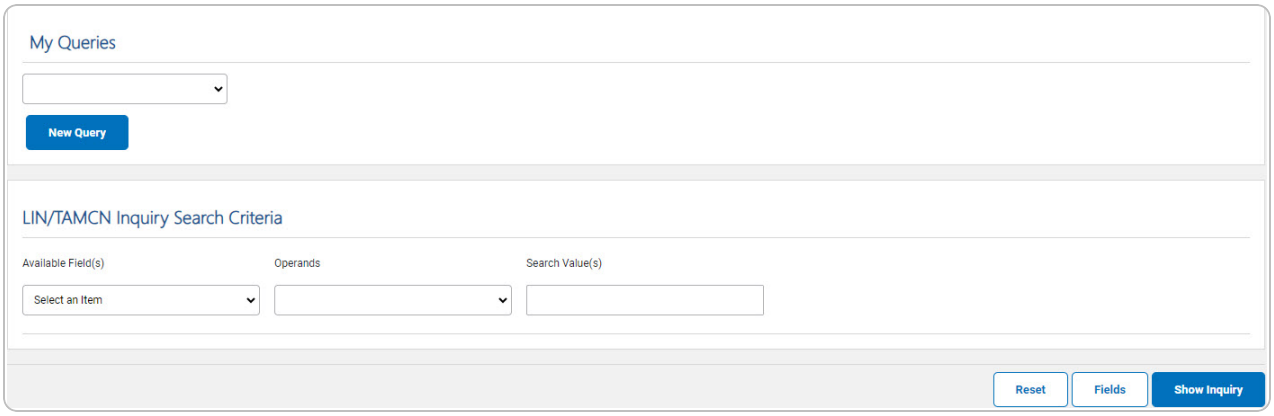
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a LIN/TAMCN 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.

B. Repeat Step A to add additional search criteria.

Note

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

Note

Select Fields 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. Repeat Step A to add additional search criteria.

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

A. Use ⌄ to select the first Search Value.

B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

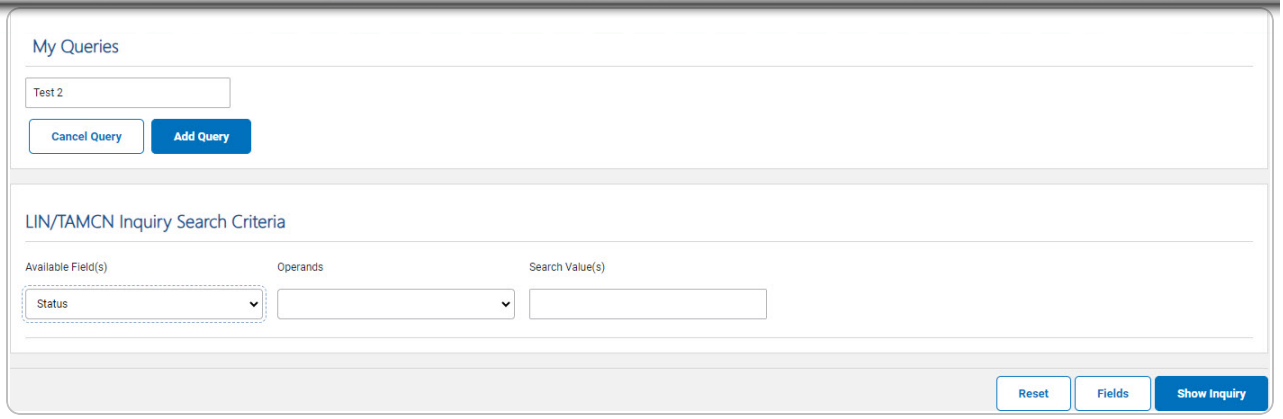
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **LIN/TAMCN History Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



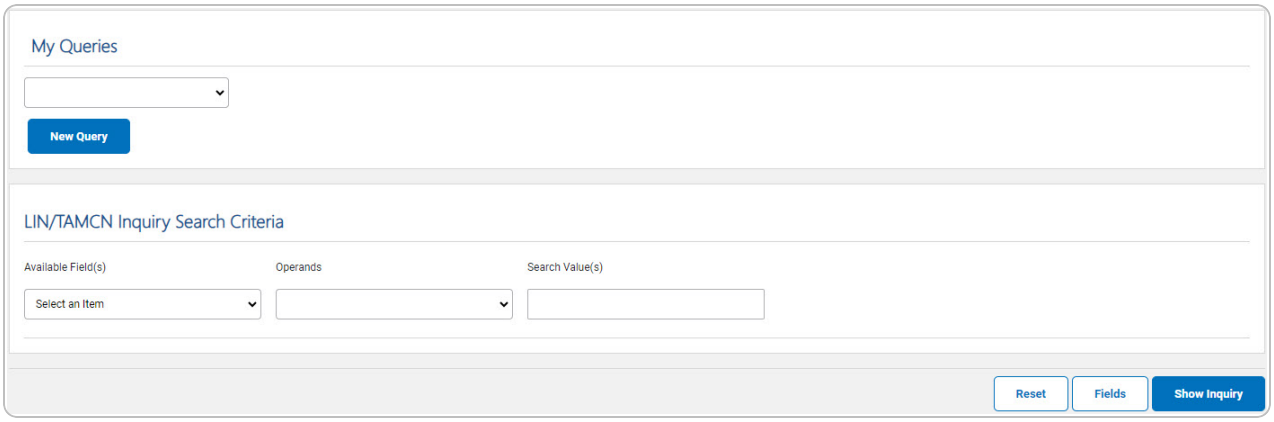
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***LIN/TAMCN Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***LIN/TAMCN 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.*



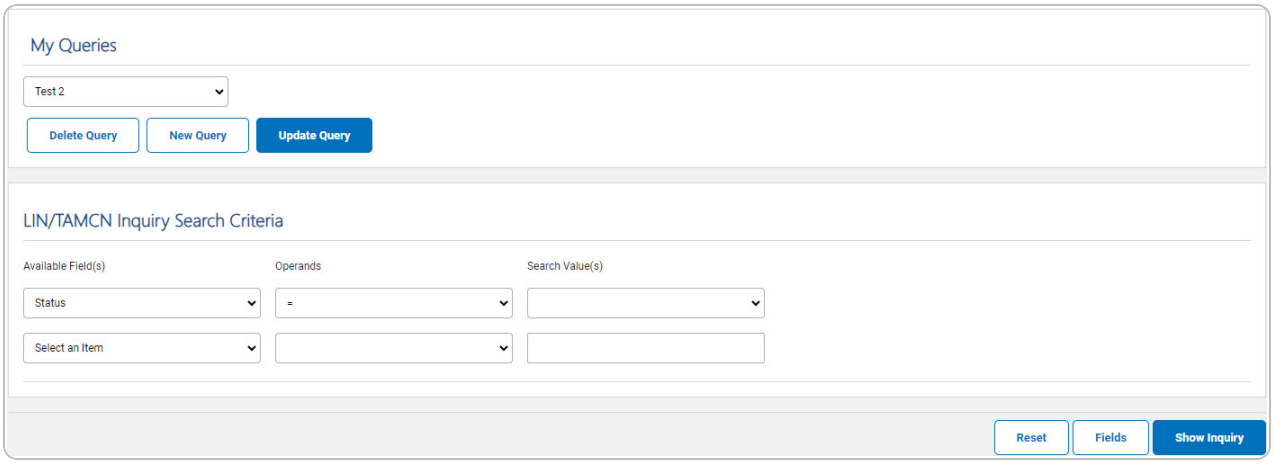
Select Fields. *The **LIN/TAMCN Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **LIN/TAMCN 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

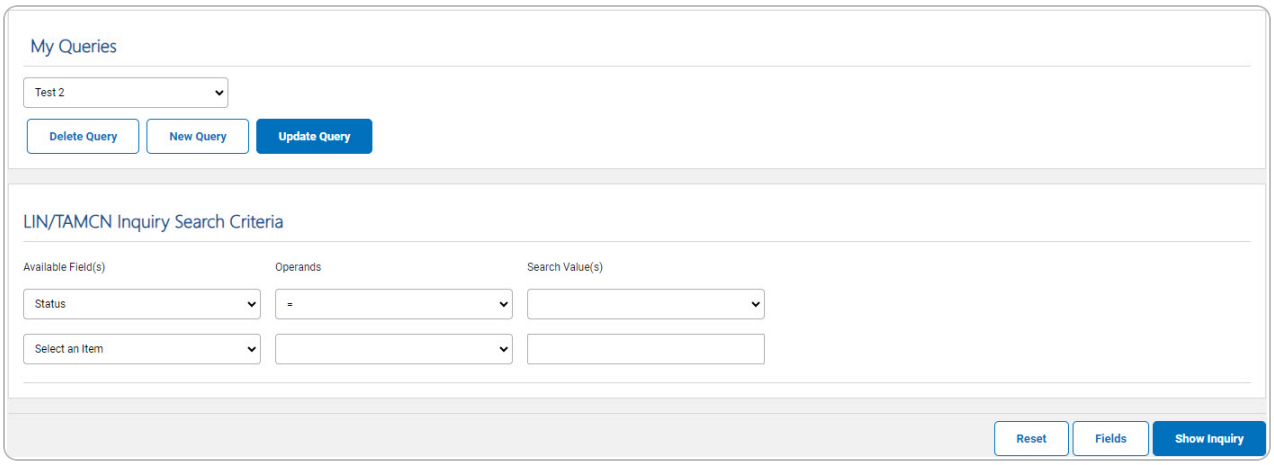
Select Fields. *The **LIN/TAMCN Inquiry — Select Fields** page appears.*

4. OR

Select Show Inquiry. *The **LIN/TAMCN 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.*



2. *Verify the query information.*
3. Select Delete Query*. The query information is removed.*

Revise the Fields for the Inquiry

Select Fields*. The* ***LIN/TAMCN Inquiry — Select Fields*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search,	Missing Entry. At least one field is necessary to

data must be entered in one or more fields.	perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a LIN/TAMCN Inquiry — Results
- Select Fields for the LIN/TAMCN Inquiry
- View the LIN/TAMCN Inquiry Detail - Catalog Base
- View the LIN/TAMCN Inquiry Detail - LIN/TAMCN History
- View the LIN/TAMCN Inquiry Transaction Status
- Export the LIN/TAMCN History Inquiry Transaction Status

Search for a LIN/TAMCN Inquiry — Results

Overview

The LIN/TAMCN Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Catalog > LIN/TAMCN > Search Criteria > Show Inquiry > LIN/TAMCN Inquiry Search Results page

Page Fields

The following fields display on the **LIN/TAMCN Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

LIN/TAMCN - Catalog
LIN/TAMCN Desc
Catalog Name
Status

Optional

Last Tran Dt
Last Updtd By
Estbd Dt
Estbd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

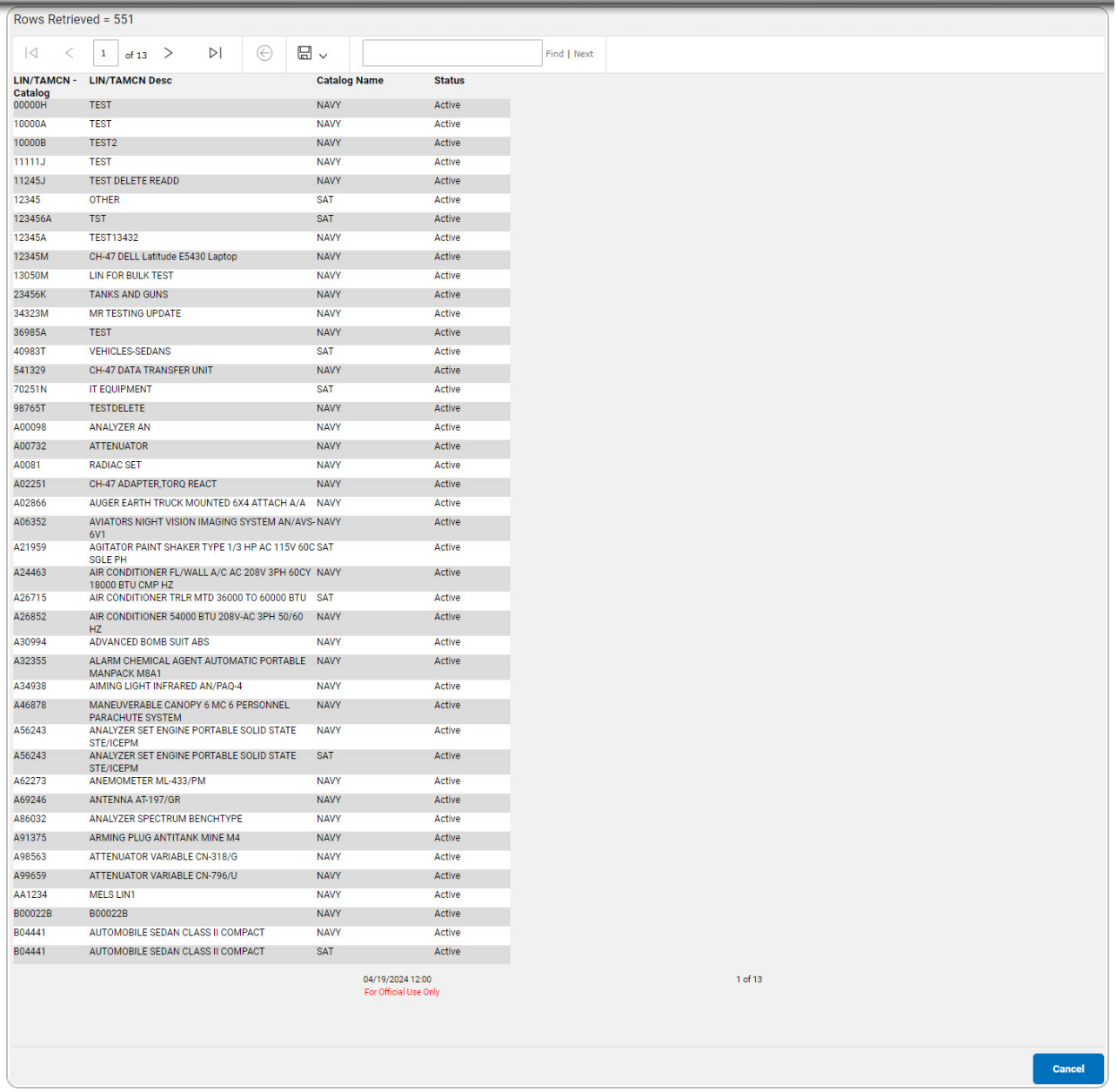
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the LIN/TAMCN 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 = 551

1 of 13 Find | Next

LIN/TAMCN - Catalog	LIN/TAMCN Desc	Catalog Name	Status
00000H	TEST	NAVY	Active
10000A	TEST	NAVY	Active
10000B	TEST2	NAVY	Active
11111J	TEST	NAVY	Active
11245J	TEST DELETE READD	NAVY	Active
12345	OTHER	SAT	Active
123456A	TST	SAT	Active
12345A	TEST13432	NAVY	Active
12345M	CH-47 DELL Latitude E5430 Laptop	NAVY	Active
13050M	LIN FOR BULK TEST	NAVY	Active
23456K	TANKS AND GUNS	NAVY	Active
34323M	MR TESTING UPDATE	NAVY	Active
36985A	TEST	NAVY	Active
40983T	VEHICLES-SEDANS	SAT	Active
541329	CH-47 DATA TRANSFER UNIT	NAVY	Active
70251N	IT EQUIPMENT	SAT	Active
98765T	TESTDELETE	NAVY	Active
A00098	ANALYZER AN	NAVY	Active
A00732	ATTENUATOR	NAVY	Active
A0081	RADIAC SET	NAVY	Active
A02251	CH-47 ADAPTER,TORQ REACT	NAVY	Active
A02866	AUGER EARTH TRUCK MOUNTED 6X4 ATTACH A/A	NAVY	Active
A06352	AVIATORS NIGHT VISION IMAGING SYSTEM AN/AVS-6V1	NAVY	Active
A21959	AGITATOR PAINT SHAKER TYPE 1/3 HP AC 115V 60C SGLE PH	SAT	Active
A24463	AIR CONDITIONER FL/WALL A/C AC 208V 3PH 60CY 18000 BTU CMP HZ	NAVY	Active
A26715	AIR CONDITIONER TRLR MTD 36000 TO 60000 BTU	SAT	Active
A26852	AIR CONDITIONER 54000 BTU 208V-AC 3PH 50/60 HZ	NAVY	Active
A30994	ADVANCED BOMB SUIT ABS	NAVY	Active
A32355	ALARM CHEMICAL AGENT AUTOMATIC PORTABLE MANPACK M8A1	NAVY	Active
A34938	AIMING LIGHT INFRARED AN/PAQ-4	NAVY	Active
A46878	MANEUVERABLE CANOPY 6 MC 6 PERSONNEL PARACHUTE SYSTEM	NAVY	Active
A56243	ANALYZER SET ENGINE PORTABLE SOLID STATE STE/ICEPM	NAVY	Active
A56243	ANALYZER SET ENGINE PORTABLE SOLID STATE STE/ICEPM	SAT	Active
A62273	ANEMOMETER ML-433/PM	NAVY	Active
A69246	ANTENNA AT-197/GR	NAVY	Active
A86032	ANALYZER SPECTRUM BENCHTYPE	NAVY	Active
A91375	ARMING PLUG ANTITANK MINE M4	NAVY	Active
A98563	ATTENUATOR VARIABLE CN-318/G	NAVY	Active
A99659	ATTENUATOR VARIABLE CN-796/U	NAVY	Active
AA1234	MELS LIN1	NAVY	Active
B00022B	B00022B	NAVY	Active
B04441	AUTOMOBILE SEDAN CLASS II COMPACT	NAVY	Active
B04441	AUTOMOBILE SEDAN CLASS II COMPACT	SAT	Active

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Cancel

Note

To reach the optional fields, refer to the LIN/TAMCN Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.

3. Select Cancel. *The **LIN/TAMCN 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the LIN/TAMCN Inquiry Detail

Select the desired LIN/TAMCN - Catalog row. *The **LIN/TAMCN Inquiry Detail — Catalog Base** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a LIN/TAMCN Inquiry — Criteria
- Select Fields for the LIN/TAMCN Inquiry
- View the LIN/TAMCN Inquiry Detail - Catalog Base
- View the LIN/TAMCN Inquiry Detail - LIN/TAMCN History
- View the LIN/TAMCN Inquiry Transaction Status
- Export the LIN/TAMCN Inquiry Transaction Status

Select Fields for the LIN/TAMCN Inquiry

Overview

The LIN/TAMCN Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Catalog > LIN/TAMCN > Search Criteria > Fields > LIN/TAMCN Inquiry Fields Selection page

Page Fields

The following fields display on the **LIN/TAMCN Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

LIN/TAMCN - Catalog
LIN/TAMCN Desc
Catalog Name
Status

Optional

Last Tran Dt
Last Updtd By
Estbd Dt
Estbd By

Procedures

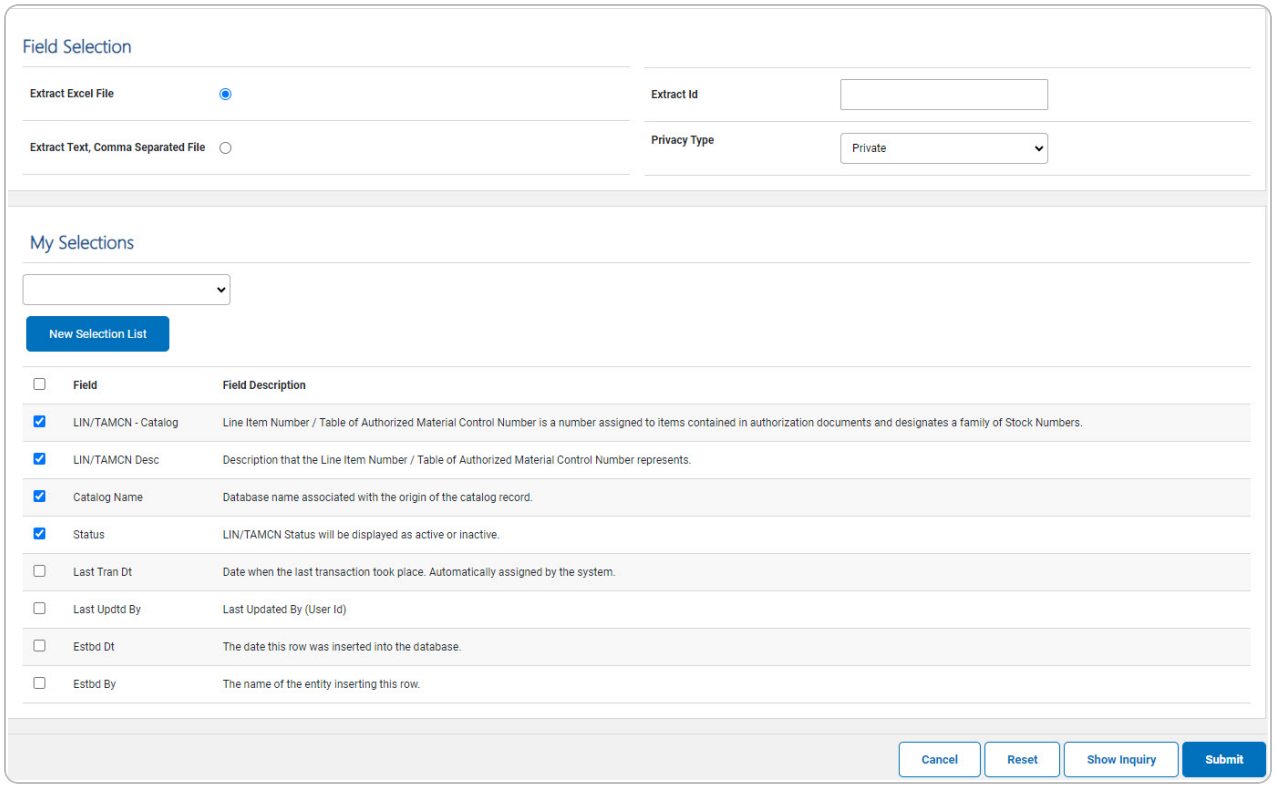
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The* ***LIN/TAMCN Inquiry*** *page appears.*



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

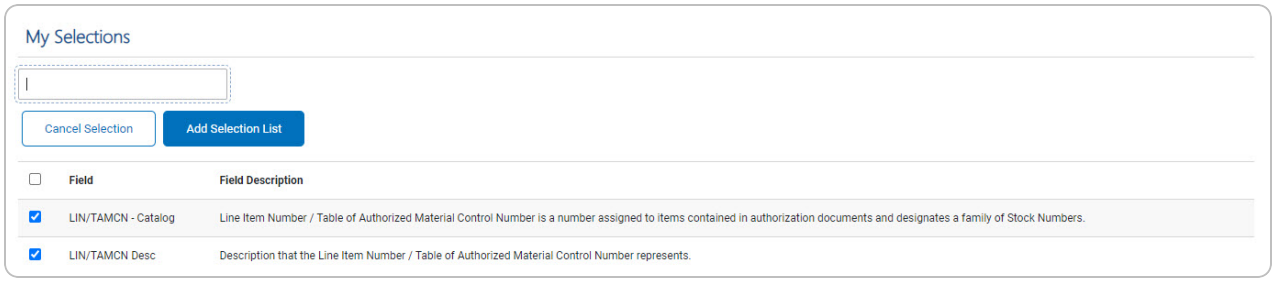
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.* **Add Selection List** *is replaced by* **Update Selection List** *and* **Delete Selection List**.

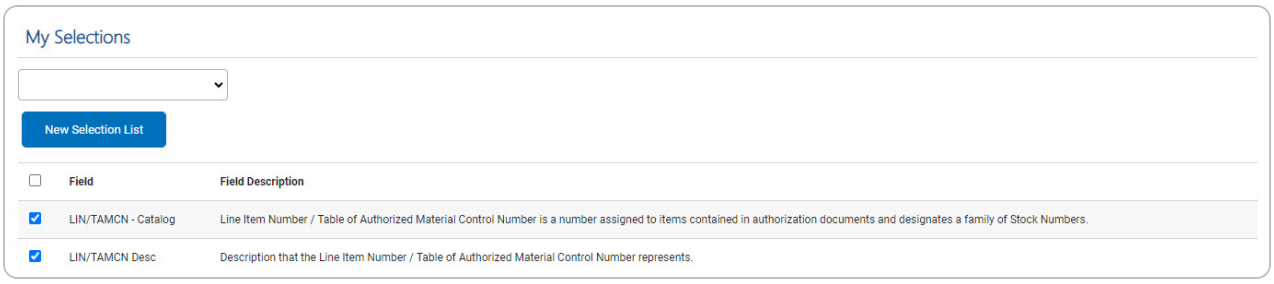
   Select **Show Inquiry** for small volumes of data. *The **LIN/TAMCN Inquiry — Results** page appears.*
5.

OR

Select Submit for large volumes of data. *The **LIN/TAMCN Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

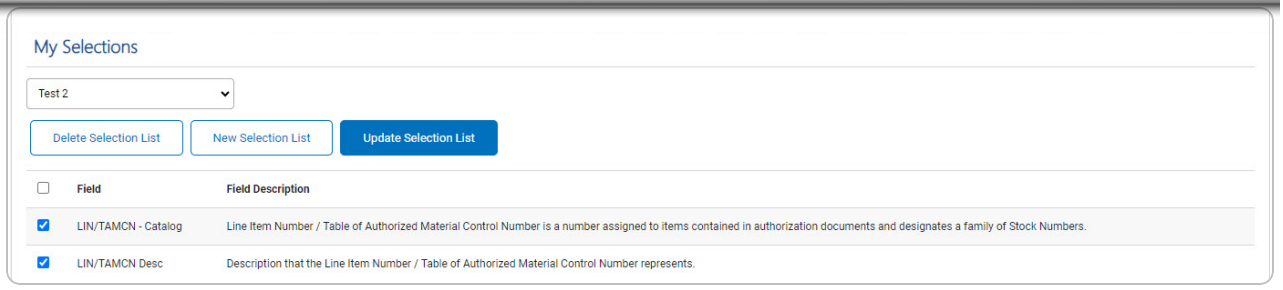
   Select Show Inquiry for small volumes of data. *The **LIN/TAMCN Inquiry — Results** page appears.*

3. **OR**

   Select Submit for large volumes of data. *The **LIN/TAMCN 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select **Update Selection List**. *The page refreshes.*

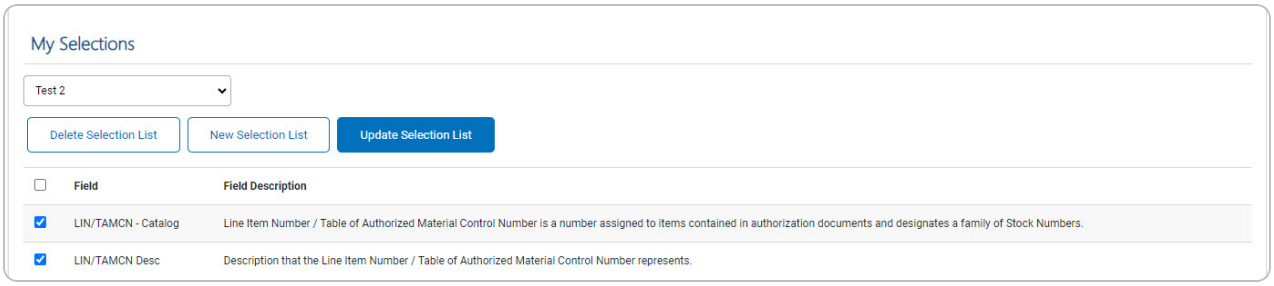
4. Select **Show Inquiry** for small volumes of data. *The **LIN/TAMCN Inquiry — Results** page appears.*

OR

Select **Submit** for large volumes of data. *The **LIN/TAMCN 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**.

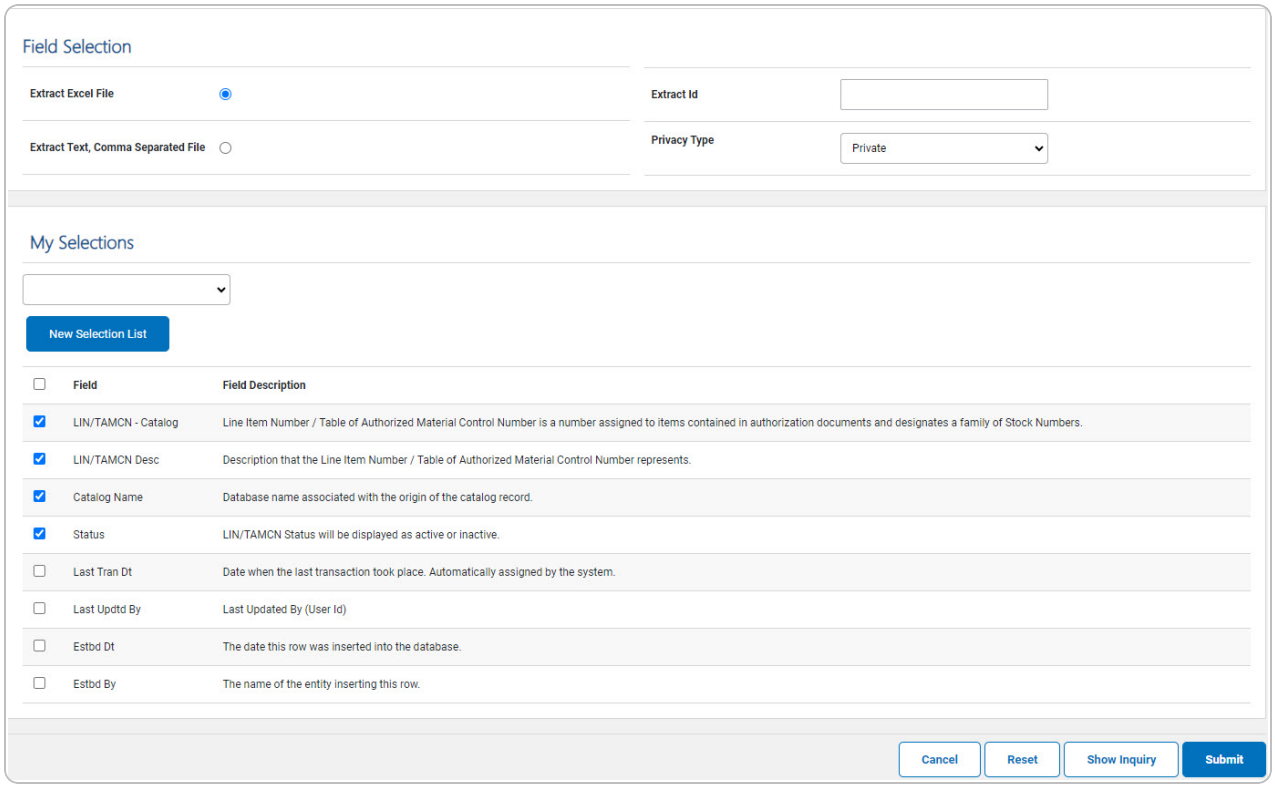


2. Select **Delete Selection List**. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The* ***LIN/TAMCN Inquiry*** *page appears.*



2. Select the fields required for the inquiry. *The first 4 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.

- Verify the LIN/TAMCN - Catalog contains the appropriate ☑ or ☐. *Select if the inquiry contains LIN/TAMCN - Catalog information.*
- Verify the LIN/TAMCN DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a LIN/TAMCN DESC.*
- Verify the Catalog Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a Catalog Name.*
- Verify the Status contains the appropriate ☑ or ☐. *Select if the inquiry has a status.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a LAST TRAN DT.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains a LAST UPDTD BY.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains ESTBD DT information.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains ESTBD BY information.*

3. Select Show Inquiry for small volumes of data. *The **LIN/TAMCN Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **LIN/TAMCN Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a LIN/TAMCN Inquiry — Criteria
- Search for a LIN/TAMCN Inquiry — Results
- View the LIN/TAMCN Inquiry Detail - Catalog Base
- View the LIN/TAMCN Inquiry Detail - LIN/TAMCN History
- View the LIN/TAMCN Inquiry Transaction Status
- Export the LIN/TAMCN Inquiry Transaction Status

View the LIN/TAMCN Inquiry Detail — Catalog Base

Overview

The LIN/TAMCN Inquiry Detail - Catalog Base process displays the Catalog Base record of the selected LIN/TAMCN.

Navigation

Inquiries > Catalog > LIN/TAMCN> Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > LIN/TAMCN Inquiry Detail — Catalog Base page

Page Fields

The following fields display on the **LIN/TAMCN Detail — Catalog Base** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Catalog Base Detail Grid

FSC
Item Desc
Mgt Cd
NIIN
Prev Stock Nbr
Stock Item Cd
Stock Nbr
Type Asst Cd
UI
Unit Price
Yr Svc Life

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

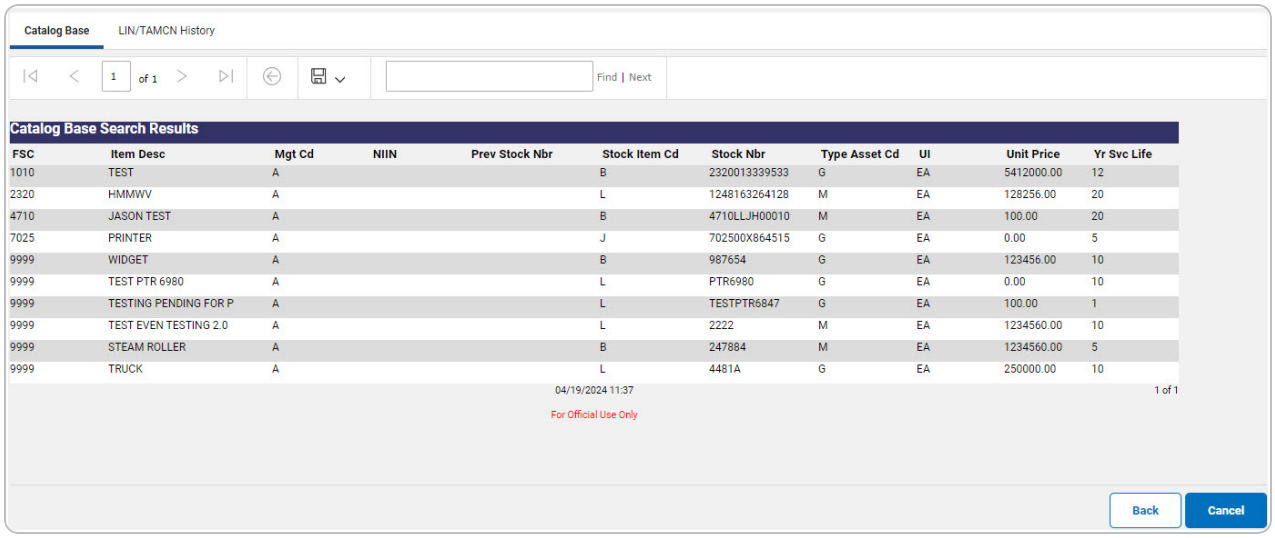
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the LIN/TAMCN Inquiry Detail — Catalog Base

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

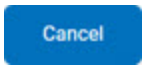
1. *Verify the Catalog Base tab.*



A. *Verify the FSC.*
B. *Verify the ITEM DESC.*
C. *Verify the MGMT CD.*
D. *Verify the NIIN.*
E. *Verify the PREV STOCK NBR.*
F. *Verify the STOCK ITEM CD.*
G. *Verify the STOCK NBR.*
H. *Verify the TYPE ASSET CD.*
I. *Verify the UI.*

J. *Verify the Unit Price.*

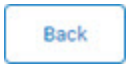
K. *Verify the YR SVC LIFE.*

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* ***LIN/TAMCN Inquiry — Criteria*** *page appears*.

OR

Select the LIN/TAMCN History tab. *The* ***LIN/TAMCN Inquiry Detail — LIN/TAMCN History*** *page appears*.

OR

Select  . *The* ***LIN/TAMCN 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a LIN/TAMCN Inquiry — Criteria
- Search for a LIN/TAMCN Inquiry — Results
- Select Fields for the LIN/TAMCN Inquiry
- View the LIN/TAMCN Inquiry Detail — Catalog Base
- View the LIN/TAMCN Inquiry Transaction Status
- Export the LIN/TAMCN Inquiry Transaction Status

View the LIN/TAMCN Inquiry Detail — LIN/TAMCN History

Overview

The LIN/TAMCN Inquiry Detail — LIN/TAMCN History process displays the history record of the selectedLIN/TAMCN inquiry.

Navigation

Inquiries > Catalog > LIN/TAMCN > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Catalog Base Detail > LIN/TAMCN History tab > LIN/TAMCN Inquiry Detail — LIN/TAMCN History page

Page Fields

The following fields display on the **LIN/TAMCN Inquiry Detail — LIN/TAMCN History** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

LIN/TAMCN Inquiry — LIN/TAMCN History Detail Grid

LIN/TAMCN
LIN/TAMCN Desc
Catalog Name
Status
History Remarks
Pgm Name
Last Tran Dt
Lst Updtd By
Estbd Dt
Estbd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

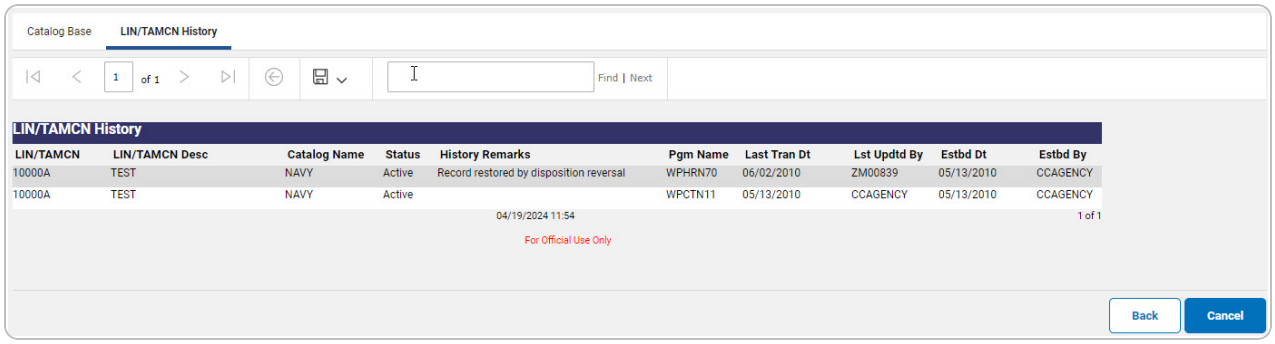
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the LIN/TAMCN Inquiry Detail — LIN/TAMCN History

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

1. *Verify the LIN/TAMCN History Detail tab.*



   A. *Verify the LIN/TAMCN.*
   B. *Verify the LIN/TAMCN DESC.*
   C. *Verify the Catalog Name.*
   D. *Verify the Status.*
   E. *Verify the History Remarks.*
   F. *Verify the PGM NAME.*
   G. *Verify the LAST TRAN DT.*
   H. *Verify the LAST UPDTD BY.*
   I. *Verify the ESTBD DT.*
   J. *Verify the ESTBD BY.*

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 **LIN/TAMCN Inquiry — Criteria** page appears*.

   OR

   Select the Catalog Base tab. *The **LIN/TAMCN Inquiry Detail — Catalog Base** page appears*.

   OR

   Select Back. *The **LIN/TAMCN Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a LIN/TAMCN Inquiry — Criteria
- Search for a LIN/TAMCN Inquiry — Results
- Select Fields for the LIN/TAMCN Inquiry
- View the LIN/TAMCN Inquiry Detail — Catalog Base

- View the LIN/TAMCN Inquiry Transaction Status
- Export the LIN/TAMCN Inquiry Transaction Status

View the LIN/TAMCN Inquiry Transaction Status

Overview

The LIN/TAMCN Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Catalog > LIN/TAMCN > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > LIN/TAMCN Inquiry Transaction Status page

Page Fields

The following fields display on the **LIN/TAMCN Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

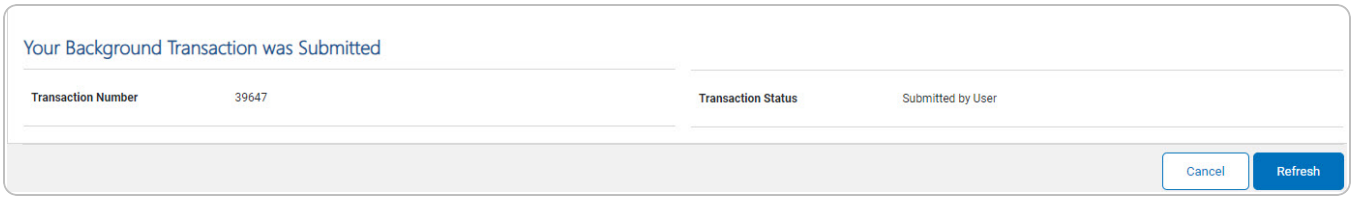
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

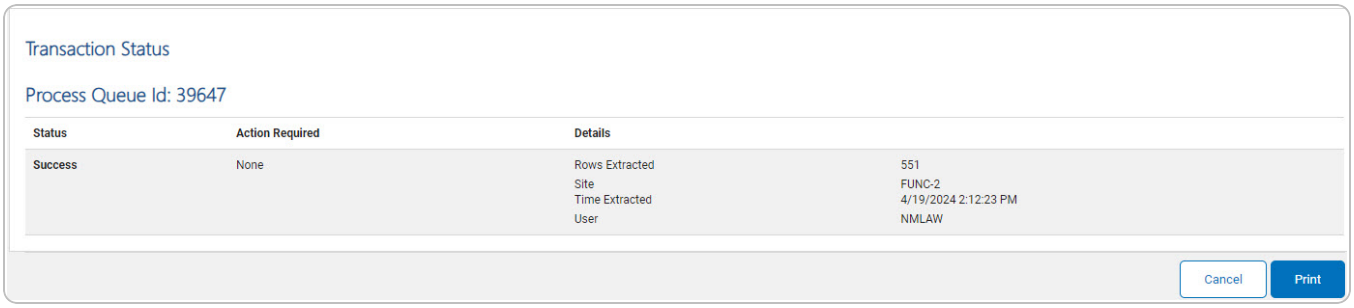
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the LIN/TAMCN Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the LIN/TAMCN Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***LIN/TAMCN Inquiry Search Criteria*** *page appears*.

View the LIN/TAMCN Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*

4. Select Print. *The **LIN/TAMCN Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a LIN/TAMCN Inquiry — Criteria
- Search for a LIN/TAMCN Inquiry — Results
- Select Fields for the LIN/TAMCN Inquiry
- View the LIN/TAMCN Inquiry Detail - Catalog Base
- View the LIN/TAMCN Inquiry Detail - LIN/TAMCN History
- Export the LIN/TAMCN Inquiry Transaction Status

Export the LIN/TAMCN Inquiry Transaction Status

Overview

The LIN/TAMCN Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Catalog > LIN/TAMCN > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > LIN/TAMCN Inquiry Transaction Status Export page

Page Fields

The following fields display on the **LIN/TAMCN Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

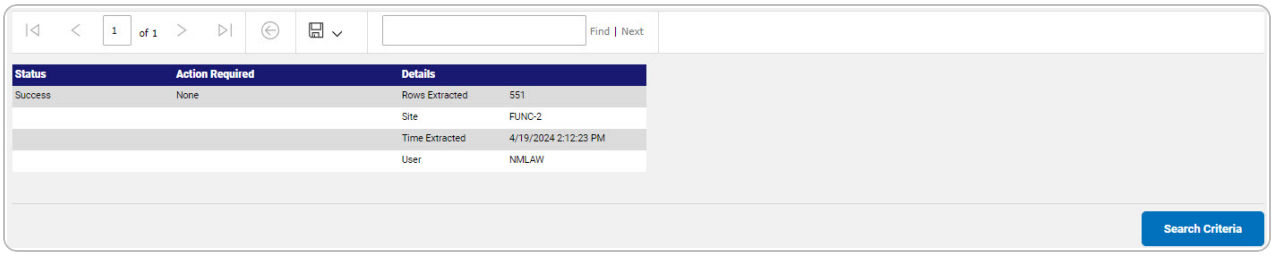
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the LIN/TAMCN Inquiry Transaction Status

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



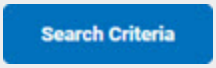
2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The **LIN/TAMCN Inquiry Search Criteria** page appears.*

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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select  . *The **LIN/TAMCN Inquiry Search Criteria** page appears.*

Related Topics

- Search for a LIN/TAMCN Inquiry — Criteria
- Search for a LIN/TAMCN Inquiry — Results
- Select Fields for the LIN/TAMCN Inquiry
- View the LIN/TAMCN Inquiry Detail - Catalog Base
- View the LIN/TAMCN Inquiry Detail - LIN/TAMCN History
- View the LIN/TAMCN Inquiry Transaction Status

Search for an Accounting Transactions Inquiry — Criteria

Overview

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

Navigation

Inquiries > Accounting > Accounting TRANS > Accounting Transactions Inquiry Search Criteria page

Page Fields

The following fields display on the **Accounting Transactions Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

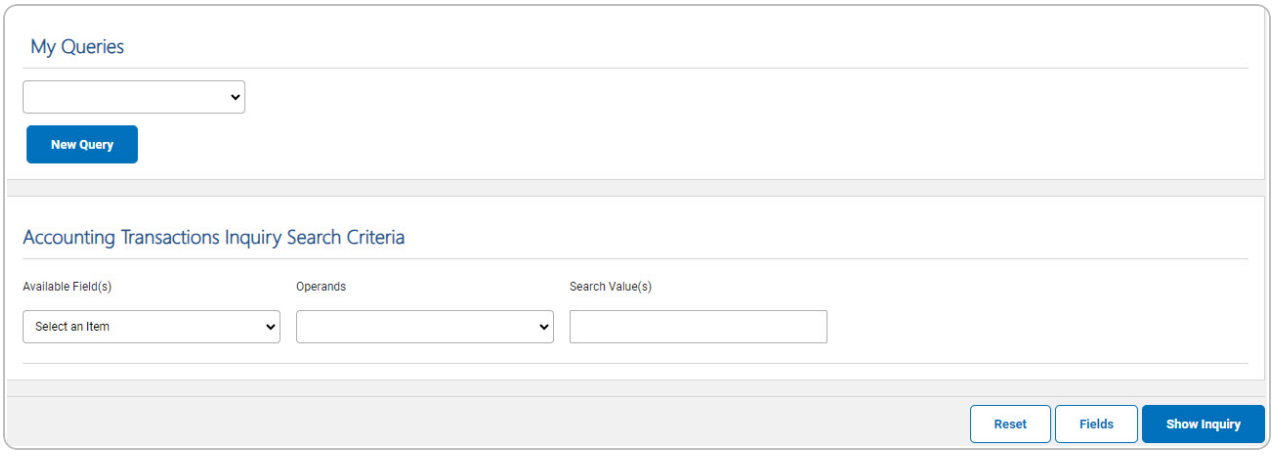
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Accounting Transactions 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.

   B. Repeat Step A to add additional search criteria.

> **Note**
>
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
> Select Fields 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.

   C. Repeat Step B to add additional search criteria.

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.

   C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

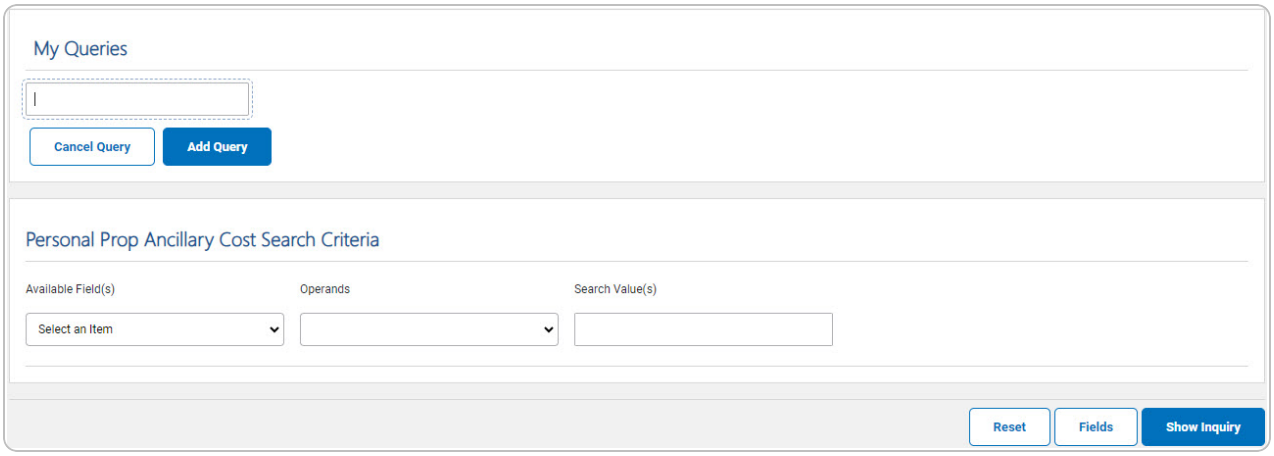
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Accounting Transactions Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



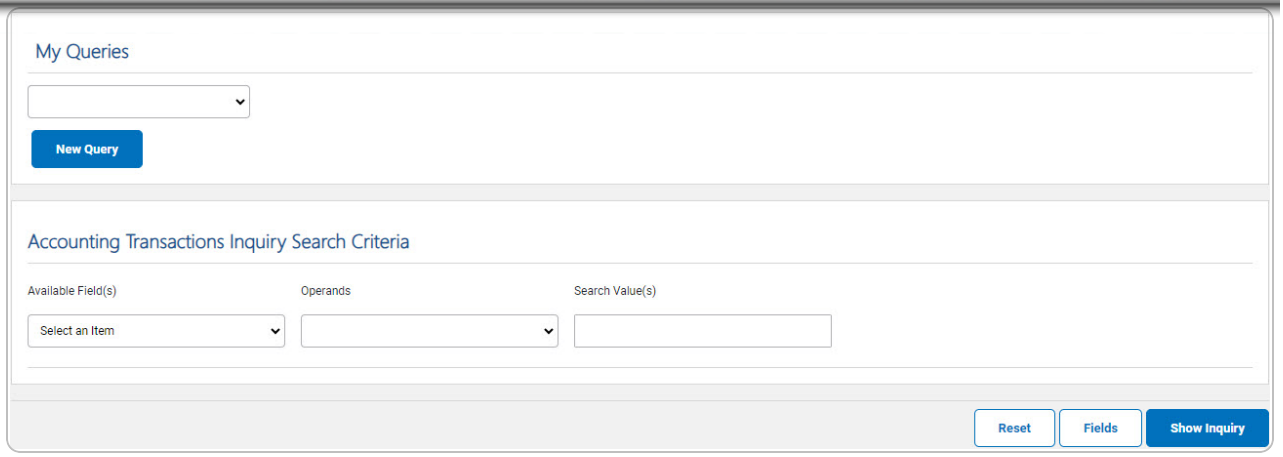
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Accounting Transactions Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Accounting Transactions 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.*



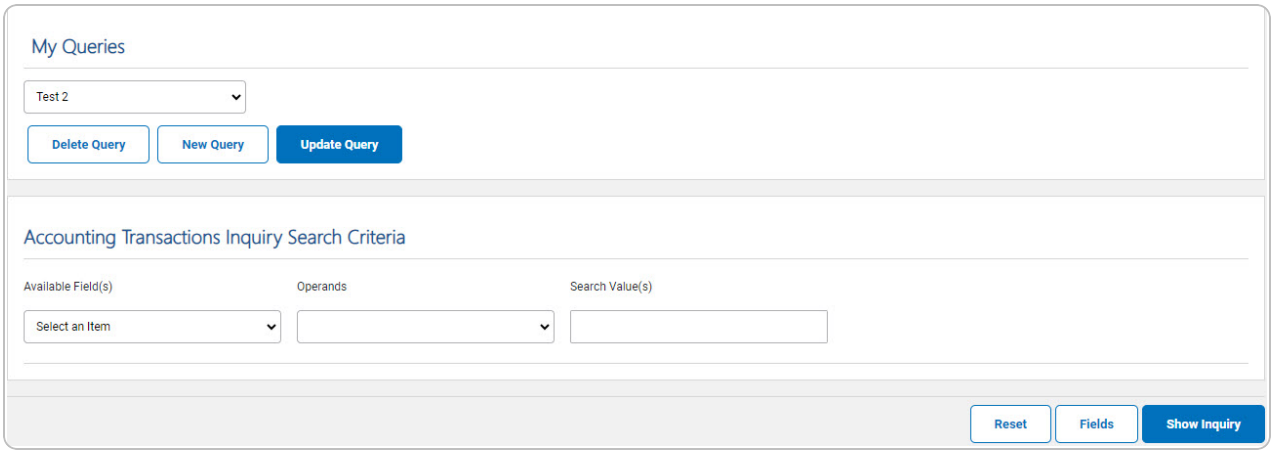
2. Select Fields. *The **Accounting Transactions Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Accounting Transactions 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

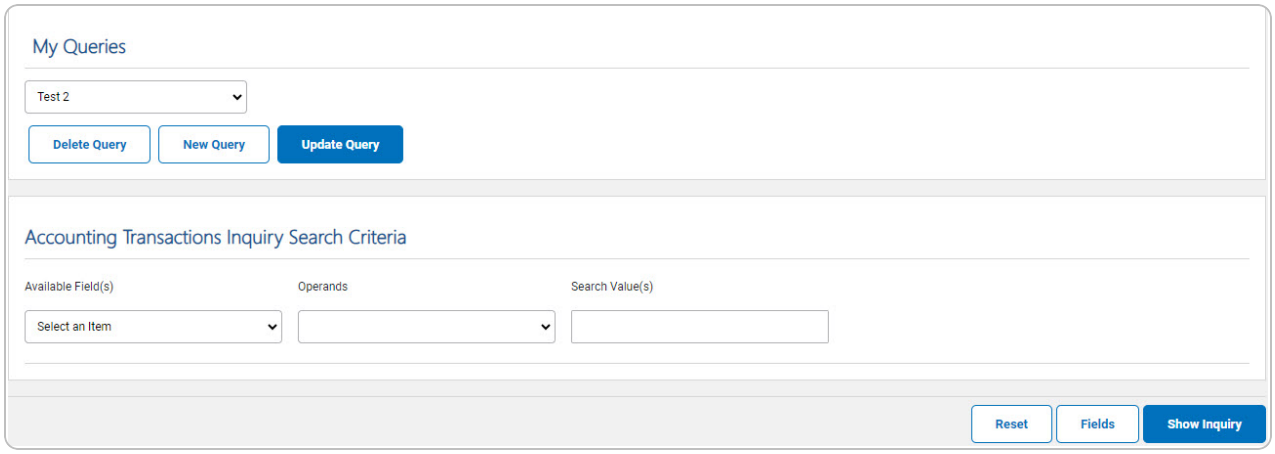
4. Select Fields. *The **Accounting Transactions Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Accounting Transactions 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Accounting Transactions Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select

	Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Accounting Transactions Inquiry — Results
- Select Fields for the Accounting Transactions Inquiry
- View the Accounting Transactions Inquiry Detail
- View the Accounting Transactions Inquiry Transaction Status
- Export the Accounting Transactions Inquiry Transaction Status

Search for an Accounting Transactions Inquiry — Results

Overview

The Accounting Transactions Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Accounting > Accounting TRANS > Search Criteria > Show Inquiry > Accounting Transactions Inquiry Search Results page

Page Fields

The following fields display on the **Accounting Transactions Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Acct Rpt Nbr
Activity Cd
ASN
Asset Id
Dollar Amt
Estbd Dt
Event Type
Fund Cd
Intrf Asset Cd
Intrf Sys Event Nbr
Item Desc

Optional

Acq Dt
ACRN
Actbl UIC
Action Cd
Action Type Cd

Activation Dt
Agency Cd
Asset Cd
Asset Ctgry Cd
Basic Symbol
CFO Acct Type
CFO Reported
CLIN
Cntr/PO Nbr
Deprn Exp Cd
Deprn Period
Dept Cd
Doc Nbr
DoDAAC
Eff Dt
Estbd By
Event Nbr
Fac Name
Fac Nbr
Fdcry Deprn Mthd Cd
Fndng Cost Center
Fndng Cost Center Id
Heritage Asset Cd
Impv Nbr
Instl Name
Intrf Sys Cd
Job Order Nbr
Land Acq Tract Id
Lease Cd
LIN/TAMCN
Loan Cd
Major Cmd Cd
Major Cmd Prj Id
Major Cmd Task Id
Obj Class Cd
Oblign Doc Nbr
Pgm Id
Pgm Yr
Prj Desc
Prj Nbr
Program/Project
Process Dt
Process Sts Cd

Qty
Record Type Cd
RP Site Name
RPSUID
RPUID
Salvage Value Amt
Site Id
SLIN
SPIIN
Sub Head
Svcg Activity Cd
Task Cd
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr
Trading Subhead
Transfer Type Cd
Type Fund Cd
UI
UII
Util Measure Cd
Util Svc Life
Util Svc Life Used

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired

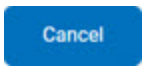
	page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

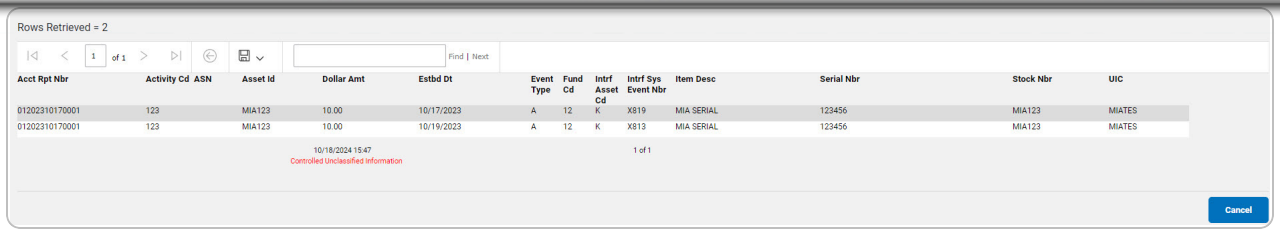
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Accounting Transactions Inquiry Results

Selecting  *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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Accounting Transactions 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Accounting Transactions Inquiry Detail

Select the desired ACCT RPT NBR row. *The **Accounting Transactions Inquiry Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for an Accounting Transactions Inquiry — Criteria
- Select Fields for the Accounting Transactions Inquiry
- View the Accounting Transactions Inquiry Detail
- View the Accounting Transactions Inquiry Transaction Status
- Export the Accounting Transactions Inquiry Transaction Status

Select Fields for the Accounting Transactions Inquiry

Overview

The Accounting Transactions Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Accounting > Accounting TRANS > Search Criteria > Fields > Accounting Transactions Inquiry Fields Selection page

Page Fields

The following fields display on the **Accounting Transactions Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Acct Rpt Nbr
Activity Cd
ASN
Asset Id
Dollar Amt
Estbd Dt
Event Type
Fund Cd
Intrf Asset Cd
Intrf Sys Event Nbr
Item Desc

Optional

Acq Dt
ACRN
Actbl UIC
Action Cd
Action Type Cd
Activation Dt
Agency Cd
Asset Cd
Asset Ctgry Cd
Basic Symbol
CFO Acct Type
CFO Reported
CLIN
Cntr/PO Nbr
Deprn Exp Cd
Deprn Period
Dept Cd
Doc Nbr
DoDAAC
Eff Dt
Estbd By
Event Nbr
Fac Name
Fac Nbr
Fdcry Deprn Mthd Cd
Fndng Cost Center
Fndng Cost Center Id
Heritage Asset Cd
Impv Nbr
Instl Name
Intrf Sys Cd
Job Order Nbr
Land Acq Tract Id
Lease Cd
LIN/TAMCN
Loan Cd
Major Cmd Cd
Major Cmd Prj Id
Major Cmd Task Id
Obj Class Cd
Oblign Doc Nbr
Pgm Id

Pgm Yr
Prj Desc
Prj Nbr
Program/Project
Process Dt
Process Sts Cd
Qty
Record Type Cd
RP Site Name
RPSUID
RPUID
Salvage Value Amt
Site Id
SLIN
SPIIN
Sub Head
Svcg Activity Cd
Task Cd
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr
Trading Subhead
Transfer Type Cd
Type Fund Cd
UI
UII
Util Measure Cd
Util Svc Life
Util Svc Life Used

Procedures

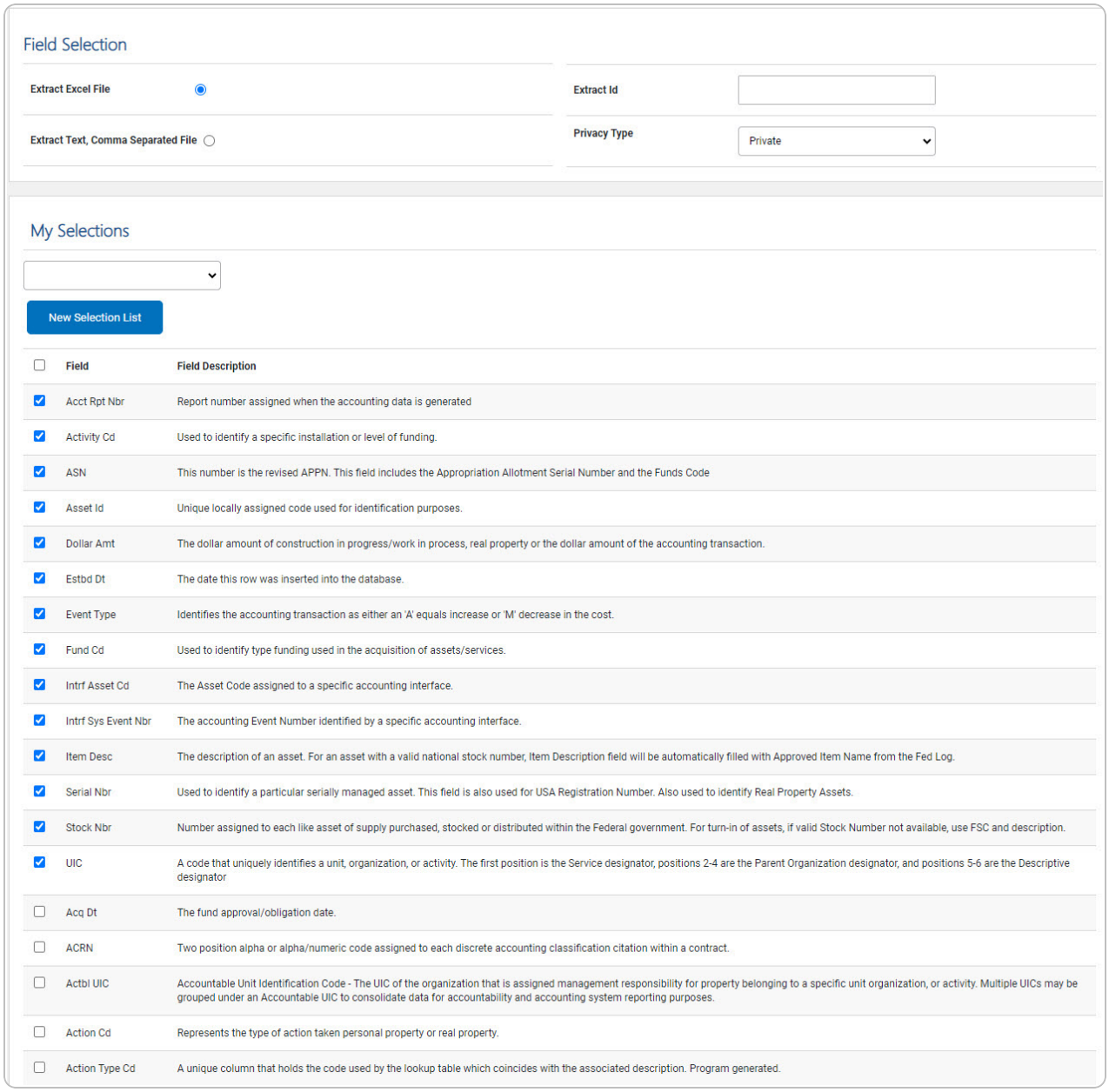
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

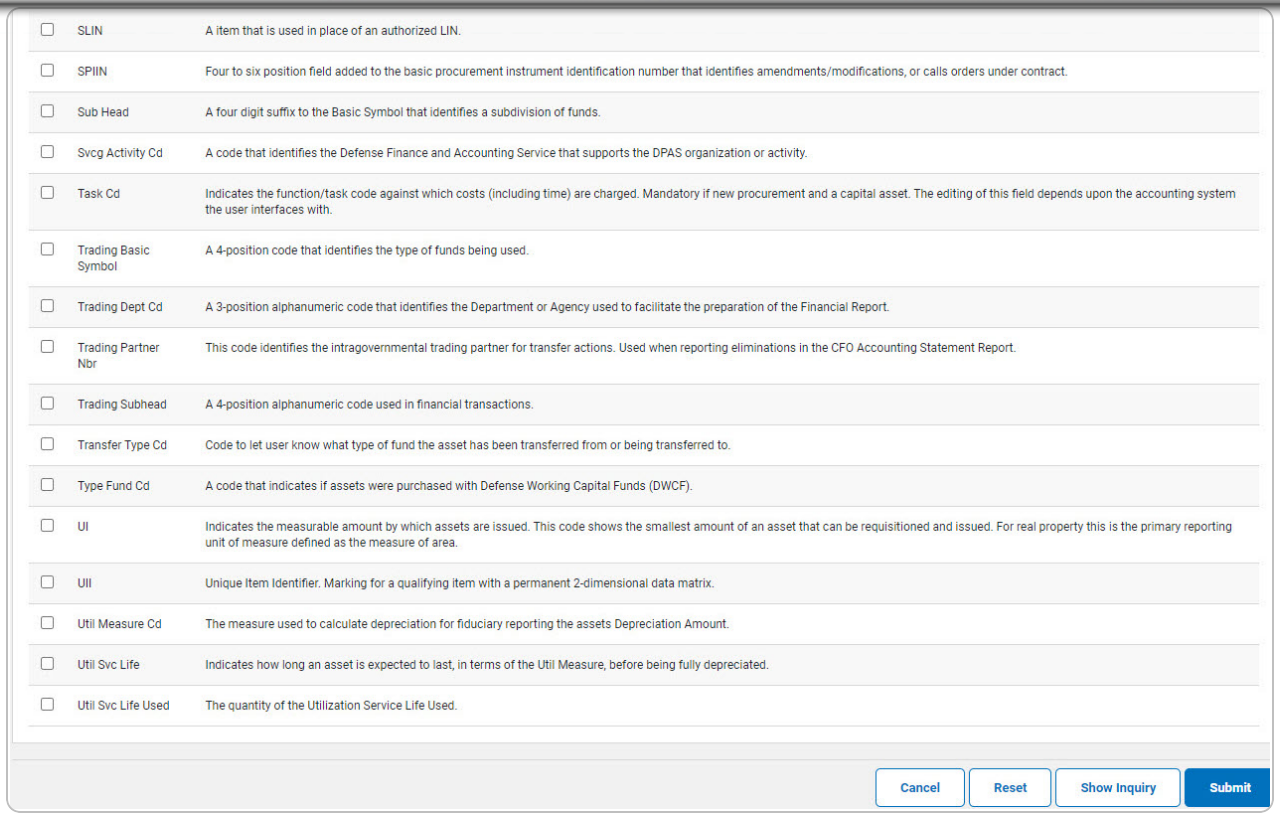
Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **Accounting Transactions Inquiry Field Selection** page appears.*



☐	Activation Dt	The date a Serial Asset was put into use.
☐	Agency Cd	Indicates the agency code and name.
☐	Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
☐	Asset Ctgry Cd	Identifies the accounting class of assets.
☐	Basic Symbol	A four digit number that identifies the type of funds being used.
☐	CFO Acct Type	This code identifies the in the clear name for the CFO Accounting Statement categories that are required for reporting purposes.
☐	CFO Reported	CFO Reported Flag Yes or No
☐	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.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn 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.
☐	Dept Cd	A three position code which identifies the military department of government entity receiving the appropriation. (Also called Agency Cd or Treasury Symbol.)
☐	Doc Nbr	Unique numbers either automatically or manually assigned to track a requisition through the system from receipt to closing and to post hand receipt actions.
☐	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.
☐	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.
☐	Event Nbr	Identifies the type of accounting transaction. Changed from Function Code.
☐	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.
☐	Fdcry Deprn Mthd Cd	The depreciation method (Straight Line or Activity Based) used to report depreciation.
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code required by the Accounting Interface System.
☐	Fndng Cost Center Id	Cost Center Id that is used with the DAI interface.
☐	Heritage Asset Cd	Code used to identify the type of heritage asset. (Note: Heritage assets are not depreciated)
☐	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
☐	Instl Name	Name of a specific location or real property facility
☐	Intrf Sys Cd	A code that identifies the Interface System.
☐	Job Order Nbr	Number used to track costs against an asset.
☐	Land Acq Tract Id	Land Acquisition Tract Identification. The tract number assigned by the government for each parcel in a land acquisition.
☐	Lease Cd	Indicates the lease status of a particular asset.
☐	LIN/TAMCN	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
☐	Loan Cd	Indicates the loan status of a particular asset.

☐	Major Cmd Cd	A code used to identify the Major Command or Agency of assignment for units and their administrative structure.
☐	Major Cmd Prj Id	Project Id number that is distinct within the enterprise. Used with the DAI interface.
☐	Major Cmd Task Id	Task Id number that is associated with a project that is distinct within the enterprise. Used with the DAI interface.
☐	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.
☐	Pgm Id	Unique software identification.
☐	Pgm Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format.
☐	Prj Desc	A description of the project. Should include details of the project.
☐	Prj Nbr	A number that identifies the project
☐	Program/Project	Baseline activity (ba), baseline sub activity (bsa), and baseline line item (bli) from appropriation.
☐	Process Dt	Date/Time that response row was generated.
☐	Process Sts Cd	Provides current status of a row(s) being processed
☐	Qty	Quantity of primary reporting unit of measure defined as the measure of area for real property (implied two decimal positions for UI equal to AC).
☐	Record Type Cd	Identifies the type record, asset, real property, improvement, component or CIP.
☐	RP Site Name	Real Property Site Name
☐	RPSUID	The Unique Identifier that insures uniqueness of items that are listed in the registry
☐	RPUID	The Unique Identifier that insures uniqueness of items that are listed in the registry
☐	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.
☐	Site Id	Site Identification. Identifies a unique database within DPAS



☐	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.
☐	Sub Head	A four digit suffix to the Basic Symbol that identifies a subdivision of funds.
☐	Svcg Activity Cd	A code that identifies the Defense Finance and Accounting Service that supports the DPAS organization or activity.
☐	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.
☐	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).
☐	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.
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	Util Measure Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation Amount.
☐	Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
☐	Util Svc Life Used	The quantity of the Utilization Service Life Used.

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

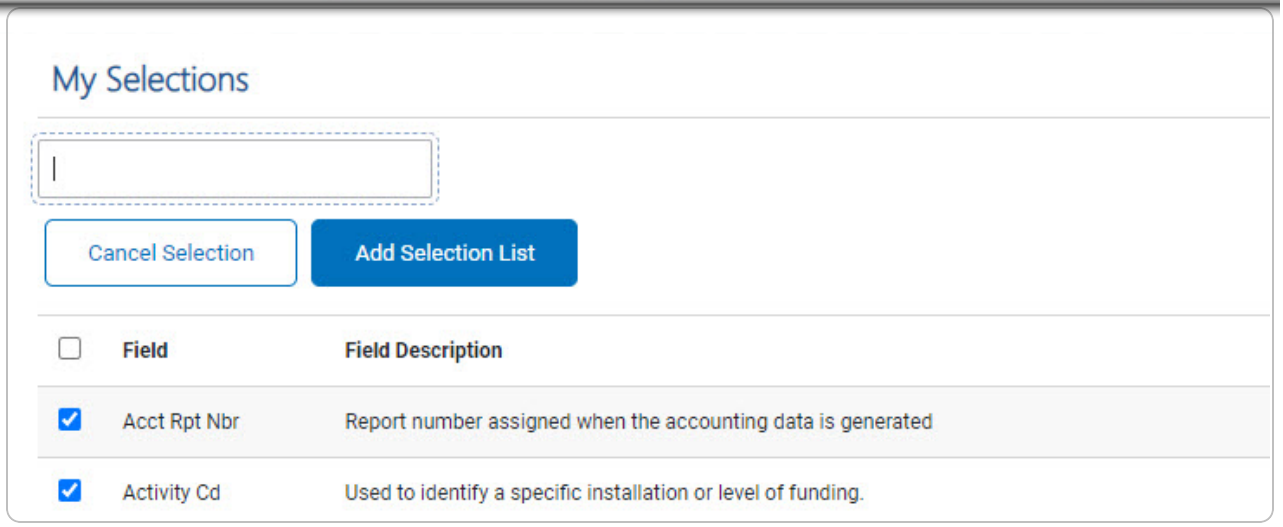
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

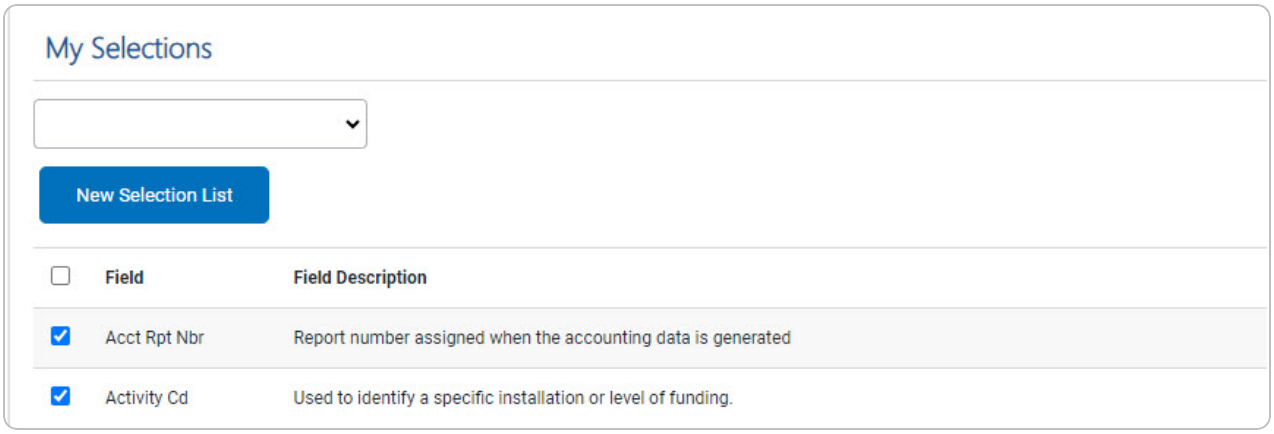
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.* **Add Selection List** *is replaced by* **Update Selection List** *and* Delete Selection List.

   Select **Show Inquiry** for small volumes of data. *The* ***Accounting Transactions Inquiry — Results*** *page appears.*
5. **OR**

   Select **Submit** for large volumes of data. *The* ***Accounting Transactions Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

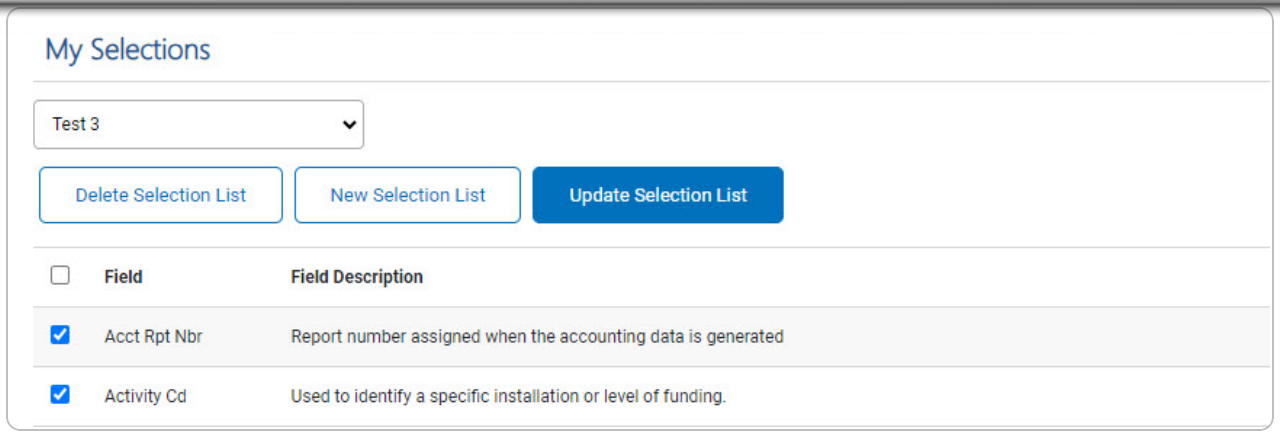
3. Select Show Inquiry for small volumes of data. *The **Accounting Transactions Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Accounting Transactions 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



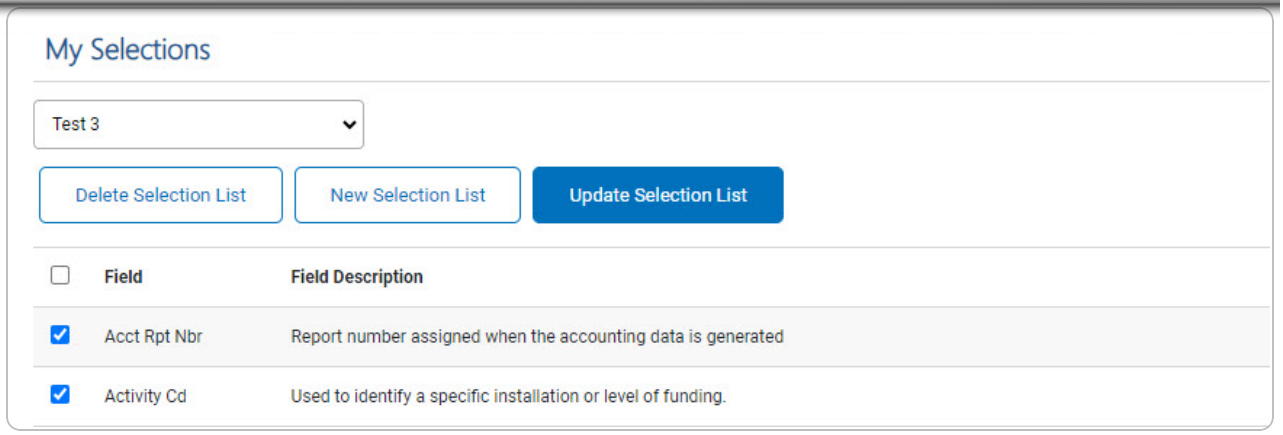
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Accounting Transactions Inquiry — Results*** *page appears.*
4. **OR**

   Select Submit for large volumes of data. *The* ***Accounting Transactions 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.

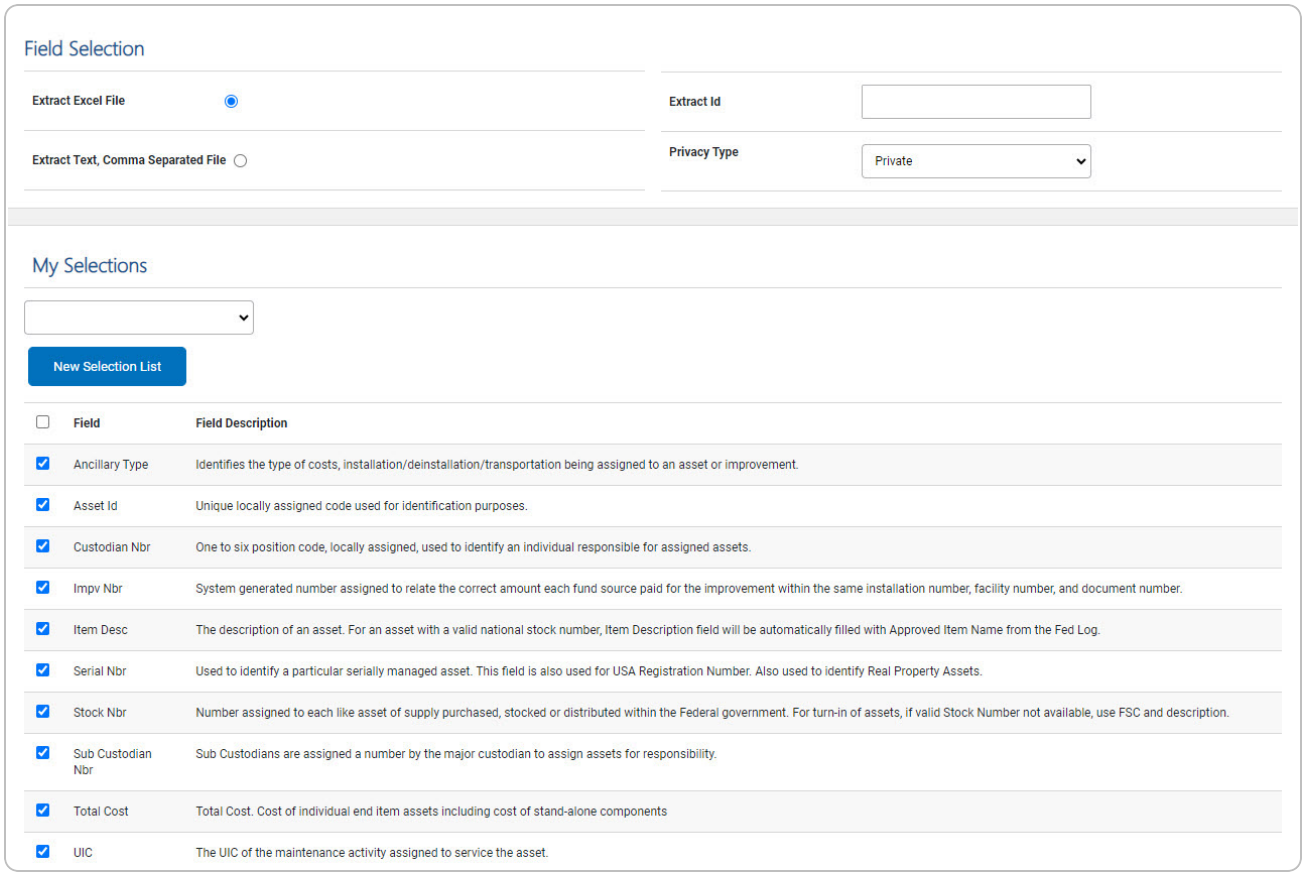


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

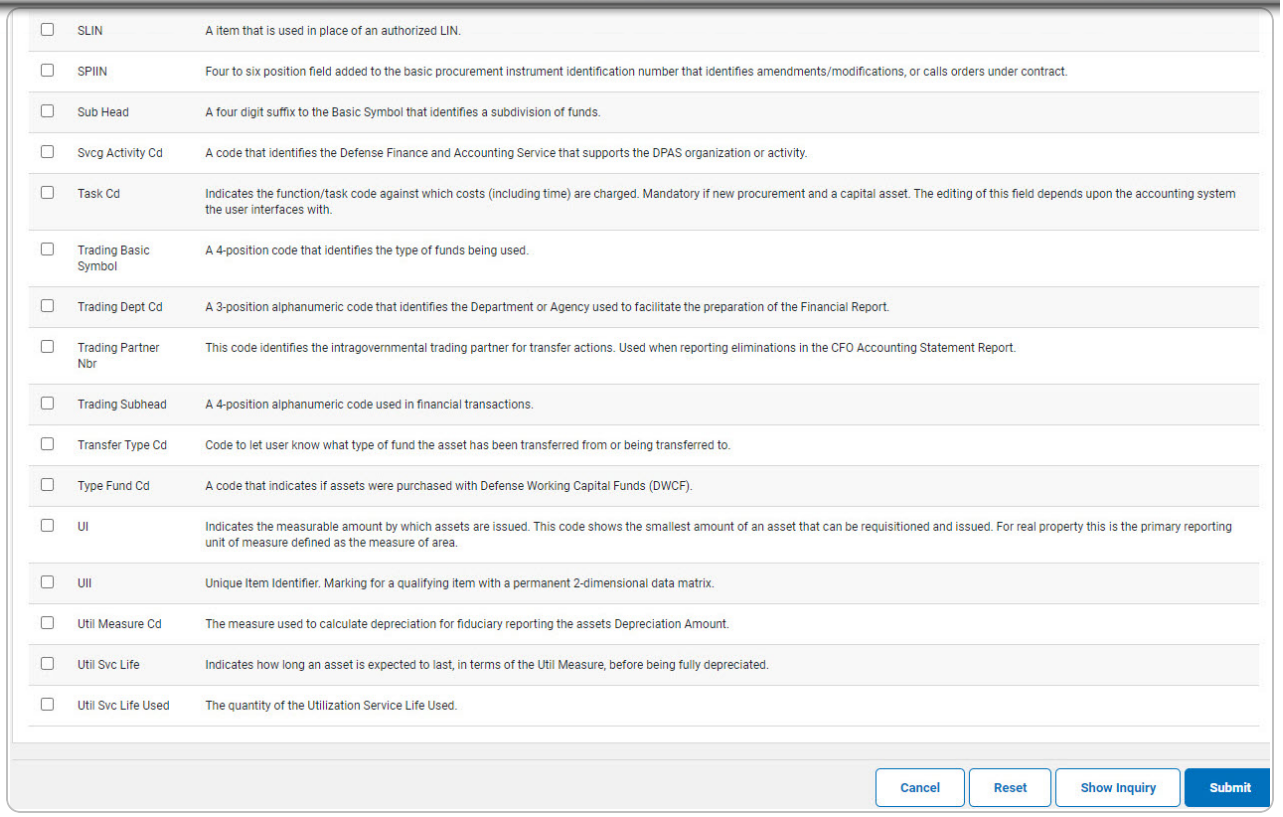
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Accounting Transactions Inquiry** page appears.*



☐	Activation Dt	The date a Serial Asset was put into use.
☐	Agency Cd	Indicates the agency code and name.
☐	Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
☐	Asset Ctgry Cd	Identifies the accounting class of assets.
☐	Basic Symbol	A four digit number that identifies the type of funds being used.
☐	CFO Acct Type	This code identifies the in the clear name for the CFO Accounting Statement categories that are required for reporting purposes.
☐	CFO Reported	CFO Reported Flag Yes or No
☐	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.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn 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.
☐	Dept Cd	A three position code which identifies the military department of government entity receiving the appropriation. (Also called Agency Cd or Treasury Symbol.)
☐	Doc Nbr	Unique numbers either automatically or manually assigned to track a requisition through the system from receipt to closing and to post hand receipt actions.
☐	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.
☐	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.
☐	Event Nbr	Identifies the type of accounting transaction. Changed from Function Code.
☐	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.
☐	Fdcry Deprn Mthd Cd	The depreciation method (Straight Line or Activity Based) used to report depreciation.
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code required by the Accounting Interface System.
☐	Fndng Cost Center Id	Cost Center Id that is used with the DAI interface.
☐	Heritage Asset Cd	Code used to identify the type of heritage asset. (Note: Heritage assets are not depreciated)
☐	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
☐	Instl Name	Name of a specific location or real property facility
☐	Intrf Sys Cd	A code that identifies the Interface System.
☐	Job Order Nbr	Number used to track costs against an asset.
☐	Land Acq Tract Id	Land Acquisition Tract Identification. The tract number assigned by the government for each parcel in a land acquisition.
☐	Lease Cd	Indicates the lease status of a particular asset.
☐	LIN/TAMCN	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
☐	Loan Cd	Indicates the loan status of a particular asset.

☐	Major Cmd Cd	A code used to identify the Major Command or Agency of assignment for units and their administrative structure.
☐	Major Cmd Prj Id	Project Id number that is distinct within the enterprise. Used with the DAI interface.
☐	Major Cmd Task Id	Task Id number that is associated with a project that is distinct within the enterprise. Used with the DAI interface.
☐	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.
☐	Pgm Id	Unique software identification.
☐	Pgm Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format.
☐	Prj Desc	A description of the project. Should include details of the project.
☐	Prj Nbr	A number that identifies the project
☐	Program/Project	Baseline activity (ba), baseline sub activity (bsa), and baseline line item (bli) from appropriation.
☐	Process Dt	Date/Time that response row was generated.
☐	Process Sts Cd	Provides current status of a row(s) being processed
☐	Qty	Quantity of primary reporting unit of measure defined as the measure of area for real property (implied two decimal positions for UI equal to AC).
☐	Record Type Cd	Identifies the type record, asset, real property, improvement, component or CIP.
☐	RP Site Name	Real Property Site Name
☐	RPSUID	The Unique Identifier that insures uniqueness of items that are listed in the registry
☐	RPUID	The Unique Identifier that insures uniqueness of items that are listed in the registry
☐	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.
☐	Site Id	Site Identification. Identifies a unique database within DPAS



2. Select the fields required for the inquiry. *The first 14 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.

- Verify the ACCT RPT NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACCT RPT NBR.*
- Verify the ACTIVITY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTIVITY CD.*
- Verify the ASN contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASN.*

- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an Asset Identifier.*
- Verify the DOLLAR AMT contains the appropriate ☑ or ☐. *Select if the inquiry contains a DOLLAR AMT.*
- Verify the ESTBD DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ESTBD DT.*
- Verify the Event Type contains the appropriate ☑ or ☐. *Select if the inquiry contains an Event Type.*
- Verify the FUND CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a FUND CD.*
- Verify the INTRF ASSET CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an INTRF ASSET CD.*
- Verify the INTRF Sys Event Nbr contains the appropriate ☑ or ☐. *Select if the inquiry contains an INTRF System Event Number.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an Item Description.*
- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Serial Number.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Click ☐ to select the ACQ DT. *Select if the inquiry contains an ACQ DT.*
- Click ☐ to select the ACRN. *Select if the inquiry contains an ACRN.*

- Click to select the ACTBL UIC. *Select if the inquiry contains an ACTBL UIC.*
- Click to select the ACTION CD. *Select if the inquiry contains an ACTN CD.*
- Click to select the Action Type Cd. *Select if the inquiry contains an Action Type Code.*
- Click to select the Activation Dt. *Select if the inquiry contains an Activation Date.*
- Click to select the AGENCY CD. *Select if the inquiry contains an AGENCY CD.*
- Click to select the ASSET CD. *Select if the inquiry contains an ASSET CD.*
- Click to select the Asset Ctgry Cd. *Select if the inquiry contains an Asset Category Code.*
- Click to select the Basic Symbol. *Select if the inquiry contain a Basic Symbol.*
- Click to select the CFO Acct Type. *Select if the inquiry contains a CFO Account Type.*
- Click to select the CFO Reported. *Select if the inquiry contains CFO Reported information.*
- Click to select the CLIN. *Select if the inquiry contains a CLIN.*
- Click to select the CNTR/PO NBR. *Select if the inquiry contains a CNTR/PO NBR.*
- Click to select the DEPRN EXP CD. *Select if the inquiry contains a DEPRN EXP CD.*
- Click to select the DEPRN PERIOD. *Select if the inquiry contains a DEPRN PERIOD.*
- Click to select the DEPT CD. *Select if the inquiry contains a Department Code.*

- Click to select the DOC NBR. *Select if the inquiry contains a Document Number.*
- Click to select the DODAAC. *Select if the inquiry contains a DODAAC.*
- Click to select the EFF DT. *Select if the inquiry contains an EFF DT.*
- Click to select the ESTBD BY. *Select if the inquiry contains Established By information.*
- Click to select the Event NBR. *Select if the inquiry contains an Event Number.*
- Click to select the FAC NAME. *Select if the inquiry contains a Facility Name.*
- Click to select the FAC NBR. *Select if the inquiry contains a Facility Number.*
- Click to select the FDCRY DEPRN MTHD CD. *Select if the inquiry contains a FDCRY DEPRN MTHD CD.*
- Click to select the FNDNG COST CENTER. *Select if the inquiry contains a Funding Cost Center.*
- Click to select the FNDNG COST CENTER ID. *Select if the inquiry contains a Funding Cost Center Identifier.*
- Click to select the HERITAGE ASSET CD. *Select if the inquiry contains a Heritage Asset Code.*
- Click to select the INV NBR. *Select if the inquiry contains an Improvement Number.*
- Click to select the INSTL NBR. *Select if the inquiry contains a Installation Number.*
- Click to select the INSTL NAME. *Select if the inquiry contains a Installation Name.*

- Click to select the INTRF SYS CD. *Select if the inquiry contains an Interface System Code.*
- Click to select the JOB ORDER NBR. *Select if the inquiry contains a Job Order Number.*
- Click to select the LAND ACQ TRACT ID. *Select if the inquiry contains a Land Acquisition Tract Identifier.*
- Click to select the LEASE CD. *Select if the inquiry contains a Lease Code.*
- Click to select the LIN/TAMCN. *Select if the inquiry contains a LIN/TAMCN.*
- Click to select the LOAN CD. *Select if the inquiry contains a Loan Code.*
- Click to select the MAJOR CMD CD. *Select if the inquiry contains a Major Command Code.*
- Click to select the MAJOR CMD PRJ ID. *Select if the inquiry contains a Major Command Project Identifier.*
- Click to select the MAJOR CMD TASK ID. *Select if the inquiry contains a Major Command Task Identifier.*
- Click to select the OBJ CLASS CD. *Select if the inquiry contains an Object Class Code.*
- Click to select the OBLIGN DOC NBR. *Select if the inquiry contains a Obligation Document Number.*
- Click to select the PGM ID. *Select if the inquiry contains a Program Identifier.*
- Click to select the PGM YR. *Select if the inquiry contains a Program Year.*
- Click to select the PRJ DESC. *Select if the inquiry contains a Project Description.*
- Click to select the PRJ NBR. *Select if the inquiry contains a Project Number.*

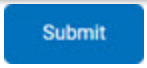
- Click to select the Program/Project. *Select if the inquiry contains Program/Project information.*
- Click to select the Process DT. *Select if the inquiry contains a Process Date.*
- Click to select the PROCESS STS CD. *Select if the inquiry contains a Process Status Code.*
- Click to select the QTY. *Select if the inquiry contains a Quantity.*
- Click to select the Record TYPE CD. *Select if the inquiry contains a Record Type Code.*
- Click to select the RP Site Name. *Select if the inquiry contains a Real Property Site Name.*
- Click to select the RPSUID. *Select if the inquiry contains a RPSUID.*
- Click to select the RPUID. *Select if the inquiry contains a RPUID.*
- Click to select the Salvage Value AMT. *Select if the inquiry contains a Salvage Value Amount.*
- Click to select the SITE ID. *Select if the inquiry contains a Site Identifier.*
- Click to select the SLIN. *Select if the inquiry contains a SLIN.*
- Click to select the SPIIN. *Select if the inquiry contains a SPIIN.*
- Click to select the SUBHEAD. *Select if the inquiry contains a Subdivision Header.*
- Click to select the SVCG ACTIVITY CD. *Select if the inquiry contains a Servicing Activity Code.*
- Click to select the TASK CD. *Select if the inquiry contains a Task Code.*

- Click ☐ to select the Trading Basic Symbol. *Select if the inquiry contains a Trading Basic Symbol.*
- Click ☐ to select the TRADING DEPT CD. *Select if the inquiry contains a Trading Department Code.*
- Click ☐ to select the TRADING PARTNER NBR. *Select if the inquiry contains a Trading Partner Number.*
- Click ☐ to select the Trading SUBHEAD. *Select if the inquiry contains a Trading Subdivision Head.*
- Click ☐ to select the TRANSFER TYPE CD. *Select if the inquiry contains a Transfer Type Code.*
- Click ☐ to select the TYPE FUND CD. *Select if the inquiry contains a Type Fund Code.*
- Click ☐ to select the UI. *Select if the inquiry contains a Unit of Issue.*
- Click ☐ to select the UII. *Select if the inquiry contains a Unique Item Identifier.*
- Click ☐ to select the UTIL MEASURE CD. *Select if the inquiry contains a Utilization Measure Code.*
- Click ☐ to select the UTIL SVC LIFE. *Select if the inquiry contains a Utilization Service Life.*
- Click ☐ to select the UTIL SVC LIFE Used. *Select if the inquiry contains a Utilization Service Life Used.*

Select Show Inquiry for small volumes of data. *The **Accounting Transactions Inquiry — Results** page appears.*

3.

OR

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Accounting Transactions Inquiry — Criteria
- Search for an Accounting Transactions Inquiry — Results
- View the Accounting Transactions Inquiry Detail
- View the Accounting Transactions Inquiry Transaction Status
- Export the Accounting Transactions Inquiry Transaction Status

View the Accounting Transactions Inquiry Detail

Overview

The Accounting Transactions Inquiry Detail process displays the Basic Detail record of the selected Accounting Transactions.

Navigation

Inquiries > Accounting > Accounting TRANS > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Accounting Transactions Inquiry Detail page

Page Fields

The following fields display on the **Accounting Transactions Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Accounting Transactions Inquiry Detail Grid

Tran Dt
Site Id
Actbl UIC
Acct Rpt Nbr
Event Nbr
Event Type
Dollar Amt
Stock Nbr
LIN/TAMCN
Serial Nbr
Asset Id
Item Desc

Prj Nbr
Doc Nbr
Dept Cd
Basic Symb
Obj Class Cd
Fndng Cost Center
Task Cd
Major Cmd Prj Id
Asset Cd
ACC
Fdcry Deprn Mthd Cd
Instl Nbr
Facility Nbr
Facility Nm
RPSUID
Util Svc Life
Util Svc Life Used
Action Cd
Cntr/PO Nbr
SPIIN
CLIN
SLIN
ACRN
Acq Dt
Eff Dt
Tran Time
DoDAAC
UIC
Intrf Sys Cd
CFO Acct Type
Activity Cd
Svcg Activity Cd
Major Cmd Cd
Imprv Nbr
Fund Cd/ASN
Type Fund Id
UII
Prj Desc
Oblign Doc Nbr
Pgm Yr
Subhead
Prj/Pgm
Fndng Cost Center Id

Major Cmd Task Id
Job Order Nbr
Deprn Exp Cd
SFIS
Deprn Period
Instl Nm
Land Acq Tract Id
RPUID
RP Site Name
Util Measure Cd
Process Sts Cd
Loan Cd
Lease Cd
Transfer Type Cd
Trading Partner Nbr
Trading Dept Cd
Trading Basic Symbol
Trading Subhead
Pgm Name

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

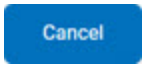
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

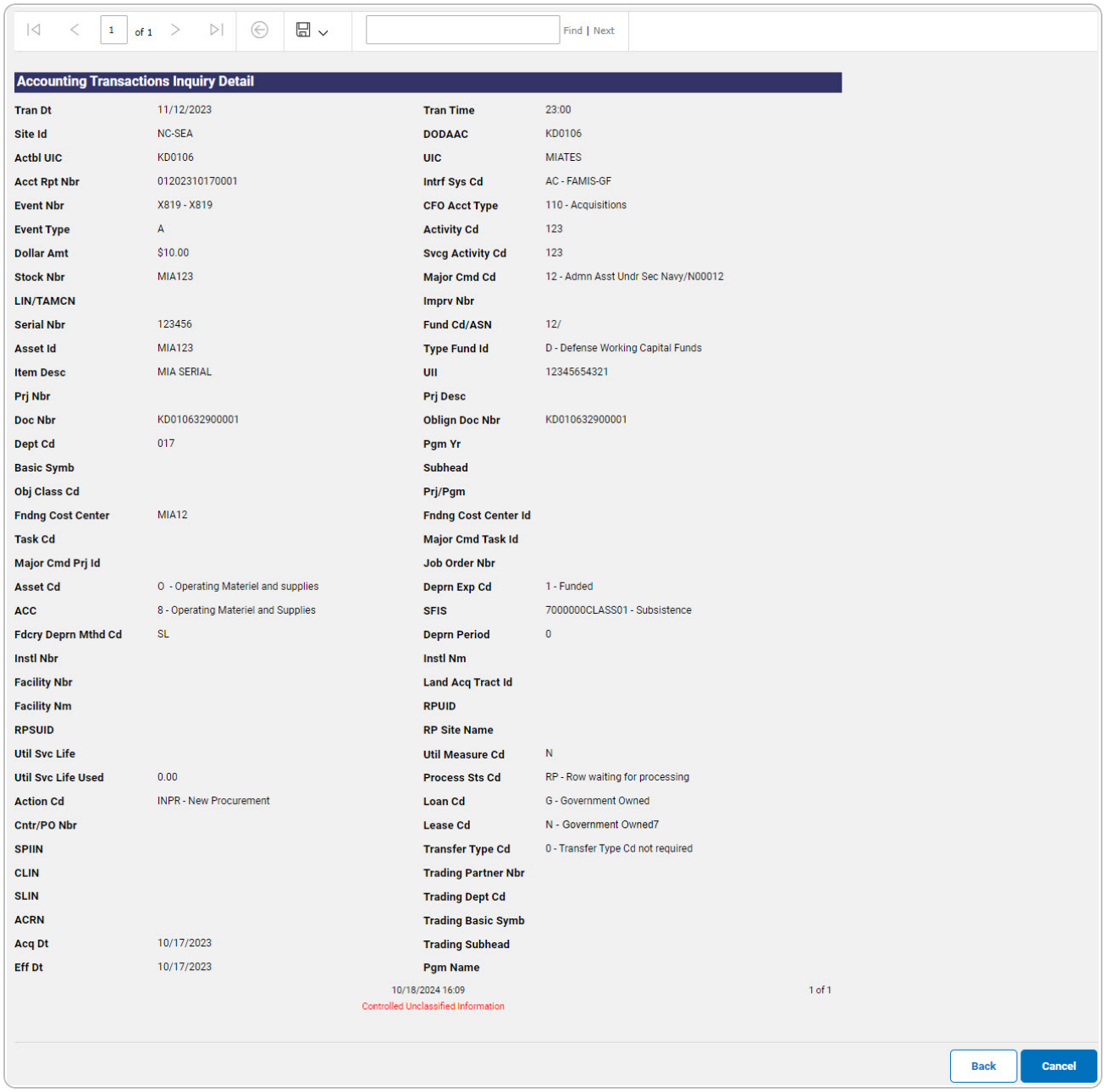
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Accounting Transactions Inquiry Detail

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

1. *Verify the Accounting Transactions Inquiry Detail grid.*



A. *Verify the TRAN DT.*

B. *Verify the SITE ID.*

C. *Verify the ACTBL UIC.*

D. *Verify the ACCT RPT NBR.*

E. *Verify the Event NBR.*
F. *Verify the Event Type.*
G. *Verify the DOLLAR AMT.*
H. *Verify the STOCK NBR.*
I. *Verify the LIN/TAMCN.*
J. *Verify the SERIAL NBR.*
K. *Verify the ASSET ID.*
L. *Verify the ITEM DESC.*
M. *Verify the PRJ NBR.*
N. *Verify the DOC NBR.*
O. *Verify DEPT CD.*
P. *Verify the Basic Symbol.*
Q. *Verify the OBJ CLASS CD.*
R. *Verify the FNDNG COST CENTER.*
S. *Verify the TASK CD.*
T. *Verify the MAJOR CMD PRJ ID.*
U. *Verify the ASSET CD.*
V. *Verify the ACC.*
W. *Verify the FDCRY DEPRN MTHD CD.*
X. *Verify the INSTL NBR.*
Y. *Verify the Facility NBR.*
Z. *Verify the Facility NM.*
AA. *Verify the RPSUID.*
AB. *Verify the UTIL SVC LIFE.*
AC. *Verify the UTIL SVC LIFE Used.*
AD. *Verify the ACTION CD.*
AE. *Verify the CNTR/PO NBR.*
AF. *Verify the SPIIN.*
AG. *Verify the CLIN.*
AH. *Verify the SLIN.*
AI. *Verify the ACRN.*

AJ. *Verify the ACQ DT.*
AK. *Verify the EFF DT.*
AL. *Verify the TRAN Time.*
AM. *Verify the DoDAAC.*
AN. *Verify the UIC.*
AO. *Verify the INTRF SYS CD.*
AP. *Verify the CFO ACCT Type.*
AQ. *Verify the Activity CD.*
AR. *Verify the SVCG ACTIVITY CD.*
AS. *Verify the MAJOR CMD CD.*
AT. *Verify the IMPRV NBR.*
AU. *Verify the FUND CD/ASN.*
AV. *Verify the TYPE FUND ID.*
AW. *Verify the UII.*
AX. *Verify the PRJ DESC.*
AY. *Verify the OBLIGN DOC NBR.*
AZ. *Verify the PGM YR.*
BA. *Verify the SUBHEAD.*
BB. *Verify the PRJ/Pgm.*
BC. *Verify the FNDNG COST CENTER ID.*
BD. *Verify the MAJOR CMD TASK ID.*
BE. *Verify the JOB ORDER NBR.*
BF. *Verify the DEPRN EXP CD.*
BG. *Verify the SFIS.*
BH. *Verify the DEPRN PERIOD.*
BI. *Verify the INSTL NM.*
BJ. *Verify the LAND ACQ TRACT ID.*
BK. *Verify the RPUID.*
BL. *Verify the RP SITE NAME.*
BM. *Verify the UTIL MEASURE CD.*
BN. *Verify the PROCESS STATUS CD.*

BO. *Verify the LOAN CD.*

BP. *Verify the LEASE CD.*

BQ. *Verify the TRANSFER TYPE CD.*

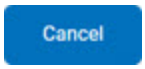
BR. *Verify the TRADING PARTNER NBR.*

BS. *Verify the TRADING DEPT CD.*

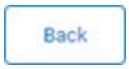
BT. *Verify the TRADING BASIC SYMB.*

BU. *Verify the TRADING SUBHEAD.*

BV. *Verify the PGM NAME.*

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 **Accounting Transactions Inquiry — Criteria** page appears.*

   OR

   Select  . *The **Accounting Transactions 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Accounting Transactions Inquiry — Criteria
- Search for an Accounting Transactions Inquiry — Results
- Select Fields for the Personal Property Ancillary Cost Inquiry
- View the Accounting Transactions Inquiry Transaction Status
- Export the Accounting Transactions Inquiry Transaction Status

View the Accounting Transactions Inquiry Transaction Status

Overview

The Accounting Transactions Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Accounting > Accounting TRANS > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Accounting Transactions Inquiry Transaction Status page

Page Fields

The following fields display on the **Accounting Transactions Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

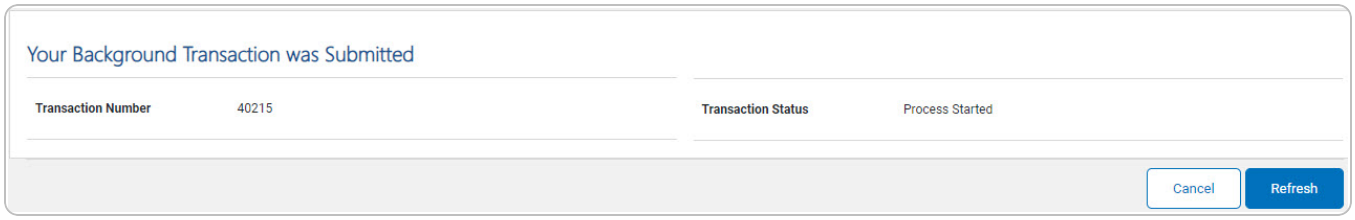
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

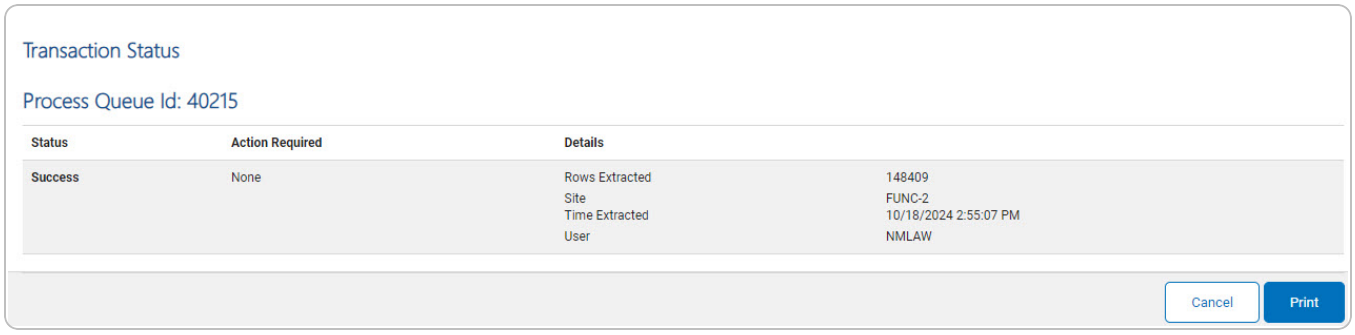
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Accounting Transactions Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the Accounting Transactions Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **Accounting Transactions Inquiry Search Criteria** page appears.*

View the Accounting Transactions Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select

. *The* ***Accounting Transactions Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Accounting Transactions Inquiry — Criteria
- Search for an Accounting Transactions Inquiry — Results
- Select Fields for the Accounting Transactions Inquiry
- View the Accounting Transactions Inquiry Detail
- Export the Accounting Transactions Inquiry Transaction Status

Export the Accounting Transactions Inquiry Transaction Status

Overview

The Accounting Transactions Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Accounting > Accounting TRANS > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Accounting Transactions Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Accounting Transactions Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

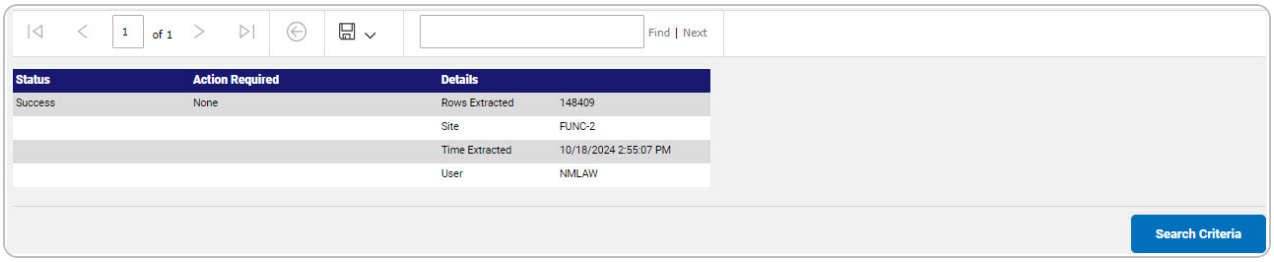
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Accounting Transactions Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Accounting Transactions Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Accounting Transactions Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Accounting Transactions Inquiry — Criteria
- Search for an Accounting Transactions Inquiry — Results
- Select Fields for the Accounting Transactions Inquiry
- View the Accounting Transactions Inquiry Detail
- View the Accounting Transactions Inquiry Transaction Status

Search for a Capital Asset Inquiry — Criteria

Overview

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

Navigation

Inquiries > Accounting > Capital Asset > Capital Asset Inquiry Search Criteria page

Page Fields

The following fields display on the **Capital Asset Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
218	To view a limited number of Bulk rows, enter CUSTODIAN NBR or USER ID.
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
209	To perform search, data must be entered in TRAN DT FROM.
251	To save "Search Criteria" as favorite query, select "New Query"

	enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

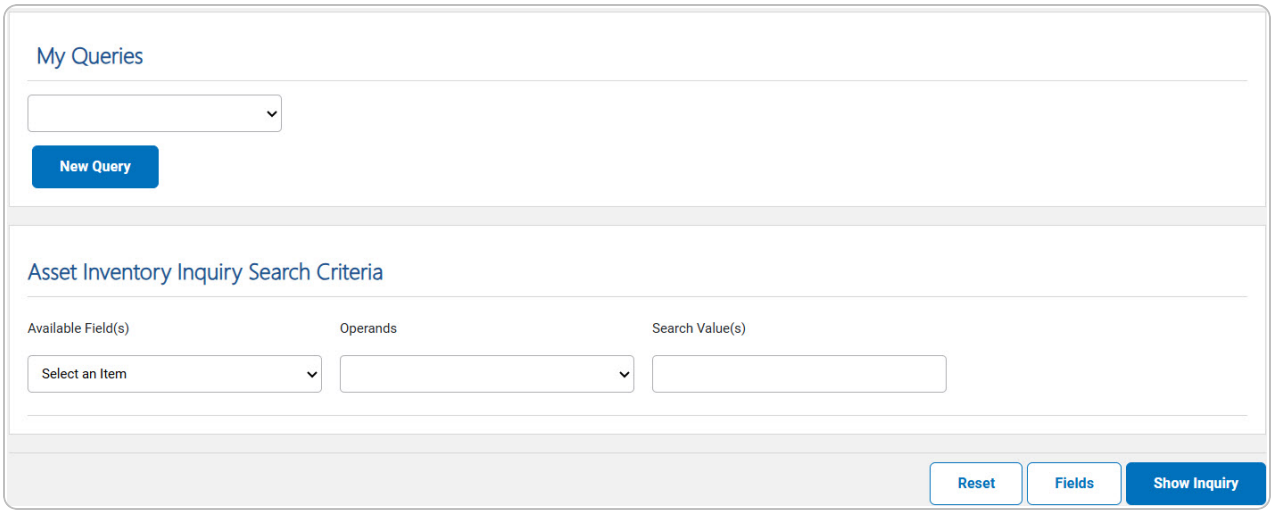
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Asset 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.*

   A. *The first Available Field(s) option (DEPRN CD) automatically populates and is not editable.*

   B. Use ⌄ to select the second Available Field.

   C. Use ⌄ to select the third Available Field.

   D. Repeat Step C to add additional search criteria.

Note

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

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

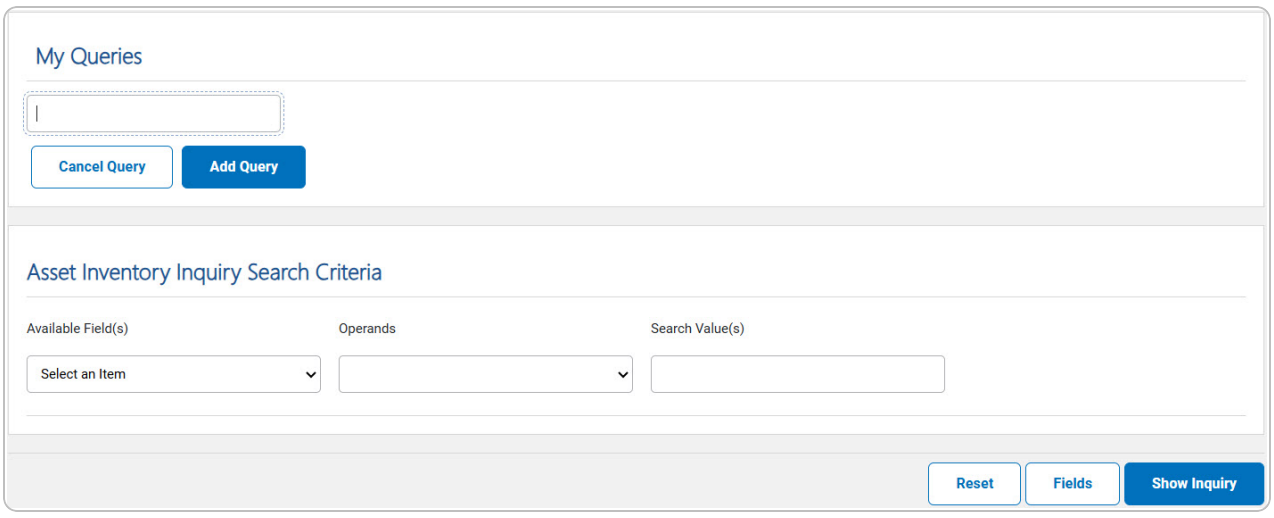
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Capital Asset Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*

3. *Add and/or Remove rows in the Search Criteria grid as needed.*

4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

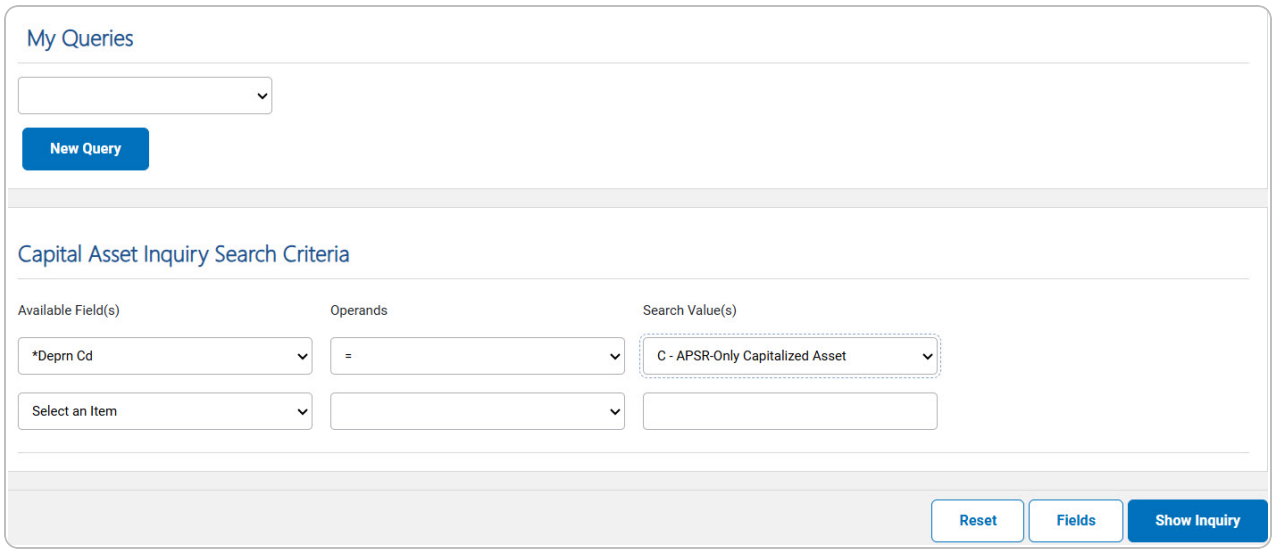
5. Select Fields. *The* ***Capital Asset Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Capital Asset 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.*



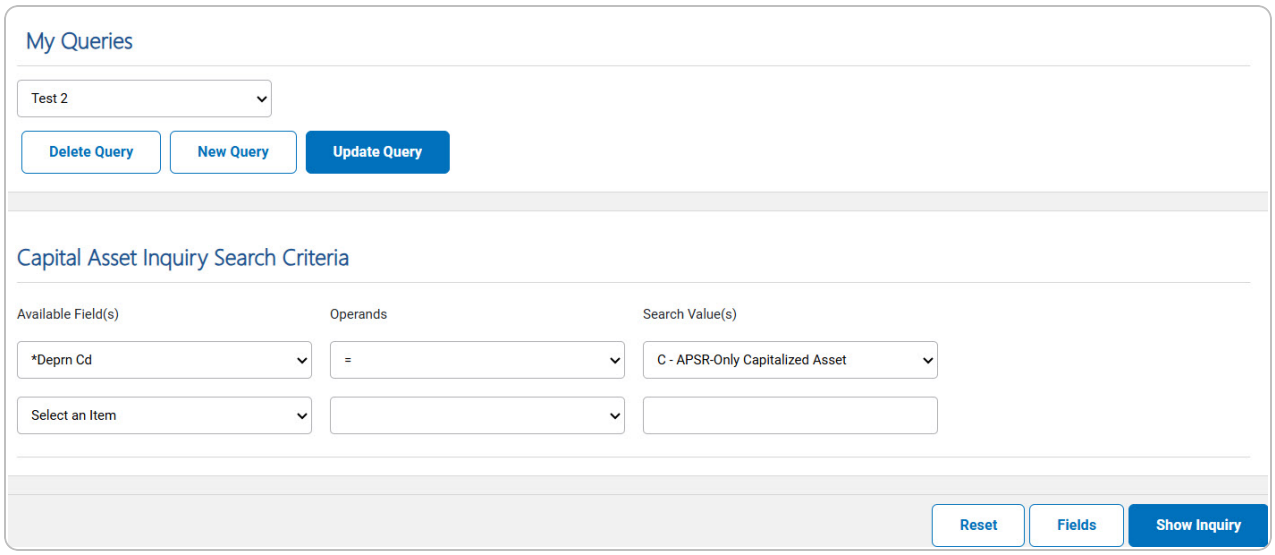
2. Select Fields. *The* ***Capital Asset Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Capital Asset 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.*



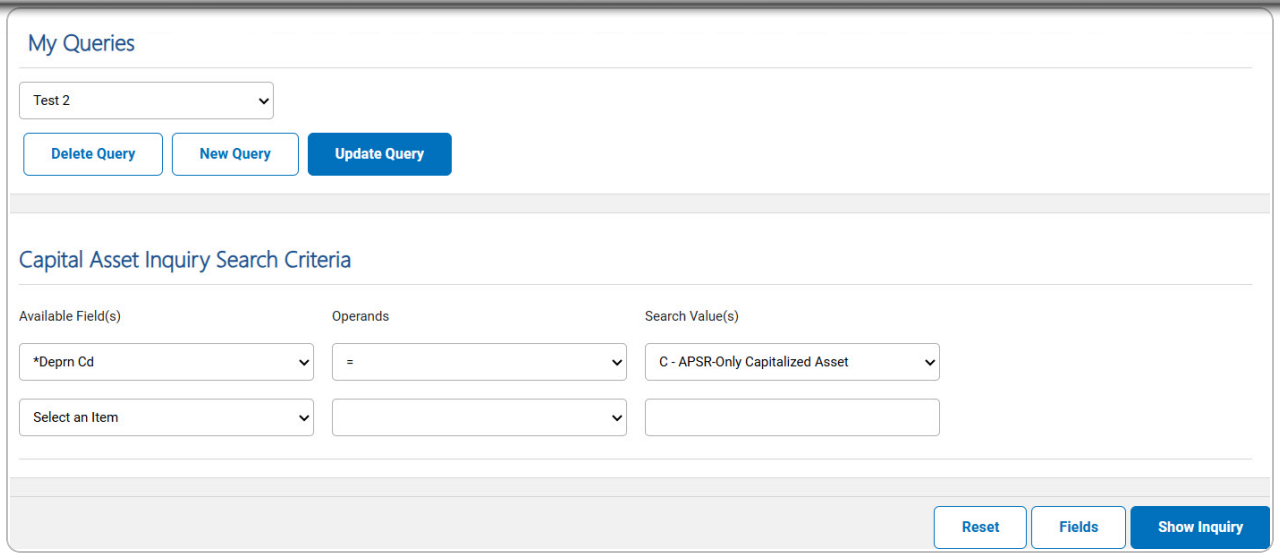
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query*. The query information is updated.*
4. Select Fields*. The* ***Capital Asset Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry*. The* ***Capital Asset 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

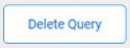
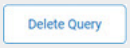
Revise the Fields for the Inquiry

Select Fields. *The **Capital Asset Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter

month/day combination.	the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select **or**  **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select or  to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria.	entered do not exist. Enter different Search Criteria and try the Search again.
xxxx – Please add at least one more search criteria.	Missing Entry. The Field value is missing. Select an Item to proceed.

Related Topics

- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

Search for a Capital Asset Inquiry — Results

Overview

The Capital Asset Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Show Inquiry > Capital Asset Inquiry Search Results page

Page Fields

The following fields display on the **Capital Asset Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Accumd Deprn
Acq Dt
Actbl UIC
Asset Id
Deprn Period
Item Desc
Mfr Name
Mfr Part Nbr
Mfr Yr
Mfr Model Nbr
Oblign Doc Nbr
Salvage Value Amt
Serial Nbr
Site Id
Stock Nbr
Total Cost
Type Asset
UIC
Yr Svc Life

Optional

ACC-SFLIS
Acct Rpt Nbr
ACRN
Asset Cd
Asset Sts Cd
Basic Symbol
Cause Lst Rcl Dt Chg
CLIN
Cntr/PO Nbr
Cond Cd
Cptl Cd
Current Mnth Deprn Amt
Custodian Name
Custodian Nbr
Deprn AB Lst Rebsln
Deprn AB Rebsln
Deprn Cd
Deprn Cost Center
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Period Days
Deprn SL Lst Rebsln
Deprn SL Rebsln
Deprn Sts Cd
Deprn Task Cd
Deprn Util Qty
Deprn Util Svc Life
Dept Cd
DoD Serial Nbr
Estbd By
Estbd Dt
Fndng Cost Center
Fund Cd
FY Cost
Job Order Nbr
Last Tran Dt
Last Updtd By
LOA
Loc
Local Rcpt Dt
Obj Class Cd
Obj Class Cd 2

Owng Cost Center
Pgm Yr
Prior Deprn
Prr Deprn AB Rebsln
Prr Deprn SL Rebsln
Rcl Inv User Id
Rcl Last Inv Dt
Rcl Loc
Rcl Sub Loc
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Rcvd By
Remarks
SLIN
SPIIN
Sub Custodian Nbr
Sub Head
Sub Loc
Sys Desc
Sys Id
Task Cd
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr
Trading Subhead
Tran Cd
Tran Doc Nbr
Tran Qty
Transfer Type Cd
Type Fund Cd
UIC Name
UII

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

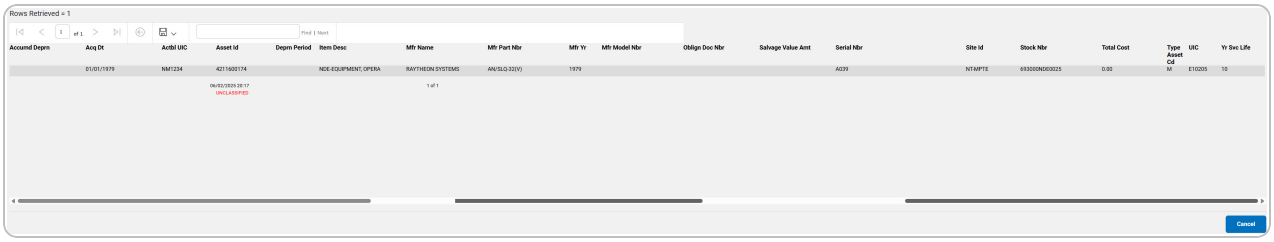
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Capital Asset Inquiry Results

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

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



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Capital Asset 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Capital Asset Inquiry Detail

Select the desired ACCUMD DEPRN row. *The* ***Capital Asset Inquiry Detail — Basic*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

Select Fields for the Capital Asset Inventory Inquiry

Overview

The Capital Asset Inventory Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Fields > Capital Asset Inventory Inquiry Fields Selection page

Page Fields

The following fields display on the **Capital Asset Inventory Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Accumd Deprn
Acq Dt
Actbl UIC
Asset Id
Deprn Period
Item Desc
Mfr Name
Mfr Part Nbr
Mfr Yr
Mfr Model Nbr
Oblign Doc Nbr
Salvage Value Amt

Serial Nbr
Site Id
Stock Nbr
Total Cost
Type Asset
UIC
Yr Svc Life

Optional

ACC-SFLIS
Acct Rpt Nbr
ACRN
Asset Cd
Asset Sts Cd
Basic Symbol
Cause Lst Rcl Dt Chg
CLIN
Cntr/PO Nbr
Cond Cd
Cptl Cd
Current Mnth Deprn Amt
Custodian Name
Custodian Nbr
Deprn AB Lst Rebsln
Deprn AB Rebsln
Deprn Cd
Deprn Cost Center
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Period Days
Deprn SL Lst Rebsln
Deprn SL Rebsln
Deprn Sts Cd
Deprn Task Cd
Deprn Util Qty
Deprn Util Svc Life
Dept Cd
DoD Serial Nbr
Estbd By
Estbd Dt
Fndng Cost Center
Fund Cd
FY Cost

Job Order Nbr
Last Tran Dt
Last Updtd By
LOA
Loc
Local Rcpt Dt
Obj Class Cd
Obj Class Cd 2
Owng Cost Center
Pgm Yr
Prior Deprn
Prr Deprn AB Rebsln
Prr Deprn SL Rebsln
Rcl Inv User Id
Rcl Last Inv Dt
Rcl Loc
Rcl Sub Loc
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Rcvd By
Remarks
SLIN
SPIIN
Sub Custodian Nbr
Sub Head
Sub Loc
Sys Desc
Sys Id
Task Cd
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr
Trading Subhead
Tran Cd
Tran Doc Nbr
Tran Qty
Transfer Type Cd
Type Fund Cd
UIC Name
UII

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The* ***Capital Asset Inventory 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
☑	Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☑	Acq Dt	The fund approval/obligation date.
☑	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.
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	Deprn 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.
☑	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.
☑	Mfr Name	The full name of a specific manufacturer.
☑	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☑	Mfr Yr	Year an asset was manufactured/built/improved.
☑	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☑	Oblign Doc Nbr	Number used by accounting to track each obligation 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.
☑	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.
☑	Site Id	The active Site Id the user has access to.
☑	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.
☑	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☑	Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.
☑	UIC	The UIC of the maintenance activity assigned to service the asset.
☑	Yr Svc Life	Number of years of recommended service life based upon applicable directives.
☐	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
☐	ACRN	Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract.

☐	Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	Basic Symbol	A four digit number that identifies the type of funds being used.
☐	Cause Lst Rcl Dt Chg	Identifies how the Rcl Last Inv Date was modified. Program description of Inv List Nbr.
☐	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.
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	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.
☐	Current Mnth Deprn Amt	The total computed depreciation amount for the month
☐	Custodian Name	The name assigned to the property custodian.
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☐	Deprn AB Lst Rebsln	The activity based accumulated depreciation that has been incurred at the time the asset was last rebaselined.
☐	Deprn AB Rebsln	The accumulated depreciation calculated using AB with rebaselining of the asset.
☐	Deprn Cd	Indicates whether the asset is a capital asset and if fiduciary reportable by ELMS. C – Capital/Non-Reportable, N – Non-Capital/Non-Reportable, T - Capital/Reportable.
☐	Deprn Cost Center	Cost Control Number/Office where the depreciation expense is charged.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn Period Days	The number of days the asset is scheduled to be depreciated.
☐	Deprn SL Lst Rebsln	The straight line accumulated depreciation that has been incurred at the time the asset was last rebaslined.
☐	Deprn SL Rebsln	The accumulated depreciation calculated using SL with rebaselining of the asset.
☐	Deprn Sts Cd	A code and description that identifies the depreciation status of the asset/real property/improvement.
☐	Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
☐	Deprn Util Qty	The assets actual utilization when depreciation last ran.
☐	Deprn Util Svc Life	The assets planned utilization for depreciation purposes.

☐	Dept Cd	A three position code which identifies the military department of government entity receiving the appropriation. (Also called Agency Cd or Treasury Symbol.)
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	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
☐	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.
☐	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 Updtd By	Last updated by (user id)
☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Loc	Physical location of an asset.
☐	Local Rcpt Dt	Date asset received
☐	Obj Class Cd	Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions.
☐	Obj Class Cd2	First two-positions identifies the Expense Code.
☐	Owng Cost Center	A code that identifies an organization
☐	Pgm Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format.
☐	Prior Deprn	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	Prr Deprn AB Rebsln	The Rebaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL Rebsln	The Rebaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Rcl Inv User Id	Identifies the user id of who entered the inventory data.
☐	Rcl Last Inv Dt	The date of the last reconciled official inventory of the asset.
☐	Rcl Loc	Location of asset when inventoried reconciled
☐	Rcl Sub Loc	Sub Location of asset when inventoried/reconciled
☐	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

☐	Rcvd By	The name of the entity that received the asset.
☐	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.
☐	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☐	Sub Head	A four digit suffix to the Basic Symbol that identifies a subdivision of funds.
☐	Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	Sys Desc	The description of the system identification
☐	Sys Id	Used to tie various end items and components together into a system.
☐	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 Cd	This code identifies the type of transaction processed.
☐	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.
☐	Tran Qty	Transaction Quantity of the item being processed.
☐	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).
☐	UIC Name	A unit, organization, or activity name
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.

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

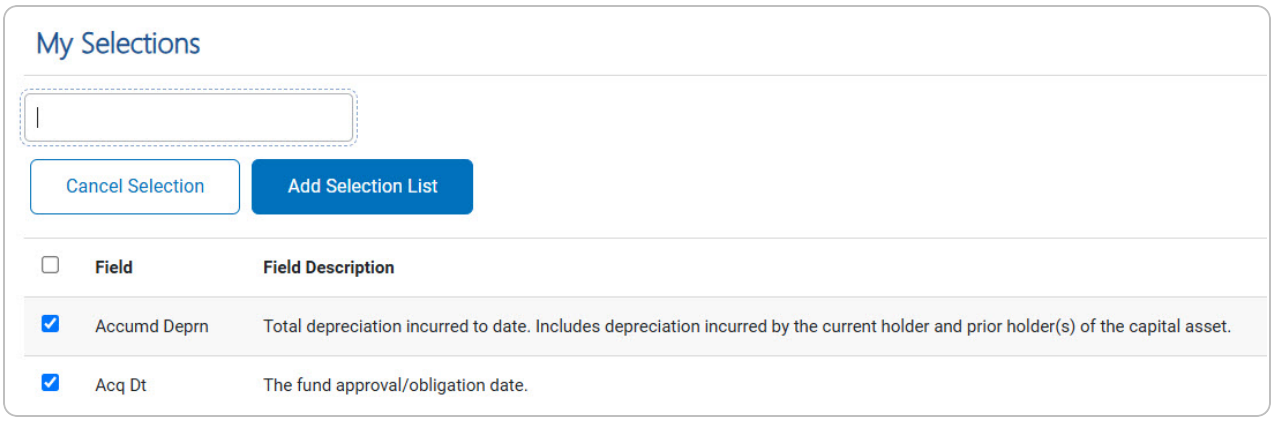
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 [New Selection List]. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select [Add Selection List]. *The page refreshes, and the selected list is added.*

[Add Selection List] *is replaced by* [Update Selection List] *and* [Delete Selection List].

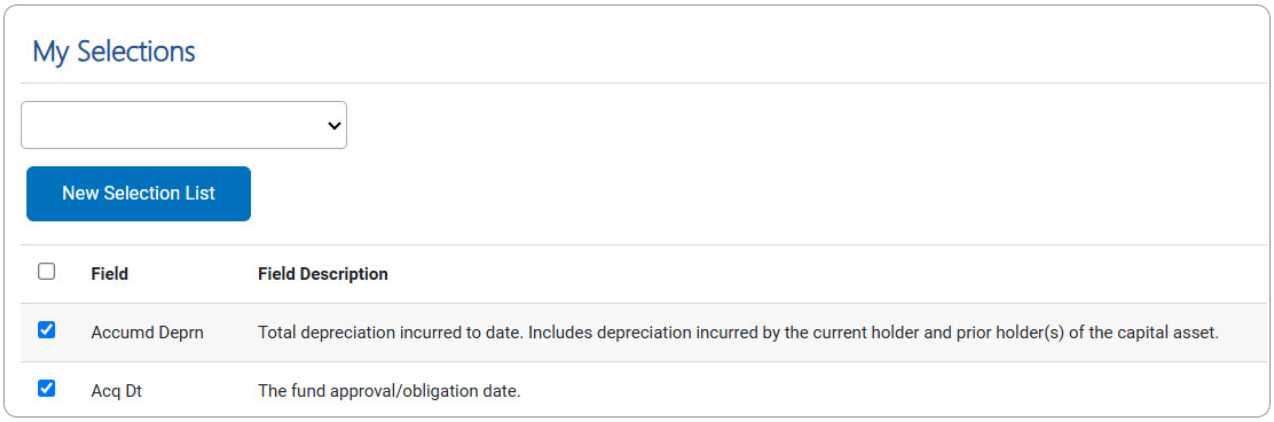
Select [Show Inquiry] for small volumes of data. *The* ***Capital Asset Inquiry — Results*** *page appears.*

5. **OR**

Select [Submit] for large volumes of data. *The* ***Capital Asset Inventory Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



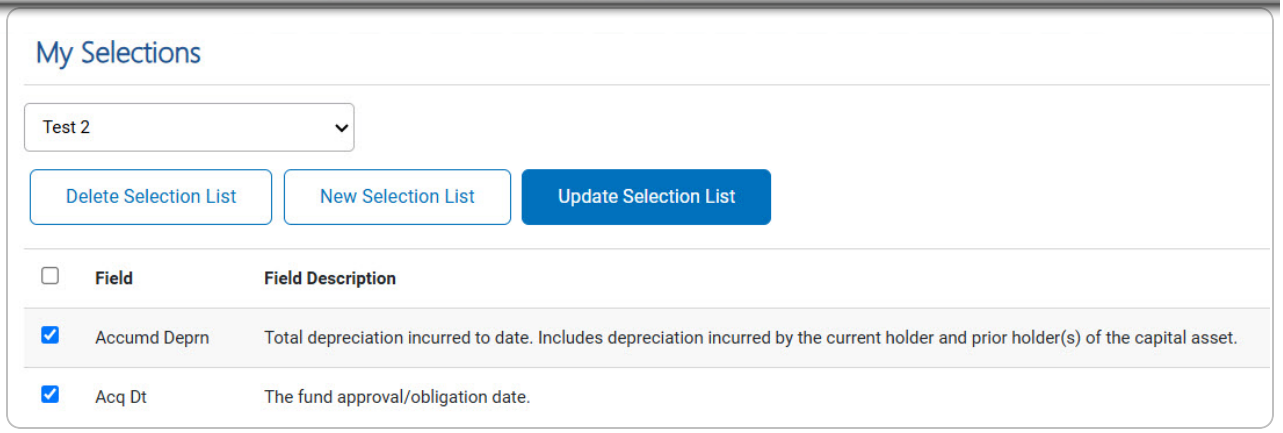
2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The **Capital Asset Inventory Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Capital Asset Inventory 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



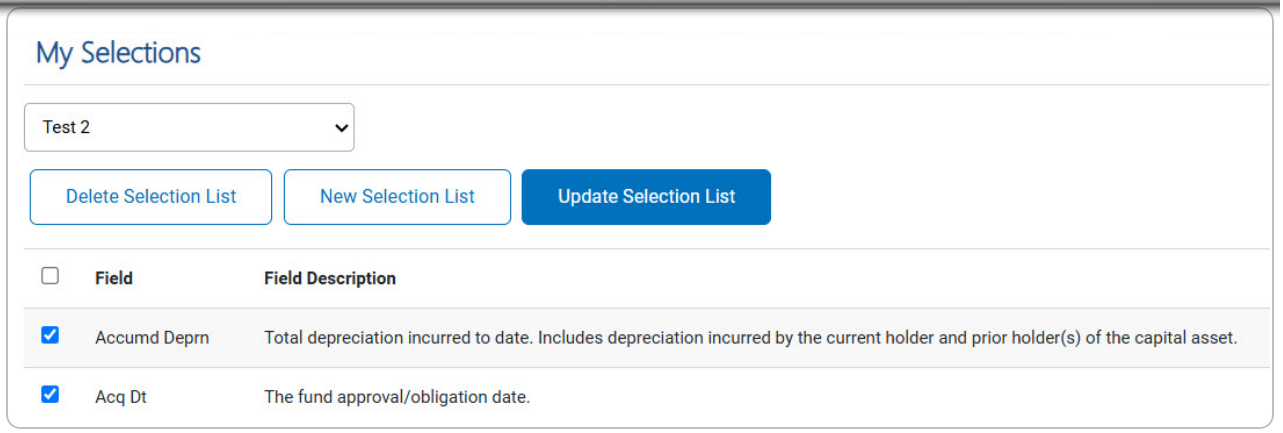
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Capital Asset Inventory Inquiry — Results*** *page appears.*
4. **OR**

   Select Submit for large volumes of data. *The* ***Capital Asset Inventory 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.



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The* ***Capital Asset Inventory 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
☑	Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☑	Acq Dt	The fund approval/obligation date.
☑	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.
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	Deprn 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.
☑	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.
☑	Mfr Name	The full name of a specific manufacturer.
☑	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☑	Mfr Yr	Year an asset was manufactured/built/improved.
☑	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☑	Oblign Doc Nbr	Number used by accounting to track each obligation 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.
☑	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.
☑	Site Id	The active Site Id the user has access to.
☑	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.
☑	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☑	Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.
☑	UIC	The UIC of the maintenance activity assigned to service the asset.
☑	Yr Svc Life	Number of years of recommended service life based upon applicable directives.
☐	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
☐	ACRN	Two position alpha or alpha/numeric code assigned to each discrete accounting classification citation within a contract.

☐	Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	Basic Symbol	A four digit number that identifies the type of funds being used.
☐	Cause Lst Rcl Dt Chg	Identifies how the Rcl Last Inv Date was modified. Program description of Inv List Nbr.
☐	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.
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	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.
☐	Current Mnth Deprn Amt	The total computed depreciation amount for the month
☐	Custodian Name	The name assigned to the property custodian.
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☐	Deprn AB Lst Rebsln	The activity based accumulated depreciation that has been incurred at the time the asset was last rebaselined.
☐	Deprn AB Rebsln	The accumulated depreciation calculated using AB with rebaselining of the asset.
☐	Deprn Cd	Indicates whether the asset is a capital asset and if fiduciary reportable by ELMS. C – Capital/Non-Reportable, N – Non-Capital/Non-Reportable, T - Capital/Reportable.
☐	Deprn Cost Center	Cost Control Number/Office where the depreciation expense is charged.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn Period Days	The number of days the asset is scheduled to be depreciated.
☐	Deprn SL Lst Rebsln	The straight line accumulated depreciation that has been incurred at the time the asset was last rebaslined.
☐	Deprn SL Rebsln	The accumulated depreciation calculated using SL with rebaselining of the asset.
☐	Deprn Sts Cd	A code and description that identifies the depreciation status of the asset/real property/improvement.
☐	Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
☐	Deprn Util Qty	The assets actual utilization when depreciation last ran.
☐	Deprn Util Svc Life	The assets planned utilization for depreciation purposes.

☐	Dept Cd	A three position code which identifies the military department of government entity receiving the appropriation. (Also called Agency Cd or Treasury Symbol.)
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	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
☐	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.
☐	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 Updtd By	Last updated by (user id)
☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Loc	Physical location of an asset.
☐	Local Rcpt Dt	Date asset received
☐	Obj Class Cd	Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions.
☐	Obj Class Cd2	First two-positions identifies the Expense Code.
☐	Owng Cost Center	A code that identifies an organization
☐	Pgm Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format.
☐	Prior Deprn	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	Prr Deprn AB Rebsln	The Rebaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL Rebsln	The Rebaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Rcl Inv User Id	Identifies the user id of who entered the inventory data.
☐	Rcl Last Inv Dt	The date of the last reconciled official inventory of the asset.
☐	Rcl Loc	Location of asset when inventoried reconciled
☐	Rcl Sub Loc	Sub Location of asset when inventoried/reconciled
☐	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

☐	Rcvd By	The name of the entity that received the asset.
☐	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.
☐	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☐	Sub Head	A four digit suffix to the Basic Symbol that identifies a subdivision of funds.
☐	Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	Sys Desc	The description of the system identification
☐	Sys Id	Used to tie various end items and components together into a system.
☐	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 Cd	This code identifies the type of transaction processed.
☐	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.
☐	Tran Qty	Transaction Quantity of the item being processed.
☐	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).
☐	UIC Name	A unit, organization, or activity name
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.

Cancel | Reset | Show Inquiry | Submit

2. Select the fields required for the inquiry. *The first 19 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.

- Verify the ACCUMD DEPRN contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACCUMD DEPRN.*
- Verify the ACQ DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACQ DT.*
- Verify the ACTBL UICcontains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTBL UIC.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET ID.*
- Verify the DEPRN PERIOD contains the appropriate ☑ or ☐. *Select if the inquiry contains a DEPRN PERIOD.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ITEM DESC.*
- Verify the MFR NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR NAME.*
- Verify the MFR PART NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR PART NBR.*
- Verify the MFR YR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR YR.*
- Verify the MFR MODEL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR MODEL NBR.*
- Verify the OBLIGN DOC NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an OBLIGN DOC NBR.*
- Verify the Salvage Value AMT contains the appropriate ☑ or ☐. *Select if the inquiry contains a Salvage Value AMT.*

- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SERIAL NBR.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the Total Cost contains the appropriate ☑ or ☐. *Select if the inquiry contains a Total Cost.*
- Verify the TYPE ASSET CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a TYPE ASSET CD.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the YR SVC LIFE contains the appropriate ☑ or ☐. *Select if the inquiry contains a YR SVC LIFE.*
- Click ☐ to select the ACC—SFIS CD. *Select if the inquiry contains an ACC—SFIS CD.*
- Click ☐ to select the ACCT RPT NBR. *Select if the inquiry contains an ACCT RPT NBR.*
- Click ☐ to select the ACRN. *Select if the inquiry contains an ACRN.*
- Click ☐ to select the ACTIVATION DT. *Select if the inquiry contains an ACTIVATION DT.*
- Click ☐ to select the ASN. *Select if the inquiry contains an ASN.*
- Click ☐ to select the ASSET CD. *Select if the inquiry contains an ASSET CD.*

- Click ☐ to select the ASSET STS CD. *Select if the inquiry contains an ASSET STS CD.*
- Click ☐ to select the Basic Symbol. *Select if the inquiry contains a Basic Symbol.*
- Click ☐ to select the CAUSE LST RCL DT CHG. *Select if the inquiry contains a CAUSE LST RCL DT CHG.*
- Click ☐ to select the CLIN. *Select if the inquiry contains a CLIN.*
- Click ☐ to select the CNTR/PO NBR. *Select if the inquiry contains a CNTR/PO NBR.*
- Click ☐ to select the COND CD. *Select if the inquiry contains a COND CD.*
- Click ☐ to select the CPTL CD. *Select if the inquiry contains a CPTL CD.*
- Click ☐ to select the CURRENT MNTH DEPRN AMT. *Select if the inquiry contains a CURRENT MNTH DEPRN AMT.*
- Click ☐ to select the Custodian Name. *Select if the inquiry contains a Custodian Name.*
- Click ☐ to select the CUSTODIAN NBR. *Select if the inquiry contains a CUSTODIAN NBR.*
- Click ☐ to select the DEPRN AB LST REBSLN. *Select if the inquiry contains a DEPRN AB LST REBSLN.*
- Click ☐ to select the DEPRN AB REBSLN. *Select if the inquiry contains a DEPRN AB REBSLN.*
- Click ☐ to select the DEPRN CD. *Select if the inquiry contains a DEPRN CD.*
- Click ☐ to select the DEPRN COST CENTER. *Select if the inquiry contains a DEPRN COST CENTER.*

- Click ☐ to select the DEPRN EXP CD. *Select if the inquiry contains a DEPRN EXP CD.*
- Click ☐ to select the DEPRN JOB ORDER NBR. *Select if the inquiry contains a DEPRN JOB ORDER NBR.*
- Click ☐ to select theDEPRN PERIOD DAYS. *Select if the inquiry contains DEPRN PERIOD DAYS.*
- Click ☐ to select the DEPRN SL LST REBSLN. *Select if the inquiry contains a DEPRN SL LST REBSLN.*
- Click ☐ to select the DEPRN SL REBSLN. *Select if the inquiry contains a DEPRN SL REBSLN.*
- Click ☐ to select the DEPRN STS CD. *Select if the inquiry contains a DEPRN STS CD.*
- Click ☐ to select the DEPRN TASK CD. *Select if the inquiry contains a DEPRN TASK CD.*
- Click ☐ to select the DEPRN UTIL QTY. *Select if the inquiry contains a DEPRN UTIL QTY.*
- Click ☐ to select the DEPRN UTIL SVC LIFE. *Select if the inquiry contains a DEPRN UTIL SVC LIFE.*
- Click ☐ to select the DEPT CD. *Select if the inquiry contains a DEPT CD.*
- Click ☐ to select the DOD SERIAL NBR. *Select if the inquiry contains a DOD SERIAL NBR.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains ESTBD BY information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains an ESTBD DT.*

- Click ☐ to select the FNDNG COST CENTER. *Select if the inquiry contains a FNDNG COST CENTER.*
- Click ☐ to select the FUND CD. *Select if the inquiry contains a FUND CD.*
- Click ☐ to select the FY COST. *Select if the inquiry contains a FY COST.*
- Click ☐ to select the JOB ORDER NBR. *Select if the inquiry contains a JOB ORDER NBR.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a LAST TRAN DT.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains LAST UPDTD BY information.*
- Click ☐ to select the LOA. *Select if the inquiry contains a LOA.*
- Click ☐ to select the LOC. *Select if the inquiry contains a LOC.*
- Click ☐ to select the LOCAL RCPT DT. *Select if the inquiry contains a LOCAL RCPT DT.*
- Click ☐ to select the OBJ CLASS CD. *Select if the inquiry contains an OBJ CLASS CD.*
- Click ☐ to select the OBJ CLASS CD 2. *Select if the inquiry contains an OBJ CLASS CD 2.*
- Click ☐ to select the OWNG COST CENTER. *Select if the inquiry contains an OWNG COST CENTER.*
- Click ☐ to select the PGM YR. *Select if the inquiry contains a PGM YR.*
- Click ☐ to select the PRIOR DEPRN. *Select if the inquiry contains a PRIOR DEPRN.*
- Click ☐ to select the PRR DEPRN AB REBSLN. *Select if the inquiry contains a PRR DEPRN AB REBSLN.*

- Click ☐ to select the PRR DEPRN SL REBSLN. *Select if the inquiry contains a PRR DEPRN SL REBSLN.*
- Click ☐ to select the RCL INV USER ID. *Select if the inquiry contains a RCL INV USER ID.*
- Click ☐ to select the RCL LAST INV DT. *Select if the inquiry contains a RCL LAST INV DT.*
- Click ☐ to select the RCL LOC. *Select if the inquiry contains a RCL LOC.*
- Click ☐ to select the RCL SUB LOC. *Select if the inquiry contains a RCL SUB LOC.*
- Click ☐ to select the RCPT ACTION CD. *Select if the inquiry contains a RCPT ACTION CD.*
- Click ☐ to select the RCPT ACTION TYPE CD. *Select if the inquiry contains a RCPT ACTION TYPE CD.*
- Click ☐ to select the RCPT DOC NBR. *Select if the inquiry contains a RCPT DOC NBR.*
- Click ☐ to select the RCVD BY. *Select if the inquiry contains RCVD BY information.*
- Click ☐ to select the Remarks. *Select if the inquiry contains a Remarks .*
- Click ☐ to select the SLIN. *Select if the inquiry contains a SLIN.*
- Click ☐ to select the SPIIN. *Select if the inquiry contains a SPIIN.*
- Click ☐ to select the SUB CUSTODIAN NBR. *Select if the inquiry contains a SUB CUSTODIAN NBR.*
- Click ☐ to select the SUBHEAD. *Select if the inquiry contains a SUBHEAD.*
- Click ☐ to select the SUB LOC. *Select if the inquiry contains a SUB LOC.*

- Click ☐ to select the SYS DESC. *Select if the inquiry contains a SYS DESC.*
- Click ☐ to select the SYS ID. *Select if the inquiry contains a SYS ID.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains a TASK CD.*
- Click ☐ to select the Trading Basic Symbol. *Select if the inquiry contains a Trading Basic Symbol.*
- Click ☐ to select the TRADING DEPT CD. *Select if the inquiry contains a TRADING DEPT CD.*
- Click ☐ to select the TRADING PARTNER NBR. *Select if the inquiry contains a TRADING PARTNER NBR.*
- Click ☐ to select the TRADING SUBHEAD. *Select if the inquiry contains a TRADING SUBHEAD.*
- Click ☐ to select the TRAN CD. *Select if the inquiry contains a TRAN CD.*
- Click ☐ to select the TRAN DOC NBR. *Select if the inquiry contains a TRAN DOC NBR.*
- Click ☐ to select the TRAN QTY. *Select if the inquiry contains a TRAN QTY.*
- Click ☐ to select the TRANSFER TYPE CD. *Select if the inquiry contains a TRANSFER TYPE CD.*
- Click ☐ to select the TYPE FUND CD. *Select if the inquiry contains a TYPE FUND CD.*
- Click ☐ to select the UIC. *Select if the inquiry contains a UIC.*
- Click ☐ to select the UII. *Select if the inquiry contains a UII.*

Select Show Inquiry for small volumes of data. *The **Capital Asset Inquiry — Results** page appears.*

3.

OR

Select Submit for large volumes of data. *The* ***Capital Asset Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

View the Capital Asset Inquiry Detail — Basic

Overview

The Capital Asset Inquiry Detail - Basic process displays the basic record of the selected Capital Asset.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Detail — Basic page

Page Fields

The following fields display on the **Asset Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry Detail Grid

Site Id
UIC
Maj Cmd Cd
Operating Unit Name
Stock Nbr
Item Desc
Asset Id
Custodian Nbr
Lot Nbr
Qty
Loc
Acq Cost

Acq Dt
Origl In Svc Dt
Cond Cd
Auth Prop Type Cd
Asset Cd
Embedded Cost
Sys Id
Catalog Pilferable
Non-Actbl
Rcpt Doc Nbr
Estbd Dt
Last Activity Dt
Cause of Suspt Loss
UII
iRAPT/WAWF Shipment Id
iRAPT/WAWF Details
iRAPT/WAWF Receipt
Remarks
Actbl UIC
Process Action
Serial Nbr
Asset Status
Owng Cost Center
LIN/TAMCN Authn
Authorization ID
Authorization Type
Expr Dt
Total Cost
Sub Loc
Avg Unit Cost
Rcpt Dt
Retirement/Dspsl Dt
Asset Level Cd
Asset Sts Cd
HA Asset Id
Action Cd
Asset Pilferable
RPUID
Rcvd By
Estbd By
Last Updtd By
Suspt Loss Sts Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

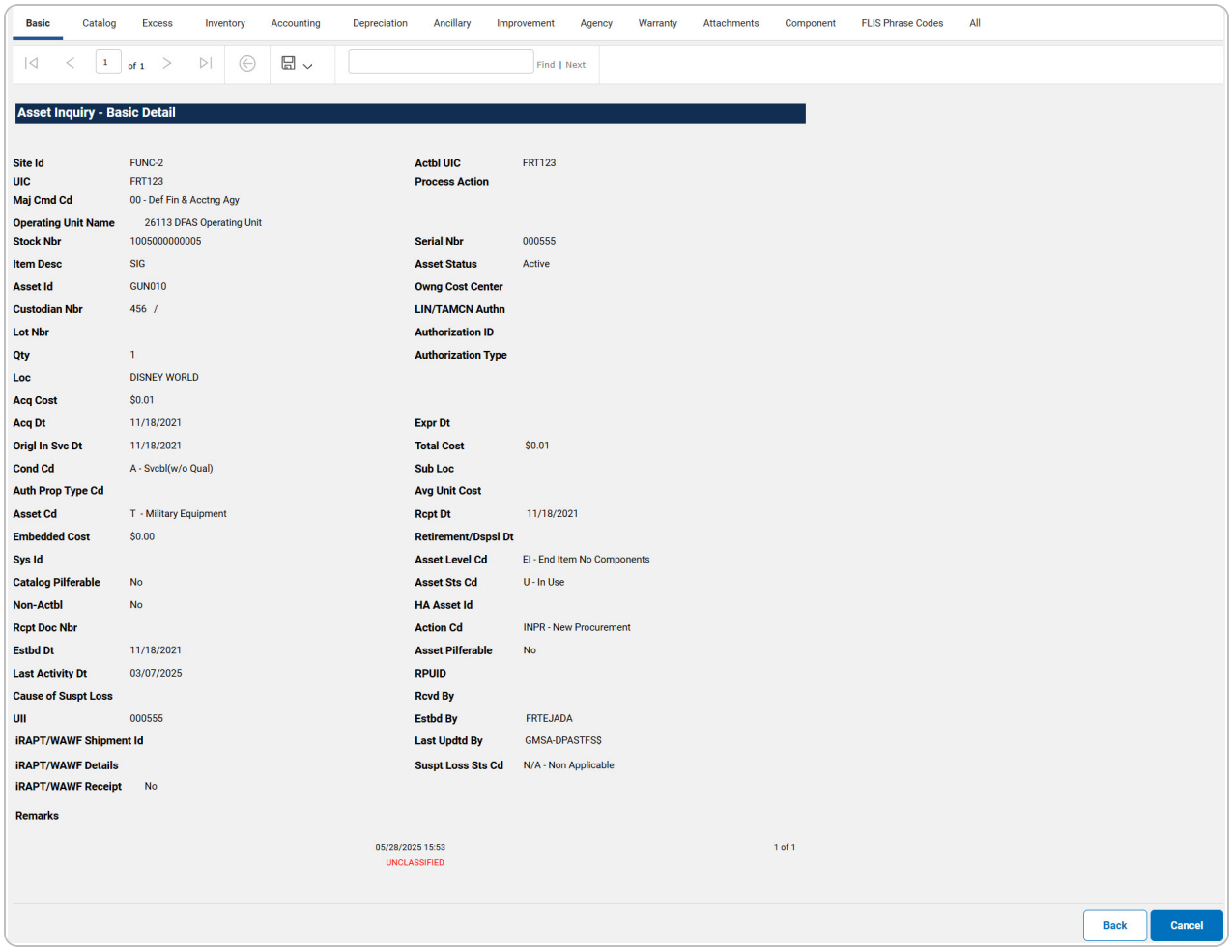
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Basic

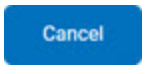
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Basic tab.*



A. *Verify the SITE ID.*
B. *Verify the UIC.*
C. *Verify the MAJOR CMD CD.*
D. *Verify the Operating Unit Name.*
E. *Verify the STOCK NBR.*
F. *Verify the ITEM DESC.*
G. *Verify the ASSET ID.*
H. *Verify the CUSTODIAN NBR.*
I. *Verify the LOT NBR.*
J. *Verify the QTY.*
K. *Verify the LOC.*
L. *Verify the ACQ COST.*
M. *Verify the ACQ DT.*
N. *Verify the ORIGL IN SVC DT.*
O. *Verify the COND CD.*
P. *Verify the AUTHN PROP TYPE CD.*
Q. *Verify the ASSET CD.*
R. *Verify the Embedded Cost.*
S. *Verify the SYS ID.*
T. *Verify the Catalog Pilferable.*
U. *Verify the NON—ACTBL.*
V. *Verify the RCPT DOC NBR.*
W. *Verify the ESTBD DT.*
X. *Verify the Last Activity DT.*
Y. *Verify the Cause of SUSPT Loss.*
Z. *Verify the UII.*
AA. *Verify the IRAPT/WAWF SHIPMENT ID.*
AB. *Verify the IRAPT/WAWF Details.*
AC. *Verify the IRAPT/WAWF Receipt.*
AD. *Verify the Remarks.*
AE. *Verify the ACTBL UIC.*

AF. *Verify the Process Action.*
AG. *Verify the SERIAL NBR.*
AH. *Verify the Asset Status.*
AI. *Verify the OWNG COST CENTER.*
AJ. *Verify the LIN/TAMCN AUTHN.*
AK. *Verify the AUTHORIZATION ID.*
AL. *Verify the Authorization Type.*
AM. *Verify the EXPR DT.*
AN. *Verify the Total Cost.*
AO. *Verify the SUB LOC.*
AP. Verify the AVG UNIT COST.
AQ. *Verify the RCPT DT.*
AR. *Verify the Retirement/DSPSL DT.*
AS. *Verify the ASSET LEVEL CD.*
AT. *Verify the ASSET STS CD.*
AU. *Verify the HA ASSET ID.*
AV. *Verify the ACTION CD.*
AW. *Verify the Asset Pilferable.*
AX. *Verify the RPUID.*
AY. *Verify the RCVD BY.*
AZ. *Verify the ESTBD BY.*
BA. *Verify the LAST UPDTD BY.*
BB. *Verify the SUSPT LOSS STS CD.*

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 **Capital Asset Inquiry — Criteria** page appears*.

   OR

   Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Excess tab. *The* ***Asset Inquiry Detail — Excess*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset Inquiry Detail — Depreciation*** *page appears*.

OR

Select the Ancillary tab. *The* ***Asset Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Improvement tab. *The* ***Asset Inquiry Detail — Improvement*** *page appears*.

OR

Select the Agency tab. *The* ***Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Warranty tab. *The* ***Asset Inquiry Detail — Warranty*** *page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attribute tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

View the Capital Asset Inquiry Detail — Catalog

Overview

The Capital Asset Inquiry Detail - Catalog process displays the Catalog record of the selected Capital Asset.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Catalog Tab > Asset Inquiry — Catalog Detail

Page Fields

The following fields display on the **Asset Inquiry Detail — Catalog** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Catalog Detail Grid

Asset Id
Stock Nbr
Item Desc
Serial Nbr

Catalog Grid

FSC
Type Asset Cd
ACC
Dmil Cd
Calibration Cd

Acq Program
Type Dsg Cd
Fdcry Deprn Mthd Cd
Reportable Cd
IT Device Cd
ARC
CIIC
Sply Cat Mat Cd
LIN/TAMCN
Util Measure Cd
Util Svc Life

MFR Grid

Mfr Name
Mfr Part Nbr
Non-Actbl
DoD Serial Nbr
Mfr Model Nbr
CAGE Cd
Mfr Yr
Equivalence

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

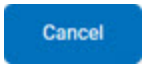
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

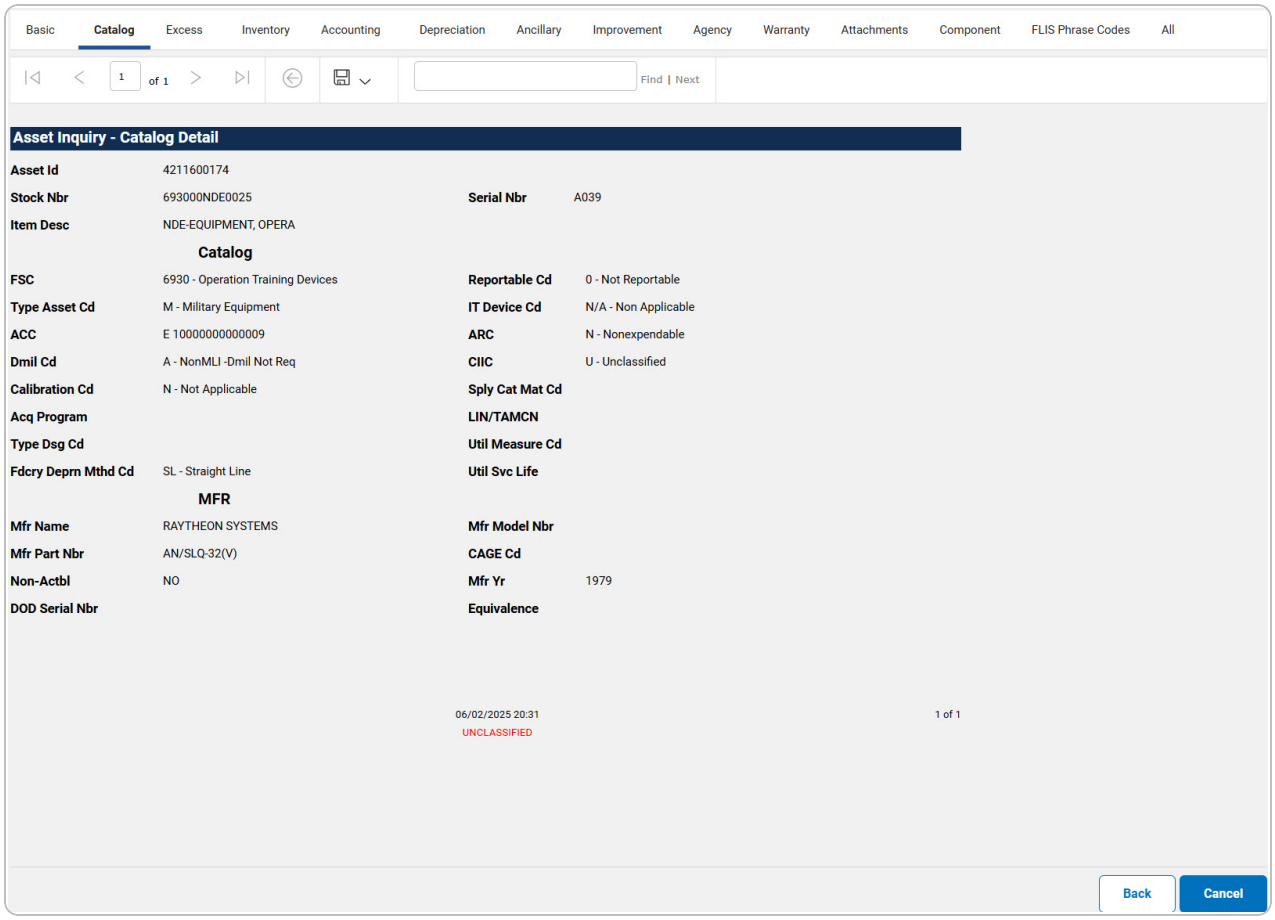
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Catalog

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

1. Select the Catalog tab. *The **Asset Inquiry - Catalog Detail** page appears.*



A. *Verify the ASSET ID.*

B. *Verify the STOCK NBR.*

C. *Verify the ITEM DESC.*

D. *Verify the SERIAL NBR.*

E. *Verify the Catalog section.*

   a. *Verify the FSC.*

   b. *Verify the TYPE ASSET CD.*

   c. *Verify the ACC.*

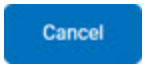
   d. *Verify the DMIL CD.*

   e. *Verify the CALIBRATION CD.*

   f. *Verify the ACQ PROGRAM.*

g. *Verify the TYPE DSG CD.*
h. *Verify the REPORTABLE CD.*
i. *Verify the IT DEVICE CD.*
j. *Verify the ARC.*
k. *Verify the CIIC.*
l. *Verify the SPLY CAT MAT CD.*
m. *Verify the LIN/TAMCN.*
n. *Verify the UTIL MEASURE CD.*
o. *Verify the UTIL SVC LIFE.*

F. *Verify the MFR section.*
a. *Verify the MFR NAME.*
b. *Verify the MFR PART NBR.*
c. *Verify the NON—ACTBL.*
d. *Verify the DOD SERIAL NBR.*
e. *Verify the MFR MODEL NBR.*
f. *Verify the CAGE CD.*
g. *Verify the MFR YR.*
h. *Verify the Equivalence.*

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 **Capital Asset Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attribute tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

View the Capital Asset Inquiry Detail — Excess

Overview

The Capital Asset Inquiry Detail - Excess process displays the Excess record of the selected Capital Asset.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Excess Tab > Asset Inquiry — Excess Detail

Page Fields

The following fields display on the **Asset Inquiry Detail — Excess** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Excess Detail Grid

Asset Id
Stock Nbr
Item Desc
Excess Action Cd
Excess Dt
Mat Doc Id
Serial Nbr
Excess Remv Dt
Dspsl Doc Nbr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

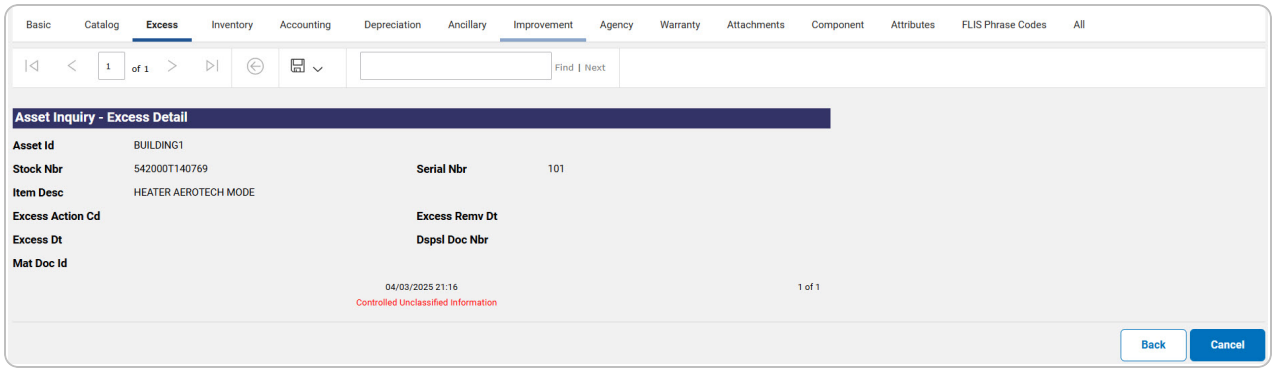
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Excess

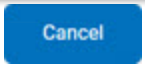
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Excess tab. *The* ***Asset Inquiry - Excess Detail*** *page appears.*



   A. *Verify the ASSET ID.*
   B. *Verify the STOCK NBR.*
   C. *Verify the ITEM DESC.*
   D. *Verify the EXCESS ACTION CD.*
   E. *Verify the EXCESS DT.*
   F. *Verify the MAT DOC ID.*
   G. *Verify the SERIAL NBR.*
   H. *Verify the EXCESS REMV DT.*
   I. *Verify the DSPSL DOC NBR.*

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* ***Capital Asset Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Catalog tab. *The* ***Asset Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset Inquiry Detail — Depreciation*** *page appears*.

OR

Select the Ancillary tab. *The* ***Asset Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Improvement tab. *The* ***Asset Inquiry Detail — Improvement*** *page appears*.

OR

Select the Agency tab. *The* ***Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

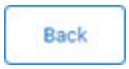
OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select 

. *The **Capital Asset 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

View the Capital Asset Inquiry Detail — Inventory

Overview

The Capital Asset Inquiry Detail - Inventory process displays the Inventory record of the selected Capital Asset.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Inventory Tab > Asset Inquiry — Inventory Detail

Page Fields

The following fields display on the **Asset Inquiry Detail — Inventory** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Inventory Detail Grid

Asset Id
Serial Nbr
UIC
Maj Custodian Nbr
Sub Custodian Nbr
Item Desc
Qty
Loc
Sub Loc
RFID Tag
RFID Location Name

Inv User Id
Inv Input Type
Rcl Last Inv Dt/Tm
Rcl Qty
Rcl Loc
Suspt Loss Sts Cd
Suspt Loss Dt
Suspt Loss Chg Dt
Stock Nbr
Inv By Serial Nbr
Inv UIC
Inv Maj Custodian Nbr
Inv Sub Custodian Nbr
Inv Qty
Inv Loc
Inv Sub Loc
Last Inv Dt/Tm
Cause Lst Inv Dt Chg
Rcl Inv User Id
Rcl Inv Input Type
Cause Lst Rcl Dt Chg
Rcl Sub Loc
Cause of Suspt Loss

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired

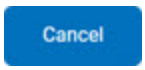
	page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

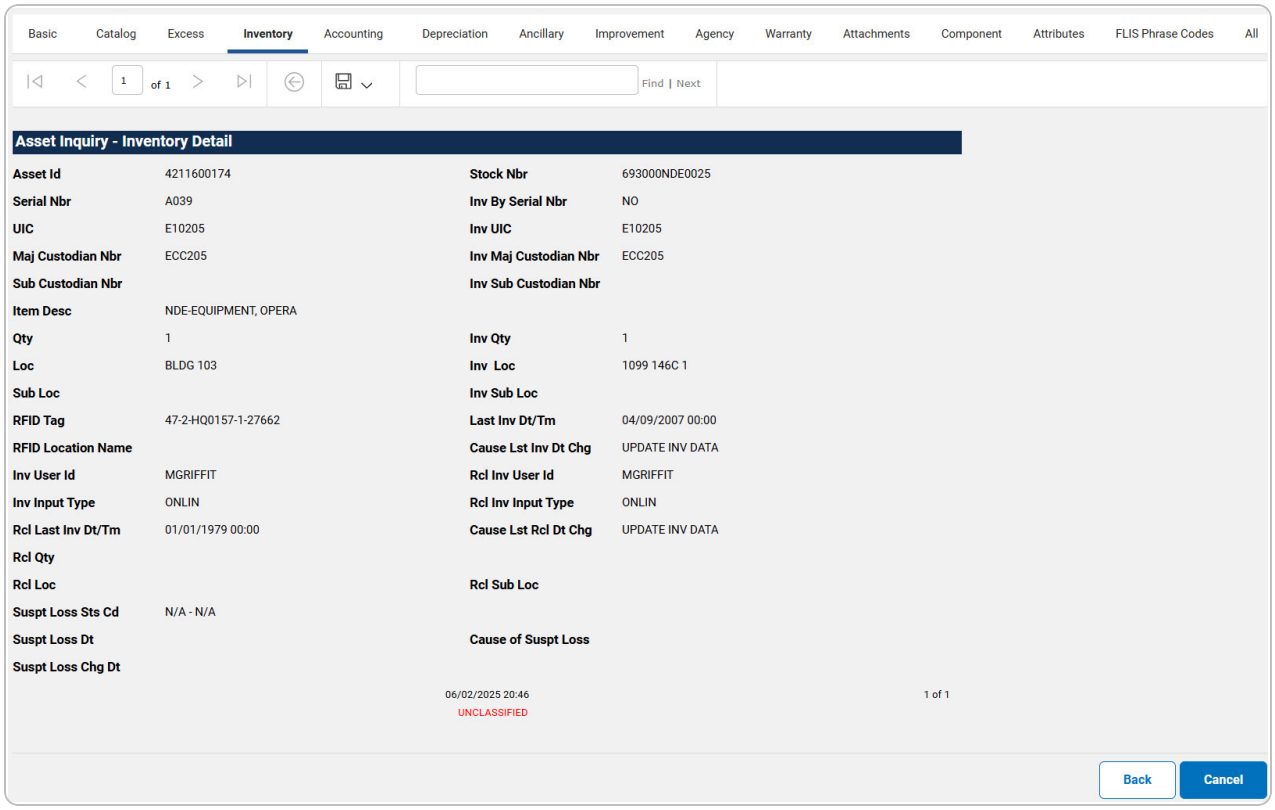
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Inventory

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

1. Select the Inventory tab. *The **Asset Inquiry - Inventory Detail** page appears.*



A. *Verify the ASSET ID.*

B. *Verify the SERIAL NBR.*

C. *Verify the UIC.*

D. *Verify the MAJ CUSTODIAN NBR.*

E. *Verify the SUB CUSTODIAN NBR.*

F. *Verify the ITEM DESC.*

G. *Verify the QTY.*

H. *Verify the LOC.*

I. *Verify the SUB LOC.*

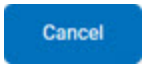
J. *Verify the RFID Tag.*

K. *Verify the RFID Location Name.*

L. *Verify the INV USER ID.*

M. *Verify the INV INPUT TYPE.*

N. *Verify the RCL LAST INV DT/TM.*
O. *Verify the RCL QTY.*
P. *Verify the RCL LOC.*
Q. *Verify the SUSPT LOSS STS CD.*
R. *Verify the SUSPT LOSS DT.*
S. *Verify the SUSPT LOSS CHG DT.*
T. *Verify the STOCK NBR.*
U. *Verify the INV BY SERIAL NBR.*
V. *Verify the INV UIC.*
W. *Verify the INV MAJ CUSTODIAN NBR.*
X. *Verify the INV SUB CUSTODIAN NBR.*
Y. *Verify the INV QTY.*
Z. *Verify the INV LOC.*
AA. *Verify theINV SUB LOC.*
AB. *Verify the LAST INV DT/TM.*
AC. *Verify the CAUSE LST INV DT CHG.*
AD. *Verify the RCL INV USER ID.*
AE. *Verify the RCL INV INPUT TYPE.*
AF. *Verify the CAUSE LST RCL DT CHG.*
AG. *Verify the RCL SUB LOC.*
AH. *Verify the CAUSE OF SUSPT LOSS.*

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* ***Capital Asset Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

   OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

View the Capital Asset Inquiry Detail — Accounting

Overview

The Capital Asset Inquiry Detail - Accounting process displays the Accounting record of the selected Capital Asset.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Accounting Tab > Asset Inquiry — Accounting Detail page

Page Fields

The following fields display on the **Asset Inquiry Detail — Accounting** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Accounting Detail Grid

Accounting Grid

Asset Id
Stock Nbr
Item Desc
Acq Cost
Asset Cd
Acct Rpt Nbr
Fndng Cost Center
Task Cd
Job Order Nbr

Fund Cd/ASN
Dept Cd
Basic Symbol
Obj Class Cd
Program/Project
Serial Nbr
Acq Dt
Deprn Cd
Cptl Cd
Deprn Exp Cd
Transfer Type Cd
Trading Partner Nbr
Type Fund Id
Program Yr
Subhead
LOA

Loan Grid

Loan Cd
Loaning DoDAAC/CAGE Cd
Activity
Acty Address 1
Acty Address 2
City
ZIP Cd
Loan Start Dt
Mode of Shipment
TCN
Loan Rcvd By
Loan Notify Cd
Contract Nbr
State
Country Cd
Loan End Dt
Shipment Dt
Loan Rcvd Dt

Lease Grid

Lease Cd
Activity
Acty Address 1
Acty Address 2
City

ZIP Cd
Lease Start Dt
State
Country Cd
Lease End Dt

Contract Grid

Oblign Doc Nbr
SPIIN
SLIN
Cntr/PO Nbr
CLIN
ACRN

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

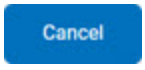
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

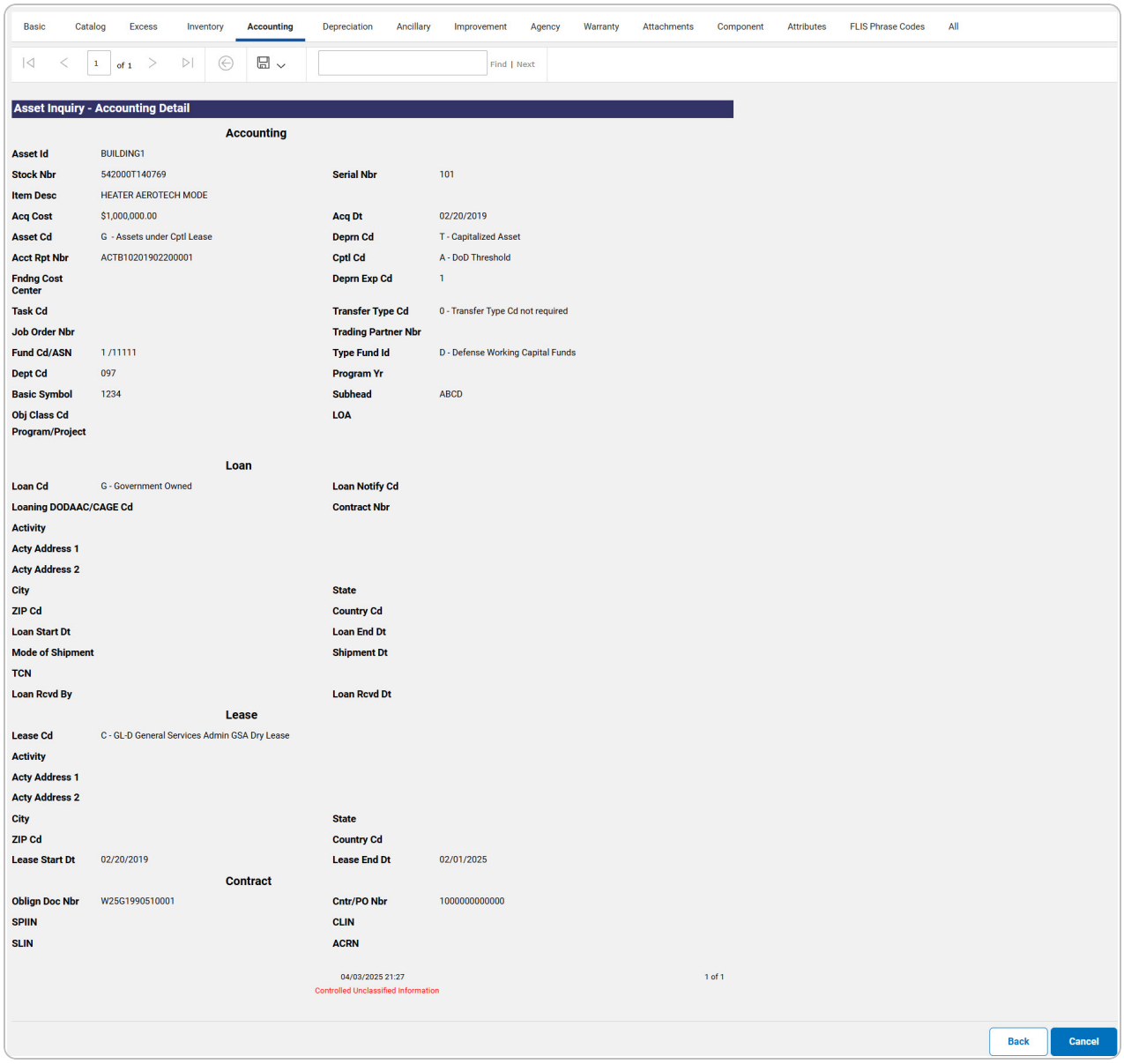
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Accounting

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

1. Select the Accounting tab. *The **Asset Inquiry - Accounting Detail** page appears.*



A. *Verify the Accounting section.*

   a. *Verify the ASSET ID.*

   b. *Verify the STOCK NBR.*

   c. *Verify the ITEM DESC.*

   d. *Verify the ACQ COST.*

   e. *Verify the ASSET CD.*

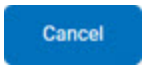
f. *Verify the ACCT RPT NBR.*
g. *Verify the FNDNG COST CENTER.*
h. *Verify the TASK CD.*
i. *Verify the JOB ORDER NBR.*
j. *Verify the FUND CD/ASN.*
k. *Verify the DEPT CD.*
l. *Verify the Basic Symbol.*
m. *Verify the OBJ CLASS CD.*
n. *Verify the Program/Project.*
o. *Verify the SERIAL NBR.*
p. *Verify the ACQ DT.*
q. *Verify the DEPRN CD.*
r. *Verify the CPTL CD.*
s. *Verify the DEPRN EXP CD.*
t. *Verify the TRANSFER TYPE CD.*
u. *Verify the TRADING PARTNER NBR.*
v. *Verify the TYPE FUND ID.*
w. *Verify the Program YR.*
x. *Verify the SUBHEAD.*
y. *Verify the LOA.*

B. *Verify the Loan section*
a. *Verify the LOAN CD.*
b. *Verify the LOANING DODAAC/CAGE CD.*
c. *Verify the Activity.*
d. *Verify the ACTY Address 1.*
e. *Verify the ACTY Address 2.*
f. *Verify the City.*
g. *Verify the ZIP CD.*
h. *Verify the LOAN START DT.*
i. *Verify the Mode of Shipment.*
j. *Verify the TCN.*

k. *Verify the LOAN RCVD BY.*
l. *Verify theLOAN NOTIFY CD.*
m. *Verify the CONTRACT NBR.*
n. *Verify the State.*
o. *Verify the COUNTRY CD.*
p. *Verify the LOAN END DT.*
q. *Verify the SHIPMENT DT.*
r. *Verify the LOAN RCVD DT.*

C. *Verify the Lease section.*
a. *Verify the Lease Code.*
b. *Verify the Activity.*
c. *Verify the ACTY Address 1.*
d. *Verify the ACTY Address 2.*
e. *Verify the City.*
f. *Verify the ZIP CD.*
g. *Verify the LEASE START DT.*
h. *Verify the State.*
i. *Verify the COUNTRY CD.*
j. *Verify the LEASE END DT.*

D. *Verify the Contract section.*
a. *Verify the OBLIGN DOC NBR.*
b. *Verify the SPIIN.*
c. *Verify the SLIN.*
d. *Verify the CNTR/PO NBR.*
e. *Verify the CLIN.*
f. *Verify the ACRN.*

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* ***Capital Asset Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

View the Capital Asset Inquiry Detail — Depreciation

Overview

The Capital Asset Inquiry Detail - Depreciation process displays the Depreciation record of the selected Capital Asset.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Depreciation Tab > Asset Inquiry — Depreciation Detail

Page Fields

The following fields display on the **Asset Inquiry Detail — Depreciation** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Depreciation Detail Grid

Asset Id
Stock Nbr
Item Desc
Deprn Sts Cd
Activation Dt
Deprn Period
Deprn Period Days
Deprn Util Period
Deprn SL Rebsln
Deprn SL Lst Rebsln
Prr Deprn SL Rebsln

Total Cost
Accumd Deprn
Current Mth Deprn
Slvg Value
Deprn Cost Center
Deprn Job Order Nbr
Serial Nbr
Deprn Exp Cd
Fdcry Deprn Mthd Cd
Deprn Util Svc Life
Deprn Util Qty
Prr Deprn Util Qty
Deprn AB Rebsln
Deprn AB Lst Rebsln
Prr Deprn AB Rebsln
Net Book Value
Prior Deprn
FY Cost
Write Down Amt
Deprn Task Cd
Util Measr Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

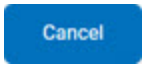
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

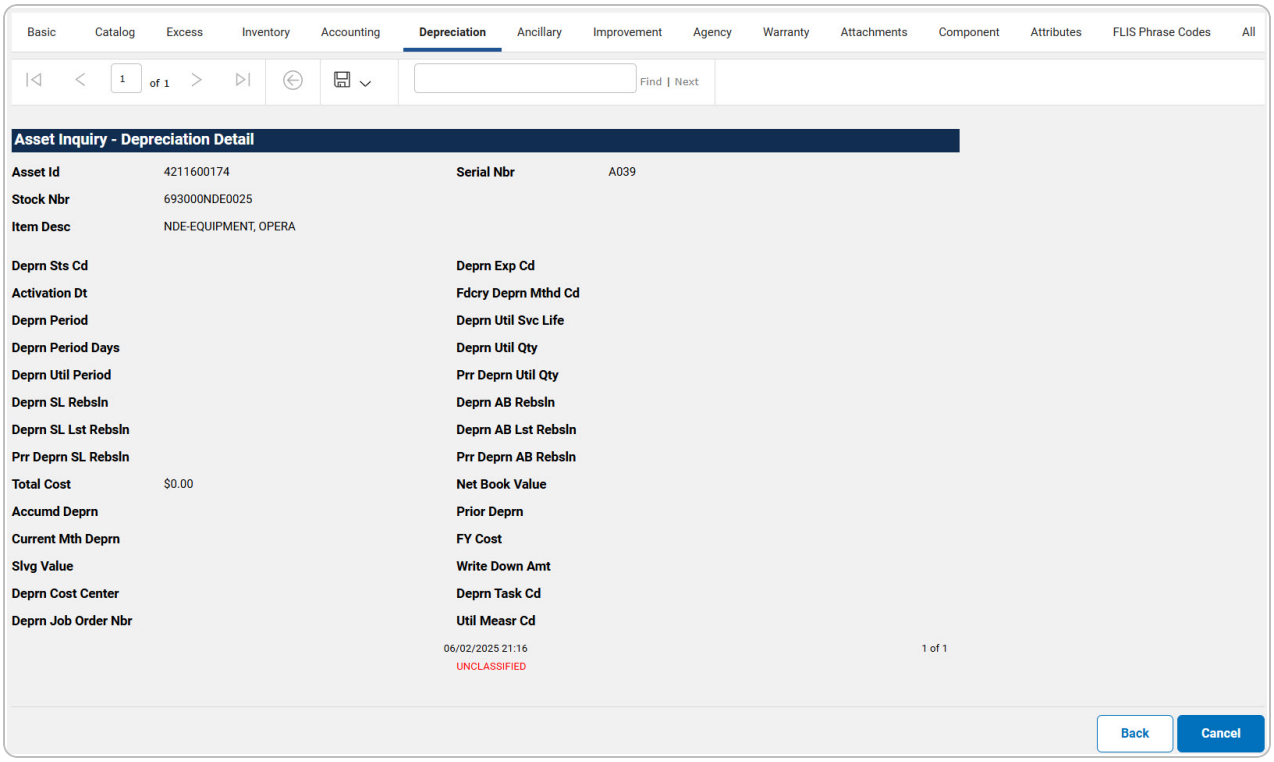
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Depreciation

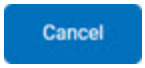
Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Depreciation tab. *The **Asset Inquiry - Depreciation Detail** page appears.*



A. *Verify the ASSET ID.*
B. *Verify the STOCK NBR.*
C. *Verify the ITEM DESC.*
D. *Verify the DEPRN STS CD.*
E. *Verify the ACTIVATION DT.*
F. *Verify the DEPRN PERIOD.*
G. *Verify the DEPRN PRD DAYS.*
H. *Verify the DEPRN UTIL PERIOD.*
I. *Verify the DEPRN SL REBSLN.*
J. *Verify the DEPRN SL LST REBSLN.*
K. *Verify the PRR DEPRN SL REBSLN.*
L. *Verify the Total Cost.*
M. *Verify the ACCUMD DEPRN.*
N. *Verify the CURRENT MNTH DEPRN.*

O. *Verify the SLVG Value.*
P. *Verify the DEPRN COST CENTER.*
Q. *Verify the DEPRN JOB ORDER NBR.*
R. *Verify the SERIAL NBR.*
S. *Verify the DEPRN EXP CD.*
T. *Verify the FDCRY DEPRN MTHD CD.*
U. *Verify the DEPRN UTIL SVC LIFE.*
V. *Verify the DEPRN UTIL QTY.*
W. *Verify the PRR DEPRN UTIL QTY.*
X. *Verify the DEPRN AB REBSLN.*
Y. *Verify the DEPRN AB LST REBSLN.*
Z. *Verify the PRR DEPRN AB REBSLN.*
AA. *Verify the Net Book Value.*
AB. *Verify the PRIOR DEPRN.*
AC. *Verify the FY COST.*
AD. *Verify the WRITE DOWN AMT.*
AE. *Verify the DEPRN TASK CD.*
AF. *Verify the UTIL MEASR CD.*

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 **Capital Asset Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

View the Capital Asset Inquiry Detail — Ancillary

Overview

The Capital Asset Inquiry Detail - Ancillary process displays the Ancillary record of the selected Capital Asset.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Detail — Ancillary page

Page Fields

The following fields display on the **Asset Inquiry Detail — Ancillary** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Ancillary Detail Grid

Asset Id
Stock Nbr
Serial Nbr
Item Desc
Impv Nbr
UIC
Ancillary Type
Ancillary Cost
Acq Dt
Cntr/PO Nbr
SPIIN
CLIN

SLIN
ACRN
Estbd Dt
Estbd By
Last Activity Dt
Last Updtd By
Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

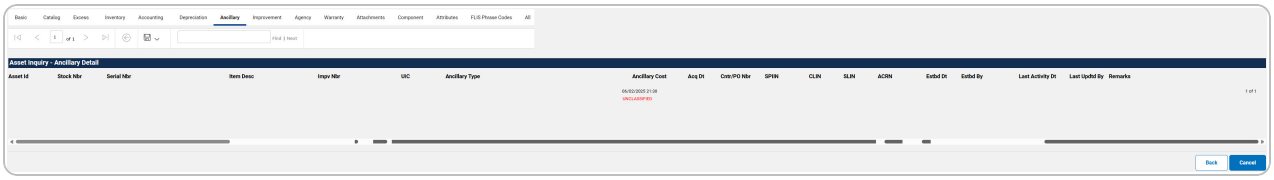
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Ancillary

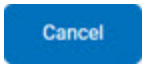
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Ancillary tab. *The* ***Asset Inquiry - Ancillary Detail*** *page appears.*



   A. *Verify the ASSET ID.*
   B. *Verify the STOCK NBR.*
   C. *Verify the SERIAL NBR.*
   D. *Verify the ITEM DESC.*
   E. *Verify the IMPV NBR.*
   F. *Verify the UIC.*
   G. *Verify the Ancillary Type.*
   H. *Verify the Ancillary Cost.*
   I. *Verify the ACQ DT.*
   J. *Verify the CNTR/PO NBR.*

K. *Verify the CUSTODIAN NBR.*
L. *Verify the LOT NBR.*
M. *Verify the QTY.*
N. *Verify the LOC.*
O. *Verify the ACQ COST.*
P. *Verify the CNTR/PO NBR.*
Q. *Verify the SPIIN.*
R. *Verify the CLIN.*
S. *Verify the SLIN.*
T. *Verify the ACRN.*
U. *Verify the ESTBD DT.*
V. *Verify the ESTBD BY.*
W. *Verify the LAST ACTIVITY DT.*
X. *Verify the LAST UPDTD BY.*
Y. *Verify the Remarks.*

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* ***Capital Asset Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Excess tab. *The* ***Asset Inquiry Detail — Excess*** *page appears*.

OR

Select the Catalog tab. *The* ***Asset Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

View the Capital Asset Inquiry Detail — Improvement

Overview

The Capital Asset Inquiry Detail - Improvement process displays the Improvement record of the selected Capital Asset.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Improvement Tab > Asset Inquiry — Improvement Detail

Page Fields

The following fields display on the **Asset Inquiry Detail — Improvement** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Improvement Detail Grid

Impv Nbr
Impv Cost
ACC
Eff Dt
Estbd Dt
Estbd By
Last Activity Dt
Last Updtd By
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

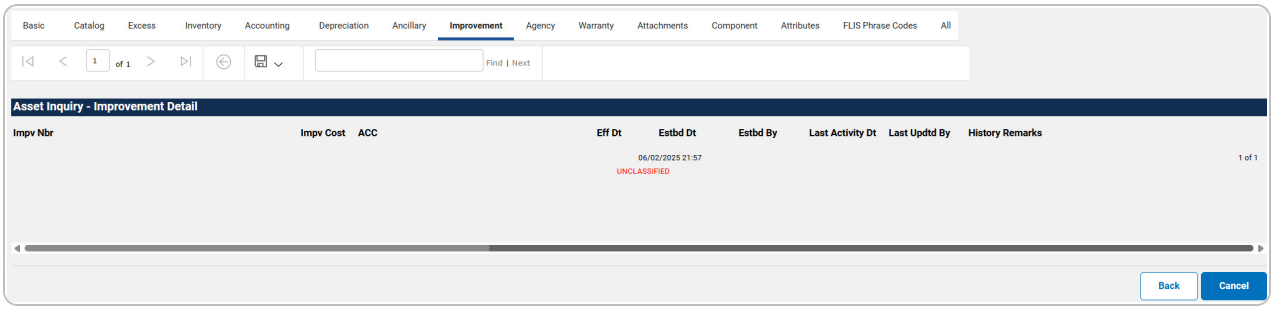
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Improvement

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

1. *Verify the Improvement tab.*



   A. *Verify the IMPV NBR.*
   B. *Verify the IMPV COST.*
   C. *Verify the ACC.*
   D. *Verify the EFF DT.*
   E. *Verify the ESTBD DT.*
   F. *Verify the ESTBD BY.*
   G. *Verify the LAST ACTIVITY DT.*
   H. *Verify the LAST UPDTD BY.*
   I. *Verify the History Remarks.*

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* ***Capital Asset Inquiry — Criteria*** *page appears.*

OR

Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Excess tab. *The* ***Asset Inquiry Detail — Excess*** *page appears*.

OR

Select the Catalog tab. *The* ***Asset Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset Inquiry Detail — Depreciation*** *page appears*.

OR

Select the Ancillary tab. *The* ***Asset Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Agency tab. *The* ***Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Warranty tab. *The* ***Asset Inquiry Detail — Warranty*** *page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

View the Capital Asset Inquiry Detail — Agency

Overview

The Capital Asset Inquiry Detail - Agency process displays the Agency record of the selected Capital Asset.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Agency Tab > Asset Inquiry — Agency Detail page

Page Fields

The following fields display on the **Asset Inquiry Detail — Agency** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Agency Detail Grid

Agency Label 1
Agency Label 2
Agency Label 3
Agency Label 4
Agency Label 5
Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

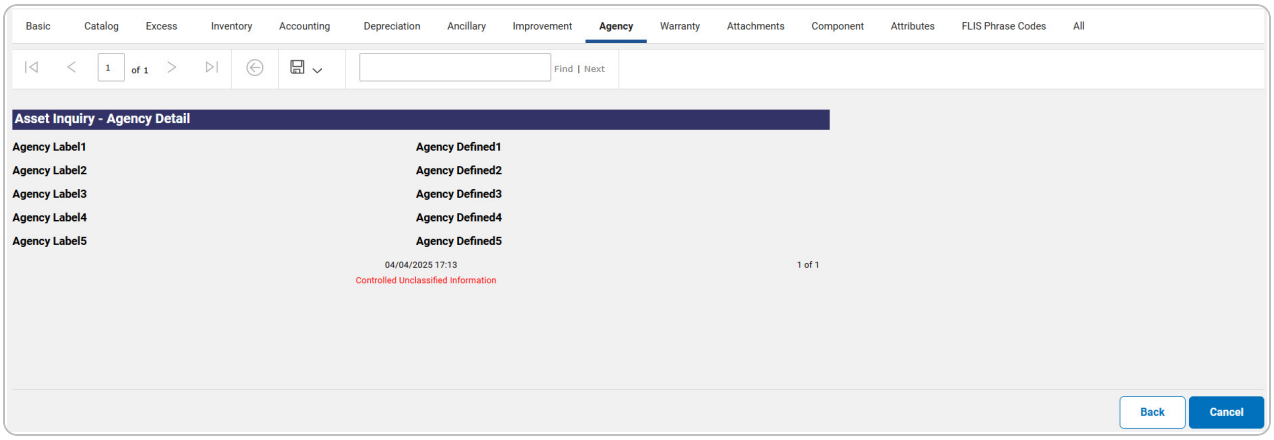
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

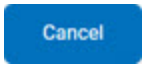
Export the Asset Inventory Inquiry Detail — Agency

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

1. Select the Agency tab. *The* ***Asset Inquiry - Agency Detail*** *page appears.*



A. *Verify the Agency Label 1.*
B. *Verify the Agency Label 2.*
C. *Verify the Agency Label 3.*
D. *Verify the Agency Label 4.*
E. *Verify the Agency Label 5.*
F. *Verify the Agency Defined 1.*
G. *Verify the Agency Defined 2.*
H. *Verify the Agency Defined 3.*
I. *Verify the Agency Defined 4.*
J. *Verify the Agency Defined 5.*

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* ***Capital Asset Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Excess tab. *The* ***Asset Inquiry Detail — Excess*** *page appears*.

OR

Select the Catalog tab. *The* ***Asset Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset Inquiry Detail — Depreciation*** *page appears*.

OR

Select the Improvement tab. *The* ***Asset Inquiry Detail — Improvement*** *page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Capital Asset 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status

- Export the Capital Asset Inquiry Transaction Status

View the Capital Asset Inquiry Detail — Warranty

Overview

The Capital Asset Inquiry Detail - Warranty process displays the Warranty record of the selected Capital Asset.

Navigation

Inquiries > Accounting> Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Warranty Tab > Asset Inquiry — Warranty Detail page

Page Fields

The following fields display on the **Asset Inquiry Detail — Warranty** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Warranty Detail Grid

Clause Desc
CAGE Cd
Contract Nbr
Dlvy Ord Nbr
CLIN
SLIN
Clause Terms

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

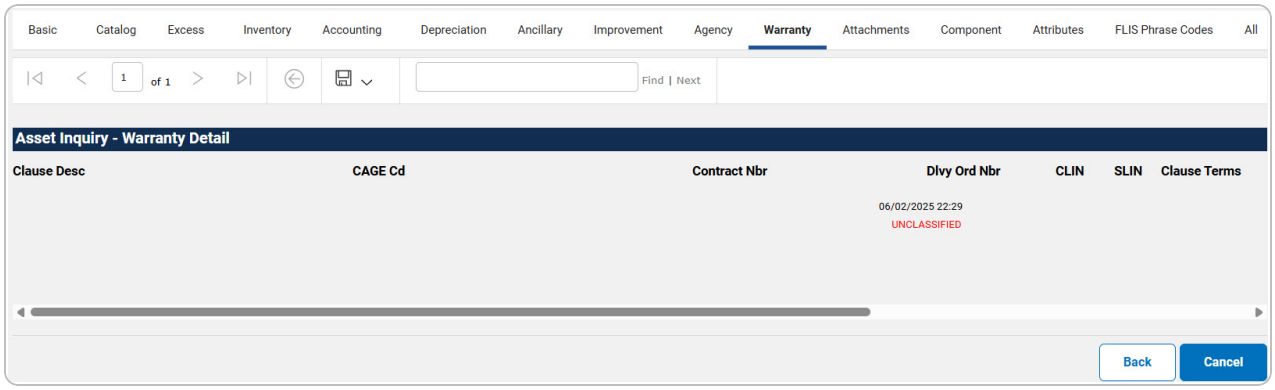
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Warranty

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

1. Select the Warranty tab. *The* ***Asset Inquiry - Warranty Detail*** *page appears.*



   A. *Verify the CLAUSE DESC.*
   B. *Verify the CAGE CD.*
   C. *Verify the CONTRACT NBR.*
   D. *Verify the DLVY ORD NBR.*
   E. *Verify the CLIN.*
   F. *Verify the SLIN.*
   G. *Verify the Clause Terms.*

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* ***Capital Asset Inquiry — Criteria*** *page appears.*

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

View the Capital Asset Inquiry Detail — Attachments

Overview

The Capital Asset Inquiry Detail - Attachments process displays the Attachments record of the selected Capital Asset.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Attachments Tab > Asset Inquiry — Attachment View page

Page Fields

The following fields display on the **Asset Inquiry Detail — Attachment** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Attachment View Grid

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

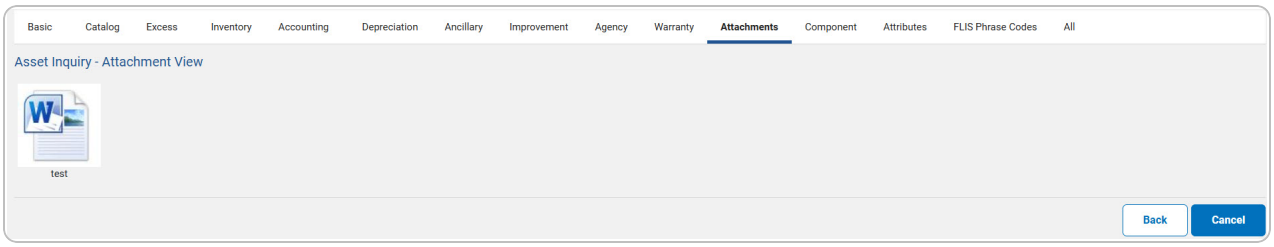
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Attachment

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

1. Select the Attachments tab. *The* ***Asset Inquiry - Attachment View*** *page appears.*
2. 

   A. *Verify the Attachment(s).*

      A. *Select*

. The Attachment Viewer/Delete pop-up window opens. The procedure leaves the application.

      B. Follow the prompts provided by the computer.

3. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
4. Follow the prompts provided by the computer.
5. Select Cancel. *The* ***Capital Asset Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Excess tab. *The* ***Asset Inquiry Detail — Excess*** *page appears*.

   OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

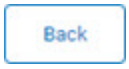
OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select 

. *The **Capital Asset 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

View the Capital Asset Inquiry Detail — Component

Overview

The Capital Asset Inquiry Detail - Component process displays the Component record of the selected Capital Asset.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Component Tab > Asset Inquiry — Component View Detail page

Page Fields

The following fields display on the **Asset Inquiry Detail — Component** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Component View Detail Grid

Asset Id
Stock Nbr
Loc
Serial Nbr
Item Desc
Custodian Nbr
Loan Cd
Sys Id
Suspt Loss Sts Cd
Level

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

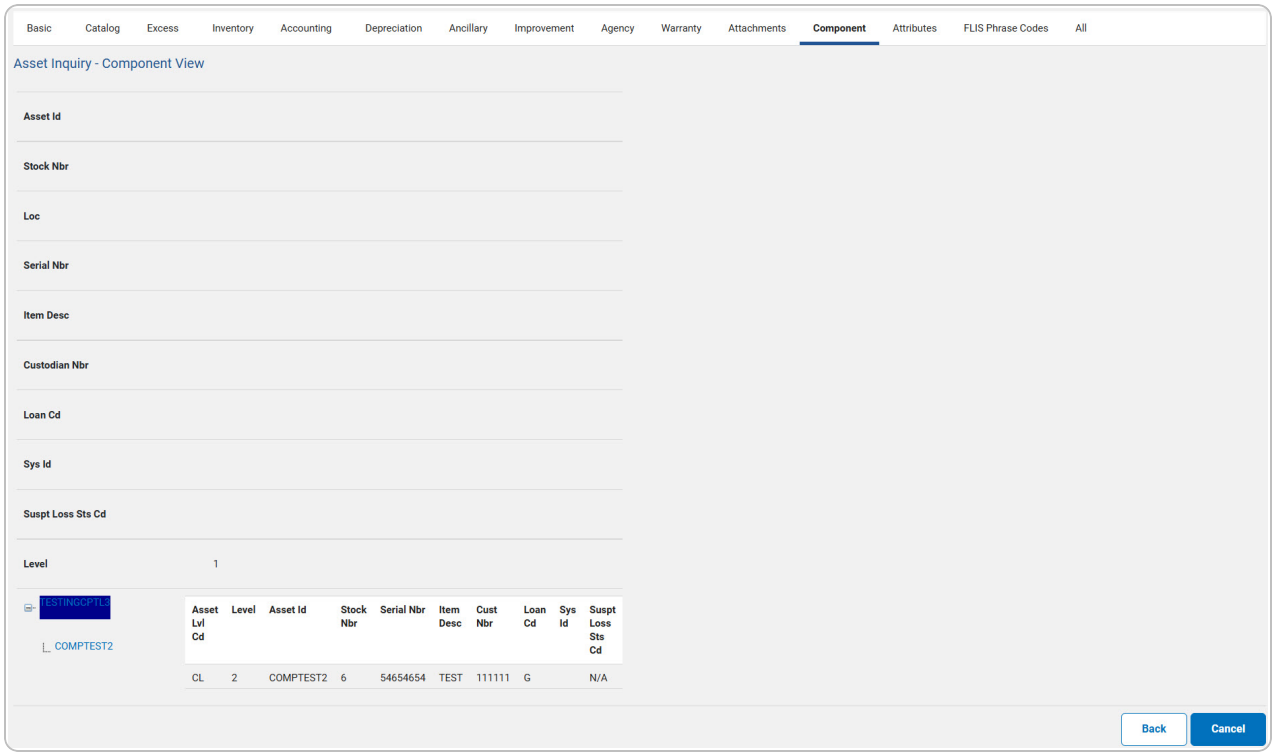
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Component

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

1. Select the Component tab. *The* ***Asset Inquiry - Component Detail*** *page appears.*



A. *Verify the ASSET ID.*

B. *Verify the STOCK NBR.*

C. *Verify the LOC.*

D. *Verify the SERIAL NBR.*

E. *Verify the ITEM DESC.*

F. *Verify the CUSTODIAN NBR.*

G. *Verify the LOAN CD.*

H. *Verify the SYS ID.*

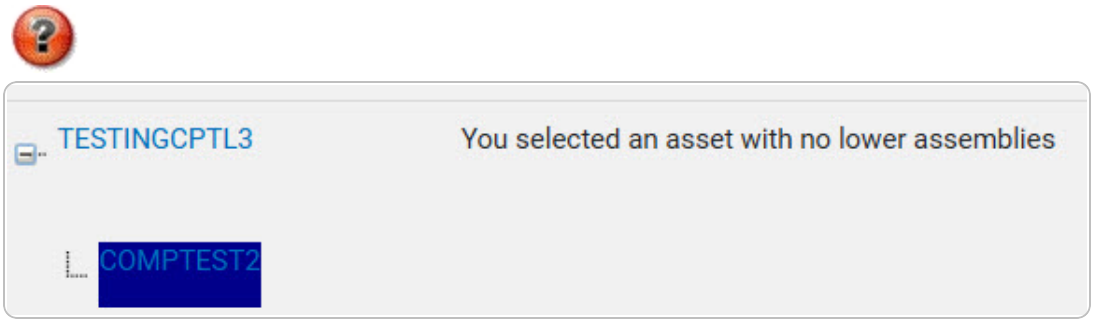
I. *Verify the SUSPT LOSS STS CD.*

J. *Verify the Level.*

K. *Verify the LOT NBR.*

L. Select the hyperlink to view lower assemblies. *The lower assemblies details appear.*

Note



appears when the selected asset is not associated with lower assemblies.

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* ***Capital Asset Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Excess tab. *The* ***Asset Inquiry Detail — Excess*** *page appears*.

OR

Select the Catalog tab. *The* ***Asset Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset Inquiry Detail — Depreciation*** *page appears*.

OR

Select the Improvement tab. *The* ***Asset Inquiry Detail — Improvement*** *page appears*.

OR

Select the Ancillary tab. *The* ***Asset Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Agency tab. *The* ***Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Attachments tab. *The* ***Asset Inquiry Detail — Attachments*** *page appears*.

OR

Select the Attribute tab. *The* ***Asset Inquiry Detail — Attributes*** *page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

View the Capital Asset Inquiry Detail — Attributes

Overview

The Capital Asset Inquiry Detail - Attributes process displays the Attributes record of the selected Capital Asset.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Attributes tab > Asset Inquiry Detail — Attributes page

Note

The Attributes Tab appears after selecting one of the following tabs:

- Excess
- Inventory
- Accounting
- Depreciation
- Ancillary
- Improvement
- Agency
- Warranty
- Attachments
- Components

Page Fields

The following fields display on the **Asset Inquiry Detail — Attributes** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Attributes Detail Grid

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

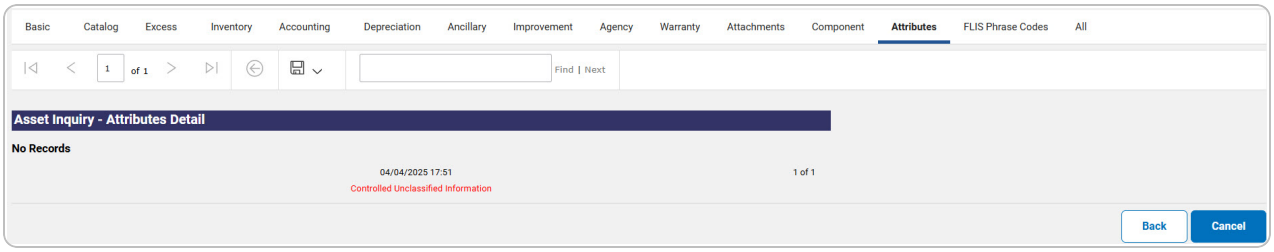
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Detail — Attributes

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

1. Select the Attributes tab. *The* ***Asset Inquiry - Attributes Detail*** *page appears.*



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* ***Capital Asset Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

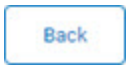
OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select 

. *The **Capital Asset 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

View the Capital Asset Inquiry Detail — FLIS Phrase Codes

Overview

The Capital Asset Inquiry Detail - FLIS Phrase Codes process displays the FLIS Phrase Codes record of the selected Capital Asset.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > FLIS Phrase Codes tab > Asset Inquiry Detail — FLIS Phrase Codes page

Page Fields

The following fields display on the **Asset Inquiry Detail — FLIS Phrase Codes** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Phrase Codes Detail Grid

Stock Number
Phrase Type Cd
Phrase Statement
Related NSN
Tech Doc Number

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

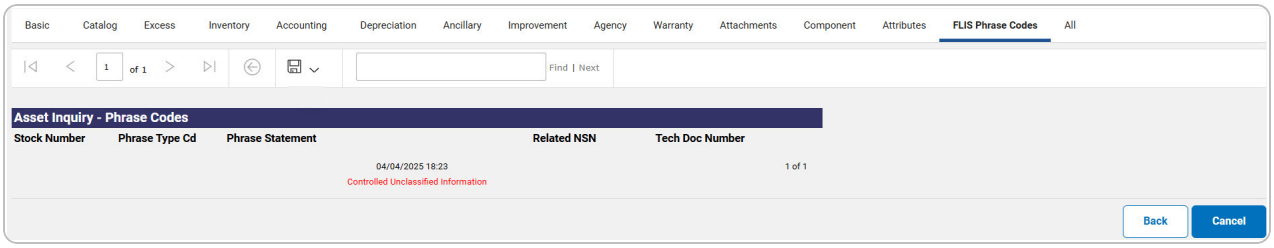
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — FLIS Phrase Codes

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

1. Select the FLIS Phrase Codes tab. *The* ***Asset Inquiry - Phrase Codes Detail*** *page appears.*



   A. *Verify the STOCK NBR.*
   B. *Verify the Phrase Type CD.*
   C. *Verify the Phrase Statement.*
   D. *Verify the Related NSN.*
   E. *Verify the TECH DOC NBR.*

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* ***Capital Asset Inquiry — Criteria*** *page appears.*

   OR

   Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears.*

   OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

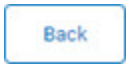
OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select 

. *The **Capital Asset 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status
- Export the Capital Asset Inquiry Transaction Status

View the Capital Asset Inquiry Transaction Status

Overview

The Capital Asset Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Capital Asset Inquiry Transaction Status page

Page Fields

The following fields display on the **Capital Asset Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

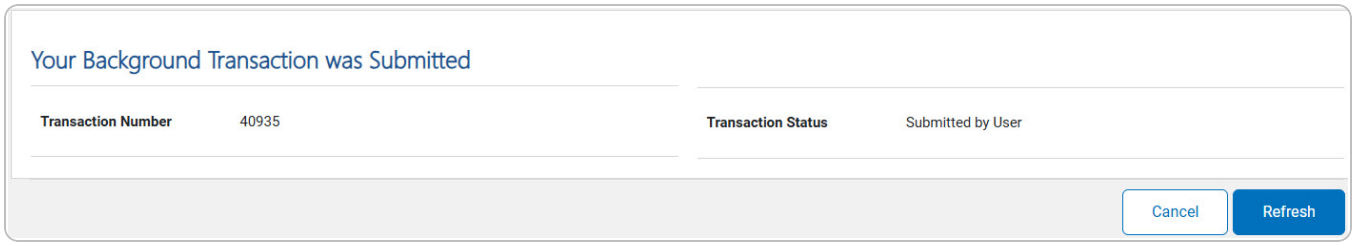
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

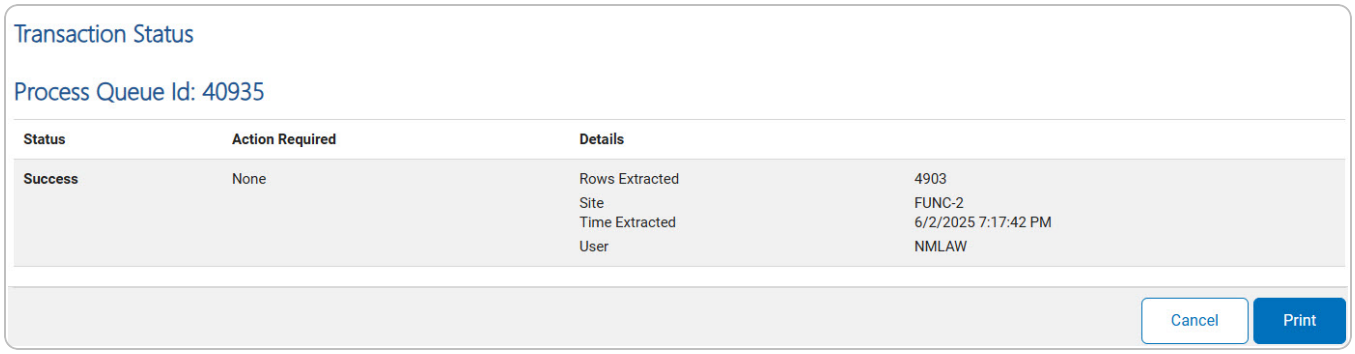
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Capital Asset Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Asset Inventory Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Capital Asset Inquiry Search Criteria*** *page appears*.

View the Capital Asset Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Capital Asset Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- Export the Capital Asset Inquiry Transaction Status

Export the Capital Asset Inquiry Transaction Status

Overview

The Capital Asset Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Accounting > Capital Asset > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Capital Asset Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Capital Asset Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

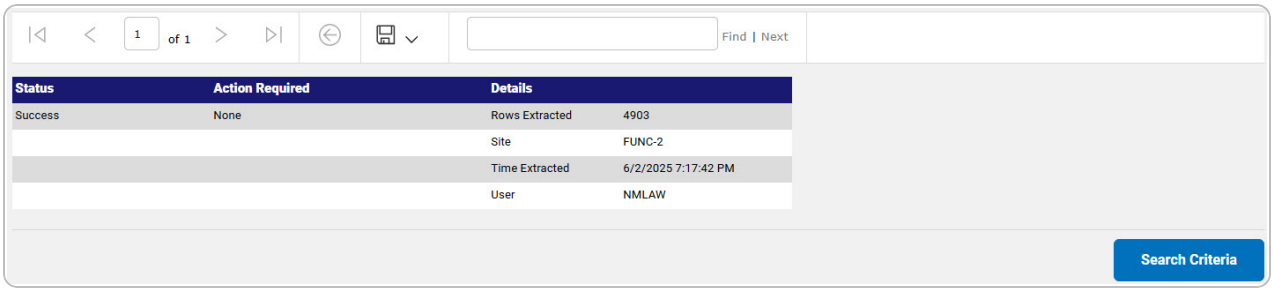
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Capital Asset Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Capital Asset Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Capital Asset Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Capital Asset Inquiry — Criteria
- Search for a Capital Asset Inquiry — Results
- Select Fields for the Capital Asset Inquiry
- View the Capital Asset Inquiry Detail — Basic
- View the Capital Asset Inquiry Detail — Catalog
- View the Capital Asset Inquiry Detail — Inventory
- View the Capital Asset Inquiry Detail — Excess
- View the Capital Asset Inquiry Detail — Accounting
- View the Capital Asset Inquiry Detail — Depreciation
- View the Capital Asset Inquiry Detail — Ancillary
- View the Capital Asset Inquiry Detail — Improvement
- View the Capital Asset Inquiry Detail — Agency
- View the Capital Asset Inquiry Detail — Warranty
- View the Capital Asset Inquiry Detail — Attachments
- View the Capital Asset Inquiry Detail — Component
- View the Capital Asset Inquiry Detail — Attributes
- View the Capital Asset Inquiry Detail — FLIS Phrase Codes
- View the Capital Asset Inquiry Transaction Status

Search for a CIP Inquiry — Criteria

Overview

The Property Accountability module CIPInquiry process provides the ability to search for CIP records.

Navigation

Inquiries > Accounting > CIP > CIP Inquiry Search Criteria page

Page Fields

The following fields display on the **CIP Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

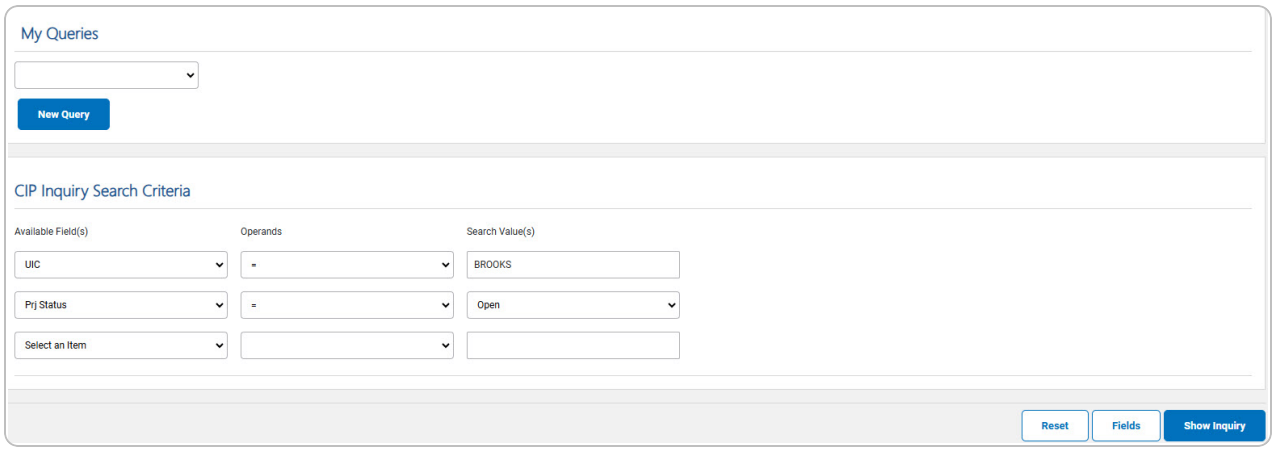
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a CIP 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.** *The first Available Field(s) option (UIC) automatically populates and is not editable.*
   - **B.** *The second Available Field(s) option (PRJ STATUS) automatically populates and is not editable.*

C. Use to select the third Available Field.

D. Repeat Step C to add additional search criteria.

Note

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

Note

Select Fields 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.

C. Use to select the third Operands.

D. Repeat Step C to add additional search criteria.

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.

C. Use to select the third Search Value.

D. Repeat Step C to add additional search criteria.

Remove an Available Field Row

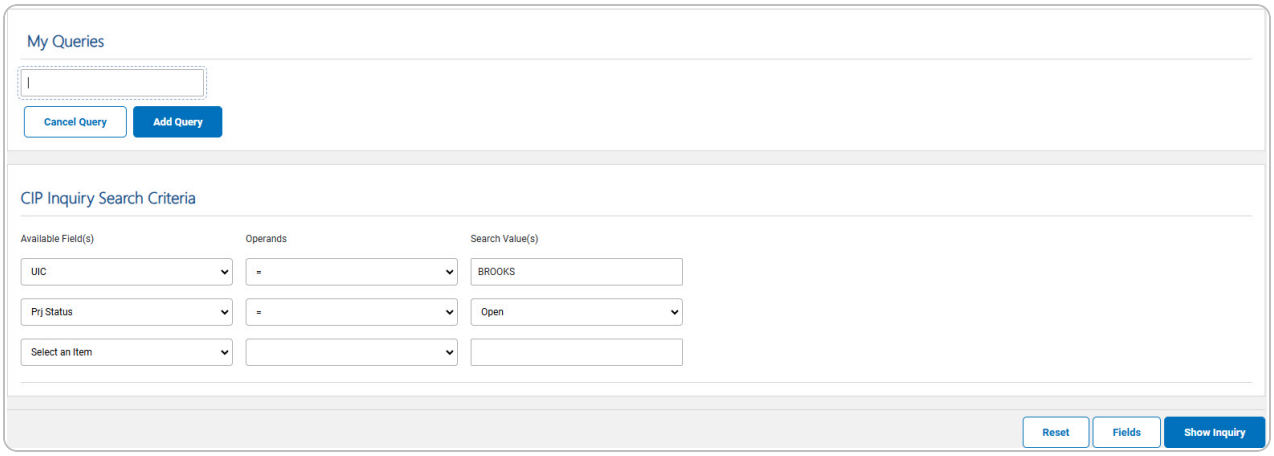
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **CIP Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



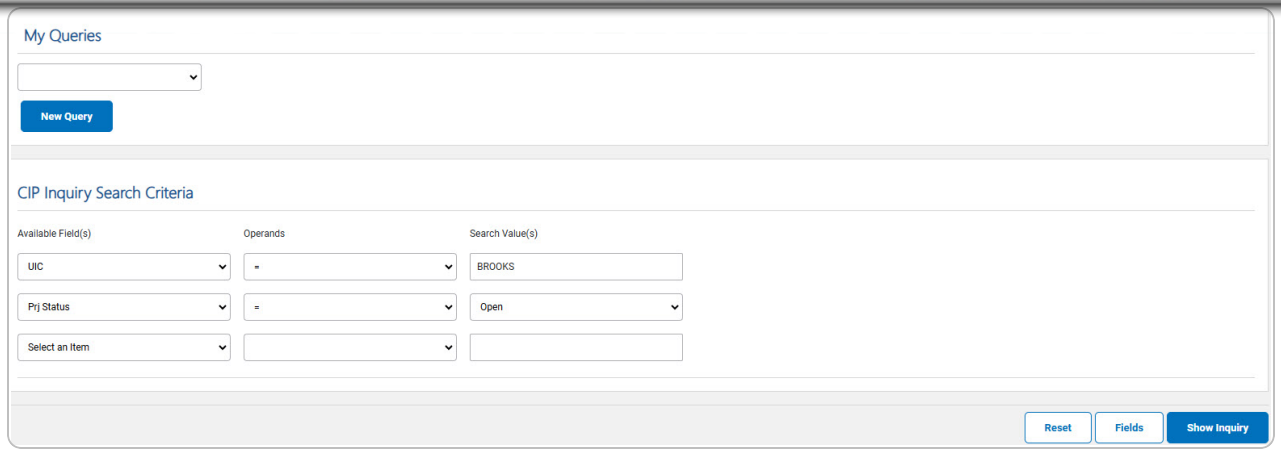
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***CIP Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***CIP 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.*



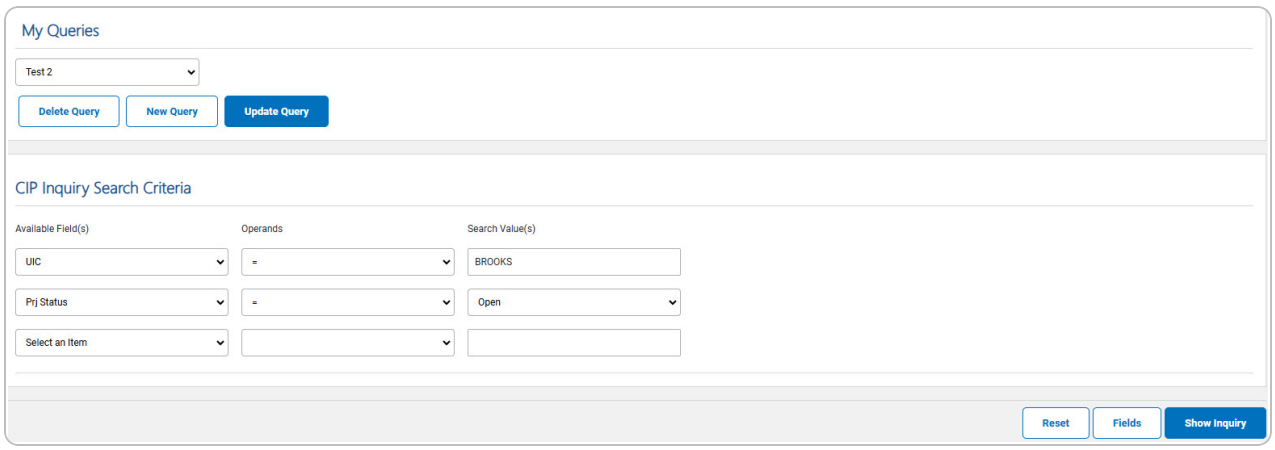
2. Select Fields. *The **CIP Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **CIP 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

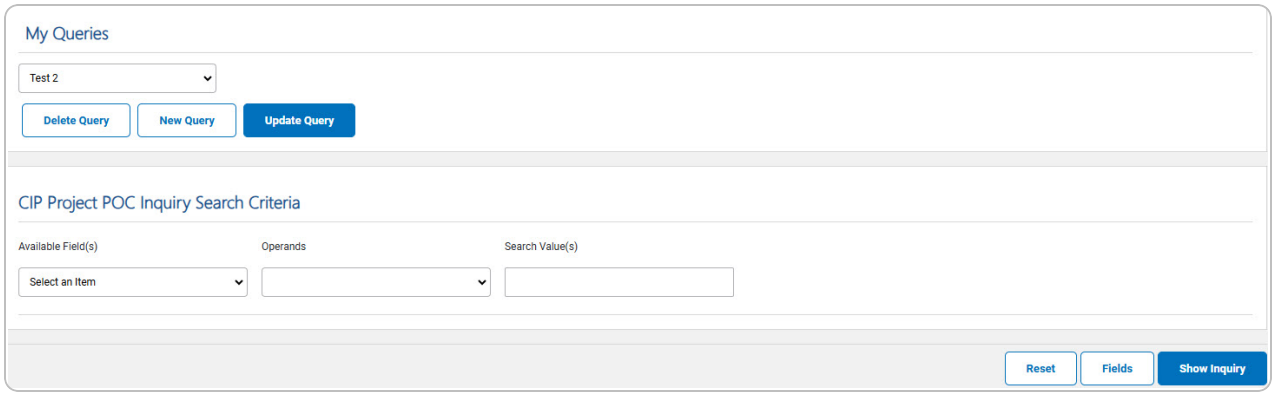
4. Select Fields. *The **CIP Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **CIP 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **CIP Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =,	Missing Entry. The Field value was entered, but

>, <, >= , <= , <>, or Like.	no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a CIP Inquiry — Results
- Select Fields for the CIP Inquiry
- View the CIP Inquiry Basic Detail
- View the CIP Inquiry Cost Detail
- View the CIP Inquiry Asset Detail
- View the CIP Inquiry POC Detail
- View the CIP Inquiry Funding Detail
- View the CIP Inquiry LOA Detail
- View the CIP Inquiry Attestation Detail
- View the CIP Inquiry Type Dsg Detail
- View the CIP Inquiry Transaction Status
- Export the CIP Inquiry Transaction Status

Search for a CIP Inquiry — Results

Overview

The CIPInquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Accounting >CIP > Search Criteria > Show Inquiry > CIPInquiry Search Results page

Page Fields

The following fields display on the **CIP Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Prj Nbr
Prj Desc
Prj Type Cd
Prj Status
Prj Category Cd
UIC
Fund Cd
ASN
Acq Prg Type Cd
Acq Pgm Desc
ACC-SFIS
Estimated Prj Amt
Total Prj Amt
Prj Cptl Amt
Prj Pend Cptl Amt
De-Cptlzd Amt
Cmpltd Qty
Estimated Cmpltn Dt
Proj Sub Typ Cd
Project Execution Method Code
Prj Approval Dt

Prj Est Cmpltn Dt
Prj Cmpltn Dt
Prj Last Estimate Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cncln Dt
Build Cncln Reason Cd
Design Bid Build Actual Cnstructn Cost Amt
Build Actual Cost Amt
Design Bid build actual design cost amt

Optional

Acct Rpt Nbr
Cptl Cd
Deprn Cd
Deprn Cost Center
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Task Cd
Disposition Doc Nbr
Estbd By
Estbd Dt
Estimated Prj Qty
Fdcry Reporting
Fndng Cost Center
Job Order Nbr
Last Tran Dt
Last Updtd By
LOA
Obj Class Cd
Oblign Doc Nbr
Owng Cost Center
Permit Negative Bal
Pgm Id
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr

Remarks
Sub Head
Task Cd
Type Fund Cd
Value Methd Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIPInquiry 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.*

Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***CIP 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the CIPInquiry Detail

Select the desired PRJ NBR row. *The **CIP Inquiry Basic Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a CIP Inquiry — Criteria
- Select Fields for the CIP Inquiry
- View the CIP Inquiry Basic Detail
- View the CIP Inquiry Cost Detail
- View the CIP Inquiry Asset Detail
- View the CIP Inquiry POC Detail
- View the CIP Inquiry LOA Detail
- View the CIP Inquiry Funding Detail
- View the CIP Inquiry Attestation Detail
- View the CIP Inquiry Type Dsg Detail
- View the CIP Inquiry Transaction Status
- Export the CIP Inquiry Transaction Status

Select Fields for the CIP Inquiry

Overview

The CIPInquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Accounting > CIP> Search Criteria > Fields > CIPInquiry Fields Selection page

Page Fields

The following fields display on the **CIPInquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Prj Nbr
Prj Desc
Prj Type Cd
Prj Status
Prj Category Cd
UIC
Fund Cd
ASN
Acq Prg Type Cd
Acq Pgm Desc
ACC-SFIS
Estimated Prj Amt

Total Prj Amt
Prj Cptl Amt
Prj Pend Cptl Amt
De-Cptlzd Amt
Cmpltd Qty
Estimated Cmpltn Dt

Proj Sub Typ Cd
Project Execution Method Code
Prj Approval Dt
Prj Est Cmpltn Dt
Prj Cmpltn Dt
Prj Last Estimate Dt
Design Authn Dt
Design Start Dt
Design Cmpltn Dt
Design Cancln Dt
Design Cancln Reason Cd
Build Authn Dt
Build Start Dt
Build Cmpltn Dt
Build Cncln Dt
Build Cncln Reason Cd
Design Bid Build Actual Cnstructn Cost Amt
Build Actual Cost Amt
Design Bid build actual design cost amt

Optional

Acct Rpt Nbr
Cptl Cd
Deprn Cd
Deprn Cost Center
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Task Cd
Disposition Doc Nbr
Estbd By
Estbd Dt
Estimated Prj Qty
Fdcry Reporting
Fndng Cost Center
Job Order Nbr
Last Tran Dt

Last Updtd By
LOA
Obj Class Cd
Oblign Doc Nbr
Owng Cost Center
Permit Negative Bal
Pgm Id
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Remarks
Sub Head
Task Cd
Type Fund Cd
Value Methd Cd

Procedures

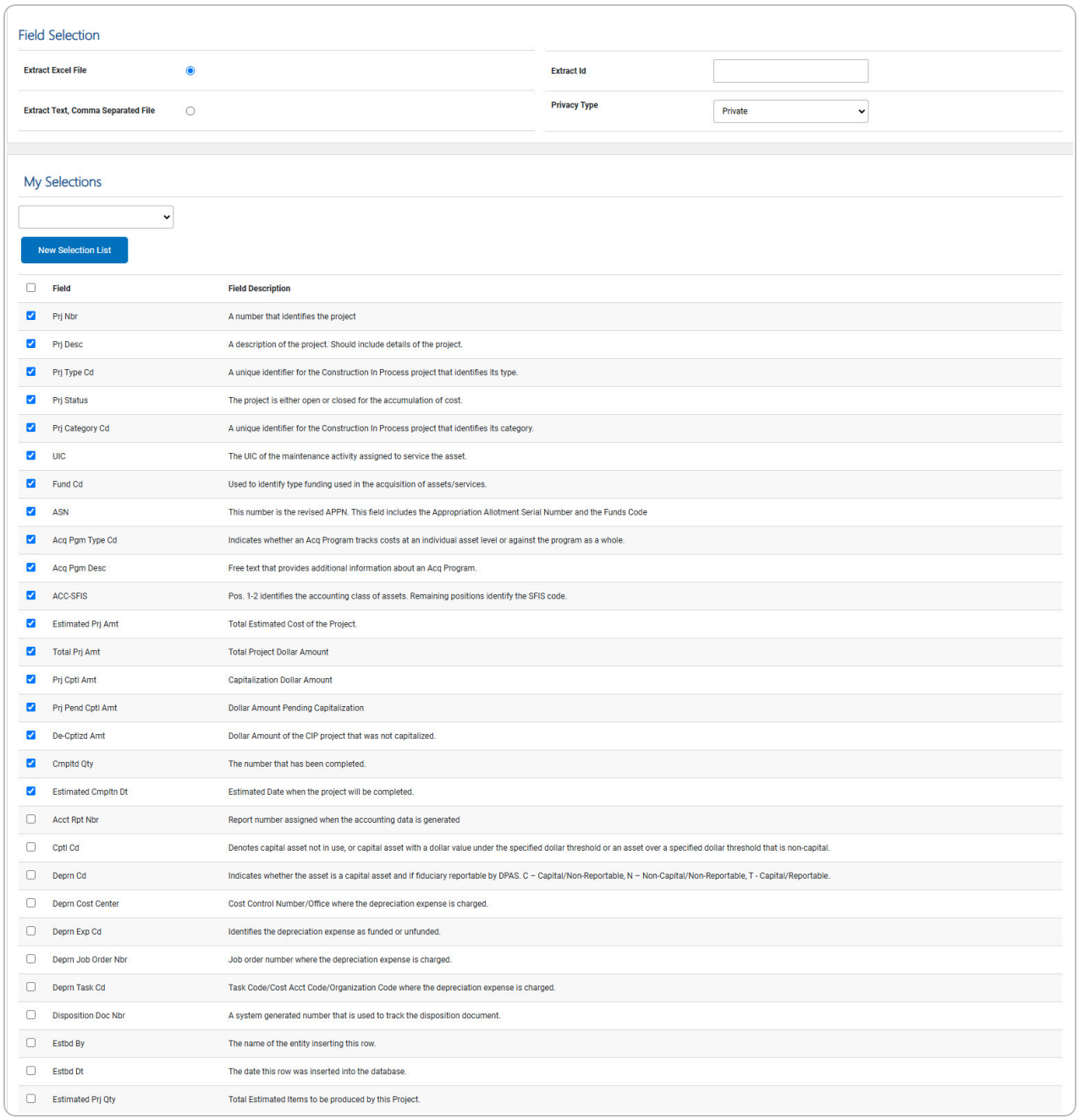
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

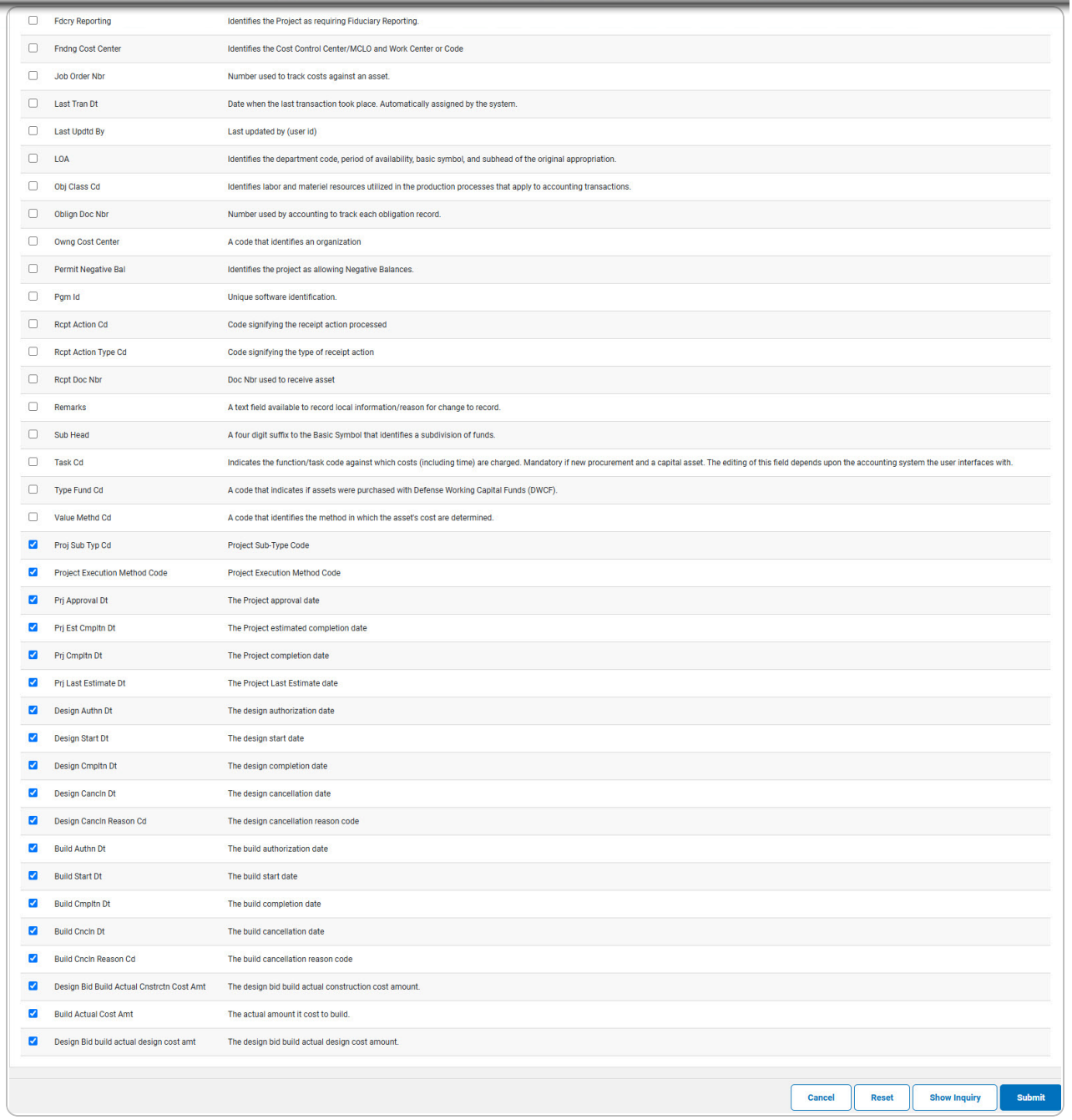
Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **CIPInquiry Field Selection** page appears.*



Field	Field Description
Prj Nbr	A number that identifies the project
Prj Desc	A description of the project. Should include details of the project.
Prj Type Cd	A unique identifier for the Construction In Process project that identifies its type.
Prj Status	The project is either open or closed for the accumulation of cost.
Prj Category Cd	A unique identifier for the Construction In Process project that identifies its category.
UIC	The UIC of the maintenance activity assigned to service the asset.
Fund Cd	Used to identify type funding used in the acquisition of assets/services.
ASN	This number is the revised APPN. This field includes the Appropriation Allotment Serial Number and the Funds Code
Acq Pgm Type Cd	Indicates whether an Acq Program tracks costs at an individual asset level or against the program as a whole.
Acq Pgm Desc	Free text that provides additional information about an Acq Program.
ACC-SFIS	Pos. 1-2 identifies the accounting class of assets. Remaining positions identify the SFIS code.
Estimated Prj Amt	Total Estimated Cost of the Project.
Total Prj Amt	Total Project Dollar Amount
Prj Cpti Amt	Capitalization Dollar Amount
Prj Pend Cpti Amt	Dollar Amount Pending Capitalization
De-Cptizd Amt	Dollar Amount of the CIP project that was not capitalized.
Cmpltd Qty	The number that has been completed.
Estimated Cmpltn Dt	Estimated Date when the project will be completed.
Acct Rpt Nbr	Report number assigned when the accounting data is generated
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.
Deprn 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.
Deprn Cost Center	Cost Control Number/Office where the depreciation expense is charged.
Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
Disposition Doc Nbr	A system generated number that is used to track the disposition document.
Estbd By	The name of the entity inserting this row.
Estbd Dt	The date this row was inserted into the database.
Estimated Prj Qty	Total Estimated Items to be produced by this Project.



☐	Fdcry Reporting	Identifies the Project as requiring Fiduciary Reporting.
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	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 Updtd 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 materiel 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
☐	Permit Negative Bal	Identifies the project as allowing Negative Balances.
☐	Pgm Id	Unique software identification.
☐	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.
☐	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.
☐	Type Fund Cd	A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF).
☐	Value Methd Cd	A code that identifies the method in which the asset's cost are determined.
☑	Proj Sub Typ Cd	Project Sub-Type Code
☑	Project Execution Method Code	Project Execution Method Code
☑	Prj Approval Dt	The Project approval date
☑	Prj Est Cmpltn Dt	The Project estimated completion date
☑	Prj Cmpltn Dt	The Project completion date
☑	Prj Last Estimate Dt	The Project Last Estimate date
☑	Design Authn Dt	The design authorization date
☑	Design Start Dt	The design start date
☑	Design Cmpltn Dt	The design completion date
☑	Design Cancln Dt	The design cancellation date
☑	Design Cancln Reason Cd	The design cancellation reason code
☑	Build Authn Dt	The build authorization date
☑	Build Start Dt	The build start date
☑	Build Cmpltn Dt	The build completion date
☑	Build Cncln Dt	The build cancellation date
☑	Build Cncln Reason Cd	The build cancellation reason code
☑	Design Bid Build Actual Cnstrctn Cost Amt	The design bid build actual construction cost amount.
☑	Build Actual Cost Amt	The actual amount it cost to build.
☑	Design Bid build actual design cost amt	The design bid build actual design cost amount.

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

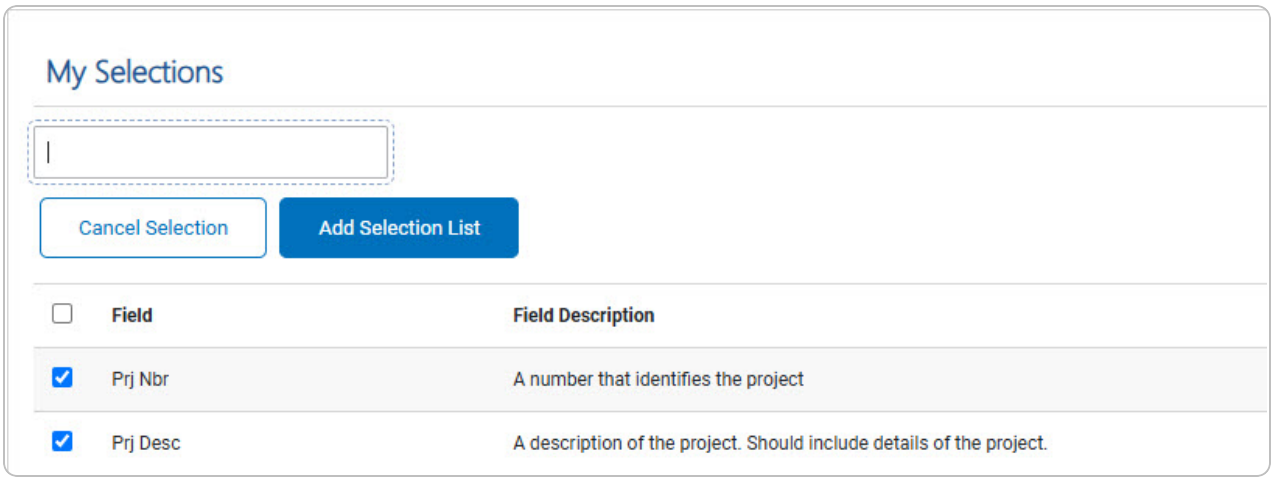
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

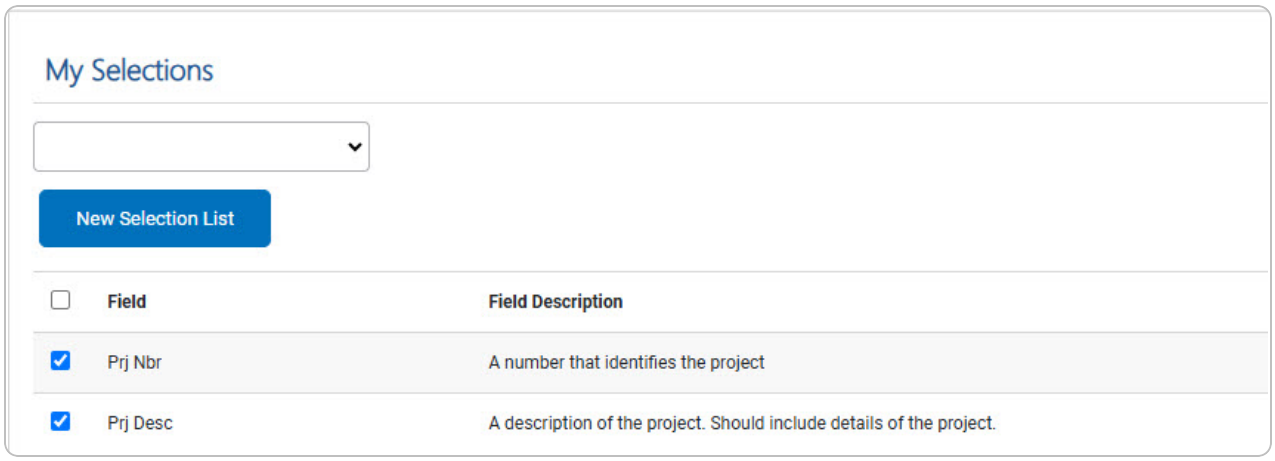
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***CIP Inquiry — Results*** *page appears.*
5. **OR**

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



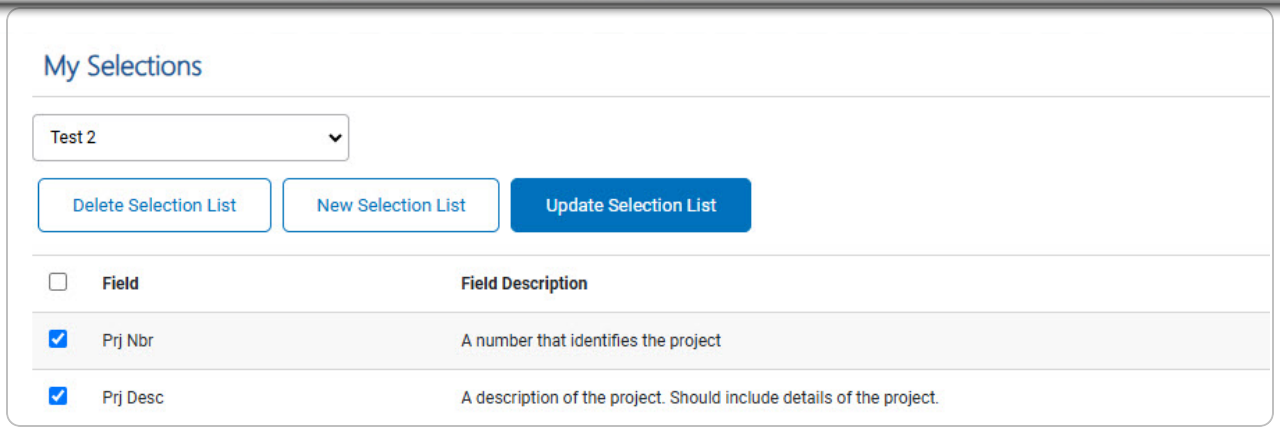
2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The **CIP Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **CIP 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



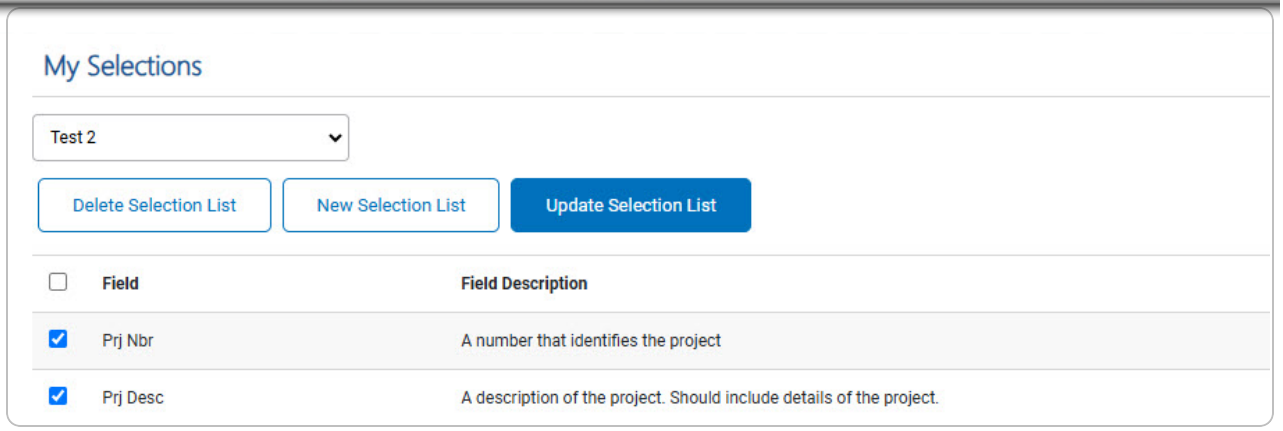
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The **CIP Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **CIP 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.

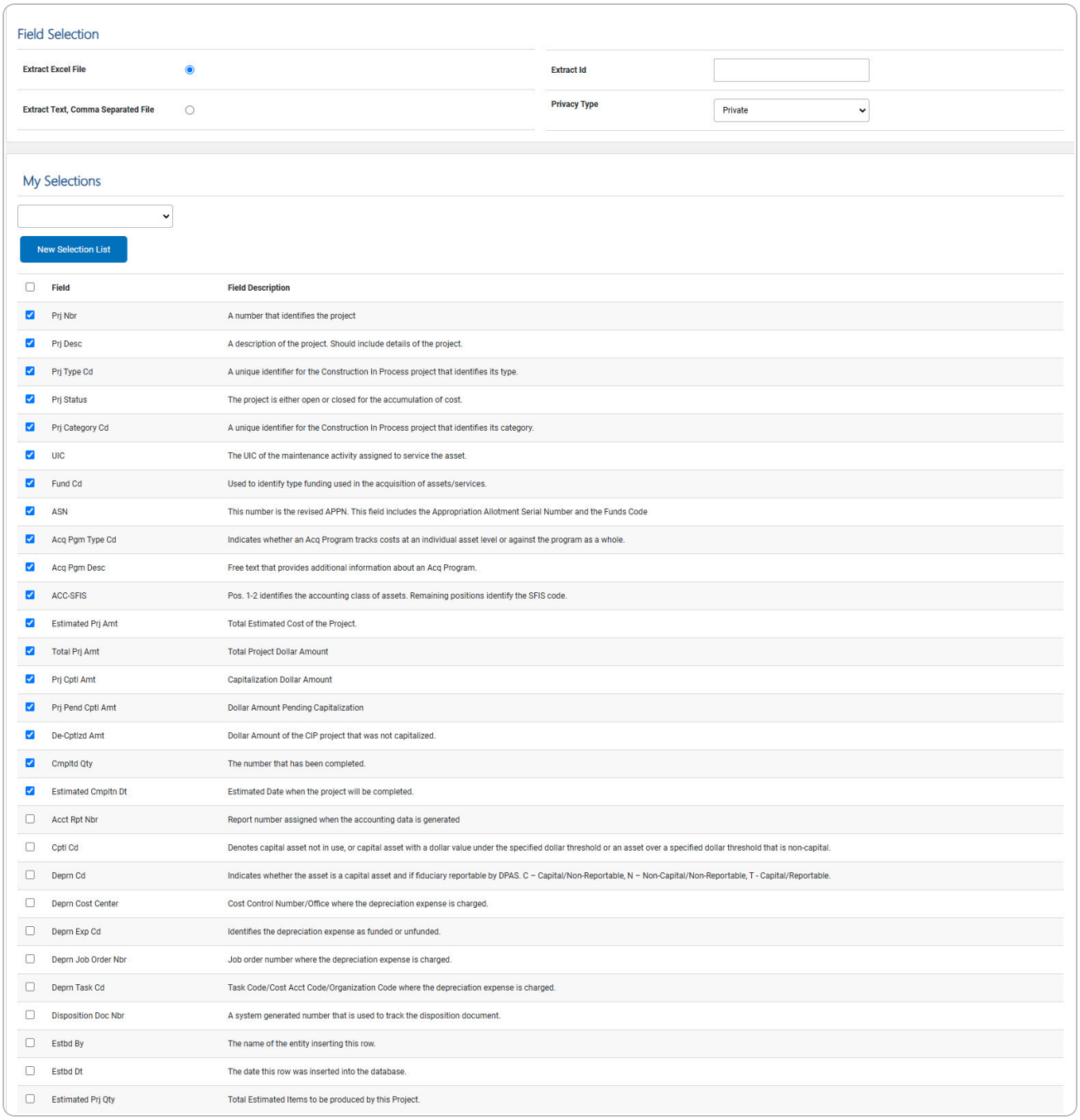


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **CIPInquiry** page appears.*



	Field	Field Description
☑	Prj Nbr	A number that identifies the project
☑	Prj Desc	A description of the project. Should include details of the project.
☑	Prj Type Cd	A unique identifier for the Construction In Process project that identifies its type.
☑	Prj Status	The project is either open or closed for the accumulation of cost.
☑	Prj Category Cd	A unique identifier for the Construction In Process project that identifies its category.
☑	UIC	The UIC of the maintenance activity assigned to service the asset.
☑	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☑	ASN	This number is the revised APPN. This field includes the Appropriation Allotment Serial Number and the Funds Code
☑	Acq Pgm Type Cd	Indicates whether an Acq Program tracks costs at an individual asset level or against the program as a whole.
☑	Acq Pgm Desc	Free text that provides additional information about an Acq Program.
☑	ACC-SFIS	Pos. 1-2 identifies the accounting class of assets. Remaining positions identify the SFIS code.
☑	Estimated Prj Amt	Total Estimated Cost of the Project.
☑	Total Prj Amt	Total Project Dollar Amount
☑	Prj Cpti Amt	Capitalization Dollar Amount
☑	Prj Pend Cpti Amt	Dollar Amount Pending Capitalization
☑	De-Cptizd Amt	Dollar Amount of the CIP project that was not capitalized.
☑	Cmpltd Qty	The number that has been completed.
☑	Estimated Cmpltn Dt	Estimated Date when the project will be completed.
☐	Acct Rpt Nbr	Report number assigned when the accounting data is generated
☐	Cpti 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.
☐	Deprn 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.
☐	Deprn Cost Center	Cost Control Number/Office where the depreciation expense is charged.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
☐	Disposition Doc Nbr	A system generated number that is used to track the disposition document.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Estimated Prj Qty	Total Estimated Items to be produced by this Project.

☐	Fdcry Reporting	Identifies the Project as requiring Fiduciary Reporting.
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	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 Updtd 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 materiel 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
☐	Permit Negative Bal	Identifies the project as allowing Negative Balances.
☐	Pgm Id	Unique software identification.
☐	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.
☐	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.
☐	Type Fund Cd	A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF).
☐	Value Methd Cd	A code that identifies the method in which the asset's cost are determined.
☑	Proj Sub Typ Cd	Project Sub-Type Code
☑	Project Execution Method Code	Project Execution Method Code
☑	Prj Approval Dt	The Project approval date
☑	Prj Est Cmpltn Dt	The Project estimated completion date
☑	Prj Cmpltn Dt	The Project completion date
☑	Prj Last Estimate Dt	The Project Last Estimate date
☑	Design Authn Dt	The design authorization date
☑	Design Start Dt	The design start date
☑	Design Cmpltn Dt	The design completion date
☑	Design Cancln Dt	The design cancellation date
☑	Design Cancln Reason Cd	The design cancellation reason code
☑	Build Authn Dt	The build authorization date
☑	Build Start Dt	The build start date
☑	Build Cmpltn Dt	The build completion date
☑	Build Cncln Dt	The build cancellation date
☑	Build Cncln Reason Cd	The build cancellation reason code
☑	Design Bid Build Actual Cnstrctn Cost Amt	The design bid build actual construction cost amount.
☑	Build Actual Cost Amt	The actual amount it cost to build.
☑	Design Bid build actual design cost amt	The design bid build actual design cost amount.

Cancel Reset Show Inquiry Submit

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.

- Verify the PRJ NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a PRJ NBR.*
- Verify the PRJ DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a PRJ DESC.*
- Verify the PRJ TYPE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a PRJ TYPE CD.*
- Verify the PRJ STATUS contains the appropriate ☑ or ☐. *Select if the inquiry contains a PRJ STATUS.*
- Verify the PRJ CATEGORY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a PRJ CATEGORY CD.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the FUND CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a FUND CD.*
- Verify the ASN contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASN.*
- Verify the ACQ PROGRAM TYPE contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACQ PROGRAM TYPE.*
- Verify the ACQ PGM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACQ PGM DESC.*

- Verify the ACC—SFIS contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACC—SFIS CD.*
- Verify the Estimated PRJ AMT contains the appropriate ☑ or ☐. *Select if the inquiry contains an Estimated PRJ AMT.*
- Verify the TOTAL PRJ AMT contains the appropriate ☑ or ☐. *Select if the inquiry contains a TOTAL PRJ AMT.*
- Verify the PRJ CPTL AMT contains the appropriate ☑ or ☐. *Select if the inquiry contains a PRJ CPTL AMT.*
- Verify the PRJ PEND CPTL AMT contains the appropriate ☑ or ☐. *Select if the inquiry contains a PRJ PEND CPTL AMT.*
- Verify the DE-CPTLZD AMT contains the appropriate ☑ or ☐. *Select if the inquiry contains a DE-CPTLZD AMT.*
- Verify the CMPLTD QTY contains the appropriate ☑ or ☐. *Select if the inquiry contains a CMPLTD QTY.*
- Verify the Estimated CMPLTD QTY contains the appropriate ☑ or ☐. *Select if the inquiry contains an Estimated CMPLTD QTY.*
- Click ☐ to select the ACCT RPT NBR. *Select if the inquiry contains an ACCT RPT NBR.*
- Click ☐ to select the CPTL CD. *Select if the inquiry contains a CPTL CD.*
- Click ☐ to select the DEPRN CD. *Select if the inquiry contains a DEPRN CD.*
- Click ☐ to select the DEPRN COST CENTER. *Select if the inquiry contains a DEPRN COST CENTER.*
- Click ☐ to select the DEPRN EXP CD. *Select if the inquiry contains a DEPRN EXP CD.*

- Click ☐ to select the DEPRN JOB ORDER NBR. *Select if the inquiry contains a DEPRN JOB ORDER NBR.*
- Click ☐ to select the DEPRN TASK CD. *Select if the inquiry contains a DEPRN TASK CD.*
- Click ☐ to select the Disposition DOC NBR. *Select if the inquiry contains a Disposition DOC NBR.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains ESTBD BY information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains an ESTBD DT.*
- Click ☐ to select theEST PRJ QTY. *Select if the inquiry contains an EST PRJ QTY.*
- Click ☐ to select the FDCRY REPORTING. *Select if the inquiry contains FDCRY REPORTING information.*
- Click ☐ to select the FNDNG COST CENTER. *Select if the inquiry contains a FNDNG COST CENTER.*
- Click ☐ to select the JOB ORDER NBR. *Select if the inquiry contains a JOB ORDER NBR.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a LAST TRAN DT.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains a LAST UPDTD BY.*
- Click ☐ to select the LOA. *Select if the inquiry contains a LOA.*
- Click ☐ to select the OBJ CLASS CD. *Select if the inquiry contains an OBJ CLASS CD.*
- Click ☐ to select the OBLIGN DOC NBR. *Select if the inquiry contains an OBLIGN DOC NBR.*

- Click ☐ to select the OWNG COST CENTER. *Select if the inquiry contains an OWNG COST CENTER.*
- Click ☐ to select the Permit Negative BAL. *Select if the inquiry contains a Permit Negative BAL.*
- Click ☐ to select the PGM ID. *Select if the inquiry contains a PGM ID.*
- Click ☐ to select the RCPT ACTION CD. *Select if the inquiry contains a RCPT ACTION CD.*
- Click ☐ to select the RCPT ACTION TYPE CD. *Select if the inquiry contains a RCPT ACTION TYPE CD.*
- Click ☐ to select the RCPT DOC NBR. *Select if the inquiry contains a RCPT DOC NBR.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the SUB HEAD. *Select if the inquiry contains a Subdivision Head.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains a TASK CD.*
- Click ☐ to select the TYPE FUND CD. *Select if the inquiry contains a TYPE FUND CD.*
- Click ☐ to select the VALUE METHD CD. *Select if the inquiry contains a VALUE METHD CD.*
- Verify the PRJ SUB-TYPE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a PRJ SUB-TYPE CD.*
- Verify the Project Execution Method Code contains the appropriate ☑ or ☐. *Select if the inquiry contains a Project Execution Method Code.*
- Verify the PRJ APPROVAL DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a PRJ APPROVAL DT.*

- Verify the PRJ EST CMPLTN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a PRJ EST CMPLTN DT.*
- Verify the PRJ LAST ESTIMATE DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a PRJ LAST ESTIMATE DT.*
- Verify the DESIGN AUTHN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a DESIGN AUTHN DT.*
- Verify the DESIGN START DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a DESIGN START DT.*
- Verify the DESIGN CMPLTN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a DESIGN CMPLTN DT.*
- Verify the DESIGN CANCLN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a DESIGN CANCLN DT.*
- Verify the DESIGN CANCLN REASON CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a DESIGN CANCLN REASON CD.*
- Verify the BUILD AUTHN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a BUILD AUTHN DT.*
- Verify the BUILD START DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a BUILD START DT.*
- Verify the BUILD CMPLTN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a BUILD CMPLTN DT.*
- Verify the BUILD CANCLN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a BUILD CANCLN DT.*
- Verify the BUILD CANCLN REASON CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a BUILD CANCLN REASON CD.*
- Verify the DESIGN BID BUILD ACTUAL CNSTRCTN COST AMT contains the appropriate ☑ or

☐. *Select if the inquiry contains a* DESIGN BID BUILD ACTUAL CNSTRCTN COST AMT.

- Verify the BUILD ACTUAL COST AMT contains the appropriate ☑ or ☐. *Select if the inquiry contains a* BUILD ACTUAL COST AMT.
- Verify the DESIGN BID BUILD ACTUAL DESIGN COST AMT contains the appropriate ☑ or ☐. *Select if the inquiry contains a* DESIGN BID BUILD ACTUAL DESIGN COST AMT.

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

3. **OR**

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a CIP Inquiry — Criteria
- Search for a CIP Inquiry — Results
- View the CIP Inquiry Basic Detail
- View the CIP Inquiry Cost Detail
- View the CIP Inquiry Asset Detail
- View the CIP Inquiry POC Detail
- View the CIP Inquiry LOA Detail

- View the CIP Inquiry Funding Detail
- View the CIP Inquiry Attestation Detail
- View the CIP Inquiry Type Dsg Detail
- View the CIP Inquiry Transaction Status
- Export the CIP Inquiry Transaction Status

View the CIP Inquiry Detail — Basic

Overview

The CIPInquiry Detail process displays the Basic Detail record of the selected CIP record.

Navigation

Inquiries > Accounting > CIP > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > CIP Inquiry Basic Detail page

Page Fields

The following fields display on the **CIPInquiry Basic Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

CIPInquiry Basic Detail Grid

UIC
Prj Desc
Prj Nbr
Prj Status

Prj Nbr
Prj Desc
Prj Type
Prj Status
Prj Category Cd
UIC
Fund Cd
ASN
Acq Pgm Type Cd

Acq Pgm Desc
ACC-SFIS
Estimated Prj Amt
Total Prj Amt
Prj Cptl Amt
Prj Pend Cptl Amt
De-Cptl Amt
Cmpltd Qty
Estimated Cmpltn Dt
Estimated Prj Qty
Acct Rpt Nbr
Oblign Doc Nbr
Fndng Cost Center
Owng Cost Center
Task Cd
Job Order Nbr
Sub Head
Obj Class Cd
LOA
Type Fund Cd
Cptl Cd
Deprn Cd
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Disposition Doc Nbr
Pgm Id
Valuation Mthd Cd
Fdcry Report
Perm Neg Bal
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Remarks
Estbd By
Estbd Dt
Last Updtd By
Last Tran Dt

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

CIPInquiry

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIPInquiry Basic Detail

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

1. *Verify the CIPInquiry Basic Detail grid.*

   A. *Verify the PRJ NBR.*
   B. *Verify the PRJ DESC.*
   C. *Verify the PRJ TYPE.*
   D. *Verify the PRJ STATUS.*
   E. *Verify the PRJ CATEGORY CD.*
   F. *Verify the UIC.*
   G. *Verify the FUND CD.*
   H. *Verify the ASN.*
   I. *Verify the ACQ PROGRAM TYPE CD.*
   J. *Verify the ACQ PGM DESC.*
   K. *Verify the ACC—SFIS.*
   L. *Verify the Estimated PRJ AMT.*
   M. *Verify the Total PRJ AMT.*
   N. *Verify the PRJ CPTL AMT.*
   O. *Verify the PRJ PEND CPTL AMT.*
   P. *Verify the DE-CPTL AMT.*
   Q. *Verify the CMPLTD QTY.*
   R. *Verify the ESTIMATED CMPLTN DT.*

S. *Verify the ESTIMATED PRJ QTY.*
T. *Verify the ACCT RPT NBR.*
U. *Verify the OBLIGN DOC NBR.*
V. *Verify the FNDNG COST CENTER.*
W. *Verify the OWNG COST CENTER.*
X. *Verify the TASK CD.*
Y. *Verify the JOB ORDER NBR.*
Z. *Verify the SUB HEAD.*
AA. *Verify the OBJ CLASS CD.*
AB. Verify the LOA.
AC. *Verify the TYPE FUND CD.*
AD. *Verify the CPTL CD.*
AE. *Verify the DEPRN CD.*
AF. *Verify the RCPT ACTION CD.*
AG. *Verify the RCPT ACTION TYPE CD.*
AH. *Verify the RCPT DOC NBR.*
AI. *Verify the Disposition DOC NBR.*
AJ. *Verify the PGM ID.*
AK. *Verify the VALUE MTHD CD.*
AL. *Verify the FDCRY REPORT.*
AM. *Verify the PERM NEG BAL.*
AN. *Verify the DEPRN COST CENTER.*
AO. *Verify the DEPRN TASK CD.*
AP. *Verify the DEPRN JOB ORDER NBR.*
AQ. *Verify the DEPRN EXP CD.*
AR. *Verify the Remarks.*
AS. *Verify the ESTBD BY.*
AT. *Verify the ESTBD DT.*
AU. *Verify the LAST UPDTD BY.*
AV. *Verify the LAST TRAN DT.*

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* ***CIP Inquiry — Criteria*** *page appears*.

OR

Select the Cost tab. *The* ***CIP Inquiry Detail — Cost*** *page appears*.

OR

Select the Asset tab. *The* ***CIP Inquiry Detail — Asset*** *page appears*.

OR

Select the POC tab. *The* ***CIP Inquiry Detail — POC*** *page appears*.

OR

Select the Funding tab. *The* ***CIP Inquiry Detail — Funding*** *page appears*.

OR

Select the LOA tab. *The* ***CIP Inquiry Detail — LOA*** *page appears*.

OR

Select the Attestation tab. *The* ***CIP Inquiry Detail — Attestation*** *page appears*.

OR

Select the TYPE DSG tab. *The* ***CIP Inquiry Detail — Type Designation*** *page appears*.

OR

Select Back. *The* ***CIP 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a CIP Inquiry — Criteria
- Search for a CIP Inquiry — Results
- Select Fields for the CIP Inquiry
- View the CIP Inquiry Cost Detail
- View the CIP Inquiry Asset Detail
- View the CIP Inquiry POC Detail
- View the CIP Inquiry Funding Detail
- View the CIP Inquiry LOA Detail
- View the CIP Inquiry Attestation Detail
- View the CIP Inquiry Type Dsg Detail
- View the CIP Inquiry Transaction Status
- Export the CIP Inquiry Transaction Status

View the CIP Inquiry Detail — Cost

Overview

The CIP Inquiry Detail process displays the Cost Detail record of the selected CIP record.

Navigation

Inquiries > Accounting > CIP > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > CIP Inquiry Cost Detail page

Page Fields

The following fields display on the **CIP Inquiry Cost Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

CIP Inquiry Cost Detail Grid

UIC
Prj Desc
Prj Nbr
Prj Status

Stock Nbr
Serial Nbr
Item Desc
Qty
Unit Cost
Local Rcpt Dt
Tran Cd
Last Tran Dt
Oblign Doc Nbr

Cntr/PO Nbr
SPIIN
SLIN
CLIN
ACRN
UII
Cost Source
LOA
Estbd Dt
Estbd By
Last Activity Dt
Last Updtd By
Remarks
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

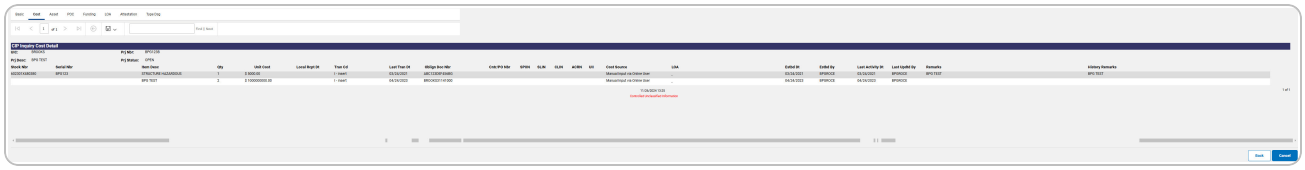
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP Inquiry Detail — Cost

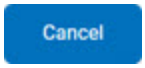
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the CIP Inquiry Cost Detail grid.*



   A. *Verify the UIC.*
   B. *Verify the PRJ DESC.*
   C. *Verify the PRJ NBR.*
   D. *Verify the PRJ STATUS.*
   E. *Verify the STOCK NBR.*

F. *Verify the SERIAL NBR.*
G. *Verify the ITEM DESC.*
H. *Verify the QTY.*
I. *Verify the Unit Cost.*
J. *Verify the LOCAL RCPT DT.*
K. *Verify the TRAN CD.*
L. *Verify the LAST TRAN DT.*
M. *Verify the OBLIGN DOC NBR.*
N. *Verify the CNTR/PO NBR.*
O. *Verify the SPIIN.*
P. *Verify the SLIN.*
Q. *Verify the CLIN.*
R. *Verify the ACRN.*
S. *Verify the UII.*
T. *Verify the Cost Source.*
U. *Verify the LOA.*
V. *Verify the ESTBD DT.*
W. *Verify the ESTBD BY.*
X. *Verify the LAST ACTIVITY DT.*
Y. *Verify the LAST UPDTD BY.*
Z. *Verify the Remarks.*
AA. *Verify the History Remarks.*

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 **CIP Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **CIP Inquiry Detail — Basic** page appears*.

OR

Select the Asset tab. *The **CIP Inquiry Detail — Asset** page appears*.

OR

Select the POC tab. *The **CIP Inquiry Detail — POC** page appears*.

OR

Select the Funding tab. *The **CIP Inquiry Detail — Funding** page appears*.

OR

Select the LOA tab. *The **CIP Inquiry Detail — LOA** page appears*.

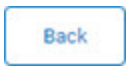
OR

Select the Attestation tab. *The **CIP Inquiry Detail — Attestation** page appears*.

OR

Select the TYPE DSG tab. *The **CIP Inquiry Detail — Type Designation** page appears*.

OR

Select 

. *The **CIP 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a CIP Inquiry — Criteria
- Search for a CIP Inquiry — Results
- Select Fields for the CIP Inquiry
- View the CIP Inquiry Basic Detail
- View the CIP Inquiry Asset Detail
- View the CIP Inquiry POC Detail
- View the CIP Inquiry Funding Detail
- View the CIP Inquiry LOA Detail
- View the CIP Inquiry Attestation Detail
- View the CIP Inquiry Type Dsg Detail
- View the CIP Inquiry Transaction Status
- Export the CIP Inquiry Transaction Status

View the CIP Inquiry Detail — Asset

Overview

The CIP Inquiry Detail process displays the Asset Detail record of the selected CIP record.

Navigation

Inquiries > Accounting > CIP > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > CIP Inquiry Asset Detail page

Page Fields

The following fields display on the **CIP Inquiry Asset Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

CIP Inquiry Asset Detail Grid

UIC
Prj Desc
Prj Nbr
Prj Status

Doc Nbr
Stock Nbr
Serial Nbr
Item Desc
Unit Price
Asset Sts Cd
Asset Id
Mfr Name
Mfr Model Nbr

Mfr Part Nbr
CAGE Cd
Tran Dt
Acq Dt
Origl In Svc Dt
Accumd Deprn
Disposition Dt
Estbd Dt
Estbd By
Last Updtd Dt
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

Find | Next	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

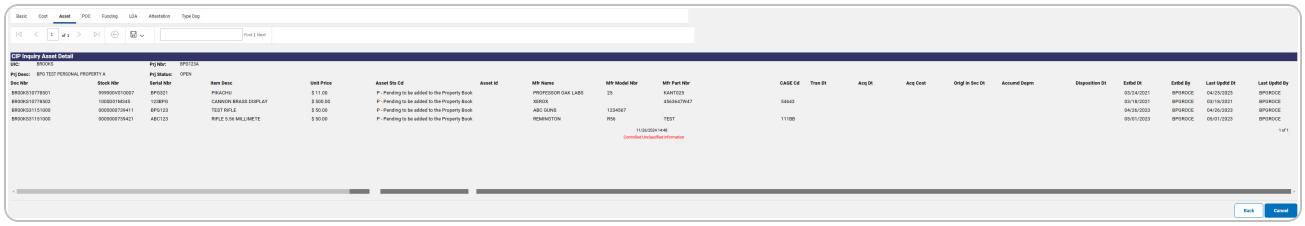
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP Inquiry Asset Detail

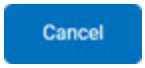
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the CIP Inquiry Asset Detail grid.*



   A. *Verify the UIC.*
   B. *Verify the PRJ DESC.*
   C. *Verify the PRJ NBR.*
   D. *Verify the PRJ STATUS.*
   E. *Verify the DOC NBR.*
   F. *Verify the STOCK NBR.*
   G. *Verify the SERIAL NBR.*

H. *Verify the ITEM DESC.*
I. *Verify the Unit Price.*
J. *Verify the ASSET STS CD.*
K. *Verify the ASSET ID.*
L. *Verify the MFR NAME.*
M. *Verify the MFR MODEL NBR.*
N. *Verify the MFR PART NBR.*
O. *Verify the CAGE CD.*
P. *Verify the TRAN DT.*
Q. *Verify the ACQ DT.*
R. *Verify the ACQ COST.*
S. *Verify the ORIGL IN SVC DT.*
T. *Verify the ACCUMD DEPRN.*
U. *Verify the Disposition DT.*
V. *Verify the ESTBD DT.*
W. *Verify the ESTBD BY.*
X. *Verify the LAST UPDTD DT.*
Y. *Verify the LAST UPDTD BY.*

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 **CIP Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **CIP Inquiry Detail — Basic** page appears*.

OR

Select the Cost tab. *The **CIP Inquiry Detail — Cost** page appears*.

OR

Select the POC tab. *The **CIP Inquiry Detail — POC** page appears*.

OR

Select the Funding tab. *The **CIP Inquiry Detail — Funding** page appears*.

OR

Select the LOA tab. *The **CIP Inquiry Detail — LOA** page appears*.

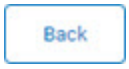
OR

Select the Attestation tab. *The **CIP Inquiry Detail — Attestation** page appears*.

OR

Select the TYPE DSG tab. *The **CIP Inquiry Detail — Type Designation** page appears*.

OR

Select 

. *The **CIP 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a CIP Inquiry — Criteria
- Search for a CIP Inquiry — Results
- Select Fields for the CIP Inquiry
- View the CIP Inquiry Basic Detail
- View the CIP Inquiry Cost Detail
- View the CIP Inquiry POC Detail
- View the CIP Inquiry Funding Detail
- View the CIP Inquiry LOA Detail
- View the CIP Inquiry Attestation Detail
- View the CIP Inquiry Type Dsg Detail
- View the CIP Inquiry Transaction Status
- Export the CIP Inquiry Transaction Status

View the CIP Inquiry Detail — POC

Overview

The CIP Inquiry Detail process displays the POC Detail record of the selected CIP record.

Navigation

Inquiries > Accounting > CIP > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > CIP Inquiry POC Detail page

Page Fields

The following fields display on the **CIP Inquiry POC Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

CIP Inquiry POC Detail Grid

UIC
Prj Desc
Prj Nbr
Prj Status

Prj Officer
PO Phone Nbr
Actbl Prop Officer
APO Phone Nbr
Financial Officer
FO Phone Nbr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP Inquiry POC Detail

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

1. *Verify the CIP Inquiry POC Detail grid.*

A. *Verify the UIC.*
B. *Verify the PRJ DESC.*
C. *Verify the PRJ NBR.*
D. *Verify the PRJ STATUS.*
E. *Verify the PRJ OFFICER.*
F. *Verify the PO PHONE NBR.*
G. *Verify the ACTBL PROP OFFICER.*
H. *Verify the APO PHONE NBR.*
I. *Verify the Financial Officer.*
J. *Verify the FO PHONE NBR.*

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* ***CIP Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***CIP Inquiry Detail — Basic*** *page appears*.

OR

Select the Cost tab. *The* ***CIP Inquiry Detail — Cost*** *page appears*.

OR

Select the Asset tab. *The* ***CIP Inquiry Detail — Asset*** *page appears*.

OR

Select the Funding tab. *The* ***CIP Inquiry Detail — Funding*** *page appears*.

OR

Select the LOA tab. *The* ***CIP Inquiry Detail — LOA*** *page appears*.

OR

Select the Attestation tab. *The* ***CIP Inquiry Detail — Attestation*** *page appears*.

OR

Select the TYPE DSG tab. *The* ***CIP Inquiry Detail — Type Designation*** *page appears*.

OR

Select Back. *The* ***CIP 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a CIP Inquiry — Criteria
- Search for a CIP Inquiry — Results
- Select Fields for the CIP Inquiry
- View the CIP Inquiry Basic Detail
- View the CIP Inquiry Cost Detail
- View the CIP Inquiry Asset Detail
- View the CIP Inquiry LOA Detail
- View the CIP Inquiry Funding Detail
- View the CIP Inquiry Attestation Detail
- View the CIP Inquiry Type Dsg Detail
- View the CIP Inquiry Transaction Status
- Export the CIP Inquiry Transaction Status

View the CIP Inquiry Detail — Funding

Overview

The CIP Inquiry Detail process displays the Funding Detail record of the selected CIP record.

Navigation

Inquiries > Accounting > CIP > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > CIP Inquiry Funding Detail page

Page Fields

The following fields display on the **CIP Inquiry Funding Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

CIP Inquiry Funding Detail Grid

UIC
Prj Desc
Prj Nbr
Prj Status

Prj Fiscal Yr
Source
Source Desc
Qty
Dollar Amt
Depr Cd
Appn Yr
Basic Symbol
Subhead

Fiscal Acct Stn Nbr
Prj Cd
Funding POC
Funding Phone Nbr
Funding E-Mail
Estb Dt
Estbd By
Last Updtd Dt
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

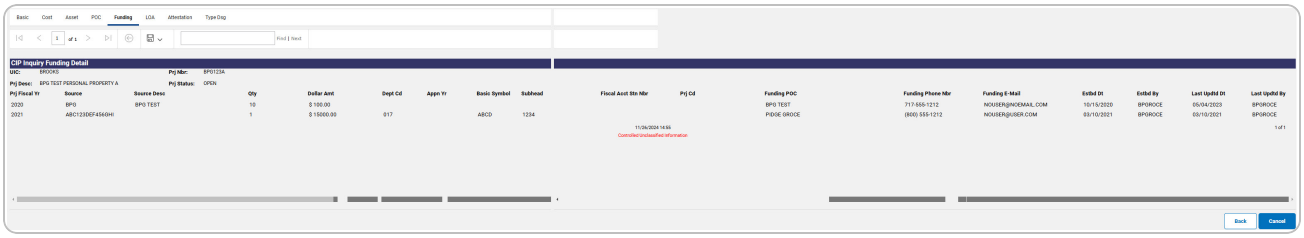
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP Inquiry Funding Detail

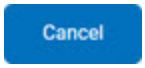
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the CIP Inquiry Funding Detail grid.*



   A. *Verify the UIC.*
   B. *Verify the PRJ DESC.*
   C. *Verify the PRJ NBR.*
   D. *Verify the PRJ STATUS.*
   E. *Verify the PRJ FISCAL YR.*
   F. *Verify the Source.*

G. *Verify the Source DESC.*
H. *Verify the QTY.*
I. *Verify the DOLLAR AMT.*
J. *Verify the DEPT CD.*
K. *Verify the APPN YR.*
L. *Verify the Basic Symbol.*
M. *Verify the SUBHEAD.*
N. *Verify the FISCAL ACCT STN NBR.*
O. *Verify the PRJ CD.*
P. *Verify the FUNDING POC.*
Q. *Verify the FUNDING PHONE NBR.*
R. *Verify the FUNDING E-MAIL.*
S. *Verify the ESTBD DT.*
T. *Verify the ESTBD BY.*
U. *Verify the LAST UPDTD DT.*
V. *Verify the LAST UPDTD BY.*

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* ***CIP Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***CIP Inquiry Detail — Basic*** *page appears*.

OR

Select the Cost tab. *The* ***CIP Inquiry Detail — Cost*** *page appears*.

OR

Select the Asset tab. *The* ***CIP Inquiry Detail — Asset*** *page appears*.

OR

Select the POC tab. *The **CIP Inquiry Detail — POC** page appears*.

OR

Select the LOA tab. *The **CIP Inquiry Detail — LOA** page appears*.

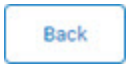
OR

Select the Attestation tab. *The **CIP Inquiry Detail — Attestation** page appears*.

OR

Select the TYPE DSG tab. *The **CIP Inquiry Detail — Type Designation** page appears*.

OR

Select 

. *The **CIP 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a CIP Inquiry — Criteria
- Search for a CIP Inquiry — Results
- Select Fields for the CIP Inquiry
- View the CIP Inquiry Basic Detail
- View the CIP Inquiry Cost Detail
- View the CIP Inquiry Asset Detail
- View the CIP Inquiry POC Detail
- View the CIP Inquiry LOA Detail
- View the CIP Inquiry Attestation Detail
- View the CIP Inquiry Type Dsg Detail
- View the CIP Inquiry Transaction Status
- Export the CIP Inquiry Transaction Status

View the CIP Inquiry Detail — LOA

Overview

The CIP Inquiry Detail process displays the LOA Detail record of the selected CIP record.

Navigation

Inquiries > Accounting > CIP > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > CIP Inquiry LOA Detail page

Page Fields

The following fields display on the **CIP Inquiry LOA Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

CIP Inquiry LOA Detail Grid

UIC
Prj Desc
Prj Nbr
Prj Status

Intrf Sys Cd
Begin FY
End FY
MRRN
Appn
Fund Cd
Subhead
Dept Cd
Pgm Element

Prj Unit
BPAC
APC
DPI
Fund Function
Deactvn Dt
Process Sts Cd
Process Cycle Id
Estbd Dt
Estbd By
Last Tran Dt
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

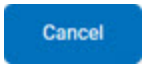
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

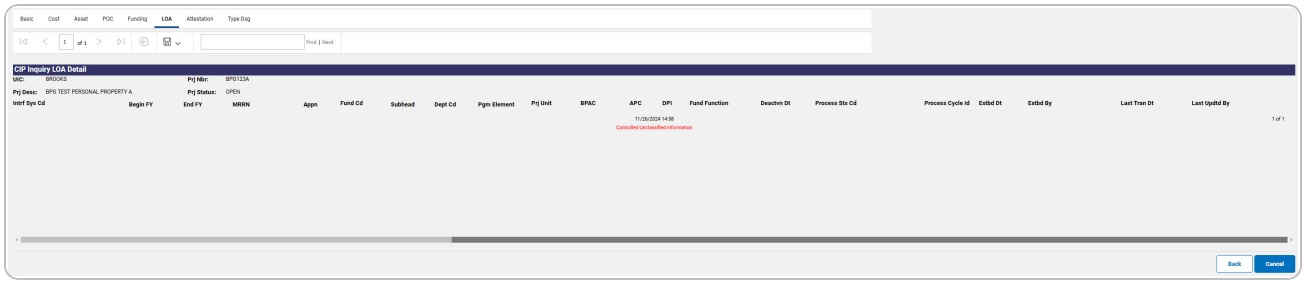
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP Inquiry LOA Detail

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

1. *Verify the CIP Inquiry LOA Detail grid.*

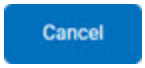


A. *Verify the UIC.*

B. *Verify the PRJ DESC.*

C. *Verify the PRJ NBR.*

D. *Verify the PRJ STATUS.*
E. *Verify the INTRF SYS CD.*
F. *Verify the BEGIN FY.*
G. *Verify the END FY.*
H. *Verify the MRRN.*
I. *Verify the APPN.*
J. *Verify the FUND CD.*
K. *Verify the SUBHEAD.*
L. *Verify the DEPT CD.*
M. *Verify the PGM ELEMENT.*
N. *Verify the PRJ UNIT.*
O. *Verify the BPAC.*
P. *Verify the APC.*
Q. *Verify the DPI.*
R. *Verify the Fund Function.*
S. *Verify the Deactvn Dt.*
T. *Verify the PROCESS STS CD.*
U. *Verify the Process Cycle Id.*
V. *Verify the ESTBD DT.*
W. *Verify the ESTBD BY.*
X. *Verify the LAST TRAN DT.*
Y. *Verify the LAST UPDTD BY.*

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 **CIP Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **CIP Inquiry Detail — Basic** page appears*.

OR

Select the Cost tab. *The **CIP Inquiry Detail — Cost** page appears*.

OR

Select the Asset tab. *The **CIP Inquiry Detail — Asset** page appears*.

OR

Select the POC tab. *The **CIP Inquiry Detail — POC** page appears*.

OR

Select the Funding tab. *The **CIP Inquiry Detail — Funding** page appears*.

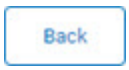
OR

Select the Attestation tab. *The **CIP Inquiry Detail — Attestation** page appears*.

OR

Select the TYPE DSG tab. *The **CIP Inquiry Detail — Type Designation** page appears*.

OR

Select 

. *The **CIP 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a CIP Inquiry — Criteria
- Search for a CIP Inquiry — Results
- Select Fields for the CIP Inquiry
- View the CIP Inquiry Basic Detail
- View the CIP Inquiry Cost Detail
- View the CIP Inquiry Asset Detail
- View the CIP Inquiry POC Detail
- View the CIP Inquiry Funding Detail
- View the CIP Inquiry Attestation Detail
- View the CIP Inquiry Type Dsg Detail
- View the CIP Inquiry Transaction Status
- Export the CIP Inquiry Transaction Status

View the CIP Inquiry Detail — Attestation

Overview

The CIP Inquiry Detail process displays the Attestation Detail record of the selected CIP record.

Navigation

Inquiries > Accounting > CIP > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > CIP Inquiry Attestation Detail page

Page Fields

The following fields display on the **CIP Inquiry Attestation Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

CIP Inquiry Attestation Detail Grid

UIC
Prj Desc
Prj Nbr
Prj Status

Attestation Dt
Last Name
First Name
Attestation Type Cd
Estbd Dt
Estbd By
Last Updtd Dt
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

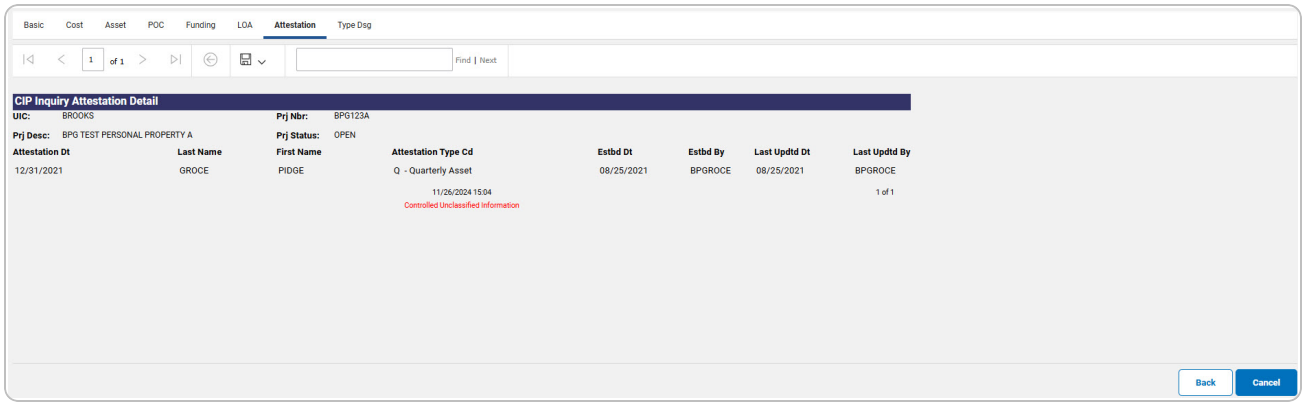
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP Inquiry Attestation Detail

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

1. *Verify the CIP Inquiry Attestation Detail grid.*



A. *Verify the UIC.*
B. *Verify the PRJ DESC.*
C. *Verify the PRJ NBR.*
D. *Verify the PRJ STATUS.*
E. *Verify the ATTESTATION DT.*
F. *Verify the Last Name.*
G. *Verify the First Name.*
H. *Verify the ATTESTATION TYPE CD.*
I. *Verify the ESTBD DT.*
J. *Verify the ESTBD BY.*
K. *Verify the LAST UPDTD DT.*
L. *Verify the LAST UPDTD BY.*

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* ***CIP Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***CIP Inquiry Detail — Basic*** *page appears*.

OR

Select the Cost tab. *The* ***CIP Inquiry Detail — Cost*** *page appears*.

OR

Select the Asset tab. *The* ***CIP Inquiry Detail — Asset*** *page appears*.

OR

Select the POC tab. *The* ***CIP Inquiry Detail — POC*** *page appears*.

OR

Select the Funding tab. *The* ***CIP Inquiry Detail — Funding*** *page appears*.

OR

Select the LOA tab. *The* ***CIP Inquiry Detail — LOA*** *page appears*.

OR

Select the TYPE DSG tab. *The* ***CIP Inquiry Detail — Type Designation*** *page appears*.

OR

Select Back. *The* ***CIP 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a CIP Inquiry — Criteria
- Search for a CIP Inquiry — Results
- Select Fields for the CIP Inquiry
- View the CIP Inquiry Basic Detail
- View the CIP Inquiry Cost Detail
- View the CIP Inquiry Asset Detail
- View the CIP Inquiry POC Detail
- View the CIP Inquiry LOA Detail
- View the CIP Inquiry Funding Detail
- View the CIP Inquiry Type Dsg Detail
- View the CIP Inquiry Transaction Status
- Export the CIP Inquiry Transaction Status

View the CIP Inquiry Detail — TYPE DSG

Overview

The CIP Inquiry Detail process displays the TYPE DSG Detail record of the selected CIP record.

Navigation

Inquiries > Accounting > CIP > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > CIP Inquiry TYPE DSG Detail page

Page Fields

The following fields display on the **CIP Inquiry TYPE DSG Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

CIP Inquiry TYPE DSG Detail Grid

UIC
Prj Desc
Prj Nbr
Prj Status

Type Deg Name
Type Deg Desc
Type Deg Group Cd
Yr Svc Life
Fdcry Deprn Mthd Cd
Util Measure Cd
Util Svc Life
History Remarks
Estbd Dt

Estbd By
Last Updtd Dt
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

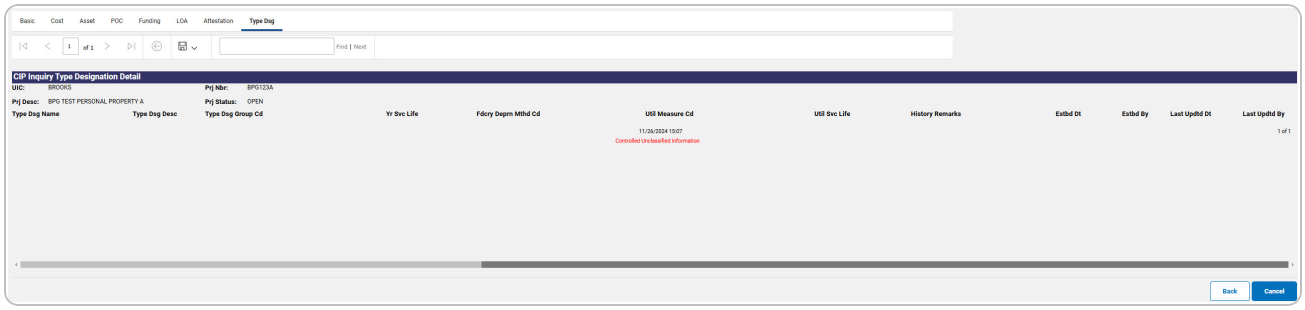
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP Inquiry TYPE DSG Detail

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

1. *Verify the CIP Inquiry TYPE DSG Inquiry Detail grid.*



A. *Verify the UIC.*
B. *Verify the PRJ DESC.*
C. *Verify the PRJ NBR.*
D. *Verify the PRJ STATUS.*
E. *Verify the TYPE DSG NAME.*
F. *Verify the TYPE DSG DESC.*
G. *Verify the TYPE DSG GRP CD.*
H. *Verify the YR SVC LIFE.*
I. *Verify the FDCRY DEPRN MTHD CD.*
J. *Verify the UTIL MEASURE CD.*

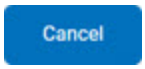
K. *Verify the UTIL SVC LIFE.*

L. *Verify the History Remarks.*

M. *Verify the ESTBD DT.*

N. *Verify the ESTBD BY.*

O. *Verify the LAST UPDTD BY.*

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 **CIP Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **CIP Inquiry Detail — Basic** page appears*.

OR

Select the Cost tab. *The **CIP Inquiry Detail — Cost** page appears*.

OR

Select the Asset tab. *The **CIP Inquiry Detail — Asset** page appears*.

OR

Select the POC tab. *The **CIP Inquiry Detail — POC** page appears*.

OR

Select the Funding tab. *The **CIP Inquiry Detail — Funding** page appears*.

OR

Select the LOA tab. *The **CIP Inquiry Detail — LOA** page appears*.

OR

Select the Attestation tab. *The **CIP Inquiry Detail — Attestation** page appears*.

OR

Select Back. *The **CIP Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a CIP Inquiry — Criteria
- Search for a CIP Inquiry — Results
- Select Fields for the CIP Inquiry
- View the CIP Inquiry Basic Detail
- View the CIP Inquiry Cost Detail
- View the CIP Inquiry Asset Detail
- View the CIP Inquiry POC Detail
- View the CIP Inquiry LOA Detail
- View the CIP Inquiry Funding Detail

- View the CIP Inquiry Attestation Detail
- View the CIP Inquiry Transaction Status
- Export the CIP Inquiry Transaction Status

View the CIP Inquiry Transaction Status

Overview

The CIPInquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Accounting > CIP > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > CIPInquiry Transaction Status page

Page Fields

The following fields display on the **CIPInquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

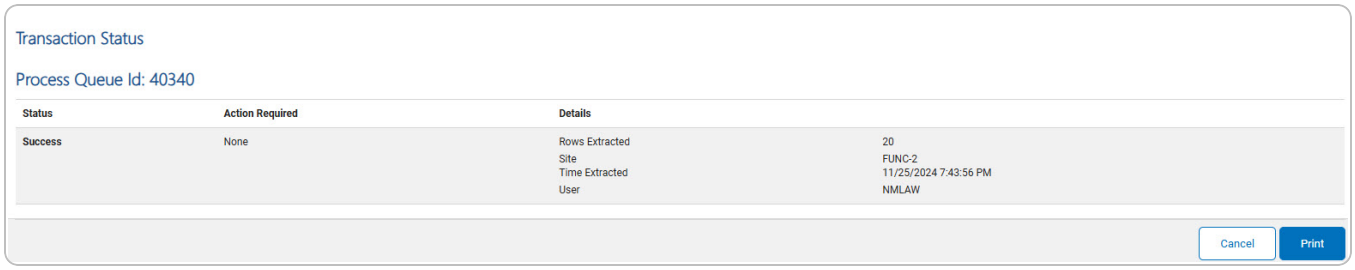
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

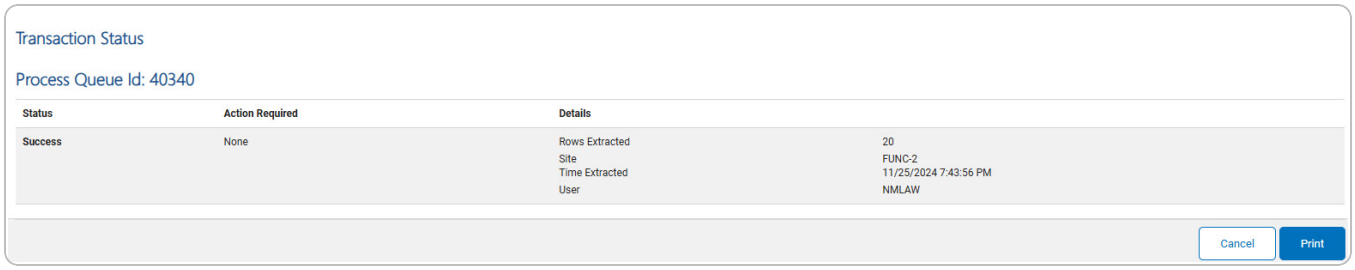
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the CIPInquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the CIPInquiry Transaction Status** page appears.*
5. Select Cancel. *The **CIP Inquiry Search Criteria** page appears*.

View the CIPInquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*

4. Select Print. *The **CIP Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a CIP Inquiry — Criteria
- Search for a CIP Inquiry — Results
- Select Fields for the CIP Inquiry
- View the CIP Inquiry Basic Detail
- View the CIP Inquiry Cost Detail
- View the CIP Inquiry Asset Detail
- View the CIP Inquiry POC Detail
- View the CIP Inquiry LOA Detail
- View the CIP Inquiry Funding Detail
- View the CIP Inquiry Attestation Detail
- View the CIP Inquiry Type Dsg Detail
- Export the CIP Inquiry Transaction Status

Export the CIP Inquiry Transaction Status

Overview

The CIPInquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Accounting > CIP> Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > CIP Inquiry Transaction Status Export page

Page Fields

The following fields display on the **CIPInquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

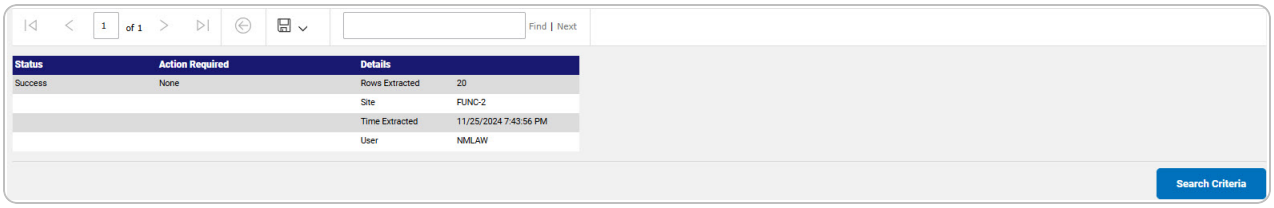
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIPInquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The **CIP Inquiry Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **CIP Inquiry Search Criteria** page appears.*

Related Topics

- Search for a CIP Inquiry — Criteria
- Search for a CIP Inquiry — Results
- Select Fields for the CIP Inquiry
- View the CIP Inquiry Basic Detail
- View the CIP Inquiry Cost Detail
- View the CIP Inquiry Asset Detail
- View the CIP Inquiry POC Detail
- View the CIP Inquiry LOA Detail
- View the CIP Inquiry Funding Detail
- View the CIP Inquiry Attestation Detail
- View the CIP Inquiry Type Dsg Detail
- View the CIP Inquiry Transaction Status

Search for a Personal Property Improvement Inquiry — Criteria

Overview

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

Navigation

Inquiries > Accounting > Improvement > Personal Property Improvement Inquiry Search Criteria page

Page Fields

The following fields display on the **Personal Property Improvement Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

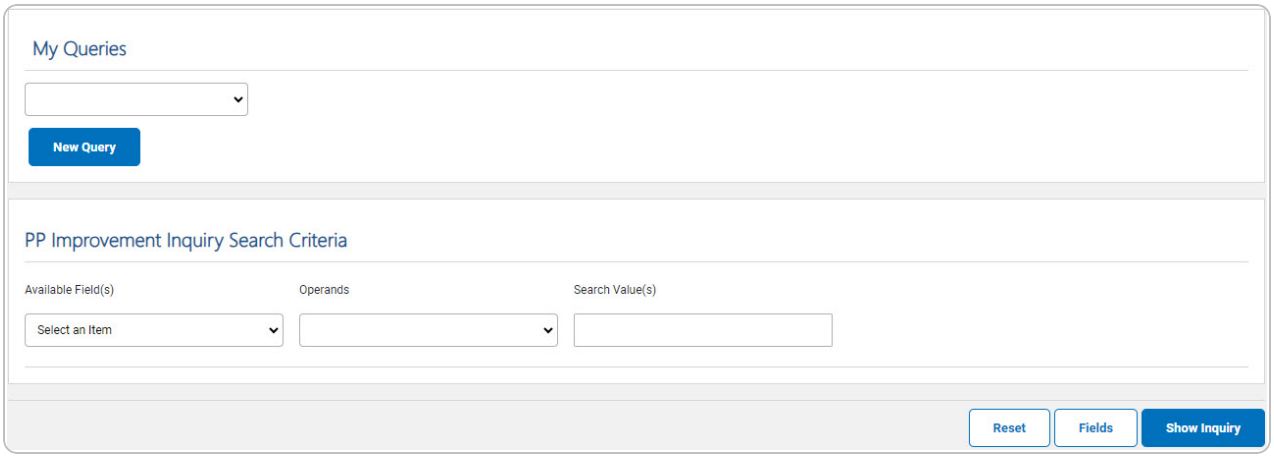
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Personal 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.

   B. Repeat Step A to add additional search criteria.

> **Note**
>
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
> Select Fields 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.

   C. Repeat Step B to add additional search criteria.

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.

   C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

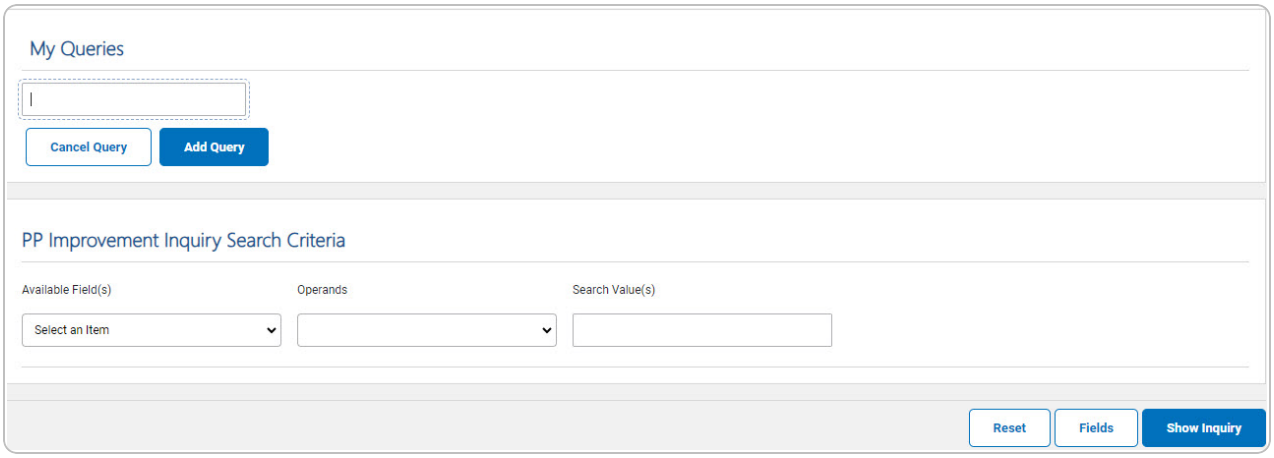
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Personal Property Improvement Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



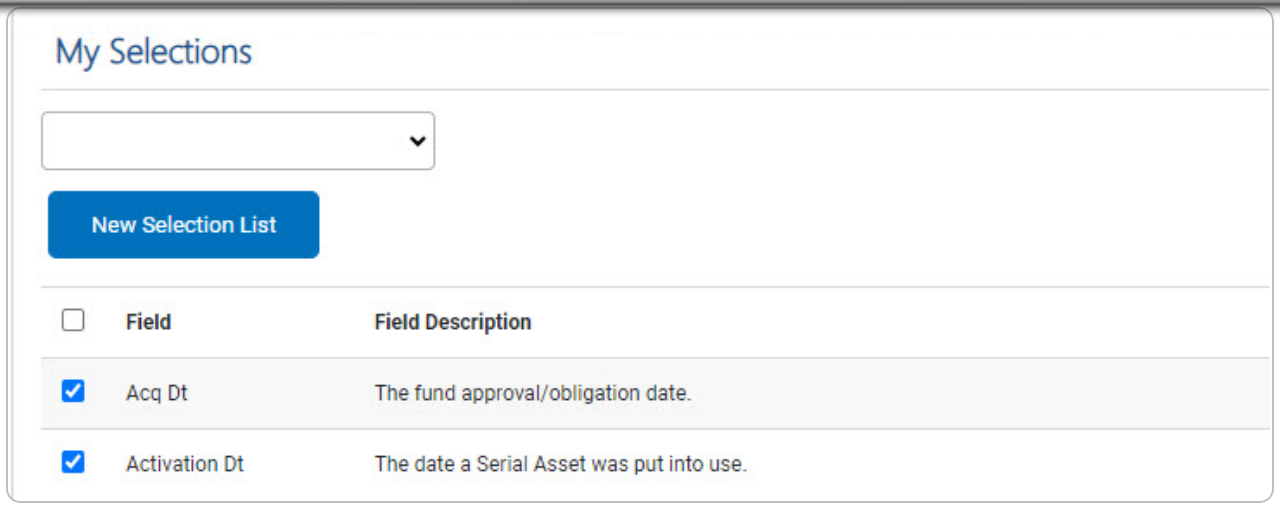
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

   Select Fields. *The* ***Personal Property Improvement Inquiry — Select Fields*** *page appears.*
5. OR

   Select Show Inquiry. *The* ***Personal 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.*



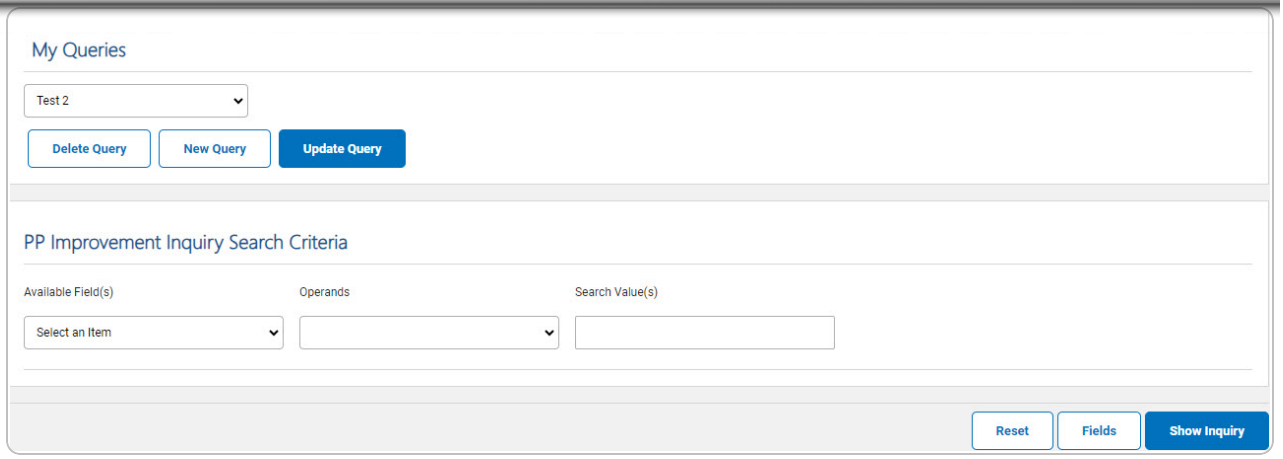
Select Fields. *The **Personal Property Improvement Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Personal 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

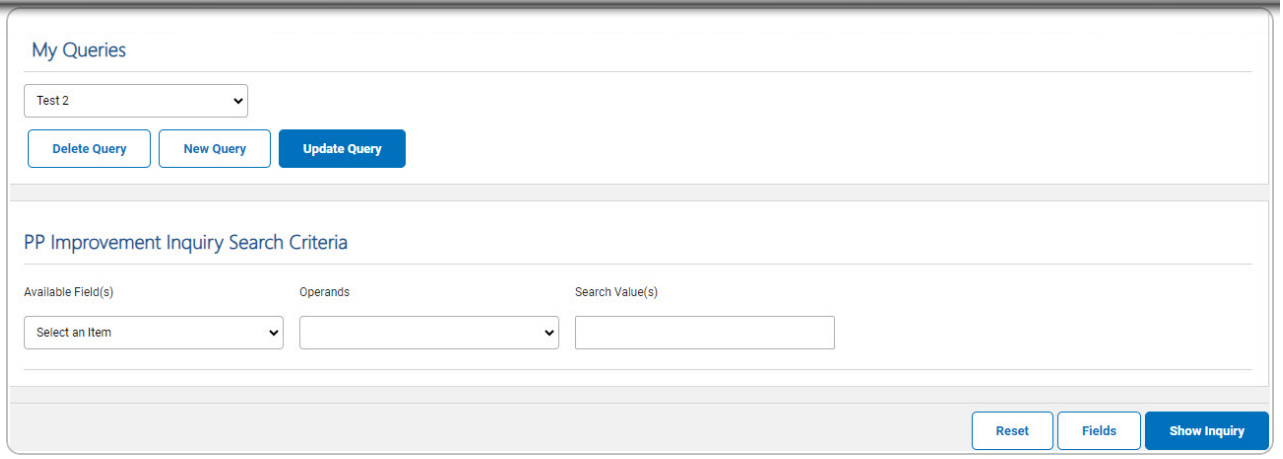
   Select Fields. *The **Personal Property Improvement Inquiry — Select Fields** page appears.*

4. OR

   Select Show Inquiry. *The **Personal Property Improvement 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Personal Property Improvement Inquiry — Results
- Select Fields for the Personal Property Improvement Inquiry
- View the Personal Property Improvement Inquiry Detail
- View the Personal Property Improvement Inquiry Transaction Status
- Export the Personal Property Improvement Inquiry Transaction Status

Search for a Personal Property Improvement Inquiry — Results

Overview

The Personal Property Improvement Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Accounting > Improvement > Search Criteria > Show Inquiry > Personal Property Improvement Inquiry Search Results page

Page Fields

The following fields display on the **Personal Property Improvement Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Acq Dt
Activation Dt
Asset Id
Custodian Nbr
Deprn Period
Dprn Sts Cd
Eff Dt
Impv Cost
Impv Nbr
Item Desc
Serial Nbr
Stock Nbr
Sub Custodian Nbr
Total Cost
UIC

Optional

ACC-SFIS

Acct Rpt Nbr
Accumd Deprn
ACRN
ASN
Asset Cd
Basic Symbol
CLIN
Cntr/PO Nbr
Cptl Cd
Deprn Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Task Cd
Estbd By
Estbd Dt
Fund Cd
Fndng Cost Center
Fndng Cost Center Desc
FY Cost
Intrf Sys Cd
Job Order Nbr
Last Tran Dt
Last Updtd By
LOA
Obj Class Cd
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Pgm Yr
Prior Deprn
Rcpt Action Type Cd
Rcpt Doc Nbr
Remarks
Salvage Value Amt
SLIN
SPIIN
Sub Head
Task Cd
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr

Trading Subhead
Tran Action Cd
Tran Action Type Cd
Tran Doc Nbr
Transfer Type Cd
Type Asset Cd
Type Fund Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

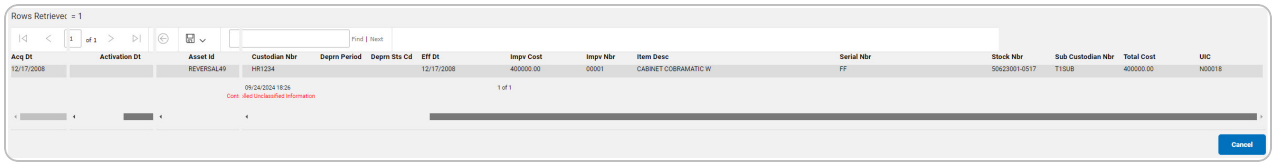
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Personal 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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Personal Property Inquiry Search Criteria*** *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 Personal Property Improvement Inquiry Detail

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Personal Property Improvement Inquiry — Criteria
- Select Fields for the Personal Property Improvement Inquiry
- View the Personal Property Improvement Inquiry Detail
- View the Personal Property Improvement Inquiry Transaction Status
- Export the Personal Property Improvement Inquiry Transaction Status

Select Fields for the Personal Property Improvement Inquiry

Overview

The Personal Property Improvement Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Accounting > Improvement > Search Criteria > Fields > Personal Property Improvement Inquiry Fields Selection page

Page Fields

The following fields display on the **Personal Property Improvement Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Acq Dt
Activation Dt
Asset Id
Custodian Nbr
Deprn Period
Dprn Sts Cd
Eff Dt
Impv Cost
Impv Nbr
Item Desc
Serial Nbr
Stock Nbr

Sub Custodian Nbr
Total Cost
UIC

Acq Dt
Activation Dt
Deprn Period
Deprn Sts Cd
Eff Dt
Fac Name
Fac Nbr
Impv Cost
Impv Nbr
Instl Nbr
RPUID
Total Cost
UIC

Optional

ACC-SFIS
Acct Rpt Nbr
Accumd Deprn
ACRN
ASN
Asset Cd
Basic Symbol
CLIN
Cntr/PO Nbr
Cptl Cd
Deprn Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Task Cd
Estbd By
Estbd Dt
Fund Cd
Fndng Cost Center
Fndng Cost Center Desc
FY Cost
Intrf Sys Cd

Job Order Nbr
Last Tran Dt
Last Updtd By
LOA
Obj Class Cd
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Pgm Yr
Prior Deprn
Rcpt Action Type Cd
Rcpt Doc Nbr
Remarks
Salvage Value Amt
SLIN
SPIIN
Sub Head
Task Cd
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr
Trading Subhead
Tran Action Cd
Tran Action Type Cd
Tran Doc Nbr
Transfer Type Cd
Type Asset Cd
Type Fund Cd

Procedures

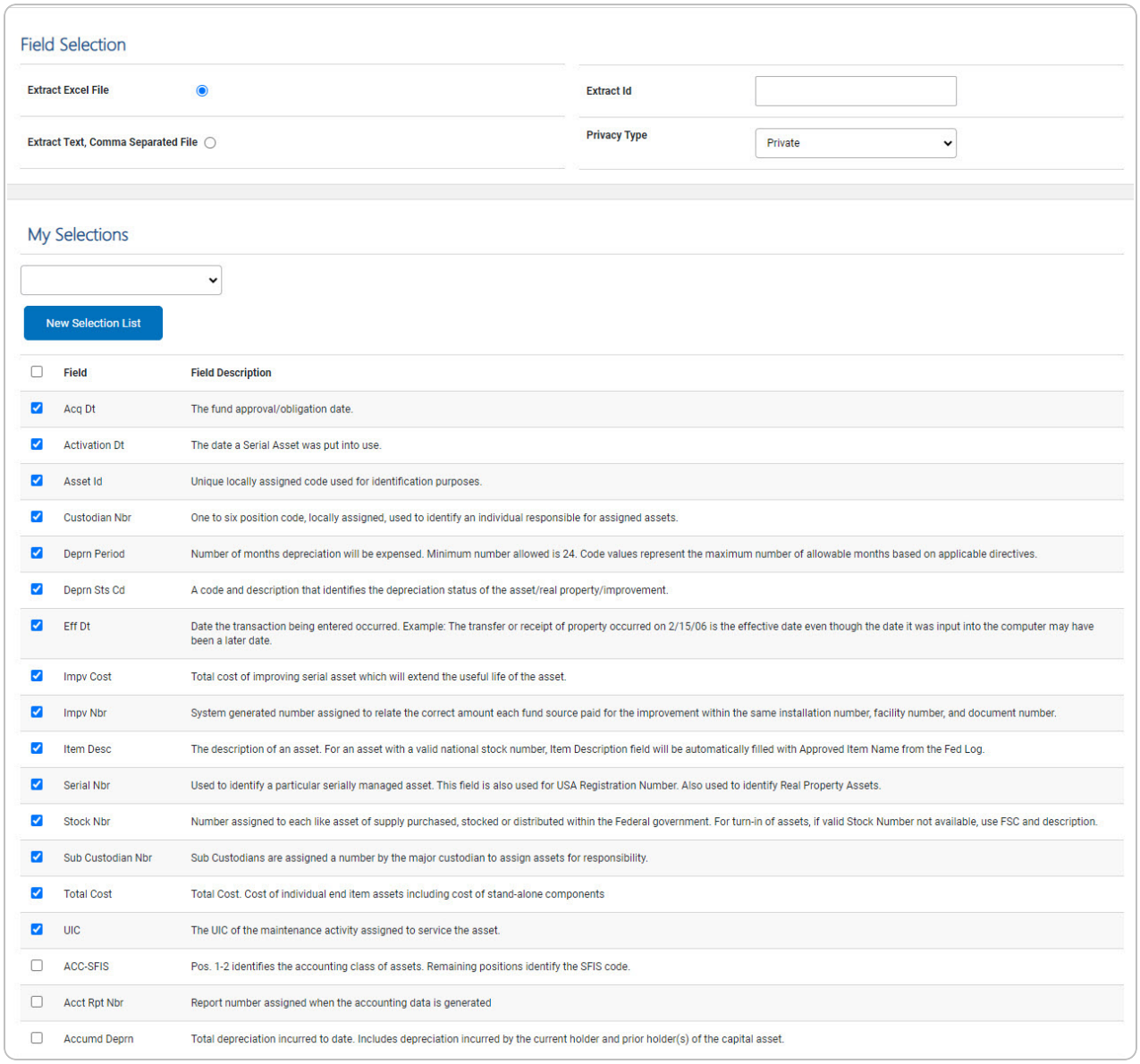
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

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



☐	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.
☐	Cntr/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.
☐	Deprn 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.
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Deprn Cost Center Desc	A description of the organization that handles depreciation.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn 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.
☐	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☐	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
☐	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 Updtd 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 materiel 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 YYYYYYYY format.
☐	Prior Deprn	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.
☐	SPIIN	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 Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.
☐	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

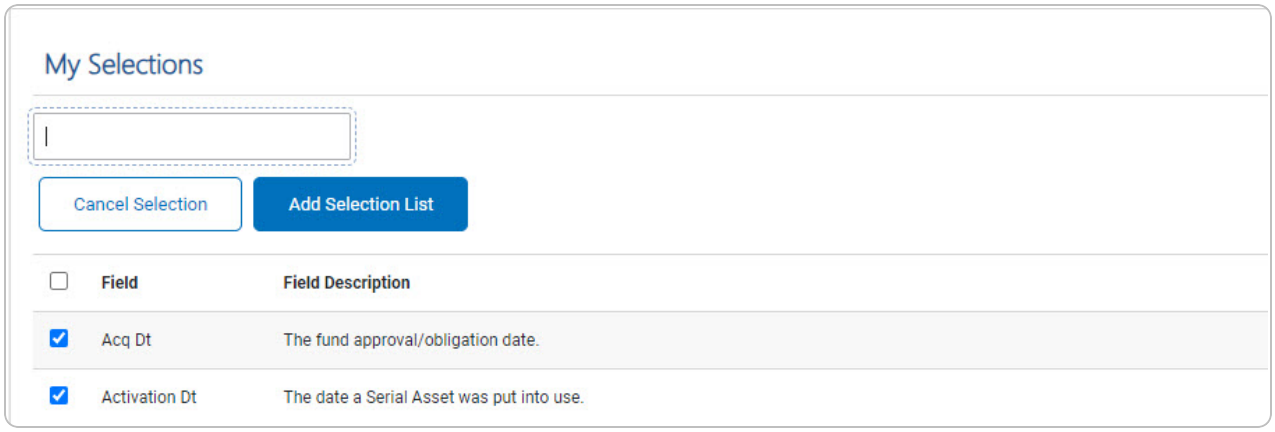
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

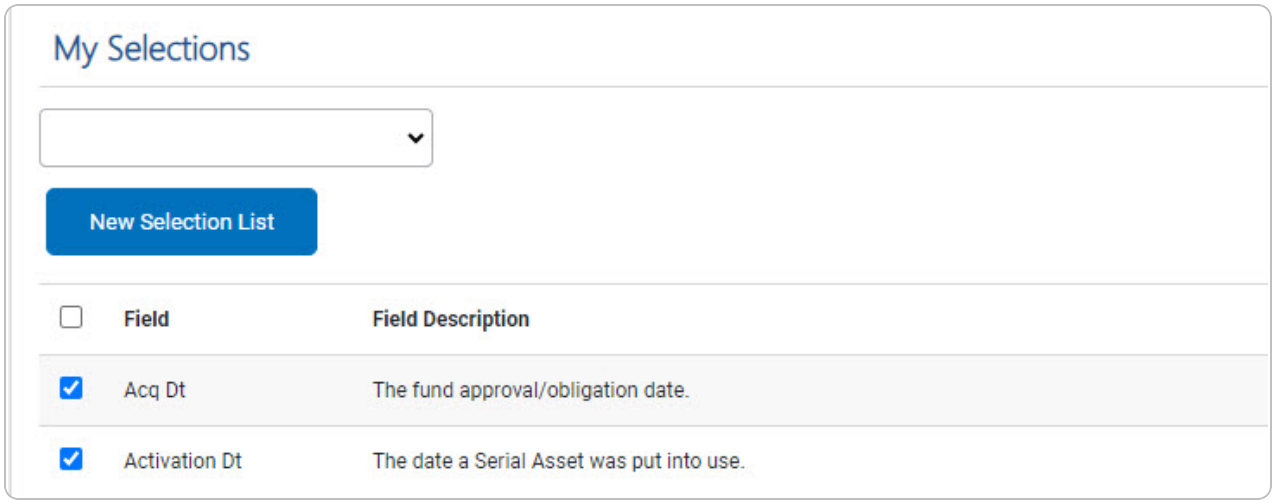
Select Show Inquiry for small volumes of data. *The* ***Personal Property Improvement Inquiry — Results*** *page appears.*

5. **OR**

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

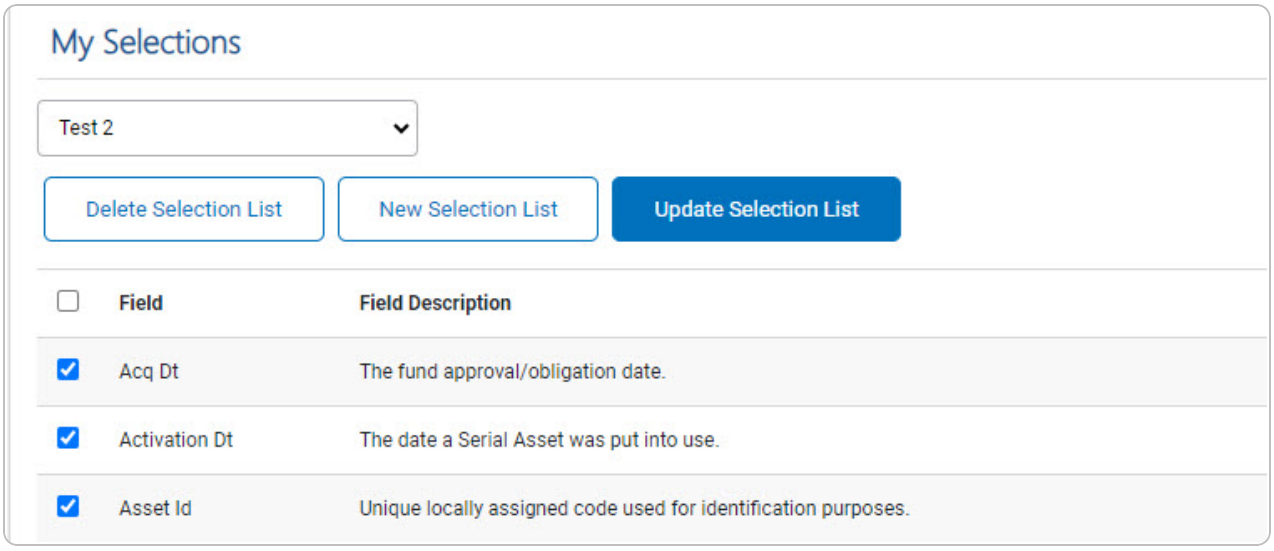
Select Show Inquiry for small volumes of data. *The* ***Personal Property Improvement Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***Personal 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



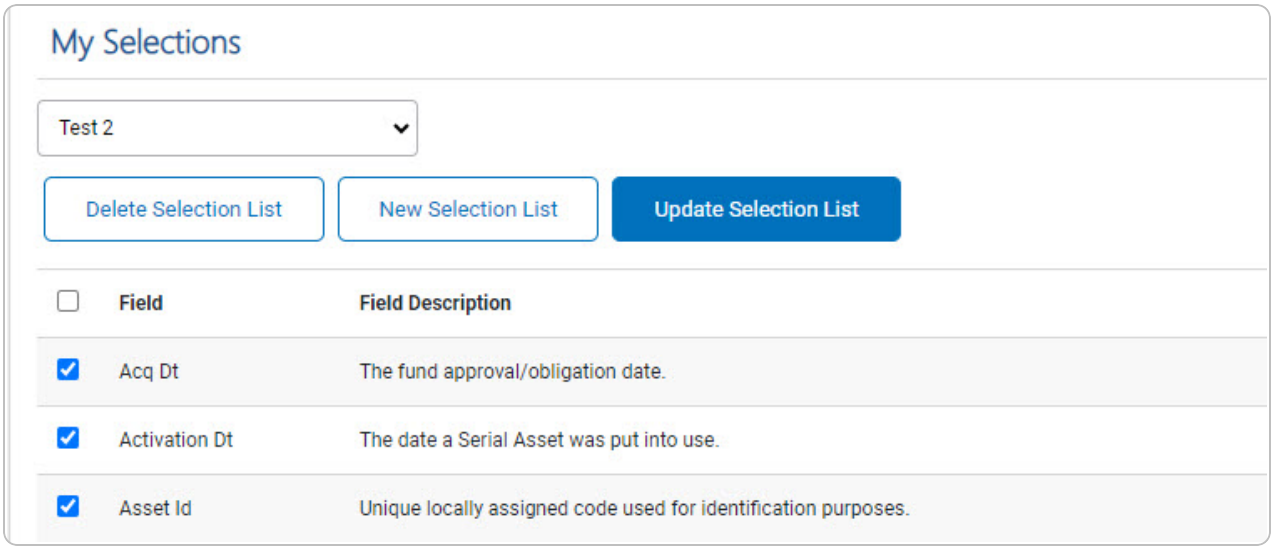
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Personal Property Improvement Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Personal 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.

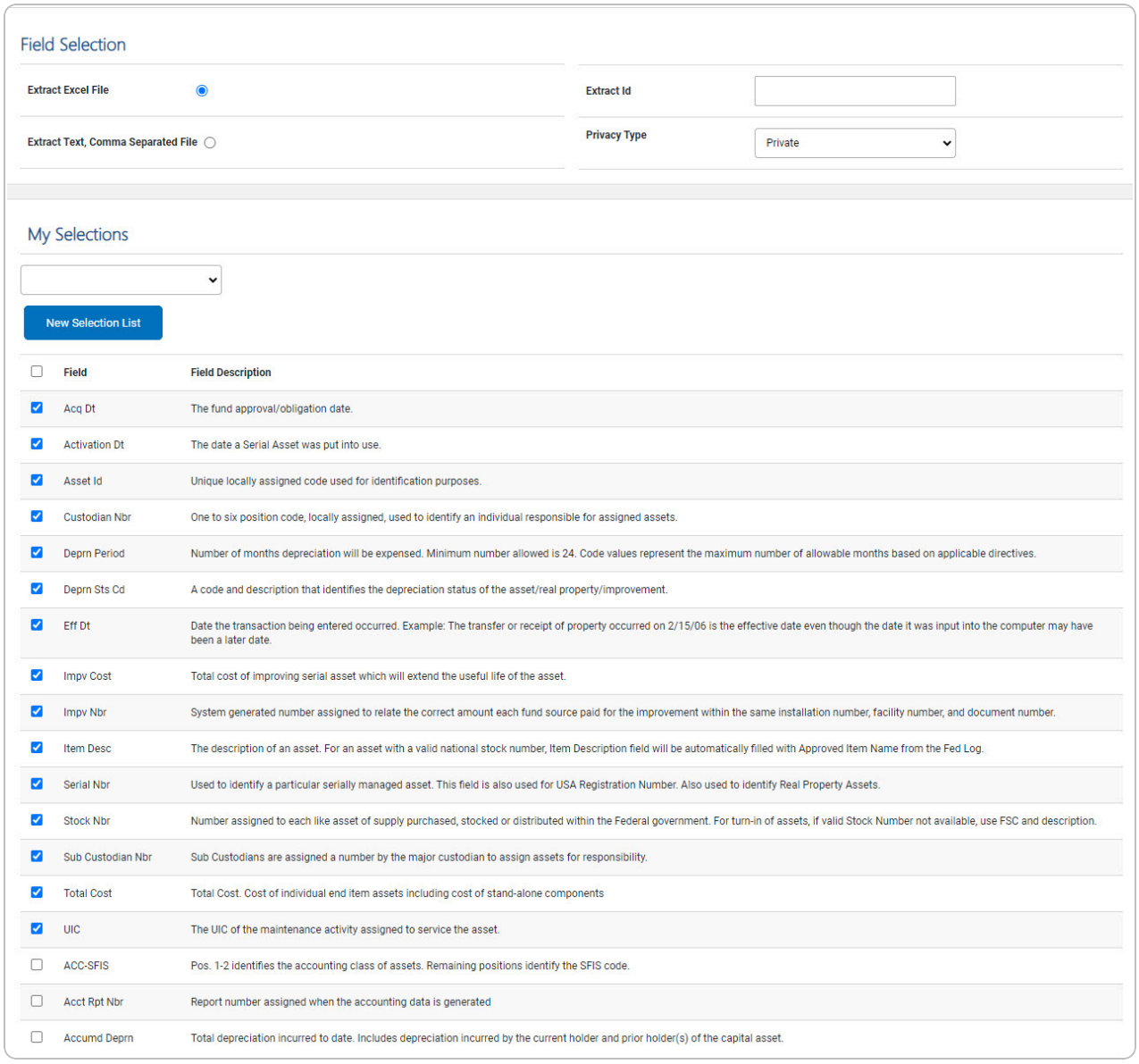


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Personal Property Improvement Inquiry** page appears.*



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☐	Deprn 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.
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Deprn Cost Center Desc	A description of the organization that handles depreciation.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn 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.)
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☐	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 Updtd By	Last updated by (user id)
☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
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☐	Owng Cost Center	A code that identifies an organization
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☐	Pgm Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format.
☐	Prior Deprn	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.
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☐	Transfer Type Cd	Code to let user know what type of fund the asset has been transferred from or being transferred to.
☐	Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.
☐	Type Fund Cd	A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF).

Cancel | Reset | Show Inquiry | Submit

2. Select the fields required for the inquiry. *The first 15 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.

- Verify the ACQ DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACQ DT.*
- Verify the ACTIVATION DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTIVATION DT.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an Asset Identifier.*
- Verify the CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Custodian Number.*
- Verify the DEPRN PERIOD contains the appropriate ☑ or ☐. *Select if the inquiry contains a DEPRN PERIOD.*
- Verify the DEPRN STS CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a DEPRN STS CD.*
- Verify the EFF DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an EFF DT.*
- Verify the IMPV COST contains the appropriate ☑ or ☐. *Select if the inquiry contains an IMPV COST.*
- Verify the IMPV NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an IMPV NBR.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an Item Description.*

- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Serial Number.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Stock Number.*
- Verify the SUB CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Subordinate Custodian Number.*
- Verify the Total Cost contains the appropriate ☑ or ☐. *Select if the inquiry contains a Total Cost.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Click ☐ to select the ACC—SFIS. *Select if the inquiry contains an ACC—SFIS CODE.*
- Click ☐ to select the ACCT RPT NBR. *Select if the inquiry contains an ACCT RPT NBR.*
- Click ☐ to select the ACCUMD DEPRN. *Select if the inquiry contains an ACCUMD DEPRN.*
- Click ☐ to select the ACRN. *Select if the inquiry contains an ACRN.*
- Click ☐ to select the ASN. *Select if the inquiry contains an ASN.*
- Click ☐ to select the ASSET CD. *Select if the inquiry contains an ASSET CD.*
- Click ☐ to select the Basic Symbol. *Select if the inquiry contains a Basic Symbol.*
- Click ☐ to select the CLIN. *Select if the inquiry contains a Contract Line Item Number.*
- Click ☐ to select the CNTR/PO NBR. *Select if the inquiry contains a CNTR/PO NBR.*

- Click ☐ to select the CPTL CD. *Select if the inquiry contains a CPTL CD.*
- Click ☐ to select the DEPRN CD Center. *Select if the inquiry contains a Depreciation Code.*
- Click ☐ to select the DEPRN COST CENTER. *Select if the inquiry contains a DEPRN COST CENTER.*
- Click ☐ to select the DEPRN COST CENTER DESC. *Select if the inquiry contains a DEPRN COST CENTER DESC.*
- Click ☐ to select the DEPRN EXP CD. *Select if the inquiry contains a Depreciation Expiration Code.*
- Click ☐ to select the DEPRN JOB ORDER NBR. *Select if the inquiry contains a Depreciation Job Order Number.*
- Click ☐ to select the DEPRN TASK CD. *Select if the inquiry contains a Depreciation Task Code.*
- Click ☐ to select the DEPT CD. *Select if the inquiry contains a Department Code.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains Established By information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains an Established Date.*
- Click ☐ to select the FUND CD. *Select if the inquiry contains a Fund Code.*
- Click ☐ to select the FNDNG COST CENTER. *Select if the inquiry contains a Funding Cost Center.*
- Click ☐ to select the FNDNG COST CENTER DESC. *Select if the inquiry contains a Funding Cost Center Description.*
- Click ☐ to select the FY COST. *Select if the inquiry contains a Fiscal Year.*

- Click to select the INTRF SYS CD. *Select if the inquiry contains an INTRF SYS CD.*
- Click to select the JOB ORDER NBR. *Select if the inquiry contains a Job Order Number.*
- Click to select the LAST TRAN DT. *Select if the inquiry contains a Last Transaction Date.*
- Click to select the LAST UPDTD BY. *Select if the inquiry contains Last Updated By information.*
- Click to select the LOA. *Select if the inquiry contains a LOA.*
- Click to select the OBJ CLASS CD. *Select if the inquiry contains an OBJ CLASS CD.*
- Click to select the OBLIGN DOC NBR. *Select if the inquiry contains an OBLIGN DOC NBR.*
- Click to select the OWNG COST CENTER. *Select if the inquiry contains an OWNG COST CENTER.*
- Click to select the OWNG COST CENTER DESC. *Select if the inquiry contains an OWNG COST CENTER DESC.*
- Click to select the PGM YR. *Select if the inquiry contains a Program Year.*
- Click to select the PRIOR DEPRN. *Select if the inquiry contains a Prior Depreciation.*
- Click to select the RCPT ACTION CD. *Select if the inquiry contains a RCPT ACTION CD.*
- Click to select the RCPT ACTION TYPE CD. *Select if the inquiry contains a RCPT ACTION TYPE CD.*

- Click ☐ to select the RCPT DOC NBR. *Select if the inquiry contains a RCPT DOC NBR.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the Salvage Value AMT. *Select if the inquiry contains a Salvage Value Amount.*
- Click ☐ to select the SLIN. *Select if the inquiry contains a SLIN.*
- Click ☐ to select the SPIIN. *Select if the inquiry contains a SPIIN.*
- Click ☐ to select the SUBHEAD. *Select if the inquiry contains a SUBHEAD.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains a Task Code.*
- Click ☐ to select the Trading Basic Symbol. *Select if the inquiry contains a Trading Basic Symbol.*
- Click ☐ to select the TRADING DEPT CD. *Select if the inquiry contains a Trading Department Code.*
- Click ☐ to select the TRADING PARTNER NBR. *Select if the inquiry contains a Trading Partner Number.*
- Click ☐ to select the Trading SUBHEAD. *Select if the inquiry contains a Trading SUBHEAD.*
- Click ☐ to select the TRAN ACTION CD. *Select if the inquiry contains a Transaction Action Code.*
- Click ☐ to select the Tran Action Type CD. *Select if the inquiry contains a Transaction Action Type Code.*
- Click ☐ to select the TRAN DOC NBR. *Select if the inquiry contains a Transaction Document Number.*

- Click ☐ to select the TRANSFER TYPE CD. *Select if the inquiry contains a Transfer Type Code.*
- Click ☐ to select the Type Asset CD. *Select if the inquiry contains a Type Asset Code.*
- Click ☐ to select the Type Fund CD. *Select if the inquiry contains a Type Fund Code.*

Select [Show Inquiry] for small volumes of data. *The **Personal Property Improvement Inquiry — Results** page appears.*

3. **OR**

Select [Submit] for large volumes of data. *The **Personal Property Improvement Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Personal Property Improvement Inquiry — Criteria
- Search for a Personal Property Improvement Inquiry — Results
- View the Personal Property Improvement Inquiry Detail
- View the Personal Property Improvement Inquiry Transaction Status
- Export the Personal Property Improvement Inquiry Transaction Status

View the Personal Property Improvement Inquiry Detail

Overview

The Personal Property Improvement Inquiry Detail process displays the Basic Detail record of the selected Improvement.

Navigation

Inquiries > Accounting > Improvement > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Personal Property Improvement Inquiry Detail page

Page Fields

The following fields display on the **Personal Property Improvement Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Personal Property Improvement Inquiry Detail Grid

Asset Id
Serial Nbr
Item Desc
Acq Dt
ACC
Estbd By
Last Updtd By
Impv Cost
Asset Cd
Acct Rpt Nbr
Owng Cost Center

Fndng Cost Center
Deprn Cost Center
Transfer Type Cd
Task Cd
Job Order Nbr
Fund Cd/ASN
Dept Cd
Basic Symbol
Obj Class Cd
Oblign Doc Nbr
SPIIN
SLIN
Deprn Exp Cd
Deprn Job Order Nbr
Accumd Deprn
Salvage Value
Remarks
History Remarks
Stock Nbr
Impv Nbr
Eff Dt
Type Action
Estbd Dt
Last Activity Dt
Total Cost
Acct Sys Cd
Cptl Cd
Owng Cost Center Desc
Fngng Cost Center Desc
Deprn Cost Center Desc
Trading Partner Nbr
Type Fund Id
Pgm Yr
Subhead
LOA
Cntr/PO Nbr
CLIN
ACRN
Activation Dt
Deprn Period
Deprn Task Cd
Deprn Sts Cd
FY Cost

Prior Deprn

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

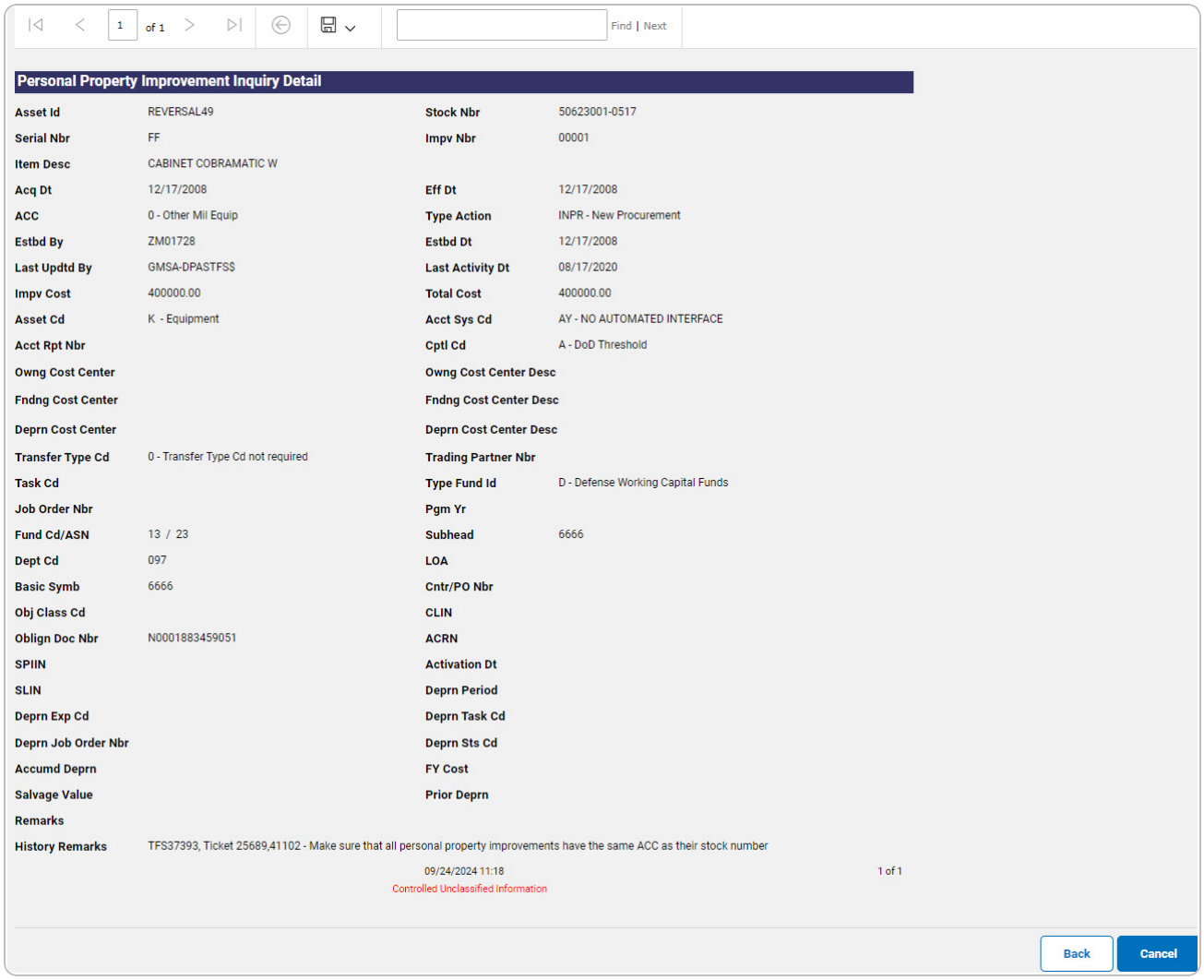
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Personal Property Improvement Inquiry Detail

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

1. *Verify the Personal Property Improvement Inquiry Detail grid.*



Personal Property Improvement Inquiry Detail

Asset Id	REVERSAL49	Stock Nbr	50623001-0517
Serial Nbr	FF	Impv Nbr	00001
Item Desc	CABINET COBRAMATIC W		
Acq Dt	12/17/2008	Eff Dt	12/17/2008
ACC	0 - Other Mil Equip	Type Action	INPR - New Procurement
Estbd By	ZM01728	Estbd Dt	12/17/2008
Last Updtd By	GMSA-DPASTFS$	Last Activity Dt	08/17/2020
Impv Cost	400000.00	Total Cost	400000.00
Asset Cd	K - Equipment	Acct Sys Cd	AY - NO AUTOMATED INTERFACE
Acct Rpt Nbr		Cptl Cd	A - DoD Threshold
Owng Cost Center		Owng Cost Center Desc	
Fndng Cost Center		Fndng Cost Center Desc	
Deprn Cost Center		Deprn Cost Center Desc	
Transfer Type Cd	0 - Transfer Type Cd not required	Trading Partner Nbr	
Task Cd		Type Fund Id	D - Defense Working Capital Funds
Job Order Nbr		Pgm Yr	
Fund Cd/ASN	13 / 23	Subhead	6666
Dept Cd	097	LOA	
Basic Symb	6666	Cntr/PO Nbr	
Obj Class Cd		CLIN	
Oblign Doc Nbr	N0001883459051	ACRN	
SPIIN		Activation Dt	
SLIN		Deprn Period	
Deprn Exp Cd		Deprn Task Cd	
Deprn Job Order Nbr		Deprn Sts Cd	
Accumd Deprn		FY Cost	
Salvage Value		Prior Deprn	
Remarks			
History Remarks	TFS37393, Ticket 25689,41102 - Make sure that all personal property improvements have the same ACC as their stock number		

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Controlled Unclassified Information

Back Cancel

A. *Verify the ASSET ID.*
B. *Verify the SERIAL NBR.*
C. *Verify the ITEM DESC.*
D. *Verify the ACQ DT.*
E. *Verify the ACC.*
F. *Verify the ESTBD BY.*
G. *Verify the Last Updtd By.*
H. *Verify the IMPV COST.*

I. *Verify the ASSET CD.*
J. *Verify the ACCT RPT NBR.*
K. *Verify the OWNG COST CENTER.*
L. *Verify the FNDNG COST CENTER.*
M. *Verify the DEPRN COST CENTER.*
N. *Verify the Transfer Type CD.*
O. *Verify the TASK CD.*
P. *Verify the JOB ORDER NBR.*
Q. *Verify the FUND CD/ASN.*
R. *Verify the DEPT CD.*
S. *Verify the Basic Symbol.*
T. *Verify the OBJ CLASS CD.*
U. *Verify the OBLIGN DOC NBR.*
V. *Verify the SPIIN.*
W. *Verify the SLIN.*
X. *Verify the DEPRN EXP CD.*
Y. *Verify the DEPRN JOB ORDER NBR.*
Z. *Verify the ACCUMD DEPRN.*
AA. *Verify the Salvage Value.*
AB. *Verify the Remarks.*
AC. *Verify the History Remarks.*
AD. *Verify the STOCK NBR.*
AE. *Verify the IMPV NBR.*
AF. *Verify the EFF DT.*
AG. *Verify the Type Action.*
AH. *Verify the ESTBD DT.*
AI. *Verify the LAST ACTIVITY DT.*
AJ. *Verify the Total Cost.*
AK. *Verify the ACCT SYS CD.*
AL. *Verify the CPTL CD.*
AM. *Verify the OWNG COST CENTER DESC.*

AN. *Verify the FNDNG COST CENTER DESC.*

AO. *Verify the DEPRN COST CENTER DESC.*

AP. *Verify the TRADING PARTNER NBR.*

AQ. *Verify the TYPE FUND ID.*

AR. *Verify the PGM YR.*

AS. *Verify the SUBHEAD.*

AT. *Verify the LOA.*

AU. *Verify the CNTR/PO NBR.*

AV. *Verify the CLIN.*

AW. *Verify the ACRN.*

AX. *Verify the ACTIVATION DT.*

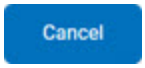
AY. *Verify the DEPRN PERIOD.*

AZ. *Verify the DEPRN TASK CD.*

BA. *Verify the DEPRN STS CD.*

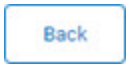
BB. *Verify the FY COST.*

BC. *Verify the PRIOR DEPRN.*

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 **Personal Property Improvement Inquiry — Criteria** page appears*.

   OR

   Select 

. *The **Personal 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Personal Property Improvement Inquiry — Criteria
- Search for a Personal Property Improvement Inquiry — Results
- Select Fields for the Personal Property Improvement Inquiry
- View the Personal Property Improvement Inquiry Transaction Status
- Export the Personal Property Improvement Inquiry Transaction Status

View the Personal Property Improvement Inquiry Transaction Status

Overview

The Personal Property Improvement Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Personal Property > Improvement > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Personal Property Improvement Inquiry Transaction Status page

Page Fields

The following fields display on the **Personal Property Improvement Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

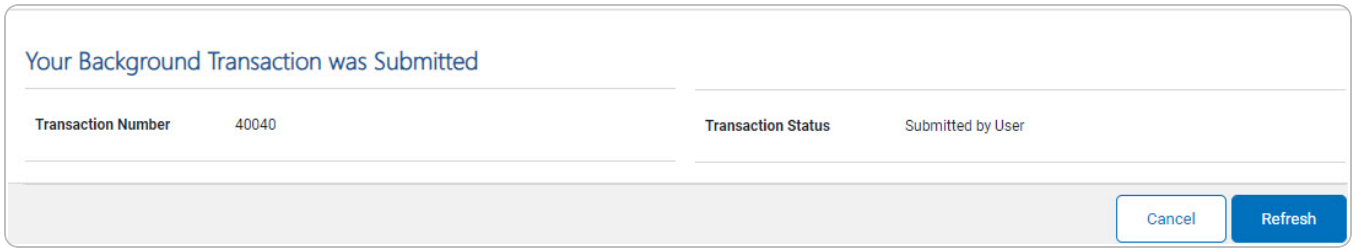
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

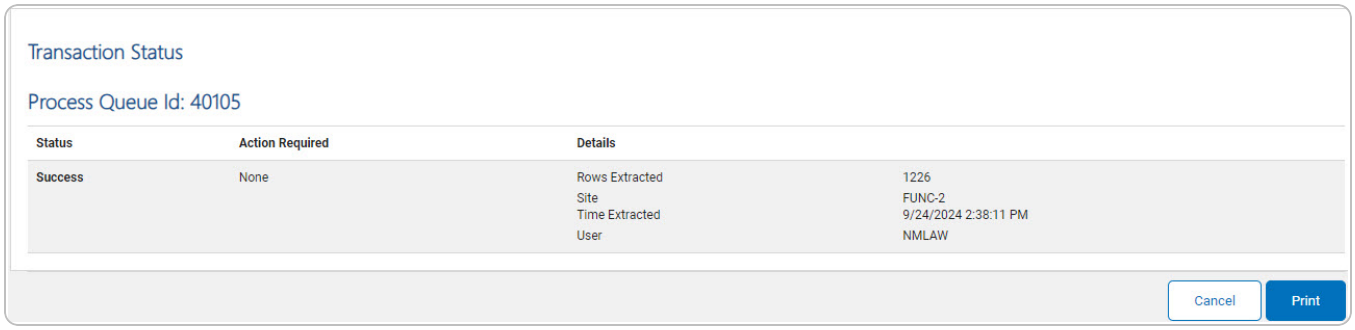
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Personal Property Improvement Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the Personal Property Improvement Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **Personal Property Improvement Inquiry Search Criteria** page appears*.

View the Personal Property Improvement Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Personal Property Improvement Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Personal Property Improvement Inquiry — Criteria
- Search for a Personal Property Improvement Inquiry — Results
- Select Fields for the Personal Property Improvement Inquiry
- View the Personal Property Improvement Inquiry Detail
- Export the Personal Property Improvement Inquiry Transaction Status

Export the Personal Property Improvement Inquiry Transaction Status

Overview

The Personal Property Improvement Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Personal Property > Improvement > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Personal Property Improvement Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Personal Property Improvement Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

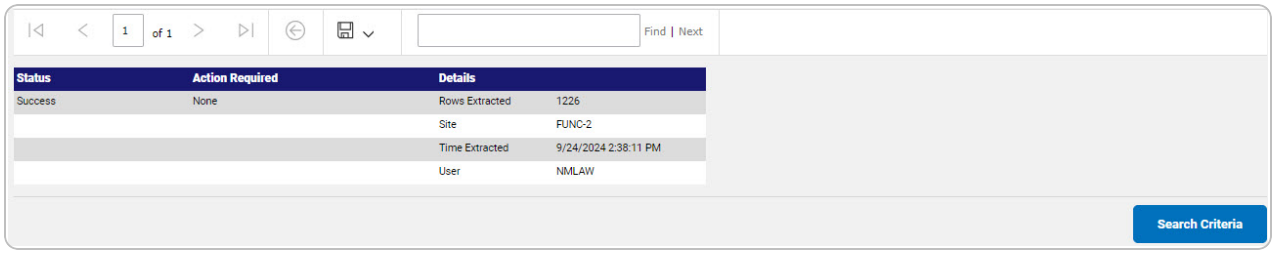
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Personal Property Improvement Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The* ***Personal 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Personal Property Improvement Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Personal Property Improvement Inquiry — Criteria
- Search for a Personal Property Improvement Inquiry — Results
- Select Fields for the Personal Property Improvement Inquiry
- View the Personal Property Improvement Inquiry Detail
- View the Personal Property Improvement Inquiry Transaction Status

Search for a Personal Property Improvement Inquiry — Criteria

Overview

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

Navigation

Inquiries > Accounting > Improvement > Personal Property Improvement Inquiry Search Criteria page

Page Fields

The following fields display on the **Personal Property Improvement Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

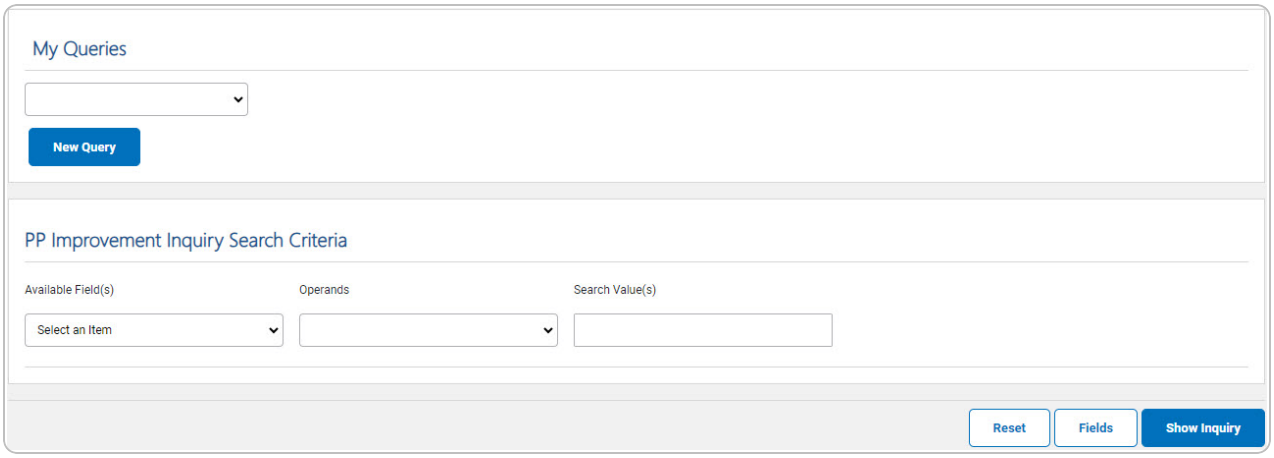
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Personal 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.

   B. Repeat Step A to add additional search criteria.

> **Note**
>
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
> Select Fields 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.

   C. Repeat Step B to add additional search criteria.

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.

   C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

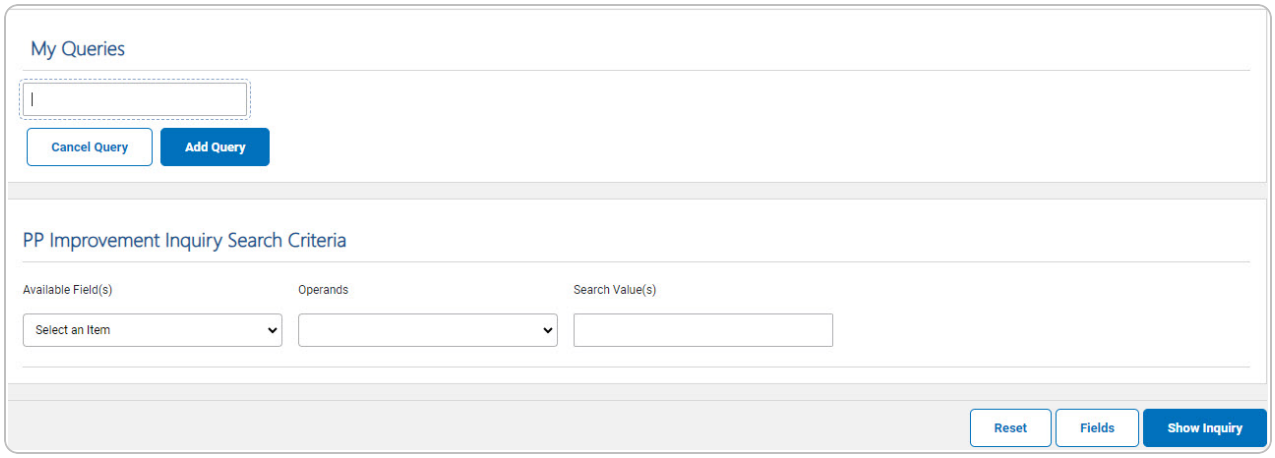
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Personal Property Improvement Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



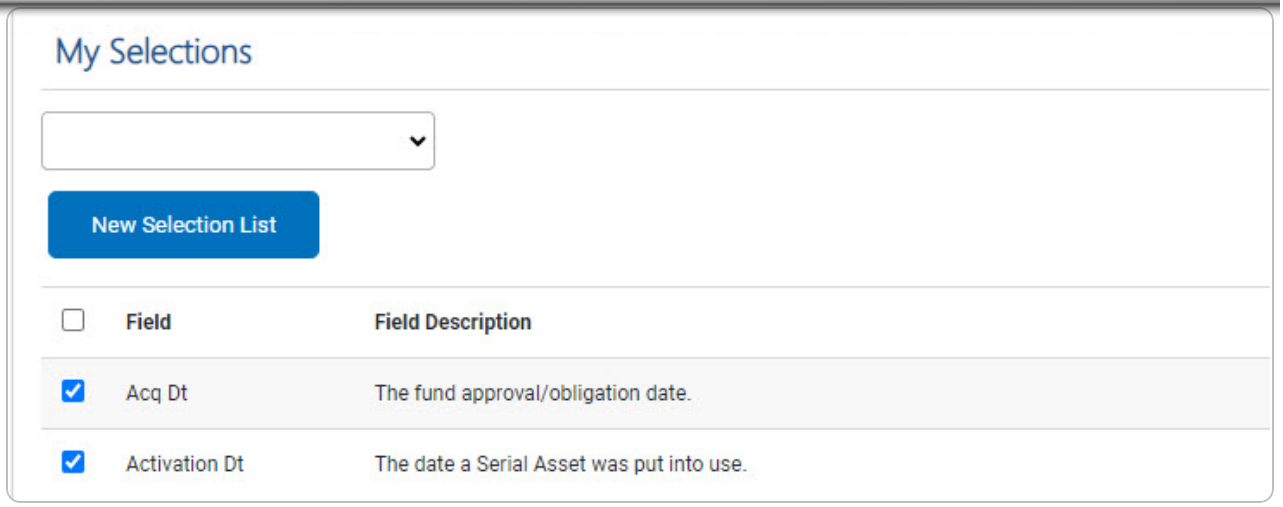
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

   Select Fields. *The* ***Personal Property Improvement Inquiry — Select Fields*** *page appears.*
5. OR

   Select Show Inquiry. *The* ***Personal 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.*



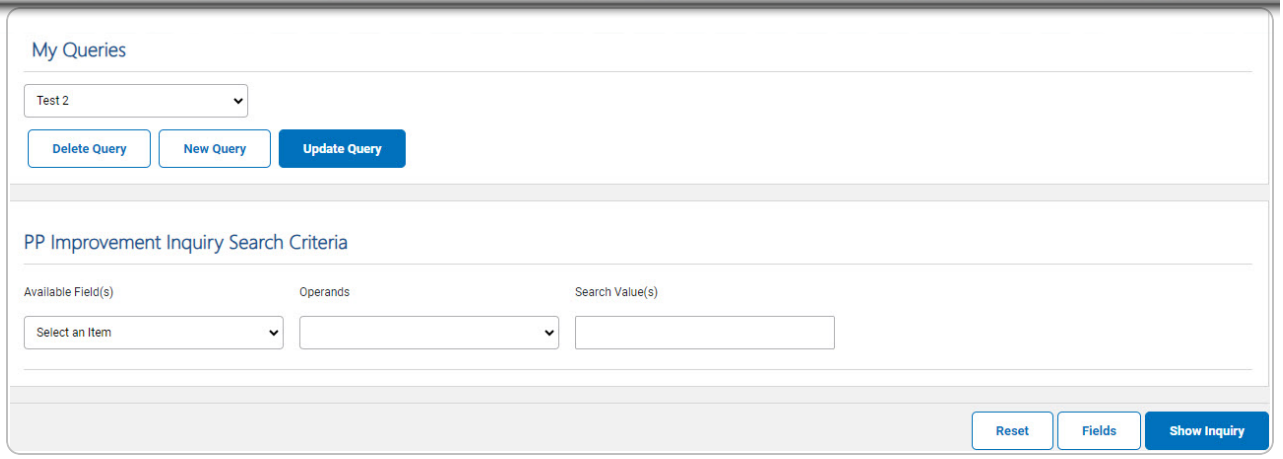
Select Fields. *The **Personal Property Improvement Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Personal 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

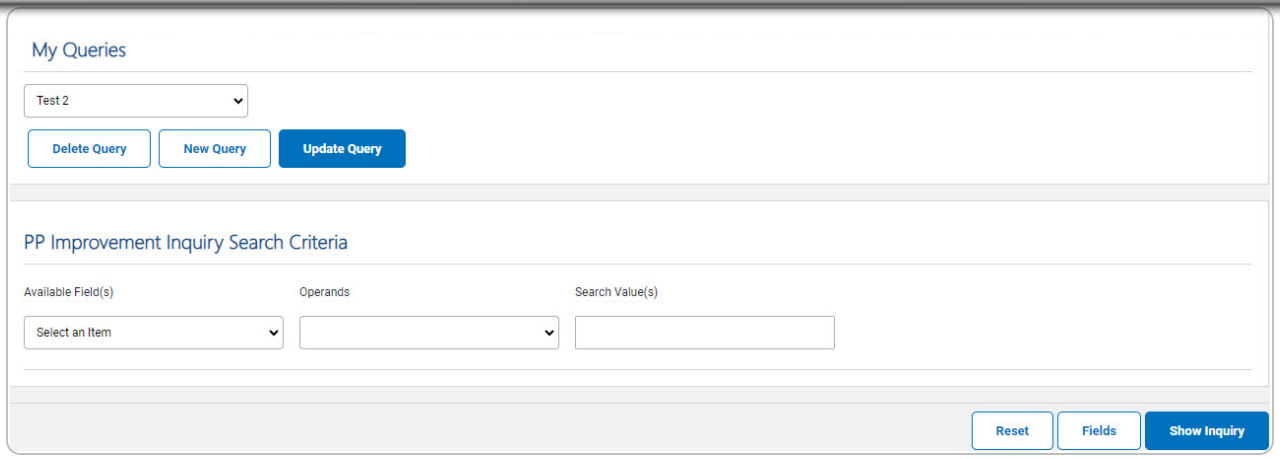
   Select Fields. *The **Personal Property Improvement Inquiry — Select Fields** page appears.*

4. OR

   Select Show Inquiry. *The **Personal Property Improvement 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Personal Property Improvement Inquiry — Results
- Select Fields for the Personal Property Improvement Inquiry
- View the Personal Property Improvement Inquiry Detail
- View the Personal Property Improvement Inquiry Transaction Status
- Export the Personal Property Improvement Inquiry Transaction Status

Search for a Personal Property Improvement Inquiry — Results

Overview

The Personal Property Improvement Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Accounting > Improvement > Search Criteria > Show Inquiry > Personal Property Improvement Inquiry Search Results page

Page Fields

The following fields display on the **Personal Property Improvement Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Acq Dt
Activation Dt
Asset Id
Custodian Nbr
Deprn Period
Dprn Sts Cd
Eff Dt
Impv Cost
Impv Nbr
Item Desc
Serial Nbr
Stock Nbr
Sub Custodian Nbr
Total Cost
UIC

Optional

ACC-SFIS

Acct Rpt Nbr
Accumd Deprn
ACRN
ASN
Asset Cd
Basic Symbol
CLIN
Cntr/PO Nbr
Cptl Cd
Deprn Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Task Cd
Estbd By
Estbd Dt
Fund Cd
Fndng Cost Center
Fndng Cost Center Desc
FY Cost
Intrf Sys Cd
Job Order Nbr
Last Tran Dt
Last Updtd By
LOA
Obj Class Cd
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Pgm Yr
Prior Deprn
Rcpt Action Type Cd
Rcpt Doc Nbr
Remarks
Salvage Value Amt
SLIN
SPIIN
Sub Head
Task Cd
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr

Trading Subhead
Tran Action Cd
Tran Action Type Cd
Tran Doc Nbr
Transfer Type Cd
Type Asset Cd
Type Fund Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

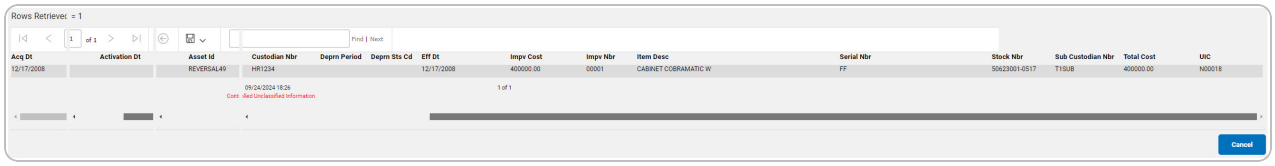
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Personal 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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Personal Property 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 [Next] to find the next matching value. *This feature is available if multiple results are found.*

View the Personal Property Improvement Inquiry Detail

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Personal Property Improvement Inquiry — Criteria
- Select Fields for the Personal Property Improvement Inquiry
- View the Personal Property Improvement Inquiry Detail
- View the Personal Property Improvement Inquiry Transaction Status
- Export the Personal Property Improvement Inquiry Transaction Status

Select Fields for the Personal Property Improvement Inquiry

Overview

The Personal Property Improvement Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Accounting > Improvement > Search Criteria > Fields > Personal Property Improvement Inquiry Fields Selection page

Page Fields

The following fields display on the **Personal Property Improvement Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Acq Dt
Activation Dt
Asset Id
Custodian Nbr
Deprn Period
Dprn Sts Cd
Eff Dt
Impv Cost
Impv Nbr
Item Desc
Serial Nbr
Stock Nbr

Sub Custodian Nbr
Total Cost
UIC

Acq Dt
Activation Dt
Deprn Period
Deprn Sts Cd
Eff Dt
Fac Name
Fac Nbr
Impv Cost
Impv Nbr
Instl Nbr
RPUID
Total Cost
UIC

Optional

ACC-SFIS
Acct Rpt Nbr
Accumd Deprn
ACRN
ASN
Asset Cd
Basic Symbol
CLIN
Cntr/PO Nbr
Cptl Cd
Deprn Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Task Cd
Estbd By
Estbd Dt
Fund Cd
Fndng Cost Center
Fndng Cost Center Desc
FY Cost
Intrf Sys Cd

Job Order Nbr
Last Tran Dt
Last Updtd By
LOA
Obj Class Cd
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Pgm Yr
Prior Deprn
Rcpt Action Type Cd
Rcpt Doc Nbr
Remarks
Salvage Value Amt
SLIN
SPIIN
Sub Head
Task Cd
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr
Trading Subhead
Tran Action Cd
Tran Action Type Cd
Tran Doc Nbr
Transfer Type Cd
Type Asset Cd
Type Fund Cd

Procedures

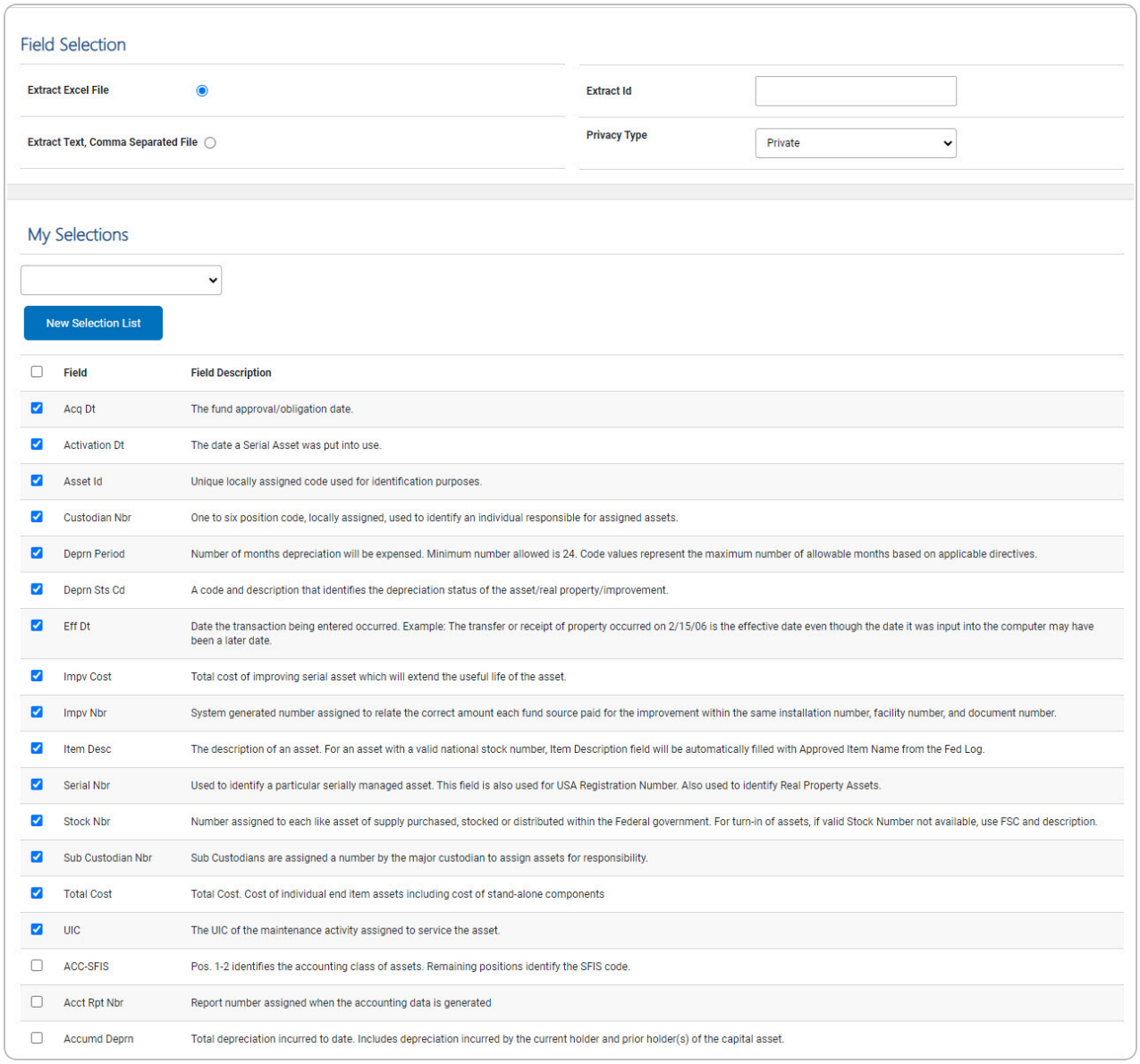
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

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



☐	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.
☐	Cntr/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.
☐	Deprn 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.
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Deprn Cost Center Desc	A description of the organization that handles depreciation.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn 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.
☐	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☐	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
☐	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 Updtd 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 materiel 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 YYYYYYYY format.
☐	Prior Deprn	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.
☐	SPIIN	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 Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.
☐	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

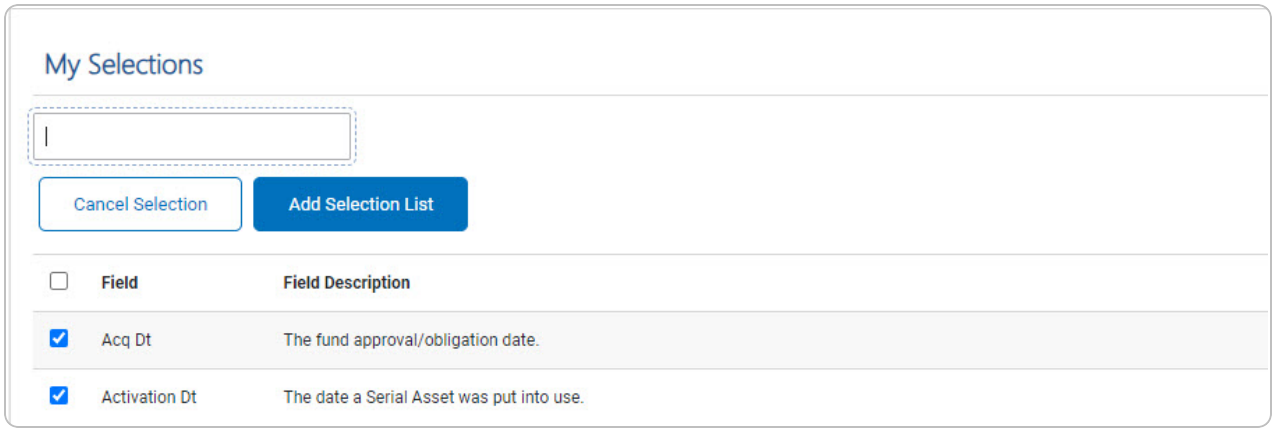
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 [New Selection List]. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select [Add Selection List]. *The page refreshes, and the selected list is added.* [Add Selection List] *is replaced by* [Update Selection List] *and* [Delete Selection List].

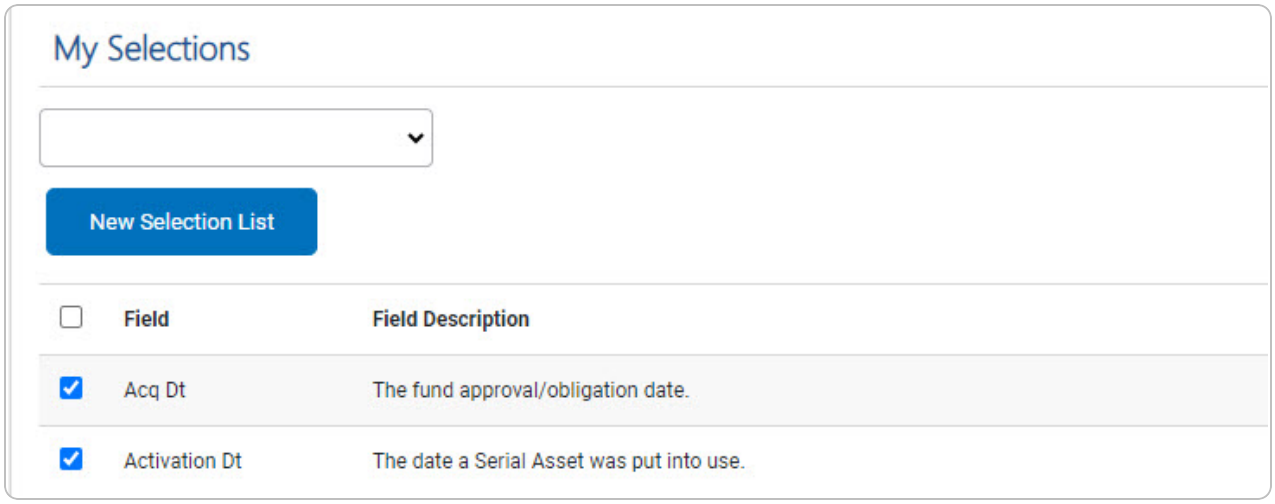
Select Show Inquiry for small volumes of data. *The* ***Personal Property Improvement Inquiry — Results*** *page appears.*

5. **OR**

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

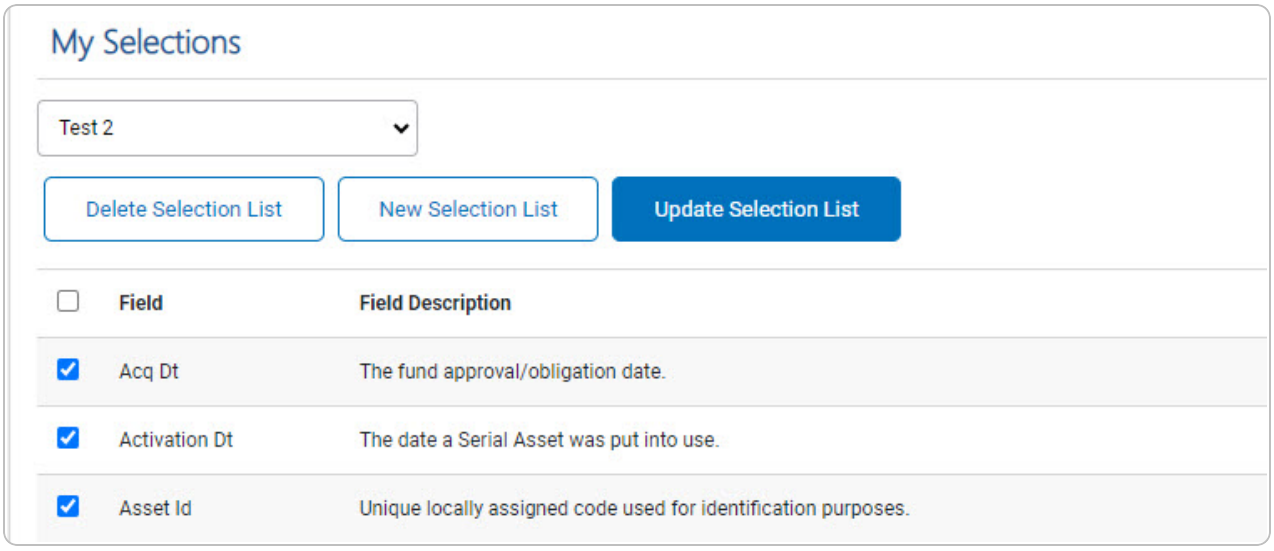
Select Show Inquiry for small volumes of data. *The* ***Personal Property Improvement Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***Personal 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



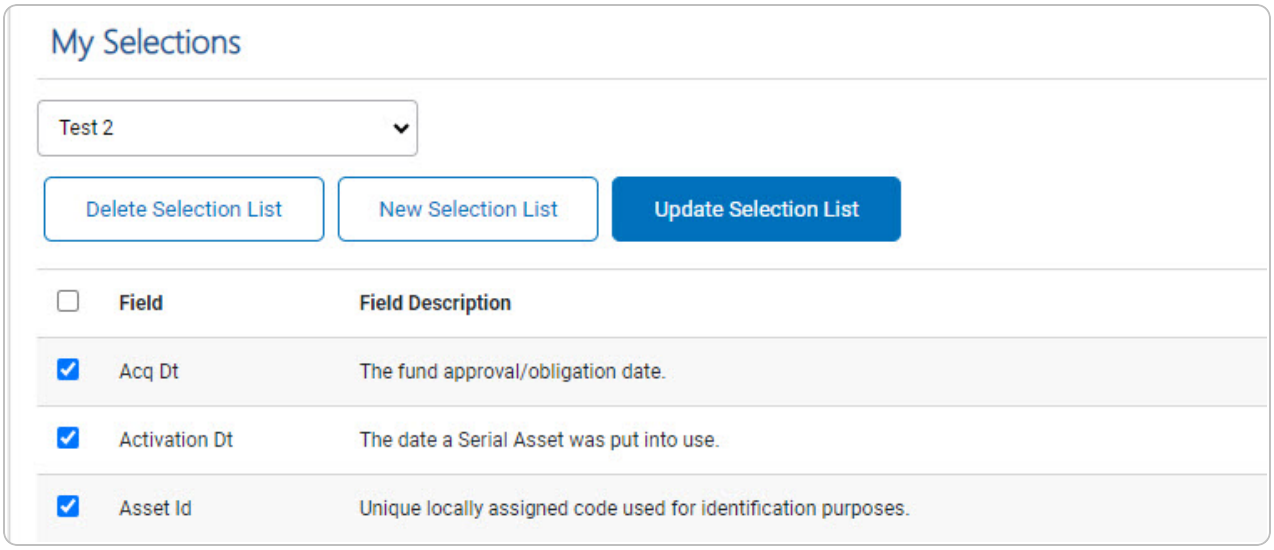
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Personal Property Improvement Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Personal 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.

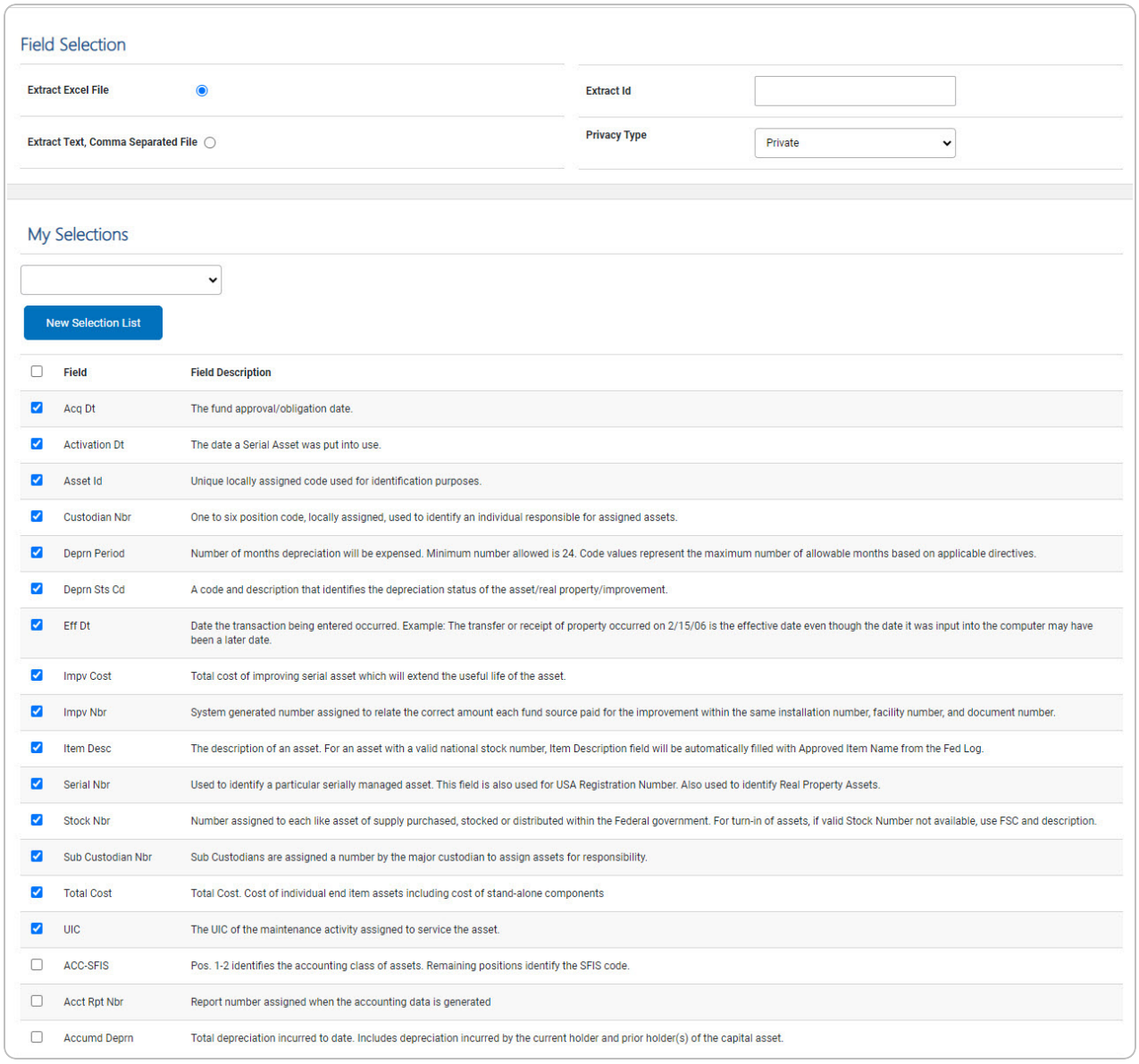


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Personal Property Improvement Inquiry** page appears.*



☐	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.
☐	Cntr/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.
☐	Deprn 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.
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Deprn Cost Center Desc	A description of the organization that handles depreciation.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn 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.
☐	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☐	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
☐	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 Updtd 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 materiel 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 YYYYYYYY format.
☐	Prior Deprn	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.
☐	SPIIN	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 Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.
☐	Type Fund Cd	A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF).

Cancel | Reset | Show Inquiry | Submit

2. Select the fields required for the inquiry. *The first 15 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.

- Verify the ACQ DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACQ DT.*
- Verify the ACTIVATION DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTIVATION DT.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an Asset Identifier.*
- Verify the CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Custodian Number.*
- Verify the DEPRN PERIOD contains the appropriate ☑ or ☐. *Select if the inquiry contains a DEPRN PERIOD.*
- Verify the DEPRN STS CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a DEPRN STS CD.*
- Verify the EFF DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an EFF DT.*
- Verify the IMPV COST contains the appropriate ☑ or ☐. *Select if the inquiry contains an IMPV COST.*
- Verify the IMPV NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an IMPV NBR.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an Item Description.*

- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Serial Number.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Stock Number.*
- Verify the SUB CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Subordinate Custodian Number.*
- Verify the Total Cost contains the appropriate ☑ or ☐. *Select if the inquiry contains a Total Cost.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Click ☐ to select the ACC—SFIS. *Select if the inquiry contains an ACC—SFIS CODE.*
- Click ☐ to select the ACCT RPT NBR. *Select if the inquiry contains an ACCT RPT NBR.*
- Click ☐ to select the ACCUMD DEPRN. *Select if the inquiry contains an ACCUMD DEPRN.*
- Click ☐ to select the ACRN. *Select if the inquiry contains an ACRN.*
- Click ☐ to select the ASN. *Select if the inquiry contains an ASN.*
- Click ☐ to select the ASSET CD. *Select if the inquiry contains an ASSET CD.*
- Click ☐ to select the Basic Symbol. *Select if the inquiry contains a Basic Symbol.*
- Click ☐ to select the CLIN. *Select if the inquiry contains a Contract Line Item Number.*
- Click ☐ to select the CNTR/PO NBR. *Select if the inquiry contains a CNTR/PO NBR.*

- Click ☐ to select the CPTL CD. *Select if the inquiry contains a CPTL CD.*
- Click ☐ to select the DEPRN CD Center. *Select if the inquiry contains a Depreciation Code.*
- Click ☐ to select the DEPRN COST CENTER. *Select if the inquiry contains a DEPRN COST CENTER.*
- Click ☐ to select the DEPRN COST CENTER DESC. *Select if the inquiry contains a DEPRN COST CENTER DESC.*
- Click ☐ to select the DEPRN EXP CD. *Select if the inquiry contains a Depreciation Expiration Code.*
- Click ☐ to select the DEPRN JOB ORDER NBR. *Select if the inquiry contains a Depreciation Job Order Number.*
- Click ☐ to select the DEPRN TASK CD. *Select if the inquiry contains a Depreciation Task Code.*
- Click ☐ to select the DEPT CD. *Select if the inquiry contains a Department Code.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains Established By information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains an Established Date.*
- Click ☐ to select the FUND CD. *Select if the inquiry contains a Fund Code.*
- Click ☐ to select the FNDNG COST CENTER. *Select if the inquiry contains a Funding Cost Center.*
- Click ☐ to select the FNDNG COST CENTER DESC. *Select if the inquiry contains a Funding Cost Center Description.*
- Click ☐ to select the FY COST. *Select if the inquiry contains a Fiscal Year.*

- Click to select the INTRF SYS CD. *Select if the inquiry contains an INTRF SYS CD.*
- Click to select the JOB ORDER NBR. *Select if the inquiry contains a Job Order Number.*
- Click to select the LAST TRAN DT. *Select if the inquiry contains a Last Transaction Date.*
- Click to select the LAST UPDTD BY. *Select if the inquiry contains Last Updated By information.*
- Click to select the LOA. *Select if the inquiry contains a LOA.*
- Click to select the OBJ CLASS CD. *Select if the inquiry contains an OBJ CLASS CD.*
- Click to select the OBLIGN DOC NBR. *Select if the inquiry contains an OBLIGN DOC NBR.*
- Click to select the OWNG COST CENTER. *Select if the inquiry contains an OWNG COST CENTER.*
- Click to select the OWNG COST CENTER DESC. *Select if the inquiry contains an OWNG COST CENTER DESC.*
- Click to select the PGM YR. *Select if the inquiry contains a Program Year.*
- Click to select the PRIOR DEPRN. *Select if the inquiry contains a Prior Depreciation.*
- Click to select the RCPT ACTION CD. *Select if the inquiry contains a RCPT ACTION CD.*
- Click to select the RCPT ACTION TYPE CD. *Select if the inquiry contains a RCPT ACTION TYPE CD.*

- Click ☐ to select the RCPT DOC NBR. *Select if the inquiry contains a RCPT DOC NBR.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the Salvage Value AMT. *Select if the inquiry contains a Salvage Value Amount.*
- Click ☐ to select the SLIN. *Select if the inquiry contains a SLIN.*
- Click ☐ to select the SPIIN. *Select if the inquiry contains a SPIIN.*
- Click ☐ to select the SUBHEAD. *Select if the inquiry contains a SUBHEAD.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains a Task Code.*
- Click ☐ to select the Trading Basic Symbol. *Select if the inquiry contains a Trading Basic Symbol.*
- Click ☐ to select the TRADING DEPT CD. *Select if the inquiry contains a Trading Department Code.*
- Click ☐ to select the TRADING PARTNER NBR. *Select if the inquiry contains a Trading Partner Number.*
- Click ☐ to select the Trading SUBHEAD. *Select if the inquiry contains a Trading SUBHEAD.*
- Click ☐ to select the TRAN ACTION CD. *Select if the inquiry contains a Transaction Action Code.*
- Click ☐ to select the Tran Action Type CD. *Select if the inquiry contains a Transaction Action Type Code.*
- Click ☐ to select the TRAN DOC NBR. *Select if the inquiry contains a Transaction Document Number.*

- Click ☐ to select the TRANSFER TYPE CD. *Select if the inquiry contains a Transfer Type Code.*
- Click ☐ to select the Type Asset CD. *Select if the inquiry contains a Type Asset Code.*
- Click ☐ to select the Type Fund CD. *Select if the inquiry contains a Type Fund Code.*

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

3. **OR**

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Personal Property Improvement Inquiry — Criteria
- Search for a Personal Property Improvement Inquiry — Results
- View the Personal Property Improvement Inquiry Detail
- View the Personal Property Improvement Inquiry Transaction Status
- Export the Personal Property Improvement Inquiry Transaction Status

View the Personal Property Improvement Inquiry Detail

Overview

The Personal Property Improvement Inquiry Detail process displays the Basic Detail record of the selected Improvement.

Navigation

Inquiries > Accounting > Improvement > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Personal Property Improvement Inquiry Detail page

Page Fields

The following fields display on the **Personal Property Improvement Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Personal Property Improvement Inquiry Detail Grid

Asset Id
Serial Nbr
Item Desc
Acq Dt
ACC
Estbd By
Last Updtd By
Impv Cost
Asset Cd
Acct Rpt Nbr
Owng Cost Center

Fndng Cost Center
Deprn Cost Center
Transfer Type Cd
Task Cd
Job Order Nbr
Fund Cd/ASN
Dept Cd
Basic Symbol
Obj Class Cd
Oblign Doc Nbr
SPIIN
SLIN
Deprn Exp Cd
Deprn Job Order Nbr
Accumd Deprn
Salvage Value
Remarks
History Remarks
Stock Nbr
Impv Nbr
Eff Dt
Type Action
Estbd Dt
Last Activity Dt
Total Cost
Acct Sys Cd
Cptl Cd
Owng Cost Center Desc
Fngng Cost Center Desc
Deprn Cost Center Desc
Trading Partner Nbr
Type Fund Id
Pgm Yr
Subhead
LOA
Cntr/PO Nbr
CLIN
ACRN
Activation Dt
Deprn Period
Deprn Task Cd
Deprn Sts Cd
FY Cost

Prior Deprn

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

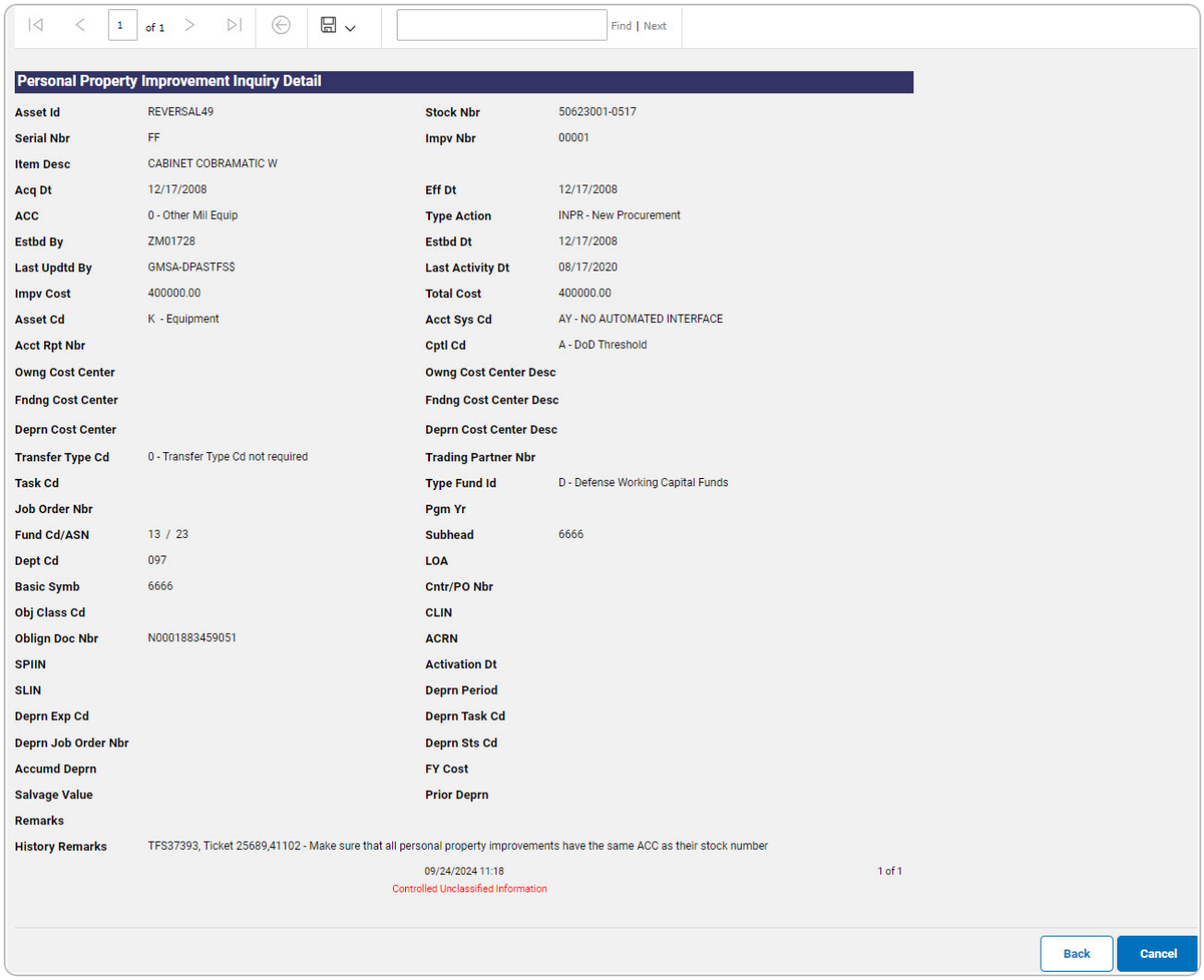
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Personal Property Improvement Inquiry Detail

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

1. *Verify the Personal Property Improvement Inquiry Detail grid.*



Personal Property Improvement Inquiry Detail

Asset Id	REVERSAL49	Stock Nbr	50623001-0517
Serial Nbr	FF	Impv Nbr	00001
Item Desc	CABINET COBRAMATIC W		
Acq Dt	12/17/2008	Eff Dt	12/17/2008
ACC	0 - Other Mil Equip	Type Action	INPR - New Procurement
Estbd By	ZM01728	Estbd Dt	12/17/2008
Last Updtd By	GMSA-DPASTFS$	Last Activity Dt	08/17/2020
Impv Cost	400000.00	Total Cost	400000.00
Asset Cd	K - Equipment	Acct Sys Cd	AY - NO AUTOMATED INTERFACE
Acct Rpt Nbr		Cptl Cd	A - DoD Threshold
Owng Cost Center		Owng Cost Center Desc	
Fndng Cost Center		Fndng Cost Center Desc	
Deprn Cost Center		Deprn Cost Center Desc	
Transfer Type Cd	0 - Transfer Type Cd not required	Trading Partner Nbr	
Task Cd		Type Fund Id	D - Defense Working Capital Funds
Job Order Nbr		Pgm Yr	
Fund Cd/ASN	13 / 23	Subhead	6666
Dept Cd	097	LOA	
Basic Symb	6666	Cntr/PO Nbr	
Obj Class Cd		CLIN	
Oblign Doc Nbr	N0001883459051	ACRN	
SPIIN		Activation Dt	
SLIN		Deprn Period	
Deprn Exp Cd		Deprn Task Cd	
Deprn Job Order Nbr		Deprn Sts Cd	
Accumd Deprn		FY Cost	
Salvage Value		Prior Deprn	
Remarks			
History Remarks	TFS37393, Ticket 25689,41102 - Make sure that all personal property improvements have the same ACC as their stock number		

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Controlled Unclassified Information

Back Cancel

A. *Verify the ASSET ID.*

B. *Verify the SERIAL NBR.*

C. *Verify the ITEM DESC.*

D. *Verify the ACQ DT.*

E. *Verify the ACC.*

F. *Verify the ESTBD BY.*

G. *Verify the Last Updtd By.*

H. *Verify the IMPV COST.*

I. *Verify the ASSET CD.*
J. *Verify the ACCT RPT NBR.*
K. *Verify the OWNG COST CENTER.*
L. *Verify the FNDNG COST CENTER.*
M. *Verify the DEPRN COST CENTER.*
N. *Verify the Transfer Type CD.*
O. *Verify the TASK CD.*
P. *Verify the JOB ORDER NBR.*
Q. *Verify the FUND CD/ASN.*
R. *Verify the DEPT CD.*
S. *Verify the Basic Symbol.*
T. *Verify the OBJ CLASS CD.*
U. *Verify the OBLIGN DOC NBR.*
V. *Verify the SPIIN.*
W. *Verify the SLIN.*
X. *Verify the DEPRN EXP CD.*
Y. *Verify the DEPRN JOB ORDER NBR.*
Z. *Verify the ACCUMD DEPRN.*
AA. *Verify the Salvage Value.*
AB. *Verify the Remarks.*
AC. *Verify the History Remarks.*
AD. *Verify the STOCK NBR.*
AE. *Verify the IMPV NBR.*
AF. *Verify the EFF DT.*
AG. *Verify the Type Action.*
AH. *Verify the ESTBD DT.*
AI. *Verify the LAST ACTIVITY DT.*
AJ. *Verify the Total Cost.*
AK. *Verify the ACCT SYS CD.*
AL. *Verify the CPTL CD.*
AM. *Verify the OWNG COST CENTER DESC.*

AN. *Verify the FNDNG COST CENTER DESC.*

AO. *Verify the DEPRN COST CENTER DESC.*

AP. *Verify the TRADING PARTNER NBR.*

AQ. *Verify the TYPE FUND ID.*

AR. *Verify the PGM YR.*

AS. *Verify the SUBHEAD.*

AT. *Verify the LOA.*

AU. *Verify the CNTR/PO NBR.*

AV. *Verify the CLIN.*

AW. *Verify the ACRN.*

AX. *Verify the ACTIVATION DT.*

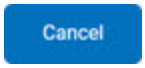
AY. *Verify the DEPRN PERIOD.*

AZ. *Verify the DEPRN TASK CD.*

BA. *Verify the DEPRN STS CD.*

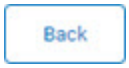
BB. *Verify the FY COST.*

BC. *Verify the PRIOR DEPRN.*

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 **Personal Property Improvement Inquiry — Criteria** page appears*.

   OR

   Select 

. *The **Personal 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Personal Property Improvement Inquiry — Criteria
- Search for a Personal Property Improvement Inquiry — Results
- Select Fields for the Personal Property Improvement Inquiry
- View the Personal Property Improvement Inquiry Transaction Status
- Export the Personal Property Improvement Inquiry Transaction Status

View the Personal Property Improvement Inquiry Transaction Status

Overview

The Personal Property Improvement Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Personal Property > Improvement > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Personal Property Improvement Inquiry Transaction Status page

Page Fields

The following fields display on the **Personal Property Improvement Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

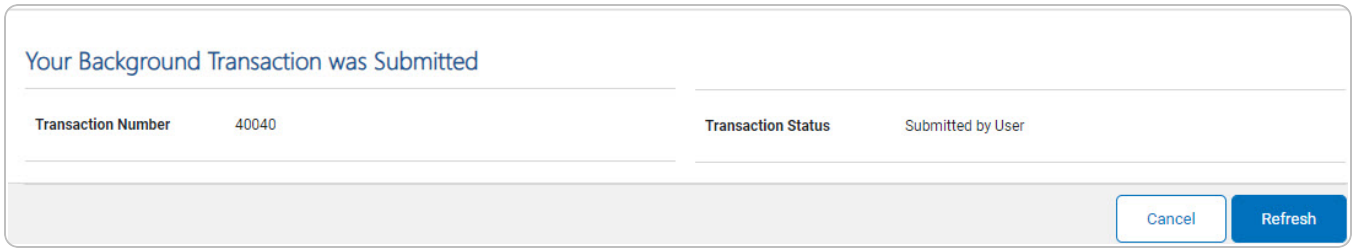
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

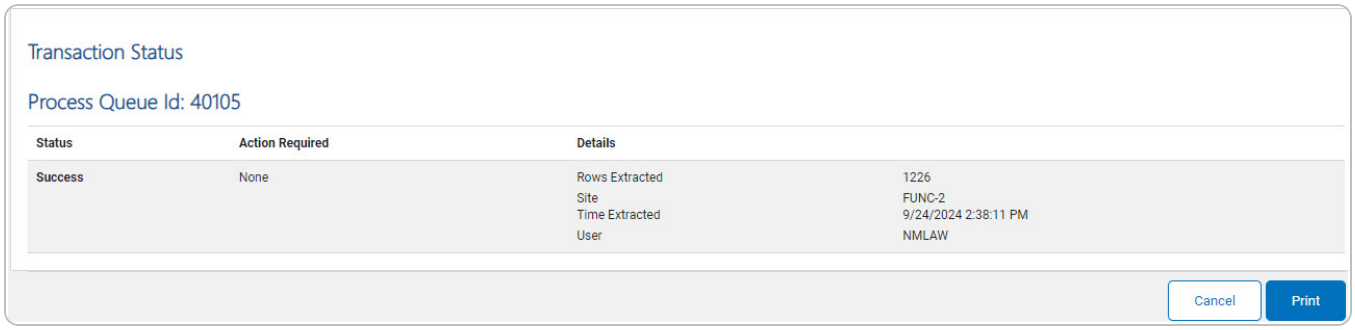
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Personal Property Improvement Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Personal Property Improvement Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Personal Property Improvement Inquiry Search Criteria*** *page appears*.

View the Personal Property Improvement Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select

. *The* ***Personal Property Improvement Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Personal Property Improvement Inquiry — Criteria
- Search for a Personal Property Improvement Inquiry — Results
- Select Fields for the Personal Property Improvement Inquiry
- View the Personal Property Improvement Inquiry Detail
- Export the Personal Property Improvement Inquiry Transaction Status

Export the Personal Property Improvement Inquiry Transaction Status

Overview

The Personal Property Improvement Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Personal Property > Improvement > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Personal Property Improvement Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Personal Property Improvement Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

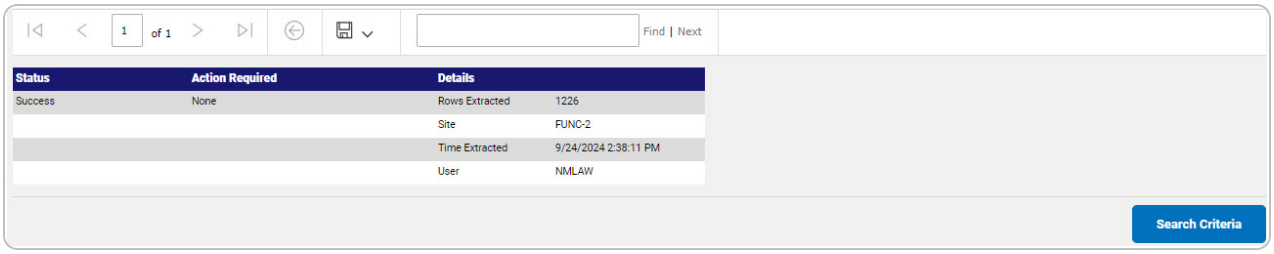
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Personal Property Improvement Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Personal Property Improvement Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Personal Property Improvement Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Personal Property Improvement Inquiry — Criteria
- Search for a Personal Property Improvement Inquiry — Results
- Select Fields for the Personal Property Improvement Inquiry
- View the Personal Property Improvement Inquiry Detail
- View the Personal Property Improvement Inquiry Transaction Status

Search for an Acquisition Program/Asset Inquiry — Criteria

Overview

The Property Accountability module Acquisition Program/Asset Inquiry process provides the ability to search for Acquisition Program/Asset records.

Navigation

Inquiries > Accounting > ACQ PGM/Asset > Acquisition Program/Asset Inquiry Search Criteria page

Page Fields

The following fields display on the **Acquisition Program/Asset Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

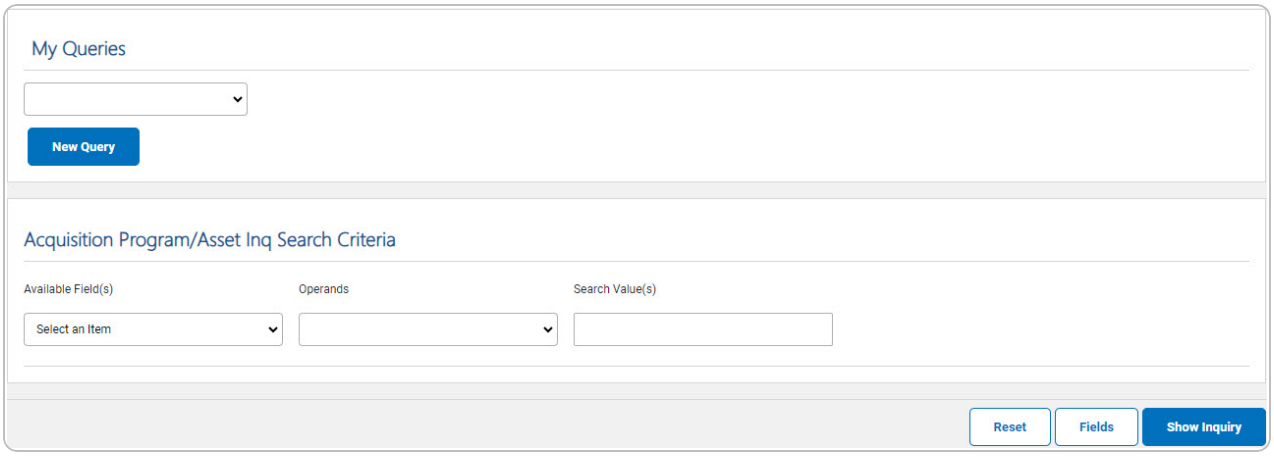
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Acquisition Program/Asset 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.

   B. Repeat Step A to add additional search criteria.

> **Note**
>
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
> Select Fields 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.

   C. Repeat Step B to add additional search criteria.

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.

   C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

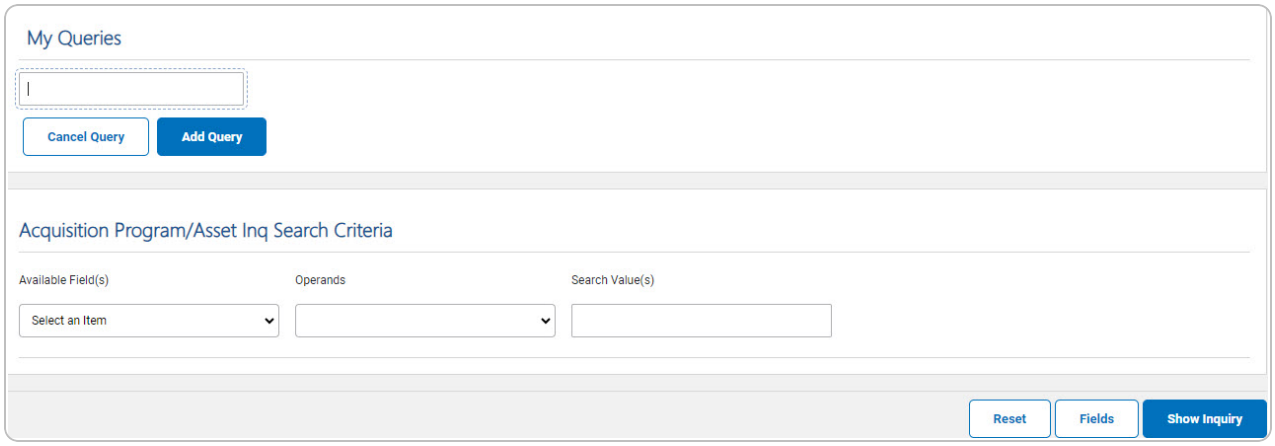
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Acquisition Program/Asset Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



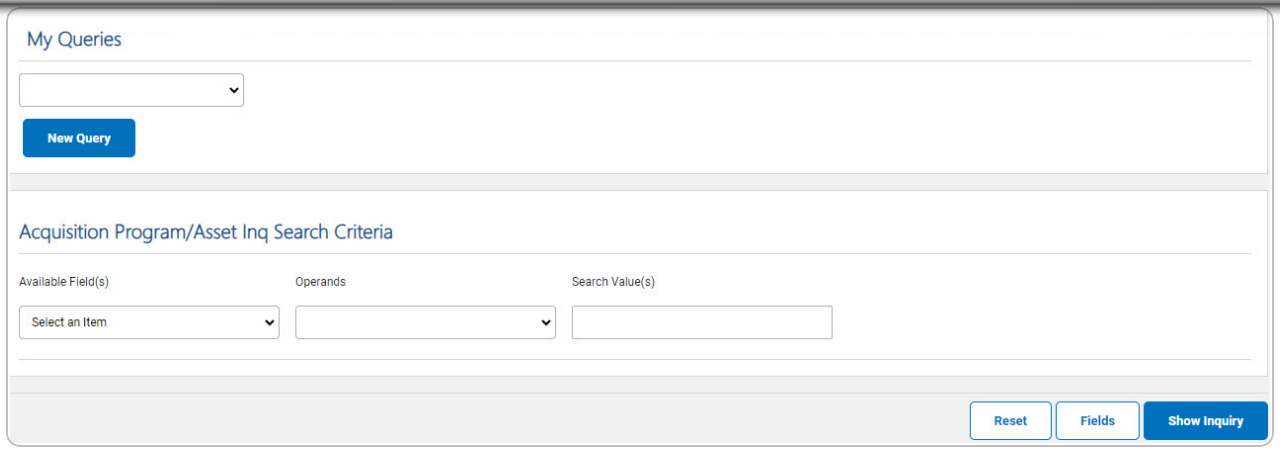
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

   Select Fields. *The* ***Acquisition Program/Asset Inquiry — Select Fields*** *page appears.*
5. OR

   Select Show Inquiry. *The* ***Acquisition Program/Asset 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.*



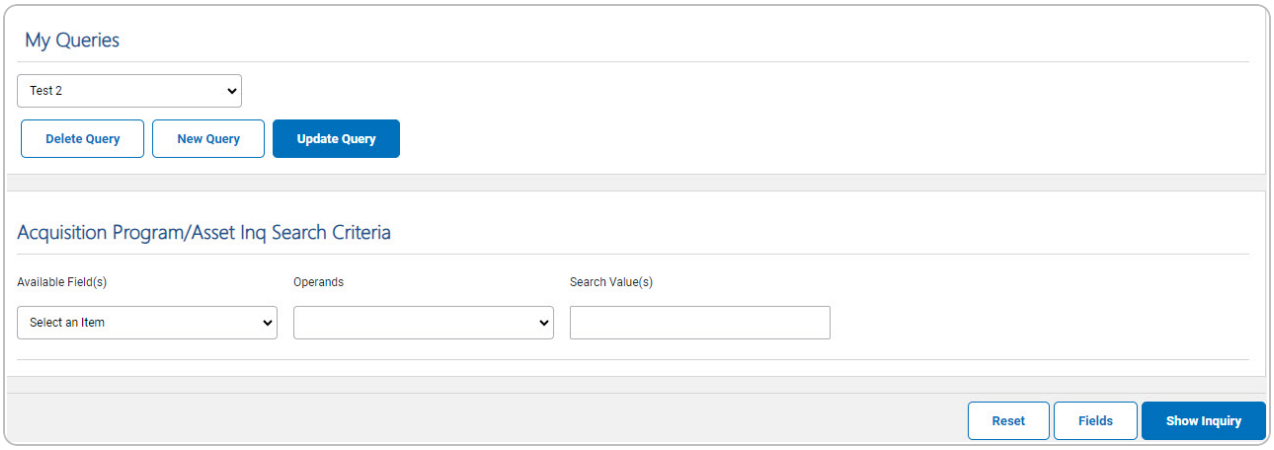
Select Fields. *The **Acquisition Program/Asset Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Acquisition Program/Asset 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

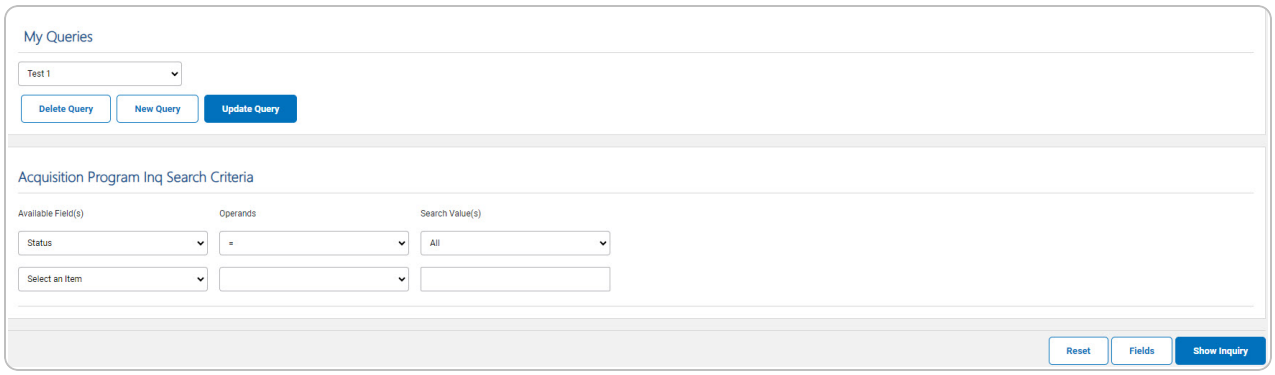
   Select Fields. *The* ***Acquisition Program/Asset Inquiry — Select Fields*** *page appears.*

4. OR

   Select Show Inquiry. *The* ***Acquisition Program/Asset 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The* ***Acquisition Program/Asset Inquiry — Select Fields*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =,	Missing Entry. The Field value was entered, but

>, <, >= , <= , <>, or Like.	no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Acquisition Program/Asset Inquiry — Results
- Select Fields for the Acquisition Program/Asset Inquiry
- View the Acquisition Program/Asset Inquiry Transaction Status
- Export the Acquisition Program/Asset Inquiry Transaction Status

Search for an Acquisition Program/Asset Inquiry — Results

Overview

The Acquisition Program/Asset Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Accounting > ACQ PGM/Asset > Search Criteria > Show Inquiry > Acquisition Program/Asset Inquiry Search Results page

Page Fields

The following fields display on the **Acquisition Program/Asset Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Accumd Deprn
Acq Pgm Name
Activation Dt
Asset Id
Dspsl Action
Fdcry Deprn Mthd Cd
Impv Nbr
Item Desc
Last Tran Dt
Pgm Yr
Prj Category Cd
Prj Desc
Prj Nbr
Stock Nbr
Type Dsg Name
UII
Util Measure Cd
Util Svc Life

Yr Svc Life

Optional

Acct Rpt Nbr
Acq Dt
Actbl UIC
Active/Inactive
Agency
Asset Sts Cd
Deprn AB Rebsln
Deprn Fdcry Mthd Cd
Deprn Period
Deprn Period Days
Deprn SL Rebsln
Deprn Sts Cd
Deprn Util Measr Cd
Deprn Util Period
Deprn Util Qty
Deprn Util Svc Life
DoD Serial Nbr
Dollar Amt
Net Book Value
Oblign Doc Nbr
Prior Deprn
Prr Deprn AB Rebsln
Prr Deprn AB Unbsln
Prr Deprn SL Rebsln
Prr Deprn SL Unbsln
Qty
Serial Nbr
Site Id
Total Cost
UI
UIC
UIC Name
Write Down Amt

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

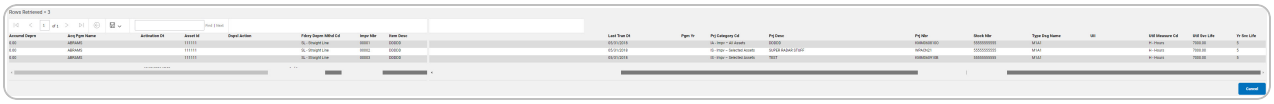
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Acquisition Program/Asset Inquiry Results

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

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



Note

To reach the optional fields, refer to the Acquisition Program/Asset Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Acquisition Program/Asset 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Acquisition Program/Asset Inquiry — Criteria
- Select Fields for the Acquisition Program/Asset Inquiry
- View the Acquisition Program/Asset Inquiry Transaction Status
- Export the Acquisition Program/Asset Inquiry Transaction Status

Select Fields for the Acquisition Program/Asset Inquiry

Overview

The Acquisition Program/Asset Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Accounting > ACQ PGM/Asset > Search Criteria > Fields > Acquisition Program/Asset Inquiry Fields Selection page

Page Fields

The following fields display on the **Acquisition Program/Asset Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Accumd Deprn
Acq Pgm Name
Activation Dt
Asset Id
Dspsl Action
Fdcry Deprn Mthd Cd
Impv Nbr
Item Desc
Last Tran Dt
Pgm Yr
Prj Category Cd
Prj Desc

Prj Nbr
Stock Nbr
Type Dsg Name
UII
Util Measure Cd
Util Svc Life
Yr Svc Life

Optional

Acct Rpt Nbr
Acq Dt
Actbl UIC
Active/Inactive
Agency
Asset Sts Cd
Deprn AB Rebsln
Deprn Fdcry Mthd Cd
Deprn Period
Deprn Period Days
Deprn SL Rebsln
Deprn Sts Cd
Deprn Util Measr Cd
Deprn Util Period
Deprn Util Qty
Deprn Util Svc Life
DoD Serial Nbr
Dollar Amt
Net Book Value
Oblign Doc Nbr
Prior Deprn
Prr Deprn AB Rebsln
Prr Deprn AB Unbsln
Prr Deprn SL Rebsln
Prr Deprn SL Unbsln
Qty
Serial Nbr
Site Id
Total Cost
UI
UIC
UIC Name
Write Down Amt

Procedures

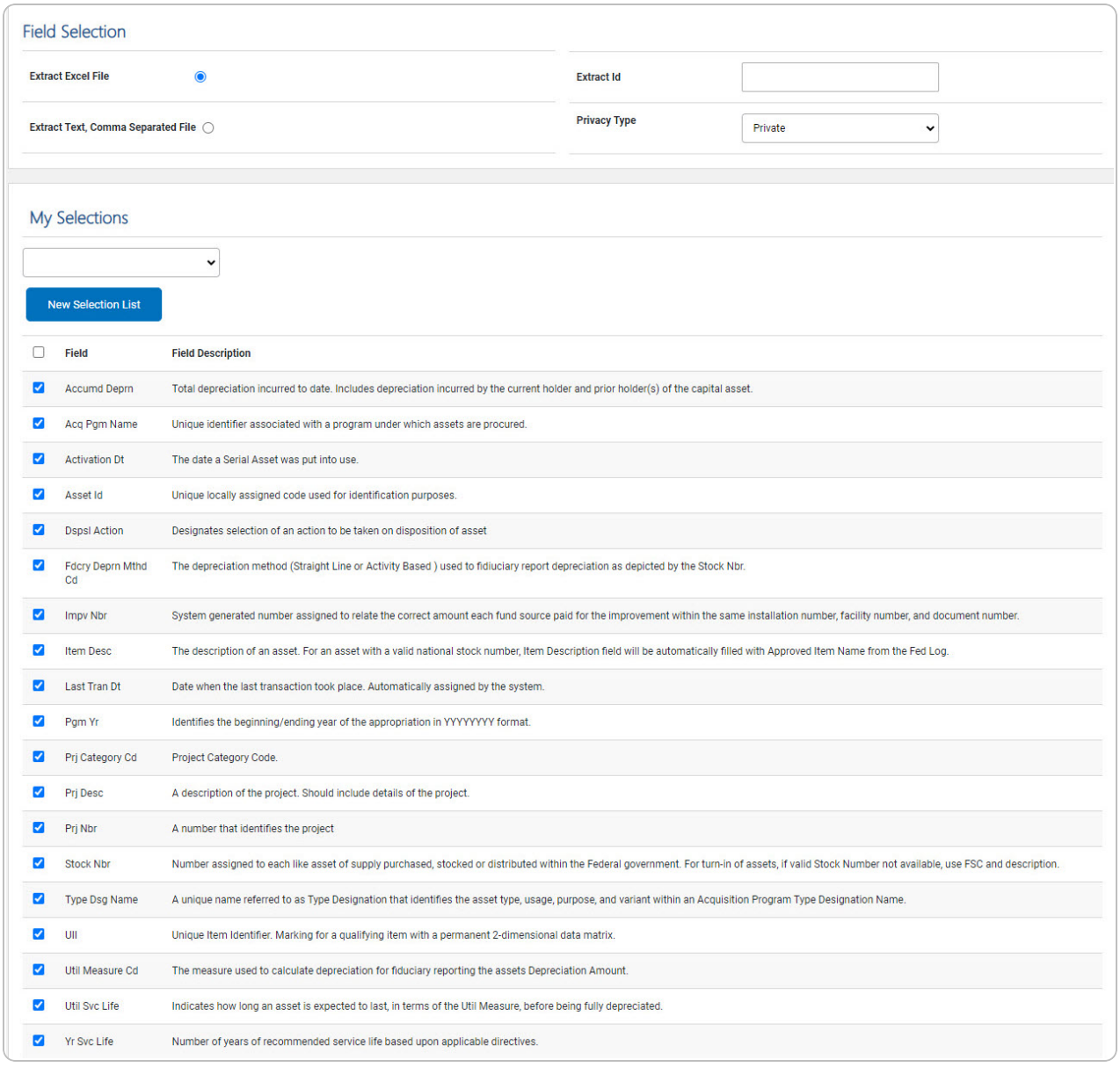
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

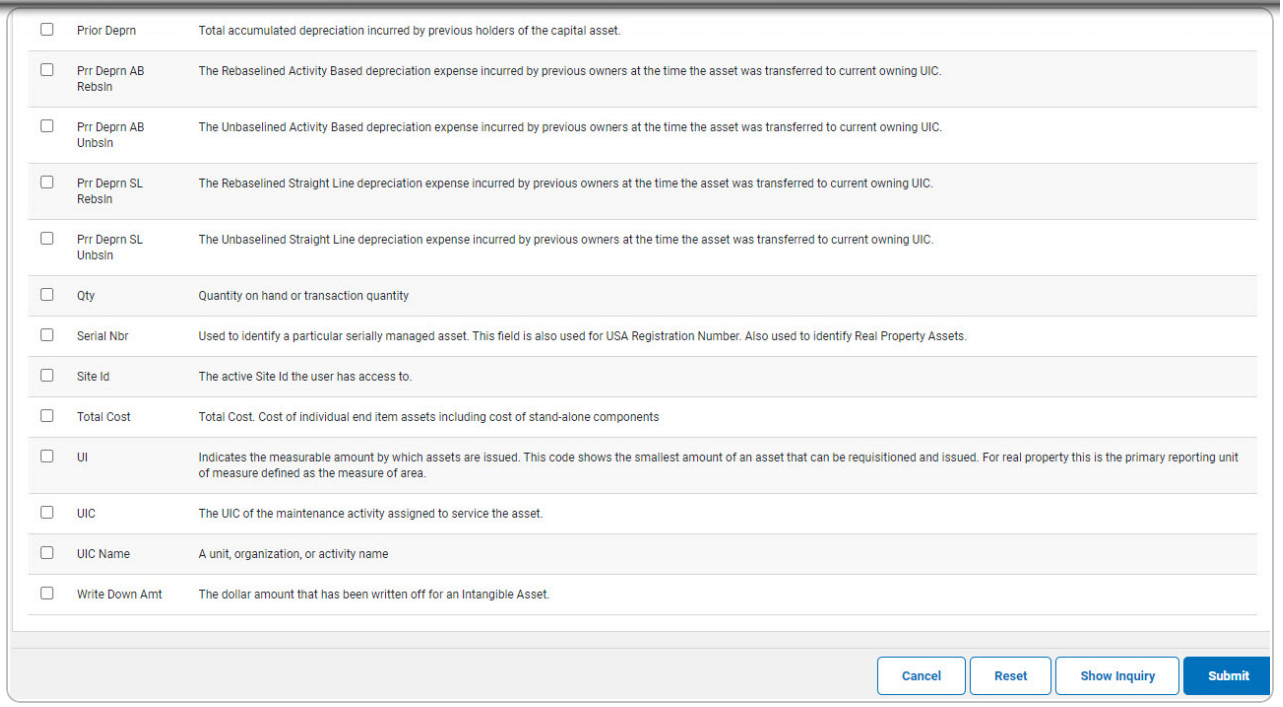
Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **Acquisition Program/Asset Inquiry Field Selection** page appears.*



☐	Acct Rpt Nbr	Report number assigned when the accounting data is generated
☐	Acq Dt	The fund approval/obligation date.
☐	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.
☐	Active/Inactive	Shows whether the asset is active or inactive.
☐	Agency	Agency Lookup Desc
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	Deprn AB Rebsln	The accumulated depreciation calculated using AB with rebaselining of the asset.
☐	Deprn Fdcry Mthd Cd	The depreciation method (Straight Line or Activity Based) used to report depreciation for the asset / improvement.
☐	Deprn 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.
☐	Deprn Period Days	The number of days the asset is scheduled to be depreciated.
☐	Deprn SL Rebsln	The accumulated depreciation calculated using SL with rebaselining of the asset.
☐	Deprn Sts Cd	A code and description that identifies the depreciation status of the asset/real property/improvement.
☐	Deprn Util Measr Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation Amount.
☐	Deprn Util Period	The number of days/months the asset has been depreciated.
☐	Deprn Util Qty	The assets actual utilization when depreciation last ran.
☐	Deprn Util Svc Life	The assets planned utilization for depreciation purposes.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☐	Net Book Value	Calculated Total Cost (acquisition) - Accumulated Depreciation (depreciation)
☐	Oblign Doc Nbr	Number used by accounting to track each obligation record.



☐	Prior Deprn	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	Prr Deprn AB Rebsln	The Rebaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn AB Unbsln	The Unbaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL Rebsln	The Rebaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL Unbsln	The Unbaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Qty	Quantity on hand or transaction quantity
☐	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.
☐	Site Id	The active Site Id the user has access to.
☐	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☐	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.
☐	UIC	The UIC of the maintenance activity assigned to service the asset.
☐	UIC Name	A unit, organization, or activity name
☐	Write Down Amt	The dollar amount that has been written off for an Intangible Asset.

Cancel Reset Show Inquiry Submit

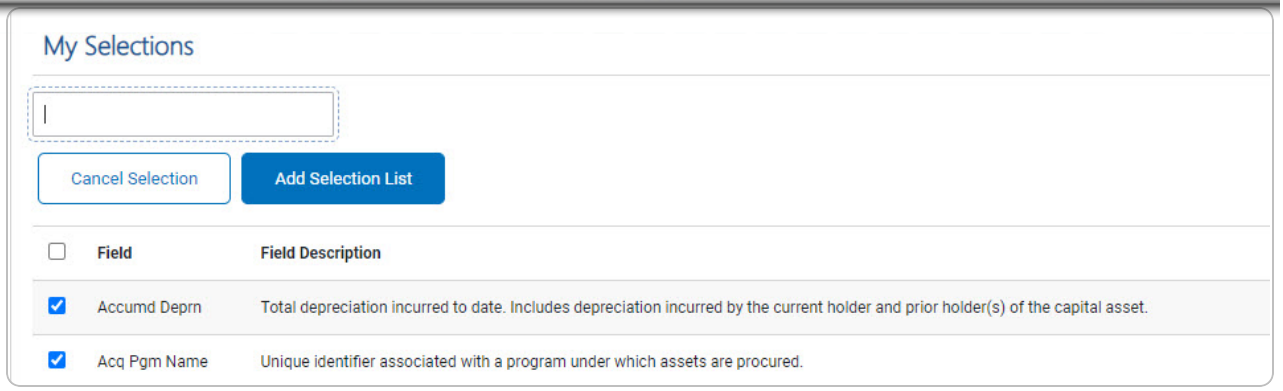
2. Choose the desired file type:
   - Click ○ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

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



Note

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

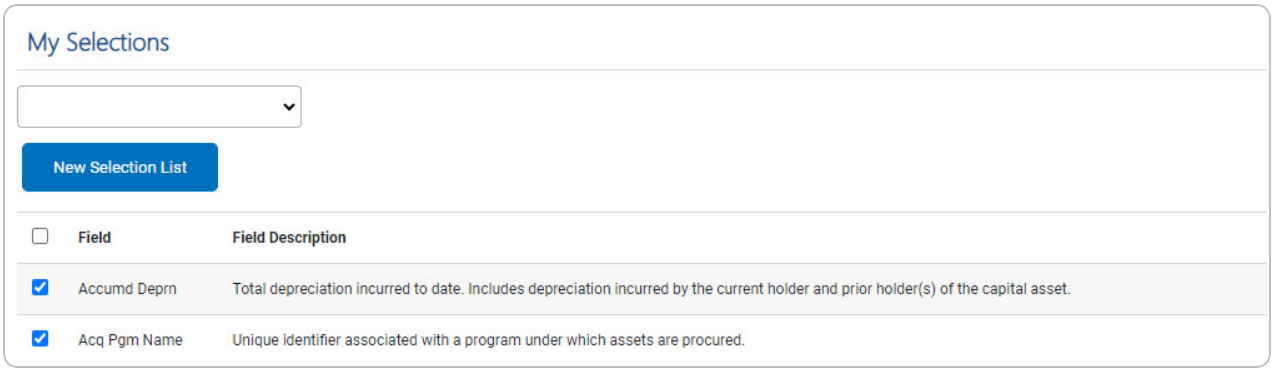
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.* **Add Selection List** *is replaced by* **Update Selection List** *and* Delete Selection List.

   Select **Show Inquiry** for small volumes of data. *The* ***Acquisition Program/Asset Inquiry — Results*** *page appears.*
5. **OR**

   Select **Submit** for large volumes of data. *The* ***Acquisition Program/Asset Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

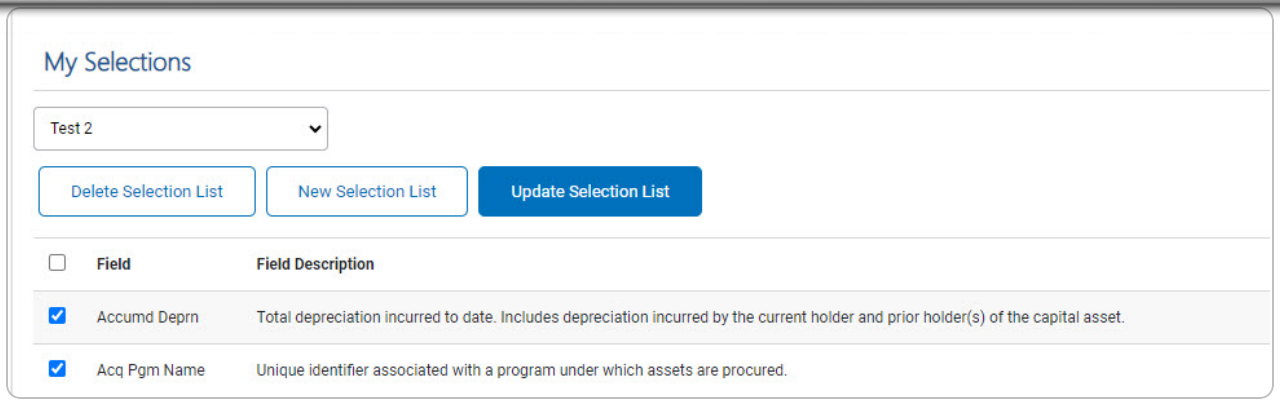
3. Select Show Inquiry for small volumes of data. *The **Acquisition Program/Asset Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Acquisition Program/Asset 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



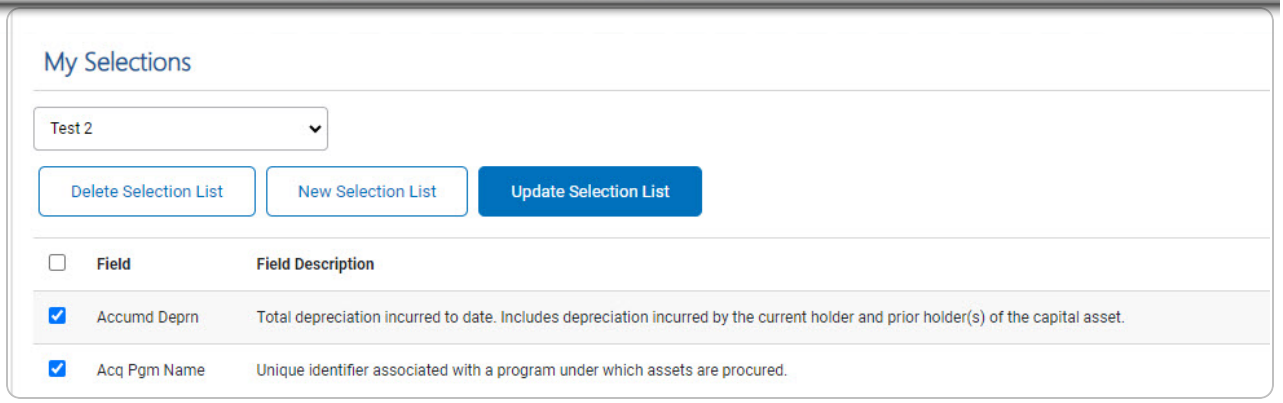
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Acquisition Program/Asset Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Acquisition Program/Asset 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.

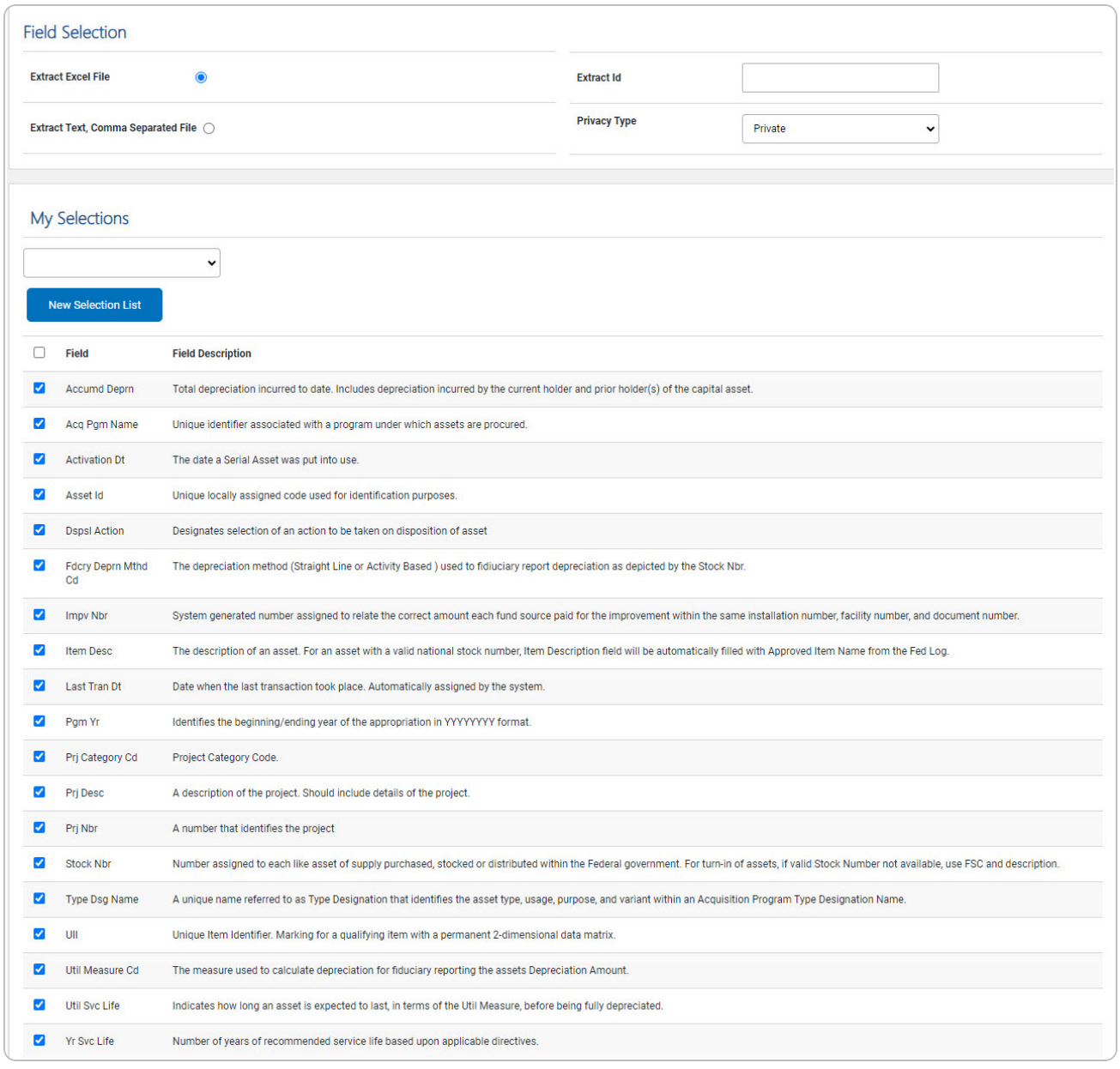


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

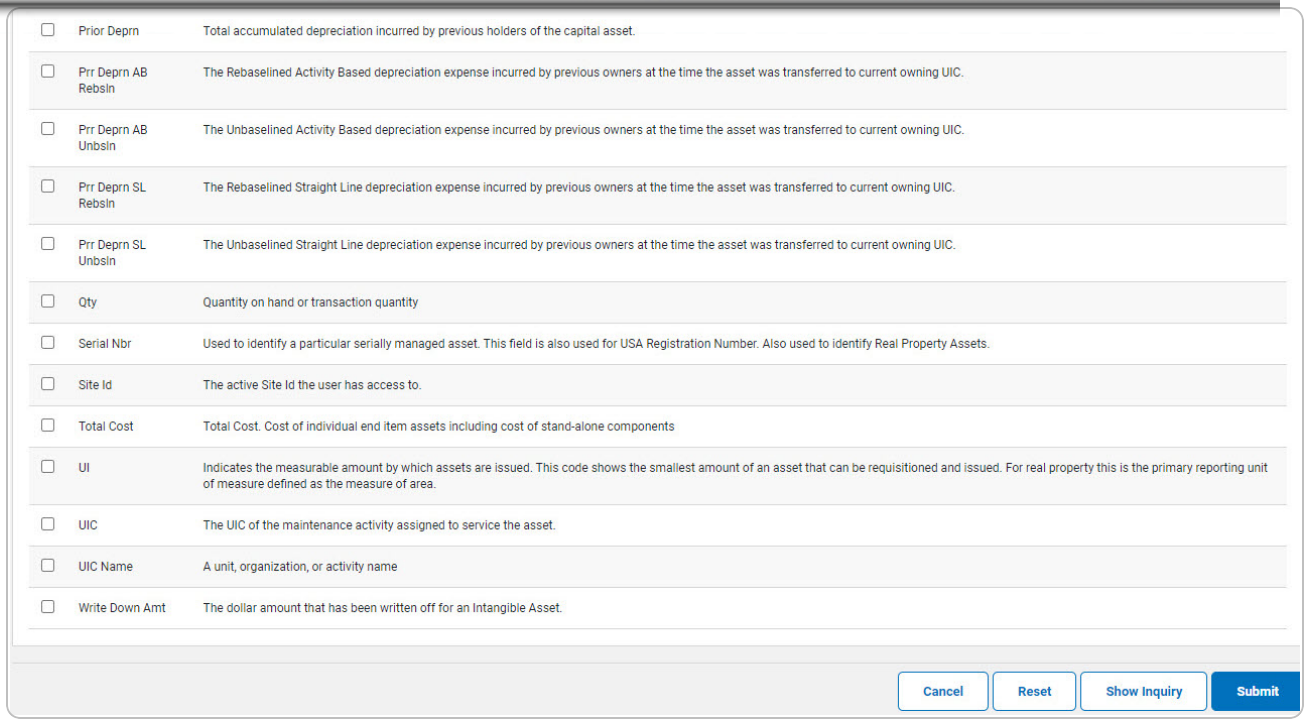
Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Acquisition Program/Asset Inquiry** page appears.*



☐	Acct Rpt Nbr	Report number assigned when the accounting data is generated
☐	Acq Dt	The fund approval/obligation date.
☐	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.
☐	Active/Inactive	Shows whether the asset is active or inactive.
☐	Agency	Agency Lookup Desc
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	Deprn AB Rebsln	The accumulated depreciation calculated using AB with rebaselining of the asset.
☐	Deprn Fdcry Mthd Cd	The depreciation method (Straight Line or Activity Based) used to report depreciation for the asset / improvement.
☐	Deprn 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.
☐	Deprn Period Days	The number of days the asset is scheduled to be depreciated.
☐	Deprn SL Rebsln	The accumulated depreciation calculated using SL with rebaselining of the asset.
☐	Deprn Sts Cd	A code and description that identifies the depreciation status of the asset/real property/improvement.
☐	Deprn Util Measr Cd	The measure used to calculate depreciation for fiduciary reporting the assets Depreciation Amount.
☐	Deprn Util Period	The number of days/months the asset has been depreciated.
☐	Deprn Util Qty	The assets actual utilization when depreciation last ran.
☐	Deprn Util Svc Life	The assets planned utilization for depreciation purposes.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☐	Net Book Value	Calculated Total Cost (acquisition) - Accumulated Depreciation (depreciation)
☐	Oblign Doc Nbr	Number used by accounting to track each obligation record.



☐	Prior Deprn	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	Prr Deprn AB Rebsln	The Rebaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn AB Unbsln	The Unbaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL Rebsln	The Rebaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL Unbsln	The Unbaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Qty	Quantity on hand or transaction quantity
☐	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.
☐	Site Id	The active Site Id the user has access to.
☐	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☐	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.
☐	UIC	The UIC of the maintenance activity assigned to service the asset.
☐	UIC Name	A unit, organization, or activity name
☐	Write Down Amt	The dollar amount that has been written off for an Intangible Asset.

Cancel Reset Show Inquiry Submit

2. Select the fields required for the inquiry. *The first 19 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.

- Verify the ACCUMD DEPRN contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACCUMD DEPRN.*
- Verify the ACQ PGM NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains an Acquisition Program Name.*
- Verify the ACTIVATION DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTIVATION DT.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an Asset Identifier.*

- Verify the DSPSL ACTION contains the appropriate ☑ or ☐. *Select if the inquiry contains a Disposition Action.*
- Verify the FDCRY DEPRN MTHD CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a FDCRY DEPRN MTHD CD.*
- Verify the IMPV NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an IMPV NBR.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an Item Description.*
- Verify the LAST TRAN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a Last Transaction Date.*
- Verify the PGM YR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Program Year.*
- Verify the PRJ CATEGORY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a Project Category Code.*
- Verify the PRJ DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a Project Description.*
- Verify the PRJ NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Project Number.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Stock Number.*
- Verify the TYPE DSG NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a Type Designation Name.*
- Verify the UII contains the appropriate ☑ or ☐. *Select if the inquiry contains a Unique Item Identifier.*

- Verify the UTIL MEASURE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a Utilization Measure Code.*
- Verify the UTIL SVC LIFE contains the appropriate ☑ or ☐. *Select if the inquiry contains a Utilization Service Life.*
- Verify the YR SVC LIFE contains the appropriate ☑ or ☐. *Select if the inquiry contains Year Service Life information.*
- Click ☐ to select the ACCT RPT NBR. *Select if the inquiry contains an ACCT RPT NBR.*
- Click ☐ to select the ACQ DT. *Select if the inquiry contains an ACQ DT.*
- Click ☐ to select the ACTBL UIC. *Select if the inquiry contains an Accountable Unit Identification Code.*
- Click ☐ to select the Active/Inactive. *Select if the inquiry contains Action/Inactive information.*
- Click ☐ to select the Agency. *Select if the inquiry contains an Agency.*
- Click ☐ to select the ASSET STS CD. *Select if the inquiry contains an Asset Status Code.*
- Click ☐ to select the DEPRN AB REBSLN. *Select if the inquiry contains a DEPRN AB REBSLN.*
- Click ☐ to select the DEPRN FDCRY MTHD CD. *Select if the inquiry contains a Depreciation Fiduciary Method Code.*
- Click ☐ to select the DEPRN PERIOD. *Select if the inquiry contains a Deprn Period.*
- Click ☐ to select the DEPRN PERIOD DAYS. *Select if the inquiry contains Deprn Period Days.*

- Click to select the DEPRN SL REBSLN. *Select if the inquiry contains a DEPRN SL REBSLN.*
- Click to select the DEPRN STS CD. *Select if the inquiry contains a Deprn Status Code.*
- Click to select the DEPRN UTIL MEASR CD. *Select if the inquiry contains a Depreciation Utilization Measure Code.*
- Click to select the DEPRN UTIL PERIOD. *Select if the inquiry contains a Depreciation Utilization Period.*
- Click to select the DEPRN UTIL QTY. *Select if the inquiry contains a Depreciation Utilization Quantity.*
- Click to select the DEPRN UTIL SVC LIFE. *Select if the inquiry contains Depreciation Utilization Service Life information.*
- Click to select the DOD SERIAL NBR. *Select if the inquiry contains a Department of Defense Serial Number.*
- Click to select the DOLLAR AMT. *Select if the inquiry contains a Dollar Amount.*
- Click to select the Net Book Value. *Select if the inquiry contains a Net Book Value.*
- Click to select the OBLIGN DOC NBR. *Select if the inquiry contains an Obligation Document Number.*
- Click to select the PRIOR DEPRN. *Select if the inquiry contains a Prior Depreciation.*
- Click to select the PRR DEPRN AB REBSLN. *Select if the inquiry contains PRR DEPRN AB REBSLN information.*
- Click to select the PRR DEPRN AB UNBSLN. *Select if the inquiry contains a PRR DEPRN AB UNBSLN.*

- Click ☐ to select the PRR DEPRN SL REBSLN. *Select if the inquiry contains a PRR DEPRN SL REBSLN.*
- Click ☐ to select the PRR DEPRN SL UNBSLN. *Select if the inquiry contains a PRR DEPRN SL UNBSLN.*
- Click ☐ to select the QTY. *Select if the inquiry contains Quantity information.*
- Click ☐ to select the SERIAL NBR. *Select if the inquiry contains a Serial Number.*
- Click ☐ to select the SITE ID. *Select if the inquiry contains a Site Identifier.*
- Click ☐ to select the Total Cost. *Select if the inquiry contains a Total Cost.*
- Click ☐ to select the UI. *Select if the inquiry contains a Unit of Issue.*
- Click ☐ to select the UIC. *Select if the inquiry contains a Unit Identification Code.*
- Click ☐ to select the UIC NAME. *Select if the inquiry contains a Unit Identification Code Name.*
- Click ☐ to select the Write Down AMT. *Select if the inquiry contains a Write Down Amount.*

3. Select Show Inquiry for small volumes of data. *The **Acquisition Program/Asset Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Acquisition Program/Asset Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Acquisition Program/Asset Inquiry — Criteria
- Search for an Acquisition Program/Asset Inquiry — Results
- View the Acquisition Program/Asset Inquiry Transaction Status
- Export the Acquisition Program/Asset Inquiry Transaction Status

View the Acquisition Program/Asset Inquiry Transaction Status

Overview

The Acquisition Program/Asset Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Accounting > ACQ PGM/Asset > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Acquisition Program/Asset Inquiry Transaction Status page

Page Fields

The following fields display on the **Acquisition Program/Asset Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

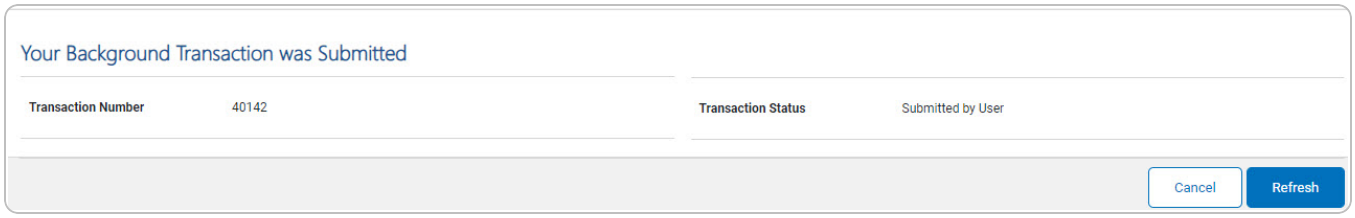
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

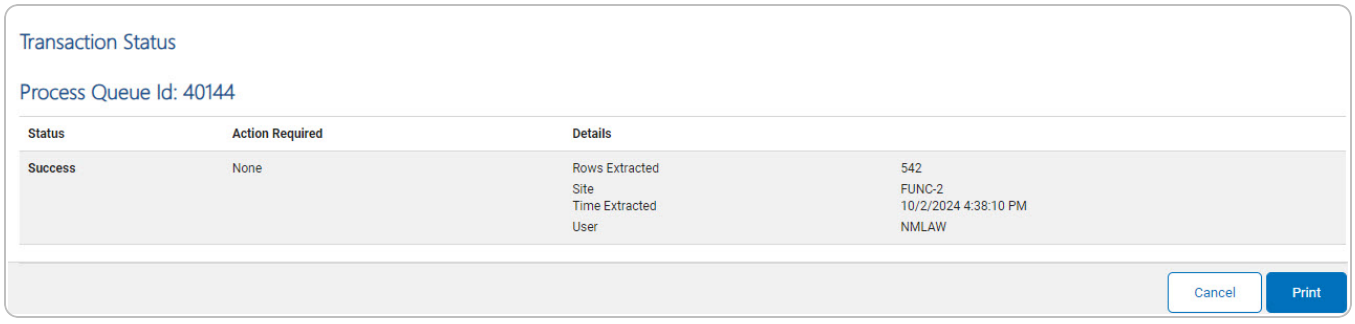
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Acquisition Program/Asset Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Acquisition Program/Asset Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Acquisition Program/Asset Inquiry Search Criteria*** *page appears*.

View the Acquisition Program/Asset Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Acquisition Program/Asset Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Acquisition Program/Asset Inquiry — Criteria
- Search for an Acquisition Program/Asset Inquiry — Results
- Select Fields for the Acquisition Program/Asset Inquiry
- Export the Acquisition Program/Asset Inquiry Transaction Status

Export the Acquisition Program/Asset Inquiry Transaction Status

Overview

The Acquisition Program/Asset Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Accounting > ACQ PGM/Asset > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Acquisition Program/Asset Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Acquisition Program/Asset Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Acquisition Program/Asset Inquiry Transaction Status

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

2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Acquisition Program/Asset Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Acquisition Program/Asset Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Acquisition Program/Asset Inquiry — Criteria
- Search for an Acquisition Program/Asset Inquiry — Results
- Select Fields for the Acquisition Program/Asset Inquiry
- View the Acquisition Program/Asset Inquiry Transaction Status

Search for a Depreciation Inquiry — Criteria

Overview

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

Navigation

Inquiries > Accounting > Depreciation > Depreciation Inquiry Search Criteria page

Page Fields

The following fields display on the **Depreciation Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

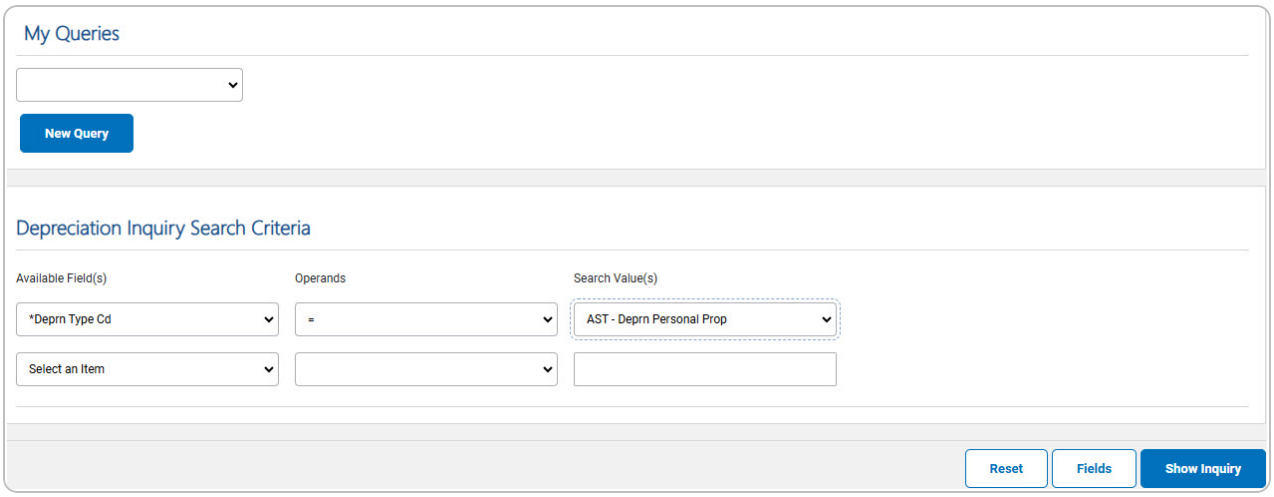
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Depreciation 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. *The first Available Field(s) option (DEPRN TASK CD) automatically populates and is not editable.*

B. Use to select the second Available Field.

C. Repeat Step B to add additional search criteria.

Note

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

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

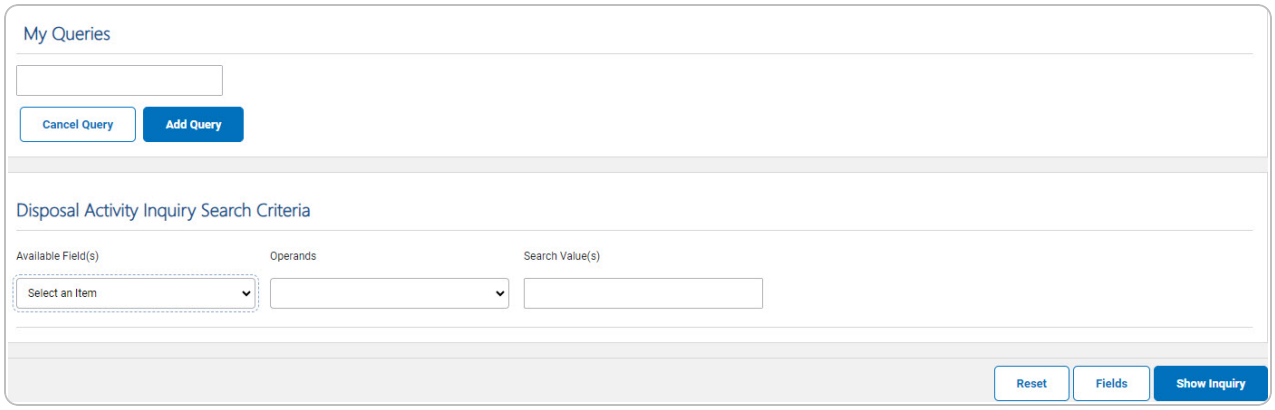
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Depreciation Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



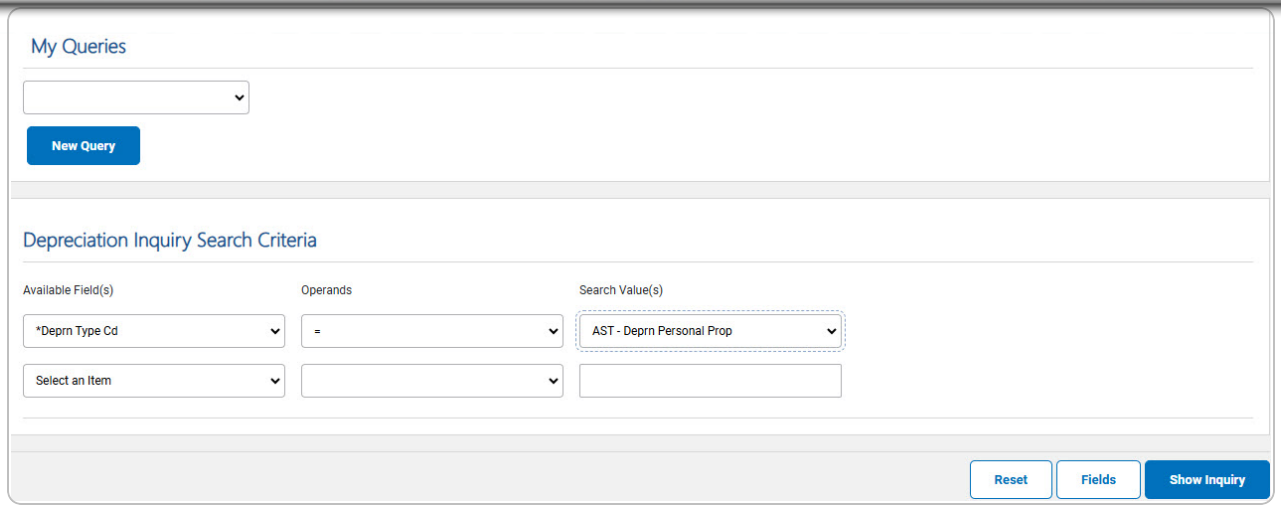
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Depreciation Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Depreciation 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.*



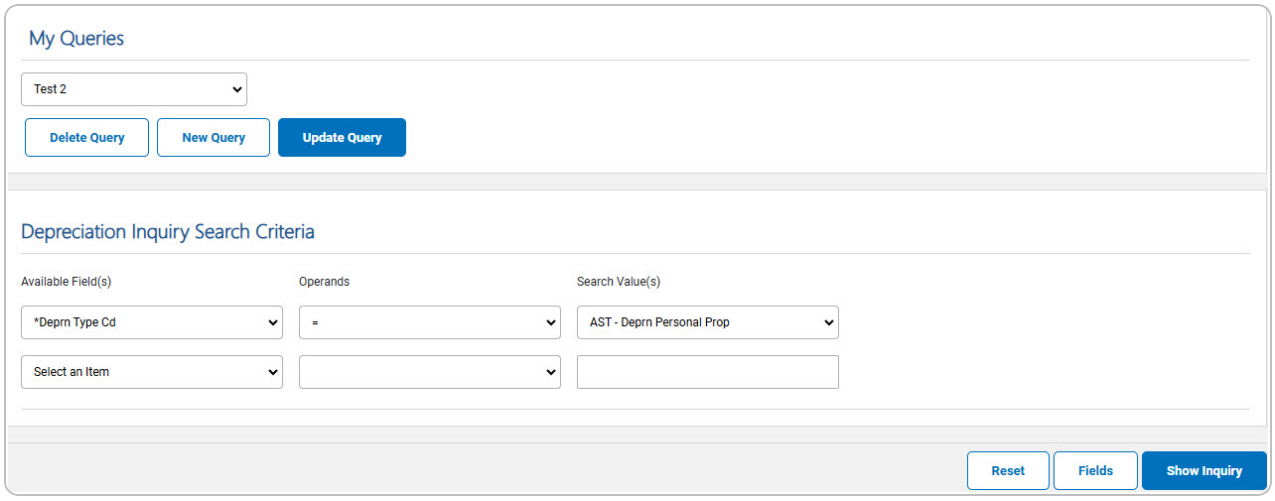
2. Select Fields. *The **Depreciation Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **Depreciation 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

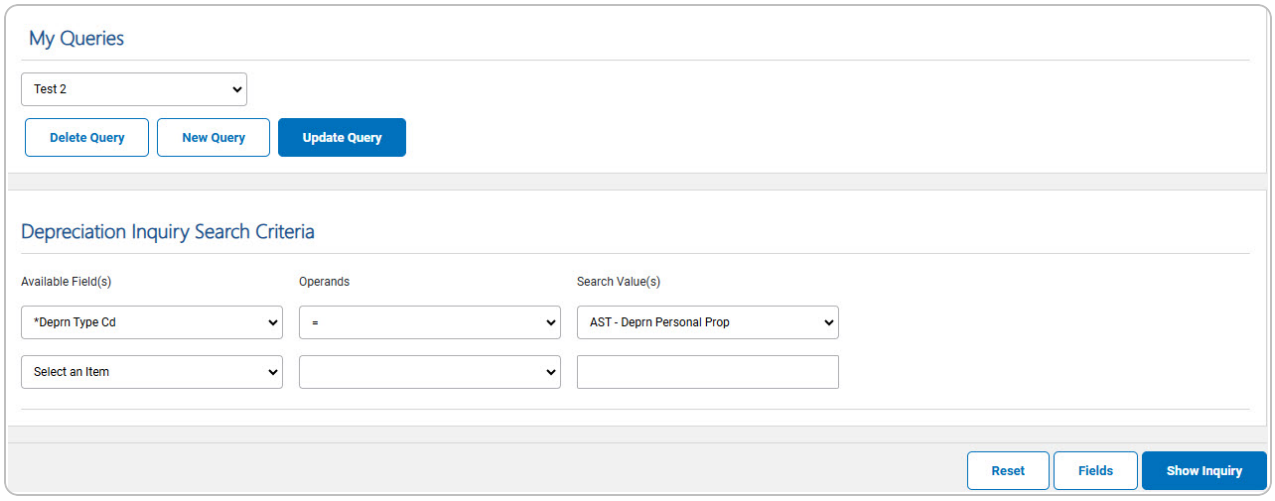
4. Select Fields. *The **Depreciation Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Depreciation 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Depreciation Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select

	Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Depreciation Inquiry — Results
- Select Fields for the Depreciation Inquiry
- View the Depreciation Inquiry Detail
- View the Depreciation Inquiry Transaction Status
- Export the Depreciation Inquiry Transaction Status

Search for a Depreciation Inquiry — Results

Overview

The Depreciation Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Accounting > Depreciation > Search Criteria > Show Inquiry > Depreciation Inquiry Search Results page

Page Fields

The following fields display on the **Depreciation Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Accumd Deprn
Activation Dt
Asset Id
Deprn Period
Deprn Type Cd
Deprn Util Measr Cd
Deprn Util Qty
Item Desc
Serial Nbr
Site Id
Stock Nbr
UIC

Optional

ACC-SFIS
Acct Rpt Nbr
Acq Pgm Name
Actbl UIC
Agency Defined 1
Agency Defined 2
Agency Defined 3

Agency Defined 4
Agency Defined 5
Agency Name
ARC
ASN
Asset Cd
Asset Level Cd
Asset Sts Cd
Basic Symbol
CLIN
Cntr/PO Nbr
Cond Cd
Cptl Cd
Current Mnth Deprn Amt
Custodian Name
Custodian Nbr
Deprn AB Lst Rebsln
Deprn AB Rebsln
Deprn AB Unbsln
Deprn Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Cost Center Id
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Period Days
Deprn Project Id
Deprn Project Nbr
Deprn SL Lst Rebsln
Deprn SL Rebsln
Deprn SL Unbsln
Deprn Sts Cd
Deprn Task Cd
Deprn Task Id
Deprn Util Lst Rebsln Qty
Deprn Util Period
Deprn Util Svc Life
Dept Cd
DoD Serial Nbr
Dollar Amt
Embedded Cost
Estbd By
Estbd Dt

Fdcry Deprn Mthd Cd
Fndng Cost Center
Fndng Cost Center Desc
Fnd Cost Center Id
FSC
Fund Cd
FY Cost
Job Order Nbr
Last Inv Dt/Tm
Last Tran Dt
Last Updtd By
LIN/TAMCN - Catalog
LIN/TAMCN Desc
LOA
Loan Cd
Loc
Local Rcpt Dt
Mfr Name
Mfr Part Nbr
Mfr Yr
Mfr Model Nbr
Obj Class Cd
Oblign Doc Nbr
Origl In Svc Dt
Owng Cost Center
Owng Cost Center Id
Pgm Yr
Prior Deprn
Program Yr
Program/Project
Prr Deprn AB Rebsln
Project Id
Project Nbr
Prr Deprn AB Unbsln
Prr Deprn SL Rebsln
Prr Deprn SL Unbsln
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Rcvd By
Rebsln AB Lst Dt
Rebsln SL Lst Dt
Remarks

Salvage Value Amt
Site Name
SLIN
SPIIN
Stock Item Cd
Sub Custodian Nbr
Sub Head
Sub Loc
Sys Desc
Sys Id
Task Cd
Task Id
Total Cost
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr
Trading Subhead
Transfer Type Cd
Type Asset Cd
Type Dsg Name
Type Fund Cd
UI
UIC Name
Util Svc Life
Write Down Amt
Yr Svc Life

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

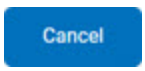
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

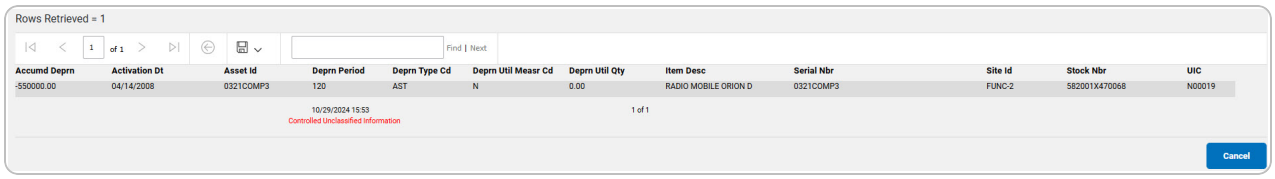
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Depreciation Inquiry Results

Selecting  *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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Depreciation 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Depreciation Inquiry Detail

Select the desired ACCUMD DEPRN row. *The* ***Accounting Transactions Inquiry Detail*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a Depreciation Inquiry — Criteria
- Select Fields for the Depreciation Inquiry
- View the Depreciation Inquiry Detail
- View the Depreciation Inquiry Transaction Status
- Export the Depreciation Inquiry Transaction Status

Select Fields for the Depreciation Inquiry

Overview

The Depreciation Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Accounting > Depreciation > Search Criteria > Fields > Depreciation Inquiry Fields Selection page

Page Fields

The following fields display on the **Depreciation Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Accumd Deprn
Activation Dt
Asset Id
Deprn Period
Deprn Type Cd
Deprn Util Measr Cd
Deprn Util Qty
Item Desc
Serial Nbr
Site Id
Stock Nbr
UIC

Optional

ACC-SFIS
Acct Rpt Nbr
Acq Pgm Name
Actbl UIC
Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5
Agency Name
ARC
ASN
Asset Cd
Asset Level Cd
Asset Sts Cd
Basic Symbol
CLIN
Cntr/PO Nbr
Cond Cd
Cptl Cd
Current Mnth Deprn Amt
Custodian Name
Custodian Nbr
Deprn AB Lst Rebsln
Deprn AB Rebsln
Deprn AB Unbsln
Deprn Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Cost Center Id
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Period Days
Deprn Project Id
Deprn Project Nbr
Deprn SL Lst Rebsln
Deprn SL Rebsln
Deprn SL Unbsln
Deprn Sts Cd
Deprn Task Cd
Deprn Task Id
Deprn Util Lst Rebsln Qty

Deprn Util Period
Deprn Util Svc Life
Dept Cd
DoD Serial Nbr
Dollar Amt
Embedded Cost
Estbd By
Estbd Dt
Fdcry Deprn Mthd Cd
Fndng Cost Center
Fndng Cost Center Desc
Fnd Cost Center Id
FSC
Fund Cd
FY Cost
Job Order Nbr
Last Inv Dt/Tm
Last Tran Dt
Last Updtd By
LIN/TAMCN - Catalog
LIN/TAMCN Desc
LOA
Loan Cd
Loc
Local Rcpt Dt
Mfr Name
Mfr Part Nbr
Mfr Yr
Mfr Model Nbr
Obj Class Cd
Oblign Doc Nbr
Origl In Svc Dt
Owng Cost Center
Owng Cost Center Id
Pgm Yr
Prior Deprn
Program Yr
Program/Project
Prr Deprn AB Rebsln
Project Id
Project Nbr
Prr Deprn AB Unbsln
Prr Deprn SL Rebsln

Prr Deprn SL Unbsln
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Rcvd By
Rebsln AB Lst Dt
Rebsln SL Lst Dt
Remarks
Salvage Value Amt
Site Name
SLIN
SPIIN
Stock Item Cd
Sub Custodian Nbr
Sub Head
Sub Loc
Sys Desc
Sys Id
Task Cd
Task Id
Total Cost
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr
Trading Subhead
Transfer Type Cd
Type Asset Cd
Type Dsg Name
Type Fund Cd
UI
UIC Name
Util Svc Life
Write Down Amt
Yr Svc Life

Procedures

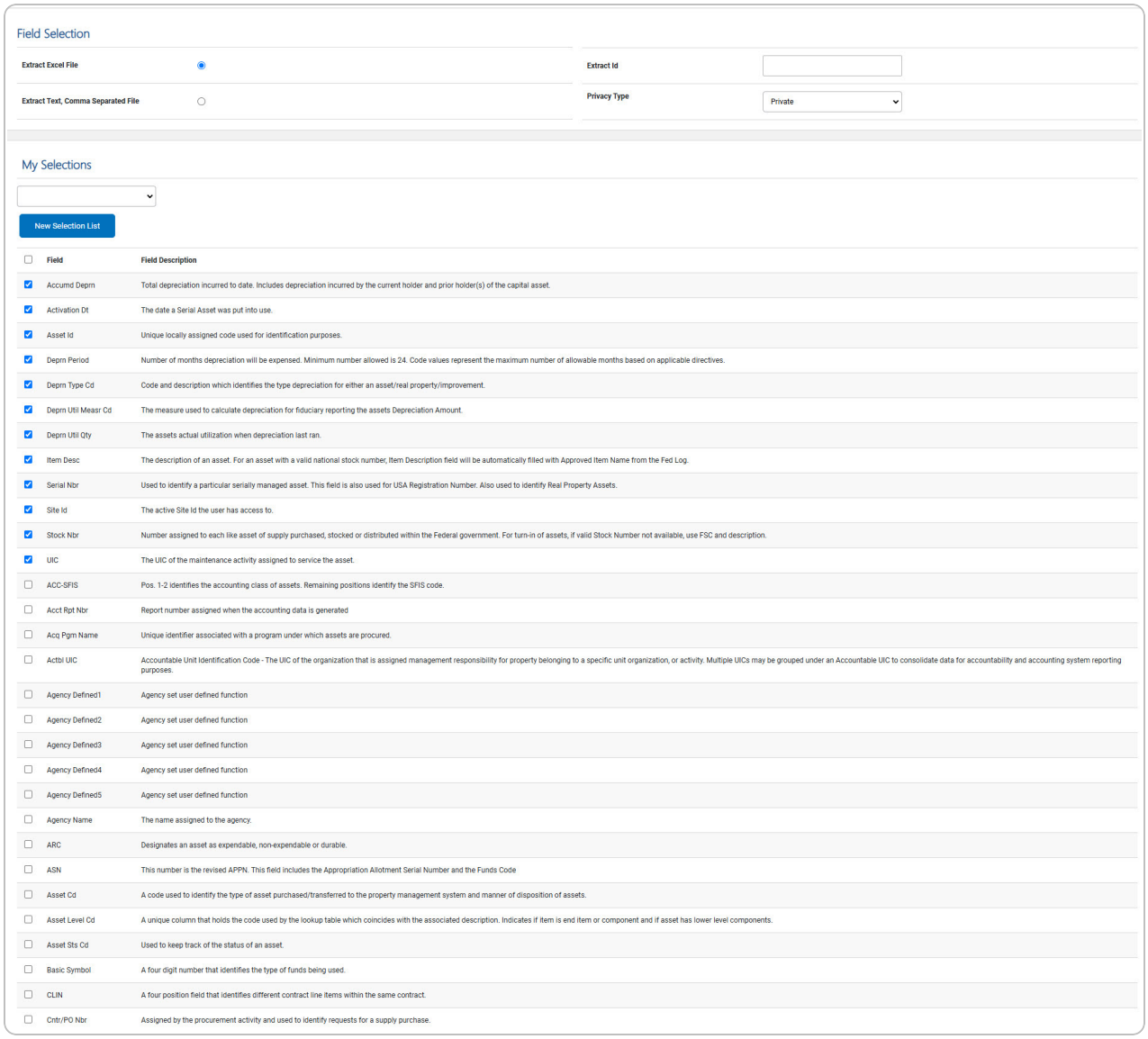
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

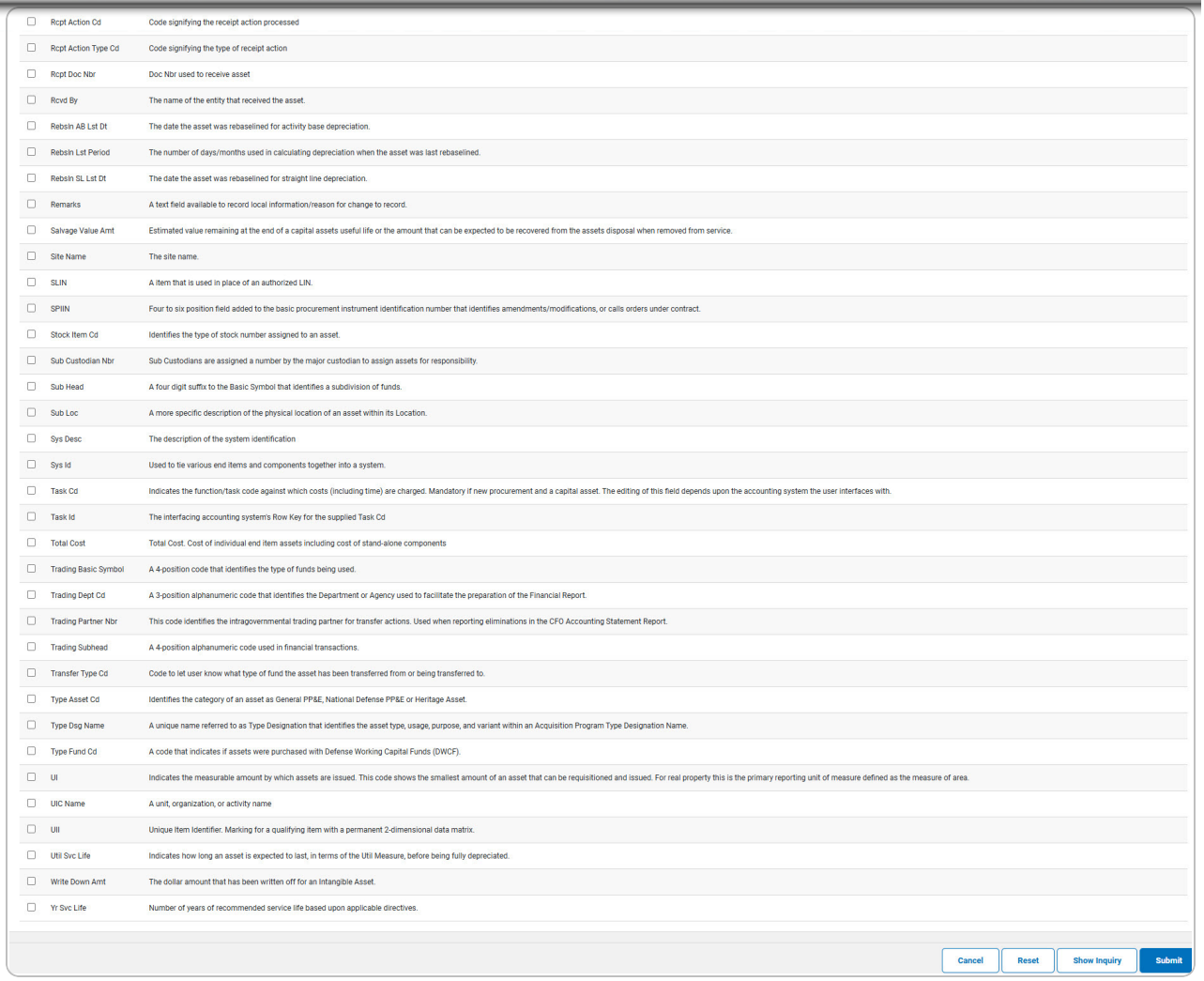
Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The* ***Depreciation Inquiry Field Selection*** *page appears.*



☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Cpti 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.
☐	Current Mnth Deprn Amt	The total computed depreciation amount for the month
☐	Custodian Name	The name assigned to the property custodian.
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☐	Deprn AB Lst Rebsln	The activity based accumulated depreciation that has been incurred at the time the asset was last rebaselined.
☐	Deprn AB Rebsln	The accumulated depreciation calculated using AB with rebaselining of the asset.
☐	Deprn AB Unbsln	The accumulated depreciation calculated using AB with no adjustments for rebaselining of the asset.
☐	Deprn 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.
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Deprn Cost Center Desc	A description of the organization that handles depreciation.
☐	Deprn Cost Center Id	The date of this row's insertion into the database.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn Period Days	The number of days the asset is scheduled to be depreciated.
☐	Deprn Project Id	A unique identifier for the Depreciation Project
☐	Deprn Project Nbr	A number that identifies the Depreciation Project.
☐	Deprn SL Lst Rebsln	The straight line accumulated depreciation that has been incurred at the time the asset was last rebaslined.
☐	Deprn SL Rebsln	The accumulated depreciation calculated using SL with rebaselining of the asset.
☐	Deprn SL Unbsln	The accumulated depreciation calculated using SL with no adjustments for rebaselining of the asset.
☐	Deprn Sts Cd	A code and description that identifies the depreciation status of the asset/real property/improvement.
☐	Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
☐	Deprn Task Id	The interfacing accounting system's Row Key for the supplied Depreciation Task Cd
☐	Deprn Util Lst Rebsln Qty	The utilization quantity used in calculating depreciation when the asset was last rebaselined.
☐	Deprn Util Period	The number of days/months the asset has been depreciated.
☐	Deprn Util Svc Life	The assets planned utilization for depreciation purposes.
☐	Dept Cd	A three position code which identifies the military department of government entity receiving the appropriation. (Also called Agency Cd or Treasury Symbol.)
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☐	Embedded Cost	Identifies the unit cost of a component as embedded in the total cost of the end item. Bulk component is automatically embedded.
☐	Esttbd By	The name of the entity inserting this row.
☐	Esttbd Dt	The date this row was inserted into the database.
☐	Fdcry Deprn Mthd Cd	The depreciation method (Straight Line or Activity Based) used to fidiuciary report depreciation as depicted by the Stock Nbr.
☐	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
☐	Fndng Cost Center Id	A unique identifier that identifies the Cost Control Center/MCLO and Work Center or Code required by the Accounting Interface System.

☐	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
☐	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.
☐	Job Order Nbr	Number used to track costs against an asset.
☐	Last Inv Dt/Tm	Last Inventory Date - Date the last official inventory of a particular asset or group of assets was conducted
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
☐	LIN/TAMCN Desc	Description that the Line Item Number / Table of Authorized Material Control Number represents.
☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Loc	Physical location of an asset.
☐	Local Rcpt Dt	Date asset received
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	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.
☐	Orig In Svc Dt	A date that an acquisition was placed in service
☐	Owng Cost Center	A code that identifies an organization
☐	Owng Cost Center Desc	A description of the Owning Cost Center
☐	Owng Cost Center Id	A unique identifier that identifies the Owning Cost Center organization.
☐	Pgm Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format.
☐	Prior Deprn	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	Program Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format (example: 20102011).
☐	Program/Project	Baseline activity (ba), baseline sub activity (bsa), and baseline line item (bli) from appropriation.
☐	Prr Deprn AB RebsIn	The Rebaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Project Id	A unique identifier for the Project
☐	Project Nbr	The reference number assigned to the acquisition project the asset was acquired by.
☐	Prr Deprn AB UnbsIn	The Unbaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL RebsIn	The Rebaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL UnbsIn	The Unbaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.



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
Rcvd By	The name of the entity that received the asset.
Rebsln AB Lst Dt	The date the asset was rebaselined for activity base depreciation.
Rebsln Lst Period	The number of days/months used in calculating depreciation when the asset was last rebaselined.
Rebsln SL Lst Dt	The date the asset was rebaselined for straight line depreciation.
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.
Site Name	The site name.
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.
Stock Item Cd	Identifies the type of stock number assigned to an asset.
Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
Sub Head	A four digit suffix to the Basic Symbol that identifies a subdivision of funds.
Sub Loc	A more specific description of the physical location of an asset within its Location.
Sys Desc	The description of the system identification
Sys Id	Used to tie various end items and components together into a system.
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.
Task Id	The interfacing accounting system's Row Key for the supplied Task Cd
Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
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.
Transfer Type Cd	Code to let user know what type of fund the asset has been transferred from or being transferred to.
Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.
Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
Type Fund Cd	A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF).
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.
UIC Name	A unit, organization, or activity name
UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
Write Down Amt	The dollar amount that has been written off for an Intangible Asset.
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

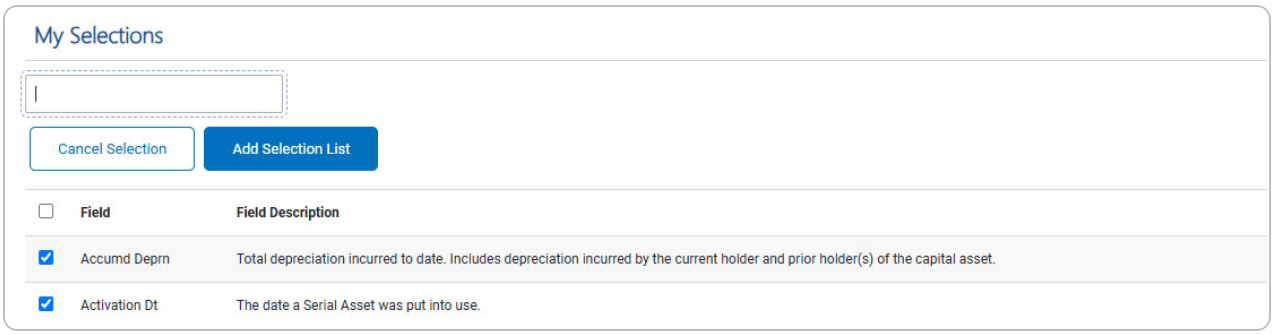
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

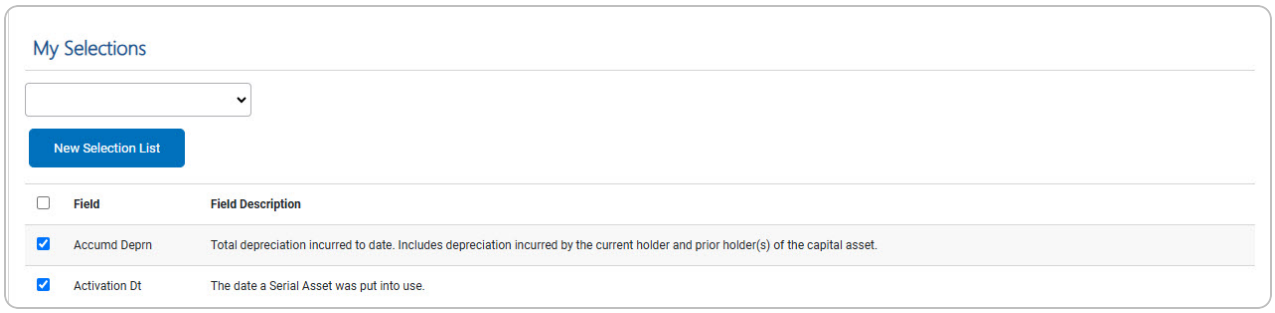
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Depreciation Inquiry — Results*** *page appears.*
5. **OR**

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

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

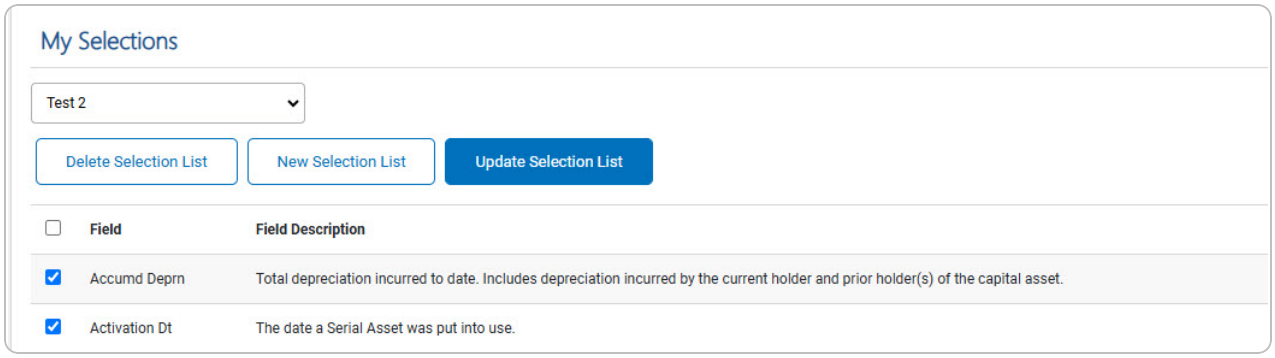
3. Select Show Inquiry for small volumes of data. *The **Depreciation Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Depreciation 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

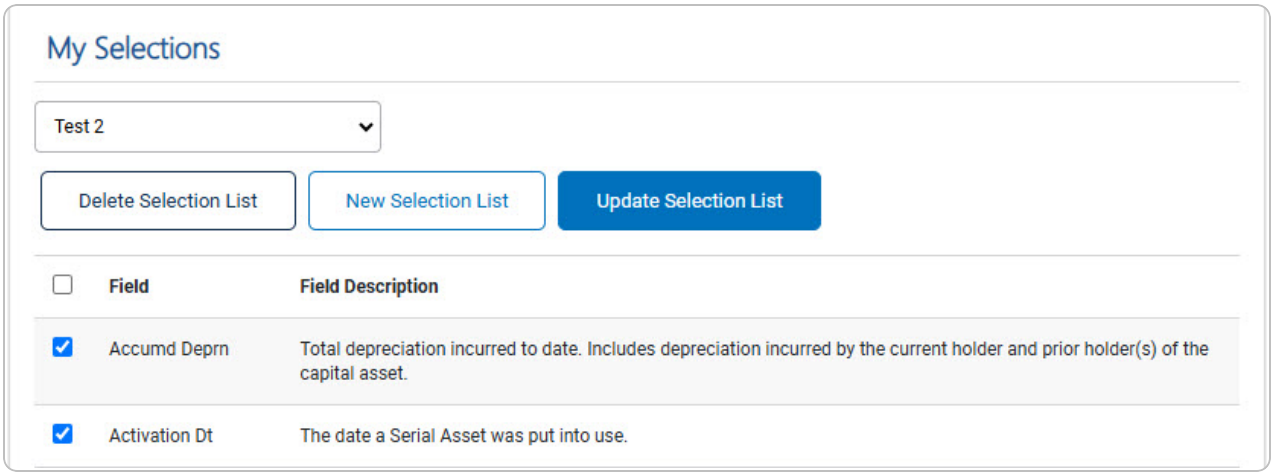
   Select Show Inquiry for small volumes of data. *The* ***Depreciation Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Depreciation 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.



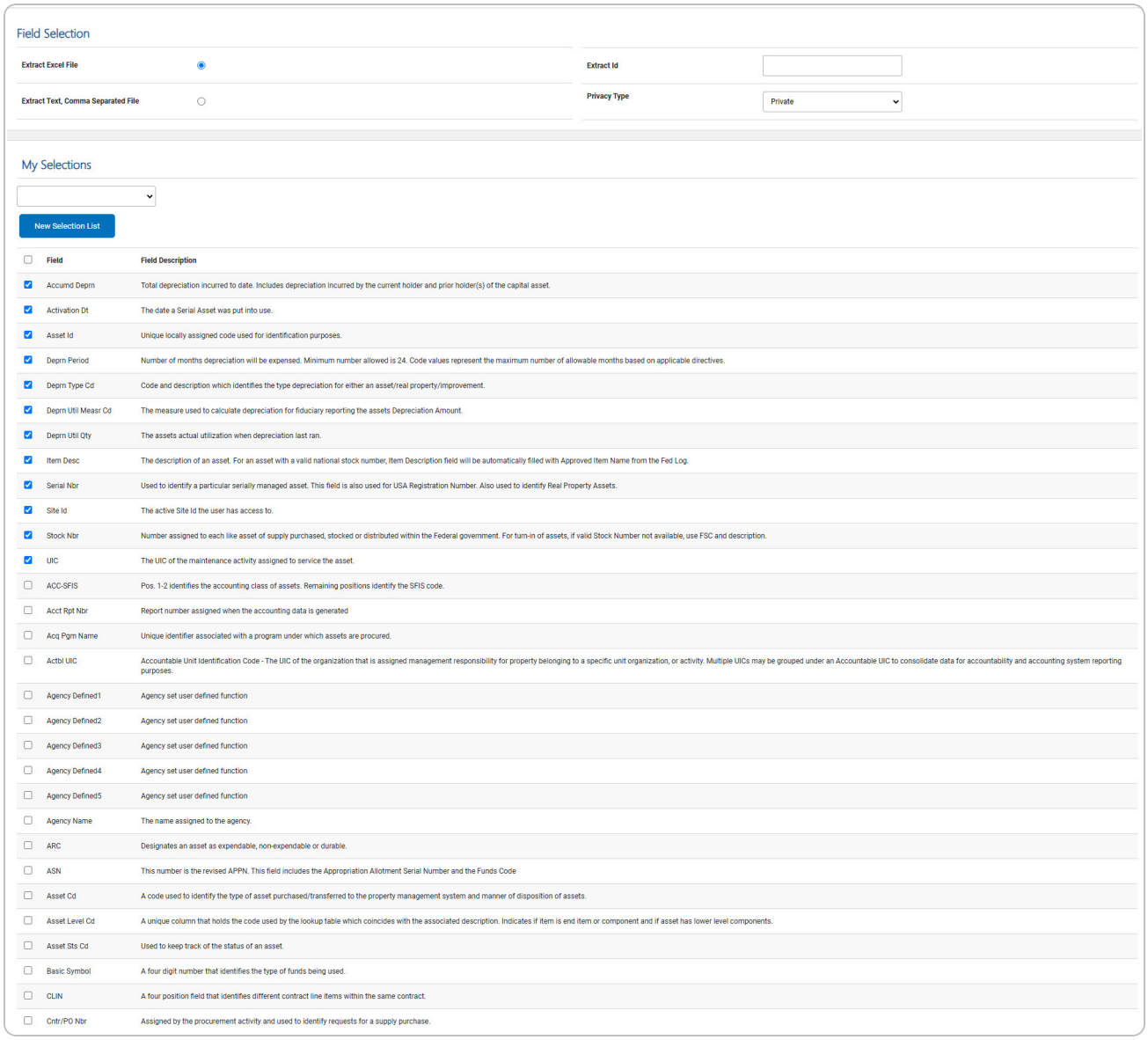
2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

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

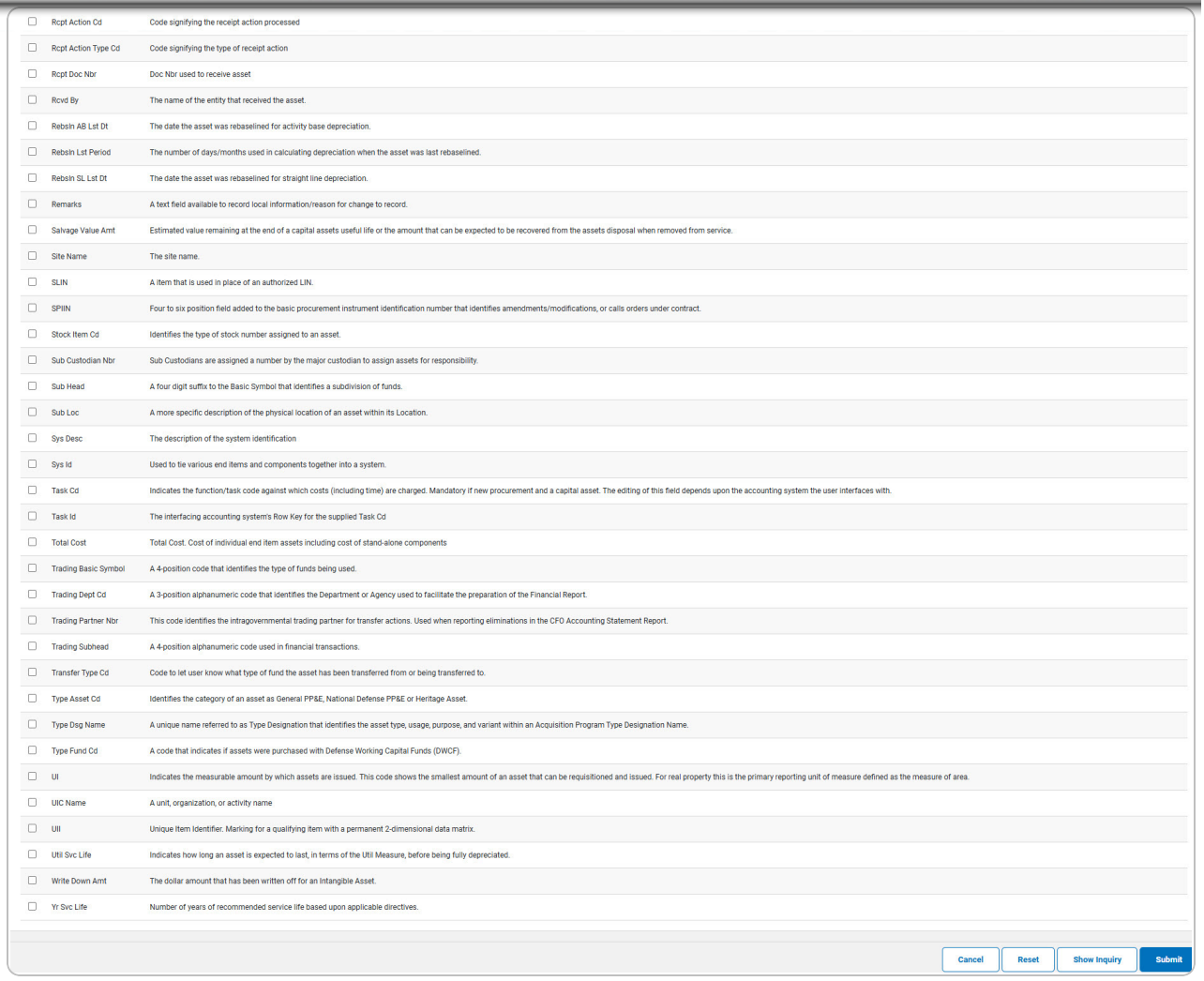
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The* ***Depreciation Inquiry*** *page appears.*



☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Cpti 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.
☐	Current Mnth Deprn Amt	The total computed depreciation amount for the month
☐	Custodian Name	The name assigned to the property custodian.
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☐	Deprn AB Lst Rebsln	The activity based accumulated depreciation that has been incurred at the time the asset was last rebaselined.
☐	Deprn AB Rebsln	The accumulated depreciation calculated using AB with rebaselining of the asset.
☐	Deprn AB Unbsln	The accumulated depreciation calculated using AB with no adjustments for rebaselining of the asset.
☐	Deprn 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.
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Deprn Cost Center Desc	A description of the organization that handles depreciation.
☐	Deprn Cost Center Id	The date of this row's insertion into the database.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn Period Days	The number of days the asset is scheduled to be depreciated.
☐	Deprn Project Id	A unique identifier for the Depreciation Project
☐	Deprn Project Nbr	A number that identifies the Depreciation Project.
☐	Deprn SL Lst Rebsln	The straight line accumulated depreciation that has been incurred at the time the asset was last rebaslined.
☐	Deprn SL Rebsln	The accumulated depreciation calculated using SL with rebaselining of the asset.
☐	Deprn SL Unbsln	The accumulated depreciation calculated using SL with no adjustments for rebaselining of the asset.
☐	Deprn Sts Cd	A code and description that identifies the depreciation status of the asset/real property/improvement.
☐	Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
☐	Deprn Task Id	The interfacing accounting system's Row Key for the supplied Depreciation Task Cd
☐	Deprn Util Lst Rebsln Qty	The utilization quantity used in calculating depreciation when the asset was last rebaselined.
☐	Deprn Util Period	The number of days/months the asset has been depreciated.
☐	Deprn Util Svc Life	The assets planned utilization for depreciation purposes.
☐	Dept Cd	A three position code which identifies the military department of government entity receiving the appropriation. (Also called Agency Cd or Treasury Symbol.)
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☐	Embedded Cost	Identifies the unit cost of a component as embedded in the total cost of the end item. Bulk component is automatically embedded.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Fdcry Deprn Mthd Cd	The depreciation method (Straight Line or Activity Based) used to fidiuciary report depreciation as depicted by the Stock Nbr.
☐	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
☐	Fndng Cost Center Id	A unique identifier that identifies the Cost Control Center/MCLO and Work Center or Code required by the Accounting Interface System.

☐	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
☐	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.
☐	Job Order Nbr	Number used to track costs against an asset.
☐	Last Inv Dt/Tm	Last Inventory Date - Date the last official inventory of a particular asset or group of assets was conducted
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	LIN/TAMCN - Catalog	Line Item Number / Table of Authorized Material Control Number is a number assigned to items contained in authorization documents and designates a family of Stock Numbers.
☐	LIN/TAMCN Desc	Description that the Line Item Number / Table of Authorized Material Control Number represents.
☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Loc	Physical location of an asset.
☐	Local Rcpt Dt	Date asset received
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	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.
☐	Orig In Svc Dt	A date that an acquisition was placed in service
☐	Owng Cost Center	A code that identifies an organization
☐	Owng Cost Center Desc	A description of the Owning Cost Center
☐	Owng Cost Center Id	A unique identifier that identifies the Owning Cost Center organization.
☐	Pgm Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format.
☐	Prior Deprn	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	Program Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format (example: 20102011).
☐	Program/Project	Baseline activity (ba), baseline sub activity (bsa), and baseline line item (bli) from appropriation.
☐	Prr Deprn AB RebsIn	The Rebaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Project Id	A unique identifier for the Project
☐	Project Nbr	The reference number assigned to the acquisition project the asset was acquired by.
☐	Prr Deprn AB UnbsIn	The Unbaselined Activity Based depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL RebsIn	The Rebaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.
☐	Prr Deprn SL UnbsIn	The Unbaselined Straight Line depreciation expense incurred by previous owners at the time the asset was transferred to current owning UIC.



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
Rcvd By	The name of the entity that received the asset.
Rebsln AB Lst Dt	The date the asset was rebaselined for activity base depreciation.
Rebsln Lst Period	The number of days/months used in calculating depreciation when the asset was last rebaselined.
Rebsln SL Lst Dt	The date the asset was rebaselined for straight line depreciation.
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.
Site Name	The site name.
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.
Stock Item Cd	Identifies the type of stock number assigned to an asset.
Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
Sub Head	A four digit suffix to the Basic Symbol that identifies a subdivision of funds.
Sub Loc	A more specific description of the physical location of an asset within its Location.
Sys Desc	The description of the system identification
Sys Id	Used to tie various end items and components together into a system.
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.
Task Id	The interfacing accounting system's Row Key for the supplied Task Cd
Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
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.
Transfer Type Cd	Code to let user know what type of fund the asset has been transferred from or being transferred to.
Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.
Type Dsg Name	A unique name referred to as Type Designation that identifies the asset type, usage, purpose, and variant within an Acquisition Program Type Designation Name.
Type Fund Cd	A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF).
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.
UIC Name	A unit, organization, or activity name
UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
Util Svc Life	Indicates how long an asset is expected to last, in terms of the Util Measure, before being fully depreciated.
Write Down Amt	The dollar amount that has been written off for an Intangible Asset.
Yr Svc Life	Number of years of recommended service life based upon applicable directives.

Cancel | Reset | Show Inquiry | Submit

2. Select the fields required for the inquiry. *The first 12 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.

- Verify the ACCUMD DEPRN contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACCUMD DEPRN.*

- Verify the ACTIVATION DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTIVATION DT.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an Asset Identifier.*
- Verify the DEPRN PERIOD contains the appropriate ☑ or ☐. *Select if the inquiry contains a DEPRN PERIOD.*
- Verify the DEPRN TYPE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a DEPRN TYPE CD.*
- Verify the DEPRN UTIL MEASR CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a DEPRN UTIL MEASR CD.*
- Verify the DEPRN UTIL QTY contains the appropriate ☑ or ☐. *Select if the inquiry contains a DEPRN UTIL QTY.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an Item Description.*
- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Serial Number.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*
- Verify theSTOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*

- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Click ☐ to select the ACC—SFIS CD. *Select if the inquiry contains an ACC—SFIS CD.*
- Click ☐ to select the ACCT RPT NBR. *Select if the inquiry contains an ACCT RPT NBR.*
- Click ☐ to select the ACQ PROGRAM NAME. *Select if the inquiry contains an ACQ PROGRAM NAME.*
- Click ☐ to select the ACTBL UIC. *Select if the inquiry contains an ACTBL UIC.*
- Click ☐ to select the Agency Defined 1. *Select if the inquiry contains an Agency.*
- Click ☐ to select the Agency Defined 2. *Select if the inquiry contains an Agency.*
- Click ☐ to select the Agency Defined 3. *Select if the inquiry contains an Agency.*
- Click ☐ to select the Agency Defined 4. *Select if the inquiry contains an Agency.*
- Click ☐ to select the Agency Defined 5. *Select if the inquiry contains an Agency.*
- Click ☐ to select the Agency Name. *Select if the inquiry contains an Agency Name.*
- Click ☐ to select the ARC. *Select if the inquiry contains an ARC.*
- Click ☐ to select the ASN. *Select if the inquiry contain an ASN.*
- Click ☐ to select the ASSET CD. *Select if the inquiry contains an ASSET CD.*
- Click ☐ to select the ASSET LEVEL CD. *Select if the inquiry contains anASSET LVL CD.*

- Click ☐ to select the ASSET STS CD. *Select if the inquiry contains an ASSET STS CD.*
- Click ☐ to select the Basic Symbol. *Select if the inquiry contains a Basic Symbol.*
- Click ☐ to select the CLIN. *Select if the inquiry contains a CLIN.*
- Click ☐ to select the CNTR/PO NBR. *Select if the inquiry contains a CNTR/PO NBR.*
- Click ☐ to select the COND CD. *Select if the inquiry contains a COND CD.*
- Click ☐ to select the CPTL CD. *Select if the inquiry contains a CPTL CD.*
- Click ☐ to select the CURRENT MNTH DEPRN AMT. *Select if the inquiry contains a CURRENT MNTH DEPRN AMT.*
- Click ☐ to select the Custodian Name. *Select if the inquiry contains a Custodian Name.*
- Click ☐ to select the CUSTODIAN NBR. *Select if the inquiry contains a CUSTODIAN NBR.*
- Click ☐ to select the DEPRN AB LST REBSLN. *Select if the inquiry contains a DEPRN AB LST REBSLN.*
- Click ☐ to select the DEPRN AB REBSLN. *Select if the inquiry contains a DEPRN AB REBSLN.*
- Click ☐ to select the DEPRN AB UNBSLN. *Select if the inquiry contains a DEPRN AB UNBSLN.*
- Click ☐ to select the DEPRN CD. *Select if the inquiry contains a DEPRN CD.*
- Click ☐ to select the DEPRN COST CENTER. *Select if the inquiry contains a DEPRN COST CENTER.*

- Click to select the DEPRN COST CENTER DESC. *Select if the inquiry contains a DEPRN COST CENTER DESC.*
- Click to select the DEPRN EXP CD. *Select if the inquiry contains a DEPRN EXP CD.*
- Click to select the Deprn Cost Center Id. *Select if the inquiry contains a Depreciation Cost Center Identifier.*
- Click to select the DEPRN JOB ORDER NBR. *Select if the inquiry contains a DEPRN JOB ORDER NBR.*
- Click to select the DEPRN PERIOD DAYS. *Select if the inquiry contains DEPRN PRD DAYS.*
- Click to select the DEPRN PRJ ID. *Select if the inquiry contains a DEPRN PRJ ID.*
- Click to select the DEPRN PRJ NBR. *Select if the inquiry contains a DEPRN PRJ NBR.*
- Click to select the DEPRN SL LST REBSLN. *Select if the inquiry contains a DEPRN SL LST REBSLN.*
- Click to select the DEPRN SL REBSLN. *Select if the inquiry contains a DEPRN SL REBSLN.*
- Click to select the DEPRN SL UNBSLN. *Select if the inquiry contains a DEPRN SL UNBSLN.*
- Click to select the DEPRN STS CD. *Select if the inquiry contains a DEPRN STS CD.*
- Click to select the DEPRN TASK CD. *Select if the inquiry contains a DEPRN TASK CD.*
- Click to select the DEPRN TASK ID. *Select if the inquiry contains a DEPRN TASK ID.*

- Click ☐ to select the DEPRN UTIL LST REBSLN QTY. *Select if the inquiry contains a DEPRN UTIL LST REBSLN QTY.*
- Click ☐ to select the DEPRN UTIL PERIOD. *Select if the inquiry contains a DEPRN UTIL PERIOD.*
- Click ☐ to select the DEPRN UTIL SVC LIFE. *Select if the inquiry contains a DEPRN UTIL SVC LIFE.*
- Click ☐ to select the DEPT CD. *Select if the inquiry contains a Department Code.*
- Click ☐ to select the DOD SERIAL NBR. *Select if the inquiry contains a DOD SERIAL NBR.*
- Click ☐ to select the DOLLAR AMT. *Select if the inquiry contains a Dollar Amount.*
- Click ☐ to select the PRJ NBR. *Select if the inquiry contains a Project Number.*
- Click ☐ to select the Embedded Cost. *Select if the inquiry contains Embedded Cost information.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains Established By information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains an Established Date.*
- Click ☐ to select the FDCRY DEPRN MTHD CD. *Select if the inquiry contains a FDCRY DEPRN MTHD CD.*
- Click ☐ to select the FNDNG COST CENTER. *Select if the inquiry contains a FNDNG COST CENTER.*
- Click ☐ to select the FNDNG COST CENTER DESC. *Select if the inquiry contains a FNDNG COST CENTER DESC.*
- Click ☐ to select the FNDNG COST CENTER ID. *Select if the inquiry contains a FNDNG COST CENTER ID.*

- Click to select the FSC. *Select if the inquiry contains a FSC.*
- Click to select the FUND CD. *Select if the inquiry contains a FUND CD.*
- Click to select the FY COST. *Select if the inquiry contains a FY COST.*
- Click to select the JOB ORDER NBR. *Select if the inquiry contains a JOB ORDER NBR.*
- Click to select the LAST INV DT/TM. *Select if the inquiry contains a LAST INV DT/TM.*
- Click to select the LAST TRAN DT. *Select if the inquiry contains a LAST TRAN DT.*
- Click to select the LAST UPDTD BY. *Select if the inquiry contains LAST UPDTD BY information.*
- Click to select the LIN/TAMCN - CATALOG. *Select if the inquiry contains a LIN/TAMCN - CATALOG.*
- Click to select the LIN/TAMCN DESCl. *Select if the inquiry contains a LIN/TAMCN DESC.*
- Click to select the LOA. *Select if the inquiry contains a LOA.*
- Click to select the LOAN CD. *Select if the inquiry contains a LOAN CD.*
- Click to select the LOC. *Select if the inquiry contains a Location.*
- Click to select the LOCAL RCPT DT. *Select if the inquiry contains a LOCAL RCPT DT.*
- Click to select the MFR NAME. *Select if the inquiry contains a MFR NAME.*
- Click to select the MFR PART NBR. *Select if the inquiry contains a MFR PART NBR.*

- Click ☐ to select the MFR YR. *Select if the inquiry contains a MFR YR.*
- Click ☐ to select the MFR MODEL NBR. *Select if the inquiry contains a MFR MODEL NBR.*
- Click ☐ to select the OBJ CLASS CD. *Select if the inquiry contains an OBJ CLASS CD.*
- Click ☐ to select the OBLIGN DOC NBR. *Select if the inquiry contains an OBLIGN DOC NBR.*
- Click ☐ to select the ORIGL IN SVC DT. *Select if the inquiry contains an ORIGL IN SVC DT.*
- Click ☐ to select the OWNG COST CENTER. *Select if the inquiry contains an OWNG COST CENTER.*
- Click ☐ to select the OWNG COST CENTER DESC. *Select if the inquiry contains an OWNG COST CENTER DESC.*
- Click ☐ to select the OWNG COST CENTER ID. *Select if the inquiry contains an OWNG COST CENTER ID.*
- Click ☐ to select the PGM YR. *Select if the inquiry contains a PGM YR.*
- Click ☐ to select the PRIOR DEPRN. *Select if the inquiry contains a PRIOR DEPRN.*
- Click ☐ to select the PROGRAM YR. *Select if the inquiry contains an PROGRAM YEAR.*
- Click ☐ to select the Project/Program. *Select if the inquiry contains Project/Program information.*
- Click ☐ to select the PRR DEPRN AB REBSLN. *Select if the inquiry contains PRR DEPRN AB REBSLN information.*
- Click ☐ to select the PROJECT ID. *Select if the inquiry contains a PROJECT ID.*

- Click ☐ to select the PROJECT NBR. *Select if the inquiry contains a PROJECT NBR.*
- Click ☐ to select the PRR DEPRN AB UNBSLN. *Select if the inquiry contains PRR DEPRN AB UNBSLN information.*
- Click ☐ to select the PRR DEPRN SL REBSLN. *Select if the inquiry contains PRR DEPRN SL REBSLN information.*
- Click ☐ to select the PRR DEPRN SL UNBSLN. *Select if the inquiry contains PRR DEPRN SL UNBSLN information.*
- Click ☐ to select the RCPT ACTION CD. *Select if the inquiry contains a RCPT ACTION CD.*
- Click ☐ to select the RCPT ACTION TYPE CD. *Select if the inquiry contains a RCPT ACTION TYPE CD.*
- Click ☐ to select the RCPT DOC NBR. *Select if the inquiry contains a RCPT DOC NBR.*
- Click ☐ to select the RCVD BY. *Select if the inquiry contains a RCVD BY.*
- Click ☐ to select the REBSLN AB LST DT. *Select if the inquiry contains a REBSLN AB LST DT.*
- Click ☐ to select the REBSLN LST PERIOD. *Select if the inquiry contains a REBSLN LST PERIOD.*
- Click ☐ to select the REBSLN SL LST DT. *Select if the inquiry contains a REBSLN SL LST DT.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remark information.*
- Click ☐ to select the Salvage Value AMT. *Select if the inquiry contains an Salvage Value Amount.*
- Click ☐ to select the Site Name. *Select if the inquiry contains a Site Name.*

- Click ☐ to select the SLIN. *Select if the inquiry contains a SLIN.*
- Click ☐ to select the SPIIN. *Select if the inquiry contains a SPIIN.*
- Click ☐ to select the STOCK ITEM CD. *Select if the inquiry contains a STOCK ITEM CD.*
- Click ☐ to select the SUB CUSTODIAN NBR. *Select if the inquiry contains a SUB CUSTODIAN NBR.*
- Click ☐ to select the SUBHEAD. *Select if the inquiry contains a SUBHEAD.*
- Click ☐ to select the SUB LOC. *Select if the inquiry contains a SUB LOC.*
- Click ☐ to select the SYS DESC. *Select if the inquiry contains an SYS DESC.*
- Click ☐ to select the SYS ID. *Select if the inquiry contains a SYS ID.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains a TASK CD.*
- Click ☐ to select the TASK ID. *Select if the inquiry contains a TASK ID.*
- Click ☐ to select the Total Cost. *Select if the inquiry contains a Total Cost.*
- Click ☐ to select the Trading Basic Symbol. *Select if the inquiry contains a Trading Basic Symbol.*
- Click ☐ to select the TRADING DEPT CD. *Select if the inquiry contains a TRADING DEPT CD.*
- Click ☐ to select the TRADING PARTNER NBR. *Select if the inquiry contains a TRADING PARTNER NBR.*
- Click ☐ to select the TRADING SUBHEAD. *Select if the inquiry contains a TRADING SUBHEAD.*

- Click ☐ to select the TRANSFER TYPE CD. *Select if the inquiry contains a TRANSFER TYPE CD.*
- Click ☐ to select the TYPE ASSET CD. *Select if the inquiry contains a TYPE ASSET CD.*
- Click ☐ to select the TYPE DSG NAME. *Select if the inquiry contains a TYPE DSG NAME.*
- Click ☐ to select the TYPE FUND CD. *Select if the inquiry contains a TYPE FUND CD.*
- Click ☐ to select the UI. *Select if the inquiry contains an UI.*
- Click ☐ to select the UIC NAME. *Select if the inquiry contains an UIC NAME.*
- Click ☐ to select the UII. *Select if the inquiry contains an UII.*
- Click ☐ to select the UTIL SVC LIFE. *Select if the inquiry contains an UTIL SVC LIFE.*
- Click ☐ to select the WRITE DOWN AMT. *Select if the inquiry contains a WRITE DOWN AMT.*
- Click ☐ to select the YR SVC LIFE. *Select if the inquiry contains a YR SVC LIFE.*

3. Select Show Inquiry for small volumes of data. *The* ***Depreciation Inquiry — Results*** *page appears.*

OR

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

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Depreciation Inquiry — Criteria
- Search for a Depreciation Inquiry — Results
- View the Depreciation Inquiry Detail
- View the Depreciation Inquiry Transaction Status
- Export the Depreciation Inquiry Transaction Status

View the Depreciation Inquiry Detail

Overview

The Depreciation Inquiry Detail process displays the Basic Detail record of the selected Depreciation record.

Navigation

Inquiries > Accounting > Depreciation > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Depreciation Inquiry Detail page

Page Fields

The following fields display on the **Depreciation Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Depreciation Inquiry Detail Grid

Agency Cd
Asset Id
Serial Nbr
Item Desc
UIC
Imprv Nbr
Site Id
Stock Nbr
UII

Last Tran Dt/Time
Last Updated By

Deprn Sts Cd
Fdcry Deprn Mthd Cd
Util Measr Cd
Actv Dt
Accumd Deprn
Prior Deprn
Salvage Value Amt
Write Down Amt
Deprn Period
Deprn Period Days
Deprn Util Period
Deprn Util Svc Life
Deprn Util Qty
Deprn Cost Center
Deprn Task Cd
Deprn Job Order Nbr
Deprn Exp Cd
Deprn SL Unbsln
Prr Deprn SL Unbsln
Rebsln SL Lst Dt
Deprn SL Lst Rebsln
Deprn Util Prd Lst Rebsln
Deprn SL Rebsln
Prr Deprn SL Rebsln
Deprn AB Unbsln
Prr Deprn AB Unbsln
Rebsln AB Lst Dt
Deprn AB Lst Rebsln
Deprn Util Rebsln Qty
Deprn AB Rebsln
Prr Deprn AB Rebsln
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

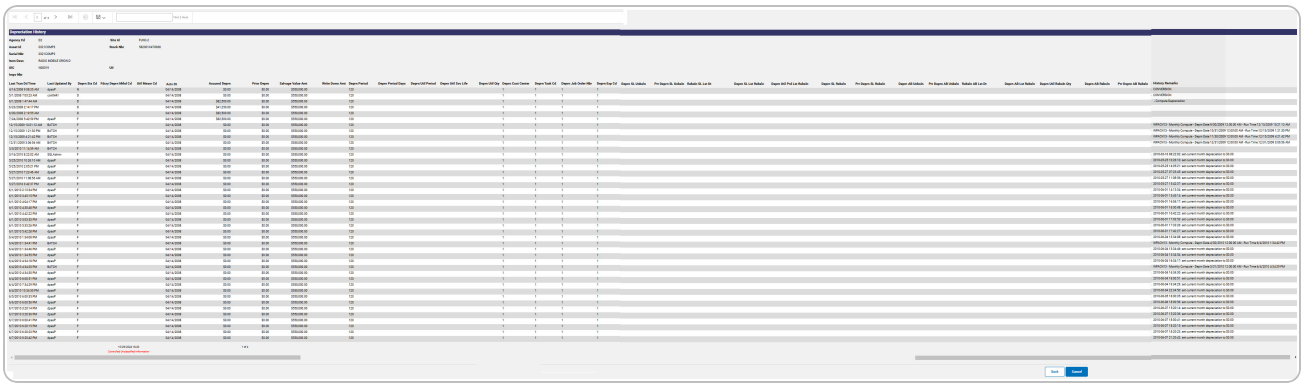
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Depreciation Inquiry Detail

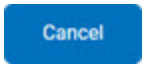
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Depreciation Inquiry Detail grid.*

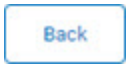


   A. *Verify the AGENCY CD.*
   B. *Verify the ASSET ID.*
   C. *Verify the SERIAL NBR.*
   D. *Verify the ITEM DESC.*
   E. *Verify the UIC.*
   F. *Verify the IMPV NBR.*
   G. *Verify the SITE ID.*
   H. *Verify the STOCK NBR.*
   I. *Verify the UII.*
   J. *Verify the LAST TRAN DT/TIME.*
   K. *Verify the Last Updated By.*
   L. *Verify the DEPRN STS CD.*
   M. *Verify the FDCRY DEPRN MTHD CD.*
   N. *Verify the UTIL MEASR CD.*
   O. *Verify the ACTV DT.*
   P. *Verify the ACCUMD DEPRN.*
   Q. *Verify the PRIOR DEPRN.*
   R. *Verify the Salvage Value AMT.*

S. *Verify the Write Down Amt.*
T. *Verify the Deprn Period.*
U. *Verify the Deprn Period Days.*
V. *Verify the Deprn Util Period.*
W. *Verify the Deprn Util Svc Life.*
X. *Verify the Deprn Util Qty.*
Y. *Verify the Deprn Cost Center.*
Z. *Verify the Deprn Task Cd.*
AA. *Verify the Deprn Job Order Nbr.*
AB. Verify the Deprn Exp Cd.
AC. *Verify the Deprn SL Unbsln.*
AD. *Verify the Rebsln SL Lst Dt.*
AE. *Verify the Deprn SL Lst Rebsln.*
AF. *Verify the Deprn AB Unbsln.*
AG. *Verify the Prr Deprn AB Unbsln.*
AH. *Verify the Rebsln AB Lst Dt.*
AI. *Verify the Deprn AB Lst Rebsln.*
AJ. *Verify the Deprn Util Rebsln Qty.*
AK. *Verify the Deprn AB Rebsln.*
AL. *Verify the Prr Deprn AB Rebsln.*
AM. *Verify the History Remarks.*

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* ***Depreciation Inquiry — Criteria*** *page appears*.

   OR

   Select  . *The* ***Depreciation 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Depreciation Inquiry — Criteria
- Search for a Depreciation Inquiry — Results
- Select Fields for the Depreciation Inquiry
- View the Depreciation Inquiry Transaction Status
- Export the Depreciation Inquiry Transaction Status

View the Depreciation Inquiry Transaction Status

Overview

The Depreciation Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Accounting > Depreciation > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Depreciation Transactions Inquiry Transaction Status page

Page Fields

The following fields display on the **Depreciation Transactions Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

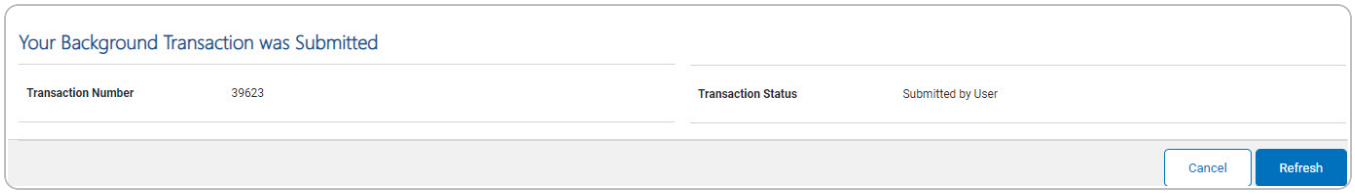
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

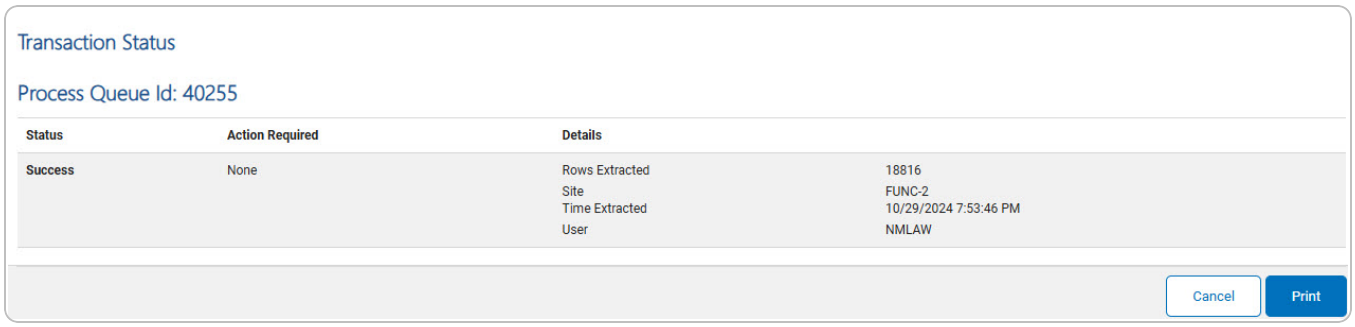
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Depreciation Transactions Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Depreciation Transactions Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Depreciation Inquiry Search Criteria*** *page appears*.

View the Depreciation Transactions Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Depreciation Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Depreciation Inquiry — Criteria
- Search for a Depreciation Inquiry — Results
- Select Fields for the Depreciation Inquiry
- View the Depreciation Inquiry Detail
- Export the Depreciation Inquiry Transaction Status

Export the Depreciation Inquiry Transaction Status

Overview

The Depreciation Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Accounting > Depreciation > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Depreciation Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Depreciation Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

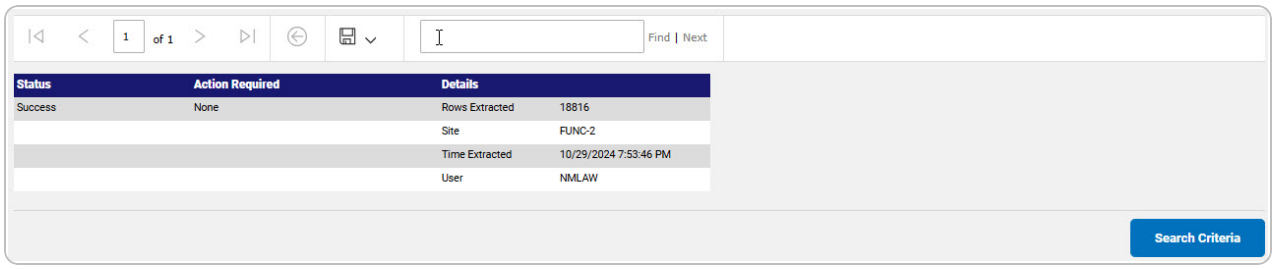
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Depreciation Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Depreciation Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Depreciation Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Depreciation Inquiry — Criteria
- Search for a Depreciation Inquiry — Results
- Select Fields for the Depreciation Inquiry
- View the Depreciation Inquiry Detail
- View the Depreciation Inquiry Transaction Status

Search for a CIP Project POC Inquiry — Criteria

Overview

The Property Accountability module CIP Project POC Inquiry process provides the ability to search for CIP Project POC records.

Navigation

Inquiries > Accounting > CIP Project POC > CIP Project POC Inquiry Search Criteria page

Page Fields

The following fields display on the **CIP Project POC Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

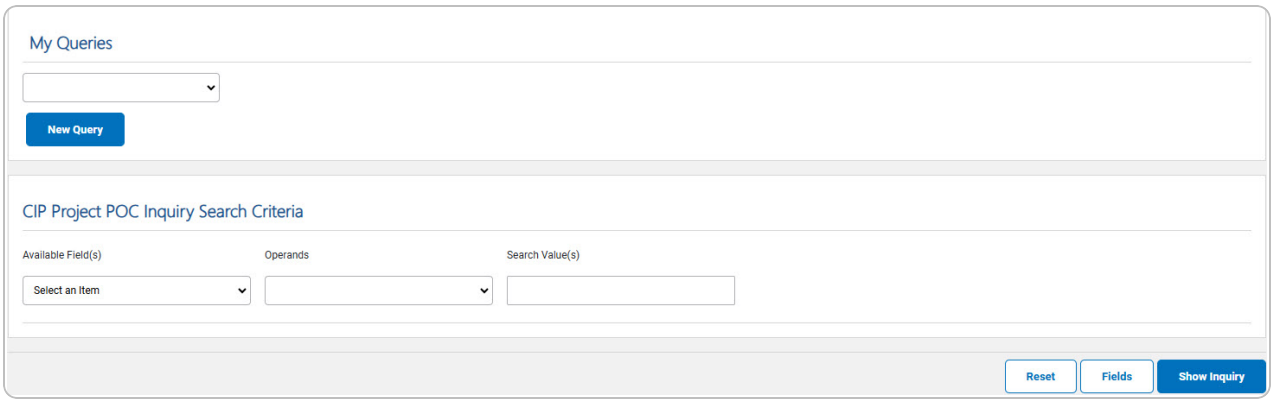
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a CIP Project POC 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.

B. Repeat Step A to add additional search criteria.

Note

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

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

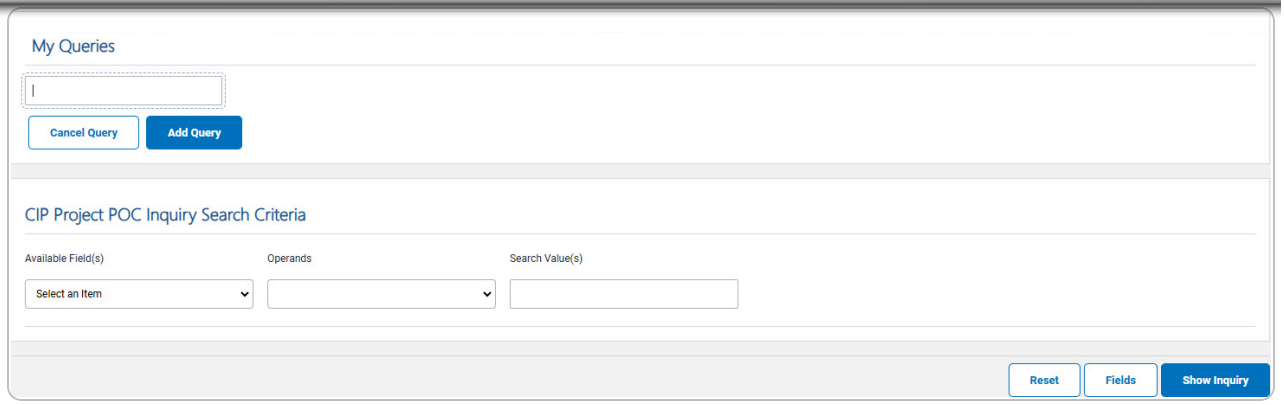
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **CIP Project POC Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



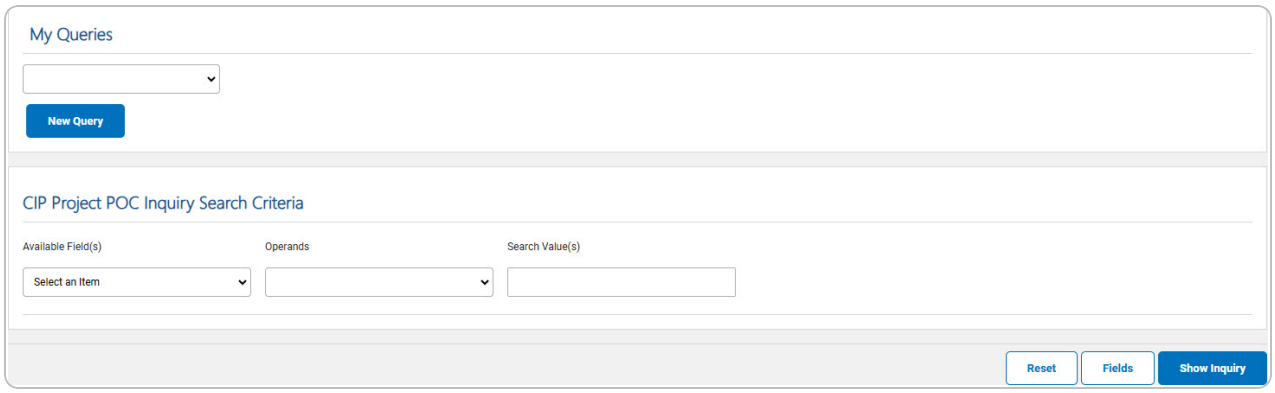
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***CIP Project POC Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***CIP Project POC 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.*



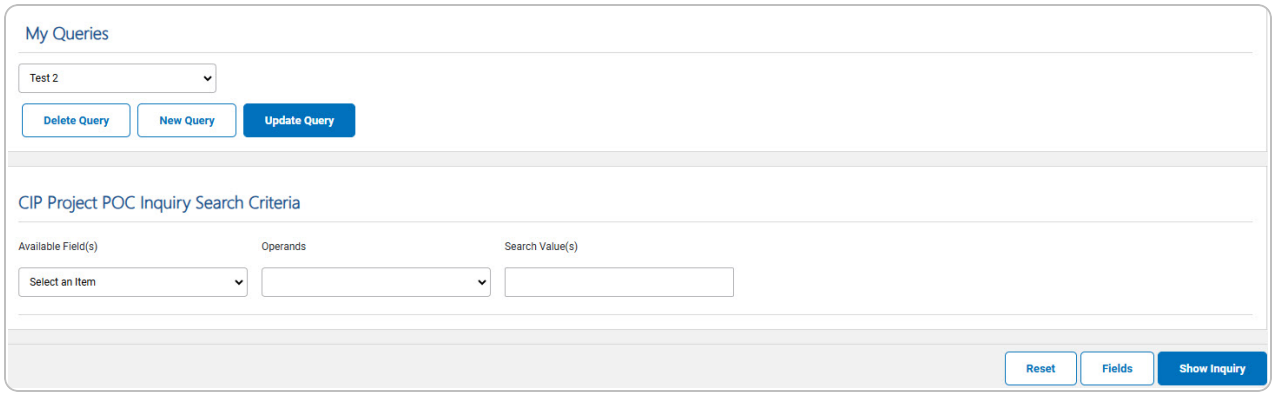
Select Fields. *The **CIP Project POC Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **CIP Project POC 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

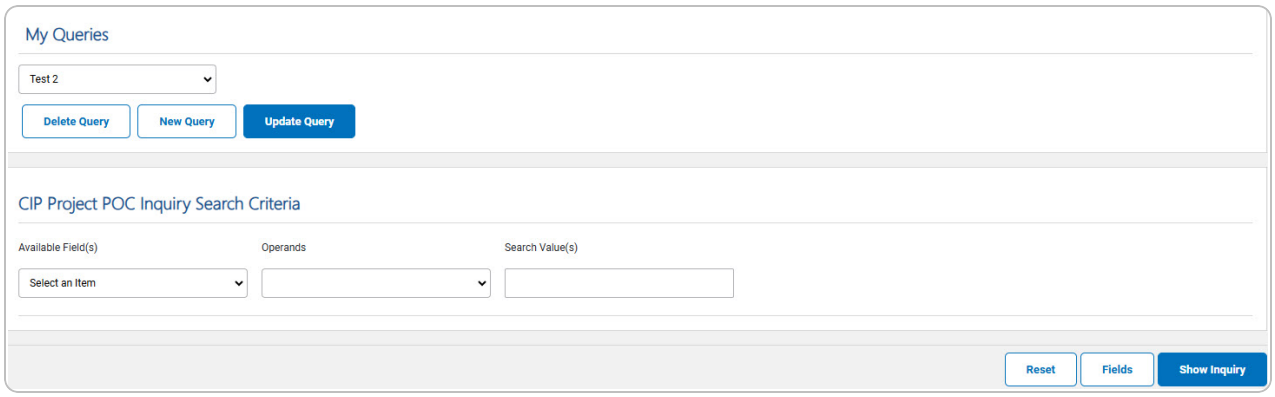
Select Fields. *The **CIP Project POC Inquiry — Select Fields** page appears.*

4. OR

Select Show Inquiry. *The **CIP Project POC 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.*



2. *Verify the query information.*
3. Select Delete Query*. The query information is removed.*

Revise the Fields for the Inquiry

Select Fields*. The* ***CIP Project POC Inquiry — Select Fields*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a CIP Project POC Inquiry — Criteria
- Search for a CIP Project POC Inquiry — Results
- Select Fields for the CIP Project POC Inquiry
- Export the CIP Project POC Inquiry Transaction Status

Search for a CIP Project POC Inquiry — Results

Overview

The CIP Project POC Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Accounting >CIP Project POC > Search Criteria > Show Inquiry > CIP Project POCInquiry Search Results page

Page Fields

The following fields display on the **CIP Project POCInquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Acq Pgm Name
Actbl UIC
Agency Name
CIP Prj DSN
CIP Prj FAX Nbr
CIP Prj Phone Nbr
CIP Prj POC
Prj Nbr
Site Id
UIC

Optional

Acq Pgm Type Cd
Actbl Prop Officer (AO)
AO Address 1
AO Address 2
AO City
AO Country Cd
AO DSN
AO Email
AO Phone Nbr

AO State
AO ZIP Cd
Cmpltd Qty
CIP Prj Address 1
CIP Prj Address 2
CIP Prj City
CIP Prj Country Cd
CIP Prj Email
CIP Prj State
CIP Prj ZIP Cd
De-Cptized Amt
Estbd By
Estbd Dt
Estimated Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Fdcry Reporting
Financial Officer (FO)
FO Address 1
FO City
FO Country Cd
FO Email
FO Phone Nbr
FO State
FO ZIP Cd
FO Address 2
FO DSN
FO FAX Nbr
Last Tran Dt
Last Updtd By
Permit Negative Bal
Prj Category Cd
Prj Cptl Amt
Prj Desc
Prj Pend Cptl Amt
Prj Status
Prj Type Cd
Remarks
Total Prj Amt
Value Methd Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

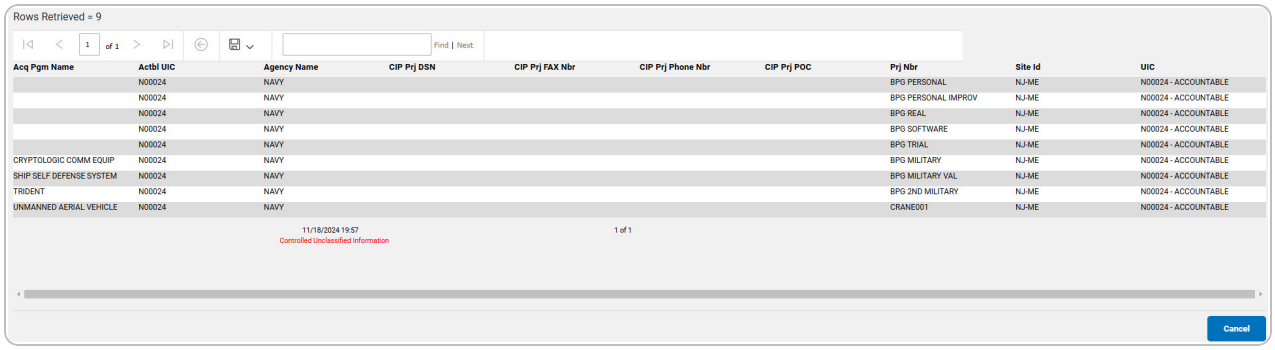
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP Project POC Inquiry Results

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

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



Note

To reach the optional fields, refer to the CIP Project POC Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***CIP Project POC 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a CIP Project POC Inquiry — Criteria
- Select Fields for the CIP Project POC Inquiry
- View the CIP Project POC Inquiry Transaction Status
- Export the CIP Project POC Inquiry Transaction Status

Select Fields for the CIP Project POC Inquiry

Overview

The CIP Project POC Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Accounting > CIP Project POC > Search Criteria > Fields > CIP Project POC Inquiry Fields Selection page

Page Fields

The following fields display on the **CIP Project POC Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Acq Pgm Name
Actbl UIC
Agency Name
CIP Prj DSN
CIP Prj FAX Nbr
CIP Prj Phone Nbr
CIP Prj POC
Prj Nbr
Site Id
UIC

Optional

Acq Pgm Type Cd
Actbl Prop Officer (AO)
AO Address 1
AO Address 2
AO City
AO Country Cd
AO DSN
AO Email
AO Phone Nbr
AO State
AO ZIP Cd
Cmpltd Qty
CIP Prj Address 1
CIP Prj Address 2
CIP Prj City
CIP Prj Country Cd
CIP Prj Email
CIP Prj State
CIP Prj ZIP Cd
De-Cptized Amt
Estbd By
Estbd Dt
Estimated Cmpltn Dt
Estimated Prj Amt
Estimated Prj Qty
Fdcry Reporting
Financial Officer (FO)
FO Address 1
FO City
FO Country Cd
FO Email
FO Phone Nbr
FO State
FO ZIP Cd
FO Address 2
FO DSN
FO FAX Nbr
Last Tran Dt
Last Updtd By
Permit Negative Bal
Prj Category Cd
Prj Cptl Amt

Prj Desc
Prj Pend Cptl Amt
Prj Status
Prj Type Cd
Remarks
Total Prj Amt
Value Methd Cd

Procedures

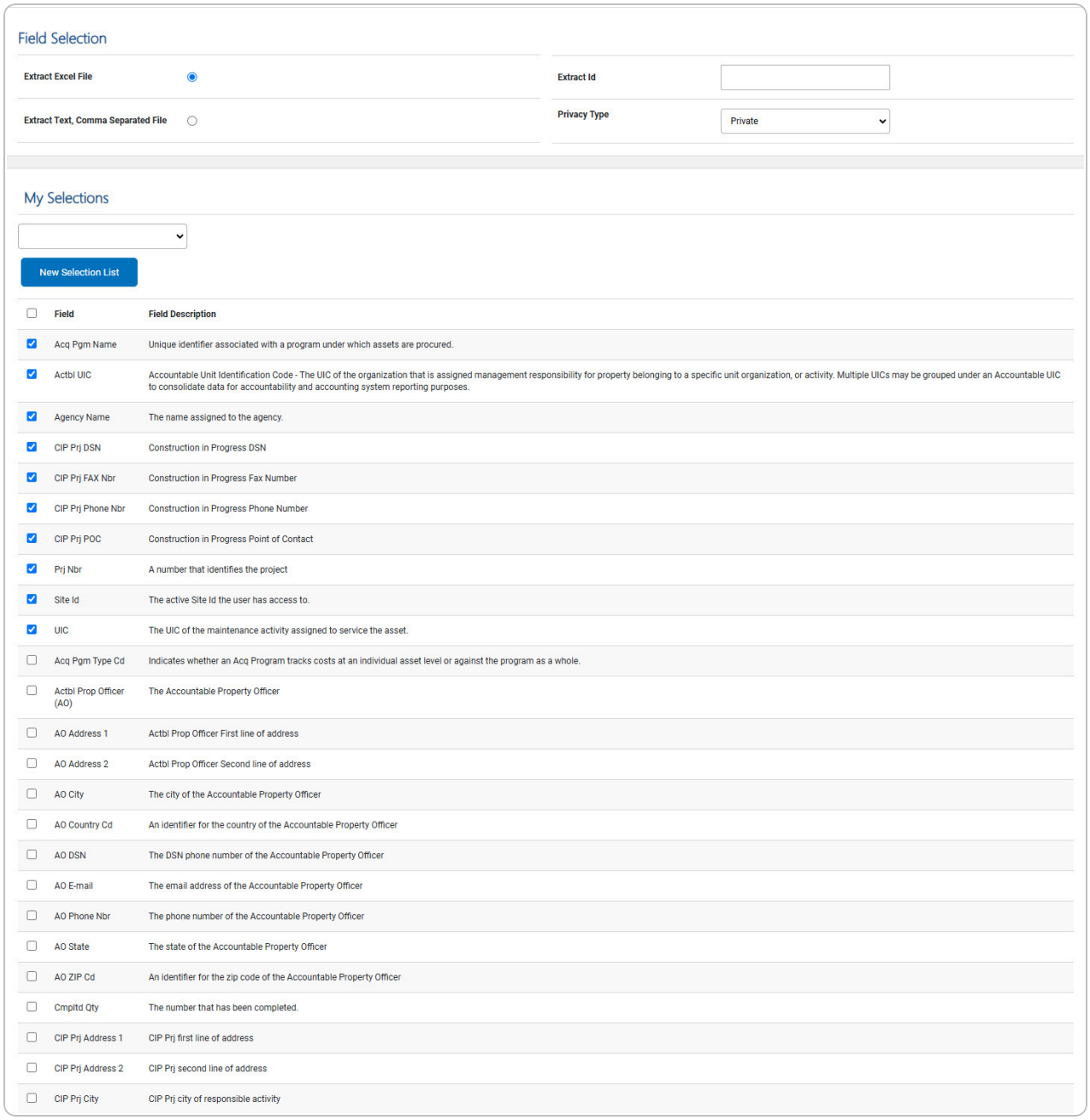
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **CIP Project POC 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
☑	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☑	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.
☑	Agency Name	The name assigned to the agency.
☑	CIP Prj DSN	Construction in Progress DSN
☑	CIP Prj FAX Nbr	Construction in Progress Fax Number
☑	CIP Prj Phone Nbr	Construction in Progress Phone Number
☑	CIP Prj POC	Construction in Progress Point of Contact
☑	Prj Nbr	A number that identifies the project
☑	Site Id	The active Site Id the user has access to.
☑	UIC	The UIC of the maintenance activity assigned to service the asset.
☐	Acq Pgm Type Cd	Indicates whether an Acq Program tracks costs at an individual asset level or against the program as a whole.
☐	Actbl Prop Officer (AO)	The Accountable Property Officer
☐	AO Address 1	Actbl Prop Officer First line of address
☐	AO Address 2	Actbl Prop Officer Second line of address
☐	AO City	The city of the Accountable Property Officer
☐	AO Country Cd	An identifier for the country of the Accountable Property Officer
☐	AO DSN	The DSN phone number of the Accountable Property Officer
☐	AO E-mail	The email address of the Accountable Property Officer
☐	AO Phone Nbr	The phone number of the Accountable Property Officer
☐	AO State	The state of the Accountable Property Officer
☐	AO ZIP Cd	An identifier for the zip code of the Accountable Property Officer
☐	Cmpltd Qty	The number that has been completed.
☐	CIP Prj Address 1	CIP Prj first line of address
☐	CIP Prj Address 2	CIP Prj second line of address
☐	CIP Prj City	CIP Prj city of responsible activity

☐	CIP Prj Country Cd	An identifier for the country of the Construction In Progress project
☐	CIP Prj Email	The email address of the Construction In Progress project point of contact
☐	CIP Prj State	The State of the Construction In Progress project
☐	CIP Prj ZIP Cd	Construction in Progress Zip Code
☐	De-Cptlzd Amt	Dollar Amount of the CIP project that was not capitalized.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Estimated Cmpltn Dt	Estimated Date when the project will be completed.
☐	Estimated Prj Amt	Total Estimated Cost of the Project.
☐	Estimated Prj Qty	Total Estimated Items to be produced by this Project.
☐	Fdcry Reporting	Identifies the Project as requiring Fiduciary Reporting.
☐	Financial Officer (FO)	Financial Officer (FO) point of contact
☐	FO Address 1	FO first line of address
☐	FO City	FO city of responsible activity
☐	FO Country Cd	An identifier for the country of the Financial Officer point of contact
☐	FO Email	The email address of the Financial Officer point of contact
☐	FO Phone Nbr	The phone number of the Financial Officer point of contact
☐	FO State	The state of the Financial Officer point of contact
☐	FO ZIP Cd	An identifier for the zip code of the Financial Officer point of contact
☐	FO Address 2	FO second line of address
☐	FO DSN	The DSN phone number of the Financial Officer point of contact
☐	FO FAX Nbr	The fax number of the Financial Officer point of contact
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Permit Negative Bal	Identifies the project as allowing Negative Balances.
☐	Prj Category Cd	A unique identifier for the Construction In Process project that identifies its category.
☐	Prj Cptl Amt	Capitalization Dollar Amount
☐	Prj Desc	A description of the project. Should include details of the project.
☐	Prj Pend Cptl Amt	Dollar Amount Pending Capitalization
☐	Prj Status	The project is either open or closed for the accumulation of cost.
☐	Prj Type Cd	A unique identifier for the Construction In Process project that identifies its type.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Total Prj Amt	Total Project Dollar Amount
☐	Value Methd Cd	A code that identifies the method in which the asset's cost are determined.

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

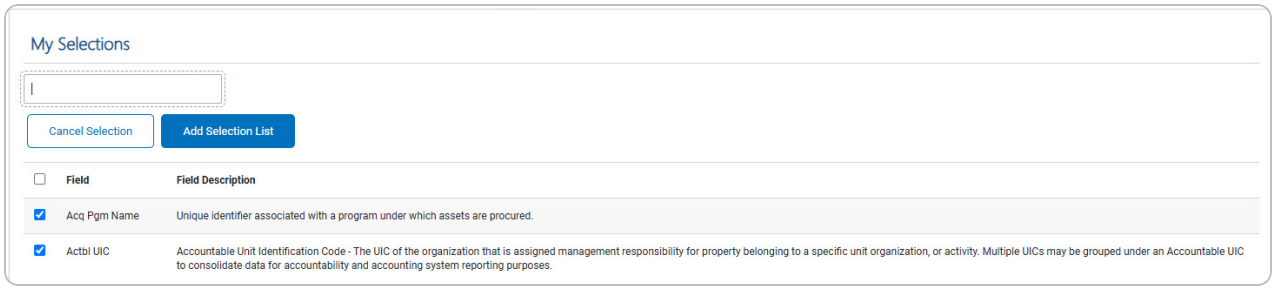
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.* **Add Selection List** *is replaced by* **Update Selection List** *and* Delete Selection List.

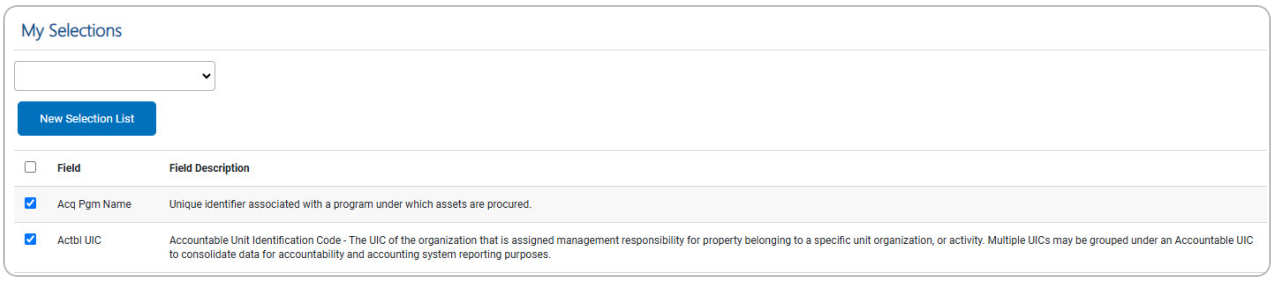
   Select **Show Inquiry** for small volumes of data. *The **CIP Project POC Inquiry — Results** page appears.*
5.

OR

Select Submit for large volumes of data. *The **CIP Project POC Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

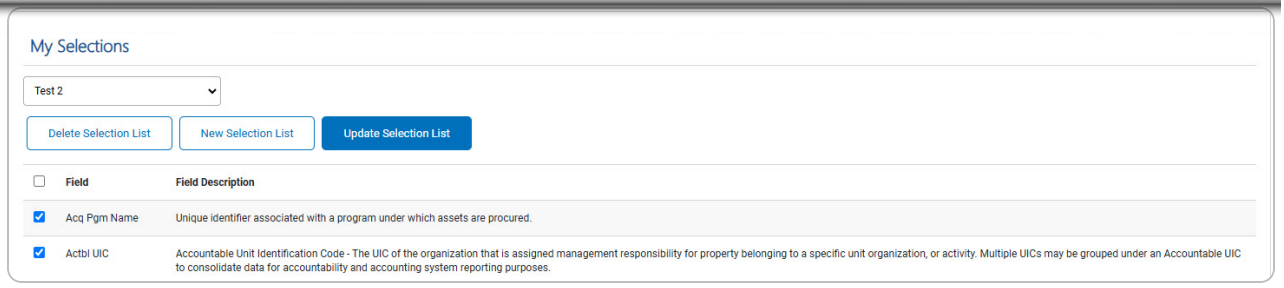
   Select Show Inquiry for small volumes of data. *The **CIP Project POC Inquiry — Results** page appears.*

3. **OR**

   Select Submit for large volumes of data. *The **CIP Project POC 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select **Update Selection List**. *The page refreshes.*

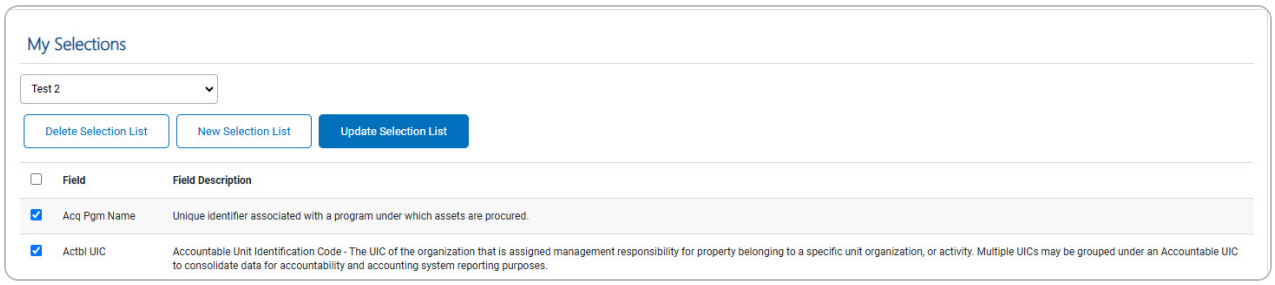
4. Select **Show Inquiry** for small volumes of data. *The **CIP Project POC Inquiry — Results** page appears.*

OR

Select **Submit** for large volumes of data. *The **CIP Project POC 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**.

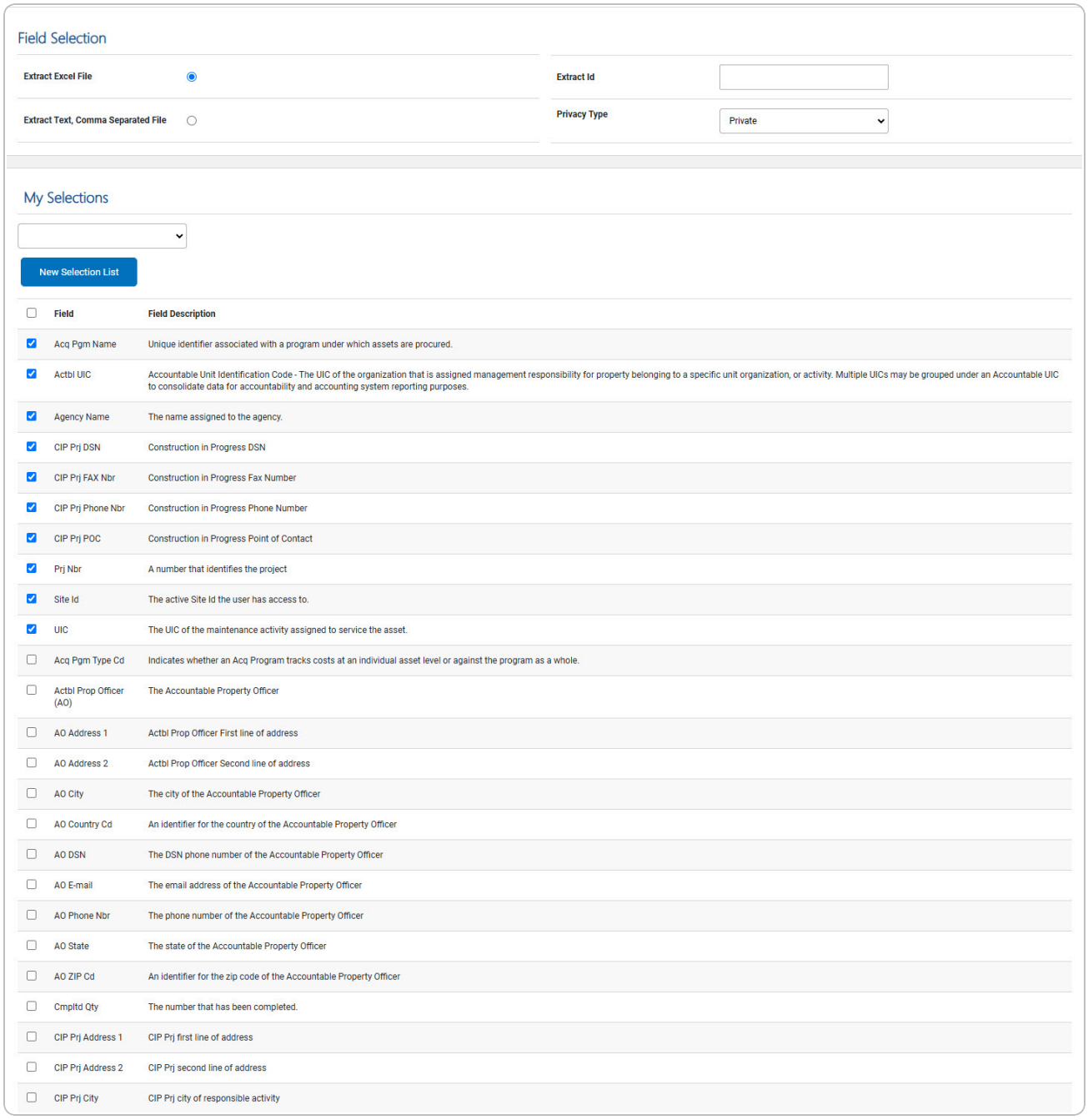


2. Select **Delete Selection List**. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **CIP Project POC Inquiry** page appears.*



Field Selection

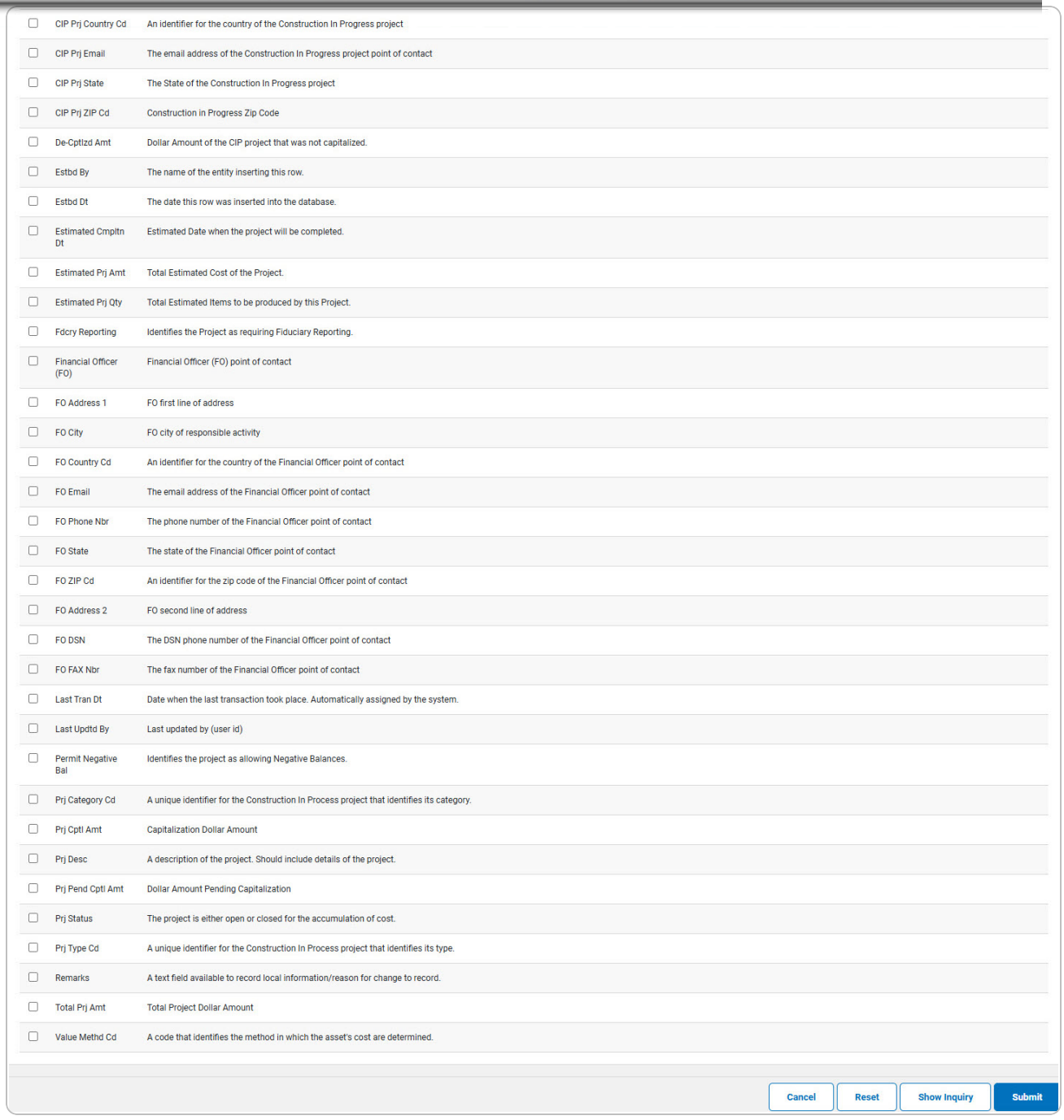
Extract Excel File ◉ | Extract Id

Extract Text, Comma Separated File ○ | Privacy Type: Private

My Selections

New Selection List

	Field	Field Description
☑	Acq Pgm Name	Unique identifier associated with a program under which assets are procured.
☑	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.
☑	Agency Name	The name assigned to the agency.
☑	CIP Prj DSN	Construction in Progress DSN
☑	CIP Prj FAX Nbr	Construction in Progress Fax Number
☑	CIP Prj Phone Nbr	Construction in Progress Phone Number
☑	CIP Prj POC	Construction in Progress Point of Contact
☑	Prj Nbr	A number that identifies the project
☑	Site Id	The active Site Id the user has access to.
☑	UIC	The UIC of the maintenance activity assigned to service the asset.
☐	Acq Pgm Type Cd	Indicates whether an Acq Program tracks costs at an individual asset level or against the program as a whole.
☐	Actbl Prop Officer (AO)	The Accountable Property Officer
☐	AO Address 1	Actbl Prop Officer First line of address
☐	AO Address 2	Actbl Prop Officer Second line of address
☐	AO City	The city of the Accountable Property Officer
☐	AO Country Cd	An identifier for the country of the Accountable Property Officer
☐	AO DSN	The DSN phone number of the Accountable Property Officer
☐	AO E-mail	The email address of the Accountable Property Officer
☐	AO Phone Nbr	The phone number of the Accountable Property Officer
☐	AO State	The state of the Accountable Property Officer
☐	AO ZIP Cd	An identifier for the zip code of the Accountable Property Officer
☐	Cmpltd Qty	The number that has been completed.
☐	CIP Prj Address 1	CIP Prj first line of address
☐	CIP Prj Address 2	CIP Prj second line of address
☐	CIP Prj City	CIP Prj city of responsible activity



☐	CIP Prj Country Cd	An identifier for the country of the Construction In Progress project
☐	CIP Prj Email	The email address of the Construction In Progress project point of contact
☐	CIP Prj State	The State of the Construction In Progress project
☐	CIP Prj ZIP Cd	Construction in Progress Zip Code
☐	De-Cptlzd Amt	Dollar Amount of the CIP project that was not capitalized.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Estimated Cmpltn Dt	Estimated Date when the project will be completed.
☐	Estimated Prj Amt	Total Estimated Cost of the Project.
☐	Estimated Prj Qty	Total Estimated Items to be produced by this Project.
☐	Fdcry Reporting	Identifies the Project as requiring Fiduciary Reporting.
☐	Financial Officer (FO)	Financial Officer (FO) point of contact
☐	FO Address 1	FO first line of address
☐	FO City	FO city of responsible activity
☐	FO Country Cd	An identifier for the country of the Financial Officer point of contact
☐	FO Email	The email address of the Financial Officer point of contact
☐	FO Phone Nbr	The phone number of the Financial Officer point of contact
☐	FO State	The state of the Financial Officer point of contact
☐	FO ZIP Cd	An identifier for the zip code of the Financial Officer point of contact
☐	FO Address 2	FO second line of address
☐	FO DSN	The DSN phone number of the Financial Officer point of contact
☐	FO FAX Nbr	The fax number of the Financial Officer point of contact
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Permit Negative Bal	Identifies the project as allowing Negative Balances.
☐	Prj Category Cd	A unique identifier for the Construction In Process project that identifies its category.
☐	Prj Cptl Amt	Capitalization Dollar Amount
☐	Prj Desc	A description of the project. Should include details of the project.
☐	Prj Pend Cptl Amt	Dollar Amount Pending Capitalization
☐	Prj Status	The project is either open or closed for the accumulation of cost.
☐	Prj Type Cd	A unique identifier for the Construction In Process project that identifies its type.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Total Prj Amt	Total Project Dollar Amount
☐	Value Methd Cd	A code that identifies the method in which the asset's cost are determined.

Cancel Reset Show Inquiry Submit

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.

- Verify the ACQ PGM NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACQ PGM NAME.*
- Verify the ACTBL UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTBL UIC.*
- Verify the Agency Name contains the appropriate ☑ or ☐. *Select if the inquiry contains an Agency Name.*
- Verify the CIP PRJ DSN contains the appropriate ☑ or ☐. *Select if the inquiry contains a CIP PRJ DSN.*
- Verify the CIP PRJ FAX NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a CIP PRJ FAX NBR.*
- Verify the CIP PRJ PHONE NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a CIP PRJ PHONE NBR.*
- Verify the CIP PRJ POC contains the appropriate ☑ or ☐. *Select if the inquiry contains a CIP PRJ POC.*
- Verify the PRJ NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a PRJ NBR.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*

- Click ☐ to select the ACQ PGM TYPE CD. *Select if the inquiry contains an ACQ PGM TYPE CD.*
- Click ☐ to select the ACQ DT. *Select if the inquiry contains an ACQ DT.*
- Click ☐ to select the ACTBL UIC. *Select if the inquiry contains an Accountable Unit Identification Code.*
- Click ☐ to select the ACTBL PROP OFFICER AO. *Select if the inquiry contains an ACTBL PROP OFFICER AO.*
- Click ☐ to select the AO Address 1. *Select if the inquiry contains an AO Address 1.*
- Click ☐ to select the AO Address 2. *Select if the inquiry contains an AOAddress 2.*
- Click ☐ to select the AO City. *Select if the inquiry contains a AO City.*
- Click ☐ to select the AO Country Cd. *Select if the inquiry contains an AO Country Code.*
- Click ☐ to select the AO DSN. *Select if the inquiry contains a AO DSN.*
- Click ☐ to select the AO E-MAIL. *Select if the inquiry contains Deprn Period Days.*
- Click ☐ to select the AO PHONE NBR. *Select if the inquiry contains a AO PHONE NBR.*
- Click ☐ to select the AO State. *Select if the inquiry contains an AO State.*
- Click ☐ to select the AO ZIP CD. *Select if the inquiry contains an AO ZIP CD.*
- Click ☐ to select the CMPLTD QTY. *Select if the inquiry contains a CMPLTD QTY.*
- Click ☐ to select the CIP PRJ Address 1. *Select if the inquiry contains a CIP PRJ Address 1.*

- Click ☐ to select the CIP PRJ Address 2. *Select if the inquiry contains a CIP PRJ Address 2.*
- Click ☐ to select the CIP PRJ City. *Select if the inquiry contains a CIP PRJ City.*
- Click ☐ to select the CIP PRJ Country CD. *Select if the inquiry contains a CIP PRJ Country Code.*
- Click ☐ to select the CIP PRJ E-MAIL. *Select if the inquiry contains a CIP PRJ E-MAIL.*
- Click ☐ to select the CIP PRJ State. *Select if the inquiry contains a CIP PRJ State.*
- Click ☐ to select the CIP PRJ ZIP CD. *Select if the inquiry contains a CIP PRJ ZIP CD.*
- Click ☐ to select the DE-CPTLZD AMT. *Select if the inquiry contains a DE-CPTLZD AMT.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains an ESTBD BY.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains an ESTBD DT.*
- Click ☐ to select the Estimated CMPLTN DT. *Select if the inquiry contains an Estimated CMPLTN DT.*
- Click ☐ to select the Estimated PRJ AMT. *Select if the inquiry contains Estimated PRJ AMT.*
- Click ☐ to select the Estimated PRJ QTY. *Select if the inquiry contains a Estimated PRJ QTY.*
- Click ☐ to select the FDCRY REPORTING. *Select if the inquiry contains a FDCRY REPORTING.*
- Click ☐ to select the Financial Officer (FO). *Select if the inquiry contains a Financial Officer (FO).*

- Click ☐ to select the FO Address 1. *Select if the inquiry contains a FO Address 1.*
- Click ☐ to select the FO City. *Select if the inquiry contains a FO City.*
- Click ☐ to select the FO Country CD. *Select if the inquiry contains a Unit Identification Code Name.*
- Click ☐ to select the FO EMAIL. *Select if the inquiry contains a FO EMAIL.*
- Click ☐ to select the FO PHONE NBR. *Select if the inquiry contains a FO EMAIL.*
- Click ☐ to select the FO EMAIL. *Select if the inquiry contains a FO PHONE NBR.*
- Click ☐ to select the FO State. *Select if the inquiry contains a FO State.*
- Click ☐ to select the FO ZIP CD. *Select if the inquiry contains a FO ZIP CD.*
- Click ☐ to select the FO Address 2. *Select if the inquiry contains a FO Address 2.*
- Click ☐ to select the FO DSN. *Select if the inquiry contains a FO DSN.*
- Click ☐ to select the FO FAX NBR. *Select if the inquiry contains a FO FAX NBR.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a LAST TRAN DT.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains a LAST UPDTD BY.*
- Click ☐ to select the Permit Negative BAL. *Select if the inquiry contains a Permit Negative BAL.*
- Click ☐ to select thePRJ CATEGORY CD. *Select if the inquiry contains a PRJ CATEGORY CD.*
- Click ☐ to select the PRJ CPTL AMT. *Select if the inquiry contains a PRJ CPTL AMT.*

- Click ☐ to select the PRJ DESC. *Select if the inquiry contains a PRJ DESC.*
- Click ☐ to select the PRJ PEND CPTL AMT. *Select if the inquiry contains a PRJ PEND CPTL AMT.*
- Click ☐ to select the PRJ STATUS. *Select if the inquiry contains a PRJ STATUS.*
- Click ☐ to select the PRJ TYPE CD. *Select if the inquiry contains a PRJ TYPE CD.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the TOTAL PRJ AMT. *Select if the inquiry contains a TOTAL PRJ AMT.*
- Click ☐ to select the VALUE METHD CD. *Select if the inquiry contains a VALUE METHD CD.*

Select Show Inquiry for small volumes of data. *The **CIP Project POC Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **CIP Project POC Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a CIP Project POC Inquiry — Criteria
- Search for a CIP Project POC Inquiry — Results
- View the CIP Project POC Inquiry Transaction Status
- Export the CIP Project POC Inquiry Transaction Status

View the CIP Project POC Inquiry Transaction Status

Overview

The CIP Project POC Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Accounting > CIP Project POC > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > CIP Project POC Inquiry Transaction Status page

Page Fields

The following fields display on the **CIP Project POC Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

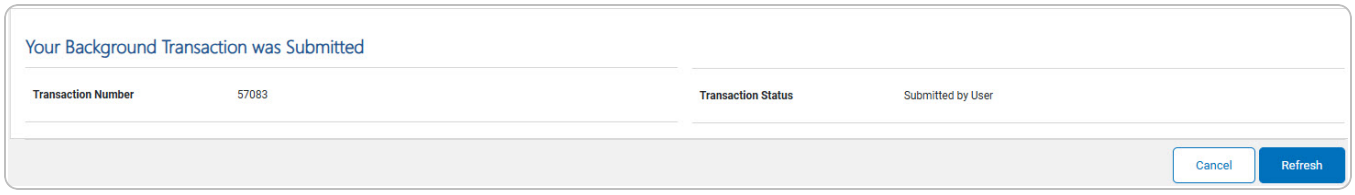
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

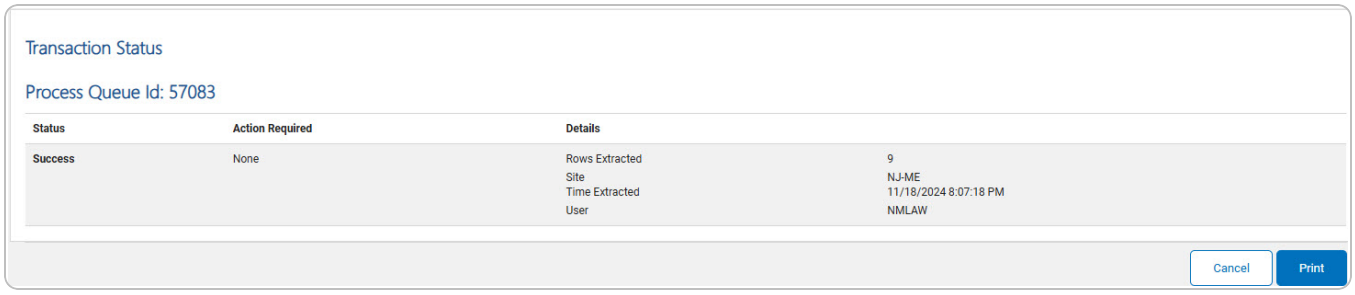
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the CIP Project POC Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the CIP Project POC Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **CIP Project POC Inquiry Search Criteria** page appears.*

View the CIP Project POC Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Select Print. *The **CIP Project POC Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a CIP Project POC Inquiry — Results
- Select Fields for the CIP Project POC Inquiry
- View the CIP Project POC Inquiry Transaction Status
- Export the CIP Project POC Inquiry Transaction Status

Export the CIP Project POC Inquiry Transaction Status

Overview

The CIP Project POC Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Accounting >CIP Project POC > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > CIP Project POC Inquiry Transaction Status Export page

Page Fields

The following fields display on the **CIP Project POC Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP Project POC Inquiry Transaction Status

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

2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The* ***CIP Project POC 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **CIP Project POC Inquiry Search Criteria** page appears.*

Related Topics

- Search for a CIP Project POC Inquiry — Criteria
- Search for a CIP Project POC Inquiry — Results
- Select Fields for the CIP Project POC Inquiry
- View the CIP Project POC Inquiry Transaction Status

Search for an Inventory Date Management Inquiry — Criteria

Overview

The Property Accountability module Inventory Date Management Inquiry process provides the ability to search for Inventory Date Management records.

Navigation

Inquiries > Inventory > Inventory Date MGT > Inventory Date Management Inquiry Search Criteria page

Page Fields

The following fields display on the **Inventory Date Management Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
24	(*) Asterisk identifies mandatory fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

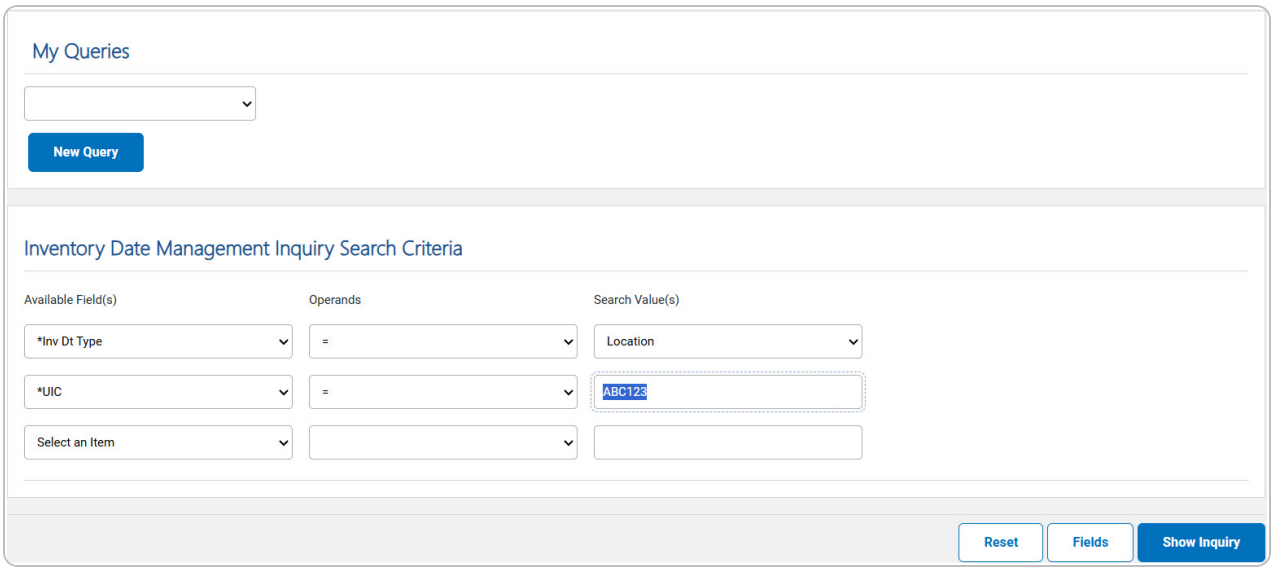
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Inventory Date Management 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. *The first Available Field(s) option (INV DT TYPE) automatically populates and is not editable.*

B. *The second Available Field(s) option (UIC) automatically populates and is not editable.*

C. Use to select the third Available Field.

D. Repeat Step C to add additional search criteria.

Note

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

Note

Select Fields 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.

C. Use to select the third Operands.

D. Repeat Step C to add additional search criteria.

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.

C. Use to select the third Search Value.

D. Repeat Step B to add additional search criteria.

Remove an Available Field Row

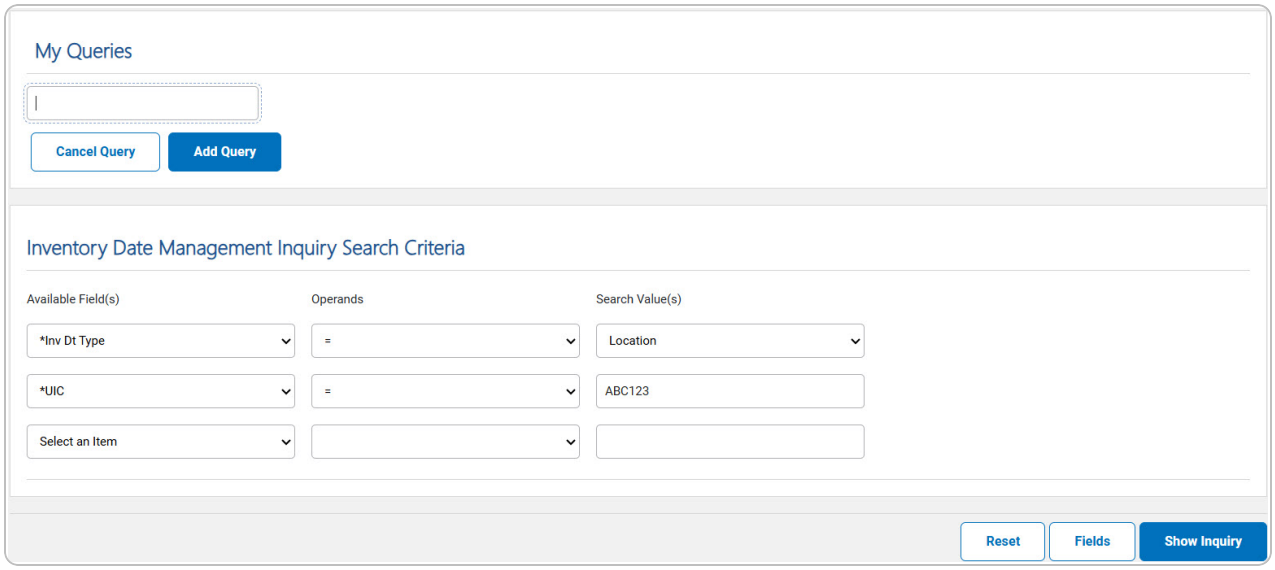
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Inventory Date Management Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

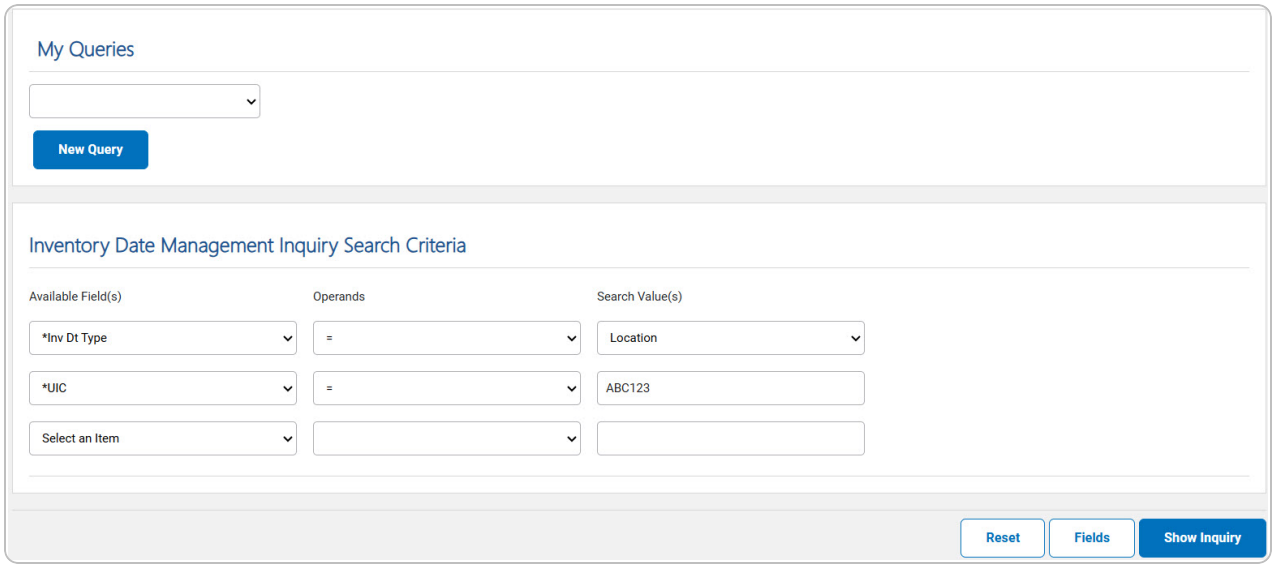
   Select Fields. *The **Inventory Date Management Inquiry — Select Fields** page appears.*
5.

   OR

Select Show Inquiry. *The **Inventory Date Management 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.*



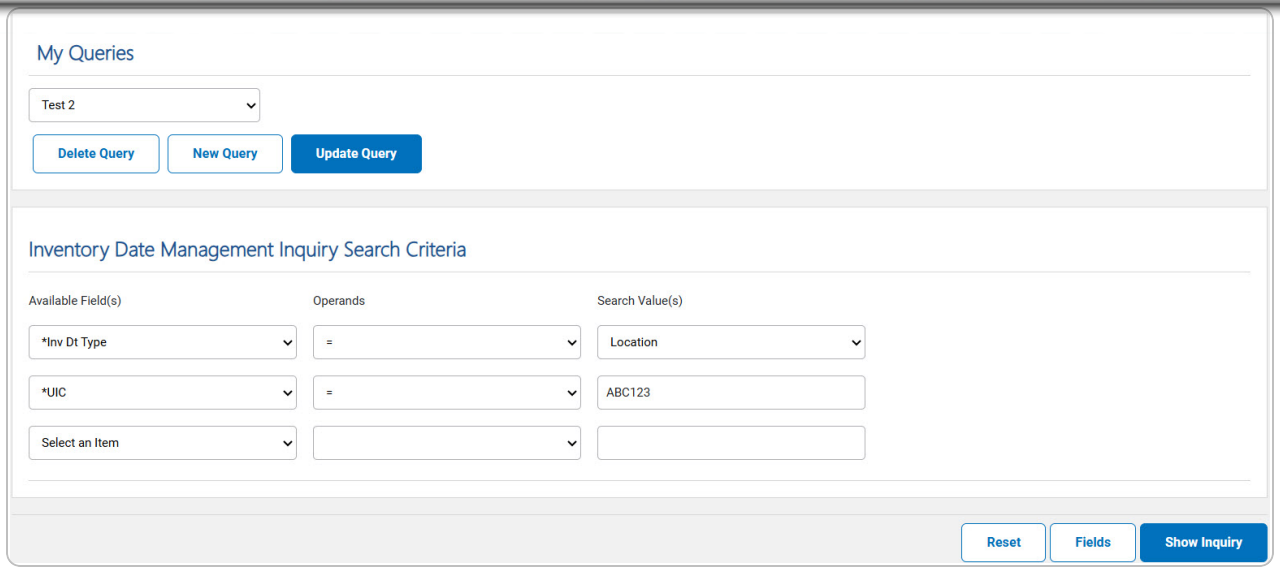
Select Fields. *The **Inventory Date Management Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Inventory Date Management 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

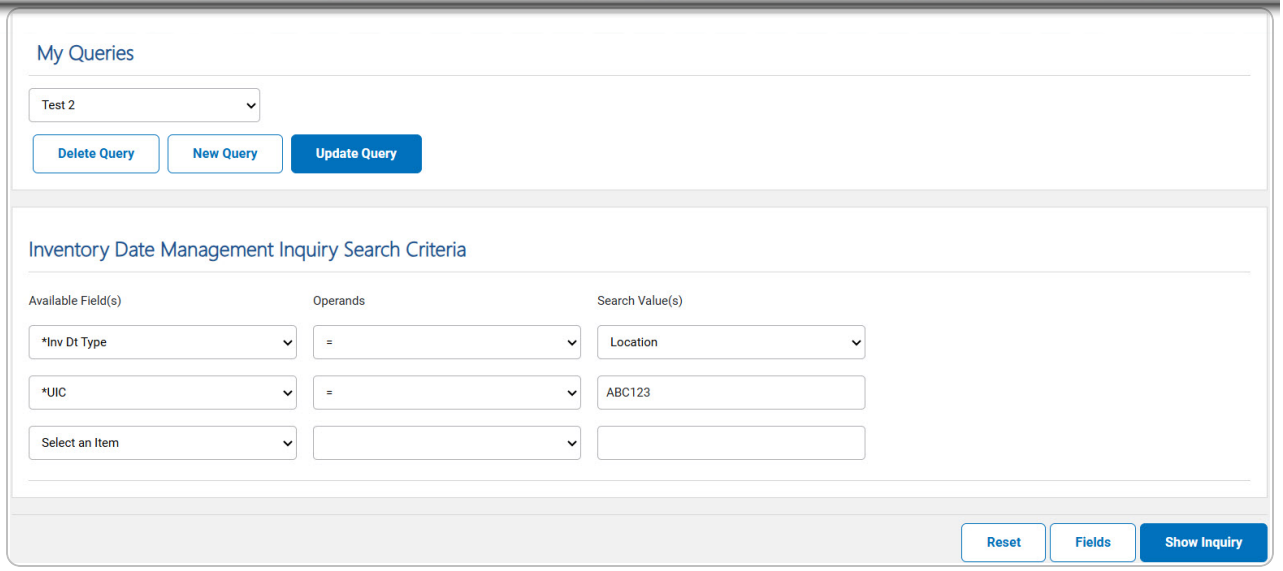
4. Select Fields. *The **Inventory Date Management Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Inventory Date Management 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

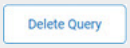
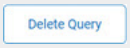
Revise the Fields for the Inquiry

Select Fields. *The **Inventory Date Management Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter

month/day combination.	the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select **or**  **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select or  to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria.	entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Inventory Date Management Inquiry — Results
- Select Fields for the Inventory Date Management Inquiry
- View the Inventory Date Management Inquiry Transaction Status
- Export the Inventory Date Management Transaction Status

Search for an Inventory Date Management Inquiry — Results

Overview

The Inventory Date Management Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Inventory > Inventory Date MGT > Search Criteria > Show Inquiry > Inventory Date Management Inquiry Search Results page

Page Fields

The following fields display on the **Inventory Date Management Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Inv Nbr
UIC
Custodian Nbr
Loc
Inv Type Cd
Inv Process Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

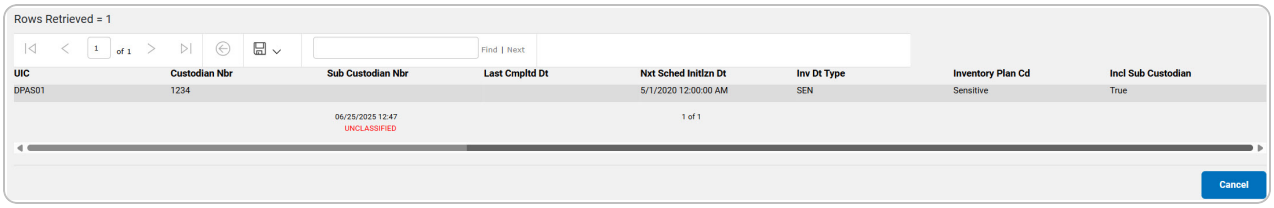
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Inventory Date Management 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.*



Note

To reach the optional fields, refer to the Inventory Date Management Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Inventory Date Management 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Inventory Date Management Inquiry — Criteria
- Select Fields for the Inventory Date Management Inquiry
- View the Inventory Date Management Inquiry Transaction Status
- Export the Inventory Date Management Transaction Status

Select Fields for the Inventory Date Management Inquiry

Overview

The Inventory Date Management Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Inventory > Inventory Date MGT > Search Criteria > Fields > Inventory Date Management Inquiry Fields Selection page

Page Fields

The following fields display on the **Inventory Date Management Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

UIC
Custodian Nbr
Sub Custodian Nbr
Last Cmpltd Dt
Nxt Sched Initlzn Dt
Inv Dt Type
Inventory Plan Cd
Incl Sub Custodian

Procedures

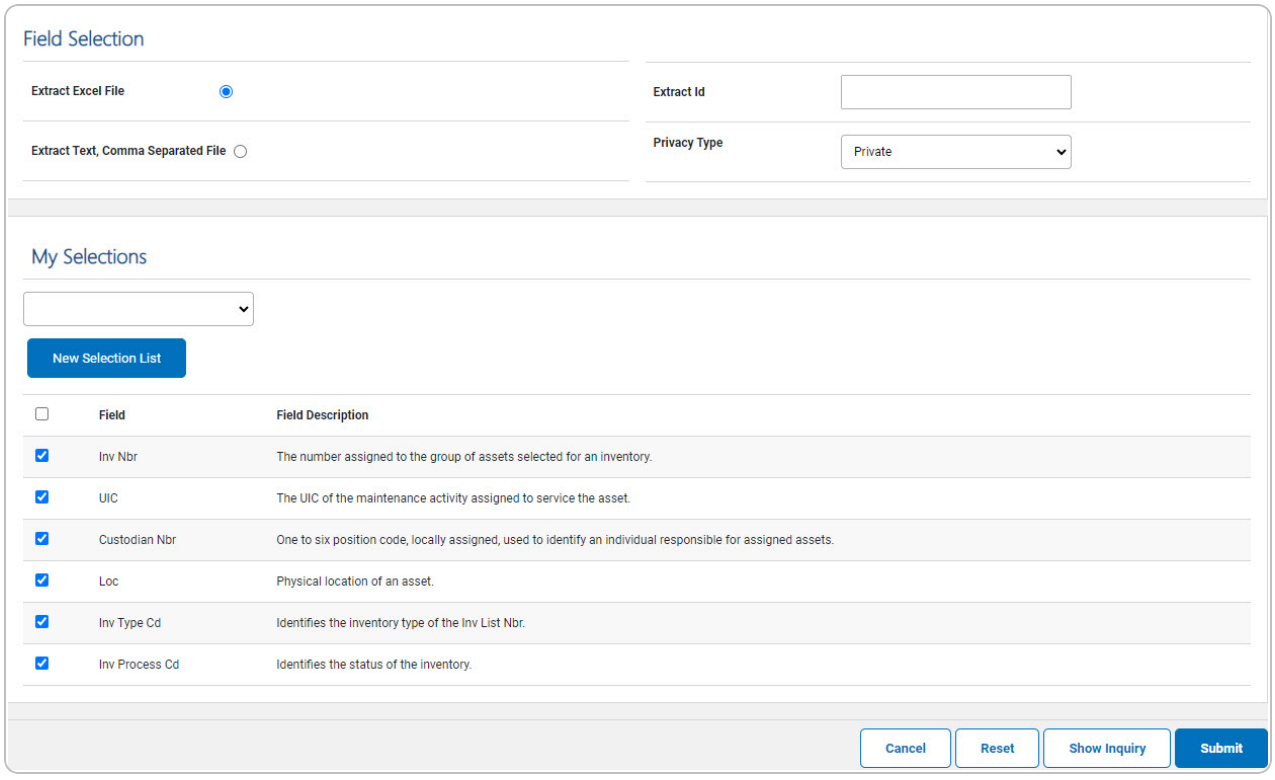
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The* ***Inventory Date Management Inquiry Field Selection*** *page appears.*



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

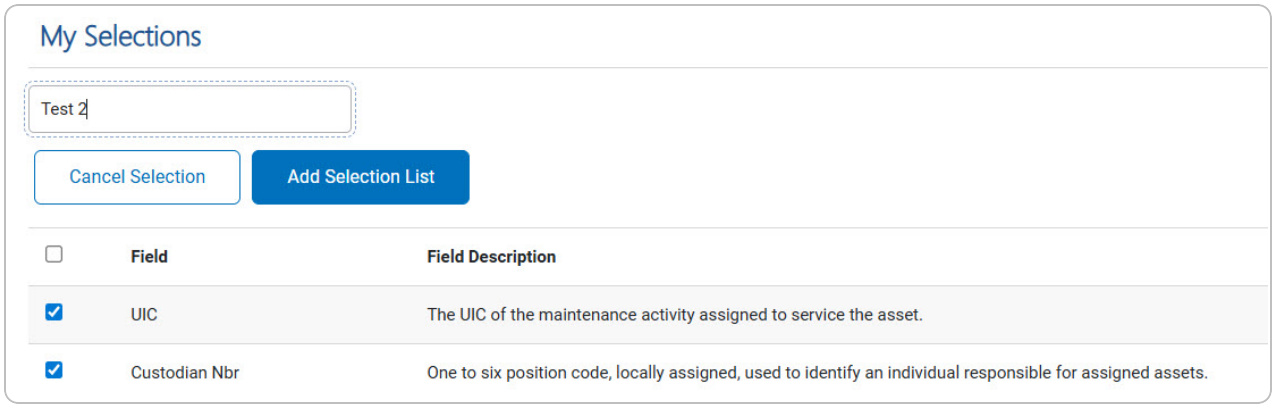
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.*

Add Selection List *is replaced by* **Update Selection List** *and* Delete Selection List.

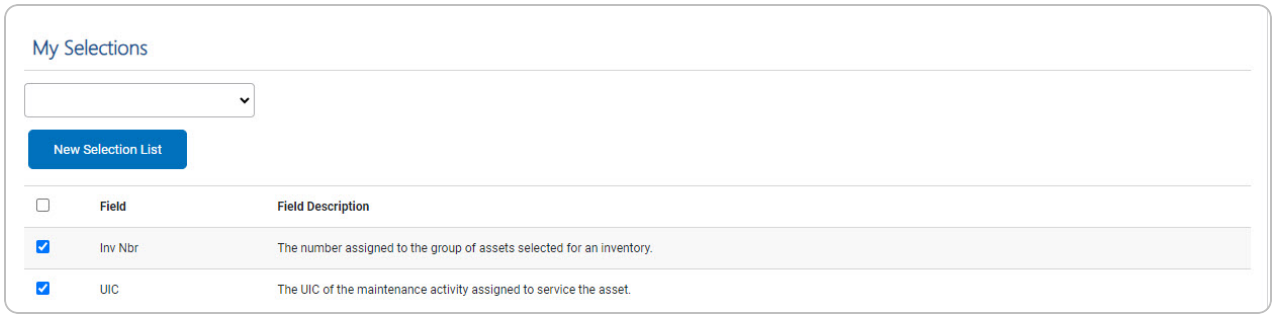
Select Show Inquiry for small volumes of data. *The **Inventory Date Management Inquiry — Results** page appears.*

5. **OR**

Select Submit for large volumes of data. *The **Inventory Date Management Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

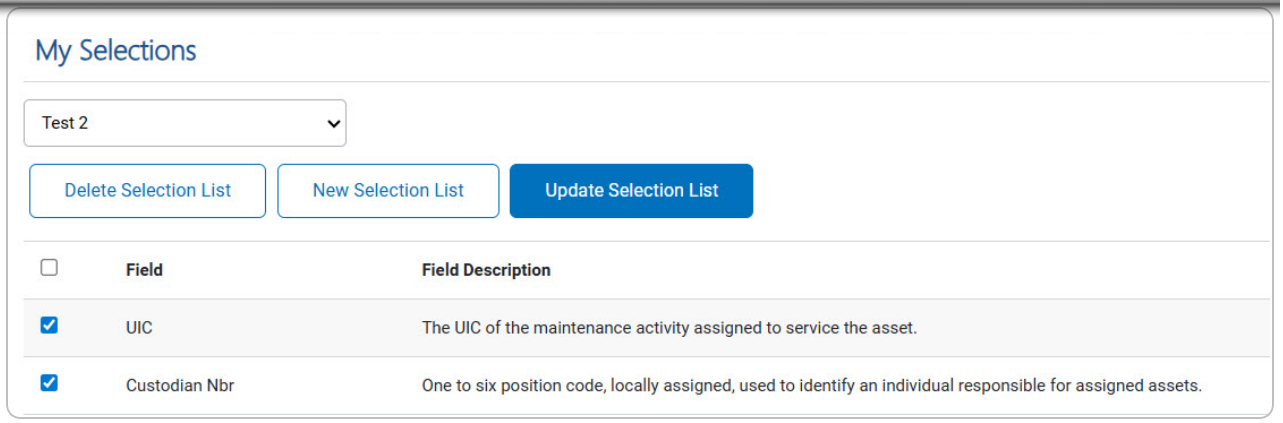
Select Show Inquiry for small volumes of data. *The **Inventory Date Management Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Inventory Date Management 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



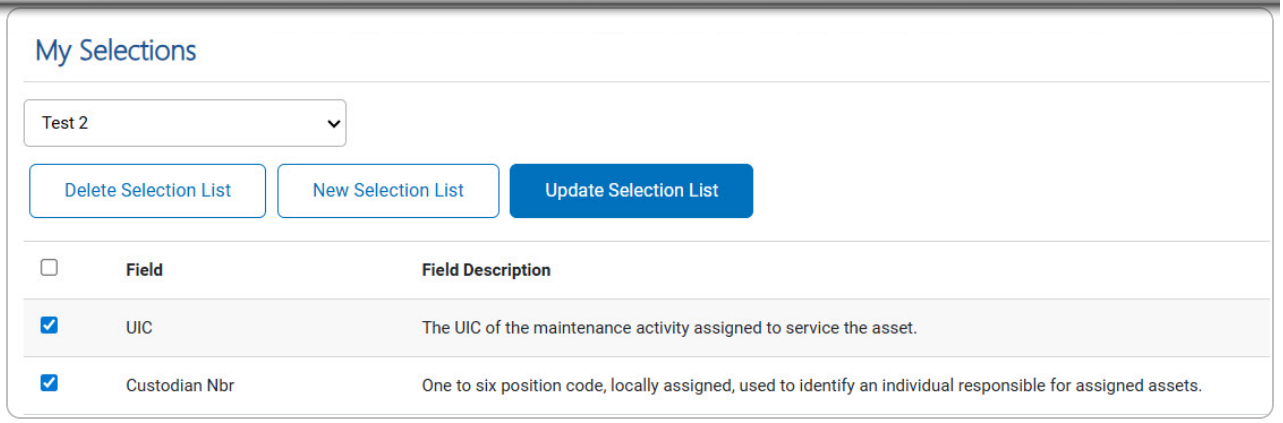
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Inventory Date Management Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Inventory Date Management 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.

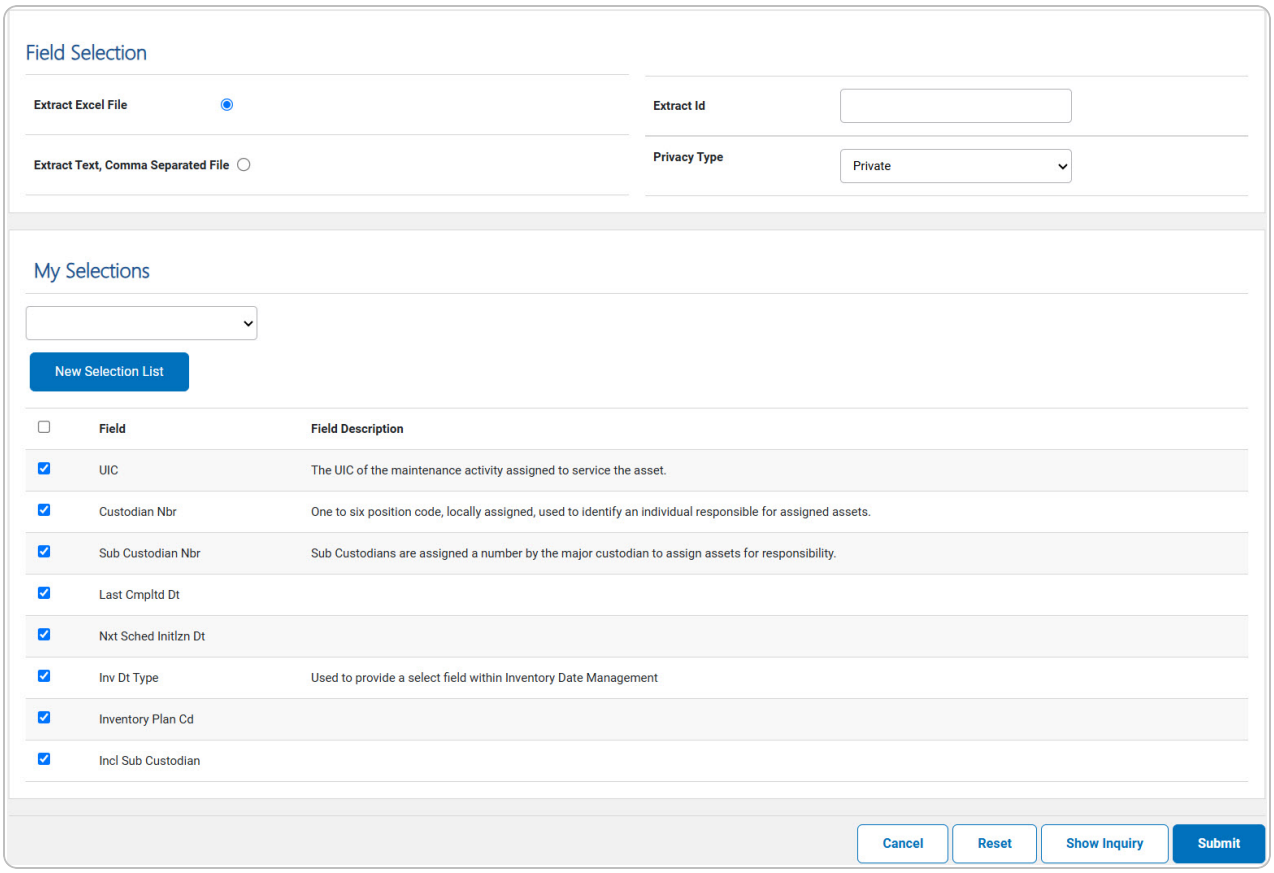


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Inventory Date Management Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 8 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.

- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an UIC.*
- Verify the CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a CUSTODIAN NBR.*

- Verify the SUB CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUB CUSTODIAN NBR.*
- Verify the LAST CMPLTD DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a LAST CMPLTD DT .*
- Verify the NXT SCHED INITLZN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a NXT SCHED INITLZN DT.*
- Verify the INV DT TYPE contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV DT TYPE.*
- Verify the Inventory Plan CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an Inventory Plan CD.*
- Verify the INC SUB CUSTODIAN contains the appropriate ☑ or ☐. *Select if the inquiry contains an INC SUB CUSTODIAN.*

3. Select Show Inquiry for small volumes of data. *The* ***Inventory Date Management Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Inventory Date Management Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Inventory Date Management Inquiry — Criteria
- Search for an Inventory Date Management Inquiry — Results
- View the Inventory Date Management Inquiry Transaction Status
- Export the Inventory Date Management Transaction Status

View the Inventory Date Management Inquiry Transaction Status

Overview

The Inventory Date Management Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Inventory > Inventory Date MGT > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Inventory Date Management Inquiry Transaction Status page

Page Fields

The following fields display on the **Inventory Date Management Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

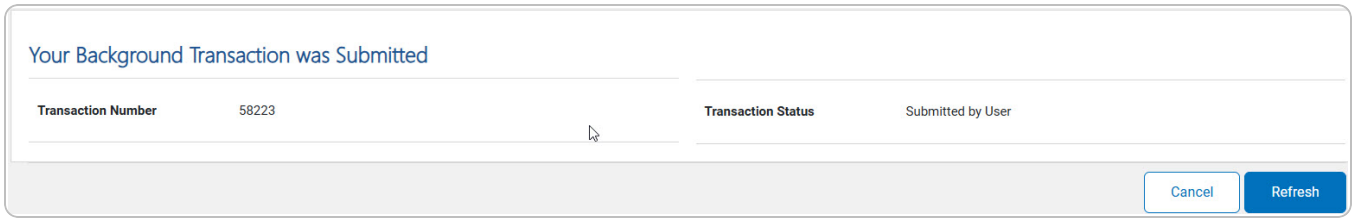
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

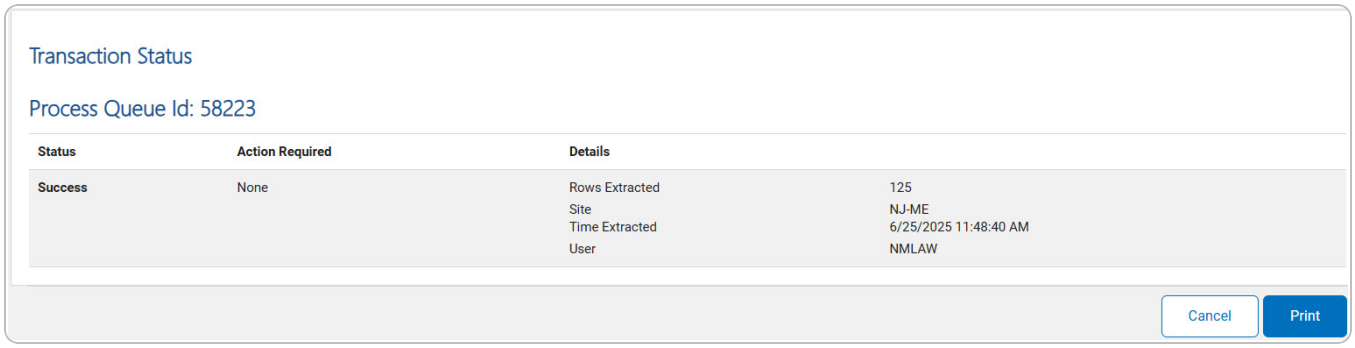
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Inventory Date Management Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the Inventory Date Management Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **Inventory Date Management Inquiry Search Criteria** page appears*.

View the Inventory Date Management Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Inventory Date Management Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Inventory Date Management Inquiry — Criteria
- Search for an Inventory Date Management Inquiry — Results
- Select Fields for the Inventory Date Management Inquiry
- Export the Inventory Date Management Transaction Status

Export the Inventory Date Management Inquiry Transaction Status

Overview

The Inventory Date Management Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Inventory > Inventory Date MGT > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Inventory Date Management Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Inventory Date Management Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

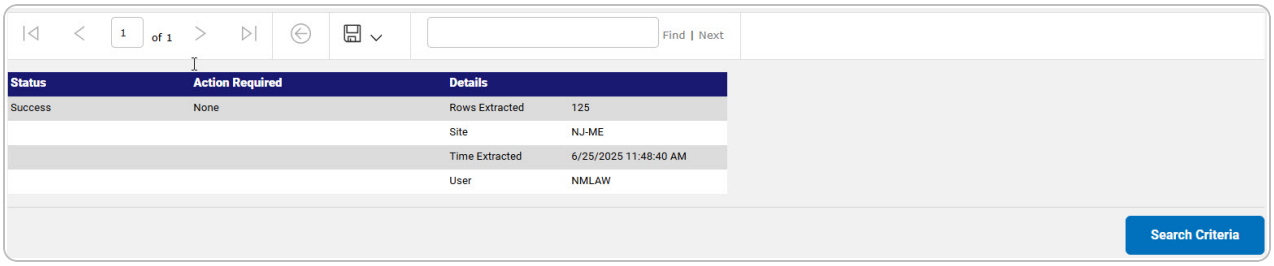
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Inventory Date Management Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The **Inventory Date Management Inquiry Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Inventory Date Management Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Inventory Date Management Inquiry — Criteria
- Search for an Inventory Date Management Inquiry — Results
- Select Fields for the Inventory Date Management Inquiry
- View the Inventory Date Management Inquiry Transaction Status

Search for an Inventory Header Inquiry — Criteria

Overview

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

Navigation

Inquiries > Inventory > Inventory Header > Inventory Header Inquiry Search Criteria page

Page Fields

The following fields display on the **Inventory Header Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

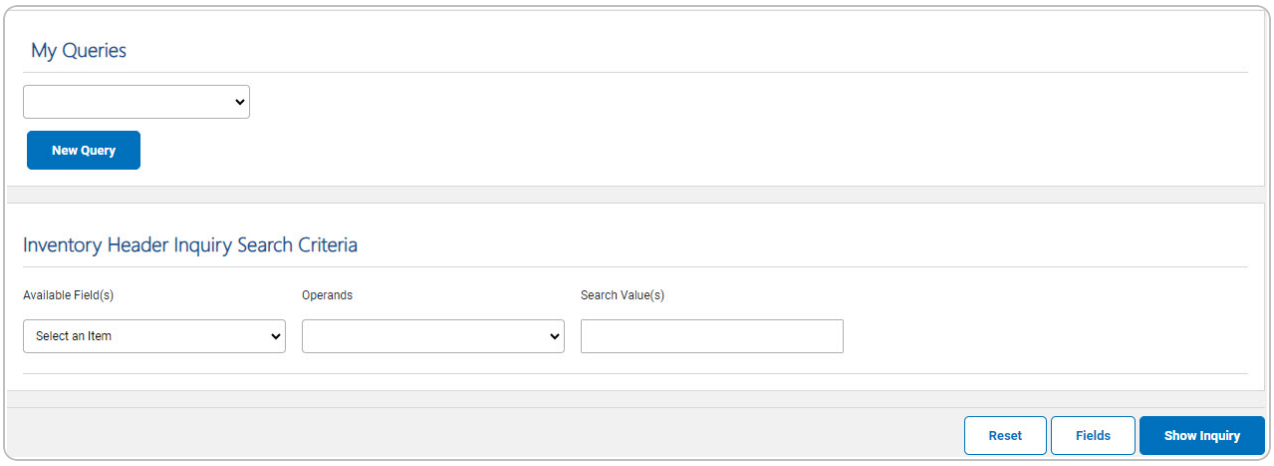
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Inventory Header 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.

B. Repeat Step A to add additional search criteria.

Note

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

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

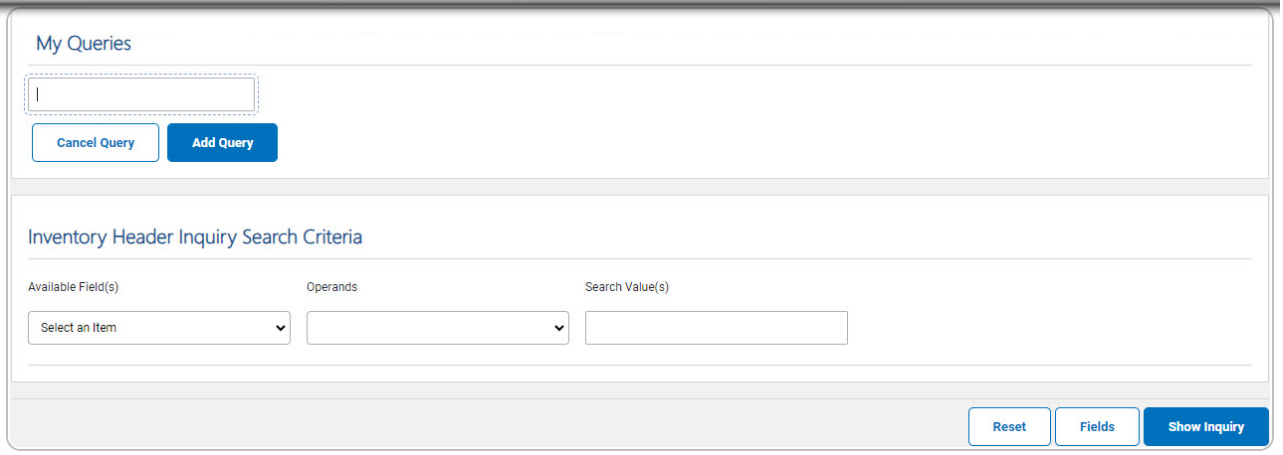
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Inventory Header Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



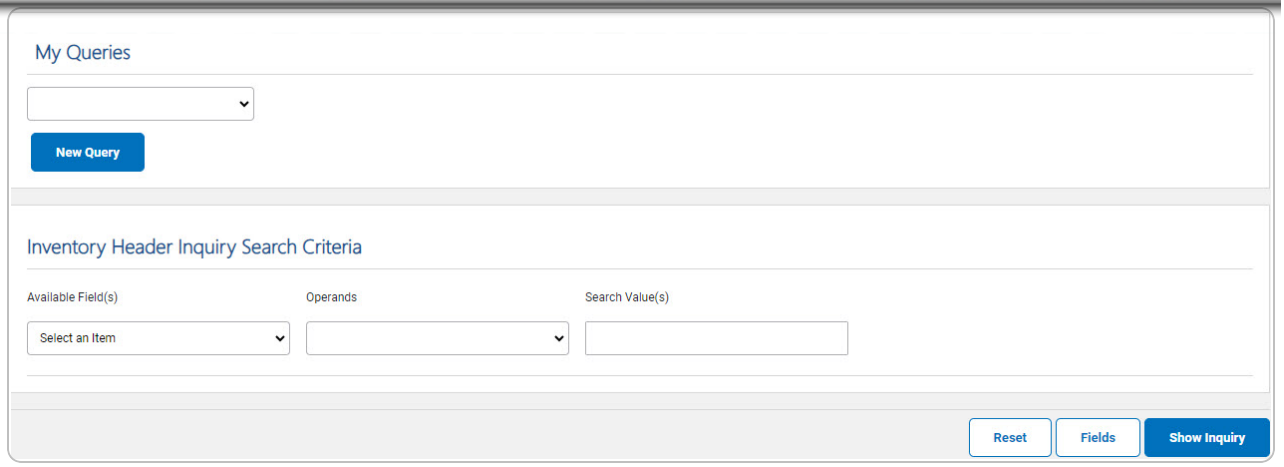
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Inventory Header Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Inventory Header 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.*



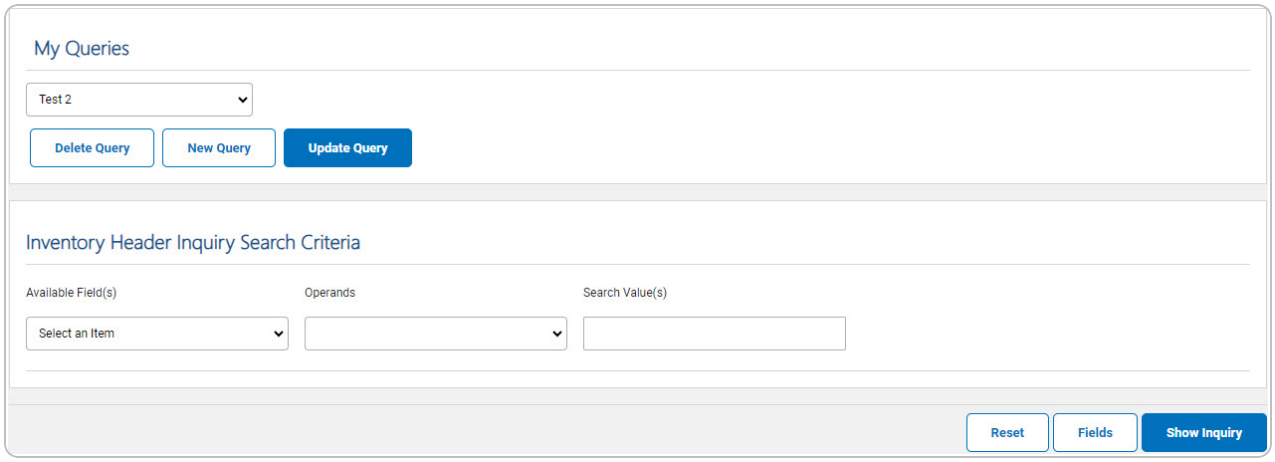
2. Select Fields. *The **Inventory Header Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Inventory Header 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

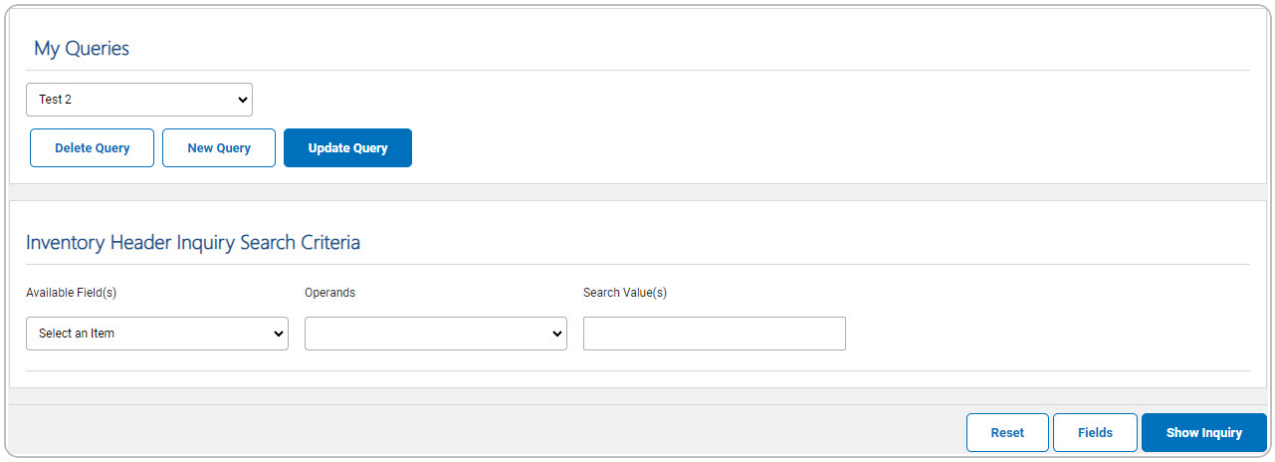
4. Select Fields. *The **Inventory Header Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **Inventory Header 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Inventory Header Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select

	Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Inventory Header Inquiry — Results
- Select Fields for the Inventory Header Inquiry
- View the Inventory Header Inquiry Detail — Basic
- View the Inventory Header Inquiry Transaction Status
- Export the Inventory Header Inquiry Transaction Status

Search for an Inventory Header Inquiry — Results

Overview

The Inventory Header Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Inventory > Inventory Header > Search Criteria > Show Inquiry > Inventory Header Inquiry Search Results page

Page Fields

The following fields display on the **Inventory Header Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Inv Nbr
UIC
Custodian Nbr
Loc
Inv Type Cd
Inv Process Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

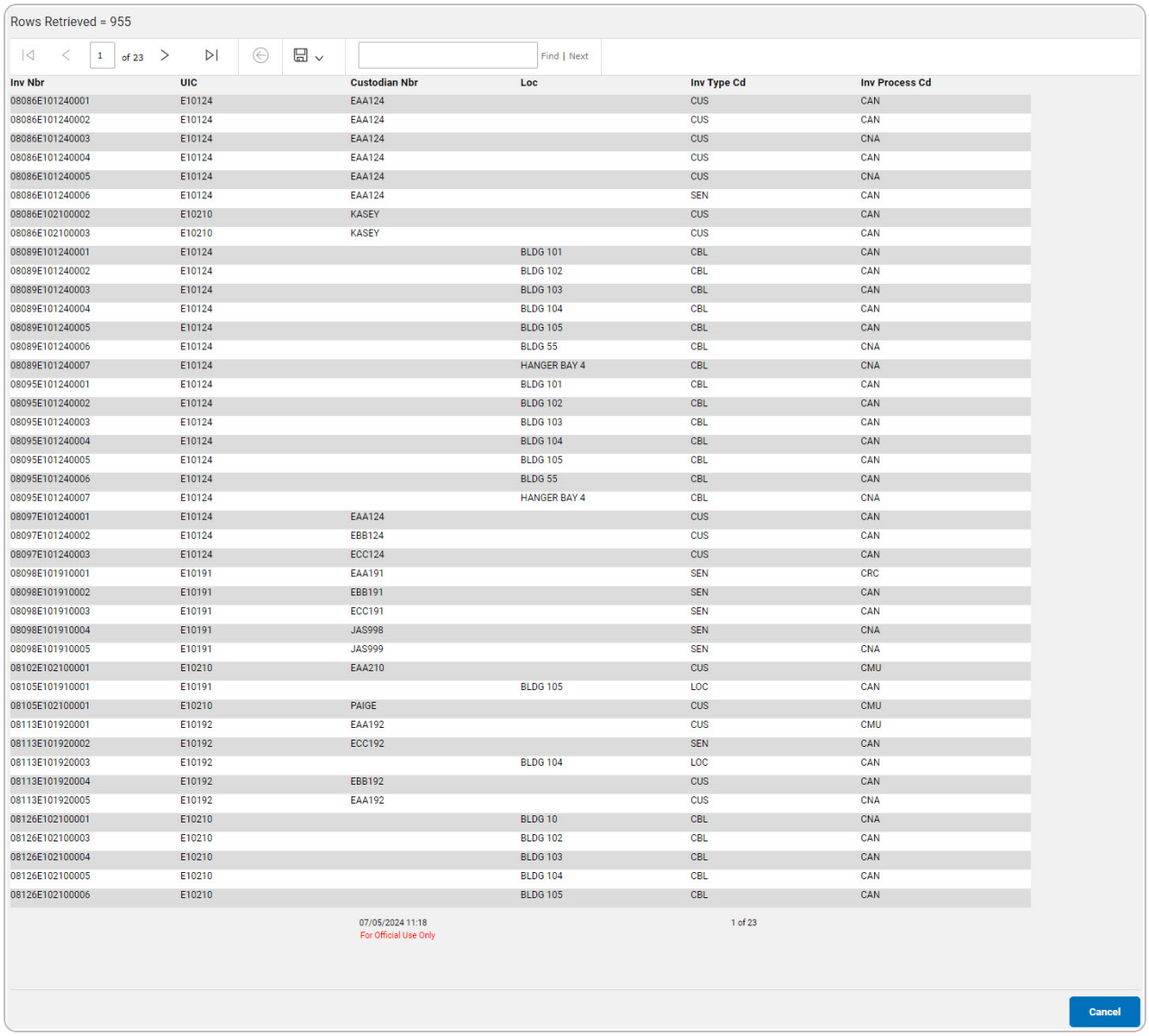
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Inventory Header 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 = 955

1 of 23 Find | Next

Inv Nbr	UIC	Custodian Nbr	Loc	Inv Type Cd	Inv Process Cd
08086E101240001	E10124	EAA124		CUS	CAN
08086E101240002	E10124	EAA124		CUS	CAN
08086E101240003	E10124	EAA124		CUS	CNA
08086E101240004	E10124	EAA124		CUS	CAN
08086E101240005	E10124	EAA124		CUS	CNA
08086E101240006	E10124	EAA124		SEN	CAN
08086E102100002	E10210	KASEY		CUS	CAN
08086E102100003	E10210	KASEY		CUS	CAN
08089E101240001	E10124		BLDG 101	CBL	CAN
08089E101240002	E10124		BLDG 102	CBL	CAN
08089E101240003	E10124		BLDG 103	CBL	CAN
08089E101240004	E10124		BLDG 104	CBL	CAN
08089E101240005	E10124		BLDG 105	CBL	CAN
08089E101240006	E10124		BLDG 55	CBL	CNA
08089E101240007	E10124		HANGER BAY 4	CBL	CNA
08095E101240001	E10124		BLDG 101	CBL	CAN
08095E101240002	E10124		BLDG 102	CBL	CAN
08095E101240003	E10124		BLDG 103	CBL	CAN
08095E101240004	E10124		BLDG 104	CBL	CAN
08095E101240005	E10124		BLDG 105	CBL	CAN
08095E101240006	E10124		BLDG 55	CBL	CAN
08095E101240007	E10124		HANGER BAY 4	CBL	CNA
08097E101240001	E10124	EAA124		CUS	CAN
08097E101240002	E10124	EBB124		CUS	CAN
08097E101240003	E10124	ECC124		CUS	CAN
08098E101910001	E10191	EAA191		SEN	CRC
08098E101910002	E10191	EBB191		SEN	CAN
08098E101910003	E10191	ECC191		SEN	CAN
08098E101910004	E10191	JAS998		SEN	CNA
08098E101910005	E10191	JAS999		SEN	CNA
08102E102100001	E10210	EAA210		CUS	CMU
08105E101910001	E10191		BLDG 105	LOC	CAN
08105E102100001	E10210	PAIGE		CUS	CMU
08113E101920001	E10192	EAA192		CUS	CMU
08113E101920002	E10192	ECC192		SEN	CAN
08113E101920003	E10192		BLDG 104	LOC	CAN
08113E101920004	E10192	EBB192		CUS	CAN
08113E101920005	E10192	EAA192		CUS	CNA
08126E102100001	E10210		BLDG 10	CBL	CNA
08126E102100003	E10210		BLDG 102	CBL	CAN
08126E102100004	E10210		BLDG 103	CBL	CAN
08126E102100005	E10210		BLDG 104	CBL	CAN
08126E102100006	E10210		BLDG 105	CBL	CAN

07/05/2024 11:18 1 of 23
For Official Use Only

Cancel

Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Inventory Header 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Inventory Header Inquiry Detail

Select the desired INV NBR row. *The* ***Inventory Header Inquiry Basic Detail*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Inventory Header Inquiry — Criteria
- Select Fields for the Inventory Header Inquiry
- View the Inventory Header Inquiry Detail — Basic
- View the Inventory Header Inquiry Transaction Status

- Export the Inventory Header Inquiry Transaction Status

Select Fields for the Inventory Header Inquiry

Overview

The Inventory Header Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Inventory > Inventory Header > Search Criteria > Fields > Inventory Header Inquiry Fields Selection page

Page Fields

The following fields display on the **Inventory Header Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Inv Nbr
UIC
Custodian Nbr
Loc
Inv Type Cd
Inv Process Cd

Procedures

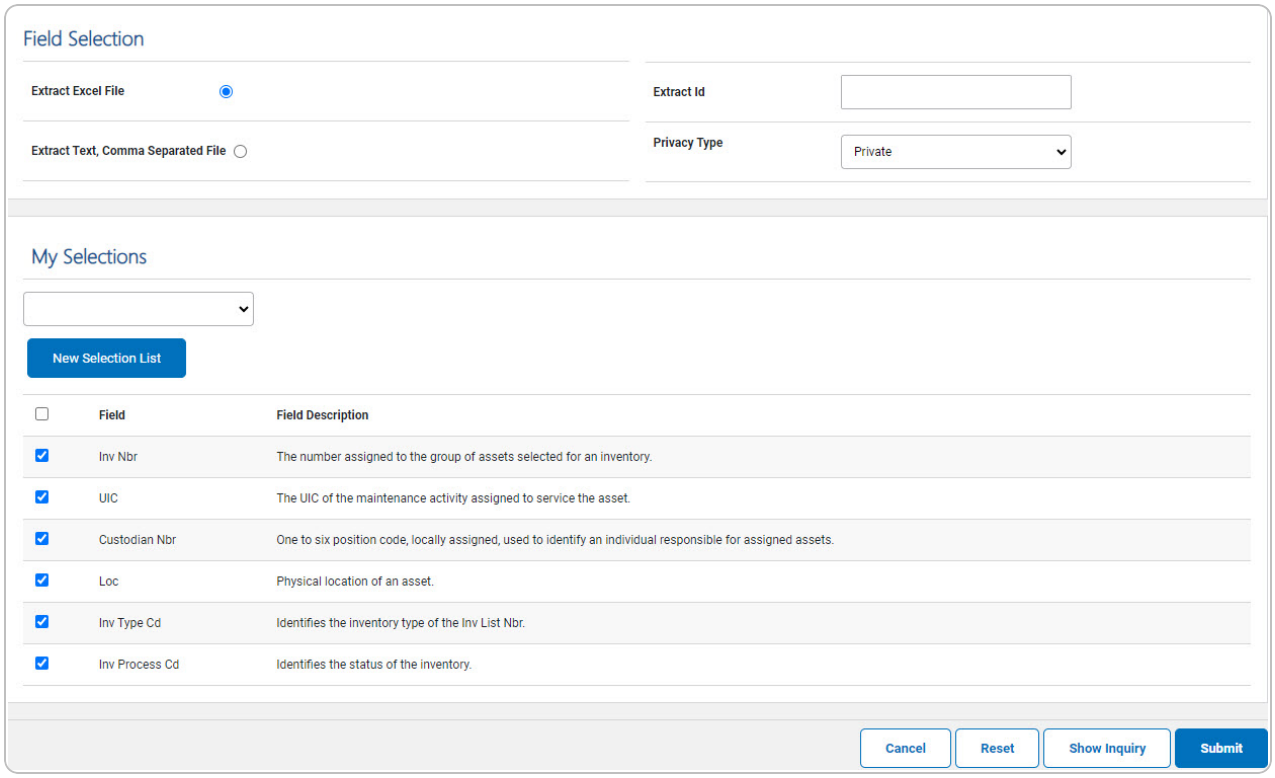
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The* ***Inventory Header Inquiry Field Selection*** *page appears.*



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

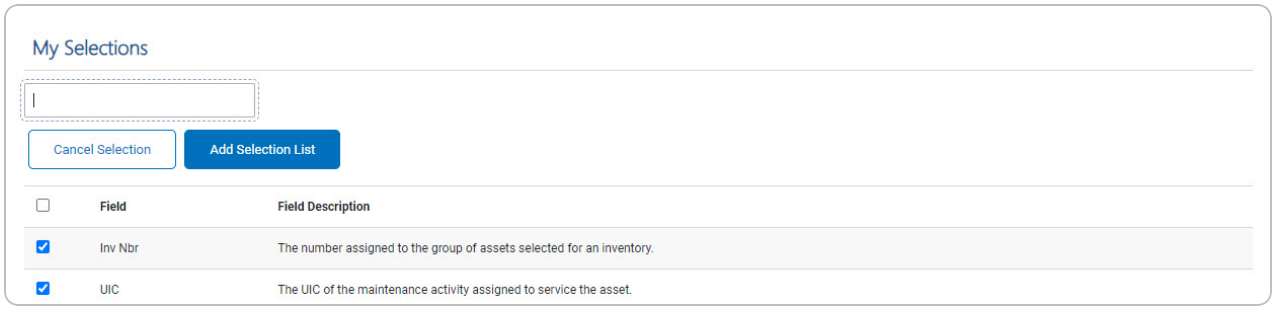
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.*

Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

Select Show Inquiry for small volumes of data. *The **Inventory Header Inquiry — Results** page appears.*

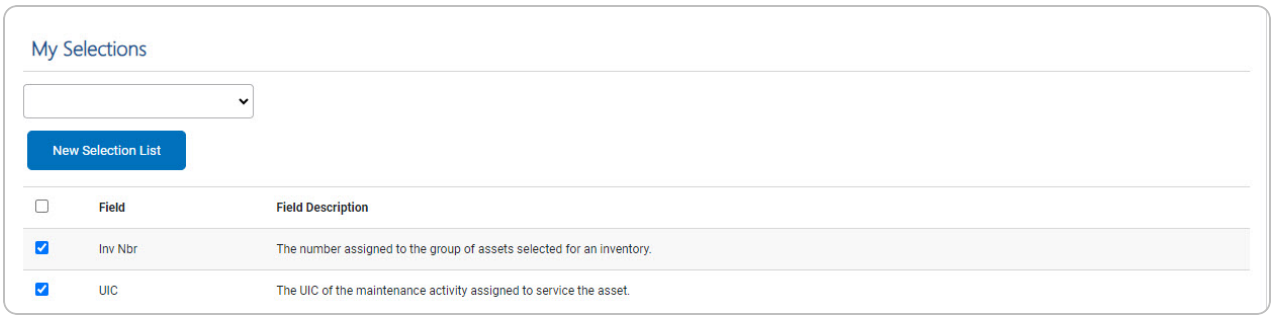
5.

OR

Select Submit for large volumes of data. *The **Inventory Header Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



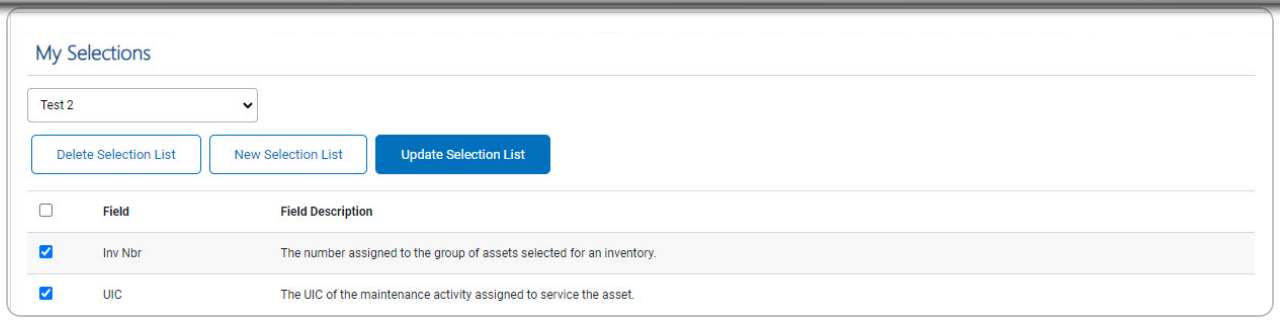
2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The **Inventory Header Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Inventory Header 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



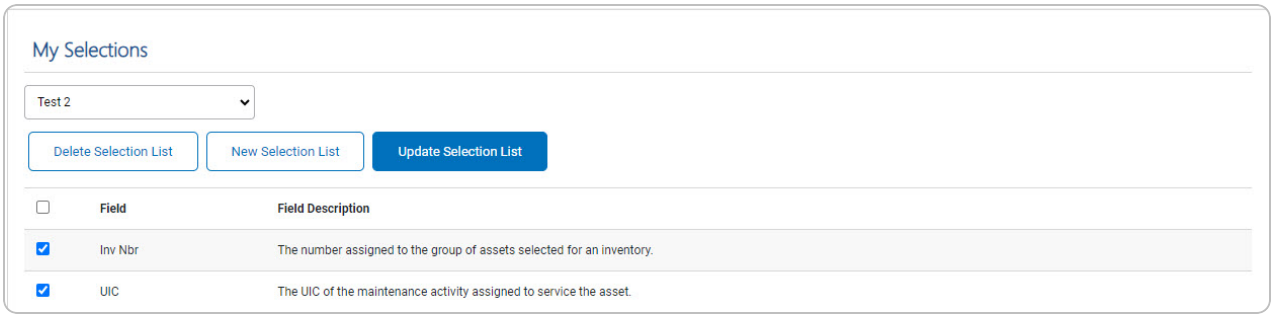
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Inventory Header Inquiry — Results*** *page appears.*
4. **OR**

   Select Submit for large volumes of data. *The* ***Inventory Header 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.

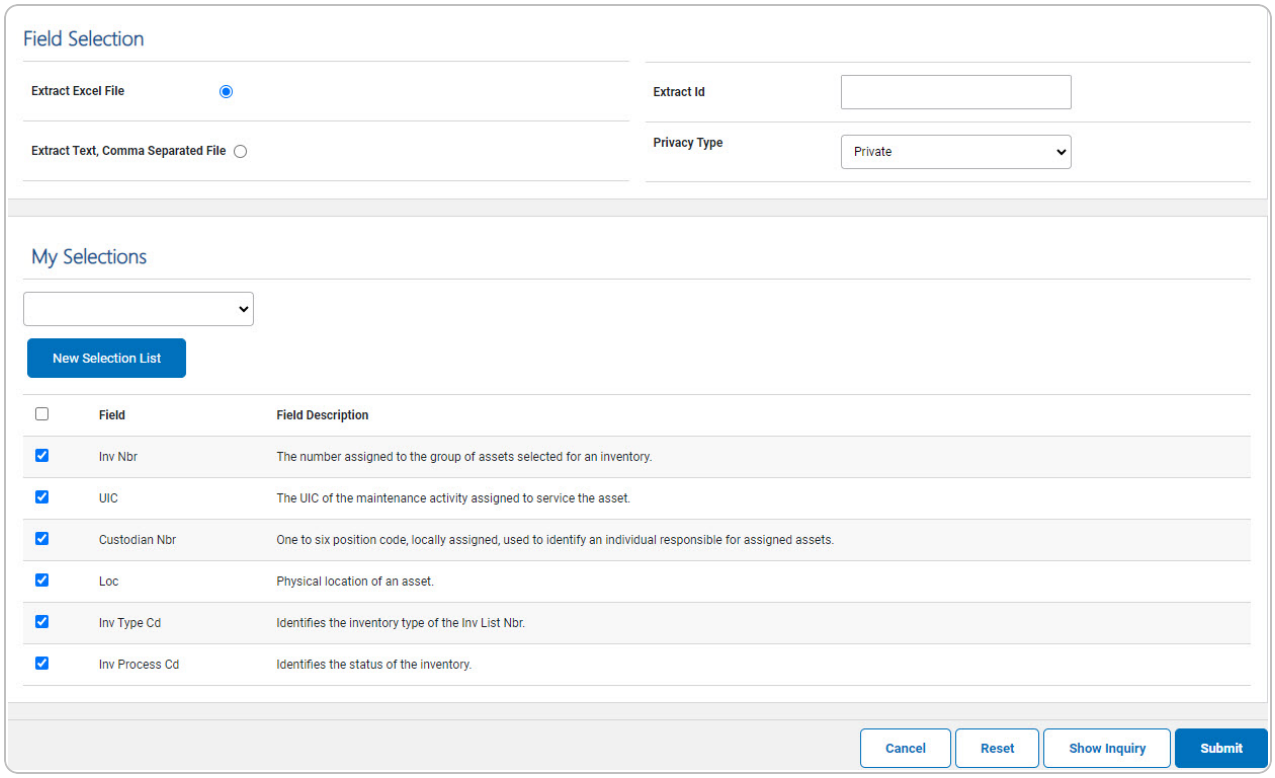


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The* ***Inventory Header Inquiry*** *page appears.*



2. Select the fields required for the inquiry. *The first 6 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.

- Verify the INV NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV NBR.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an UIC.*
- Verify the CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a CUSTODIAN NBR.*
- Verify the LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a LOC.*
- Verify the INV TYPE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV TYPE CD.*
- Verify the INV PROCESS CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV PROCESS CD.*

Select [Show Inquiry] for small volumes of data. *The* ***Inventory Header Inquiry — Results*** *page appears.*

3. **OR**

Select [Submit] for large volumes of data. *The* ***Inventory Header Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Inventory Header Inquiry — Criteria
- Search for an Inventory Header Inquiry — Results
- View the Inventory Header Inquiry Detail — Basic
- View the Inventory Header Inquiry Transaction Status
- Export the Inventory Header Inquiry Transaction Status

View the Inventory Header Inquiry Basic Detail

Overview

The Inventory Header Inquiry Basic Detail process displays the Basic Detail record of the selected Inventory Header.

Navigation

Inquiries > Inventory > Inventory Header > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Inventory Header Inquiry Basic Detail page

Page Fields

The following fields display on the **Inventory Header Inquiry Basic Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Inventory Header Inquiry Basic Detail Grid

Inv Nbr
Custodian Nbr
Inv Process
Inv Type
Loc
Next Initlzn Dt
Sched Cmpltn Dt
Rpt Group by Cd
Inv Desc
PDCD
AIT Upload User
KYSNB Cnt

S2AID Cnt
RFTAG Cnt
Rcl Rpt Optnl Sctns Cd
Rcl Sort Seq Cd
Rcl Rpt File Name
Last Activity Dt
Last Updtd By
UIC
Inc Sub Custodian Nbr
Inc Non-Actbl
Inc Pilferable
Inv Mod Cd
Create Level
Inv Sort Seq Cd
Initlizn Qty
Initlzn Dol Amt
PDCD Comm Mthd
KYAID Cnt
S1AID Cnt
S2UID Cnt
Attachment Cnt
Close Inv User Id
Inv Close Dt
Estbd Dt
Estbd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

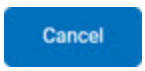
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

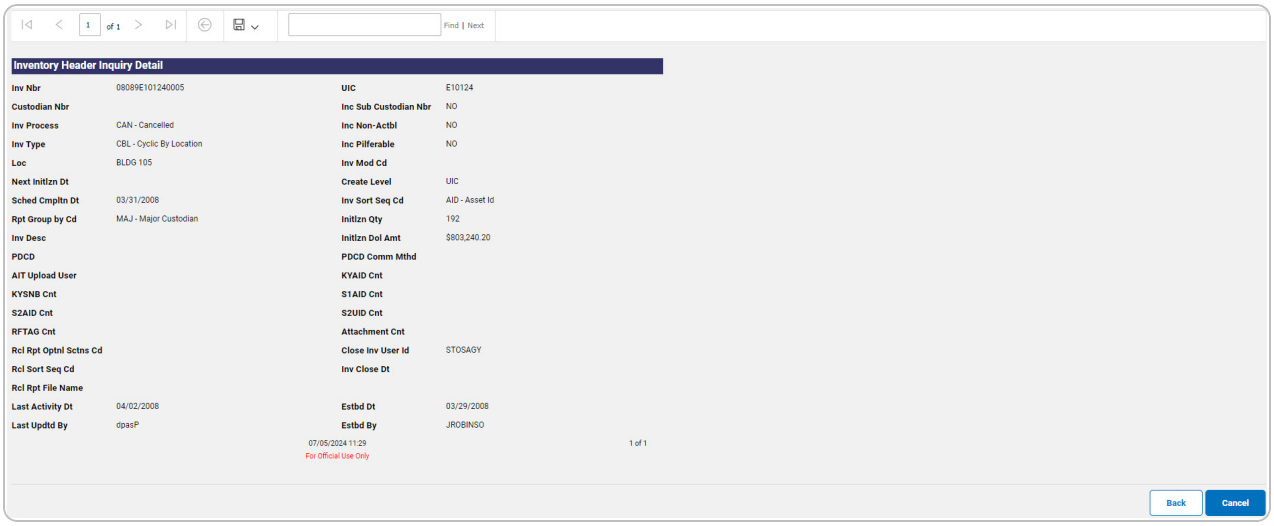
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Inventory Header Inquiry Basic Detail

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

1. *Verify the Inventory Header Inquiry Detail grid.*



A. *Verify the INV NBR.*

B. *Verify the CUSTODIAN NBR.*

C. *Verify the INV PROCESS CD.*

D. *Verify the INV TYPE.*

E. *Verify the LOC.*

F. *Verify the NEXT INITZN DT.*

G. *Verify the SCHED CMPLTN DT.*

H. *Verify the RPT GROUP BY CD.*

I. *Verify the INV DESC.*

J. *Verify the PDCD.*

K. *Verify the AIT Upload User.*

L. *Verify the KYSNB CNT.*

M. *Verify the S2AID CNT.*

N. *Verify the RFTAG.*

O. *Verify the Rcl Rpt Optinl Sctns Cd.*

P. *Verify the RCL SORT SEQ CD.*

Q. *Verify the RCL RPT FILE NAME.*

R. *Verify the LAST ACTIVITY DT.*

S. *Verify the LAST UPDTD BY.*

T. *Verify the UIC.*
U. *Verify the INC SUB CUSTODIAN NBR.*
V. *Verify the INC NON-ACTBL.*
W. *Verify the INC PILFERABLE.*
X. *Verify the Inv Mod Cd.*
Y. *Verify the Create Level.*
Z. *Verify the INV SORT SEQ CD.*
AA. *Verify the INITLZN QTY.*
AB. *Verify the INITLZN DOL AMT.*
AC. *Verify the PDCD Comm Mthd.*
AD. *Verify the KYAID CNT.*
AE. *Verify the S1AID CNT.*
AF. *Verify the S2UID CNT.*
AG. *Verify the Attachment CNT.*
AH. *Verify the CLOSE INV USER ID.*
AI. *Verify the INV CLOSE DT.*
AJ. *Verify the ESTBD DT.*
AK. *Verify the ESTBD BY.*

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 **Inventory Header Inquiry — Criteria** page appears.*

   OR

   Select Back. *The **Inventory Header 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Inventory Header Inquiry — Criteria
- Search for an Inventory Header Inquiry — Results
- Select Fields for the Inventory Header Inquiry
- View the Inventory Header Inquiry Transaction Status
- Export the Inventory Header Inquiry Transaction Status

View the Inventory Header Inquiry Transaction Status

Overview

The Inventory Header Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Inventory > Inventory Header > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Inventory Header Inquiry Transaction Status page

Page Fields

The following fields display on the **Inventory Header Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

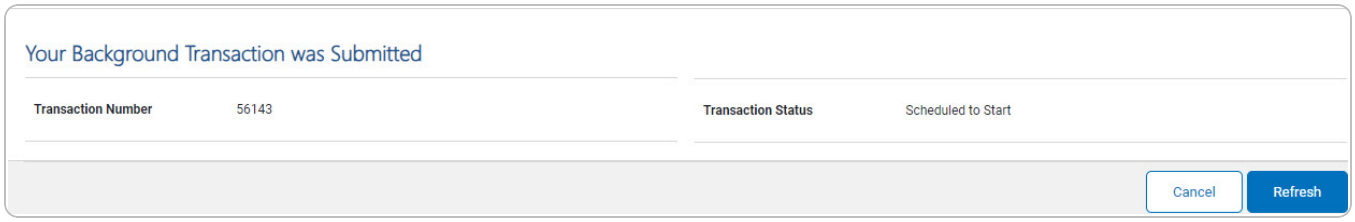
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

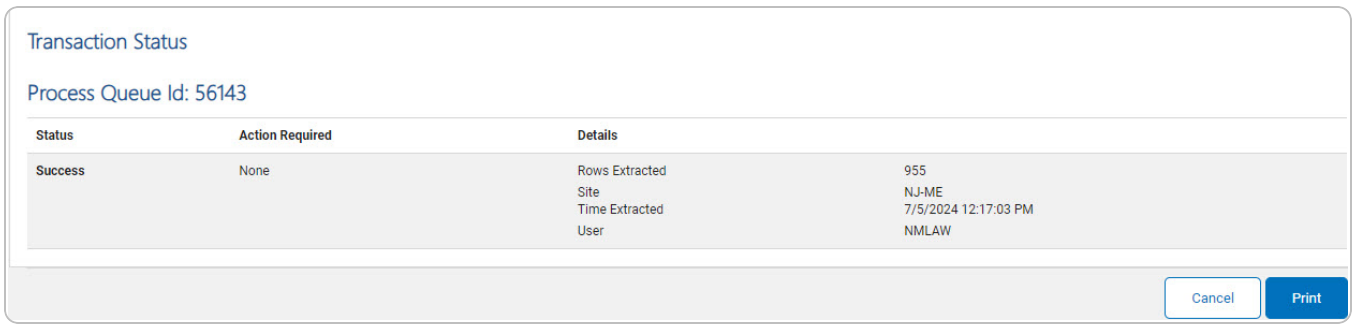
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Inventory Header Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the Inventory Header Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **Inventory Header Inquiry Search Criteria** page appears.*

View the Inventory Header Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Inventory Header Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Inventory Header Inquiry — Criteria
- Search for an Inventory Header Inquiry — Results
- Select Fields for the Inventory Header Inquiry
- View the Inventory Header Inquiry Detail — Basic
- Export the Inventory Header Inquiry Transaction Status

Export the Inventory Header Inquiry Transaction Status

Overview

The Inventory Header Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Inventory > Inventory Header > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Inventory Header Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Inventory Header Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

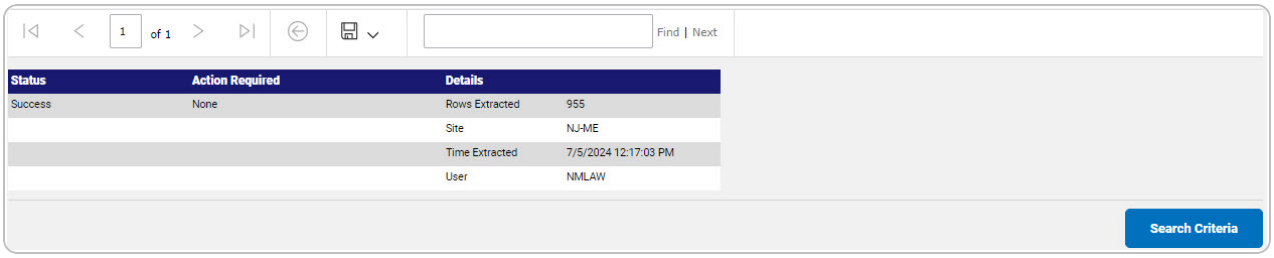
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Inventory Header Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The* ***Inventory Header 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Inventory Header Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Inventory Header Inquiry — Criteria
- Search for an Inventory Header Inquiry — Results
- Select Fields for the Inventory Header Inquiry
- View the Inventory Header Inquiry Detail — Basic
- View the Inventory Header Inquiry Transaction Status

Search for an Inventory Line Item Inquiry — Criteria

Overview

The Property Accountability module Inventory Line Item Inquiry process provides the ability to search for Inventory Line Item records.

Navigation

Inquiries > Inventory > Inventory Line Item > Inventory Line Item Inquiry Search Criteria page

Page Fields

The following fields display on the **Inventory Line Item Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the

	default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

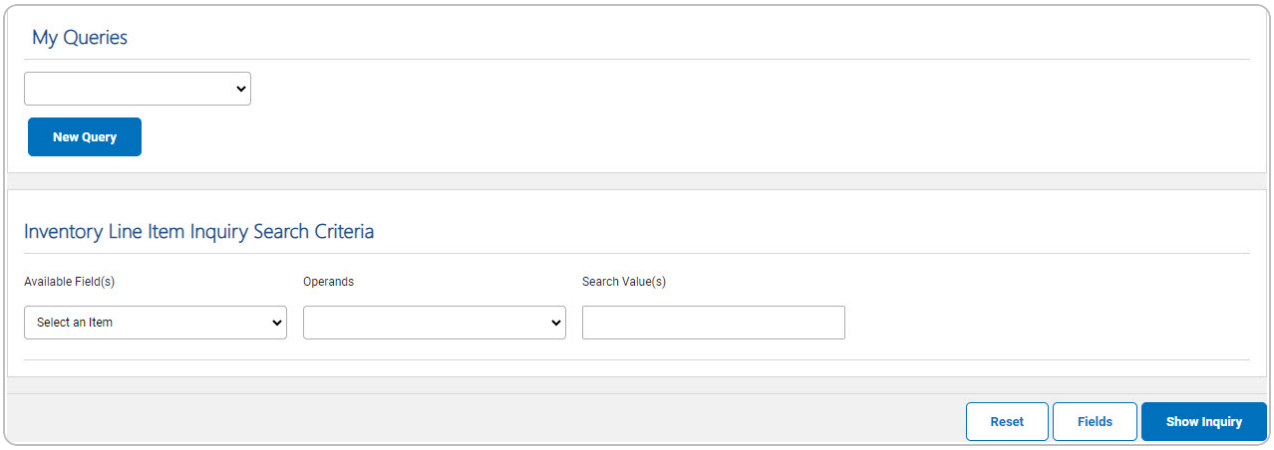
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Inventory Line Item 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.

B. Repeat Step A to add additional search criteria.

Note

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

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

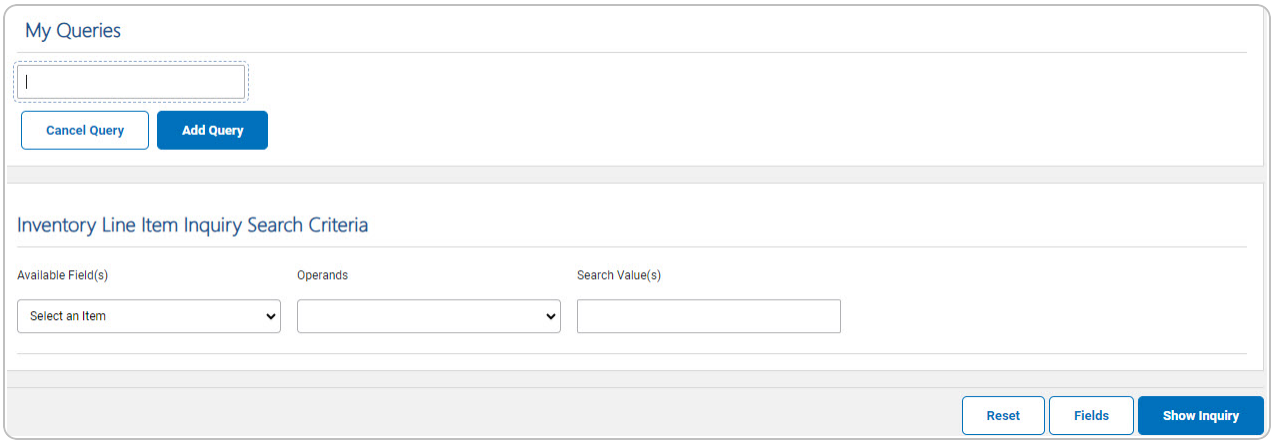
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Inventory Line Item Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



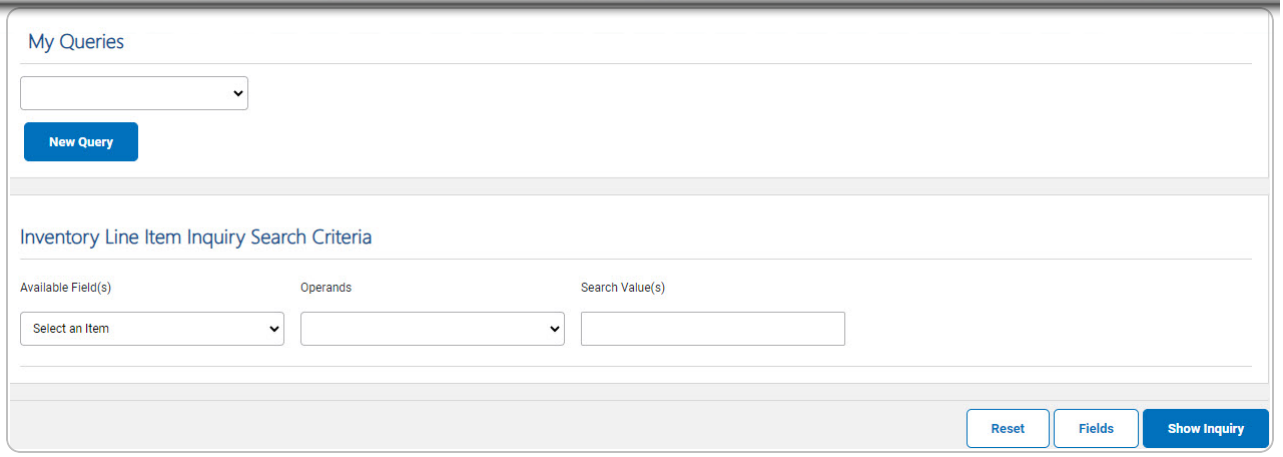
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Inventory Line Item Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Inventory Line Item 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.*



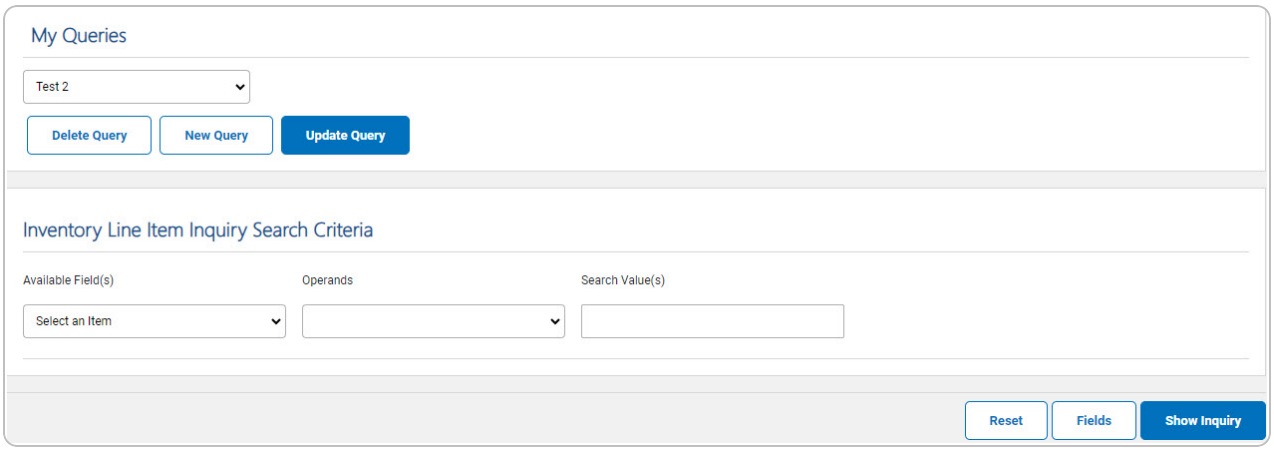
2. Select Fields. *The **Inventory Line Item Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **Inventory Line Item 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

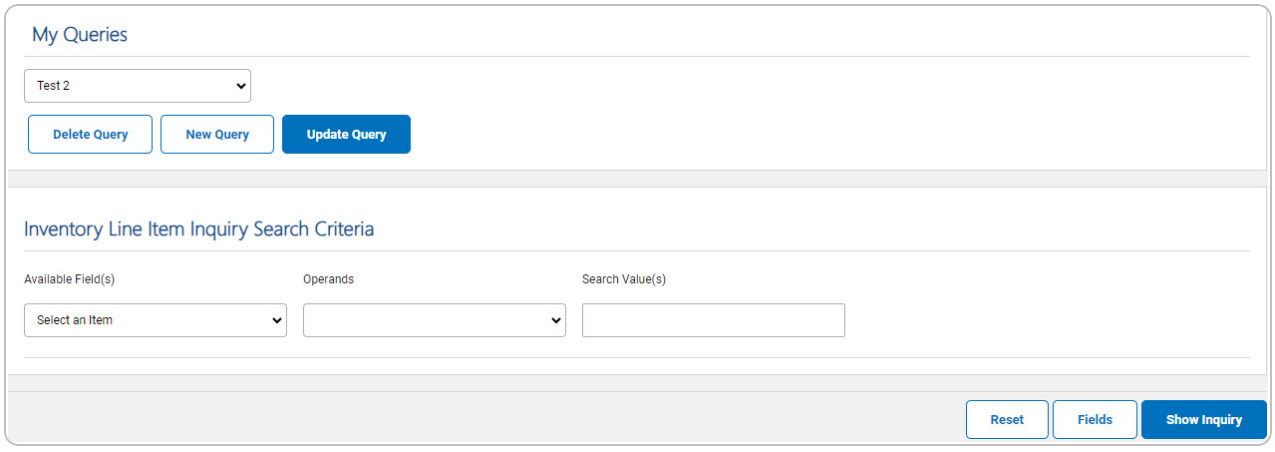
4. Select Fields. *The **Inventory Line Item Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Inventory Line Item 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Inventory Line Item Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =,	Missing Entry. The Field value was entered, but

>, <, >= , <= , <>, or Like.	no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Inventory Line Item Inquiry — Results
- Select Fields for the Inventory Line Item Inquiry
- View the Inventory Line Item Inquiry Detail — Basic
- View the Inventory Line Item Inquiry Transaction Status
- Export the Inventory Line Item Inquiry Transaction Status

Search for an Inventory List Item Inquiry — Results

Overview

The Inventory List Item Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Inventory > Inventory List Item > Search Criteria > Show Inquiry > Inventory List Item Inquiry Search Results page

Page Fields

The following fields display on the **Inventory List Item Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Asset Id
Inv Nbr
Serial Nbr
Stock Nbr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

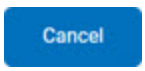
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Inventory Line Item Inquiry Results

Selecting  *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 = 2720

1 of 64 Find | Next

Asset Id	Inv Nbr	Serial Nbr	Stock Nbr
	23208BROOKS0001	mkklmm	
000180000002	08085N000180001	001	2320013339513
000180000003	08085N000180001	002	2320013339513
000180000004	08085N000180001	003	2320013339513
000180000005	08085N000180001	004	2320013339513
000180000006	08085N000180001	005	2320013339513
000180000007	08085N000180001	006	2320013339513
000180000008	08085N000180001	007	2320013339513
000180000009	08085N000180001	008	2320013339513
000180000010	08085N000180001	009	2320013339513
000180000011	08085N000180001	010	2320013339513
000180000012	08085N000180002	123654789	10051321312111
000180000013	08085N000180008	123	2230002620763
000180000014	08085N000180008	456	2230002620763
000180000015	08085N000180008	567	2230002620763
000180000016	08085N000180008	789	2230002620763
000180000017	08085N000180009	890	2230002620763
000180000019	08085N000180005	4433333333333	1005000739299
000180000120	19241N000180001	1102	7710001918350
000180000134	19241N000180001	11111111111111111111	0005000738411
000180000144	19241N000180001	ASDFADF	3602A03B350
000180000173	19241N000180001	1234	0005000738411
000180000175	19241N000180001	1234	EQUIPMENT
000180000176	19241N000180001	4567	EQUIPMENT
000180000196	19241N000180001	VIN547488052	2320000508905
000180000198	19241N000180001	VIN547488054	2320000508905
000180000199	19241N000180001	VIN547488055	2320000508905
000180000TMR	19241N000180001	997788TMR	0628971
0008675309	15261BROOKS0001	46513146	100500A120001
0213NP	08134N000190001	0213NP	912241220
0213NP2	08134N000190001	0213NP2	912241220
0213NP3	08134N000190001	0213NP3	912241220
0223C2	08085N000180009	0223C2	1005000739421
0223C2	08085N000180009	0223C2	1005000739421
030821C	08134N000190001	030821C	20040308
030822C	08134N000190001	030822C	20040308
030823C	08134N000190001	030823C	20040308
030824C	08134N000190001	030824C	20040308
0308C1	08134N000190001	0308C1	20040308
0308C13	08134N000190001	0308C13	20040308
0308C2	08134N000190001	0308C2	20040308
0308C3	08134N000190001	0308C3	20040308
0308C4	08134N000190001	0308C4	20040308

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Controlled Unclassified Information

Cancel

Note

To reach the optional fields, refer to the Inventory Line Item Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Inventory Line Item 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Inventory Line Item Inquiry Detail

Select the desired ASSET ID row. *The* ***Inventory Line Item Inquiry Basic Detail*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Inventory Line Item Inquiry — Criteria
- Select Fields for the Inventory Line Item Inquiry
- View the Inventory Line Item Inquiry Detail — Basic

- View the Inventory Line Item Inquiry Transaction Status
- Export the Inventory Line Item Inquiry Transaction Status

View the Inventory Line Item Inquiry Basic Detail

Overview

The Inventory Line Item Inquiry Basic Detail process displays the Basic Detail record of the selected Inventory Line Item.

Navigation

Inquiries > Inventory > Inventory Line Item > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Inventory Line Item Inquiry Basic Detail page

Page Fields

The following fields display on the **Inventory Line Item Inquiry Basic Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Inventory Line Item Inquiry Basic Detail Grid

Asset Id
Asset Sts Cd
Resolution Cd
Init Qty
Detail Change Cd
Suspt Loss Sts Cd
Suspt Loss To
Inv Qty
Inv Loc
Inv Sub Loc
Inv Cond Cd
Inv Dt

Inv Input Type Cd
Inv User Id

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

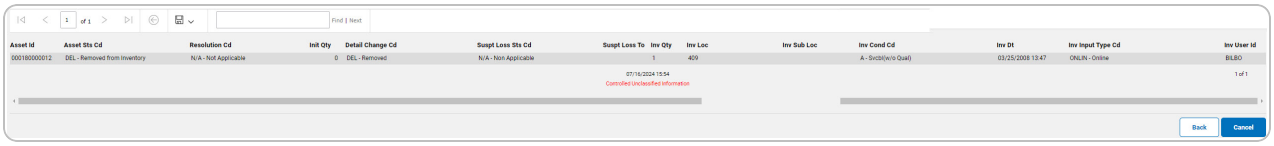
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Inventory Line Item Inquiry Basic Detail

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

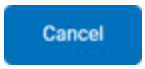
1. *Verify the Inventory Line Header Inquiry Detail grid.*



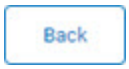
   A. *Verify the Asset Id.*
   B. *Verify the Asset Sts Cd.*
   C. *Verify the Resolution Cd.*
   D. *Verify the Init Qty.*
   E. *Verify the Detail Change Cd.*
   F. *Verify the Suspt Loss Sts Cd.*
   G. *Verify the Suspt Loss To.*
   H. *Verify the Inv Qty.*
   I. *Verify the Inv Loc.*
   J. *Verify the Inv Sub Loc.*
   K. *Verify the Inv Cond Cd.*
   L. *Verify the Inv Dt.*

M. *Verify the INV Input Type CD.*

N. *Verify the INV USER ID.*

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* ***Inventory Line Item Inquiry — Criteria*** *page appears*.

OR

Select  . *The* ***Inventory Line Item 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Inventory Line Item Inquiry — Criteria
- Search for an Inventory Line Item Inquiry — Results
- Select Fields for the Inventory Line Item Inquiry
- View the Inventory Line Item Inquiry Transaction Status
- Export the Inventory Line Item Inquiry Transaction Status

Select Fields for the Inventory Line Item Inquiry

Overview

The Inventory Line Item Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Inventory > Inventory Line Item > Search Criteria > Fields > Inventory Line Item Inquiry Fields Selection page

Page Fields

The following fields display on the **Inventory Line Item Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Asset Id
Inv Nbr
Serial Nbr
Stock Nbr

Optional

AIT Cond Cd
AIT Dt/Time
AIT Input Type
AIT Loc
AIT Qty
AIT Sub Loc

AIT User Id
Asset Level Cd
Cond Cd
Estbd By
Estbd Dt
Initialized
Initlzed Inv Sum Qty
Inv By Serial Nbr
Item Desc
Last Tran Dt
Last Updtd By
Loc
Lot Nbr
Mgt Cd
RFID Tag
Sub Loc
UI

Procedures

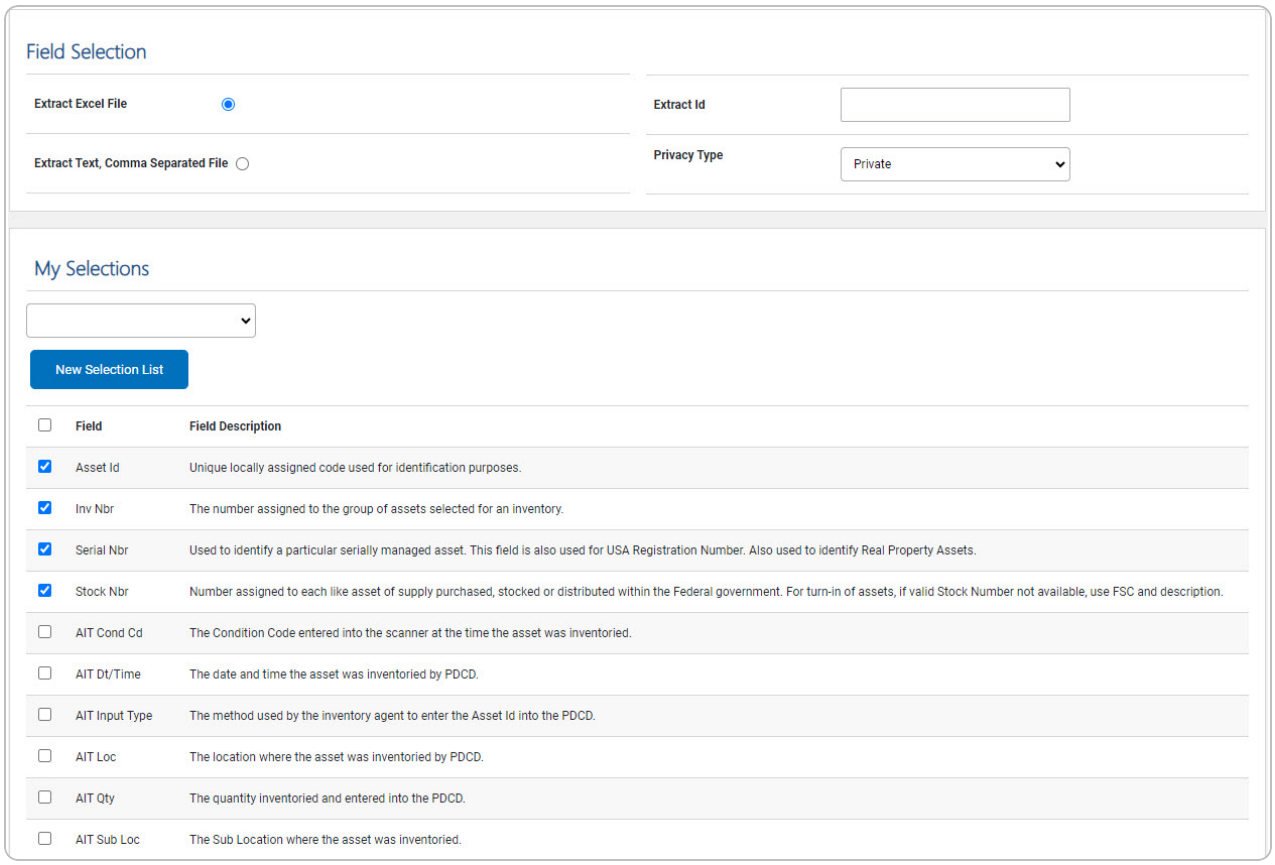
ELMS Navigation Helpful Tips

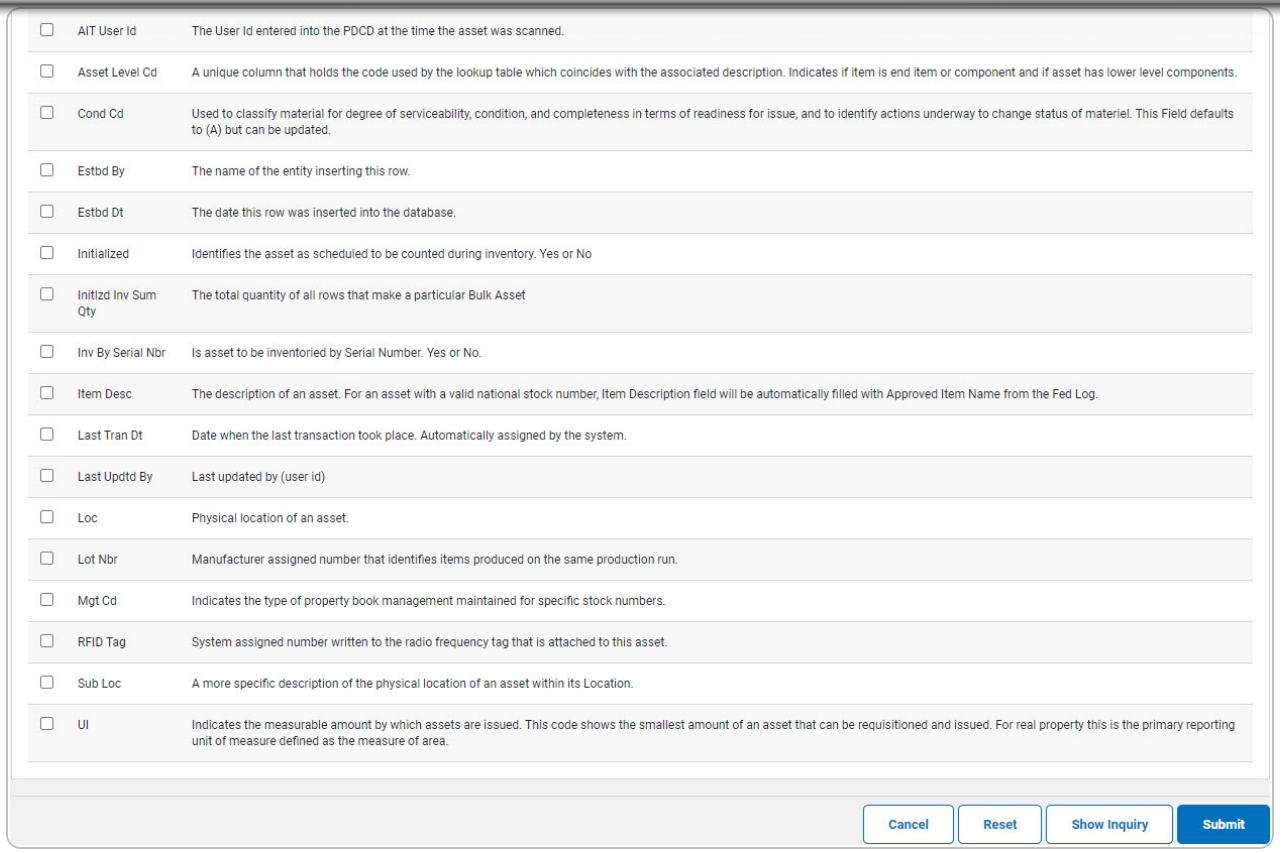
Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **Inventory Line Item Inquiry Field Selection** page appears.*





☐	AIT User Id	The User Id entered into the PDCD at the time the asset was scanned.
☐	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Initialized	Identifies the asset as scheduled to be counted during inventory. Yes or No
☐	Initlzd Inv Sum Qty	The total quantity of all rows that make a particular Bulk Asset
☐	Inv By Serial Nbr	Is asset to be inventoried by Serial Number. Yes or No.
☐	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.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Loc	Physical location of an asset.
☐	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
☐	Mgt Cd	Indicates the type of property book management maintained for specific stock numbers.
☐	RFID Tag	System assigned number written to the radio frequency tag that is attached to this asset.
☐	Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	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.

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

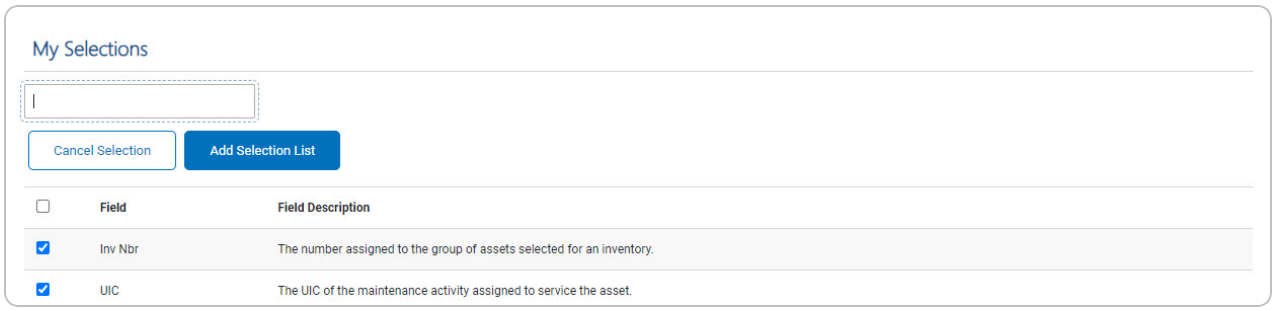
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

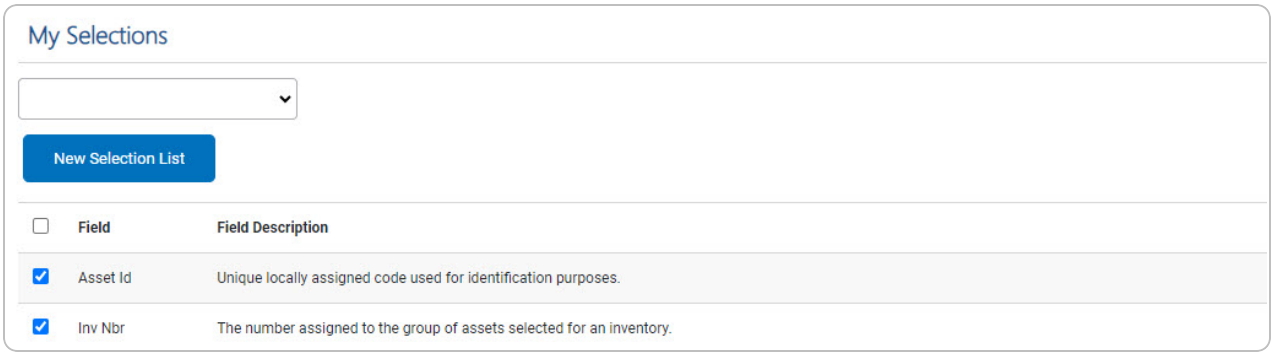
   Select Show Inquiry for small volumes of data. *The* ***Inventory Line Item Inquiry — Results*** *page appears.*

5. **OR**

   Select Submit for large volumes of data. *The* ***Inventory Line Item Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

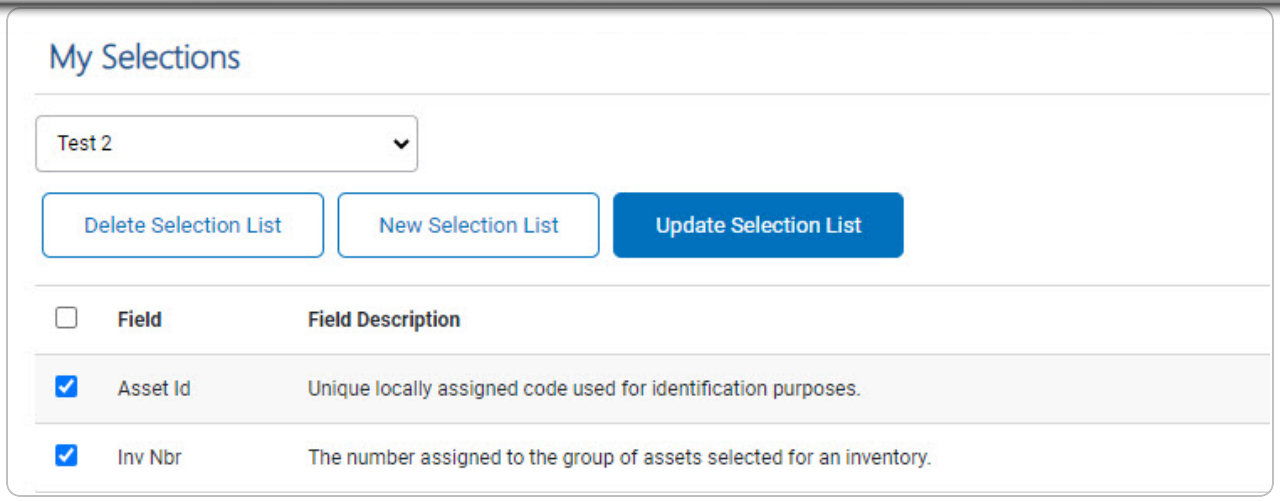
Select Show Inquiry for small volumes of data. *The **Inventory Line Item Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Inventory Line Item 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



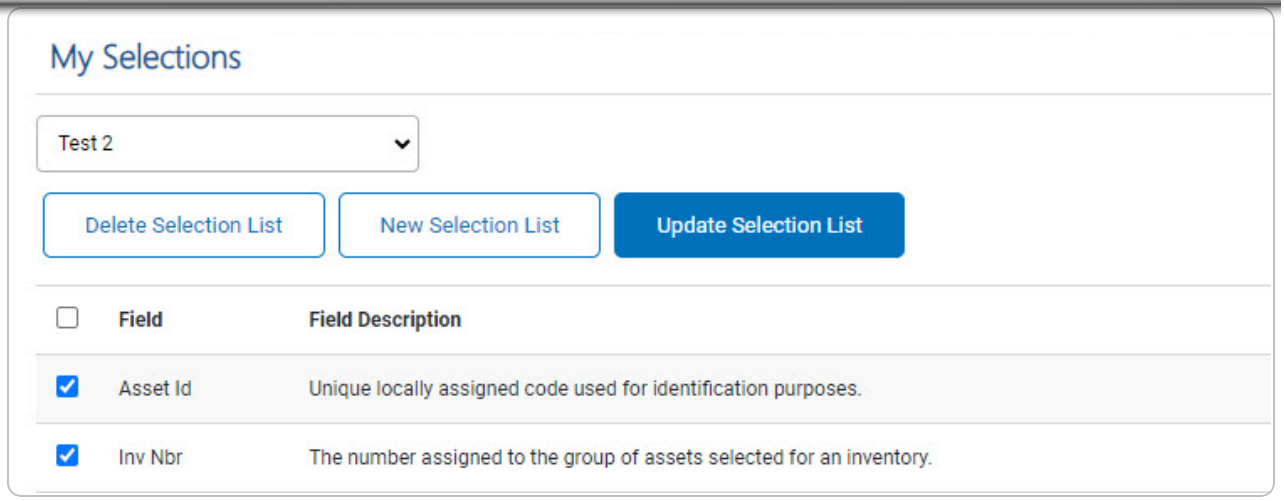
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Inventory Line Item Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Inventory Line Item 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.

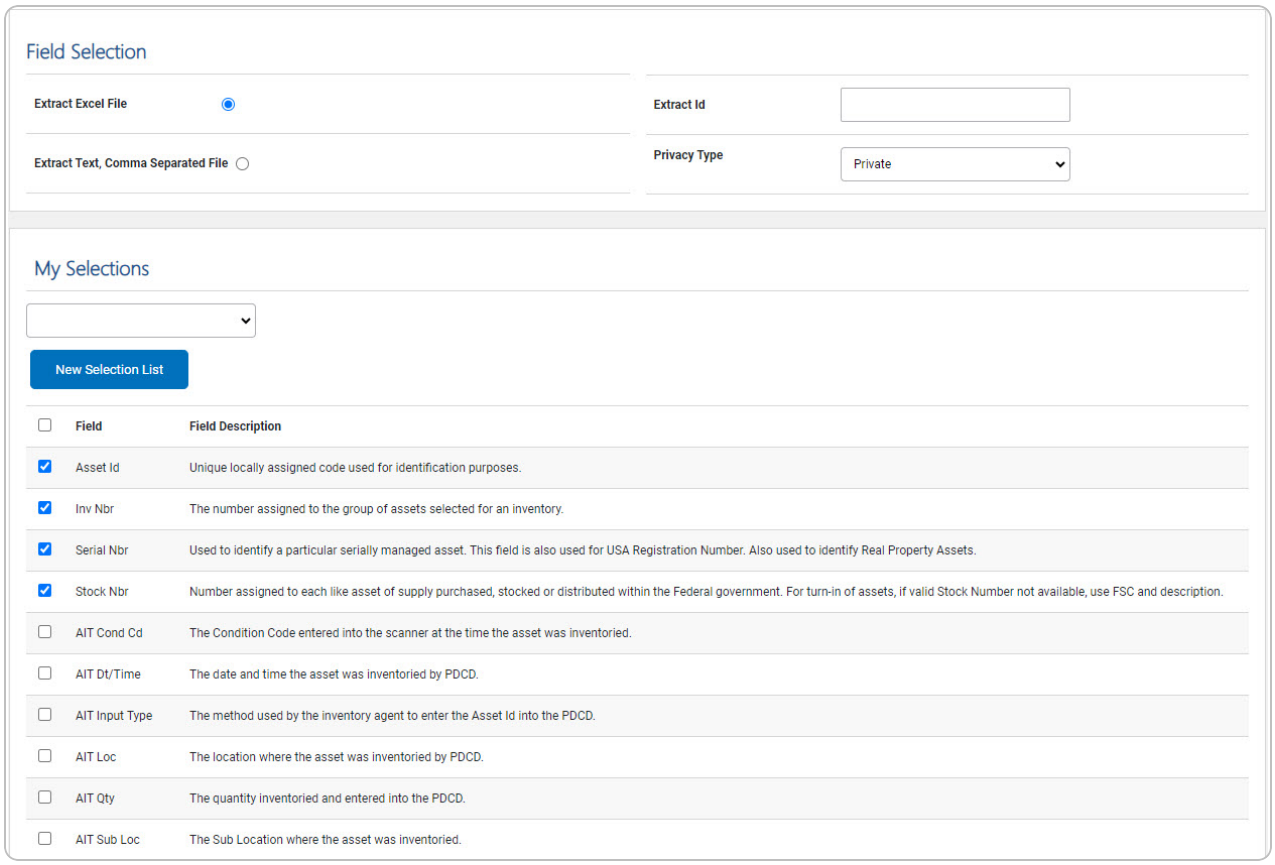


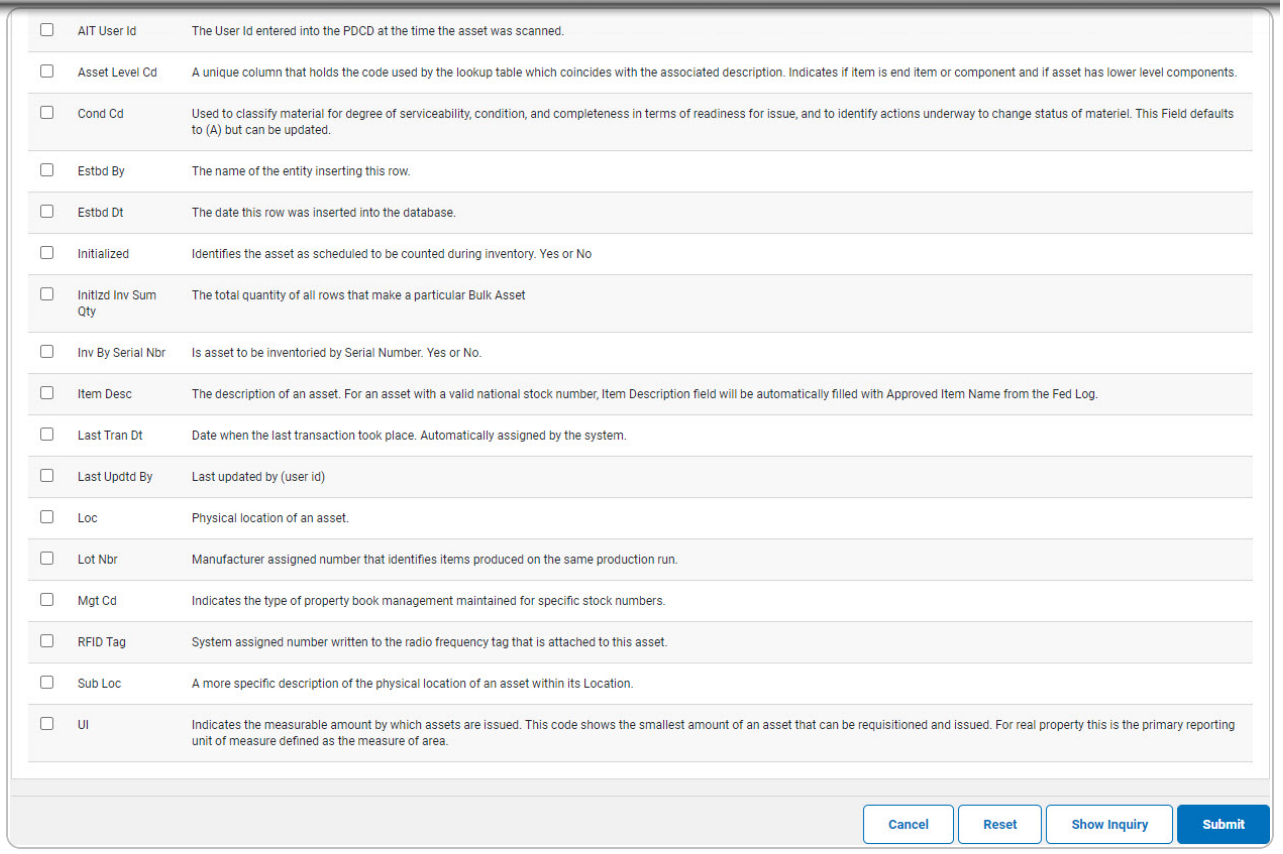
2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Inventory Line Item Inquiry** page appears.*





☐	AIT User Id	The User Id entered into the PDCD at the time the asset was scanned.
☐	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Initialized	Identifies the asset as scheduled to be counted during inventory. Yes or No
☐	Initlzd Inv Sum Qty	The total quantity of all rows that make a particular Bulk Asset
☐	Inv By Serial Nbr	Is asset to be inventoried by Serial Number. Yes or No.
☐	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.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Loc	Physical location of an asset.
☐	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
☐	Mgt Cd	Indicates the type of property book management maintained for specific stock numbers.
☐	RFID Tag	System assigned number written to the radio frequency tag that is attached to this asset.
☐	Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	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.

2. Select the fields required for the inquiry. *The first 4 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.

- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET ID.*
- Verify the INV NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV NBR.*
- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SERIAL NBR.*

- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Click ☐ to select the AIT COND CD. *Select if the inquiry contains an AIT COND CD.*
- Click ☐ to select the AIT DT/TIME. *Select if the inquiry contains AIT DT/TIME.*
- Click ☐ to select the AIT Input Type. *Select if the inquiry contains an AIT Input Type.*
- Click ☐ to select the AIT LOC. *Select if the inquiry contains an AIT LOC.*
- Click ☐ to select the AIT QTY. *Select if the inquiry contains an AIT QTY.*
- Click ☐ to select the AIT SUB LOC. *Select if the inquiry contains an AIT SUB LOC.*
- Click ☐ to select the AIT USER ID. *Select if the inquiry contains an AIT USER ID.*
- Click ☐ to select the ASSET LEVEL CD. *Select if the inquiry contains an ASSET LEVEL CD.*
- Click ☐ to select the COND CD. *Select if the inquiry contains a COND CD.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains established by information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains Established Date information.*
- Click ☐ to select the Initialized. *Select if the inquiry contains Initialized information.*
- Click ☐ to select the Initialized INV Sum QTY. *Select if the inquiry contains an Initialized INV Sum QTY.*
- Click ☐ to select the INV BY SERIAL NBR. *Select if the inquiry contains INV BY SERIAL NBR information.*

- Click ☐ to select the ITEM DESC. *Select if the inquiry contains an ITEM DESC.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a LAST TRAN DT.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains LAST UPDTD BY information.*
- Click ☐ to select the LOC. *Select if the inquiry contains a Location.*
- Click ☐ to select the LOT NBR. *Select if the inquiry contains a Lot Number.*
- Click ☐ to select the MGT CD. *Select if the inquiry contains a MGT CD.*
- Click ☐ to select the RFID Tag. *Select if the inquiry contains a RFID Tag.*
- Click ☐ to select the SUB LOC. *Select if the inquiry contains established by information.*
- Click ☐ to select the UI. *Select if the inquiry contains UI information.*

3. Select [Show Inquiry] for small volumes of data. *The **Inventory Line Item Inquiry — Results** page appears.*

OR

Select [Submit] for large volumes of data. *The **Inventory Line Item Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for an Inventory Line Item Inquiry — Criteria
- Search for an Inventory Line Item Inquiry — Results
- View the Inventory Line Item Inquiry Detail — Basic
- View the Inventory Line Item Inquiry Transaction Status
- Export the Inventory Line Item Inquiry Transaction Status

View the Inventory Line Item Inquiry Transaction Status

Overview

The Inventory Line Item Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Inventory > Inventory Line Item > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Inventory Line Item Inquiry Transaction Status page

Page Fields

The following fields display on the **Inventory Line Item Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

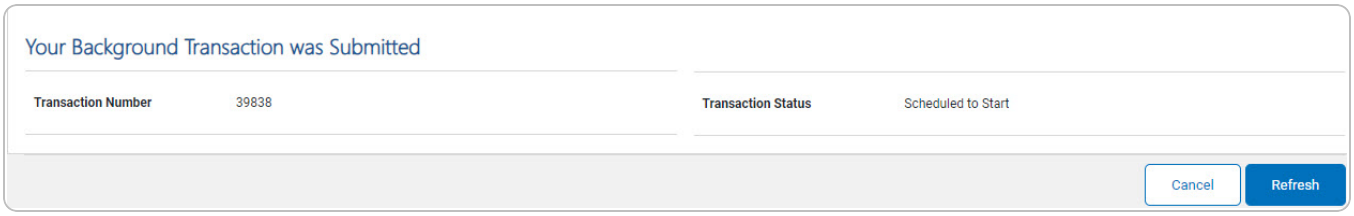
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

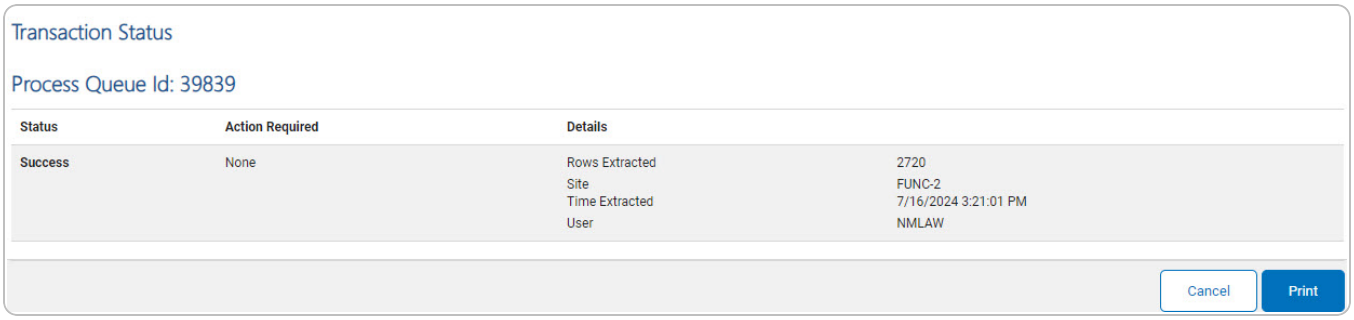
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Inventory Line Item Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Inventory Line Item Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Inventory Line Item Inquiry Search Criteria*** *page appears*.

View the Inventory Line Item Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Inventory Line Item Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Inventory Line Item Inquiry — Criteria
- Search for an Inventory Line Item Inquiry — Results
- Select Fields for the Inventory Line Item Inquiry
- View the Inventory Line Item Inquiry Detail — Basic
- Export the Inventory Line Item Inquiry Transaction Status

Export the Inventory List Item Inquiry Transaction Status

Overview

The Inventory List Item Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Inventory > Inventory List Item > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Inventory List Item Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Inventory List Item Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

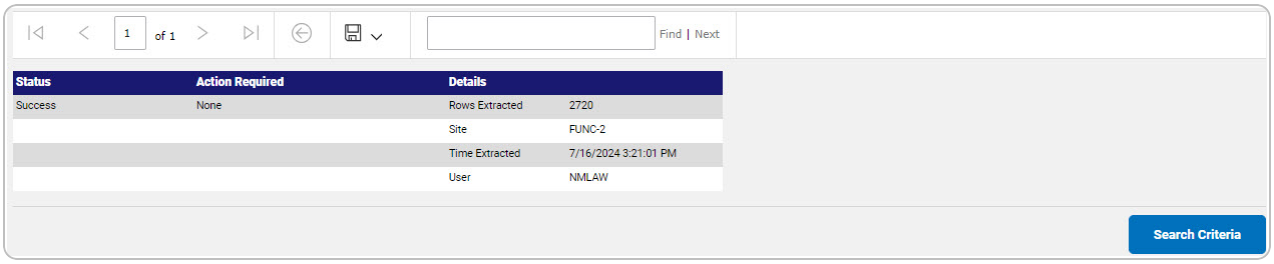
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Inventory Line Item Inquiry Transaction Status

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



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The **Inventory Line Item Inquiry Search Criteria** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Inventory Line Item Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Inventory Line Item Inquiry — Criteria
- Search for an Inventory Line Item Inquiry — Results
- Select Fields for the Inventory Line Item Inquiry
- View the Inventory Line Item Inquiry Detail — Basic
- View the Inventory Line Item Inquiry Transaction Status

Search for an Inventory Detail Inquiry — Criteria

Overview

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

Navigation

Inquiries > Inventory > Inventory Detail > Inventory Detail Inquiry Search Criteria page

Page Fields

The following fields display on the **Inventory Detail Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

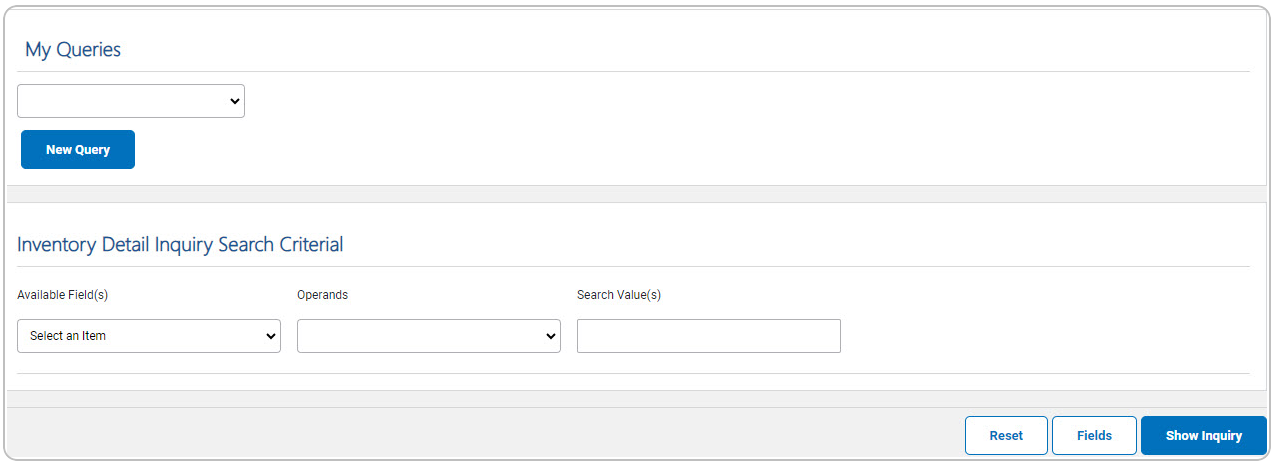
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Inventory Detail 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.

B. Repeat Step A to add additional search criteria.

Note

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

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

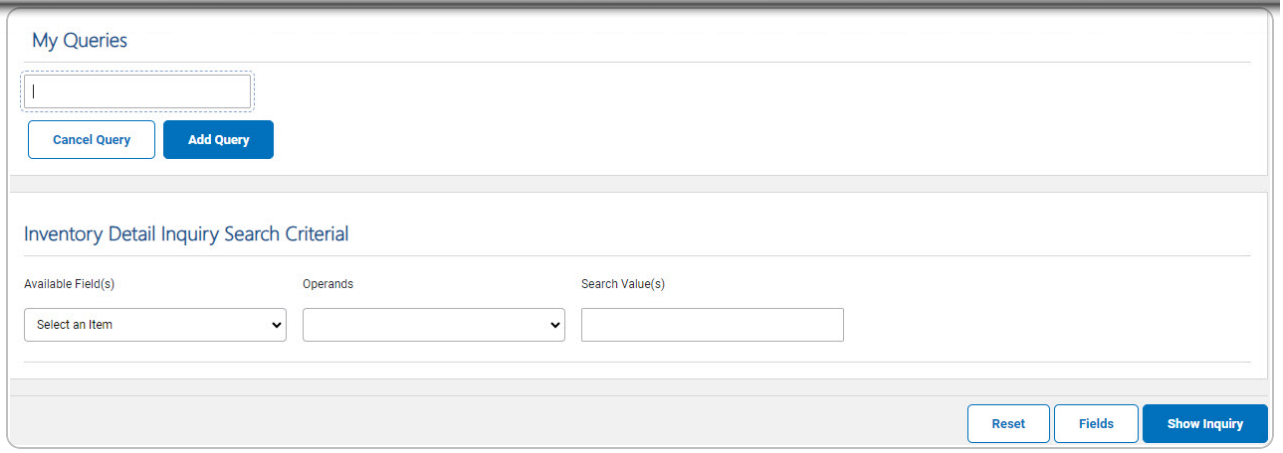
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Inventory Detail Inquiry — Results** page appears.*

Add a My Queries Inquiry

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



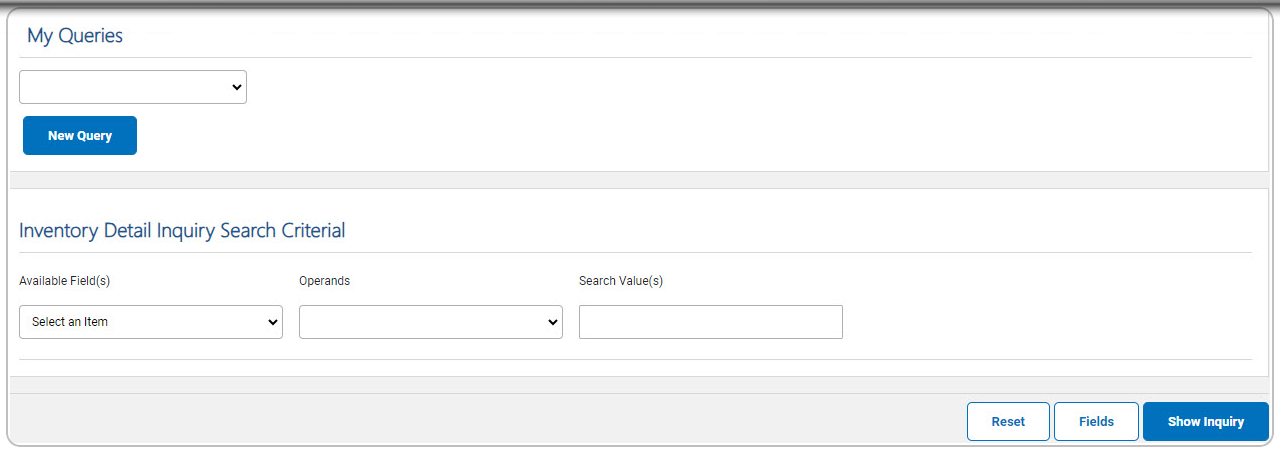
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Inventory Detail Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Inventory Detail 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.*



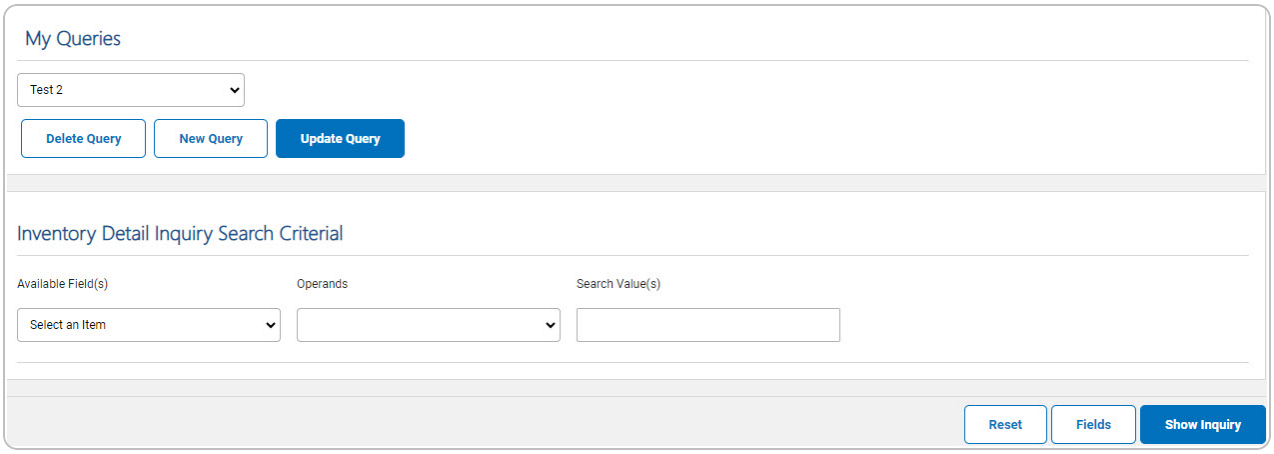
2. Select Fields. *The **Inventory Detail Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Inventory Detail 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

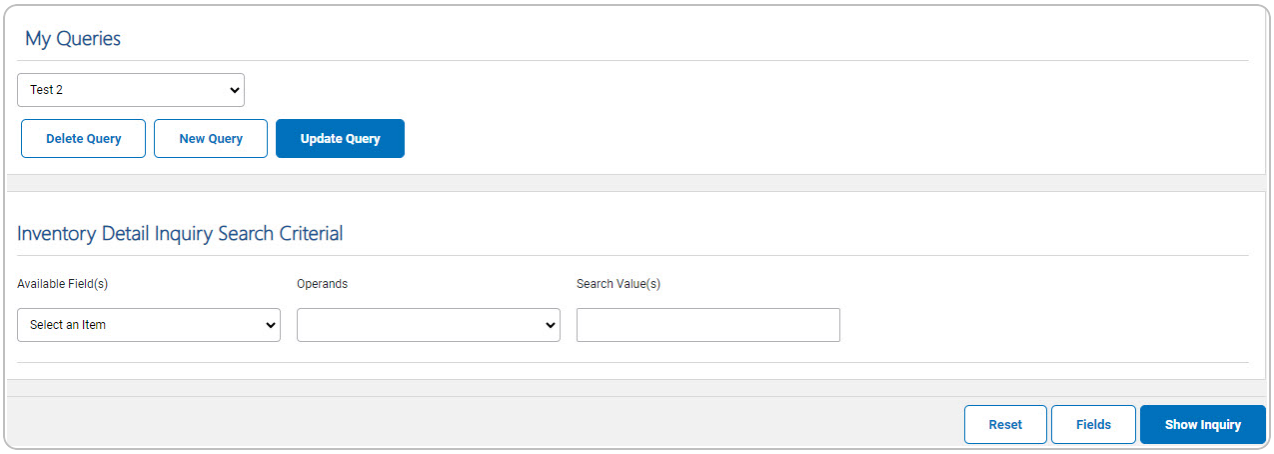
4. Select Fields. *The **Inventory Detail Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Inventory Detail 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Inventory Detail Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select

	Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Inventory Detail Inquiry — Results
- Select Fields for the Inventory Detail Inquiry
- View the Inventory Detail Inquiry Detail — Basic
- View the Inventory Detail Inquiry Transaction Status
- Export the Inventory Detail Inquiry Transaction Status

Search for an Inventory Detail Inquiry — Results

Overview

The Inventory Detail Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Inventory > Inventory Detail > Search Criteria > Show Inquiry > Inventory Detail Inquiry Search Results page

Page Fields

The following fields display on the **Inventory Detail Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Asset Id
Inv Nbr
Inv Asset Sts Cd
Inv Asst Sts Cd Desc
UIC
Inv UIC
Custodian Nbr
Inv Custodian Nbr
Last Inv Dt/Tm
Loc
Inv Loc
Sub Loc
Inv Sub Loc
Inv User Id
Item Desc
Mfr Name
Mfr Part Nbr
Mfr Model Nbr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

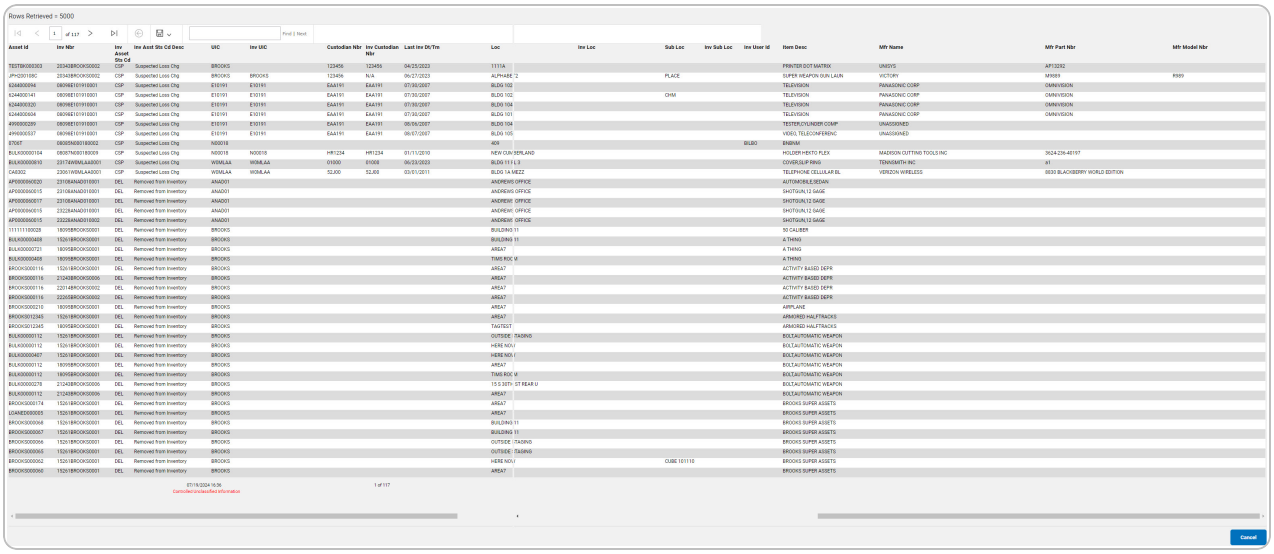
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Inventory Detail 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.*



Note

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

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Inventory Detail Inquiry Search Criteria*** *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 Inventory Detail Inquiry Detail

Select the desired ASSET ID row. *The **Inventory Detail Inquiry Basic Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Inventory Detail Inquiry — Criteria
- Select Fields for the Inventory Detail Inquiry
- View the Inventory Detail Inquiry Detail — Basic
- View the Inventory Detail Inquiry Transaction Status
- Export the Inventory Detail Inquiry Transaction Status

Select Fields for the Inventory Detail Inquiry

Overview

The Inventory Detail Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Inventory > Inventory Detail > Search Criteria > Fields > Inventory Detail Inquiry Fields Selection page

Page Fields

The following fields display on the **Inventory Detail Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Asset Id
Inv Nbr
Inv Asset Sts Cd
Inv Asst Sts Cd Desc
UIC
Inv UIC
Custodian Nbr
Inv Custodian Nbr
Last Inv Dt/Tm
Loc
Inv Loc
Sub Loc

Inv Sub Loc
Inv User Id
Item Desc
Mfr Name
Mfr Part Nbr
Mfr Model Nbr

Optional

Asset Master Updt Cd
Actbl UIC
Asset Id
Asset Level Cd
Asset Pilferable
Asset Sts Cd
Cause Lst Inv Dt Chg
Cause Lst Rcl Dt Chg
Cause of Suspt Loss
Cond Cd
Deprn Cd
Detail Chg Cd
Deprn Cost Center
Dmil Cd
DoD Serial Nbr
Dollar Amt
Embedded Cost
Excess Action Cd
Excess Doc Nbr
Excess Dt
Excess Type Action Cd
Expr Dt
FSC
Fndng Cost Center
Haz Mat Cd
Inv By Serial Nbr
Inv Cond Cd
Inv Dt/Tm
Inv Input Type
Initlzn Qty
Inv Remv Dt
Inv Remvl Pgm
Inv Remvl Pgm Id
Inv Remvl Pgm Desc
Inv Remvl Pgm Id

Inv Remvl Qty
Inv Remvl User Id
Inv Sub Custodian Nbr
Job Order Nbr
Last Tran Dt
Last Updtd By
Lease Cd
Loan Cd
Local Rcpt Dt
Lot Nbr
Match Asset Id
Match E-Mail Address
Match History Remarks
Match Item Desc
Match Phone Nbr
Match POC
Match UIC
Mfr Yr
Custodian Name
Non-Actbl
Owng Cost Center
Qty
Rcl Inv Input Type
Rcl Inv User Id
Rcl Last Inv Dt
Rcl Loc
Rcl Qty
Rcl Sub Loc
Rcpt Action Cd
Rcpt Doc Nbr
Rcvd By
Reportable Cd
RFID Tag
Resolution Cd
Serial Nbr
Site Id
Stock Nbr
Sub Custodian Nbr
Suspt Loss Chg Dt
Suspt Loss Dt
Suspt Loss Sts Cd
Suspt Loss Sts Cd To
Task Cd

Total Cost
Tran Cd
Tran Doc Nbr
UI
UIC Name
UII

Procedures

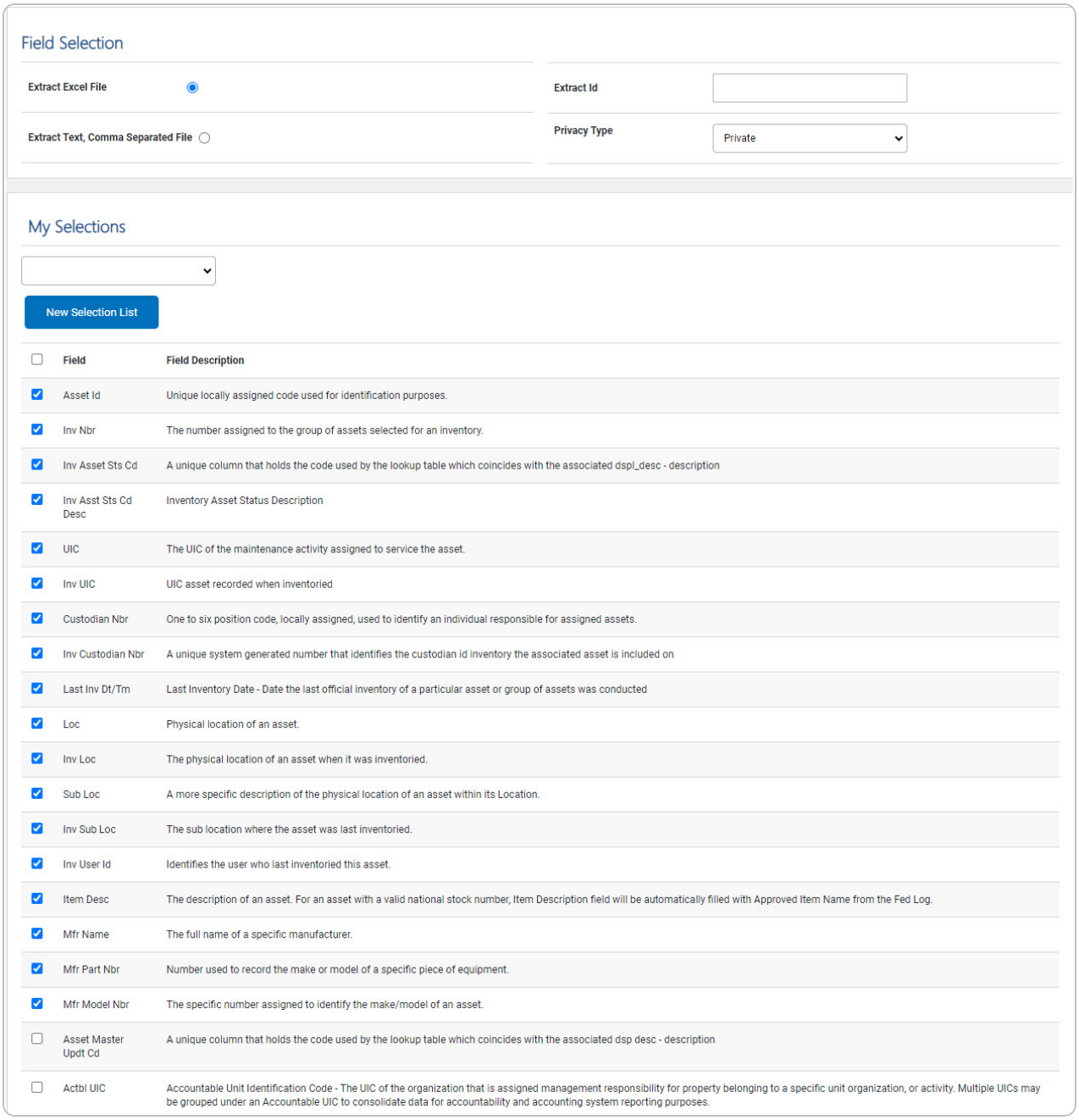
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

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

1. Select Fields. *The **Inventory Detail Inquiry Field Selection** page appears.*



Field Selection

Extract Excel File ◉ | Extract Id

Extract Text, Comma Separated File ○ | Privacy Type: Private

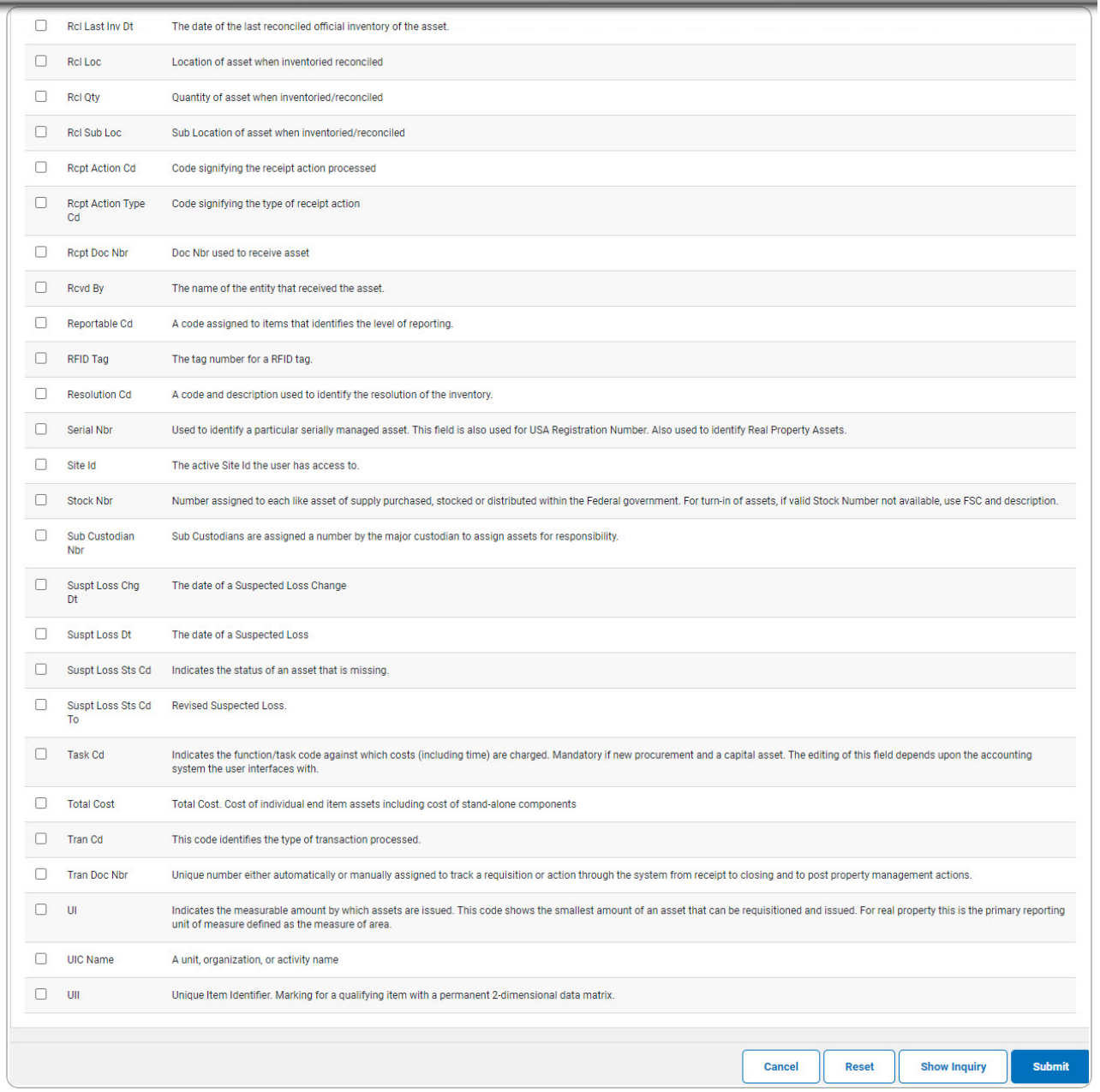
My Selections

New Selection List

	Field	Field Description
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	Inv Nbr	The number assigned to the group of assets selected for an inventory.
☑	Inv Asset Sts Cd	A unique column that holds the code used by the lookup table which coincides with the associated dspl_desc - description
☑	Inv Asst Sts Cd Desc	Inventory Asset Status Description
☑	UIC	The UIC of the maintenance activity assigned to service the asset.
☑	Inv UIC	UIC asset recorded when inventoried
☑	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☑	Inv Custodian Nbr	A unique system generated number that identifies the custodian id inventory the associated asset is included on
☑	Last Inv Dt/Tm	Last Inventory Date - Date the last official inventory of a particular asset or group of assets was conducted
☑	Loc	Physical location of an asset.
☑	Inv Loc	The physical location of an asset when it was inventoried.
☑	Sub Loc	A more specific description of the physical location of an asset within its Location.
☑	Inv Sub Loc	The sub location where the asset was last inventoried.
☑	Inv User Id	Identifies the user who last inventoried this asset.
☑	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.
☑	Mfr Name	The full name of a specific manufacturer.
☑	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☑	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Asset Master Updt Cd	A unique column that holds the code used by the lookup table which coincides with the associated dsp desc - 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.

☐	Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
☐	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
☐	Asset Pilferable	Asset Pilferable Flag. Yes or No
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	Cause Lst Inv Dt Chg	Identifies how the lst inv dt was modified. Program description or Inv List Nbr.
☐	Cause Lst Rcl Dt Chg	Identifies how the Rcl Last Inv Date was modified. Program description of Inv List Nbr.
☐	Cause of Suspt Loss	Identifies the Inv List Nbr or program that most recently changed the suspected loss status code.
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Deprn 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.
☐	Detail Chg Cd	A unique column that holds the code used by the lookup table which coincides with the associated dspl_desc - description
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☐	Embedded Cost	Identifies the unit cost of a component as embedded in the total cost of the end item. Bulk component is automatically embedded.
☐	Excess Action Cd	Code which indicates the action being taken for the excess asset. Codes (E, P and I) are system generated. For code (W) (Withdraw), there is a Check Box used to withdraw previously reported excess asset.
☐	Excess Doc Nbr	A system generated number that is used to track potential Excess (Prenotification) and Excess notifications asset. This number is generated for either prenotification or excess actions
☐	Excess Dt	Date an asset is documented as excess.
☐	Excess Type Action Cd	Excess Action type code which indicates the action being taken for the excess asset
☐	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☐	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code

☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	Inv By Serial Nbr	Is asset to be inventoried by Serial Number. Yes or No.
☐	Inv Cond Cd	Inventory Condition Code.
☐	Inv Dt/Tm	Inventory Date/Time.
☐	Inv Input Type	Identifies how the inventory data was entered in the database.
☐	Initlzn Qty	Initialization Quantity.
☐	Inv Remv Dt	Inventory Removal Date.
☐	Inv Remvl Pgm Desc	Inventory Removal Program Description.
☐	Inv Remvl Pgm Id	Inventory Removal Program Identifier.
☐	Inv Remvl Qty	Inventory Removal Quantity.
☐	Inv Remvl User Id	User Id of the individual that removed the Inventory.
☐	Inv Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☐	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 Updtd By	Last updated by (user id)
☐	Lease Cd	Indicates the lease status of a particular asset.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Local Rcpt Dt	Date asset received
☐	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
☐	Match Asset Id	Inventory matching Asset Identifier
☐	Match E-Mail Address	Inventory matching E-Mail Address
☐	Match History Remarks	Inventory matching History Remarks
☐	Match Item Desc	Inventory matching Item Description
☐	Match Phone Nbr	Asset Owners Phone Number
☐	Match POC	Match Point Of Contact
☐	Match UIC	Inventory matching UIC
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Custodian Name	The name assigned to the property custodian.
☐	Non-Actbl	Non Accountable is displayed Yes or No.
☐	Owng Cost Center	A code that identifies an organization
☐	Qty	Quantity on hand or transaction quantity
☐	Rcl Inv Input Type	Reconciliation Inventory Input Type. Identifies how the reconciliation data was entered in the database
☐	Rcl Inv User Id	Identifies the user id of who entered the inventory data.



☐	Rcl Last Inv Dt	The date of the last reconciled official inventory of the asset.
☐	Rcl Loc	Location of asset when inventoried reconciled
☐	Rcl Qty	Quantity of asset when inventoried/reconciled
☐	Rcl Sub Loc	Sub Location of asset when inventoried/reconciled
☐	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
☐	Rcvd By	The name of the entity that received the asset.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	RFID Tag	The tag number for a RFID tag.
☐	Resolution Cd	A code and description used to identify the resolution of the inventory.
☐	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.
☐	Site Id	The active Site Id the user has access to.
☐	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.
☐	Suspt Loss Chg Dt	The date of a Suspected Loss Change
☐	Suspt Loss Dt	The date of a Suspected Loss
☐	Suspt Loss Sts Cd	Indicates the status of an asset that is missing.
☐	Suspt Loss Sts Cd To	Revised Suspected Loss.
☐	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.
☐	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☐	Tran Cd	This code identifies the type of transaction processed.
☐	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.
☐	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.
☐	UIC Name	A unit, organization, or activity name
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.

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

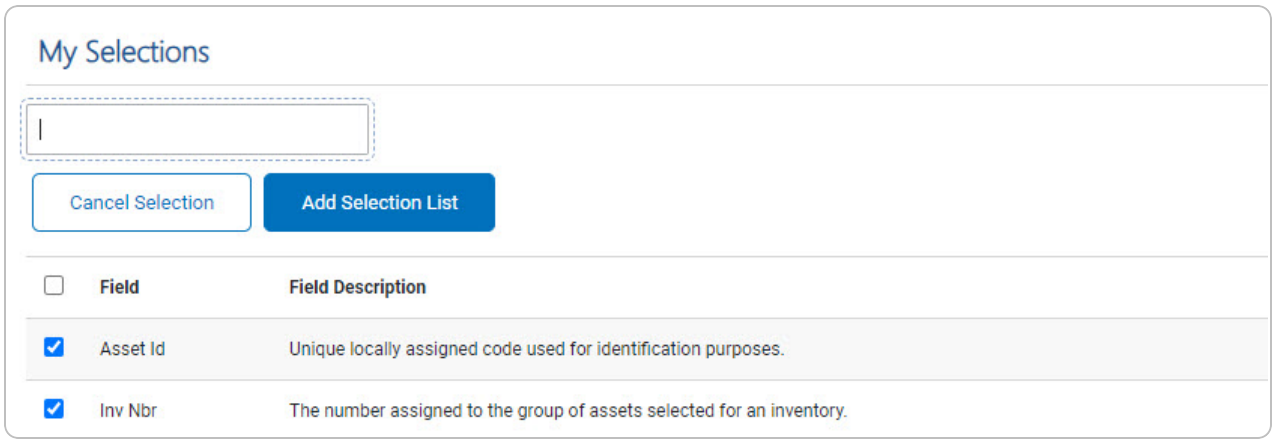
Click ☐ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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



Note

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

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.*

Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

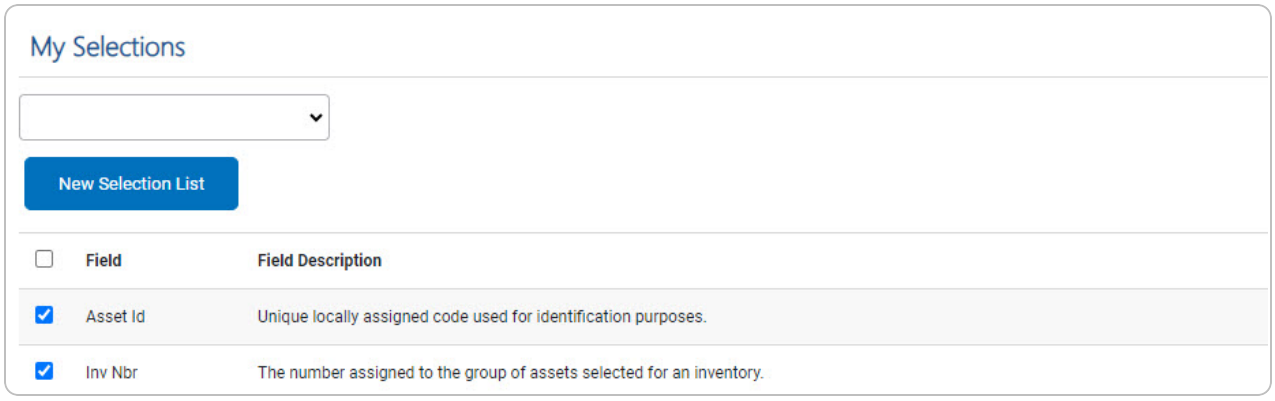
Select Show Inquiry for small volumes of data. *The* ***Inventory Detail Inquiry — Results*** *page appears.*

5. **OR**

Select Submit for large volumes of data. *The* ***Inventory Detail Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

Select Show Inquiry for small volumes of data. *The* ***Inventory Detail Inquiry — Results*** *page appears.*

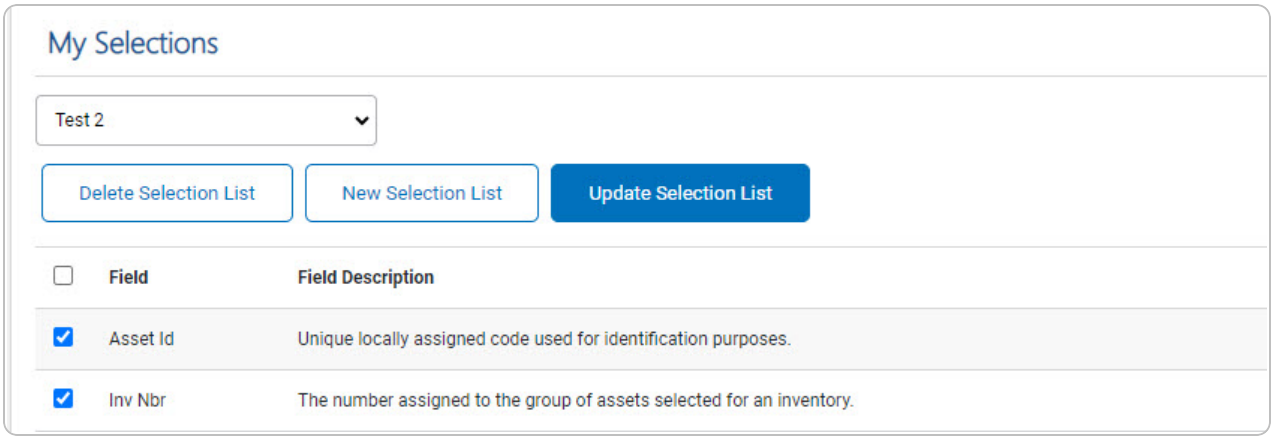
3. **OR**

Select Submit for large volumes of data. *The* ***Inventory Detail 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*

New Selection List *is joined by* Update Selection List *and* Delete Selection List.



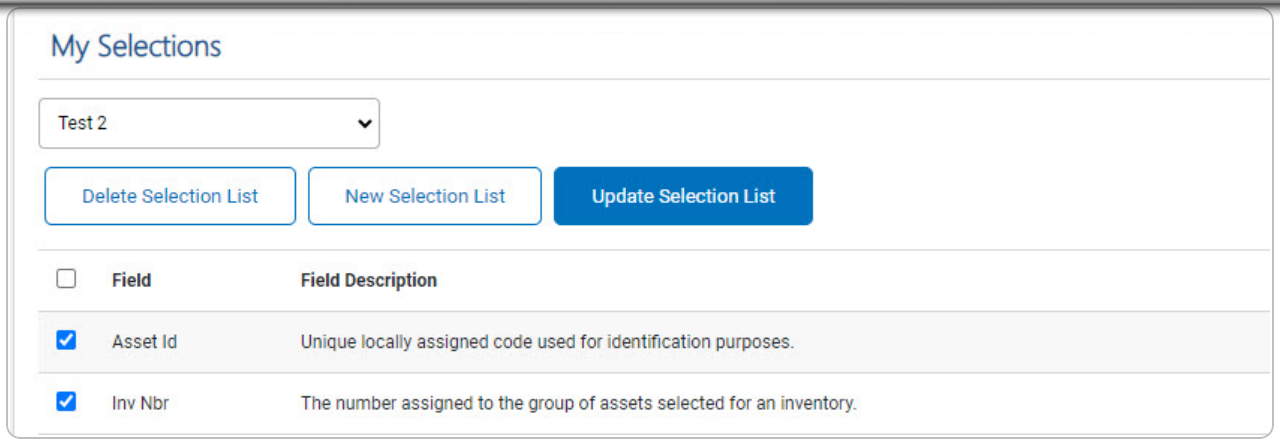
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Inventory Detail Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Inventory Detail 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.

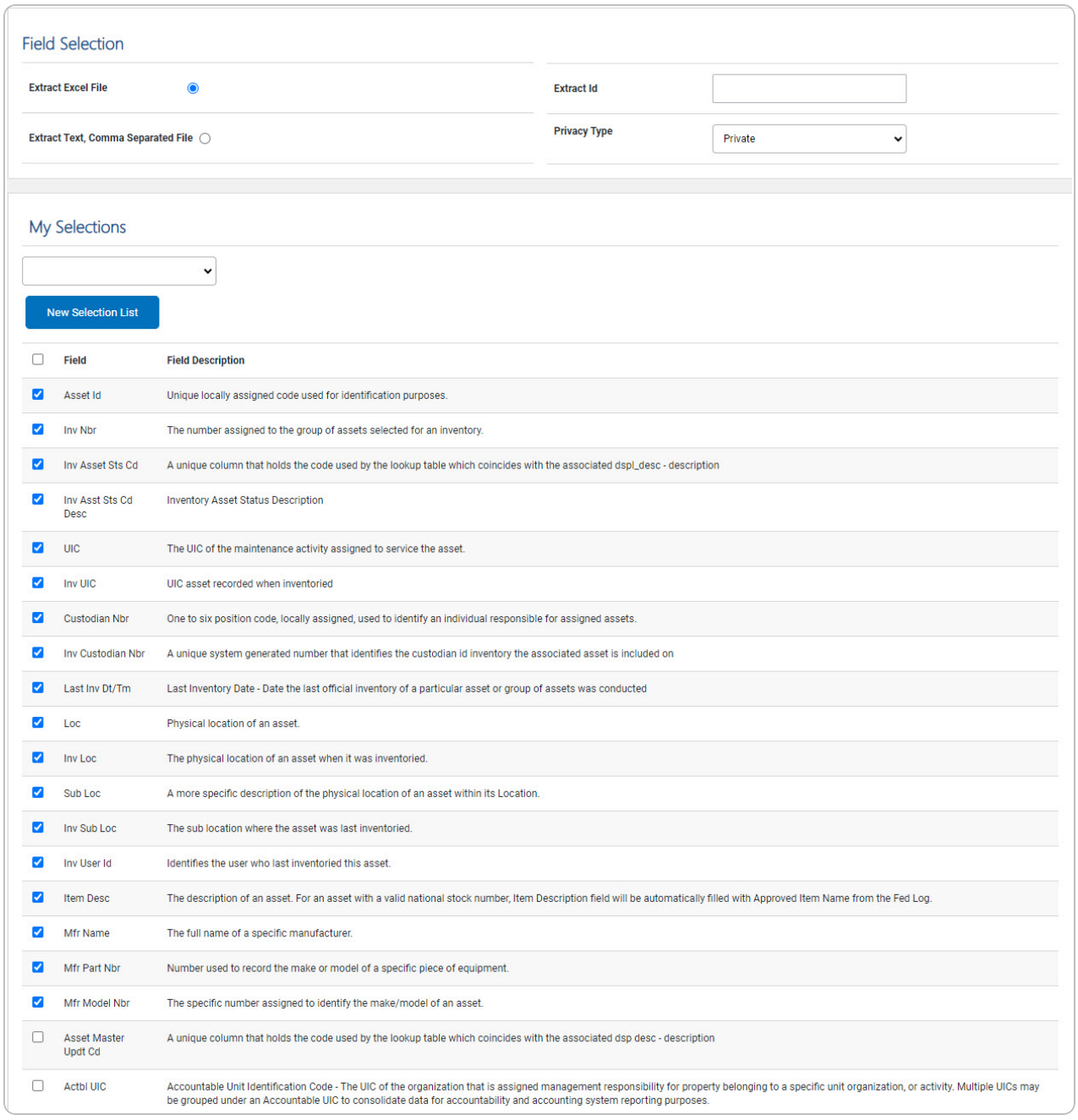


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The* ***Inventory Detail Inquiry*** *page appears.*



Field Selection

Extract Excel File ◉ | Extract Id

Extract Text, Comma Separated File ○ | Privacy Type: Private

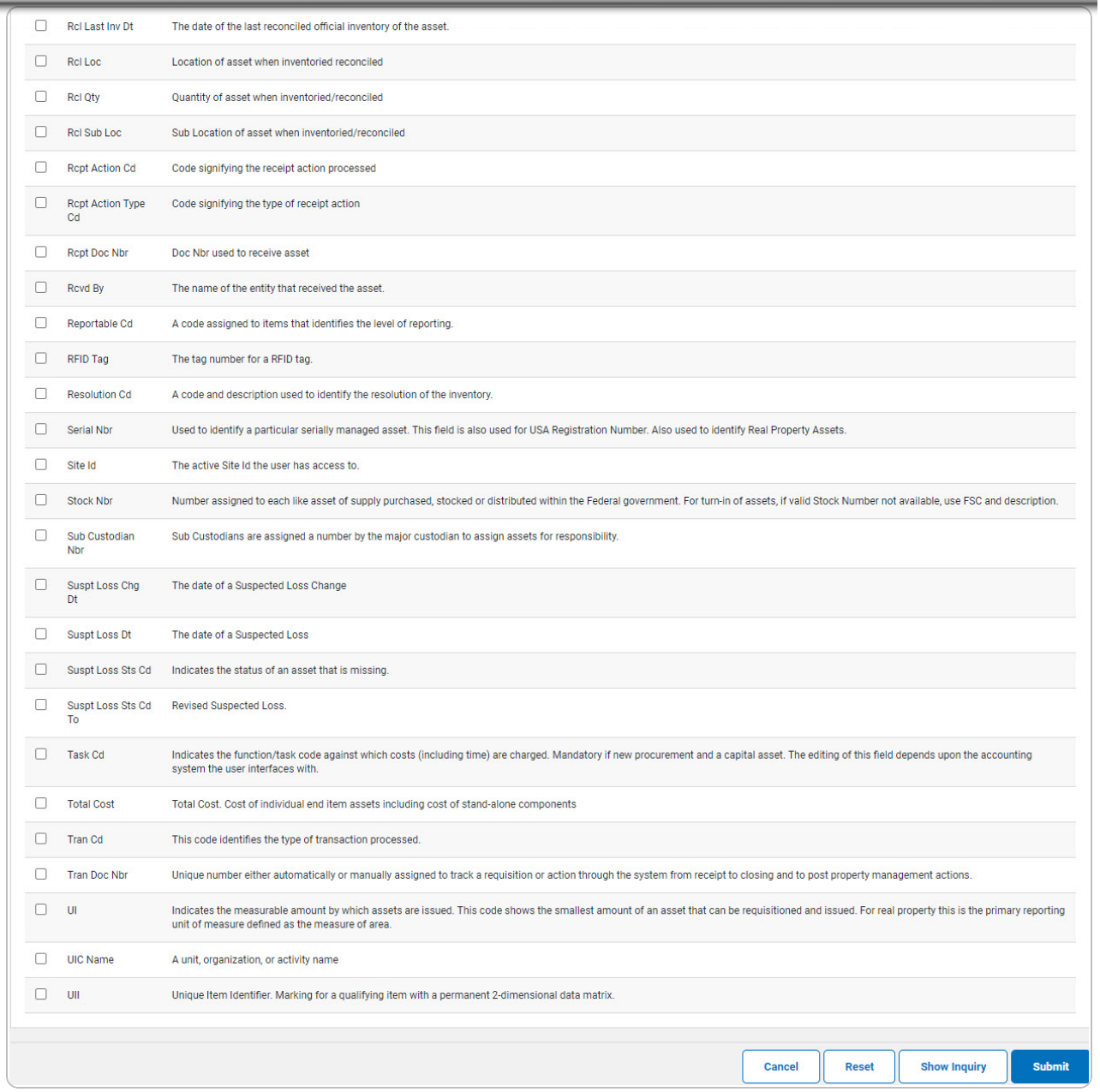
My Selections

New Selection List

	Field	Field Description
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	Inv Nbr	The number assigned to the group of assets selected for an inventory.
☑	Inv Asset Sts Cd	A unique column that holds the code used by the lookup table which coincides with the associated dspl_desc - description
☑	Inv Asst Sts Cd Desc	Inventory Asset Status Description
☑	UIC	The UIC of the maintenance activity assigned to service the asset.
☑	Inv UIC	UIC asset recorded when inventoried
☑	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☑	Inv Custodian Nbr	A unique system generated number that identifies the custodian id inventory the associated asset is included on
☑	Last Inv Dt/Tm	Last Inventory Date - Date the last official inventory of a particular asset or group of assets was conducted
☑	Loc	Physical location of an asset.
☑	Inv Loc	The physical location of an asset when it was inventoried.
☑	Sub Loc	A more specific description of the physical location of an asset within its Location.
☑	Inv Sub Loc	The sub location where the asset was last inventoried.
☑	Inv User Id	Identifies the user who last inventoried this asset.
☑	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.
☑	Mfr Name	The full name of a specific manufacturer.
☑	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☑	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Asset Master Updt Cd	A unique column that holds the code used by the lookup table which coincides with the associated dsp desc - 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.

☐	Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
☐	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
☐	Asset Pilferable	Asset Pilferable Flag. Yes or No
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	Cause Lst Inv Dt Chg	Identifies how the lst inv dt was modified. Program description or Inv List Nbr.
☐	Cause Lst Rcl Dt Chg	Identifies how the Rcl Last Inv Date was modified. Program description of Inv List Nbr.
☐	Cause of Suspt Loss	Identifies the Inv List Nbr or program that most recently changed the suspected loss status code.
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Deprn 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.
☐	Detail Chg Cd	A unique column that holds the code used by the lookup table which coincides with the associated dspl_desc - description
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☐	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☐	Embedded Cost	Identifies the unit cost of a component as embedded in the total cost of the end item. Bulk component is automatically embedded.
☐	Excess Action Cd	Code which indicates the action being taken for the excess asset. Codes (E, P and I) are system generated. For code (W) (Withdraw), there is a Check Box used to withdraw previously reported excess asset.
☐	Excess Doc Nbr	A system generated number that is used to track potential Excess (Prenotification) and Excess notifications asset. This number is generated for either prenotification or excess actions
☐	Excess Dt	Date an asset is documented as excess.
☐	Excess Type Action Cd	Excess Action type code which indicates the action being taken for the excess asset
☐	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☐	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code

☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	Inv By Serial Nbr	Is asset to be inventoried by Serial Number. Yes or No.
☐	Inv Cond Cd	Inventory Condition Code.
☐	Inv Dt/Tm	Inventory Date/Time.
☐	Inv Input Type	Identifies how the inventory data was entered in the database.
☐	InitIzn Qty	Initialization Quantity.
☐	Inv Remv Dt	Inventory Removal Date.
☐	Inv Remvl Pgm Desc	Inventory Removal Program Description.
☐	Inv Remvl Pgm Id	Inventory Removal Program Identifier.
☐	Inv Remvl Qty	Inventory Removal Quantity.
☐	Inv Remvl User Id	User Id of the individual that removed the Inventory.
☐	Inv Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☐	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 Updtd By	Last updated by (user id)
☐	Lease Cd	Indicates the lease status of a particular asset.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Local Rcpt Dt	Date asset received
☐	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
☐	Match Asset Id	Inventory matching Asset Identifier
☐	Match E-Mail Address	Inventory matching E-Mail Address
☐	Match History Remarks	Inventory matching History Remarks
☐	Match Item Desc	Inventory matching Item Description
☐	Match Phone Nbr	Asset Owners Phone Number
☐	Match POC	Match Point Of Contact
☐	Match UIC	Inventory matching UIC
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Custodian Name	The name assigned to the property custodian.
☐	Non-Actbl	Non Accountable is displayed Yes or No.
☐	Owng Cost Center	A code that identifies an organization
☐	Qty	Quantity on hand or transaction quantity
☐	Rcl Inv Input Type	Reconciliation Inventory Input Type. Identifies how the reconciliation data was entered in the database
☐	Rcl Inv User Id	Identifies the user id of who entered the inventory data.



☐	Rcl Last Inv Dt	The date of the last reconciled official inventory of the asset.
☐	Rcl Loc	Location of asset when inventoried reconciled
☐	Rcl Qty	Quantity of asset when inventoried/reconciled
☐	Rcl Sub Loc	Sub Location of asset when inventoried/reconciled
☐	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
☐	Rcvd By	The name of the entity that received the asset.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	RFID Tag	The tag number for a RFID tag.
☐	Resolution Cd	A code and description used to identify the resolution of the inventory.
☐	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.
☐	Site Id	The active Site Id the user has access to.
☐	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.
☐	Suspt Loss Chg Dt	The date of a Suspected Loss Change
☐	Suspt Loss Dt	The date of a Suspected Loss
☐	Suspt Loss Sts Cd	Indicates the status of an asset that is missing.
☐	Suspt Loss Sts Cd To	Revised Suspected Loss.
☐	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.
☐	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☐	Tran Cd	This code identifies the type of transaction processed.
☐	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.
☐	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.
☐	UIC Name	A unit, organization, or activity name
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.

2. Select the fields required for the inquiry. *The first 18 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.

- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET ID.*
- Verify the INV NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV NBR.*
- Verify the INV ASSET STS CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV ASSET STS CD.*
- Verify the INV ASSET STS CD DESCcontains the appropriate ☑ or ☐. *Select if the inquiry contains a INV ASSET STS CD DESC.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the INV UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV UIC.*
- Verify the CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a CUSTODIAN NBR.*
- Verify the INV CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV CUSTODIAN NBR.*
- Verify the LAST INV DT/TM contains the appropriate ☑ or ☐. *Select if the inquiry contains a LAST INV DT/TM.*
- Verify the LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a LOC.*
- Verify the INV LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a INV LOC.*

- Verify the SUB LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUB LOC.*
- Verify the INV SUB LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV SUB LOC.*
- Verify the INV USER ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV USER ID.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ITEM DESC.*
- Verify the MFR NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR NAME.*
- Verify the MFR PART NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR PART NBR.*
- Verify the MFR MODEL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR MODEL NBR.*
- Click ☐ to select the Asset Master UPDT CD. *Select if the inquiry contains an Asset Master UPDT CD.*
- Click ☐ to select the ACTBL UIC. *Select if the inquiry contains an ACTBL UIC.*
- Click ☐ to select the ASSET CD. *Select if the inquiry contains an ASSET CD.*
- Click ☐ to select the ASSET LEVEL CD. *Select if the inquiry contains an Asset Level Code.*
- Click ☐ to select the Asset Pilferable. *Select if the inquiry contains an Asset Pilferable.*
- Click ☐ to select theASSET STS CD. *Select if the inquiry contains an ASSET STS CD.*

- Click ☐ to select the CAUSE LST INV DT CHG. *Select if the inquiry contains a CAUSE LST INV DT CHG.*
- Click ☐ to select the CAUSE LST RCL DT CHG. *Select if the inquiry contains a CAUSE LST RCL DT CHG.*
- Click ☐ to select the CAUSE OF SUSPT LOSS. *Select if the inquiry contains a CAUSE OF SUSPT LOSS.*
- Click ☐ to select the COND CD. *Select if the inquiry contains a Condition Code.*
- Click ☐ to select the DEPRN CD. *Select if the inquiry contains a Depreciation Code.*
- Click ☐ to select the Detail CHG CD. *Select if the inquiry contains a Detail Change Code.*
- Click ☐ to select the DEPRN COST Center. *Select if the inquiry contains a Depreciation Cost Center.*
- Click ☐ to select the DMIL CD. *Select if the inquiry contains DMIL CD information.*
- Click ☐ to select the DoD SERIAL NBR. *Select if the inquiry contains a DoD SERIAL NBR.*
- Click ☐ to select the Dollar Amount. *Select if the inquiry contains a Dollar Amount.*
- Click ☐ to select the Embedded Cost. *Select if the inquiry contains an Embedded Cost amount.*
- Click ☐ to select the Excess Action CD. *Select if the inquiry contains an Excess Action Code.*
- Click ☐ to select the Excess DOC NBR. *Select if the inquiry contains an Excess Document Number.*
- Click ☐ to select the Excess DT. *Select if the inquiry contains an Excess Date.*

- Click ☐ to select the Excess Type Action CD. *Select if the inquiry contains an Excess Type Action Code.*
- Click ☐ to select the EXPR DT. *Select if the inquiry contains an Expiration Date.*
- Click ☐ to select the FSC. *Select if the inquiry contains a FSC.*
- Click ☐ to select the FNDNG COST CENTER. *Select if the inquiry contains a Funding Cost Center.*
- Click ☐ to select the HAZ MAT CD. *Select if the inquiry contains a HAZ MAT CD.*
- Click ☐ to select the INV BY SERIAL NBR. *Select if the inquiry contains an Inventory By Serial Number definition.*
- Click ☐ to select the INV COND CD. *Select if the inquiry contains an Inventory Condition Code.*
- Click ☐ to select the INV DT/TM. *Select if the inquiry contains an Inventory Date/Time.*
- Click ☐ to select theINV INPUT TYPE. *Select if the inquiry contains an Inventory Input Type.*
- Click ☐ to select the INITLZD QTY. *Select if the inquiry contains an INITLZD QTY.*
- Click ☐ to select the INV REMV DT. *Select if the inquiry contains an Inventory Removal Date.*
- Click ☐ to select the INV REMVL PGM ID. *Select if the inquiry contains an Inventory Removal Program Identifier.*
- Click ☐ to select the INV REMVL PGM QTY. *Select if the inquiry contains an Inventory Removal Program Quantity.*
- Click ☐ to select the INV REMVL USER ID. *Select if the inquiry contains an Inventory Removal Program User Identifier.*

- Click ☐ to select the INV SUB CUSTODIAN NBR. *Select if the inquiry contains an Inventory Subordinate Custodian Number.*
- Click ☐ to select the JOB ORDER NBR. *Select if the inquiry contains a Job Order Number.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a Last Transaction Date.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains a Last Updated By.*
- Click ☐ to select the LEASE CD. *Select if the inquiry contains a Lease Code.*
- Click ☐ to select the LOAN CD. *Select if the inquiry contains a Loan Code.*
- Click ☐ to select the Local RCPT DT. *Select if the inquiry contains a Local Receipt Date.*
- Click ☐ to select the LOT NBR. *Select if the inquiry contains a Lot Number.*
- Click ☐ to select the Match ASSET ID. *Select if the inquiry contains a Match Asset Identifier.*
- Click ☐ to select the Match E-MAIL Address. *Select if the inquiry contains a Match E-Mail Address.*
- Click ☐ to select the Match History Remarks. *Select if the inquiry contains a Match History Remarks.*
- Click ☐ to select the Match ITEM DESC. *Select if the inquiry contains a Match Item Description.*
- Click ☐ to select the Match PHONE NBR. *Select if the inquiry contains a Match Phone Number.*
- Click ☐ to select the Match POC. *Select if the inquiry contains a Match POC.*

- Click ☐ to select the Match UIC. *Select if the inquiry contains a Match UIC.*
- Click ☐ to select the MFR YR. *Select if the inquiry contains a Manufacturer Year.*
- Click ☐ to select the Custodian Name. *Select if the inquiry contains a Custodian Name.*
- Click ☐ to select the NON—ACTBL. *Select if the inquiry contains Non Accountable information.*
- Click ☐ to select the OWNG COST CENTER. *Select if the inquiry contains an Owning Cost Center.*
- Click ☐ to select the QTY. *Select if the inquiry contains a Quantity.*
- Click ☐ to select the RCL INV Input Type. *Select if the inquiry contains a RCL INV Input Type.*
- Click ☐ to select the RCL INV USER ID. *Select if the inquiry contains a RCL INV User Id.*
- Click ☐ to select the RCL LAST INV DT. *Select if the inquiry contains a RCLLast Inventory Date.*
- Click ☐ to select the RCL LOC. *Select if the inquiry contains a RCL Location.*
- Click ☐ to select the RCL SUB LOC. *Select if the inquiry contains a Rcl Subordinate Location.*
- Click ☐ to select the RCPT ACTION CD. *Select if the inquiry contains a Rcpt Action Code.*
- Click ☐ to select the RCPT Action Type CD. *Select if the inquiry contains a RCPT Action Type Code.*
- Click ☐ to select the RCPT DOC NBR. *Select if the inquiry contains a RCPT Document Number.*

- Click ☐ to select the RCVD BY. *Select if the inquiry contains Received By information.*
- Click ☐ to select the Reportable CD. *Select if the inquiry contains a Reportable Code.*
- Click ☐ to select the RFID Tag. *Select if the inquiry contains a RFID Tag.*
- Click ☐ to select the Resolution CD. *Select if the inquiry contains a Resolution Code.*
- Click ☐ to select the SERIAL NBR. *Select if the inquiry contains a Serial Number.*
- Click ☐ to select the SITE ID. *Select if the inquiry contains a Site Identification.*
- Click ☐ to select the STOCK NBR. *Select if the inquiry contains a Stock Number.*
- Click ☐ to select the SUB CUSTODIAN NBR. *Select if the inquiry contains a Subordinate Custodian Number.*
- Click ☐ to select the SUSPT LOSS CHG DT. *Select if the inquiry contains a Suspected Loss Change Date.*
- Click ☐ to select the SUSPT LOSS DT. *Select if the inquiry contains a Suspected Loss Date.*
- Click ☐ to select the SUSPT LOSS STS CD. *Select if the inquiry contains a Suspected Loss Status Code.*
- Click ☐ to select the SUSPT LOSS STS CD To. *Select if the inquiry contains a Suspected Loss Status Code To.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains a Task Code.*
- Click ☐ to select the Total Cost. *Select if the inquiry contains a Total Cost.*
- Click ☐ to select the TRAN CD. *Select if the inquiry contains a Transaction Code.*

- Click ☐ to select the TRAN DOC NBR. *Select if the inquiry contains a Transaction Document Number.*
- Click ☐ to select the UI. *Select if the inquiry contains a UI.*
- Click ☐ to select the UIC NAME. *Select if the inquiry contains a UIC Name.*
- Click ☐ to select the UII. *Select if the inquiry contains a UII.*

Select Show Inquiry for small volumes of data. *The* ***Inventory Detail Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***Inventory Detail Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Inventory Detail Inquiry — Criteria
- Search for an Inventory Detail Inquiry — Results
- View the Inventory Detail Inquiry Detail — Basic
- View the Inventory Detail Inquiry Transaction Status
- Export the Inventory Detail Inquiry Transaction Status

View the Inventory Detail Inquiry Basic Detail

Overview

The Inventory Detail Inquiry Basic Detail process displays the Basic Detail record of the selected Inventory Detail.

Navigation

Inquiries > Inventory > Inventory Detail > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Inventory Detail Inquiry Basic Detail page

Page Fields

The following fields display on the **Inventory Detail Inquiry Basic Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Inventory Detail Inquiry Basic Detail Grid

Asset Id
Inv Nbr
Serial Nbr
Stock Nbr
AIT Cond Cd
AIT Dt/Time
AIT Input Type
AIT Loc
AIT Qty
AIT Sub Loc
AIT User Id
Asset Level Cd

Cond Cd
Estbd By
Estbd Dt/Time
Init Flg
Init Inv Sum Qty
Itm Desc
Last Tran Dt/Time
Last Updtd By
Loc
Lot Nbr
Mgt Cd
RFID Tag
Sub Loc
UI

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

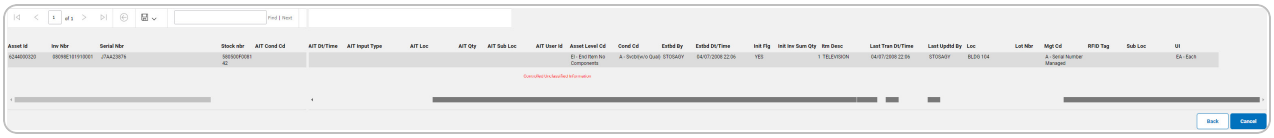
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Inventory Detail Inquiry Basic Detail

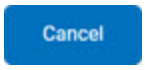
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Inventory Line Header Inquiry Detail grid.*

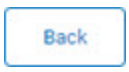


   A. *Verify the ASSET ID.*
   B. *Verify the INV NBR.*
   C. *Verify the SERIAL NBR.*
   D. *Verify the STOCK NBR.*
   E. *Verify the AIT COND CD.*
   F. *Verify the AIT DT/TM.*

G. *Verify the AIT Input Type.*
H. *Verify the AIT Loc.*
I. *Verify the AIT Qty.*
J. *Verify the AIT Sub Loc.*
K. *Verify the AIT User Id.*
L. *Verify the Asset Level Cd.*
M. *Verify the Cond Cd.*
N. *Verify the Estbd By.*
O. *Verify the Estbd Dt/Tm.*
P. *Verify the Init Flg.*
Q. *Verify the Init Inv Sum Qty.*
R. *Verify the Itm Desc.*
S. *Verify the Last Tran Dt/Time.*
T. *Verify the Last Updtd By.*
U. *Verify the Loc.*
V. *Verify the Lot Nbr.*
W. *Verify the Mgt Cd.*
X. *Verify the RFID Tag.*
Y. *Verify the Sub Loc.*
Z. *Verify the UI.*

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* ***Inventory Detail Inquiry — Criteria*** *page appears*.

OR

Select  . *The* ***Inventory Detail 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Inventory Detail Inquiry — Criteria
- Search for an Inventory Detail Inquiry — Results
- Select Fields for the Inventory Detail Inquiry
- View the Inventory Detail Inquiry Transaction Status
- Export the Inventory Detail Inquiry Transaction Status

View the Inventory Detail Inquiry Transaction Status

Overview

The Inventory Detail Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Inventory > Inventory Detail > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Inventory Detail Inquiry Transaction Status page

Page Fields

The following fields display on the **Inventory Detail Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

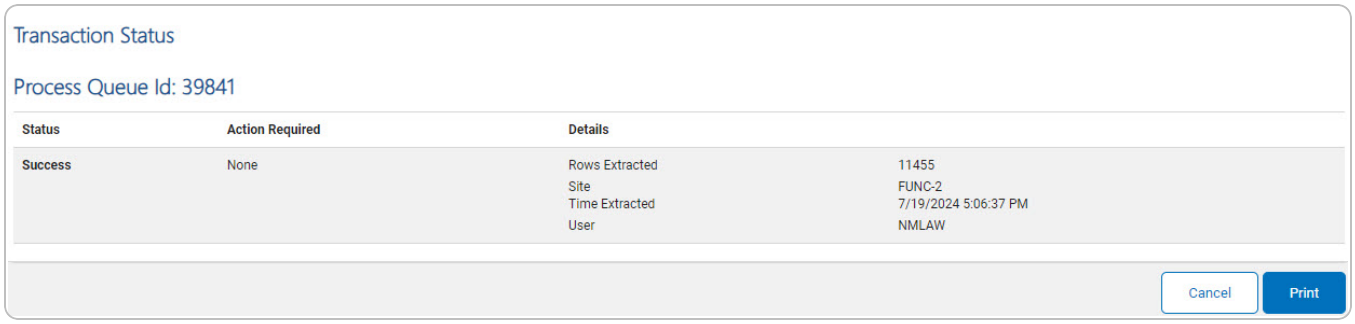
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

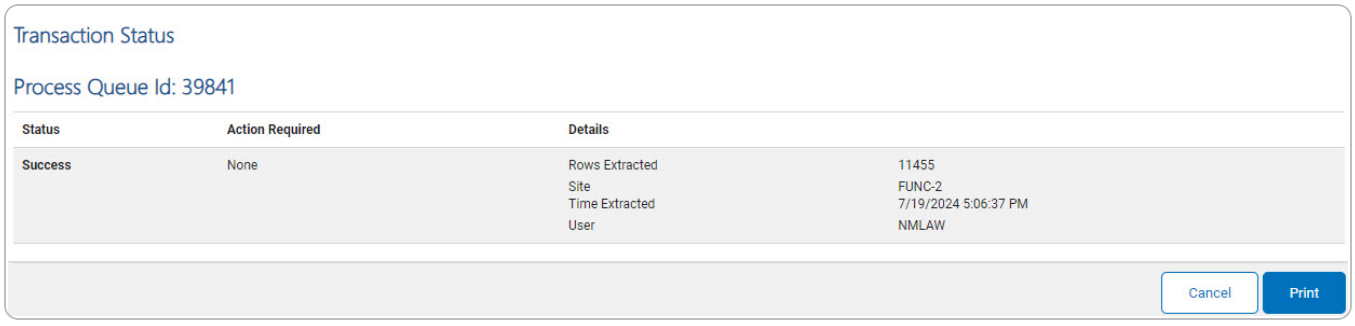
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Inventory Detail Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Inventory Detail Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Inventory Detail Inquiry Search Criteria*** *page appears*.

View the Inventory Detail Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Inventory Detail Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Inventory Detail Inquiry — Criteria
- Search for an Inventory Detail Inquiry — Results
- Select Fields for the Inventory Detail Inquiry
- View the Inventory Detail Inquiry Detail — Basic
- Export the Inventory Detail Inquiry Transaction Status

Export the Inventory Detail Inquiry Transaction Status

Overview

The Inventory Detail Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Inventory > Inventory Detail > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Inventory Detail Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Inventory Detail Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

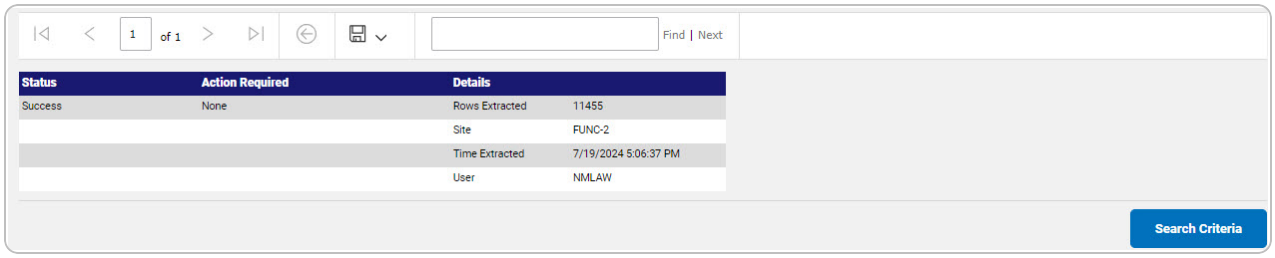
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Inventory Detail Inquiry Transaction Status

1. Select the export icon to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The **Inventory Detail 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Inventory Detail Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Inventory Detail Inquiry — Criteria
- Search for an Inventory Detail Inquiry — Results
- Select Fields for the Inventory Detail Inquiry
- View the Inventory Detail Inquiry — Basic
- View the Inventory Detail Inquiry Transaction Status

Search for an Asset Inventory Inquiry — Criteria

Overview

The Property Accountability module Asset Inventory Inquiry process provides the ability to search for Asset Inventory records.

Navigation

Inquiries > Inventory > Asset Inventory Data > Asset Inventory Inquiry Search Criteria page

Page Fields

The following fields display on the **Asset Inventory Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
218	To view a limited number of Bulk rows, enter CUSTODIAN NBR or USER ID.
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
209	To perform search, data must be entered in TRAN DT FROM.

251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

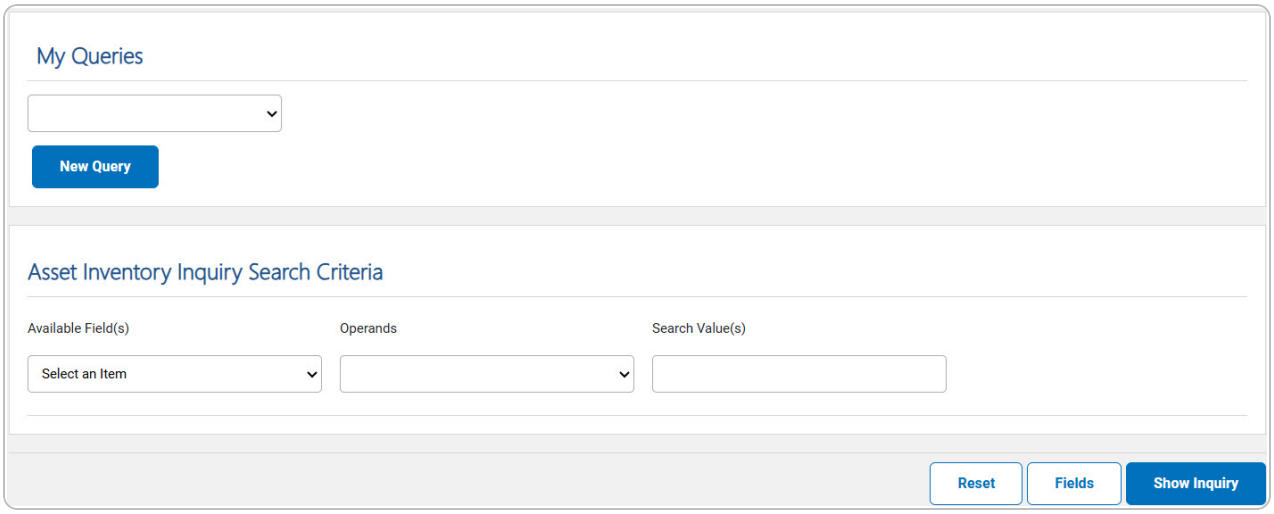
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Asset 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.*

A. Use ⌄ to select the first Available Field.

B. Use ⌄ to select the second Available Field.

C. Repeat Step B to add additional search criteria.

Note

Adding another Available Field ⌄ automatically populates an additional search criteria row.

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

   C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

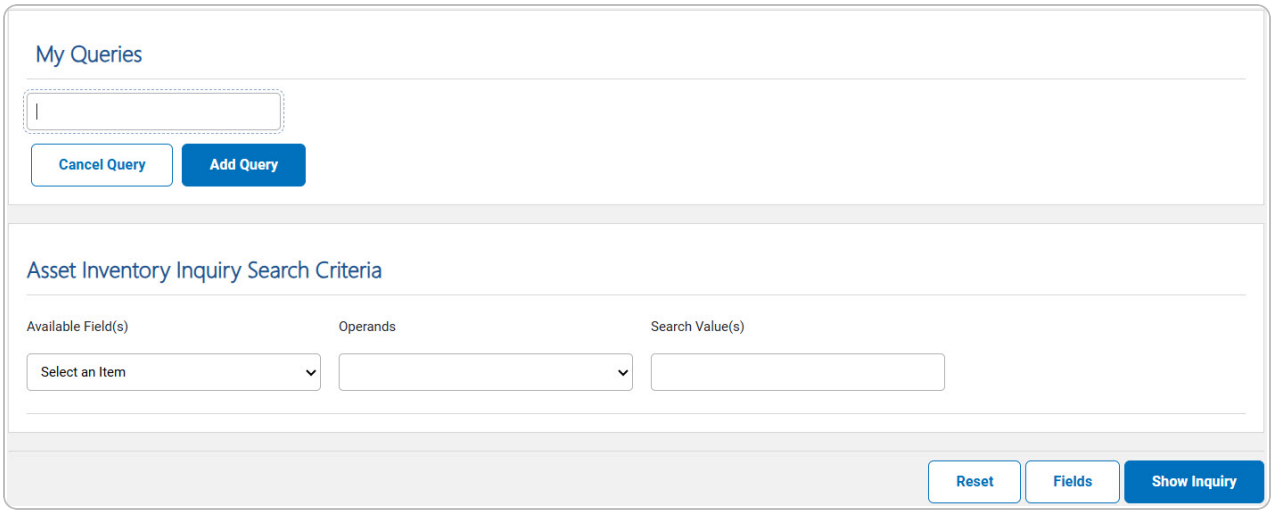
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Asset Inventory Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

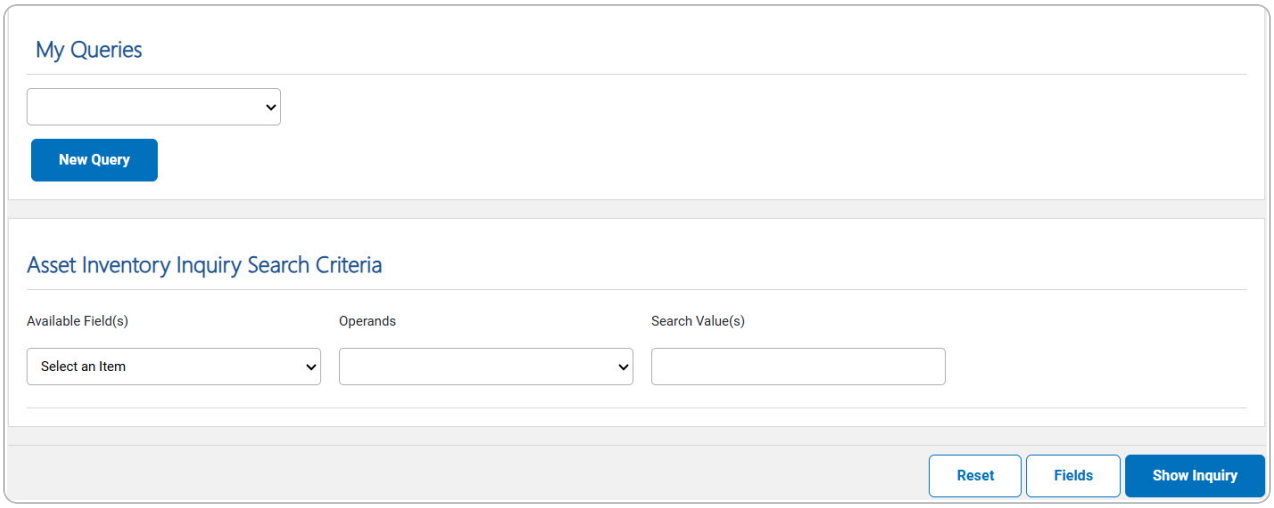
5. Select Fields. *The **Asset Inventory Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **Asset Inventory 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.*



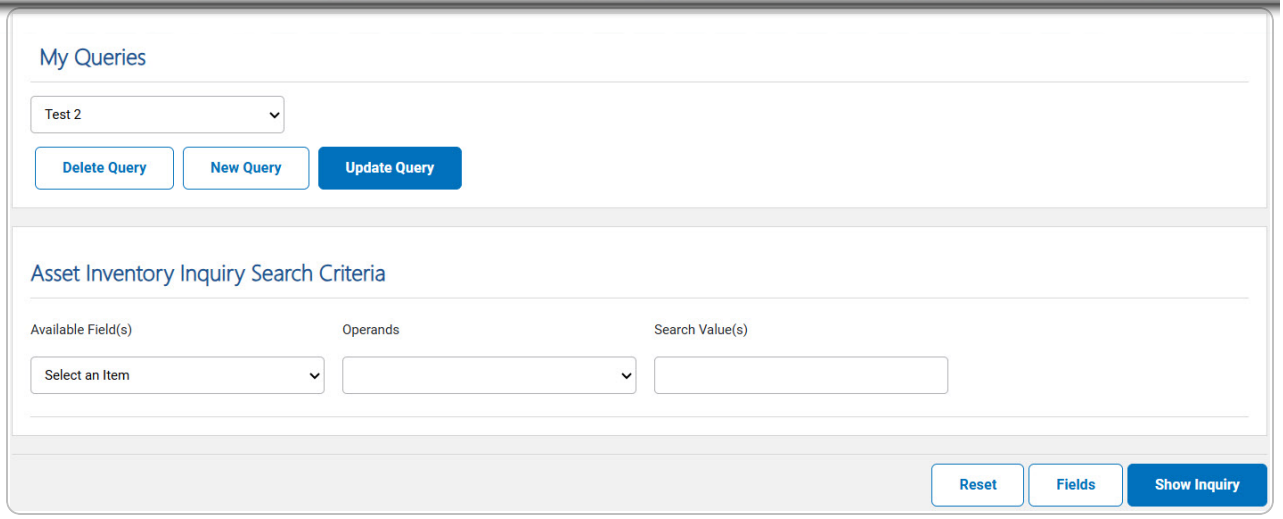
2. Select Fields. *The **Asset Inventory Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **Asset Inventory 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.*



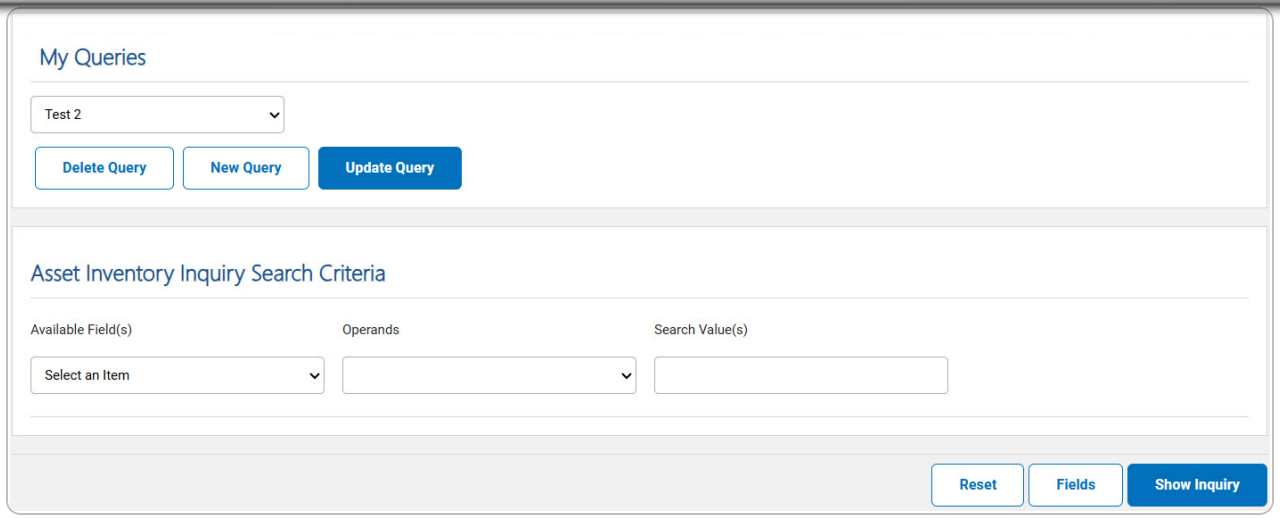
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Asset Inventory Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Asset Inventory 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Asset Inventory Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

xxxx – Please add at least one more search criteria.	Missing Entry. The Field value is missing. Select an Item to proceed.

Related Topics

- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

Search for an Asset Inventory Inquiry — Results

Overview

The Asset Inventory Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Inventory > Asset Inventory > Search Criteria > Show Inquiry > Asset Inventory Inquiry Search Results page

Page Fields

The following fields display on the **Asset Inventory Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Actbl UIC
Asset Id
Asset Pilferable
Cause Lst Inv Dt Chg
Cause Lst Rcl Dt Chg
Cause of Suspt Loss
Custodian Nbr
DoD Serial Nbr
Dollar Amount
Expr Dt
Inv Serial Nbr
Inv Custodian Nbr
Inv Input Type
Inv Loc
Inv Qty
Inv Sub Custodian Nbr
Inv Sub Loc
Inv UIC
Inv User Id
Item Desc
Last Inv Dt/Tm

Loc
Lot Nbr
Mfr Name
Mfr Part Nbr
Mfr Yr
Mfr Model Nbr
Custodian Name
Non-Actbl
Qty
Rcl Inv Input Type
Rcl Inv User Id
Rcl Last Inv Dt
Rcl Loc
Rcl Qty
Rcl Sub Loc
RFID Tag
Serial Nbr
Site Id
Stock Nbr
Sub Custodian Nbr
Sub Loc
Suspt Loss Chg Dt
Suspt Loss Dt
Suspt Loss Sts Cd
Total Cost
UI
UIC
UIC Name
UII

Optional

Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5
Asset Cd
Asset Level Cd
Asset Sts Cd
Cond Cd
Deprn Cd
Deprn Cost Center
Dmil Cd

Embedded Cost
Excess Action Cd
Excess Doc Nbr
Excess Dt
Excess Type Action Cd
Fndng Cost Center
FSC
Haz Mat Cd
Job Order Nbr
Last Tran Dt
Last Updtd By
Lease Cd
Loan Cd
Local Rcpt Dt
Owng Cost Center
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Rcvd By
Remarks
Reportable Cd
Sys Desc
Sys Id
Task Cd
Tran Cd
Tran Doc Nbr
Type Asset Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

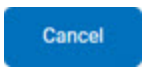
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

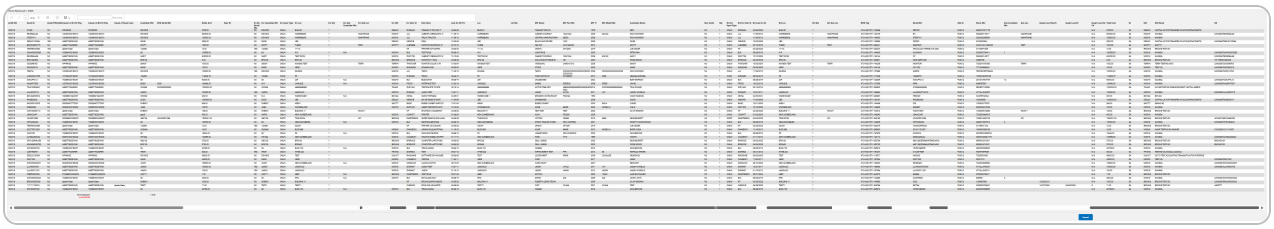
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Results

Selecting  *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.*



Note

To reach the optional fields, refer to the Asset Inventory Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Asset Inventory Inquiry Search Criteria** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the Asset Inventory Inquiry Detail

Select the desired ACTBL UIC row. *The **Asset Inventory Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

Select Fields for the Asset Inventory Inquiry

Overview

The Asset Inventory Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Fields > Asset Inventory Inquiry Fields Selection page

Page Fields

The following fields display on the **Asset Inventory Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Actbl UIC
Asset Id
Asset Pilferable
Cause Lst Inv Dt Chg
Cause Lst Rcl Dt Chg
Cause of Suspt Loss
Custodian Nbr
DoD Serial Nbr
Dollar Amount
Expr Dt
Inv Serial Nbr
Inv Custodian Nbr

Inv Input Type
Inv Loc
Inv Qty
Inv Sub Custodian Nbr
Inv Sub Loc
Inv UIC
Inv User Id
Item Desc
Last Inv Dt/Tm
Loc
Lot Nbr
Mfr Name
Mfr Part Nbr
Mfr Yr
Mfr Model Nbr
Custodian Name
Non-Actbl
Qty
Rcl Inv Input Type
Rcl Inv User Id
Rcl Last Inv Dt
Rcl Loc
Rcl Qty
Rcl Sub Loc
RFID Tag
Serial Nbr
Site Id
Stock Nbr
Sub Custodian Nbr
Sub Loc
Suspt Loss Chg Dt
Suspt Loss Dt
Suspt Loss Sts Cd
Total Cost
UI
UIC
UIC Name
UII

Optional

Agency Defined 1
Agency Defined 2
Agency Defined 3

Agency Defined 4
Agency Defined 5
Asset Cd
Asset Level Cd
Asset Sts Cd
Cond Cd
Deprn Cd
Deprn Cost Center
Dmil Cd
Embedded Cost
Excess Action Cd
Excess Doc Nbr
Excess Dt
Excess Type Action Cd
Fndng Cost Center
FSC
Haz Mat Cd
Job Order Nbr
Last Tran Dt
Last Updtd By
Lease Cd
Loan Cd
Local Rcpt Dt
Owng Cost Center
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Rcvd By
Remarks
Reportable Cd
Sys Desc
Sys Id
Task Cd
Tran Cd
Tran Doc Nbr
Type Asset Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The* ***Asset Inventory 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.
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	Asset Pilferable	Asset Pilferable Flag. Yes or No
☑	Cause Lst Inv Dt Chg	Identifies how the lst inv dt was modified. Program description or Inv List Nbr.
☑	Cause Lst Rcl Dt Chg	Identifies how the Rcl Last Inv Date was modified. Program description of Inv List Nbr.
☑	Cause of Suspt Loss	Identifies the Inv List Nbr or program that most recently changed the suspected loss status code.
☑	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☑	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☑	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☑	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☑	Inv By Serial Nbr	Is asset to be inventoried by Serial Number. Yes or No.
☑	Inv Custodian Nbr	A unique system generated number that identifies the custodian id inventory the associated asset is included on
☑	Inv Input Type	Identifies how the inventory data was entered in the database.
☑	Inv Loc	The physical location of an asset when it was inventoried.
☑	Inv Qty	Inventory Quantity. The quantity for bulk items
☑	Inv Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☑	Inv Sub Loc	The sub location where the asset was last inventoried.
☑	Inv UIC	UIC asset recorded when inventoried
☑	Inv User Id	Identifies the user who last inventoried this asset.
☑	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.
☑	Last Inv Dt/Tm	Last Inventory Date - Date the last official inventory of a particular asset or group of assets was conducted

☑	Non-Actbl	Non Accountable is displayed Yes or No.
☑	Qty	Quantity on hand or transaction quantity
☑	Rcl Inv Input Type	Reconciliation Inventory Input Type. Identifies how the reconciliation data was entered in the database
☑	Rcl Inv User Id	Identifies the user id of who entered the inventory data.
☑	Rcl Last Inv Dt	The date of the last reconciled official inventory of the asset.
☑	Rcl Loc	Location of asset when inventoried reconciled
☑	Rcl Qty	Quantity of asset when inventoried/reconciled
☑	Rcl Sub Loc	Sub Location of asset when inventoried/reconciled
☑	RFID Tag	The tag number for a RFID tag.
☑	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.
☑	Site Id	The active Site Id the user has access to.
☑	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.
☑	Sub Loc	A more specific description of the physical location of an asset within its Location.
☑	Suspt Loss Chg Dt	The date of a Suspected Loss Change
☑	Suspt Loss Dt	The date of a Suspected Loss
☑	Suspt Loss Sts Cd	Indicates the status of an asset that is missing.
☑	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☑	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.
☑	UIC	The UIC of the maintenance activity assigned to service the asset.
☑	UIC Name	A unit, organization, or activity name
☑	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	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.
☐	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.

☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.

☐	Excess Action Cd	Code which indicates the action being taken for the excess asset. Codes (E, P and I) are system generated. For code (W) (Withdraw), there is a Check Box used to withdraw previously reported excess asset.
☐	Excess Doc Nbr	A system generated number that is used to track potential Excess (Prenotification) and Excess notifications asset. This number is generated for either prenotification or excess actions
☐	Excess Dt	Date an asset is documented as excess.
☐	Excess Type Action Cd	Excess Action type code which indicates the action being taken for the excess asset
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	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 Updtd By	Last updated by (user id)
☐	Lease Cd	Indicates the lease status of a particular asset.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Local Rcpt Dt	Date asset received
☐	Owng Cost Center	A code that identifies an organization
☐	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
☐	Rcvd By	The name of the entity that received the asset.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	Sys Desc	The description of the system identification
☐	Sys Id	Used to tie various end items and components together into a system.
☐	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.
☐	Tran Cd	This code identifies the type of transaction processed.
☐	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.
☐	Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.

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

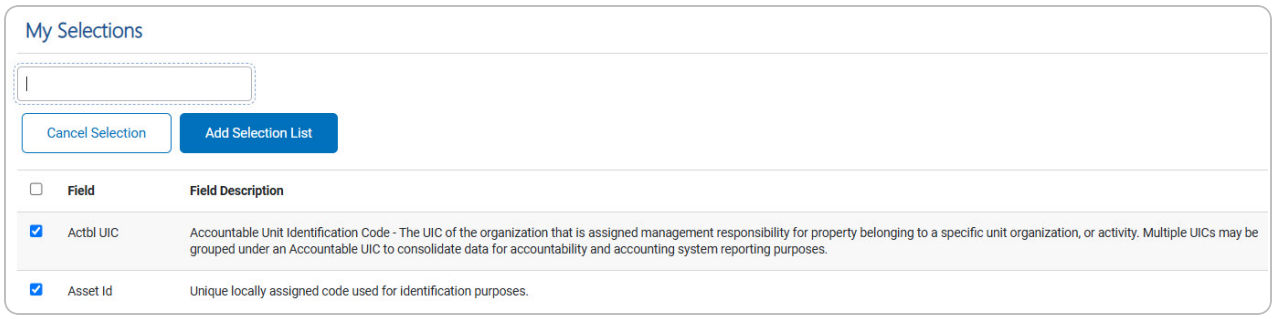
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 [New Selection List]. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting [Cancel Selection] at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select [Add Selection List]. *The page refreshes, and the selected list is added.* [Add Selection List] *is replaced by* [Update Selection List] *and* [Delete Selection List].

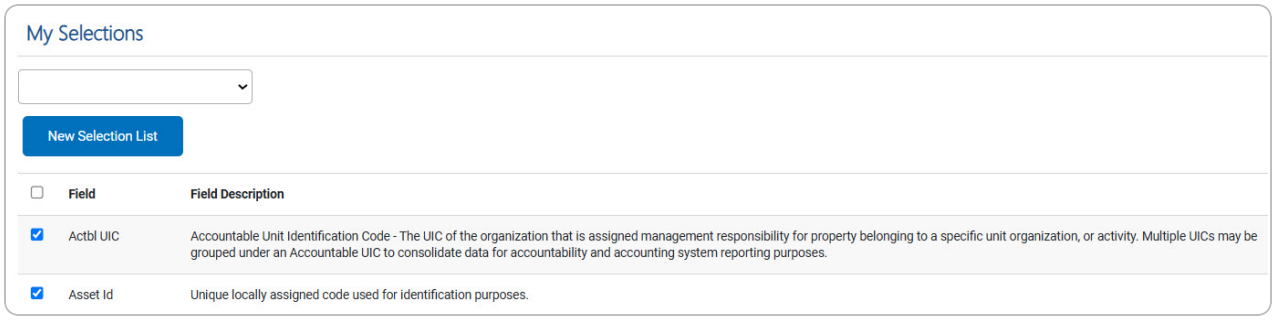
Select Show Inquiry for small volumes of data. *The **Asset Inventory Inquiry — Results** page appears.*

5. **OR**

Select Submit for large volumes of data. *The **Asset Inventory Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

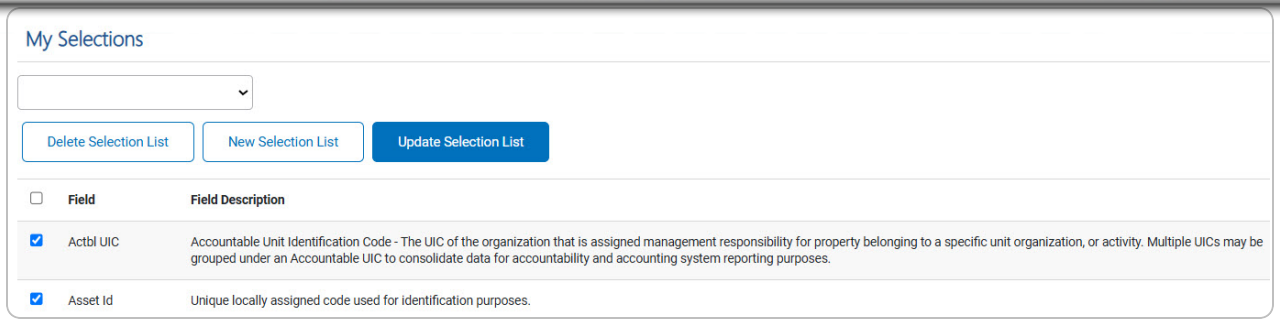
Select Show Inquiry for small volumes of data. *The **Asset Inventory Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Asset Inventory 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

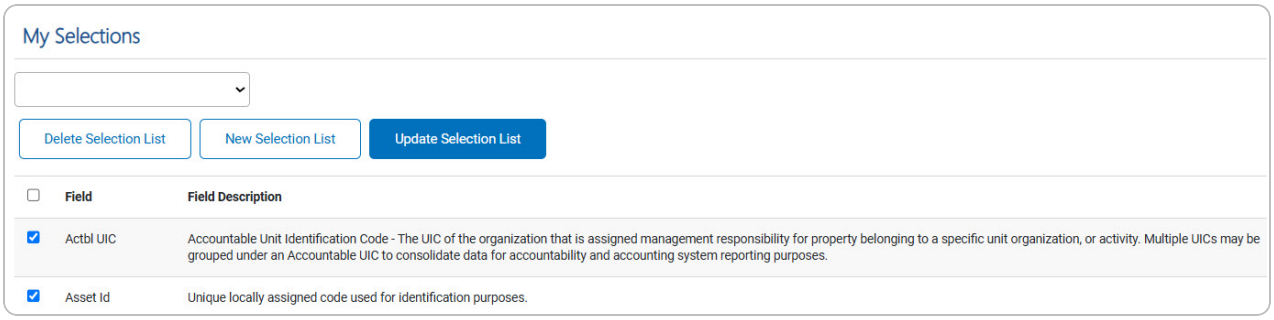
   Select Show Inquiry for small volumes of data. *The* ***Asset Inventory Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Asset Inventory 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.



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The* ***Asset Inventory 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.
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	Asset Pilferable	Asset Pilferable Flag. Yes or No
☑	Cause Lst Inv Dt Chg	Identifies how the lst inv dt was modified. Program description or Inv List Nbr.
☑	Cause Lst Rcl Dt Chg	Identifies how the Rcl Last Inv Date was modified. Program description of Inv List Nbr.
☑	Cause of Suspt Loss	Identifies the Inv List Nbr or program that most recently changed the suspected loss status code.
☑	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☑	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☑	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☑	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☑	Inv By Serial Nbr	Is asset to be inventoried by Serial Number. Yes or No.
☑	Inv Custodian Nbr	A unique system generated number that identifies the custodian id inventory the associated asset is included on
☑	Inv Input Type	Identifies how the inventory data was entered in the database.
☑	Inv Loc	The physical location of an asset when it was inventoried.
☑	Inv Qty	Inventory Quantity. The quantity for bulk items
☑	Inv Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☑	Inv Sub Loc	The sub location where the asset was last inventoried.
☑	Inv UIC	UIC asset recorded when inventoried
☑	Inv User Id	Identifies the user who last inventoried this asset.
☑	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.
☑	Last Inv Dt/Tm	Last Inventory Date - Date the last official inventory of a particular asset or group of assets was conducted

☑	Non-Actbl	Non Accountable is displayed Yes or No.
☑	Qty	Quantity on hand or transaction quantity
☑	Rcl Inv Input Type	Reconciliation Inventory Input Type. Identifies how the reconciliation data was entered in the database
☑	Rcl Inv User Id	Identifies the user id of who entered the inventory data.
☑	Rcl Last Inv Dt	The date of the last reconciled official inventory of the asset.
☑	Rcl Loc	Location of asset when inventoried reconciled
☑	Rcl Qty	Quantity of asset when inventoried/reconciled
☑	Rcl Sub Loc	Sub Location of asset when inventoried/reconciled
☑	RFID Tag	The tag number for a RFID tag.
☑	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.
☑	Site Id	The active Site Id the user has access to.
☑	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.
☑	Sub Loc	A more specific description of the physical location of an asset within its Location.
☑	Suspt Loss Chg Dt	The date of a Suspected Loss Change
☑	Suspt Loss Dt	The date of a Suspected Loss
☑	Suspt Loss Sts Cd	Indicates the status of an asset that is missing.
☑	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☑	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.
☑	UIC	The UIC of the maintenance activity assigned to service the asset.
☑	UIC Name	A unit, organization, or activity name
☑	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	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.
☐	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.

☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.

☐	Excess Action Cd	Code which indicates the action being taken for the excess asset. Codes (E, P and I) are system generated. For code (W) (Withdraw), there is a Check Box used to withdraw previously reported excess asset.
☐	Excess Doc Nbr	A system generated number that is used to track potential Excess (Prenotification) and Excess notifications asset. This number is generated for either prenotification or excess actions
☐	Excess Dt	Date an asset is documented as excess.
☐	Excess Type Action Cd	Excess Action type code which indicates the action being taken for the excess asset
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	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 Updtd By	Last updated by (user id)
☐	Lease Cd	Indicates the lease status of a particular asset.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Local Rcpt Dt	Date asset received
☐	Owng Cost Center	A code that identifies an organization
☐	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
☐	Rcvd By	The name of the entity that received the asset.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	Sys Desc	The description of the system identification
☐	Sys Id	Used to tie various end items and components together into a system.
☐	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.
☐	Tran Cd	This code identifies the type of transaction processed.
☐	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.
☐	Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.

Cancel | Reset | Show Inquiry | Submit

2. Select the fields required for the inquiry. *The first 50 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.

- Verify the ACTBL UICcontains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTBL UIC.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET ID.*
- Verify the Asset Pilferable contains the appropriate ☑ or ☐. *Select if the inquiry contains an Asset Pilferable.*
- Verify the CAUSE LST INV DT CHG contains the appropriate ☑ or ☐. *Select if the inquiry contains a CAUSE LST INV DT CHG.*
- Verify the CAUSE LST RCL DT CHG contains the appropriate ☑ or ☐. *Select if the inquiry contains a CAUSE LST RCL DT CHG.*
- Verify the CAUSE OF SUSPT LOSS contains the appropriate ☑ or ☐. *Select if the inquiry contains a CAUSE OF SUSPT LOSS.*
- Verify the CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a CUSTODIAN NBR.*
- Verify the DOD SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a DOD SERIAL NBR.*
- Verify the DOLLAR AMT contains the appropriate ☑ or ☐. *Select if the inquiry contains a DOLLAR AMT.*
- Verify the EXPR DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an EXPR DT.*

- Verify the INV BY SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV BY SERIAL NBR.*
- Verify the INV CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV CUSTODIAN NBR.*
- Verify the INV INPUT TYPE contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV INPUT TYPE.*
- Verify the INV LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV LOC.*
- Verify the INV QTY contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV QTY.*
- Verify the INV SUB CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV SUB CUSTODIAN NBR.*
- Verify the INV SUB LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV SUB LOC.*
- Verify the INV UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV UIC.*
- Verify the INV USER ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an INV USER ID.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ITEM DESC.*
- Verify the LAST INV DT/TM contains the appropriate ☑ or ☐. *Select if the inquiry contains a LAST INV DT/TM.*
- Verify the LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a LOC.*

- Verify the LOT NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a LOT NBR.*
- Verify the MFR NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR NAME.*
- Verify the MFR PART NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR PART NBR.*
- Verify the MFR YR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR YR.*
- Verify the MFR MODEL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a MFR MODEL NBR.*
- Verify the Custodian Number contains the appropriate ☑ or ☐. *Select if the inquiry contains a Custodian Number.*
- Verify the NON—ACTBL contains the appropriate ☑ or ☐. *Select if the inquiry contains a NON—ACTBL.*
- Verify the QTY contains the appropriate ☑ or ☐. *Select if the inquiry contains a QTY.*
- Verify the RCL INV INPUT TYPE contains the appropriate ☑ or ☐. *Select if the inquiry contains a RCL INV INPUT TYPE.*
- Verify the RCL INV USER ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a RCL INV USER ID.*
- Verify the RCL LAST INV DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a RCL LAST INV DT.*
- Verify the RCL LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a RCL LOC.*

- Verify the RCL QTY contains the appropriate ☑ or ☐. *Select if the inquiry contains a RCL QTY.*
- Verify the RCL SUB LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a RCL SUB LOC.*
- Verify the RFID Tag contains the appropriate ☑ or ☐. *Select if the inquiry contains a RFID Tag.*
- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SERIAL NBR.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the SUB CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUB CUSTODIAN NBR.*
- Verify the SUB LOC contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUB LOC.*
- Verify the SUSPT LOSS CHG DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUSPT LOSS CHG DT.*
- Verify the SUSPT LOSS DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUSPT LOSS DT.*
- Verify the SUSPT LOSS STS CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a SUSPT LOSS STS CD.*
- Verify the Total Cost contains the appropriate ☑ or ☐. *Select if the inquiry contains a Total Cost.*
- Verify the UI contains the appropriate ☑ or ☐. *Select if the inquiry contains a UI.*

- Verify the UIC NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC NAME.*
- Verify the UII contains the appropriate ☑ or ☐. *Select if the inquiry contains a UII.*
- Click ☐ to select the Agency Defined 1. *Select if the inquiry contains agency information.*
- Click ☐ to select the Agency Defined 2. *Select if the inquiry contains agency information.*
- Click ☐ to select the Agency Defined 3. *Select if the inquiry contains agency information.*
- Click ☐ to select the Agency Defined 4. *Select if the inquiry contains agency information.*
- Click ☐ to select the Agency Defined 5. *Select if the inquiry contains agency information.*
- Click ☐ to select the ASSET CD. *Select if the inquiry contains an ASSET CD.*
- Click ☐ to select the ASSET LEVEL CD. *Select if the inquiry contains an ASSET LVL CD.*
- Click ☐ to select the ASSET STS CD. *Select if the inquiry contains an ASSET STS CD.*
- Click ☐ to select the COND CD. *Select if the inquiry contains a COND CD.*
- Click ☐ to select the DEPRN CD. *Select if the inquiry contains a DEPRN CD.*
- Click ☐ to select the DEPRN COST CENTER. *Select if the inquiry contains a DEPRN COST CENTER.*
- Click ☐ to select the DMIL CD. *Select if the inquiry contains a DMIL CD.*

- Click ☐ to select the Embedded Cost. *Select if the inquiry contains an Embedded Cost.*
- Click ☐ to select the EXCESS ACTION CD. *Select if the inquiry contains an EXCESS ACTION CD.*
- Click ☐ to select the EXCESS DOC NBR. *Select if the inquiry contains an EXCESS DOC NBR.*
- Click ☐ to select the Excess DT. *Select if the inquiry contains an Excess DT.*
- Click ☐ to select the EXCESS TYPE ACTION CD. *Select if the inquiry contains an EXCESS TYPE ACTION CD.*
- Click ☐ to select the FNDNG COST CENTER. *Select if the inquiry contains a FNDNG COST CENTER.*
- Click ☐ to select the FSC. *Select if the inquiry contains a FSC.*
- Click ☐ to select the HAZ MAT CD. *Select if the inquiry contains a HAZ MAT CD.*
- Click ☐ to select the JOB ORDER NBR. *Select if the inquiry contains a JOB ORDER NBR.*
- Click ☐ to select theLAST TRAN DT. *Select if the inquiry contains a LAST TRAN DT.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains LAST UPDTD BY information.*
- Click ☐ to select the LEASE CD. *Select if the inquiry contains a LEASE CD.*
- Click ☐ to select the LOAN CD. *Select if the inquiry contains a LOAN CD.*
- Click ☐ to select the LOCAL RCPT DT. *Select if the inquiry contains a LOCAL RCPT DT.*

- Click ☐ to select the OWNG COST CENTER. *Select if the inquiry contains an OWNG COST CENTER.*
- Click ☐ to select the RCPT ACTION CD. *Select if the inquiry contains a RCPT ACTION CD.*
- Click ☐ to select the RCPT ACTION TYPE CD. *Select if the inquiry contains a RCPT ACTION TYPE CD.*
- Click ☐ to select the RCPT DOC NBR. *Select if the inquiry contains a RCPT DOC NBR.*
- Click ☐ to select the RCVD BY. *Select if the inquiry contains RCVD BY information.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the REPORTABLE CD. *Select if the inquiry contains a REPORTABLE CD.*
- Click ☐ to select the SYS DESC. *Select if the inquiry contains a SYS DESC.*
- Click ☐ to select the SYS ID. *Select if the inquiry contains a SYS ID.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains LOAN RCVD BY information.*
- Click ☐ to select the TRAN CD. *Select if the inquiry contains a TRAN CD.*
- Click ☐ to select the TRAN DOC NBR. *Select if the inquiry contains a TRAN DOC NBR.*
- Click ☐ to select the TYPE ASSET CD. *Select if the inquiry contains a TYPE ASSET CD.*

Select Show Inquiry for small volumes of data. *The* ***Asset Inventory Inquiry — Results*** *page appears.*

3.

OR

Select Submit for large volumes of data. *The* ***Asset Inventory Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

View the Asset Inventory Inquiry Detail — Basic

Overview

The Asset Inventory Inquiry Detail - Basic process displays the basic record of the selected Asset Inventory.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Detail — Basic page

Page Fields

The following fields display on the **Asset Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry Detail Grid

Site Id
UIC
Maj Cmd Cd
Operating Unit Name
Stock Nbr
Item Desc
Asset Id
Custodian Nbr
Lot Nbr
Qty
Loc
Acq Cost

Acq Dt
Origl In Svc Dt
Cond Cd
Auth Prop Type Cd
Asset Cd
Embedded Cost
Sys Id
Catalog Pilferable
Non-Actbl
Rcpt Doc Nbr
Estbd Dt
Last Activity Dt
Cause of Suspt Loss
UII
iRAPT/WAWF Shipment Id
iRAPT/WAWF Details
iRAPT/WAWF Receipt
Remarks
Actbl UIC
Process Action
Serial Nbr
Asset Status
Owng Cost Center
LIN/TAMCN Authn
Authorization ID
Authorization Type
Expr Dt
Total Cost
Sub Loc
Avg Unit Cost
Rcpt Dt
Retirement/Dspsl Dt
Asset Level Cd
Asset Sts Cd
HA Asset Id
Action Cd
Asset Pilferable
RPUID
Rcvd By
Estbd By
Last Updtd By
Suspt Loss Sts Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

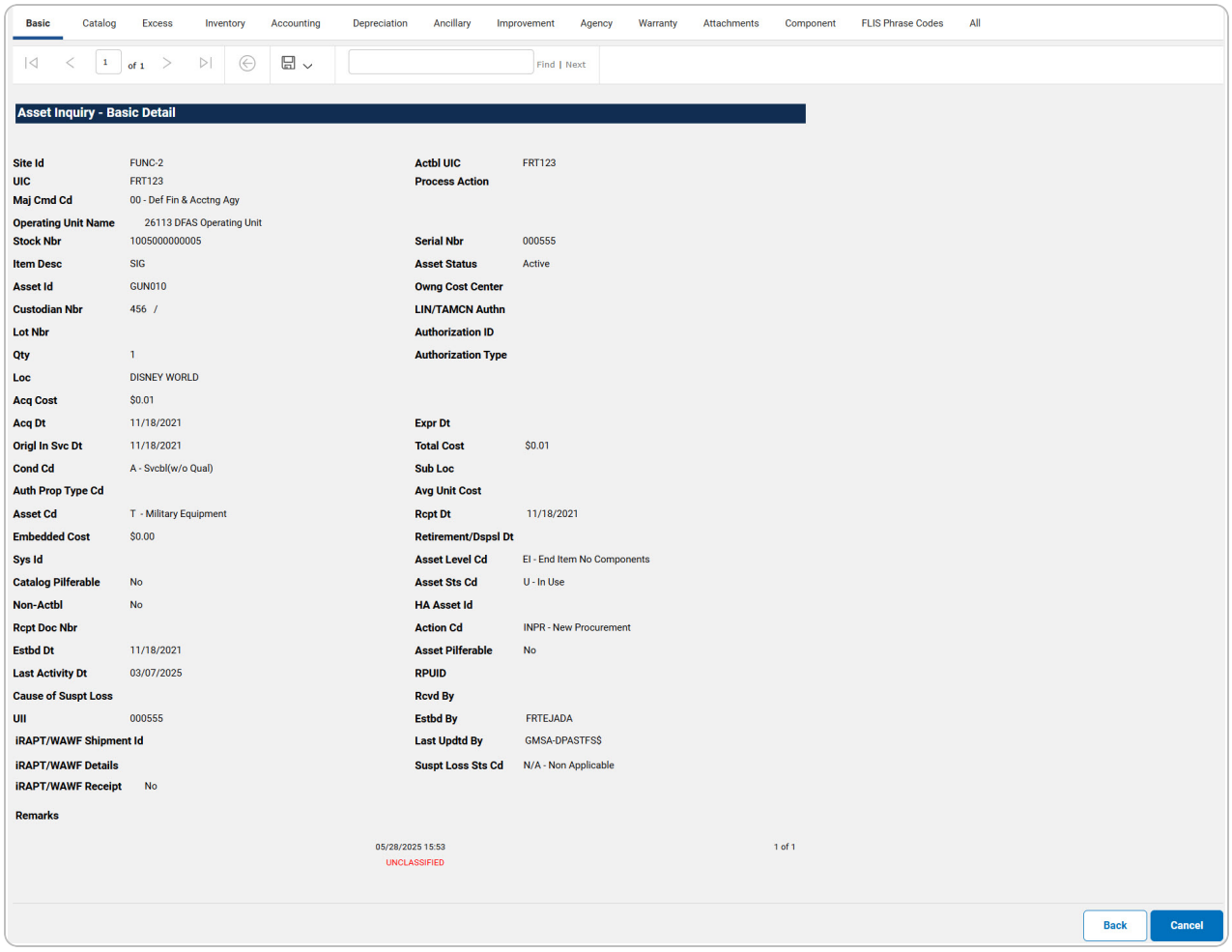
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Basic

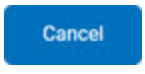
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Basic tab.*



A. *Verify the SITE ID.*
B. *Verify the UIC.*
C. *Verify the MAJOR CMD CD.*
D. *Verify the Operating Unit Name.*
E. *Verify the STOCK NBR.*
F. *Verify the ITEM DESC.*
G. *Verify the ASSET ID.*
H. *Verify the CUSTODIAN NBR.*
I. *Verify the LOT NBR.*
J. *Verify the QTY.*
K. *Verify the LOC.*
L. *Verify the ACQ COST.*
M. *Verify the ACQ DT.*
N. *Verify the ORIGL IN SVC DT.*
O. *Verify the COND CD.*
P. *Verify the AUTHN PROP TYPE CD.*
Q. *Verify the ASSET CD.*
R. *Verify the Embedded Cost.*
S. *Verify the SYS ID.*
T. *Verify the Catalog Pilferable.*
U. *Verify the NON—ACTBL.*
V. *Verify the RCPT DOC NBR.*
W. *Verify the ESTBD DT.*
X. *Verify the Last Activity DT.*
Y. *Verify the Cause of SUSPT Loss.*
Z. *Verify the UII.*
AA. *Verify the IRAPT/WAWF SHIPMENT ID.*
AB. *Verify the IRAPT/WAWF Details.*
AC. *Verify the IRAPT/WAWF Receipt.*
AD. *Verify the Remarks.*
AE. *Verify the ACTBL UIC.*

AF. *Verify the Process Action.*
AG. *Verify the SERIAL NBR.*
AH. *Verify the Asset Status.*
AI. *Verify the OWNG COST CENTER.*
AJ. *Verify the LIN/TAMCN AUTHN.*
AK. *Verify the AUTHORIZATION ID.*
AL. *Verify the Authorization Type.*
AM. *Verify the EXPR DT.*
AN. *Verify the Total Cost.*
AO. *Verify the SUB LOC.*
AP. Verify the AVG UNIT COST.
AQ. *Verify the RCPT DT.*
AR. *Verify the Retirement/DSPSL DT.*
AS. *Verify the ASSET LEVEL CD.*
AT. *Verify the ASSET STS CD.*
AU. *Verify the HA ASSET ID.*
AV. *Verify the ACTION CD.*
AW. *Verify the Asset Pilferable.*
AX. *Verify the RPUID.*
AY. *Verify the RCVD BY.*
AZ. *Verify the ESTBD BY.*
BA. *Verify the LAST UPDTD BY.*
BB. *Verify the SUSPT LOSS STS CD.*

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 **Asset Inventory Inquiry — Criteria** page appears*.

   OR

   Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Excess tab. *The* ***Asset Inquiry Detail — Excess*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset Inquiry Detail — Depreciation*** *page appears*.

OR

Select the Ancillary tab. *The* ***Asset Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Improvement tab. *The* ***Asset Inquiry Detail — Improvement*** *page appears*.

OR

Select the Agency tab. *The* ***Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Warranty tab. *The* ***Asset Inquiry Detail — Warranty*** *page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attribute tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inventory Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — Attributes
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

View the Asset Inventory Inquiry Detail — Catalog

Overview

The Asset Inventory Inquiry Detail - Catalog process displays the Catalog record of the selected Asset Inventory.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Catalog Tab > Asset Inquiry — Catalog Detail

Page Fields

The following fields display on the **Asset Inquiry Detail — Catalog** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Catalog Detail Grid

Asset Id
Stock Nbr
Item Desc
Serial Nbr

Catalog Grid

FSC
Type Asset Cd
ACC
Dmil Cd
Calibration Cd

Acq Program
Type Dsg Cd
Fdcry Deprn Mthd Cd
Reportable Cd
IT Device Cd
ARC
CIIC
Sply Cat Mat Cd
LIN/TAMCN
Util Measure Cd
Util Svc Life

MFR Grid

Mfr Name
Mfr Part Nbr
Non-Actbl
DoD Serial Nbr
Mfr Model Nbr
CAGE Cd
Mfr Yr
Equivalence

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

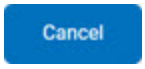
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

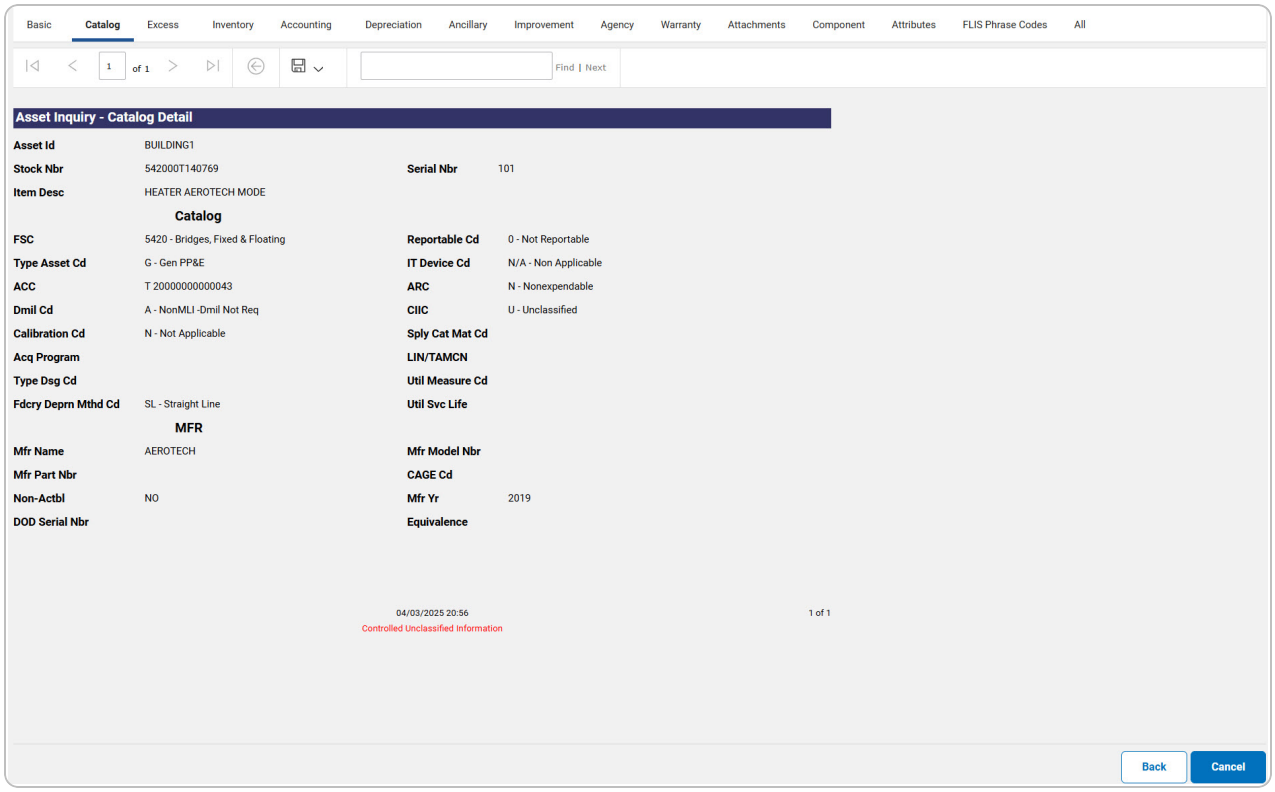
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Catalog

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Catalog tab. *The **Asset Inquiry - Catalog Detail** page appears.*



A. *Verify the ASSET ID.*

B. *Verify the STOCK NBR.*

C. *Verify the ITEM DESC.*

D. *Verify the SERIAL NBR.*

E. *Verify the Catalog section.*

   a. *Verify the FSC.*

   b. *Verify the TYPE ASSET CD.*

   c. *Verify the ACC.*

   d. *Verify the DMIL CD.*

   e. *Verify the CALIBRATION CD.*

   f. *Verify the ACQ PROGRAM.*

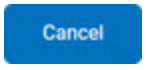
   g. *Verify the TYPE DSG CD.*

   h. *Verify the REPORTABLE CD.*

   i. *Verify the IT DEVICE CD.*

j. *Verify the ARC.*
k. *Verify the CIIC.*
l. *Verify the SPLY CAT MAT CD.*
m. *Verify the LIN/TAMCN.*
n. *Verify the UTIL MEASURE CD.*
o. *Verify the UTIL SVC LIFE.*

F. *Verify the MFR section.*
a. *Verify the MFR NAME.*
b. *Verify the MFR PART NBR.*
c. *Verify the NON—ACTBL.*
d. *Verify the DOD SERIAL NBR.*
e. *Verify the MFR MODEL NBR.*
f. *Verify the CAGE CD.*
g. *Verify the MFR YR.*
h. *Verify the Equivalence.*

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 **Asset Inventory Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attribute tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inventory Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — Attributes
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

View the Asset Inventory Inquiry Detail — Excess

Overview

The Asset Inventory Inquiry Detail - Excess process displays the Excess record of the selected Asset Inventory.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Excess Tab > Asset Inquiry — Excess Detail

Page Fields

The following fields display on the **Asset Inquiry Detail — Excess** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Excess Detail Grid

Asset Id
Stock Nbr
Item Desc
Excess Action Cd
Excess Dt
Mat Doc Id
Serial Nbr
Excess Remv Dt
Dspsl Doc Nbr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

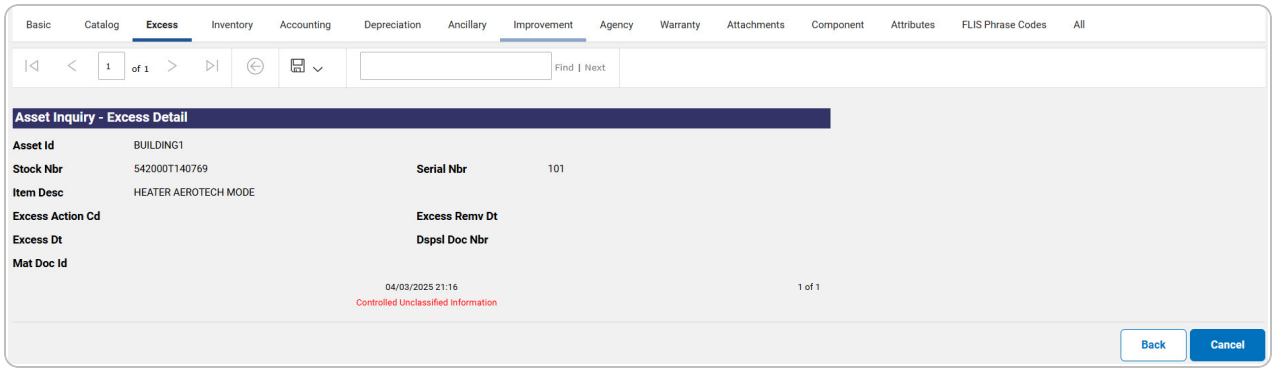
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Excess

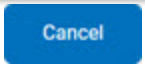
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Excess tab. *The* ***Asset Inquiry - Excess Detail*** *page appears.*



   A. *Verify the ASSET ID.*
   B. *Verify the STOCK NBR.*
   C. *Verify the ITEM DESC.*
   D. *Verify the EXCESS ACTION CD.*
   E. *Verify the EXCESS DT.*
   F. *Verify the MAT DOC ID.*
   G. *Verify the SERIAL NBR.*
   H. *Verify the EXCESS REMV DT.*
   I. *Verify the DSPSL DOC NBR.*

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* ***Asset Inventory Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Catalog tab. *The* ***Asset Inquiry Detail — Catalog*** *page appears*.

OR

Select the Inventory tab. *The* ***Asset Inquiry Detail — Inventory*** *page appears*.

OR

Select the Accounting tab. *The* ***Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Depreciation tab. *The* ***Asset Inquiry Detail — Depreciation*** *page appears*.

OR

Select the Ancillary tab. *The* ***Asset Inquiry Detail — Ancillary*** *page appears*.

OR

Select the Improvement tab. *The* ***Asset Inquiry Detail — Improvement*** *page appears*.

OR

Select the Agency tab. *The* ***Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

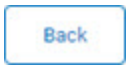
OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select 

. *The **Asset Inventory 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — Attributes
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

View the Asset Inventory Inquiry Detail — Inventory

Overview

The Asset Inventory Inquiry Detail - Inventory process displays the Inventory record of the selected Asset Inventory.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Inventory Tab > Asset Inquiry — Inventory Detail

Page Fields

The following fields display on the **Asset Inquiry Detail — Inventory** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Inventory Detail Grid

Asset Id
Serial Nbr
UIC
Maj Custodian Nbr
Sub Custodian Nbr
Item Desc
Qty
Loc
Sub Loc
RFID Tag
RFID Location Name

Inv User Id
Inv Input Type
Rcl Last Inv Dt/Tm
Rcl Qty
Rcl Loc
Suspt Loss Sts Cd
Suspt Loss Dt
Suspt Loss Chg Dt
Stock Nbr
Inv By Serial Nbr
Inv UIC
Inv Maj Custodian Nbr
Inv Sub Custodian Nbr
Inv Qty
Inv Loc
Inv Sub Loc
Last Inv Dt/Tm
Cause Lst Inv Dt Chg
Rcl Inv User Id
Rcl Inv Input Type
Cause Lst Rcl Dt Chg
Rcl Sub Loc
Cause of Suspt Loss

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired

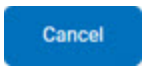
	page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

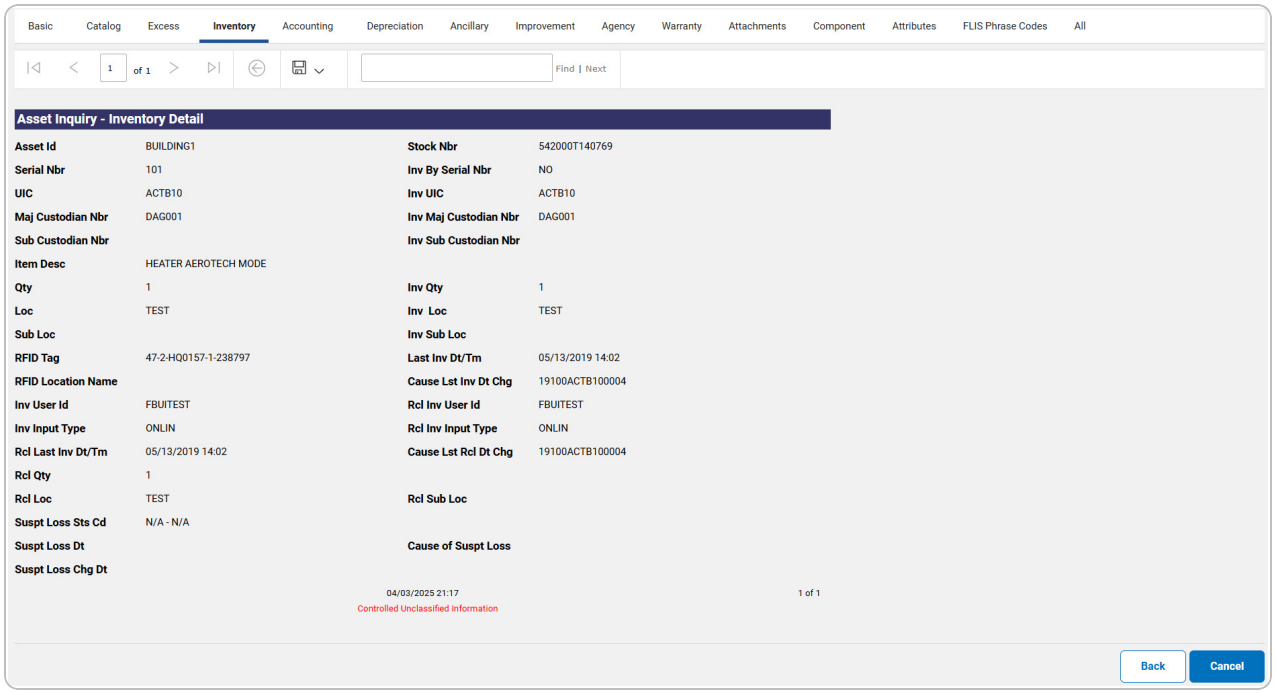
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Inventory

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Inventory tab. *The **Asset Inquiry - Inventory Detail** page appears.*



A. *Verify the ASSET ID.*
B. *Verify the SERIAL NBR.*
C. *Verify the UIC.*
D. *Verify the MAJ CUSTODIAN NBR.*
E. *Verify the SUB CUSTODIAN NBR.*
F. *Verify the ITEM DESC.*
G. *Verify the QTY.*
H. *Verify the LOC.*
I. *Verify the SUB LOC.*
J. *Verify the RFID Tag.*
K. *Verify the RFID Location Name.*
L. *Verify the INV USER ID.*
M. *Verify the INV INPUT TYPE.*
N. *Verify the RCL LAST INV DT/TM.*
O. *Verify the RCL QTY.*
P. *Verify the RCL LOC.*

Q. *Verify the SUSPT LOSS STS CD.*

R. *Verify the SUSPT LOSS DT.*

S. *Verify the SUSPT LOSS CHG DT.*

T. *Verify the STOCK NBR.*

U. *Verify the INV BY SERIAL NBR.*

V. *Verify the INV UIC.*

W. *Verify the INV MAJ CUSTODIAN NBR.*

X. *Verify the INV SUB CUSTODIAN NBR.*

Y. *Verify the INV QTY.*

Z. *Verify the INV LOC.*

AA. *Verify theINV SUB LOC.*

AB. *Verify the LAST INV DT/TM.*

AC. *Verify the CAUSE LST INV DT CHG.*

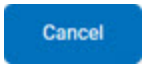
AD. *Verify the RCL INV USER ID.*

AE. *Verify the RCL INV INPUT TYPE.*

AF. *Verify the CAUSE LST RCL DT CHG.*

AG. *Verify the RCL SUB LOC.*

AH. *Verify the CAUSE OF SUSPT LOSS.*

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 **Asset Inventory Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inventory Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — Attributes
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

View the Asset Inventory Inquiry Detail — Accounting

Overview

The Asset Inventory Inquiry Detail - Accounting process displays the Accounting record of the selected Asset.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Accounting Tab > Asset Inquiry — Accounting Detail page

Page Fields

The following fields display on the **Asset Inquiry Detail — Accounting** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Accounting Detail Grid

Accounting Grid

Asset Id
Stock Nbr
Item Desc
Acq Cost
Asset Cd
Acct Rpt Nbr
Fndng Cost Center
Task Cd

Job Order Nbr
Fund Cd/ASN
Dept Cd
Basic Symbol
Obj Class Cd
Program/Project
Serial Nbr
Acq Dt
Deprn Cd
Cptl Cd
Deprn Exp Cd
Transfer Type Cd
Trading Partner Nbr
Type Fund Id
Program Yr
Subhead
LOA

Loan Grid

Loan Cd
Loaning DoDAAC/CAGE Cd
Activity
Acty Address 1
Acty Address 2
City
ZIP Cd
Loan Start Dt
Mode of Shipment
TCN
Loan Rcvd By
Loan Notify Cd
Contract Nbr
State
Country Cd
Loan End Dt
Shipment Dt
Loan Rcvd Dt

Lease Grid

Lease Cd
Activity
Acty Address 1
Acty Address 2

City
ZIP Cd
Lease Start Dt
State
Country Cd
Lease End Dt

Contract Grid

Oblign Doc Nbr
SPIIN
SLIN
Cntr/PO Nbr
CLIN
ACRN

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

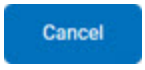
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

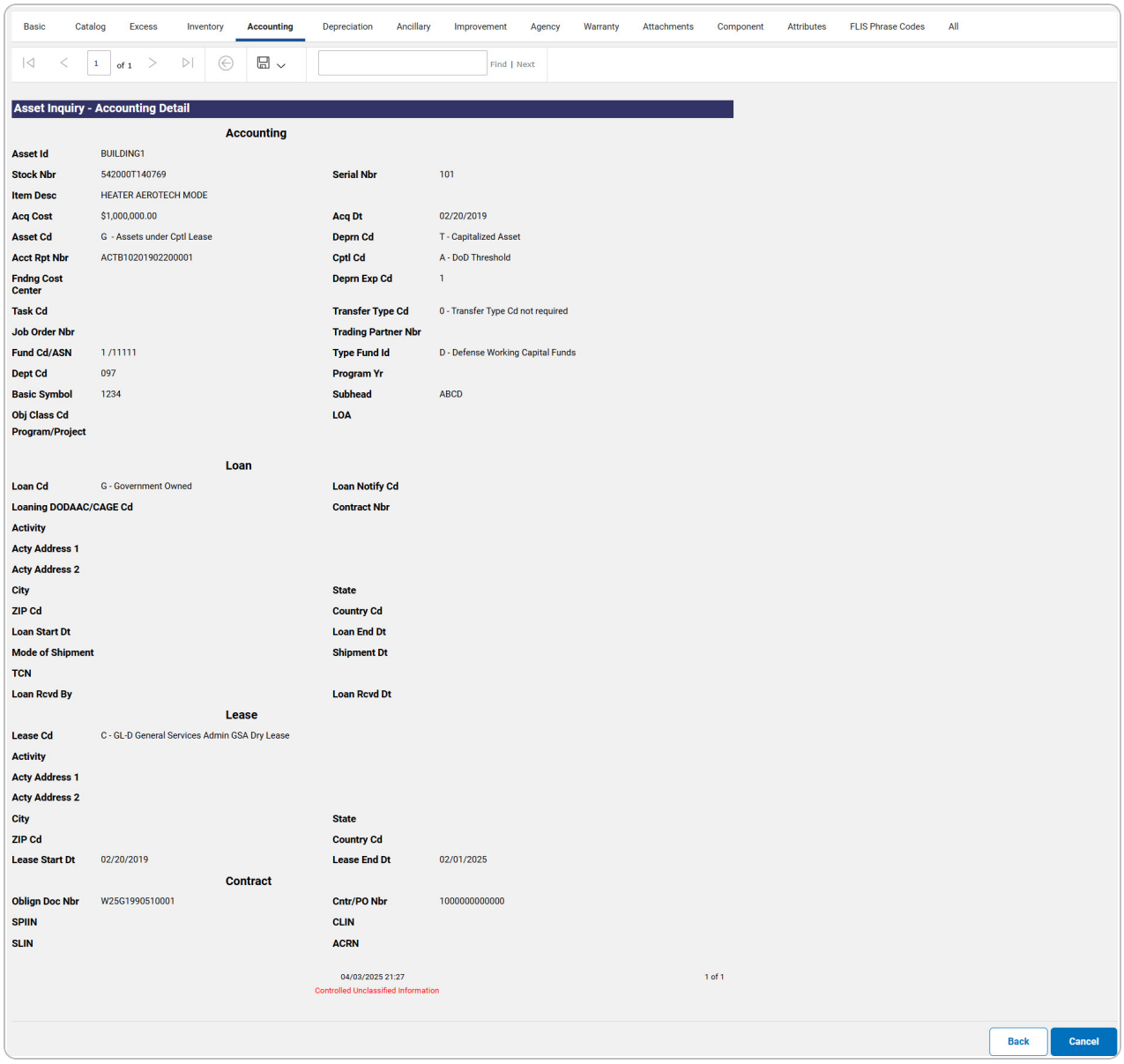
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Accounting

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Accounting tab. *The **Asset Inquiry - Accounting Detail** page appears.*



A. *Verify the Accounting section.*

   a. *Verify the ASSET ID.*

   b. *Verify the STOCK NBR.*

   c. *Verify the ITEM DESC.*

   d. *Verify the ACQ COST.*

   e. *Verify the ASSET CD.*

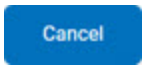
f. *Verify the ACCT RPT NBR.*
g. *Verify the FNDNG COST CENTER.*
h. *Verify the TASK CD.*
i. *Verify the JOB ORDER NBR.*
j. *Verify the FUND CD/ASN.*
k. *Verify the DEPT CD.*
l. *Verify the Basic Symbol.*
m. *Verify the OBJ CLASS CD.*
n. *Verify the Program/Project.*
o. *Verify the SERIAL NBR.*
p. *Verify the ACQ DT.*
q. *Verify the DEPRN CD.*
r. *Verify the CPTL CD.*
s. *Verify the DEPRN EXP CD.*
t. *Verify the TRANSFER TYPE CD.*
u. *Verify the TRADING PARTNER NBR.*
v. *Verify the TYPE FUND ID.*
w. *Verify the Program YR.*
x. *Verify the SUBHEAD.*
y. *Verify the LOA.*

B. *Verify the Loan section*
a. *Verify the LOAN CD.*
b. *Verify the LOANING DODAAC/CAGE CD.*
c. *Verify the Activity.*
d. *Verify the ACTY Address 1.*
e. *Verify the ACTY Address 2.*
f. *Verify the City.*
g. *Verify the ZIP CD.*
h. *Verify the LOAN START DT.*
i. *Verify the Mode of Shipment.*
j. *Verify the TCN.*

k. *Verify the LOAN RCVD BY.*
l. *Verify theLOAN NOTIFY CD.*
m. *Verify the CONTRACT NBR.*
n. *Verify the State.*
o. *Verify the COUNTRY CD.*
p. *Verify the LOAN END DT.*
q. *Verify the SHIPMENT DT.*
r. *Verify the LOAN RCVD DT.*

C. *Verify the Lease section.*
a. *Verify the Lease Code.*
b. *Verify the Activity.*
c. *Verify the ACTY Address 1.*
d. *Verify the ACTY Address 2.*
e. *Verify the City.*
f. *Verify the ZIP CD.*
g. *Verify the LEASE START DT.*
h. *Verify the State.*
i. *Verify the COUNTRY CD.*
j. *Verify the LEASE END DT.*

D. *Verify the Contract section.*
a. *Verify the OBLIGN DOC NBR.*
b. *Verify the SPIIN.*
c. *Verify the SLIN.*
d. *Verify the CNTR/PO NBR.*
e. *Verify the CLIN.*
f. *Verify the ACRN.*

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* ***Asset Inventory Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inventory Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — Attributes
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

View the Asset Inventory Inquiry Detail — Depreciation

Overview

The Asset Inventory Inquiry Detail - Depreciation process displays the Depreciation record of the selected Asset Inventory.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Depreciation Tab > Asset Inquiry — Depreciation Detail

Page Fields

The following fields display on the **Asset Inquiry Detail — Depreciation** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Depreciation Detail Grid

Asset Id
Stock Nbr
Item Desc
Deprn Sts Cd
Activation Dt
Deprn Period
Deprn Period Days
Deprn Util Period
Deprn SL Rebsln
Deprn SL Lst Rebsln

Prr Deprn SL Rebsln
Total Cost
Accumd Deprn
Current Mth Deprn
Slvg Value
Deprn Cost Center
Deprn Job Order Nbr
Serial Nbr
Deprn Exp Cd
Fdcry Deprn Mthd Cd
Deprn Util Svc Life
Deprn Util Qty
Prr Deprn Util Qty
Deprn AB Rebsln
Deprn AB Lst Rebsln
Prr Deprn AB Rebsln
Net Book Value
Prior Deprn
FY Cost
Write Down Amt
Deprn Task Cd
Util Measr Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

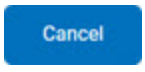
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

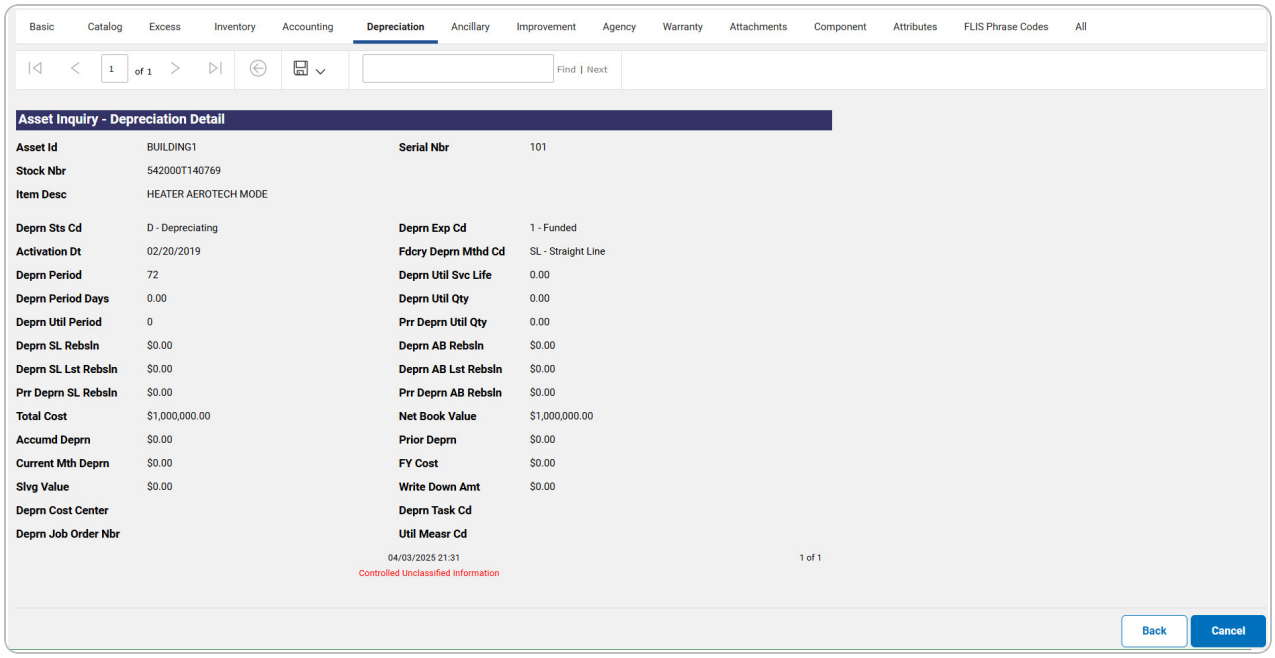
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Depreciation

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Depreciation tab. *The **Asset Inquiry - Depreciation Detail** page appears.*



A. *Verify the ASSET ID.*

B. *Verify the STOCK NBR.*

C. *Verify the ITEM DESC.*

D. *Verify the DEPRN STS CD.*

E. *Verify the ACTIVATION DT.*

F. *Verify the DEPRN PERIOD.*

G. *Verify the DEPRN PRD DAYS.*

H. *Verify the DEPRN UTIL PERIOD.*

I. *Verify the DEPRN SL REBSLN.*

J. *Verify the DEPRN SL LST REBSLN.*

K. *Verify the PRR DEPRN SL REBSLN.*

L. *Verify the Total Cost.*

M. *Verify the ACCUMD DEPRN.*

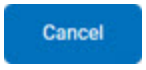
N. *Verify the CURRENT MNTH DEPRN.*

O. *Verify the SLVG Value.*

P. *Verify the DEPRN COST CENTER.*

Q. *Verify the DEPRN JOB ORDER NBR.*

R. *Verify the SERIAL NBR.*
S. *Verify the DEPRN EXP CD.*
T. *Verify the FDCRY DEPRN MTHD CD.*
U. *Verify the DEPRN UTIL SVC LIFE.*
V. *Verify the DEPRN UTIL QTY.*
W. *Verify the PRR DEPRN UTIL QTY.*
X. *Verify the DEPRN AB REBSLN.*
Y. *Verify the DEPRN AB LST REBSLN.*
Z. *Verify the PRR DEPRN AB REBSLN.*
AA. *Verify the Net Book Value.*
AB. *Verify the PRIOR DEPRN.*
AC. *Verify the FY COST.*
AD. *Verify the WRITE DOWN AMT.*
AE. *Verify the DEPRN TASK CD.*
AF. *Verify the UTIL MEASR CD.*

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 **Asset Inventory Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

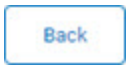
OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select 

. *The **Asset Inventory 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — Attributes
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

View the Asset Inventory Inquiry Detail — Ancillary

Overview

The Asset Inventory Inquiry Detail - Ancillary process displays the Ancillary record of the selected Asset.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Detail — Ancillary page

Page Fields

The following fields display on the **Asset Inquiry Detail — Ancillary** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Ancillary Detail Grid

Asset Id
Stock Nbr
Serial Nbr
Item Desc
Impv Nbr
UIC
Ancillary Type
Ancillary Cost
Acq Dt
Cntr/PO Nbr
SPIIN
CLIN

SLIN
ACRN
Estbd Dt
Estbd By
Last Activity Dt
Last Updtd By
Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

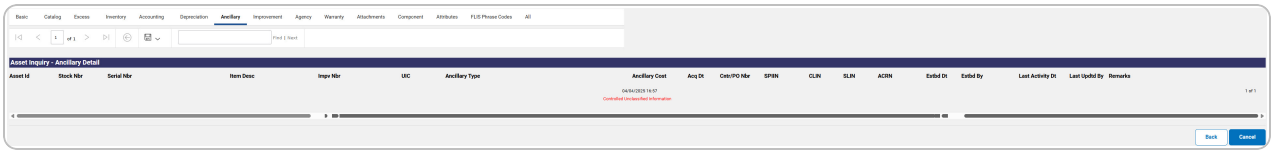
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Ancillary

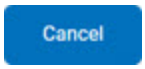
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Ancillary tab. *The **Asset Inquiry - Ancillary Detail** page appears.*



A. *Verify the ASSET ID.*
B. *Verify the STOCK NBR.*
C. *Verify the SERIAL NBR.*
D. *Verify the ITEM DESC.*
E. *Verify the IMPV NBR.*
F. *Verify the UIC.*
G. *Verify the Ancillary Type.*
H. *Verify the Ancillary Cost.*
I. *Verify the ACQ DT.*
J. *Verify the CNTR/PO NBR.*
K. *Verify the CUSTODIAN NBR.*

L. *Verify the LOT NBR.*
M. *Verify the QTY.*
N. *Verify the LOC.*
O. *Verify the ACQ COST.*
P. *Verify the CNTR/PO NBR.*
Q. *Verify the SPIIN.*
R. *Verify the CLIN.*
S. *Verify the SLIN.*
T. *Verify the ACRN.*
U. *Verify the ESTBD DT.*
V. *Verify the ESTBD BY.*
W. *Verify the LAST ACTIVITY DT.*
X. *Verify the LAST UPDTD BY.*
Y. *Verify the Remarks.*

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 **Asset Inventory Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

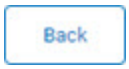
OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select 

. *The **Asset Inventory 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — Attributes
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

View the Asset Inventory Inquiry Detail — Improvement

Overview

The Asset Inventory Inquiry Detail - Improvement process displays the Improvement record of the selected Asset Inventory.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Improvement Tab > Asset Inquiry — Improvement Detail

Page Fields

The following fields display on the **Asset Inquiry Detail — Improvement** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Improvement Detail Grid

Impv Nbr
Impv Cost
ACC
Eff Dt
Estbd Dt
Estbd By
Last Activity Dt
Last Updtd By
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

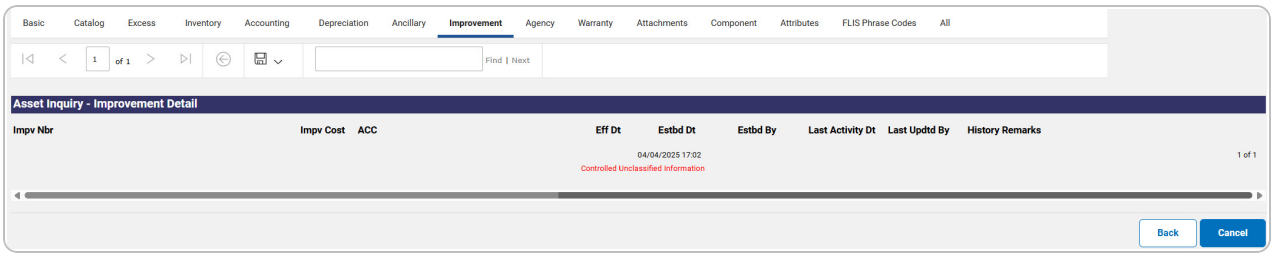
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Improvement

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. *Verify the Improvement tab.*



   A. *Verify the* IMPV NBR.
   B. *Verify the* IMPV COST.
   C. *Verify the ACC.*
   D. *Verify the* EFF DT.
   E. *Verify the* ESTBD DT.
   F. *Verify the* ESTBD BY.
   G. *Verify the* LAST ACTIVITY DT.
   H. *Verify the* LAST UPDTD BY.
   I. *Verify the History Remarks.*

2. Select the save icon 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* ***Asset Inventory Inquiry — Criteria*** *page appears.*

   OR

   Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears.*

   OR

   Select the Excess tab. *The* ***Asset Inquiry Detail — Excess*** *page appears.*

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inventory Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — Attributes
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

View the Asset Inventory Inquiry Detail — Agency

Overview

The Asset Inventory Inquiry Detail - Agency process displays the Agency record of the selected Asset Inventory.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Agency Tab > Asset Inquiry — Agency Detail page

Page Fields

The following fields display on the **Asset Inquiry Detail — Agency** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Agency Detail Grid

Agency Label 1
Agency Label 2
Agency Label 3
Agency Label 4
Agency Label 5
Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

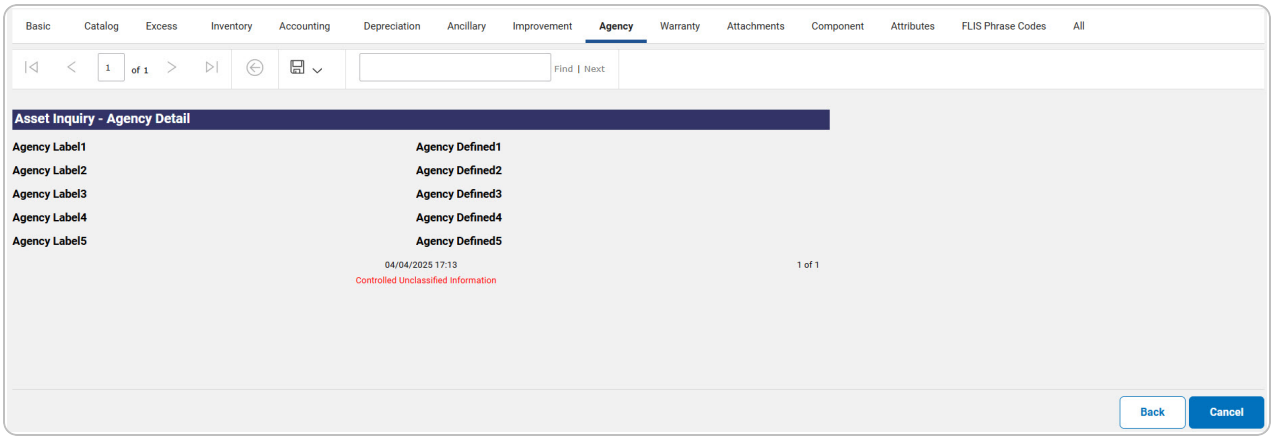
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

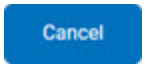
Export the Asset Inventory Inquiry Detail — Agency

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Agency tab. *The* ***Asset Inquiry - Agency Detail*** *page appears.*



A. *Verify the Agency Label 1.*
B. *Verify the Agency Label 2.*
C. *Verify the Agency Label 3.*
D. *Verify the Agency Label 4.*
E. *Verify the Agency Label 5.*
F. *Verify the Agency Defined 1.*
G. *Verify the Agency Defined 2.*
H. *Verify the Agency Defined 3.*
I. *Verify the Agency Defined 4.*
J. *Verify the Agency Defined 5.*

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 **Asset Inventory Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inventory 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — Attributes
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status

- Export the Asset Inventory Inquiry Transaction Status

View the Asset Inventory Inquiry Detail — Warranty

Overview

The Asset Inventory Inquiry Detail - Warranty process displays the Warranty record of the selected Asset.

Navigation

Inquiries > Asset Management > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Warranty Tab > Asset Inquiry — Warranty Detail page

Page Fields

The following fields display on the **Asset Inquiry Detail — Warranty** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Warranty Detail Grid

Clause Desc
CAGE Cd
Contract Nbr
Dlvy Ord Nbr
CLIN
SLIN
Clause Terms

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

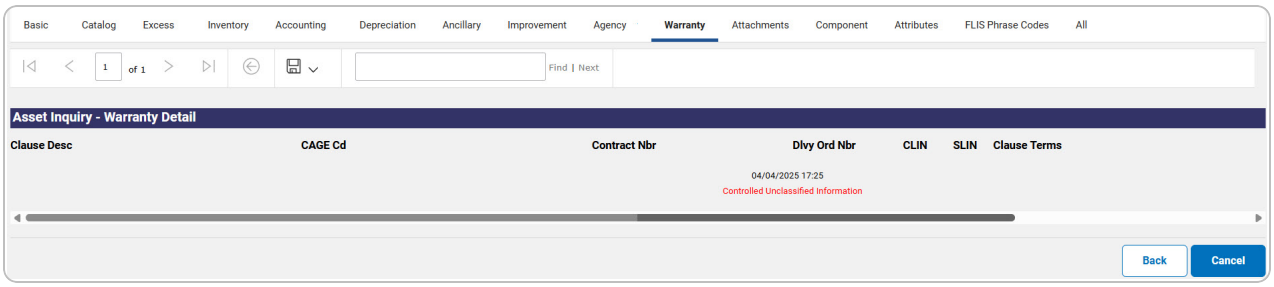
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Warranty

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Warranty tab. *The* ***Asset Inquiry - Warranty Detail*** *page appears.*



   A. *Verify the CLAUSE DESC.*
   B. *Verify the CAGE CD.*
   C. *Verify the CONTRACT NBR.*
   D. *Verify the DLVY ORD NBR.*
   E. *Verify the CLIN.*
   F. *Verify the SLIN.*
   G. *Verify the Clause Terms.*

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* ***Asset Inventory Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Excess tab. *The* ***Asset Inquiry Detail — Excess*** *page appears*.

   OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inventory Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — Attributes
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

View the Asset Inventory Inquiry Detail — Attachments

Overview

The Asset Inventory Inquiry Detail - Attachments process displays the Attachments record of the selected Asset Inventory.

Navigation

Inquiries > Inventory > Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Attachments Tab > Asset Inquiry — Attachment View page

Page Fields

The following fields display on the **Asset Inquiry Detail — Attachment** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Attachment View Grid

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

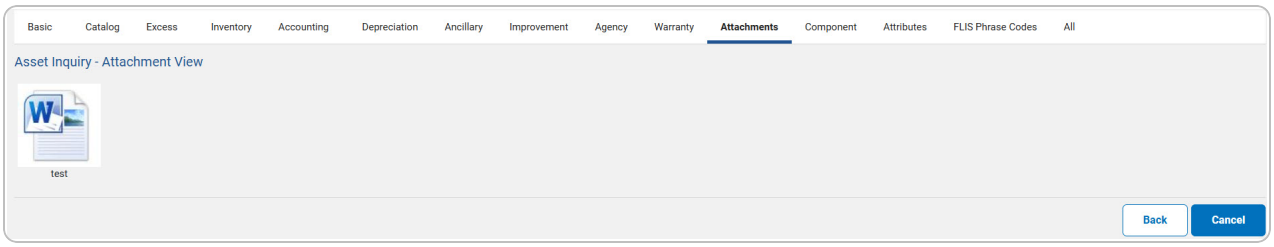
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Attachment

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Attachments tab. *The* ***Asset Inquiry - Attachment View*** *page appears.*
2. 

   A. *Verify the Attachment(s).*

      A. *Select* test *. The Attachment Viewer/Delete pop-up window opens. The procedure leaves the application.*

      B. Follow the prompts provided by the computer.

3. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
4. Follow the prompts provided by the computer.
5. Select Cancel. *The* ***Asset Inventory Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Excess tab. *The* ***Asset Inquiry Detail — Excess*** *page appears*.

   OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

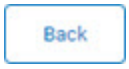
OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select 

. *The **Asset Inventory 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — Attributes
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

View the Asset Inventory Inquiry Detail — Component

Overview

The Asset Inventory Inquiry Detail - Component process displays the Component record of the selected Asset Inventory.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Component Tab > Asset Inquiry — Component View Detail page

Page Fields

The following fields display on the **Asset Inquiry Detail — Component** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Component View Detail Grid

Asset Id
Stock Nbr
Loc
Serial Nbr
Item Desc
Custodian Nbr
Loan Cd
Sys Id
Suspt Loss Sts Cd
Level

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

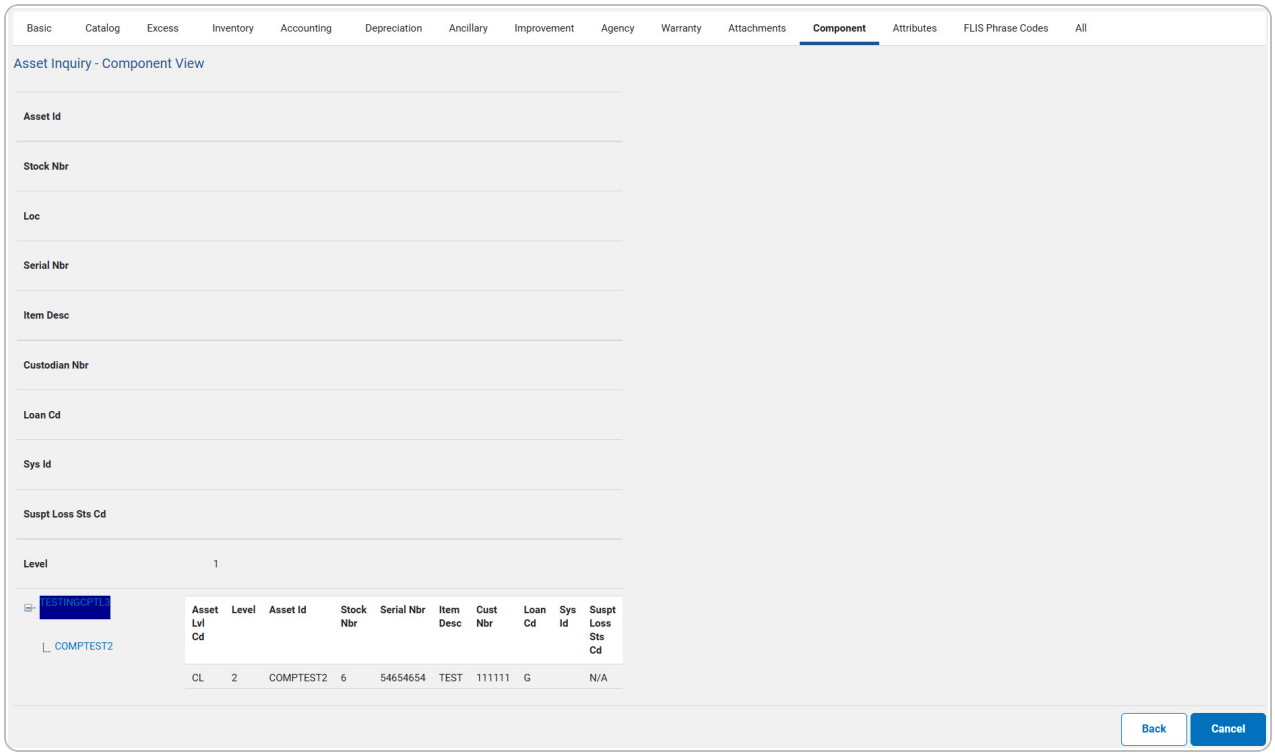
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — Component

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Component tab. *The* ***Asset Inquiry - Component Detail*** *page appears.*



A. *Verify the ASSET ID.*

B. *Verify the STOCK NBR.*

C. *Verify the LOC.*

D. *Verify the SERIAL NBR.*

E. *Verify the ITEM DESC.*

F. *Verify the CUSTODIAN NBR.*

G. *Verify the LOAN CD.*

H. *Verify the SYS ID.*

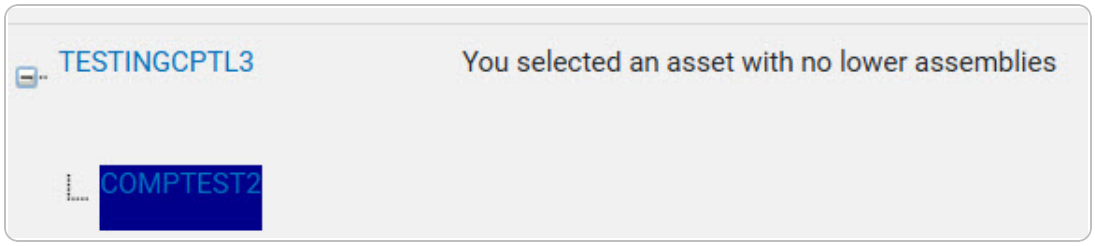
I. *Verify the SUSPT LOSS STS CD.*

J. *Verify the Level.*

K. *Verify the LOT NBR.*

L. Select the hyperlink to view lower assemblies. *The lower assemblies details appear.*

Note



appears when the selected asset is not associated with lower assemblies.

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 **Asset Inventory Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Asset Inquiry Detail — Basic** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Attribute tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inventory Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Attributes
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

View the Asset Inventory Inquiry Detail — Attributes

Overview

The Asset Inventory Inquiry Detail - Attributes process displays the Attributes record of the selected Asset Inventory.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > Attributes tab > Asset Inquiry Detail — Attributes page

Note

The Attributes Tab appears after selecting one of the following tabs:

- Excess
- Inventory
- Accounting
- Depreciation
- Ancillary
- Improvement
- Agency
- Warranty
- Attachments
- Components

Page Fields

The following fields display on the **Asset Inquiry Detail — Attributes** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Attributes Detail Grid

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

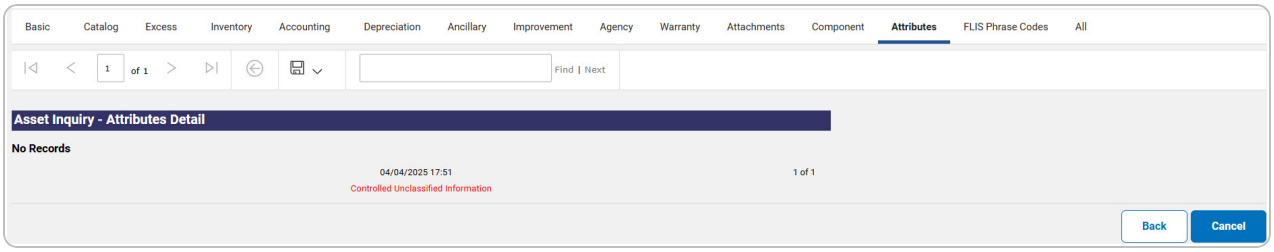
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inquiry Detail — Attributes

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Attributes tab. *The* ***Asset Inquiry - Attributes Detail*** *page appears.*



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* ***Asset Inventory Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the FLIS Phrase Codes tab. *The **Asset Inquiry Detail — FLIS Phrase Codes** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inventory Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

View the Asset Inventory Inquiry Detail — FLIS Phrase Codes

Overview

The Asset Inventory Inquiry Detail - FLIS Phrase Codes process displays the FLIS Phrase Codes record of the selected Asset Inventory.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Asset Inquiry Basic > FLIS Phrase Codes tab > Asset Inquiry Detail — FLIS Phrase Codes page

Page Fields

The following fields display on the **Asset Inquiry Detail — FLIS Phrase Codes** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry — Phrase Codes Detail Grid

Stock Number
Phrase Type Cd
Phrase Statement
Related NSN
Tech Doc Number

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

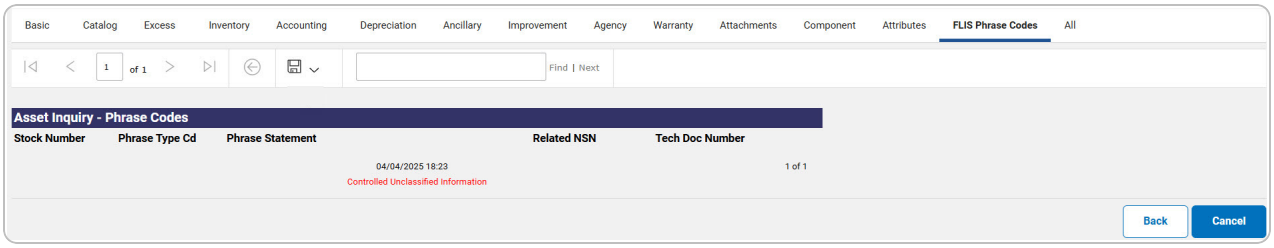
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Detail — FLIS Phrase Codes

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the FLIS Phrase Codes tab. *The* ***Asset Inquiry - Phrase Codes Detail*** *page appears.*



   A. *Verify the STOCK NBR.*
   B. *Verify the Phrase Type CD.*
   C. *Verify the Phrase Statement.*
   D. *Verify the Related NSN.*
   E. *Verify the TECH DOC NBR.*

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* ***Asset Inventory Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Asset Inquiry Detail — Basic*** *page appears*.

   OR

Select the Excess tab. *The **Asset Inquiry Detail — Excess** page appears*.

OR

Select the Catalog tab. *The **Asset Inquiry Detail — Catalog** page appears*.

OR

Select the Inventory tab. *The **Asset Inquiry Detail — Inventory** page appears*.

OR

Select the Accounting tab. *The **Asset Inquiry Detail — Accounting** page appears*.

OR

Select the Depreciation tab. *The **Asset Inquiry Detail — Depreciation** page appears*.

OR

Select the Improvement tab. *The **Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Ancillary tab. *The **Asset Inquiry Detail — Ancillary** page appears*.

OR

Select the Agency tab. *The **Asset Inquiry Detail — Agency** page appears*.

OR

Select the Attachments tab. *The **Asset Inquiry Detail — Attachments** page appears*.

OR

Select the Component tab. *The **Asset Inquiry Detail — Component** page appears*.

OR

Select the Attributes tab. *The **Asset Inquiry Detail — Attributes** page appears*.

OR

Select the Warranty tab. *The **Asset Inquiry Detail — Warranty** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Asset Inventory Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — Attributes
- View the Asset Inventory Inquiry Transaction Status
- Export the Asset Inventory Inquiry Transaction Status

View the Asset Inventory Inquiry Transaction Status

Overview

The Asset Inventory Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Asset Inventory Inquiry Transaction Status page

Page Fields

The following fields display on the **Asset Inventory Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

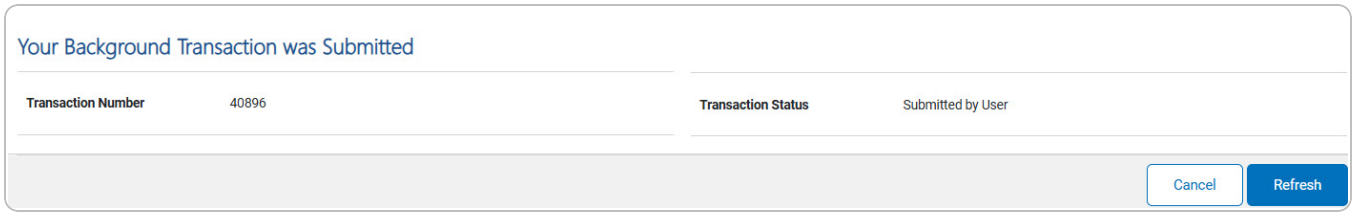
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

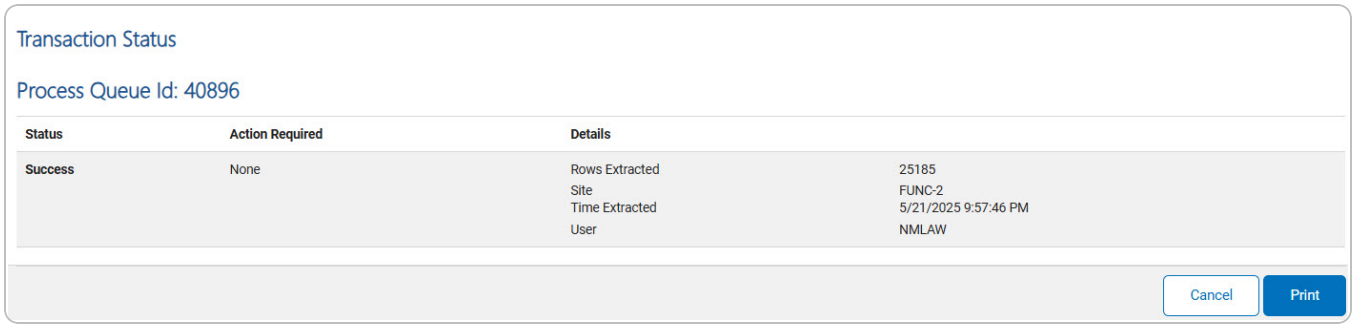
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Asset Inventory Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Asset Inventory Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Asset Inventory Inquiry Search Criteria*** *page appears*.

View the Asset Inventory Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Asset Inventory Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- Export the Asset Inventory Inquiry Transaction Status

Export the Asset Inventory Inquiry Transaction Status

Overview

The Asset Inventory Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Inventory > Asset Inventory Data > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Asset Inventory Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Asset Inventory Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

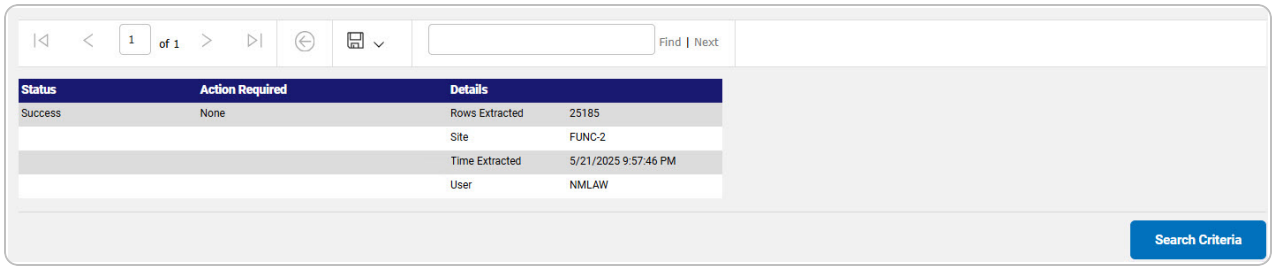
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Asset Inventory Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Asset Inventory Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Asset Inventory Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Asset Inventory Inquiry — Criteria
- Search for an Asset Inventory Inquiry — Results
- Select Fields for the Asset Inventory Inquiry
- View the Asset Inventory Inquiry Detail — Basic
- View the Asset Inventory Inquiry Detail — Catalog
- View the Asset Inventory Inquiry Detail — Inventory
- View the Asset Inventory Inquiry Detail — Excess
- View the Asset Inventory Inquiry Detail — Accounting
- View the Asset Inventory Inquiry Detail — Depreciation
- View the Asset Inventory Inquiry Detail — Ancillary
- View the Asset Inventory Inquiry Detail — Improvement
- View the Asset Inventory Inquiry Detail — Agency
- View the Asset Inventory Inquiry Detail — Warranty
- View the Asset Inventory Inquiry Detail — Attachments
- View the Asset Inventory Inquiry Detail — Component
- View the Asset Inventory Inquiry Detail — FLIS Phrase Codes
- View the Asset Inventory Inquiry Transaction Status

Select Fields for the Asset Inventory Inquiry

Overview

The Asset Inventory Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Inventory > Asset Inventory Data > Asset Inventory Inquiry > Search Criteria > Fields > Asset Inventory Inquiry Fields Selection page

Page Fields

The following fields display on the **Asset Inventory Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract ID
Privacy Type

My Selections Grid

Selections
Actbl UIC
Asset Id
Asset Pilferable
Cause Lst Inv Dt Chg
Cause Lst Rcl Dt Chg
Cause of Suspt Loss
Custodian Nbr
DoD Serial Nbr
Dollar Amt
Expr Dt

Inv By Serial Nbr
Inv Custodian Nbr
Inv Input Type
Inv Loc
Inv Qty
Inv Sub Custodian Nbr
Inv Sub Loc
Inv UIC
Inv User Id
Item Desc
Last Inv Dt/Tm
Loc
Lot Nbr
Mfr Name
Mfr Part Nbr
Mfr Yr
Mfr Model Nbr
Custodian Name
Non-Actbl
Qty
Rcl Inv Input Type
Rcl Inv User Id
Rcl Last Inv Dt
Rcl Loc
Rcl Qty
Rcl Sub Loc
RFID Tag
Serial Nbr
Site Id
Stock Nbr
Sub Custodian Nbr
Sub Loc
Suspt Loss Chg Dt
Suspt Loss Dt
Suspt Loss Sts Cd
Total Cost
UI
UIC
UIC Name
UII

Optional

Agency Defined 1

Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5
Asset Cd
Asset Level Cd
Asset Sts Cd
Cond Cd
Deprn Cd
Deprn Cost Center
Dmil Cd
Embedded Cost
Excess Action Cd
Excess Doc Nbr
Excess Dt
Excess Type Action Cd
Fndng Cost Center
FSC
Haz Mat Cd
Job Order Nbr
Last Tran Dt
Last Updtd By
Lease Cd
Loan Cd
Local Rcpt Dt
Owng Cost Center
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Rcvd By
Remarks
Reportable Cd
Sys Desc
Sys Id
Task Cd
Tran Cd
Tran Doc Nbr
Type Asset Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The* ***Select Fields for the Asset Inventory Inquiry*** *page appears.*

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.
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	Asset Pilferable	Asset Pilferable Flag. Yes or No
☑	Cause Lst Inv Dt Chg	Identifies how the lst inv dt was modified. Program description or Inv List Nbr.
☑	Cause Lst Rcl Dt Chg	Identifies how the Rcl Last Inv Date was modified. Program description of Inv List Nbr.
☑	Cause of Suspt Loss	Identifies the Inv List Nbr or program that most recently changed the suspected loss status code.
☑	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☑	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☑	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☑	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☑	Inv By Serial Nbr	Is asset to be inventoried by Serial Number. Yes or No.
☑	Inv Custodian Nbr	A unique system generated number that identifies the custodian id inventory the associated asset is included on
☑	Inv Input Type	Identifies how the inventory data was entered in the database.
☑	Inv Loc	The physical location of an asset when it was inventoried.

☑	Inv Qty	Inventory Quantity. The quantity for bulk items
☑	Inv Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☑	Inv Sub Loc	The sub location where the asset was last inventoried.
☑	Inv UIC	UIC asset recorded when inventoried
☑	Inv User Id	Identifies the user who last inventoried this asset.
☑	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.
☑	Last Inv Dt/Tm	Last Inventory Date - Date the last official inventory of a particular asset or group of assets was conducted
☑	Loc	Physical location of an asset.
☑	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
☑	Mfr Name	The full name of a specific manufacturer.
☑	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☑	Mfr Yr	Year an asset was manufactured/built/improved.
☑	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☑	Custodian Name	The name assigned to the property custodian.
☑	Non-Actbl	Non Accountable is displayed Yes or No.
☑	Qty	Quantity on hand or transaction quantity
☑	Rcl Inv Input Type	Reconciliation Inventory Input Type. Identifies how the reconciliation data was entered in the database

☑	Rcl Inv User Id	Identifies the user id of who entered the inventory data.
☑	Rcl Last Inv Dt	The date of the last reconciled official inventory of the asset.
☑	Rcl Loc	Location of asset when inventoried reconciled
☑	Rcl Qty	Quantity of asset when inventoried/reconciled
☑	Rcl Sub Loc	Sub Location of asset when inventoried/reconciled
☑	RFID Tag	The tag number for a RFID tag.
☑	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.
☑	Site Id	The active Site Id the user has access to.
☑	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.
☑	Sub Loc	A more specific description of the physical location of an asset within its Location.
☑	Suspt Loss Chg Dt	The date of a Spepected Loss Change
☑	Suspt Loss Dt	The date of a Suspected Loss
☑	Suspt Loss Sts Cd	Indicates the status of an asset that is missing.
☑	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☑	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.
☑	UIC	The UIC of the maintenance activity assigned to service the asset.
☑	UIC Name	A unit, organization, or activity name
☑	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.

☐	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.
☐	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Deprn 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.
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	Embedded Cost	Identifies the unit cost of a component as embedded in the total cost of the end item. Bulk component is automatically embedded.
☐	Excess Action Cd	Code which indicates the action being taken for the excess asset. Codes (E, P and I) are system generated. For code (W) (Withdraw), there is a Check Box used to withdraw previously reported excess asset.
☐	Excess Doc Nbr	A system generated number that is used to track potential Excess (Prenotification) and Excess notifications asset. This number is generated for either prenotification or excess actions

☐	Excess Dt	Date an asset is documented as excess.
☐	Excess Type Action Cd	Excess Action type code which indicates the action being taken for the excess asset
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	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 Updtd By	Last updated by (user id)
☐	Lease Cd	Indicates the lease status of a particular asset.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Local Rcpt Dt	Date asset received
☐	Owng Cost Center	A code that identifies an organization
☐	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
☐	Rcvd By	The name of the entity that received the asset.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	Sys Desc	The description of the system identification
☐	Sys Id	Used to tie various end items and components together into a system.
☐	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.
☐	Tran Cd	This code identifies the type of transaction processed.
☐	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.
☐	Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.

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

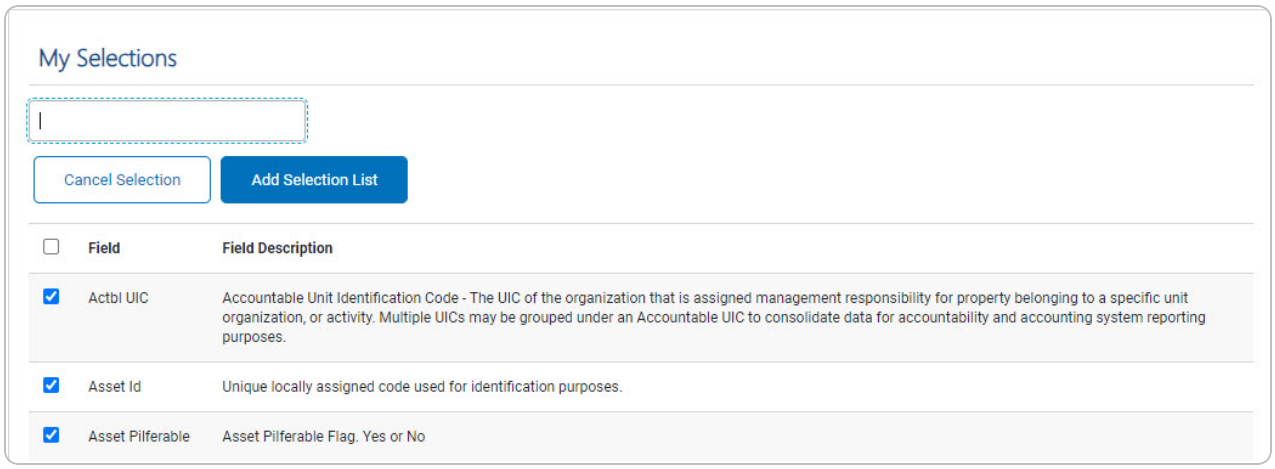
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

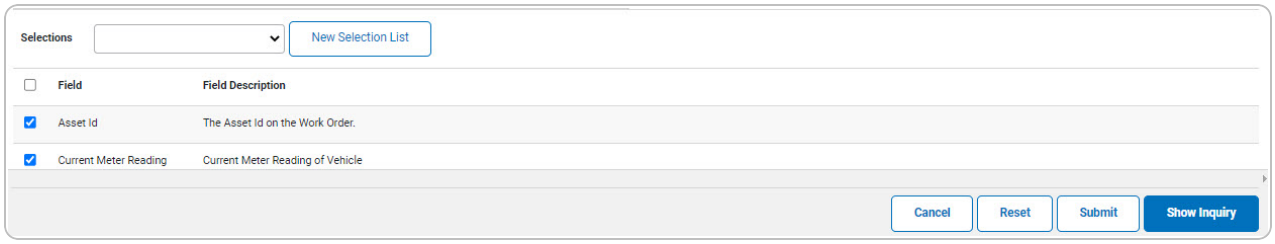
   Select Show Inquiry for small volumes of data. *The* ***Asset Inventory Inquiry — Results*** *page appears.*

5. **OR**

   Select Submit for large volumes of data. *The* ***Asset Inventory Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

   Select Show Inquiry for small volumes of data. *The* ***Asset Inventory Inquiry — Results*** *page appears.*

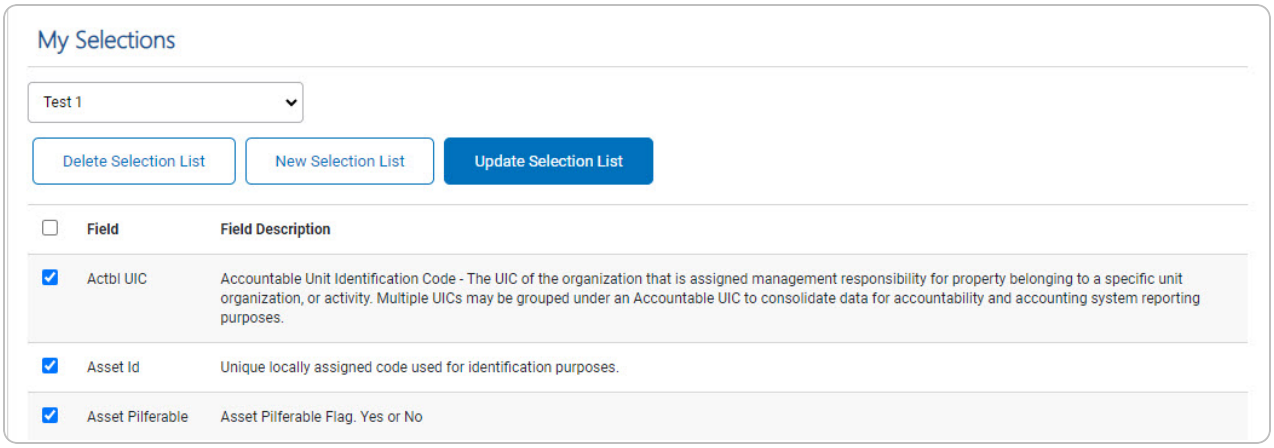
3. **OR**

   Select Submit for large volumes of data. *The* ***Asset Inventory 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*

New Selection List *is joined by* Update Selection List *and* Delete Selection List.



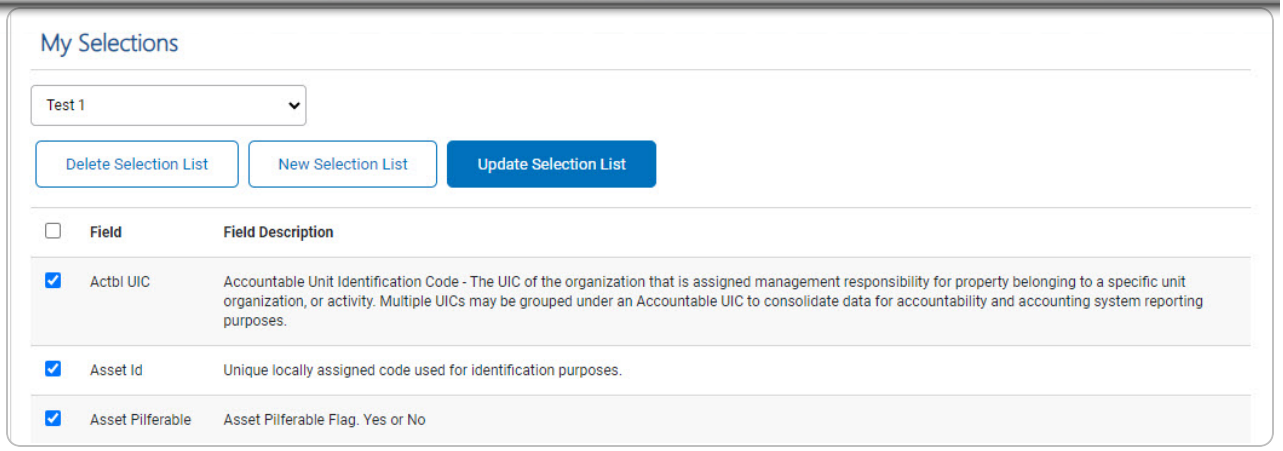
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Asset Inventory Inquiry — Results*** *page appears.*
4. **OR**

   Select Submit for large volumes of data. *The* ***Asset Inventory 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.



2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The* ***Select Fields for the Asset Inventory Inquiry*** *page appears.*

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.
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	Asset Pilferable	Asset Pilferable Flag. Yes or No
☑	Cause Lst Inv Dt Chg	Identifies how the lst inv dt was modified. Program description or Inv List Nbr.
☑	Cause Lst Rcl Dt Chg	Identifies how the Rcl Last Inv Date was modified. Program description of Inv List Nbr.
☑	Cause of Suspt Loss	Identifies the Inv List Nbr or program that most recently changed the suspected loss status code.
☑	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☑	DOD Serial Nbr	Used to identify a particular serially managed asset. This field is also used for USA Registration Number.
☑	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☑	Expr Dt	The date the asset is no longer considered usable for its intended purpose, or the date the authority to operate the asset ends.
☑	Inv By Serial Nbr	Is asset to be inventoried by Serial Number. Yes or No.
☑	Inv Custodian Nbr	A unique system generated number that identifies the custodian id inventory the associated asset is included on
☑	Inv Input Type	Identifies how the inventory data was entered in the database.
☑	Inv Loc	The physical location of an asset when it was inventoried.

☑	Inv Qty	Inventory Quantity. The quantity for bulk items
☑	Inv Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☑	Inv Sub Loc	The sub location where the asset was last inventoried.
☑	Inv UIC	UIC asset recorded when inventoried
☑	Inv User Id	Identifies the user who last inventoried this asset.
☑	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.
☑	Last Inv Dt/Tm	Last Inventory Date - Date the last official inventory of a particular asset or group of assets was conducted
☑	Loc	Physical location of an asset.
☑	Lot Nbr	Manufacturer assigned number that identifies items produced on the same production run.
☑	Mfr Name	The full name of a specific manufacturer.
☑	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☑	Mfr Yr	Year an asset was manufactured/built/improved.
☑	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☑	Custodian Name	The name assigned to the property custodian.
☑	Non-Actbl	Non Accountable is displayed Yes or No.
☑	Qty	Quantity on hand or transaction quantity
☑	Rcl Inv Input Type	Reconciliation Inventory Input Type. Identifies how the reconciliation data was entered in the database

☑	Rcl Inv User Id	Identifies the user id of who entered the inventory data.
☑	Rcl Last Inv Dt	The date of the last reconciled official inventory of the asset.
☑	Rcl Loc	Location of asset when inventoried reconciled
☑	Rcl Qty	Quantity of asset when inventoried/reconciled
☑	Rcl Sub Loc	Sub Location of asset when inventoried/reconciled
☑	RFID Tag	The tag number for a RFID tag.
☑	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.
☑	Site Id	The active Site Id the user has access to.
☑	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.
☑	Sub Loc	A more specific description of the physical location of an asset within its Location.
☑	Suspt Loss Chg Dt	The date of a Spepected Loss Change
☑	Suspt Loss Dt	The date of a Suspected Loss
☑	Suspt Loss Sts Cd	Indicates the status of an asset that is missing.
☑	Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☑	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.
☑	UIC	The UIC of the maintenance activity assigned to service the asset.
☑	UIC Name	A unit, organization, or activity name
☑	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.

☐	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.
☐	Asset Level Cd	A unique column that holds the code used by the lookup table which coincides with the associated description. Indicates if item is end item or component and if asset has lower level components.
☐	Asset Sts Cd	Used to keep track of the status of an asset.
☐	Cond Cd	Used to classify material for degree of serviceability, condition, and completeness in terms of readiness for issue, and to identify actions underway to change status of materiel. This Field defaults to (A) but can be updated.
☐	Deprn 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.
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Dmil Cd	The code that represents instructions for removal of functional or military characteristics of a materiel item.
☐	Embedded Cost	Identifies the unit cost of a component as embedded in the total cost of the end item. Bulk component is automatically embedded.
☐	Excess Action Cd	Code which indicates the action being taken for the excess asset. Codes (E, P and I) are system generated. For code (W) (Withdraw), there is a Check Box used to withdraw previously reported excess asset.
☐	Excess Doc Nbr	A system generated number that is used to track potential Excess (Prenotification) and Excess notifications asset. This number is generated for either prenotification or excess actions

☐	Excess Dt	Date an asset is documented as excess.
☐	Excess Type Action Cd	Excess Action type code which indicates the action being taken for the excess asset
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	FSC	Number which provides the capability to identify the Federal Supply Class that would be assigned to a nonstandard national stock number.
☐	Haz Mat Cd	Code identifying explosives and other dangerous articles which require special handling in shipment as freight.
☐	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 Updtd By	Last updated by (user id)
☐	Lease Cd	Indicates the lease status of a particular asset.
☐	Loan Cd	Indicates the loan status of a particular asset.
☐	Local Rcpt Dt	Date asset received
☐	Owng Cost Center	A code that identifies an organization
☐	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
☐	Rcvd By	The name of the entity that received the asset.
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Reportable Cd	A code assigned to items that identifies the level of reporting.
☐	Sys Desc	The description of the system identification
☐	Sys Id	Used to tie various end items and components together into a system.
☐	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.
☐	Tran Cd	This code identifies the type of transaction processed.
☐	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.
☐	Type Asset Cd	Identifies the category of an asset as General PP&E, National Defense PP&E or Heritage Asset.

Cancel | Reset | Show Inquiry | Submit

2. Select the fields required for the inquiry. *The first 50 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.

- Verify the ACTBL UIC contains the appropriate ☑ or ☐. *Select if the asset contains an ACTBL UIC.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the data contains an ASSET ID.*
- Verify the Asset Pilferable contains the appropriate ☑ or ☐. *Select if the asset contains a pilferable designation.*
- Verify the CAUSE LST INV DT CHG contains the appropriate ☑ or ☐. *Select if the asset contains a CAUSE LST INV DT CHG.*
- Verify the CAUSE LST RCL DT CHG contains the appropriate ☑ or ☐. *Select if the asset contains a CAUSE LST RCL DT CHG.*
- Verify the CAUSE OF SUSPT LOSS contains the appropriate ☑ or ☐. *Select if the asset contains an initial DT profiled.*
- Verify the CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the asset contains a custodian number.*
- Verify the DOD SERIAL NBR contains the appropriate ☑ or ☐. *Select if the asset contains a DOD SERIAL NBR.*
- Verify the DOLLAR AMT contains the appropriate ☑ or ☐. *Select if the asset contains a DOLLAR AMT.*
- Verify the INV BY SERIAL NBR contains the appropriate ☑ or ☐. *Select if the asset contains an INV BY SERIAL NBR.*

- Verify the INV CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the asset contains an INV CUSTODIAN NBR.*
- Verify the INV INPUT TYPE contains the appropriate ☑ or ☐. *Select if the asset contains an INV INPUT TYPE.*
- Verify the INV LOC contains the appropriate ☑ or ☐. *Select if the asset contains an INV LOC.*
- Verify the INV QTY contains the appropriate ☑ or ☐. *Select if the asset contains an INV QTY.*
- Verify the INV SUB CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the asset contains an INV SUB CUSTODIAN NBR.*
- Verify the INV SUB LOC contains the appropriate ☑ or ☐. *Select if the asset contains an INV SUB LOC.*
- Verify the INV UIC contains the appropriate ☑ or ☐. *Select if the asset contains an INV UIC.*
- Verify the INV USER ID contains the appropriate ☑ or ☐. *Select if the asset contains an INV USER ID.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the asset contains an item description.*
- Verify the LAST INV DT/TM contains the appropriate ☑ or ☐. *Select if the asset contains a LAST INV DT/TM.*
- Verify the LOC contains the appropriate ☑ or ☐. *Select if the asset has a location.*
- Verify the LOT NBR contains the appropriate ☑ or ☐. *Select if the asset contains an LOT NBR.*
- Verify the MFR NAME contains the appropriate ☑ or ☐. *Select if the asset contains a MFR NAME.*

- Verify the MFR PART NBR contains the appropriate ☑ or ☐. *Select if the asset contains a MFR PART NBR.*
- Verify the MFR YR contains the appropriate ☑ or ☐. *Select if the asset contains a MFR YR.*
- Verify the MFR MODEL NBR contains the appropriate ☑ or ☐. *Select if the asset contains a MFR MODEL NBR.*
- Verify the Custodian Name contains the appropriate ☑ or ☐. *Select if the asset contains a custodian name.*
- Verify the NON—ACTBL contains the appropriate ☑ or ☐. *Select if the asset contains a NON—ACTBL.*
- Verify the QTY contains the appropriate ☑ or ☐. *Select if the asset contains a QTY.*
- Verify the RCL INV INPUT TYPE contains the appropriate ☑ or ☐. *Select if the asset contains a RCL INV INPUT TYPE.*
- Verify the RCL INV USER ID contains the appropriate ☑ or ☐. *Select if the asset contains a RCL INV USER ID.*
- Verify the RCL LAST INV DT contains the appropriate ☑ or ☐. *Select if the asset contains a RCL LAST INV DT.*
- Verify the RCL LOC contains the appropriate ☑ or ☐. *Select if the asset contains a RCL LOC.*
- Verify the RCL QY contains the appropriate ☑ or ☐. *Select if the asset contains a RCL QY.*
- Verify the RCL SUB LOC contains the appropriate ☑ or ☐. *Select if the asset contains a RCL SUB LOC.*
- Verify the RFID Tag contains the appropriate ☑ or ☐. *Select if the asset contains a RFID Tag.*

- Verify the SERIAL NBR contains the appropriate ☑ or ☐. *Select if the asset contains a SERIAL NBR.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the asset contains a SITE ID.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the asset contains a STOCK NBR.*
- Verify the SUB CUSTODIAN NBR contains the appropriate ☑ or ☐. *Select if the asset contains a SUB CUSTODIAN NBR.*
- Verify the SUB LOC contains the appropriate ☑ or ☐. *Select if the asset contains a SUB LOC.*
- Verify the SUSPT LOSS CHG DT contains the appropriate ☑ or ☐. *Select if the asset contains a SUSPT LOSS CHG DT.*
- Verify the SUSPT LOSS DT contains the appropriate ☑ or ☐. *Select if the asset contains a SUSPT LOSS DT.*
- Verify the SUSPT LOSS STS CD contains the appropriate ☑ or ☐. *Select if the asset contains a SUSPT LOSS STS CD.*
- Verify the Total Cost contains the appropriate ☑ or ☐. *Select if the asset contains a total cost.*
- Verify the UI contains the appropriate ☑ or ☐. *Select if the asset contains an UI.*
- Verify the UIC contains the appropriate ☑ or ☐.*Select if the asset contains an UIC.*
- Verify the UIC Name contains the appropriate ☑ or ☐. *Select if the asset contains an UIC name.*
- Verify the UII contains the appropriate ☑ or ☐. *Select if the asset contains an UII.*

- Click to select the Agency Defined 1. *Select if the asset contains agency defined information.*
- Click to select the Agency Defined 2. *Select if the asset contains agency defined information.*
- Click to select the Agency Defined 3. *Select if the asset contains agency defined information.*
- Click to select the Agency Defined 4 . *Select if the asset contains agency defined information.*
- Click to select the Agency Defined 5. *Select if the asset contains agency defined information.*
- Click to select the ASSET CD. *Select if the asset contains an ASSET CD.*
- Click to select the ASSET LEVEL CD. *Select if the asset is an end item or component and/or if it has lower-level components.*
- Click to select the ASSET STS CD. *Select if the asset contains an asset status code.*
- Click to select the COND CD. *Select if the asset contains a COND CD to classify a material's condition, serviceability, completeness for readiness, and identifies change statuses.*
- Click to select the DEPRN CD. *Select if the asset contains a DEPRN CD.*
- Click to select the DEPRN COST CENTER. *Select if the asset has an organization identifier code.*
- Click to select the DMIL CD. *Select if the asset contains a DMIL CD.*
- Click to select the Embedded Cost. *Select if the asset has embedded costs.*

- Click to select the Excess Action CD. *Select if the asset has an excess action code.*
- Click to select the Excess DOC NBR. *Select if the asset has an excess document number.*
- Click to select the Excess DT. *Select if the asset has an excess date.*
- Click to select the Excess Type Action CD. *Select if the asset has an excess type action code.*
- Click to select the FNDNG COST CENTER. *Select if the asset has a funding cost center.*
- Click to select the FSC. *Select if the asset contains a FSC number.*
- Click to select the HAZ MAT CD. *Select if the asset has a HAZ MAT CD.*
- Click to select the JOB ORDER NBR. *Select if the asset has a JOB ORDER NBR to track costs.*
- Click to select the LAST TRAN DT. *Select if the asset has a LAST TRAN DT.*
- Click to select the LAST UPDTD BY. *Select if the asset has a LAST UPDTD BY.*
- Click to select the LEASE CD. *Select if the asset has a LEASE CD.*
- Click to select the LOAN CD. *Select if the asset has a LOAN CD.*
- Click to select the Local RCPT DT. *Select if the asset has a DISPATCH UNAVL CD.*
- Click to select the OWNG COST CENTER. *Select if the asset has a OWNG COST CENTER code.*
- Click to select the RCPT ACTION CD. *Select if the asset has a receipt action code.*

- Click ☐ to select the RCPT Action Type CD. *Select if the asset has a receipt action type code.*
- Click ☐ to select the RCPT DOC NBR. *Select if the asset has a receipt document number.*
- Click ☐ to select the RCVD BY. *Select if the asset has a received by name.*
- Click ☐ to select the Remarks. *Select if the asset contains remarks.*
- Click ☐ to select the REPORTABLE CD. *Select if the asset has a reportable code.*
- Click ☐ to select the SYS DESC. *Select if the asset has a system description.*
- Click ☐ to select the SYS ID. *Select if the asset has a system identifier.*
- Click ☐ to select the TASK CD. *Select if the asset has a TASK CD.*
- Click ☐ to select the TRAN CD. *Select if the asset has a TRAN CD.*
- Click ☐ to select the TRAN DOC NBR. *Select if the asset has a TRAN DOC NBR.*
- Click ☐ to select the TYPE ASSET CD. *Select if the asset has a TYPE ASSET CD.*

Select Show Inquiry for small volumes of data. *The **Asset Inventory Inquiry — Results** page appears.*

3. **OR**

   Select Submit for large volumes of data. *The **Asset Inventory Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

Search for a Real Property Inquiry — Criteria

Overview

The Property Accountability module Real Property Inquiry process provides the ability to search for Real Property records.

Navigation

Inquiries > Real Property > Real Property > Real Property Inquiry Search Criteria page

Page Fields

The following fields display on the **Real Property Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

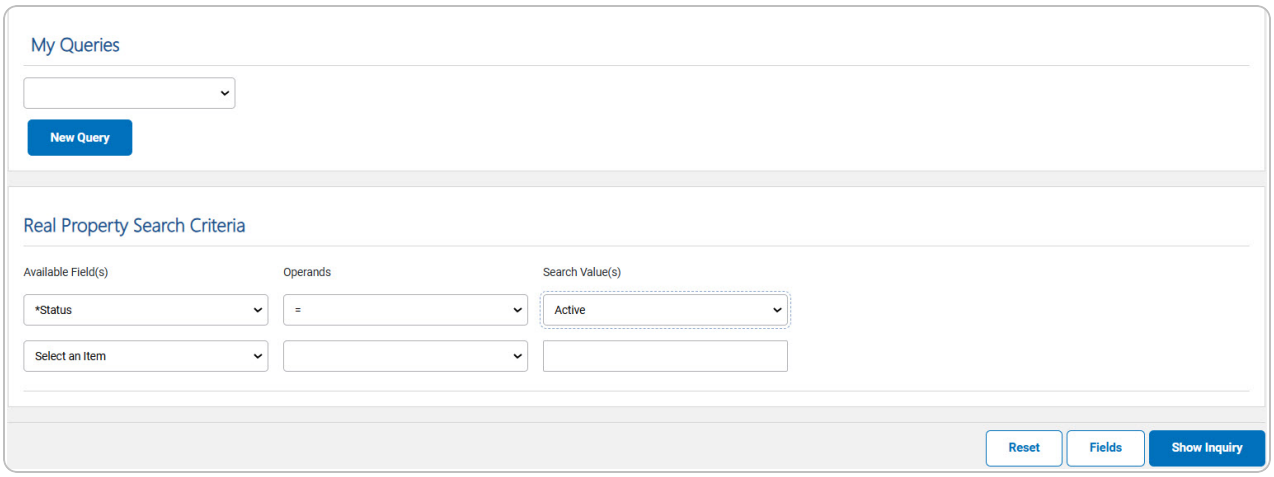
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Real Property 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. *The first Available Field(s) option (Status) automatically populates and is not editable.*

B. Use to select the second Available Field.

C. Repeat Step B to add additional search criteria.

Note

Adding another Available Field automatically populates an additional search criteria row.

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

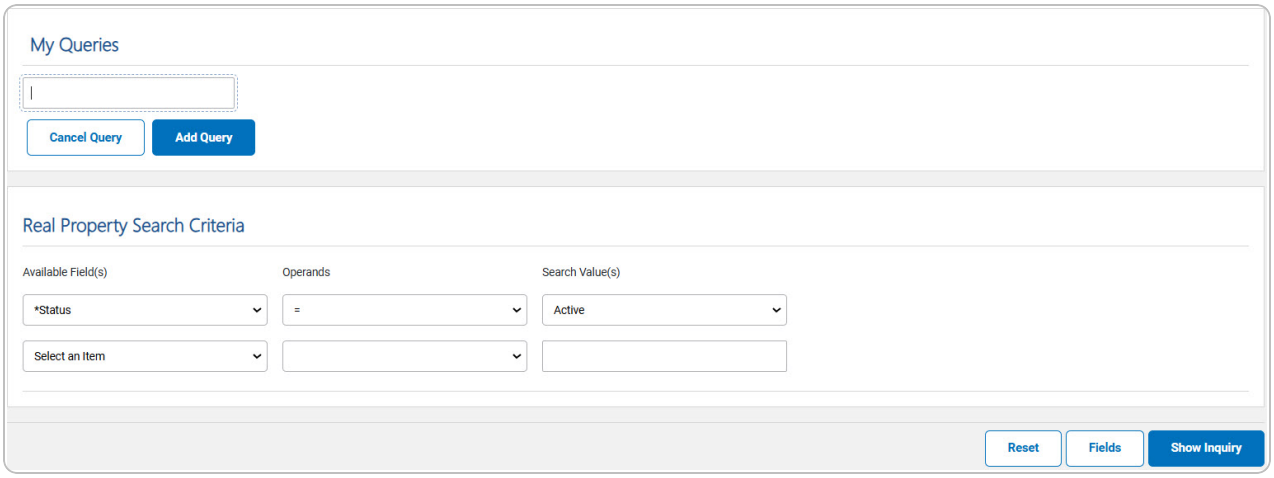
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Real Property Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



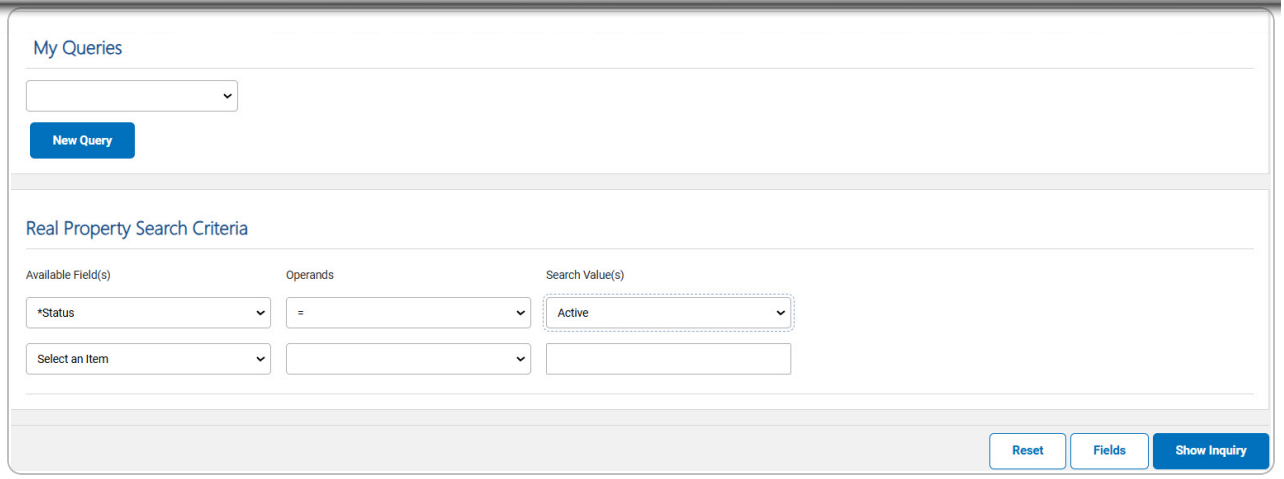
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Real Property Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Real Property 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.*



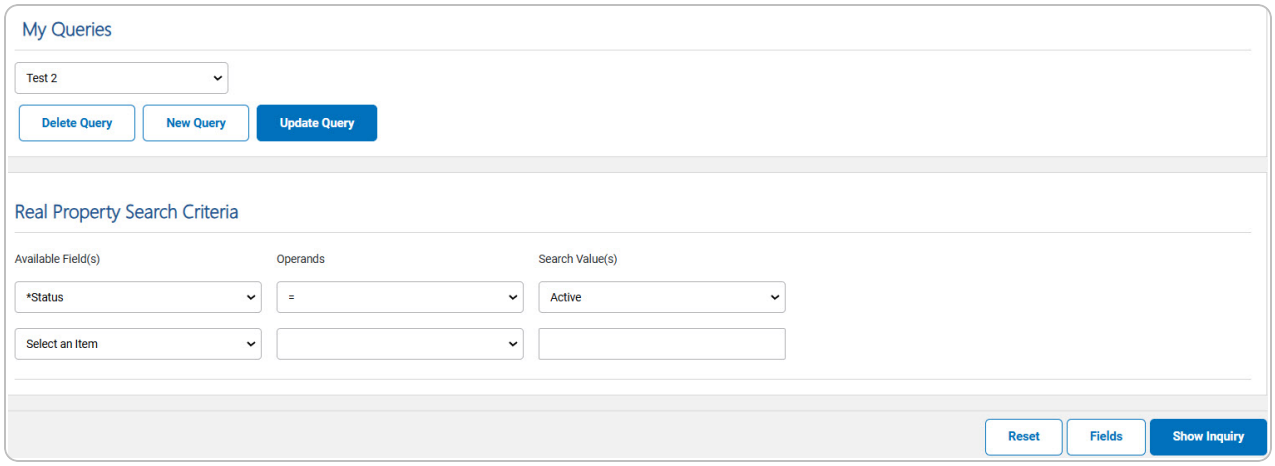
Select Fields. *The **Real Property Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Real Property 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

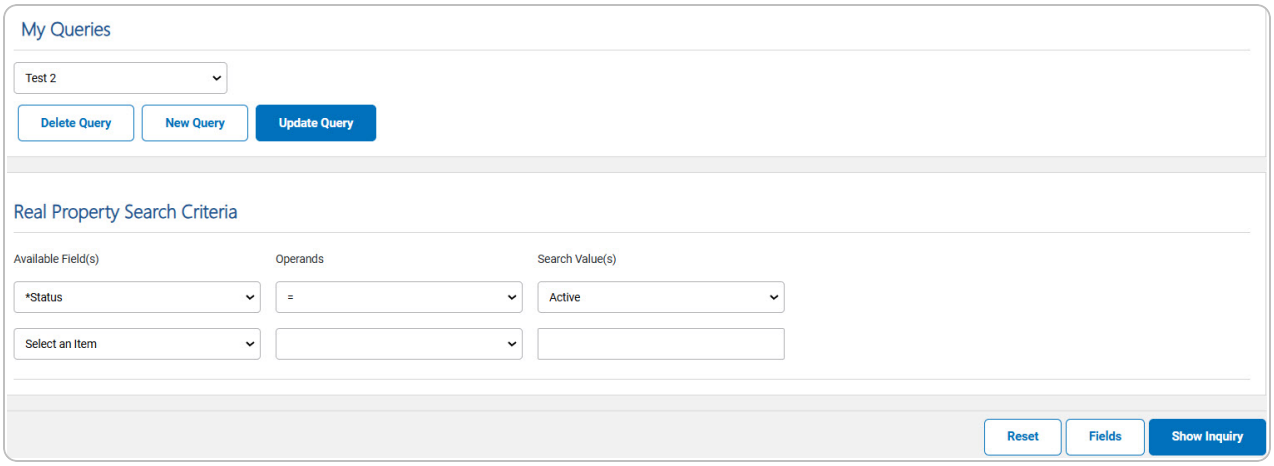
3. Select Update Query. *The query information is updated.*
4. Select Fields. *The **Real Property Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Real Property 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Real Property Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select

	Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments

- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

Search for a Real Property Inquiry — Results

Overview

The Real Property Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Real Property Inquiry Search Results page

Page Fields

The following fields display on the **Real Property Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Accumd Deprn
FAC Name
FAC Nbr
Land Acq Tract Id
RP Site Name
RPSUID
RPUID
Instl Nbr
Total Cost
UIC
UIC Name

Optional

ACC-SFIS
Acct Rpt Nbr
Acq Dt
Activiation Dt
Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4

Agency Defined 5
ASN
Asset Cd
Basic Symbol
Cond Cd
Cptl Cd
Deprn Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Period
Deprn Sts Cd
Deprn Task Cd
Dept Cd
Eff Dt
Estbd By
Estbd Dt
Fac Address
Fac City
Fac ZIP Cd
Facility Condition Index
Fndng Cost Center
Fndng Cost Center Desc
Fund Cd
FY Cost
Heritage Asset Cd
Interface Flag
Intrf Sys Cd
Job Order Nbr
Last Tran Dt
Last Updtd By
LOA
Mfr Yr
Obj Class Cd
Oblign Doc Nbr
Owng Cost Center Desc
Pgm Yr
Prior Deprn
Qty
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr

Remarks
RPUID Last Dt Valdt
Salvage Value Amt
Sub Head
Task Cd
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr
Trading Subhead
Tran Action Cd
Tran Action Type Cd
Tran Doc Nbr
Transfer Type Cd
Type Fund Cd
UI
Yr Svc Life
Status

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

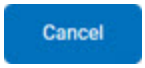
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

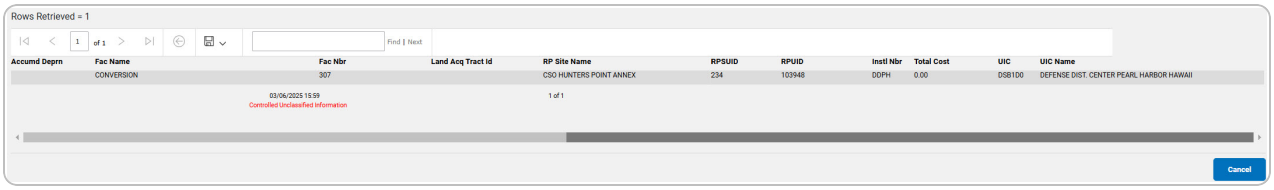
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry Results

Selecting  *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.*



Note

To reach the optional fields, refer to the Real Property Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Real Property 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Real Property Inquiry Detail

Select the desired ACCUMD DEPRN row. *The **Real Property Inquiry Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency

- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

Select Fields for the Real Property Inquiry

Overview

The Real Property Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Fields > Real Property Inquiry Fields Selection page

Page Fields

The following fields display on the **Real Property Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Accumd Deprn
FAC Name
FAC Nbr
Land Acq Tract Id
RP Site Name
RPSUID
RPUID
Instl Nbr
Total Cost
UIC
UIC Name

Optional

ACC-SFIS
Acct Rpt Nbr
Acq Dt
Activiation Dt
Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5
ASN
Asset Cd
Basic Symbol
Cond Cd
Cptl Cd
Deprn Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Period
Deprn Sts Cd
Deprn Task Cd
Dept Cd
Eff Dt
Estbd By
Estbd Dt
Fac Address
Fac City
Fac ZIP Cd
Facility Condition Index
Fndng Cost Center
Fndng Cost Center Desc
Fund Cd
FY Cost
Heritage Asset Cd
Interface Flag
Intrf Sys Cd
Job Order Nbr
Last Tran Dt
Last Updtd By
LOA
Mfr Yr

Obj Class Cd
Oblign Doc Nbr
Owng Cost Center Desc
Pgm Yr
Prior Deprn
Qty
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Remarks
RPUID Last Dt Valdt
Salvage Value Amt
Sub Head
Task Cd
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr
Trading Subhead
Tran Action Cd
Tran Action Type Cd
Tran Doc Nbr
Transfer Type Cd
Type Fund Cd
UI
Yr Svc Life
Status

Procedures

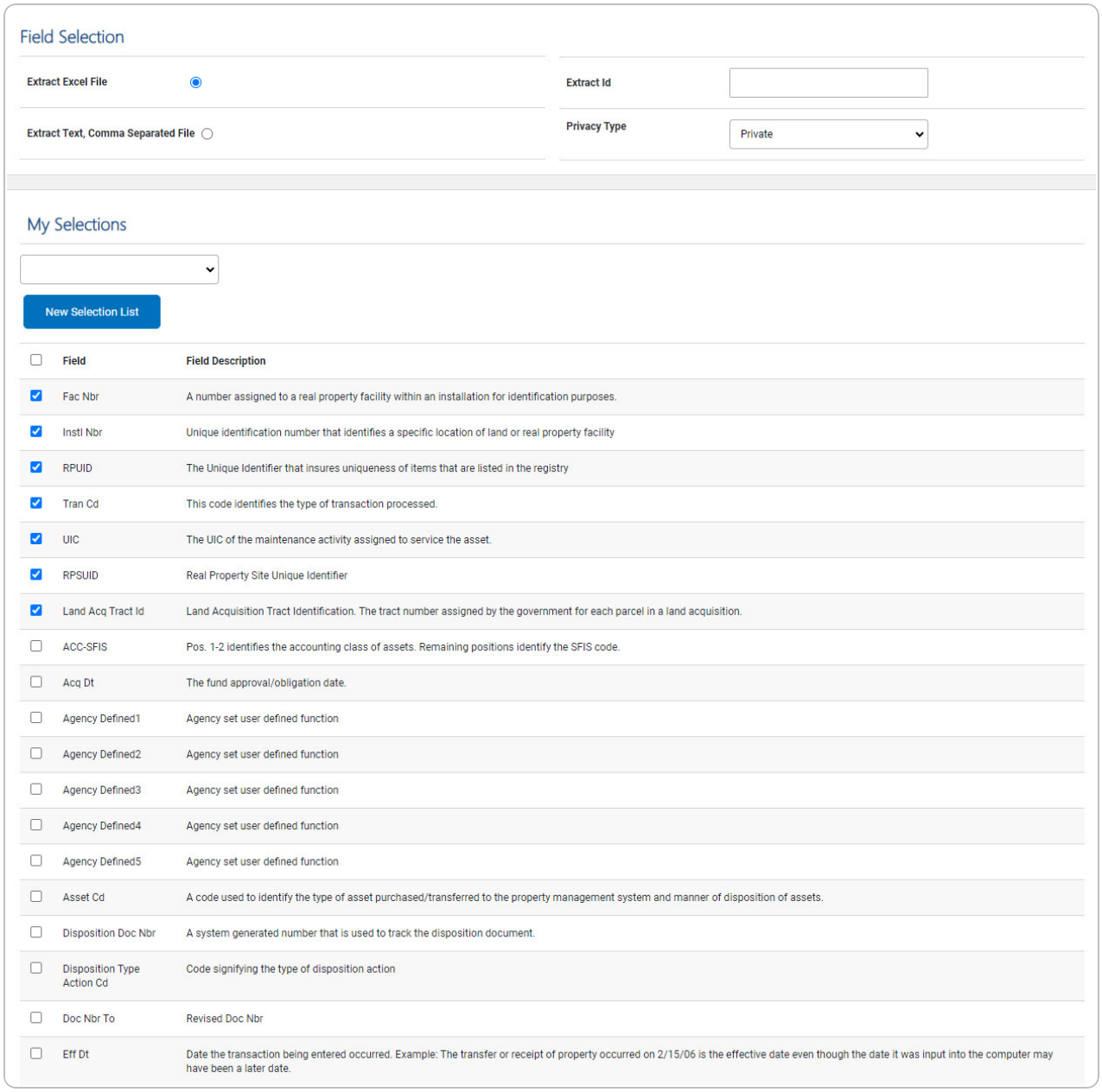
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **Real Property 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.

☐	Basic Symbol	A four digit number that identifies the type of funds being used.
☐	Cond Cd	Real Property Condition Code
☐	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.
☐	Deprn 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.
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Deprn Cost Center Desc	A description of the organization that handles depreciation.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn 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.
☐	Deprn Sts Cd	A code and description that identifies the depreciation status of the asset/real property/improvement.
☐	Deprn 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.)
☐	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.
☐	Fac Address	The address of a real property facility, usually for commemorative or descriptive purposes
☐	Fac City	The city of a real property facility, usually for commemorative or descriptive purposes
☐	Fac Country	The country of a real property facility, usually for commemorative or descriptive purposes
☐	Fac State	The state of a real property facility, usually for commemorative or descriptive purposes
☐	Fac ZIP Cd	The postal service zip code of the real property facility.
☐	Facility Condition Index	Facility Condition Index
☐	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.
☐	Heritage Asset Cd	Code used to identify the type of heritage asset. (Note: Heritage assets are not depreciated)
☐	Interface Flag	Depending on the action, this flag identifies if UIC has a UIT, Accounting, or Real Property Interface.
☐	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 Updtd By	Last updated by (user id)

☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	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.
☐	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 YYYYYYYY format.
☐	Prior Deprn	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	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
☐	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.
☐	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	The last visit date for the Real Property site
☐	Tran Action Type Cd	An identifier for the type of transaction processed
☐	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).
☐	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.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.
☐	Status	Record is either Active or Deleted

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

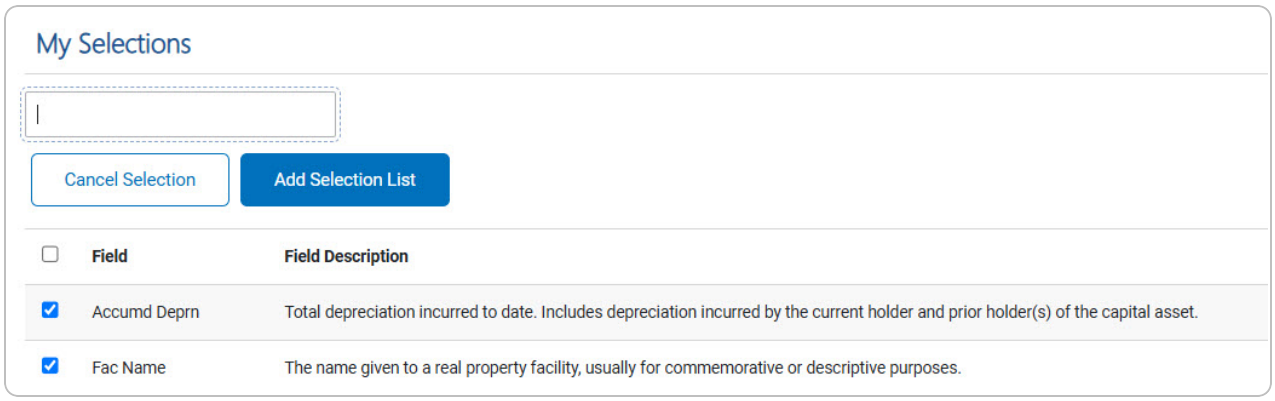
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

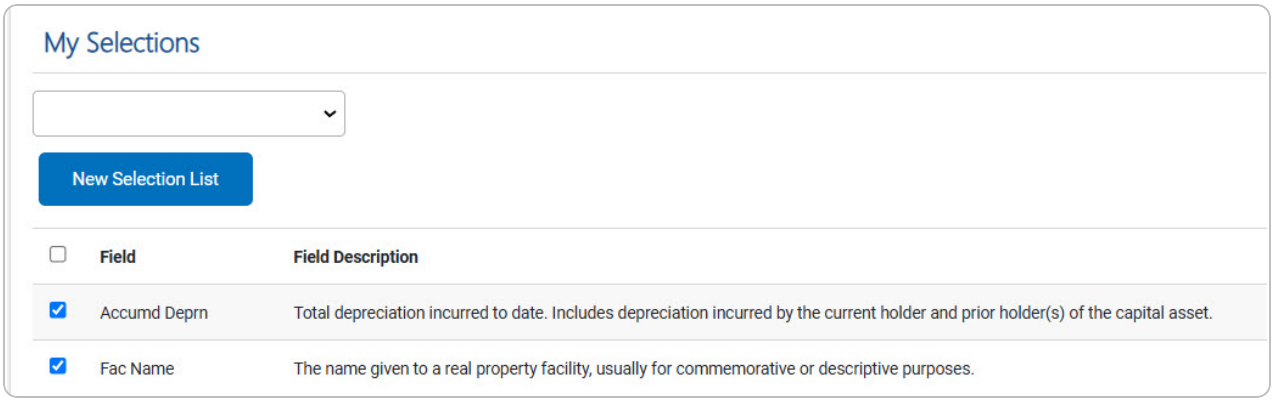
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Real Property Inquiry — Results*** *page appears.*
5. **OR**

   Select Submit for large volumes of data. *The* ***Real Property Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



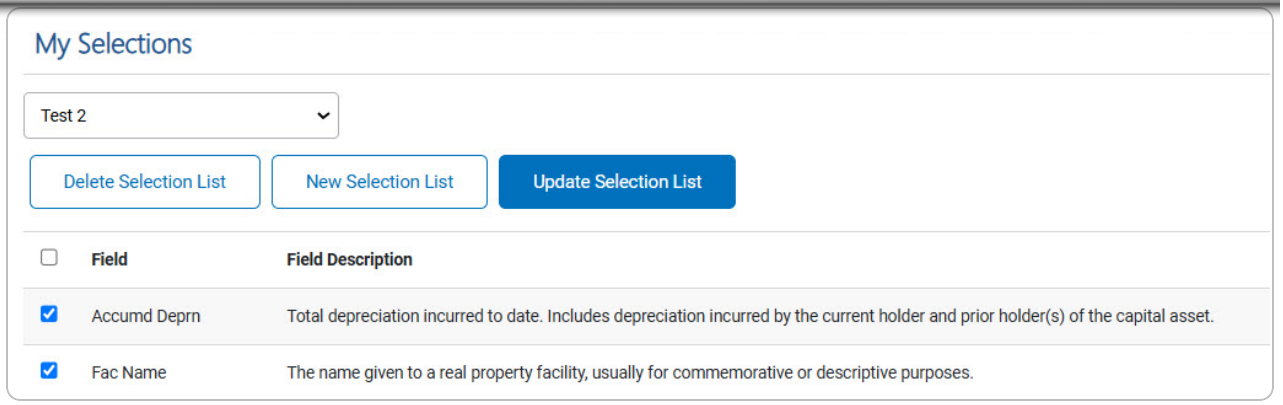
2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The **Real Property Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Real Property 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



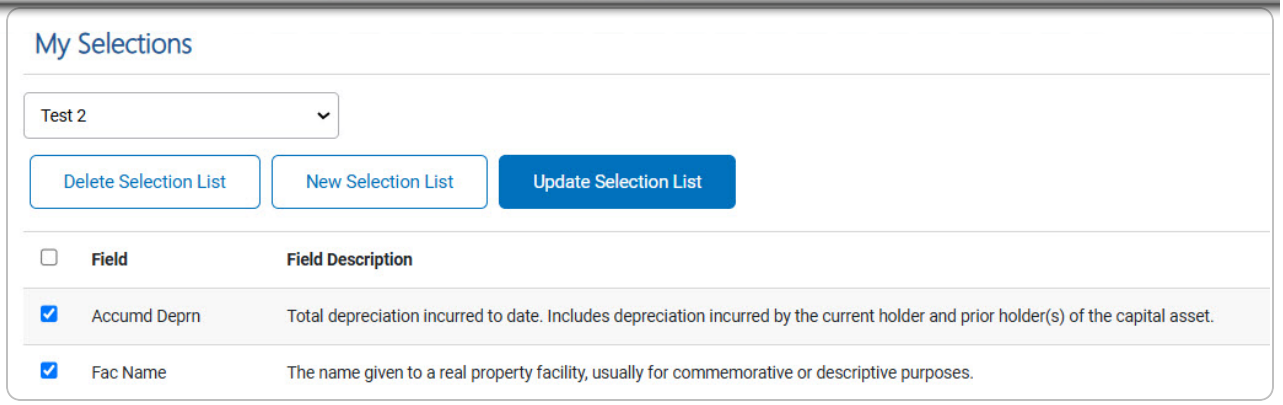
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Real Property Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Real Property 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.

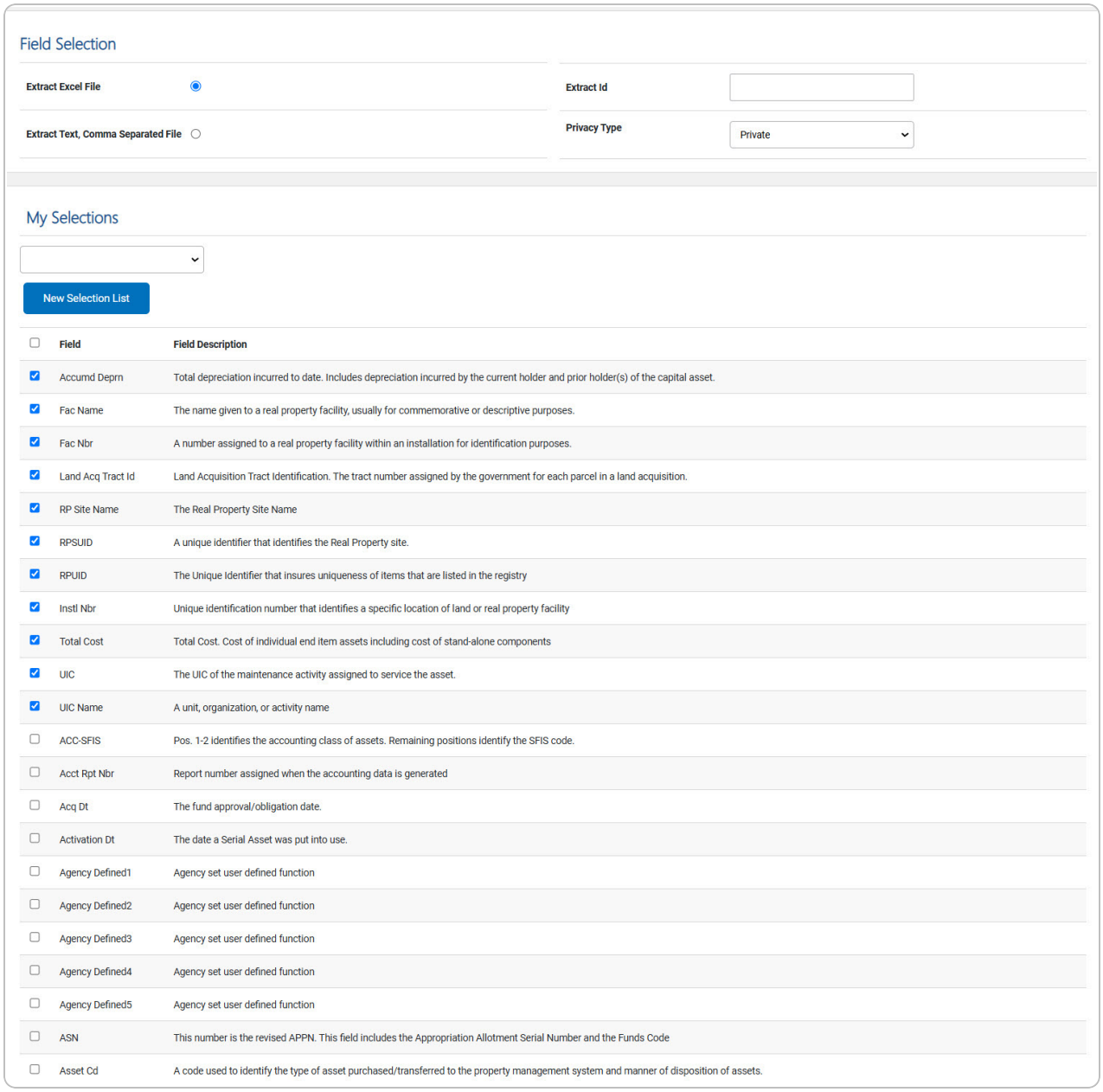


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Real Property Inquiry** 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
☑	Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☑	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.
☑	Land Acq Tract Id	Land Acquisition Tract Identification. The tract number assigned by the government for each parcel in a land acquisition.
☑	RP Site Name	The Real Property Site Name
☑	RPSUID	A unique identifier that identifies the Real Property site.
☑	RPUID	The Unique Identifier that insures uniqueness of items that are listed in the registry
☑	Instl Nbr	Unique identification number that identifies a specific location of land or real property facility
☑	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.
☑	UIC Name	A unit, organization, or activity name
☐	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
☐	Acq Dt	The fund approval/obligation date.
☐	Activation Dt	The date a Serial Asset was put into use.
☐	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
☐	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.
☐	Cond Cd	Real Property Condition Code
☐	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.
☐	Deprn 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.
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Deprn Cost Center Desc	A description of the organization that handles depreciation.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn 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.
☐	Deprn Sts Cd	A code and description that identifies the depreciation status of the asset/real property/improvement.
☐	Deprn 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.)
☐	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.
☐	Fac Address	The address of a real property facility, usually for commemorative or descriptive purposes
☐	Fac City	The city of a real property facility, usually for commemorative or descriptive purposes
☐	Fac Country	The country of a real property facility, usually for commemorative or descriptive purposes
☐	Fac State	The state of a real property facility, usually for commemorative or descriptive purposes
☐	Fac ZIP Cd	The postal service zip code of the real property facility.
☐	Facility Condition Index	Facility Condition Index
☐	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.
☐	Heritage Asset Cd	Code used to identify the type of heritage asset. (Note: Heritage assets are not depreciated)
☐	Interface Flag	Depending on the action, this flag identifies if UIC has a UIT, Accounting, or Real Property Interface.
☐	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 Updtd By	Last updated by (user id)

☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	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.
☐	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 YYYYYYYY format.
☐	Prior Deprn	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	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
☐	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.
☐	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	The last visit date for the Real Property site
☐	Tran Action Type Cd	An identifier for the type of transaction processed
☐	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).
☐	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.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.
☐	Status	Record is either Active or Deleted

Cancel Reset Show Inquiry Submit

2. Select the fields required for the inquiry. *The first 11 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.

- Verify the ACCUMD DEPRN contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACCUMD DEPRN.*
- Verify the FAC NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a FAC NM.*
- Verify the FAC NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a FAC NBR.*
- Verify the LAND ACQ TRACT ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a LAND ACQ TRACT ID.*
- Verify the RP SITE NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a RP SITE NAME.*
- Verify the RPSUID contains the appropriate ☑ or ☐. *Select if the inquiry contains a RPSUID.*
- Verify the RPUID contains the appropriate ☑ or ☐. *Select if the inquiry contains a RPUID.*
- Verify the INSTL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an INSTL NBR.*
- Verify the Total Cost contains the appropriate ☑ or ☐. *Select if the inquiry contains a Total Cost.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the UIC NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC NAME.*
- Click ☐ to select the ACC—SFIS. *Select if the inquiry contains an ACC—SFIS CODE.*

- Click ☐ to select the ACCT RPT NBR. *Select if the inquiry contains an ACCT RPT NBR.*
- Click ☐ to select the ACQ DT. *Select if the inquiry contains an ACQ DATE.*
- Click ☐ to select the ACTIVATION DT. *Select if the inquiry contains an ACTIVATION DT.*
- Click ☐ to select the Agency Defined 1. *Select if the inquiry contains Agency Defined information.*
- Click ☐ to select the Agency Defined 2. *Select if the inquiry contains Agency Defined information.*
- Click ☐ to select the Agency Defined 3. *Select if the inquiry contains Agency Defined information.*
- Click ☐ to select the Agency Defined 4. *Select if the inquiry contains Agency Defined information.*
- Click ☐ to select the Agency Defined 5. *Select if the inquiry contains Agency Defined information.*
- Click ☐ to select the ASN. *Select if the inquiry contains an ASN.*
- Click ☐ to select the ASSET CD. *Select if the inquiry contains an ASSET CD.*
- Click ☐ to select the Basic Symbol. *Select if the inquiry contains a Basic Symbol.*
- Click ☐ to select the COND CD. *Select if the inquiry contains a COND CD.*
- Click ☐ to select the CPTL CD. *Select if the inquiry contains a CPTL CD.*
- Click ☐ to select the DEPRN CD. *Select if the inquiry contains a DEPRN CD.*
- Click ☐ to select the DEPRN COST CENTER. *Select if the inquiry contains a DEPRN COST CENTER.*

- Click to select the DEPRN COST CENTER DESC. *Select if the inquiry contains a DEPRN COST CENTER DESC.*
- Click to select the DEPRN EXP CD. *Select if the inquiry contains a DEPRN EXP CD.*
- Click to select the DEPRN JOB ORDER NBR. *Select if the inquiry contains a DEPRN JOB ORDER NBR.*
- Click to select the DEPRN PERIOD. *Select if the inquiry contains a DEPRN PERIOD.*
- Click to select the DEPRN STS CD. *Select if the inquiry contains a DEPRN STS CD.*
- Click to select the DEPRN TASK CD. *Select if the inquiry contains a DEPRN TASK CD.*
- Click to select theDEPT CD. *Select if the inquiry contains a DEPT CD.*
- Click to select the EFF DT. *Select if the inquiry contains a Lease End Date.*
- Click to select the ESTBD BY. *Select if the inquiry contains ESTBD BY information.*
- Click to select the ESTBD DT. *Select if the inquiry contains a ESTBD DT.*
- Click to select the FAC ADDRESS. *Select if the inquiry contains a FAC ADDR.*
- Click to select the FAC CITY. *Select if the inquiry contains a FAC CITY.*
- Click to select the FAC COUNTRY. *Select if the inquiry contains a FAC COUNTRY.*
- Click to select the FAC STATE. *Select if the inquiry contains a FAC STATE.*
- Click to select the FAC ZIP CD. *Select if the inquiry contains a FAC ZIP CD.*

- Click to select the Facility Condition Index. *Select if the inquiry contains a Facility Condition Index.*
- Click to select the FNDNG COST CENTER. *Select if the inquiry contains a FNDNG COST CENTER.*
- Click to select the FNDNG COST CENTER DESC. *Select if the inquiry contains a FNDNG COST CENTER DESC.*
- Click to select the FUND CD. *Select if the inquiry contains a FUND CD.*
- Click to select the FY COST. *Select if the inquiry contains a FY COST.*
- Click to select the HERITAGE ASSET CD. *Select if the inquiry contains a HERITAGE ASSET CD.*
- Click to select the Interface Flag. *Select if the inquiry contains an Interface Flag.*
- Click to select the TRADING PARTNER NBR. *Select if the inquiry contains Trading Partner Number.*
- Click to select the INTRF SYS CD. *Select if the inquiry contains an INTRF SYS CD.*
- Click to select the JOB ORDER NBR. *Select if the inquiry contains a JOB ORDER NBR.*
- Click to select the LAST TRAN DT. *Select if the inquiry contains a LAST TRAN DT.*
- Click to select the LAST UPDTD BY. *Select if the inquiry contains LAST UPDTD BY information.*
- Click to select the LOA. *Select if the inquiry contains a LOA.*
- Click to select the MFR YR. *Select if the inquiry contains a MFR YR.*

- Click ☐ to select the OBLIGN DOC NBR. *Select if the inquiry contains an OBLIGN DOC NBR.*
- Click ☐ to select the OWNG COST CENTER. *Select if the inquiry contains an OWNG COST CENTER.*
- Click ☐ to select the OWNG COST CENTER DESC. *Select if the inquiry contains an OWNG COST CENTER DESC.*
- Click ☐ to select the PGM YR. *Select if the inquiry contains a PGM YR.*
- Click ☐ to select the PRIOR DEPRN. *Select if the inquiry contains a PRIOR DEPRN.*
- Click ☐ to select the QTY. *Select if the inquiry contains a QTY.*
- Click ☐ to select the RCPT ACTION CD. *Select if the inquiry contains a RCPT ACTION CD.*
- Click ☐ to select the RCPT ACTION TYPE CD. *Select if the inquiry contains a RCPT ACTION TYPE CD.*
- Click ☐ to select the RCPT DOC NBR. *Select if the inquiry contains a RCPT DOC NBR.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the RPUID LAST DT VALDT. *Select if the inquiry contains RPUID LAST DT VALDT information.*
- Click ☐ to select the Salvage Value AMT. *Select if the inquiry contains a Salvage Value AMT.*
- Click ☐ to select the SUBHEAD. *Select if the inquiry contains a SUBHEAD.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains a TASK CD.*

- Click ☐ to select the Trading Basic Symbol. *Select if the inquiry contains a Trading Basic Symbol.*
- Click ☐ to select the TRADING DEPT CD. *Select if the inquiry contains a TRADING DEPT CD.*
- Click ☐ to select the TRADING PARTNER NBR. *Select if the inquiry contains a TRADING PARTNER NBR.*
- Click ☐ to select the TRADING SUBHEAD. *Select if the inquiry contains a TRADING SUBHEAD.*
- Click ☐ to select the TRANS ACTION CD. *Select if the inquiry contains a TRANS ACTION CD.*
- Click ☐ to select the TRAN ACTION TYPE CD. *Select if the inquiry contains a TRANS ACTION TYPE CD.*
- Click ☐ to select the TRANS DOC NBR. *Select if the inquiry contains a TRANS DOC NBR.*
- Click ☐ to select the TRANSFER TYPE CD. *Select if the inquiry contains a TRANSFER TYPE CD.*
- Click ☐ to select the TYPE FUND CD. *Select if the inquiry contains a TYPE FUND CD.*
- Click ☐ to select the UI. *Select if the inquiry contains a UI.*
- Click ☐ to select the YR SVC LIFE. *Select if the inquiry contains a YR SVC LIFE.*
- Click ☐ to select the Status. *Select if the inquiry contains a Status.*

3. Select Show Inquiry for small volumes of data. *The* ***Real Property Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The **Real Property Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Basic Detail

Overview

The Real Property Inquiry Detail process displays the Basic Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Prop Activity > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry — Basic Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Basic Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Basic Detail Grid

Instl Nbr
Fac Nbr
RPUID
ACC
Cptl Cd
Dollar Amt
Doc Nbr
Acquisition Fund Source Cd
UI
Asset Description
Land Predominant Use Cd
Mfr Yr

Yr Svc Life
Replacement Pgm Fnd Cd
Remarks
History Remarks
RP Site Nm
Fac Nme
Land Acq Tract Id
Asset Cd
Heritage Asset Cd
Orgnl Asst Dollar Amt
Acquisition Method Cd
Acquisition Org Cd
Qty
ADA Compliance Cd
Place In Service Dt (Display Only)
Facility Condition Index
Replacement Pgm Org Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

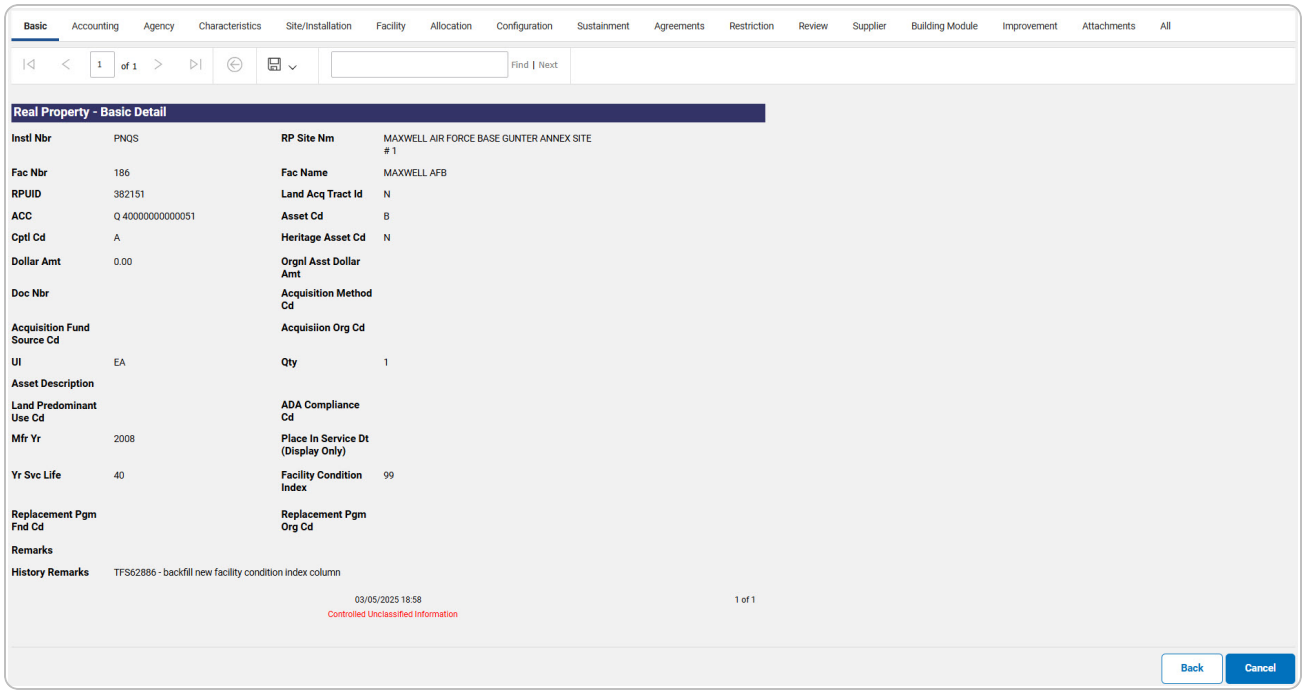
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry — Basic 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 Inquiry — Basic Detail grid.*



A. *Verify the INSTL NBR.*

B. *Verify the FAC NBR.*

C. *Verify the RPUID.*

D. *Verify the ACC.*

E. *Verify the CPTL CD.*

F. *Verify the Dollar Amount.*

G. *Verify the DOC NBR.*

H. *Verify the Acquisition Fund SOURCE CD.*

I. *Verify the UI.*

J. *Verify the Asset Description.*

K. *Verify the Land Predominant Use CD.*

L. *Verify the MFR YR.*

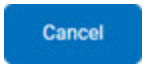
M. *Verify the YR SVC LIFE.*

N. *Verify the Remarks.*

O. *Verify the Replacement PGM FND CD.*

P. *Verify the History Remarks.*

Q. *Verify the RP SITE NAME.*
R. *Verify the FAC NAME.*
S. *Verify the LAND ACQ TRACT ID.*
T. *Verify the ASSET CD.*
U. *Verify the HERITAGE ASSET CD.*
V. *Verify the ORGNL ASST DOLLAR AMT.*
W. *Verify the Acquisition Method CD.*
X. *Verify theACQUISITION ORG CD.*
Y. *Verify the QTY.*
Z. *Verify the ADA Compliance CD.*
AA. *Verify the Place In Service DT (Display Only).*
AB. *Verify the Facility Condition Index.*
AC. *Verify the Replacement PGM ORG CD.*

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 Inquiry — Criteria** page appears*.

OR

Select the Accounting tab. *The **Real Property Inquiry Detail — Accounting** page appears*.

OR

Select the Agency tab. *The **Real Property Inquiry Detail — Agency** page appears*.

OR

Select the Characteristics tab. *The **Real Property Inquiry Detail — Characteristics** page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The **Real Property Inquiry Detail — Review** page appears*.

OR

Select the Supplier tab. *The **Real Property Inquiry Detail — Supplier** page appears*.

OR

Select the Building Module tab. *The **Real Property Inquiry Detail — Building Module** page appears*.

OR

Select the Improvement tab. *The **Real Property Inquiry Detail — Improvement** page appears*.

OR

Select the Attachments tab. *The **Real Property Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Accounting Detail

Overview

The Real Property Inquiry Detail process displays the Accounting Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Accounting Tab > Real Property Inquiry — Accounting Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Accounting Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Accounting Detail Grid

Instl Nbr
Fac Nbr
RPUID
Fund Cd/ASN *
Owning Cost Center
Funding Cost Center
Task Cd
Rcpt Doc Nbr
Trading Dept Cd
Trading Subhead
Acq Dt *

Restoration and Mod Pgm Fnd Cd
Remarks
History Remarks
RP Site Nm
Fac Name
Land Acq Tract Id
Oblign Doc Nbr
Owning Cost Center Desc
Fnding Cost Center Desc
Task Description
Job Order Nbr
LOA
Replace Amt
Eff Dt *
Restoration and Mod Pgm Org Cd

(*) Asterisk identifies mandatory fields.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

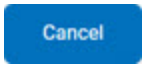
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

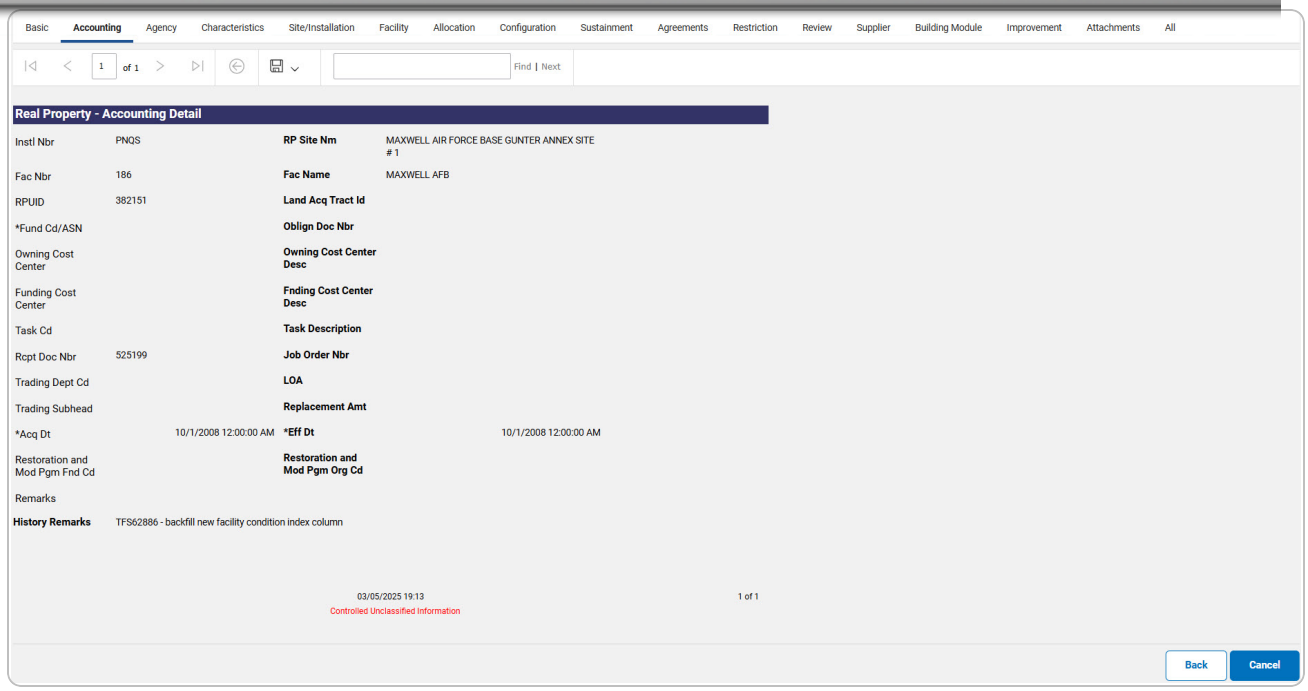
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry — Accounting Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Accounting tab. *The **Real Property Inquiry - Accounting Detail** page appears.*



A. *Verify the INSTL NBR.*

B. *Verify the FAC NBR.*

C. *Verify the RPUID.*

D. *Verify the FUND CD/ASN.*

E. *Verify the Owning Cost Center.*

F. *Verify the Funding Cost Center.*

G. *Verify the TASK CD.*

H. *Verify the RCPT DOC NBR.*

I. *Verify the TRADING DEPT CD.*

J. *Verify the TRADING SUBHEAD.*

K. *Verify the ACQ DT.*

L. *Verify the RESTORATION AND MOD PGM FND CD.*

M. *Verify the Remarks.*

N. *Verify the History Remarks.*

O. *Verify the RP SITE NAME.*

P. *Verify the FAC NAME.*

Q. *Verify the LAND ACQ TRACT ID.*

R. *Verify the OBLIGN DOC NBR.*

S. *Verify the OWNG COST CENTER DESC.*

T. *Verify the FNDNG COST CENTER DESC.*

U. *Verify the Task Description.*

V. *Verify the JOB ORDER NBR.*

W. *Verify the LOA.*

X. *Verify the REPLACEMENT AMT.*

Y. *Verify the EFF DT.*

Z. *Verify the RESTORATION AND MOD PGM ORG CD.*

2. Select Cancel. *The **Real Property Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Real Property Inquiry Detail — Basic** page appears*.

OR

Select the Agency tab. *The **Real Property Inquiry Detail — Agency** page appears*.

OR

Select the Characteristics tab. *The **Real Property Inquiry Detail — Characteristics** page appears*.

OR

Select the Site/Installation tab. *The **Real Property Inquiry Detail — Site/Installation** page appears*.

OR

Select the Facility tab. *The **Real Property Inquiry Detail — Facility** page appears*.

OR

Select the Allocation tab. *The* ***Real Property Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Inquiry Detail — Supplier*** *page appears*.

OR

Select the Building Module tab. *The **Real Property Inquiry Detail — Building Module** page appears*.

OR

Select the Improvement tab. *The **Real Property Inquiry Detail — Improvement** page appears*.

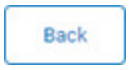
OR

Select the Attachments tab. *The **Real Property Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select 

. *The **Real Property Inquiry — Results** page appears*.

3. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
4. Follow the prompts provided by the computer.

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Agency Detail

Overview

The Real Property Inquiry Detail process displays the Agency Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Agency Tab > Real Property Inquiry — Agency Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Agency Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Agency Detail Grid

Instl Nbr
Fac Nbr
RPUID
Agency Label 1
Agency Label 2
Agency Label 3
Agency Label 4
Agency Label 5
RP Site Name
Fac Name
Land Acq Tract Id

Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

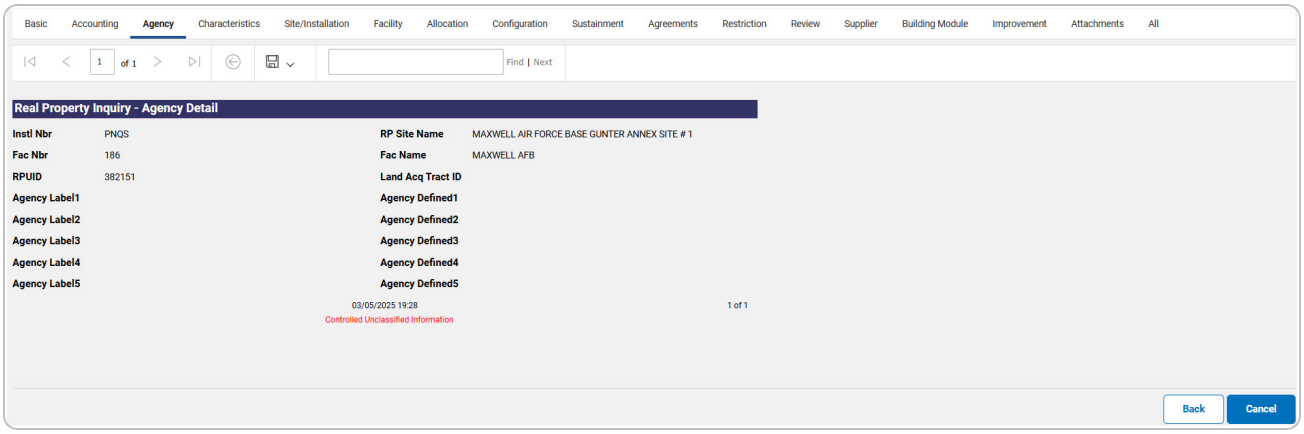
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry — Agency Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Agency tab. *The* ***Real Property Inquiry - Agency Detail*** *page appears.*



A. *Verify the INSTL NBR.*

B. *Verify the FAC NBR.*

C. *Verify the RPUID.*

D. *Verify the Agency Label 1.*

E. *Verify the Agency Label 2.*

F. *Verify the Agency Label 3.*

G. *Verify the Agency Label 4.*

H. *Verify the Agency Label 5.*

I. *Verify the RP SITE NAME.*

J. *Verify the FAC NAME.*

K. *Verify the LAND ACQ TRACT ID.*

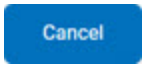
L. *Verify the Agency Defined 1.*

M. *Verify the Agency Defined 2.*

N. *Verify the Agency Defined 3.*

O. *Verify the Agency Defined 4.*

P. *Verify the Agency Defined 5.*

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 Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Real Property Inquiry Detail — Basic** page appears*.

OR

Select the Accounting tab. *The **Real Property Inquiry Detail — Accounting** page appears*.

OR

Select the Characteristics tab. *The **Real Property Inquiry Detail — Characteristics** page appears*.

OR

Select the Site/Installation tab. *The **Real Property Inquiry Detail — Site/Installation** page appears*.

OR

Select the Facility tab. *The* ***Real Property Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The **Real Property Inquiry Detail — Supplier** page appears*.

OR

Select the Building Module tab. *The **Real Property Inquiry Detail — Building Module** page appears*.

OR

Select the Improvement tab. *The **Real Property Inquiry Detail — Improvement** page appears*.

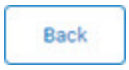
OR

Select the Attachments tab. *The **Real Property Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select 

. *The **Real Property 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Characteristics Detail

Overview

The Real Property Inquiry Detail process displays the Characteristics Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Characteristics Tab > Real Property Inquiry — Characteristics Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Characteristics Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Characteristics Detail Grid

Instl Nbr
Fac Nbr
RPUID
Construction Type Cd
Construction Agent Cd
Current Use Func Capability Cd
Total UM
Depth UM
Length UM
Width UM

Height UM
Floor Above Ground (Qty)
Module Qty
Linear Structure Hazmat Capability Cd
Linear Structure Segment Qty
RP Site Nm
Fac Name
Land Acq Tract Id
Construction Material Cd
Sustainability Cd
Utilization Rate
Total (Qty)
Depth (Qty)
Length (Qty)
Width (Qty)
Height (Qty)
Floor Below Ground (Qty)
Linear Structure Above or Below Surface Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

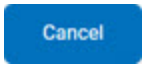
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

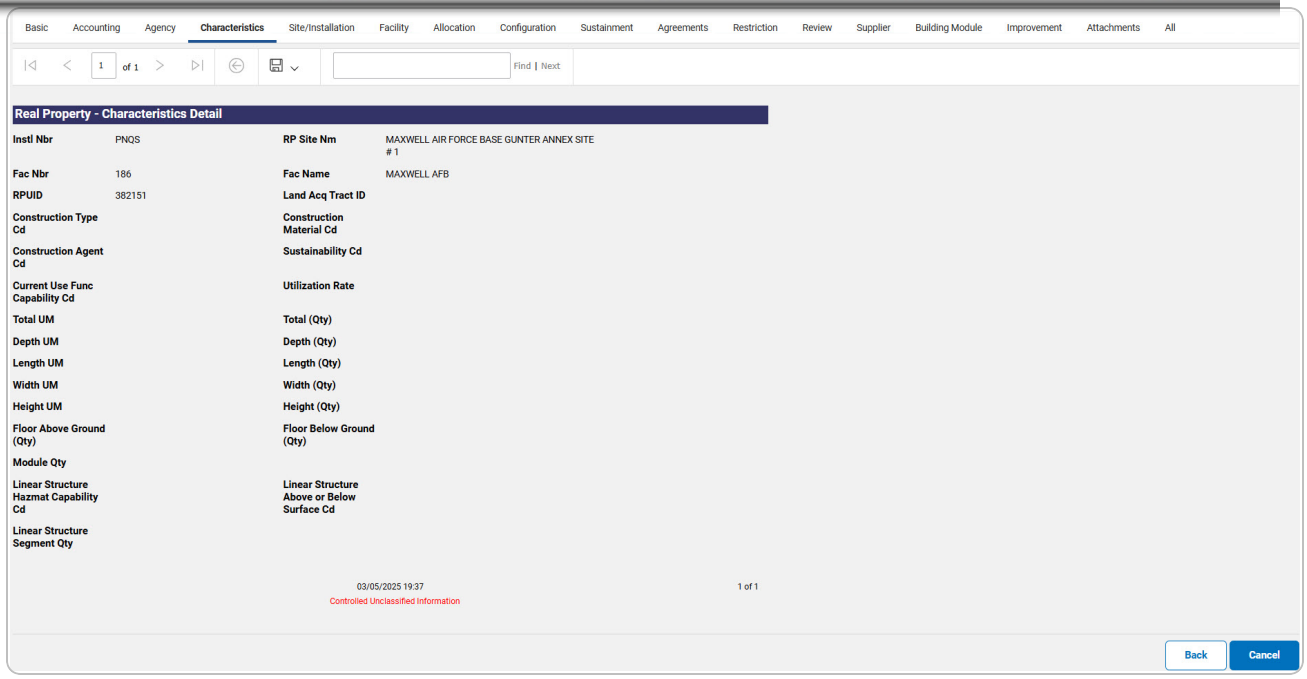
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry Basic Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Characteristics tab. *The* ***Real Property Inquiry - Characteristics Detail*** *page appears.*



A. *Verify the INSTL NBR.*

B. *Verify the FAC NBR.*

C. *Verify the RPUID.*

D. *Verify the Construction Type CD.*

E. *Verify the Construction Agent CD.*

F. *Verify the Current Use FUNC Capability CD.*

G. *Verify the Total UM.*

H. *Verify the Depth UM.*

I. *Verify the Length UM.*

J. *Verify the Width UM.*

K. *Verify the Height UM.*

L. *Verify the Floor Above Ground (QTY).*

M. *Verify the Module QTY.*

N. *Verify the Linear Structure HAZMAT Capability CD.*

O. *Verify the Linear Structure Segment QTY.*

P. *Verify the RP SITE NM.*

Q. *Verify the FAC NAME.*

R. *Verify the LAND ACQ TRACT ID.*

S. *Verify the Construction Material CD.*

T. *Verify the Sustainability CD.*

U. *Verify the Utilization Rate.*

V. *Verify the Total (QTY).*

W. *Verify the Depth (QTY).*

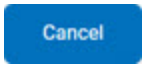
X. *Verify the Length (QTY).*

Y. *Verify the Width (QTY).*

Z. *Verify the Height (QTY).*

AA. *Verify the Floor Below Ground (QTY).*

AB. *Verify the Linear Structure Above or Below Surface CD.*

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 Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Real Property Inquiry Detail — Basic** page appears*.

OR

Select the Accounting tab. *The **Real Property Inquiry Detail — Accounting** page appears*.

OR

Select the Agency tab. *The **Real Property Inquiry Detail — Agency** page appears*.

OR

Select the Site/Installation tab. *The **Real Property Inquiry Detail — Site/Installation** page appears*.

OR

Select the Facility tab. *The* ***Real Property Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The **Real Property Inquiry Detail — Supplier** page appears*.

OR

Select the Building Module tab. *The **Real Property Inquiry Detail — Building Module** page appears*.

OR

Select the Improvement tab. *The **Real Property Inquiry Detail — Improvement** page appears*.

OR

Select the Attachments tab. *The **Real Property Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Site/Installation Detail

Overview

The Real Property Inquiry Detail process displays the Site/Installation Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Site/Installation Tab > Real Property Inquiry — Site/Installation Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Site/Installation Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Site/Installation Detail Grid

Instl Nbr
Fac Nbr
RPUID
RP Site Nm
Fac Name
Land Acq Tract Id

Installation Info

Name
Operational Sts Cd

Create Dt
Virtual Ind
Reporting Cmpn Cd
Close Dt

Site Info

Primary Activit Cd
Operational Sts Cd
Primary Indicator
Create Dt
Release Dt
Congressional District Cd
GSA Region Cd
Total Land Area UM
Command Claimant Cd
Reporting Cmpn Cd
Lease Indicator
Closed Date
Rural Urban Code
Metro Statistical Area Cd
EPA Region Cd
Total Land Area (Qty)

Site Address

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page

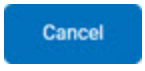
	number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

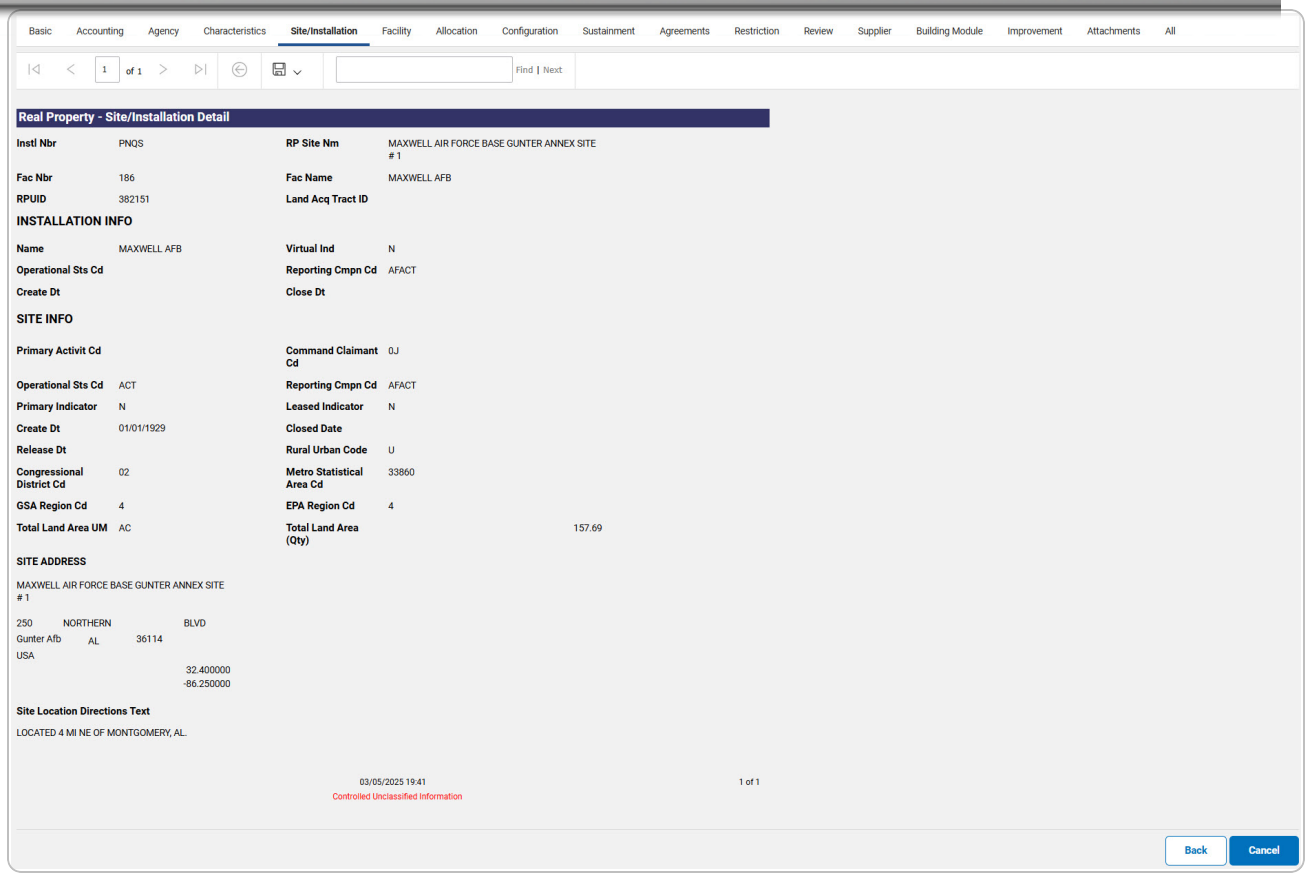
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry — Site/Installation Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Site/Installation tab. *The* ***Real Property Inquiry - Site/Installation Detail*** *page appears.*



A. *Verify the INSTL NBR.*

B. *Verify the FAC NBR.*

C. *Verify the RPUID.*

D. *Verify the RP SITE NME.*

E. *Verify the FAC NAME.*

F. *Verify the LAND ACQ TRACT ID.*

G. *Verify the Installation INFO section.*

   a. *Verify the Name.*

   b. *Verify the Operational STS CD.*

   c. *Verify the Create DT.*

   d. *Verify the Virtual Ind.*

   e. *Verify the Reporting CMPN CD.*

   f. *Verify the Close DT.*

H. *Verify the Site INFO section.*

a. *Verify the Primary ACTIVIT CD.*

b. *Verify the Operational STS CD.*

c. *Verify the Primary Indicator.*

d. *Verify the Create DT.*

e. *Verify the Release DT.*

f. *Verify the Congressional District CD.*

g. *Verify the GSA Region CD.*

h. *Verify the Total Land Area UM.*

i. *Verify the Command Claimant CD.*

j. *Verify the Reporting CMPN CD.*

k. *Verify the Leased Indicator.*

l. *Verify the Closed Date.*

m. *Verify the Rural Urban Code.*

n. *Verify the Metro Statistical Area CD.*

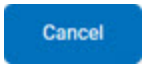
o. *Verify the EPA Region CD.*

p. *Verify the Total Land Area (QTY)*

I. *Verify the Site Address.*

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 Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Real Property Inquiry Detail — Basic** page appears*.

OR

Select the Accounting tab. *The **Real Property Inquiry Detail — Accounting** page appears*.

OR

Select the Agency tab. *The **Real Property Inquiry Detail — Agency** page appears*.

OR

Select the Characteristics tab. *The **Real Property Inquiry Detail — Characteristics** page appears*.

OR

Select the Facility tab. *The **Real Property Inquiry Detail — Facility** page appears*.

OR

Select the Allocation tab. *The **Real Property Inquiry Detail — Allocation** page appears*.

OR

Select the Configuration tab. *The **Real Property Inquiry Detail — Configuration** page appears*.

OR

Select the Sustainment tab. *The **Real Property Inquiry Detail — Sustainment** page appears*.

OR

Select the Agreements tab. *The **Real Property Inquiry Detail — Agreements** page appears*.

OR

Select the Restriction tab. *The* ***Real Property Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Inquiry Detail — Supplier*** *page appears*.

OR

Select the Building Module tab. *The* ***Real Property Inquiry Detail — Building Module*** *page appears*.

OR

Select the Improvement tab. *The* ***Real Property Inquiry Detail — Improvement*** *page appears*.

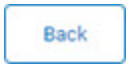
OR

Select the Attachments tab. *The* ***Real Property Inquiry Detail — Attachments*** *page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select 

. *The* ***Real Property 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement

- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Facility Detail

Overview

The Real Property Inquiry Detail process displays the Facility Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Facility Tab > Real Property Inquiry — Facility Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Facility Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Facility Detail Grid

Command Claimant Cd
Cost Sharing Partner
Dept Cd
Type Cd
Operational Status Cd
Salvage Value Amt
Historic Status Cd
Financial Reporting Org Cd
Target Asset Owner
Sub Account Cd
Interest Type Cd

Annual Operating Cost
Historic Status Dt

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

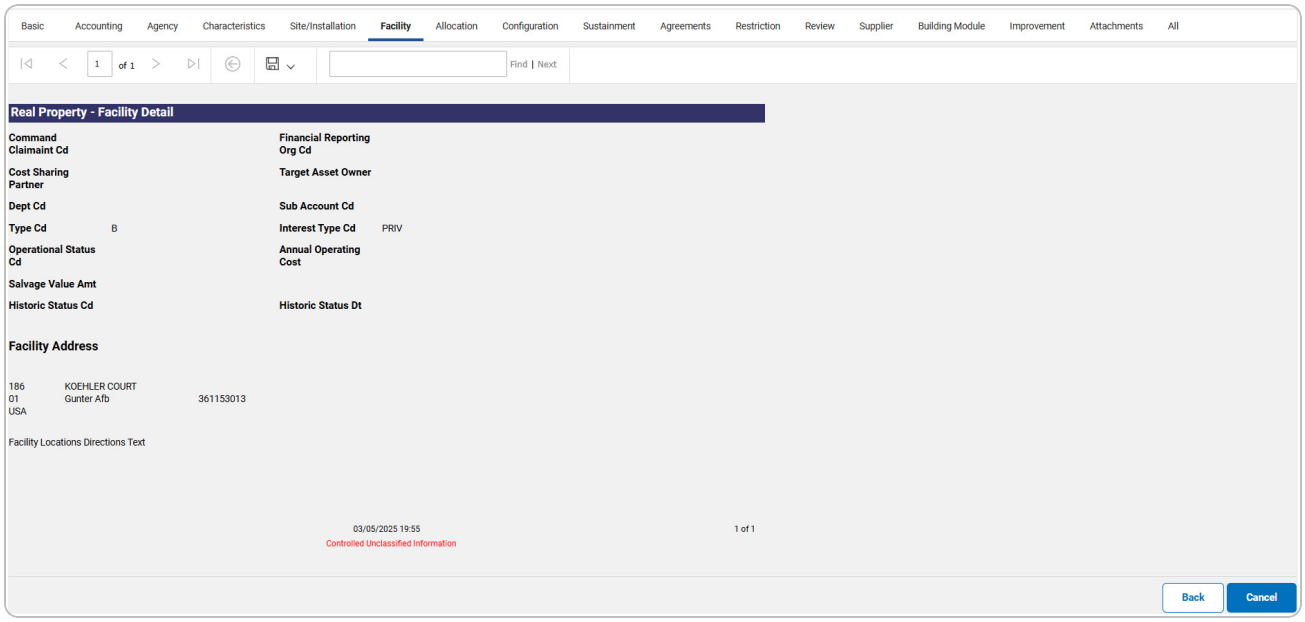
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Real Property Inquiry — Facility Detail Grid

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Facility tab. *The* ***Real Property Inquiry - Facility Detail*** *page appears.*



A. *Verify the Command Claimant CD.*

B. *Verify the Cost Sharing Partner.*

C. *Verify the DEPT CD.*

D. *Verify the TYPE CD.*

E. *Verify the Operational Status CD.*

F. *Verify the Salvage Value AMT.*

G. *Verify the Historic Status CD.*

H. *Verify the Financial Reporting Org CD.*

I. *Verify the Target Asset Owner.*

J. *Verify the Sub Account CD.*

K. *Verify the Interest Type CD.*

L. *Verify the Annual Operating Cost.*

M. *Verify the Historic Status DT.*

N. *Verify the Facility Address.*

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 Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Real Property Inquiry Detail — Basic*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The **Real Property Inquiry Detail — Supplier** page appears*.

OR

Select the Building Module tab. *The **Real Property Inquiry Detail — Building Module** page appears*.

OR

Select the Improvement tab. *The **Real Property Inquiry Detail — Improvement** page appears*.

OR

Select the Attachments tab. *The **Real Property Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Allocation Detail

Overview

The Real Property Inquiry Detail process displays the Allocation Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Allocation Tab > Real Property Inquiry — Allocation Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Allocation Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Allocation Detail Grid

Shared Use Cd
Agreement Nbr
Reimbursable Agreement Support Cd
Sustainment Org Cd
Sustainment Fund Cd
Funding Org Cd
Operational Fund Source Cd
Current Use FAC Cd
Current Use Cat Cd
UI
Qty

Remarks
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

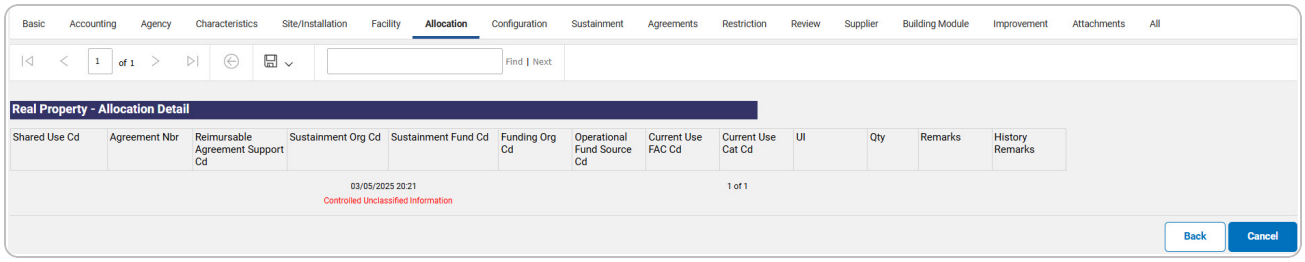
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry — Allocation Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

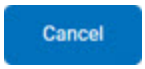
1. Select the Allocation tab. *The* ***Real Property Inquiry - Allocation Detail*** *page appears.*



A. *Verify the Shared Use Cd.*
B. *Verify the Agreement Nbr.*
C. *Verify the Reimbursable Agreement Support Cd.*
D. *Verify the Sustainment Org Cd.*
E. *Verify the Sustainment Fund Cd.*
F. *Verify the Funding Org Cd.*
G. *Verify the Operational Fund Source Cd.*
H. *Verify the Current Use FAC Cd.*
I. *Verify the Current Use Cat Cd.*
J. *Verify the UI.*
K. *Verify the Qty.*

L. *Verify the Remarks.*

M. *Verify the History Remarks.*

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 Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Real Property Inquiry Detail — Basic*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Inquiry Detail — Facility*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Inquiry Detail — Supplier*** *page appears*.

OR

Select the Building Module tab. *The* ***Real Property Inquiry Detail — Building Module*** *page appears*.

OR

Select the Improvement tab. *The **Real Property Inquiry Detail — Improvement** page appears*.

OR

Select the Attachments tab. *The **Real Property Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Configuration Detail

Overview

The Real Property Inquiry Detail process displays the Configuration Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Configuration Tab > Real Property Inquiry — Configuration Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Configuration Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Configuration Detail Grid

Design Use
Desc
FAC Cd
CAT Cd
UI
Qty
Int Cond Index
Remarks
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

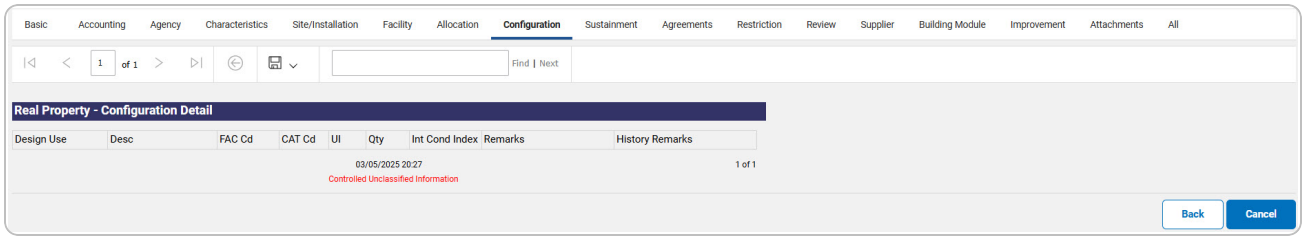
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry — Configuration Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Configuration tab. *The* ***Real Property Inquiry - Configuration Detail*** *page appears.*



   A. *Verify the Design Use.*
   B. *Verify the Design.*
   C. *Verify the FAC CD.*
   D. *Verify the CAT CD.*
   E. *Verify the UI.*
   F. *Verify the QTY.*
   G. *Verify the INT COND Index.*
   H. *Verify the Remarks.*
   I. *Verify the History Remarks.*

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 Inquiry — Criteria*** *page appears.*

OR

Select the Basic tab. *The* ***Real Property Inquiry Detail — Basic*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Inquiry Detail — Allocation*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The **Real Property Inquiry Detail — Agreements** page appears*.

OR

Select the Restriction tab. *The **Real Property Inquiry Detail — Restriction** page appears*.

OR

Select the Review tab. *The **Real Property Inquiry Detail — Review** page appears*.

OR

Select the Supplier tab. *The **Real Property Inquiry Detail — Supplier** page appears*.

OR

Select the Building Module tab. *The **Real Property Inquiry Detail — Building Module** page appears*.

OR

Select the Improvement tab. *The **Real Property Inquiry Detail — Improvement** page appears*.

OR

Select the Attachments tab. *The **Real Property Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation

- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Agreements Detail

Overview

The Real Property Inquiry Detail process displays the Agreement Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Agreements Tab > Real Property Inquiry — Agreements Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Agreements Detail**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Agreements Detail Grid

Agreement Nbr
Agreement Type
Desc
Effective Dt
Expiration Dt
Authority Type Cd
Status Cd
Owning Organization
Using Organization
Start Dt
End Dt

Agreement Period (Days)
Cancellation Notification Period (Days)
Termination Dt
Maint Allowance Included
Improvement Allowance Included
Parking Included
Fund Cd/ASN
Base Dollar Amount (Annual)
Fully Burdened Dollar Amount (Annual)
Capital Lease Criteria Cd
Leasor
Remarks
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

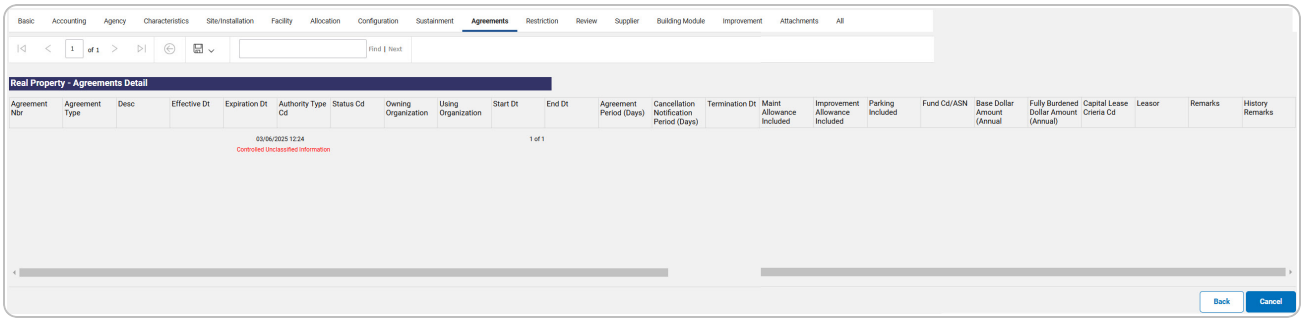
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry — Agreements Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

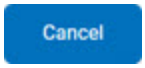
1. Select the Agreements tab. *The* ***Real Property Inquiry - Agreements Detail*** *page appears.*



A. *Verify the* AGREEMENT NBR.

B. *Verify the Agreement Type.*

C. *Verify the DESC.*
D. *Verify the EFFECTIVE DT.*
E. *Verify the EXPIRATION DT.*
F. *Verify the Authority Type CD.*
G. *Verify the Status CD.*
H. *Verify the Owning Organization.*
I. *Verify the Using Organization.*
J. *Verify the START DT.*
K. *Verify the END DT.*
L. *Verify the Agreement Period (Days).*
M. *Verify the Cancellation Notification Period (Days).*
N. *Verify the Termination DT.*
O. *Verify the MAINT Allowance Included.*
P. *Verify the Improvement Allowance Included.*
Q. *Verify the Parking Included.*
R. *Verify the FUND CD/ASN.*
S. *Verify the Base Dollar Amount (Annual).*
T. *Verify the Fully Burdened Dollar Amount (Annual).*
U. *Verify the Capital Lease Criteria CD.*
V. *Verify the Leasor.*
W. *Verify the Remarks.*
X. *Verify the History Remarks.*

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 Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Real Property Inquiry Detail — Basic** page appears*.

OR

Select the Accounting tab. *The* ***Real Property Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Inquiry Detail — Supplier*** *page appears*.

OR

Select the Building Module tab. *The* ***Real Property Inquiry Detail — Building Module*** *page appears*.

OR

Select the Improvement tab. *The* ***Real Property Inquiry Detail — Improvement*** *page appears*.

OR

Select the Attachments tab. *The* ***Real Property Inquiry Detail — Attachments*** *page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment

- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Sustainment Detail

Overview

The Real Property Inquiry Detail process displays the Sustainment Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Sustainment Tab > Real Property Inquiry — Sustainment Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Sustainment Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Sustainment Detail Grid

Fiscal Year
Planned Cost
Actual Cost
Deferred Maintenance
Restoration Requirement Cost
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

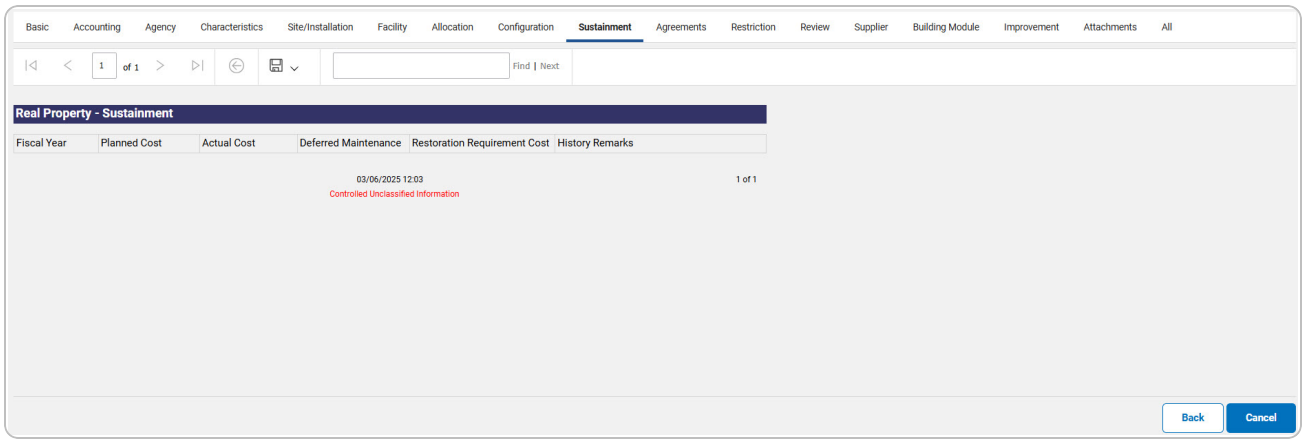
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry — Sustainment Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Sustainment tab. *The* ***Real Property Inquiry - Sustainment Detail*** *page appears.*



   A. *Verify the Fiscal Year.*
   B. *Verify the Planned Cost.*
   C. *Verify the Actual Cost.*
   D. *Verify the Deferred Maintenance.*
   E. *Verify the Restoration Requirement Cost.*
   F. *Verify the History Remarks.*

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 Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Real Property Inquiry Detail — Basic*** *page appears*.

   OR

Select the Accounting tab. *The **Real Property Inquiry Detail — Accounting** page appears*.

OR

Select the Agency tab. *The **Real Property Inquiry Detail — Agency** page appears*.

OR

Select the Characteristics tab. *The **Real Property Inquiry Detail — Characteristics** page appears*.

OR

Select the Site/Installation tab. *The **Real Property Inquiry Detail — Site/Installation** page appears*.

OR

Select the Facility tab. *The **Real Property Inquiry Detail — Facility** page appears*.

OR

Select the Allocation tab. *The **Real Property Inquiry Detail — Allocation** page appears*.

OR

Select the Configuration tab. *The **Real Property Inquiry Detail — Configuration** page appears*.

OR

Select the Agreements tab. *The **Real Property Inquiry Detail — Agreements** page appears*.

OR

Select the Restriction tab. *The* ***Real Property Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Inquiry Detail — Supplier*** *page appears*.

OR

Select the Building Module tab. *The* ***Real Property Inquiry Detail — Building Module*** *page appears*.

OR

Select the Improvement tab. *The* ***Real Property Inquiry Detail — Improvement*** *page appears*.

OR

Select the Attachments tab. *The* ***Real Property Inquiry Detail — Attachments*** *page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier

- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Restriction Detail

Overview

The Real Property Inquiry Detail process displays the Restriction Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Restriction Tab > Real Property Inquiry — Restriction Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Restriction Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Restriction Detail Grid

Restriction Type
Description
Start Date
End Date
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

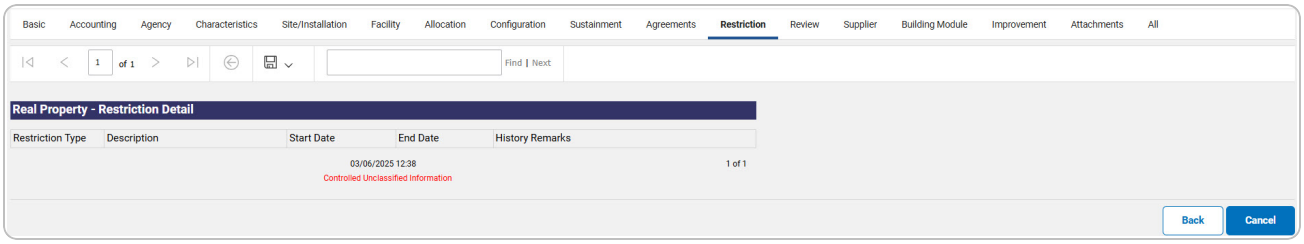
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry — Restriction Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Restriction tab. *The* ***Real Property Inquiry - Restriction Detail*** *page appears.*



   A. *Verify the Restriction Type.*
   B. *Verify the Description.*
   C. *Verify the Start Date.*
   D. *Verify the End Date.*
   E. *Verify the History Remarks.*

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 Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Real Property Inquiry Detail — Basic*** *page appears*.

   OR

Select the Accounting tab. *The **Real Property Inquiry Detail — Accounting** page appears*.

OR

Select the Agency tab. *The **Real Property Inquiry Detail — Agency** page appears*.

OR

Select the Characteristics tab. *The **Real Property Inquiry Detail — Characteristics** page appears*.

OR

Select the Site/Installation tab. *The **Real Property Inquiry Detail — Site/Installation** page appears*.

OR

Select the Facility tab. *The **Real Property Inquiry Detail — Facility** page appears*.

OR

Select the Allocation tab. *The **Real Property Inquiry Detail — Allocation** page appears*.

OR

Select the Configuration tab. *The **Real Property Inquiry Detail — Configuration** page appears*.

OR

Select the Sustainment tab. *The **Real Property Inquiry Detail — Sustainment** page appears*.

OR

Select the Agreements tab. *The* ***Real Property Inquiry Detail — Agreements*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Inquiry Detail — Supplier*** *page appears*.

OR

Select the Building Module tab. *The* ***Real Property Inquiry Detail — Building Module*** *page appears*.

OR

Select the Improvement tab. *The* ***Real Property Inquiry Detail — Improvement*** *page appears*.

OR

Select the Attachments tab. *The* ***Real Property Inquiry Detail — Attachments*** *page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier

- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Review Detail

Overview

The Real Property Inquiry Detail process displays the Review Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Review Tab > Real Property Inquiry — Review Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Review Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Review Detail Grid

Review Type
Review Date
Reviewed By
Fair Market Value
Facility Condition Index
Remarks
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

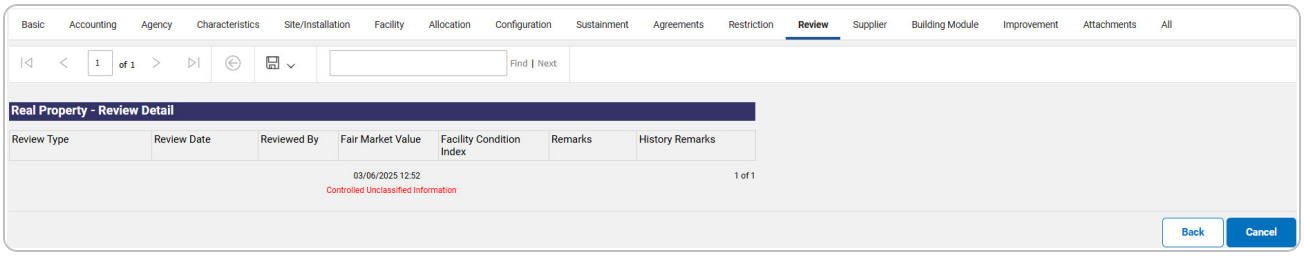
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry — Review Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Review tab. *The* ***Real Property Inquiry - Review Detail*** *page appears.*



   A. *Verify the Review Type.*
   B. *Verify the Review Date.*
   C. *Verify the Reviewed By.*
   D. *Verify the Fair Market Value.*
   E. *Verify the Facility Condition Index.*
   F. *Verify the Remarks.*
   G. *Verify the History Remarks.*

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 Inquiry — Criteria*** *page appears.*

   OR

   Select the Basic tab. *The* ***Real Property Inquiry Detail — Basic*** *page appears.*

OR

Select the Accounting tab. *The* ***Real Property Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Inquiry Detail — Restriction*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Inquiry Detail — Supplier*** *page appears*.

OR

Select the Building Module tab. *The* ***Real Property Inquiry Detail — Building Module*** *page appears*.

OR

Select the Improvement tab. *The* ***Real Property Inquiry Detail — Improvement*** *page appears*.

OR

Select the Attachments tab. *The* ***Real Property Inquiry Detail — Attachments*** *page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation

- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Supplier Detail

Overview

The Real Property Inquiry Detail process displays the Supplier Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Supplier Tab > Real Property Inquiry — Supplier Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Supplier Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Supplier Detail Grid

Service Category
Service Description
Supplier Type
Supplier Name
POC
Address 1
Address 2
State
City
Zip
Country

Remarks
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

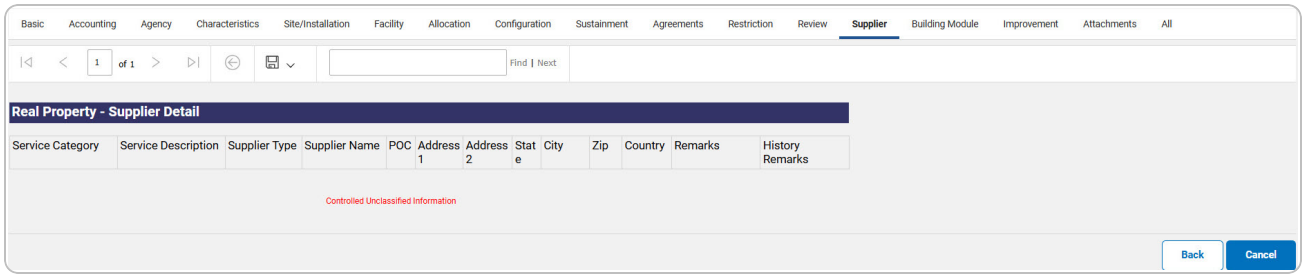
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry — Supplier Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

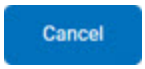
1. Select the Supplier tab. *The* ***Real Property Inquiry - Supplier Detail*** *page appears.*



A. *Verify the Service Category.*
B. *Verify the Service Description.*
C. *Verify the Supplier Type.*
D. *Verify the Supplier Name.*
E. *Verify the POC.*
F. *Verify the Address 1.*
G. *Verify the Address 2.*
H. *Verify the State.*
I. *Verify the City.*
J. *Verify the ZIP.*
K. *Verify the Country.*

L. *Verify the Remarks.*

M. *Verify the History Remarks.*

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 Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Real Property Inquiry Detail — Basic*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The **Real Property Inquiry Detail — Allocation** page appears*.

OR

Select the Configuration tab. *The **Real Property Inquiry Detail — Configuration** page appears*.

OR

Select the Sustainment tab. *The **Real Property Inquiry Detail — Sustainment** page appears*.

OR

Select the Agreements tab. *The **Real Property Inquiry Detail — Agreements** page appears*.

OR

Select the Restriction tab. *The **Real Property Inquiry Detail — Restriction** page appears*.

OR

Select the Review tab. *The **Real Property Inquiry Detail — Review** page appears*.

OR

Select the Building Module tab. *The **Real Property Inquiry Detail — Building Module** page appears*.

OR

Select the Improvement tab. *The **Real Property Inquiry Detail — Improvement** page appears*.

OR

Select the Attachments tab. *The **Real Property Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Building Module Detail

Overview

The Real Property Inquiry Detail process displays the Building Module Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Building Module Tab > Real Property Inquiry — Building Module Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Building Module Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Building Module Detail Grid

Building Module Description
Building Module Nbr
Building Module Type Cd
Remarks
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

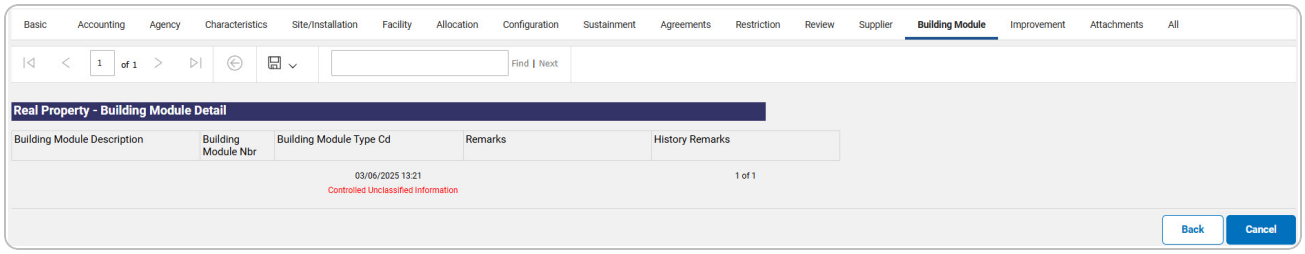
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry — Building Module Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Building Module tab. *The* ***Real Property Inquiry - Building Module Detail*** *page appears.*



   A. *Verify the Building Module Description.*
   B. *Verify the Building Module NBR.*
   C. *Verify the Building Module TYPE CD.*
   D. *Verify the Remarks.*
   E. *Verify the History Remarks.*

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 Inquiry — Criteria*** *page appears.*

   OR

   Select the Basic tab. *The* ***Real Property Inquiry Detail — Basic*** *page appears.*

   OR

Select the Accounting tab. *The **Real Property Inquiry Detail — Accounting** page appears*.

OR

Select the Agency tab. *The **Real Property Inquiry Detail — Agency** page appears*.

OR

Select the Characteristics tab. *The **Real Property Inquiry Detail — Characteristics** page appears*.

OR

Select the Site/Installation tab. *The **Real Property Inquiry Detail — Site/Installation** page appears*.

OR

Select the Facility tab. *The **Real Property Inquiry Detail — Facility** page appears*.

OR

Select the Allocation tab. *The **Real Property Inquiry Detail — Allocation** page appears*.

OR

Select the Configuration tab. *The **Real Property Inquiry Detail — Configuration** page appears*.

OR

Select the Sustainment tab. *The **Real Property Inquiry Detail — Sustainment** page appears*.

OR

Select the Agreements tab. *The* ***Real Property Inquiry Detail — Agreements*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Inquiry Detail — Supplier*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Inquiry Detail — Restriction*** *page appears*.

OR

Select the Improvement tab. *The* ***Real Property Inquiry Detail — Improvement*** *page appears*.

OR

Select the Attachments tab. *The* ***Real Property Inquiry Detail — Attachments*** *page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review

- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Improvement Detail

Overview

The Real Property Inquiry Detail process displays the Improvement Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Improvement Tab > Real Property Inquiry — Improvement Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Improvement Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Improvement Detail Grid

Impv Nbr
Type Action
Reason Cd
ACC
Yr Svc Life
Deprn Period
Doc Nbr
Oblign Doc Nbr
Imp Cst Amt
Fund Cd/ASN
Cptl Cd

LOA
Acq Dt
Eff Dt
Acquisition Method Cd
Acquisition Fund Source Cd
Acquisition Org Source Cd
Owning Cost Center
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
Transfer Type Cd
Trading Partner Nbr
Trading Dept Cd
Trading Basic Symbol
Trading Subhead
Remarks
History Remarks
Estbd Dt
Estbd By
Last Activity Dt
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

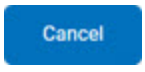
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

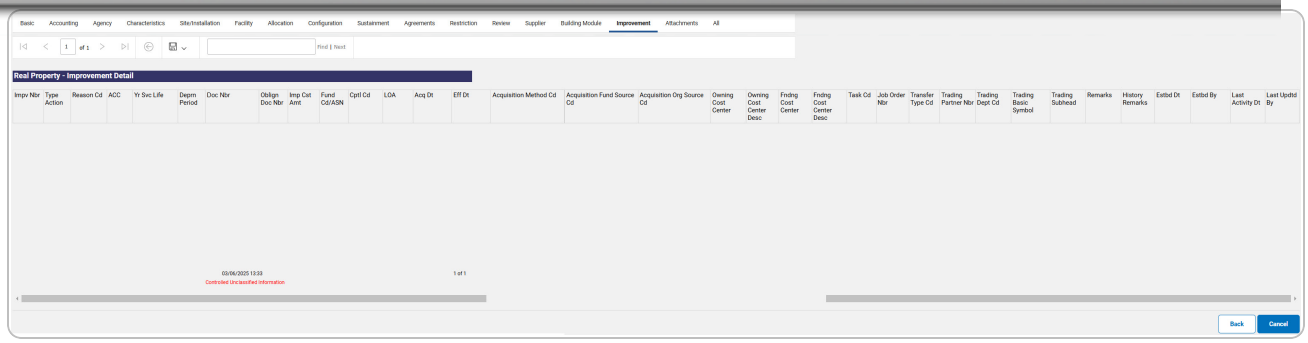
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry — Improvement Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Improvement tab. *The **Real Property Inquiry - Improvement Detail** page appears.*



A. *Verify the IMPV NBR.*
B. *Verify the Type Action.*
C. *Verify the REASON CD.*
D. *Verify the ACC.*
E. *Verify the YR SVC LIFE.*
F. *Verify the DEPRN PERIOD.*
G. *Verify the DOC NBR.*
H. *Verify the OBLIGN DOC NBR.*
I. *Verify the IMP CST AMT.*
J. *Verify the FUND CD/ASN.*
K. *Verify the CPTL CD.*
L. *Verify the LOA.*
M. *Verify the ACQ DT.*
N. *Verify the EFF DT.*
O. *Verify the Acquisition Method CD.*
P. *Verify the Acquisition Fund SOURCE CD.*
Q. *Verify the ACQUISITION ORG SOURCE CD.*
R. *Verify the Owning Cost Center.*
S. *Verify the OWNG COST CENTER DESC.*
T. *Verify the FNDNG COST CENTER.*
U. *Verify the FNDNG COST CENTER DESC.*
V. *Verify the TASK CD.*
W. *Verify the JOB ORDER NBR.*
X. *Verify the TRANSFER TYPE CD.*

Y. *Verify the TRADING PARTNER NBR.*

Z. *Verify the TRADING DEPT CD.*

AA. *Verify the Trading Basic Symbol.*

AB. *Verify the TRADING SUBHEAD.*

AC. *Verify the Remarks.*

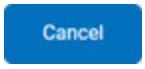
AD. *Verify the History Remarks.*

AE. *Verify the ESTBD DT.*

AF. *Verify the ESTBD BY.*

AG. *Verify the LAST ACTIVITY DT.*

AH. *Verify the LAST UPDTD BY.*

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 Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Real Property Inquiry Detail — Basic*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Inquiry Detail — Agreements*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Inquiry Detail — Supplier*** *page appears*.

OR

Select the Restriction tab. *The **Real Property Inquiry Detail — Restriction** page appears*.

OR

Select the Building Module tab. *The **Real Property Inquiry Detail — Building Module** page appears*.

OR

Select the Attachments tab. *The **Real Property Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Attachments Detail

Overview

The Real Property Inquiry Detail process displays the Attachment Detail record of the selected Real Property.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Attachments Tab > Real Property Inquiry — Attachments Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Attachments Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Attachment View Grid

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry — Attachments Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Attachments tab. *The* ***Real Property Inquiry - Attachment View*** *page appears.*

   A. *Verify the Attachment(s).*

      a. *Select* test *. The Attachment Viewer/Delete pop-up window opens. The procedure leaves the application.*

      b. Follow the prompts provided by the computer.

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 Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Real Property Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Accounting tab. *The* ***Real Property Inquiry Detail — Accounting*** *page appears*.

   OR

   Select the Agency tab. *The* ***Real Property Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Inquiry Detail — Agreements*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Inquiry Detail — Supplier*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Inquiry Detail — Restriction*** *page appears*.

OR

Select the Building Module tab. *The* ***Real Property Inquiry Detail — Building Module*** *page appears*.

OR

Select the Improvement tab. *The* ***Real Property Inquiry Detail — Improvement*** *page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The* ***Real Property 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module

- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Inquiry Transaction Status

Overview

The Real Property Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Real Property Inquiry Transaction Status page

Page Fields

The following fields display on the **Real Property Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

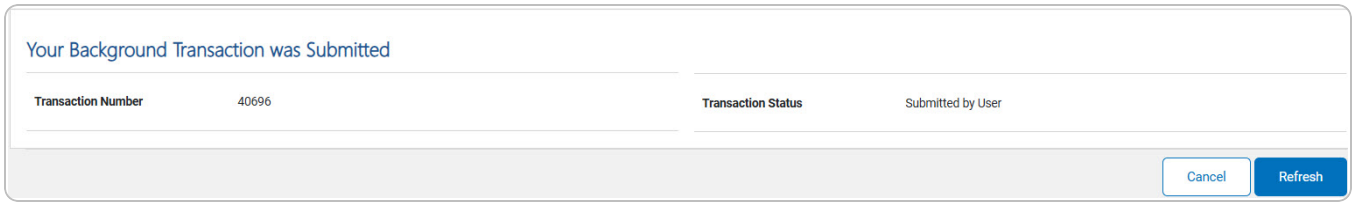
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

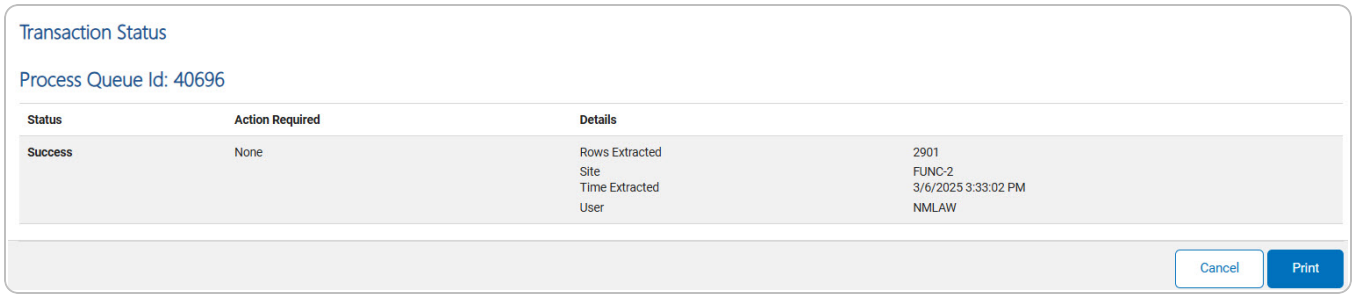
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Real Property Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Real Property Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Real Property Inquiry Search Criteria*** *page appears*.

View the Real Property Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Real Property Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- Export the Real Property Inquiry Transaction Status

Export the Real Property Inquiry Transaction Status

Overview

The Real Property Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Real Property > Real Property > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Real Property Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Real Property Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

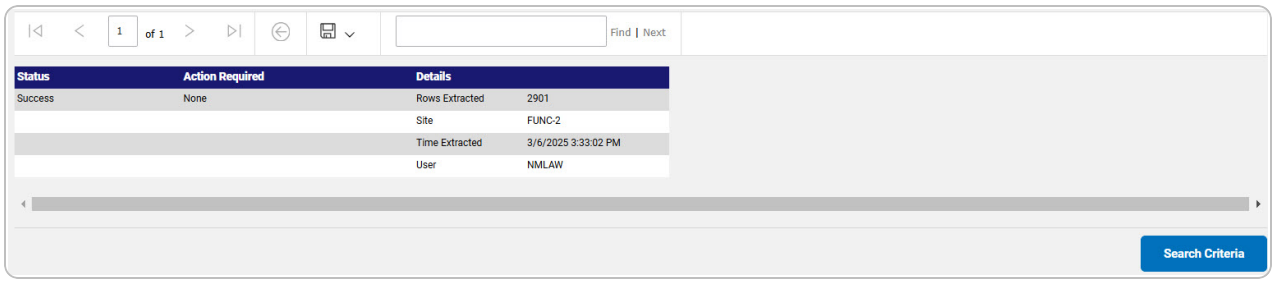
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The **Real Property Inquiry Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Real Property Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Accounting
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status

Search for a Real Property Capital Asset Inquiry — Criteria

Overview

The Property Accountability module Real Property Capital Asset Inquiry process provides the ability to search for Real Property Capital Asset records.

Navigation

Inquiries > Real Property > Capital Asset > Real Property Capital Asset Inquiry Search Criteria page

Page Fields

The following fields display on the **Real Property Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

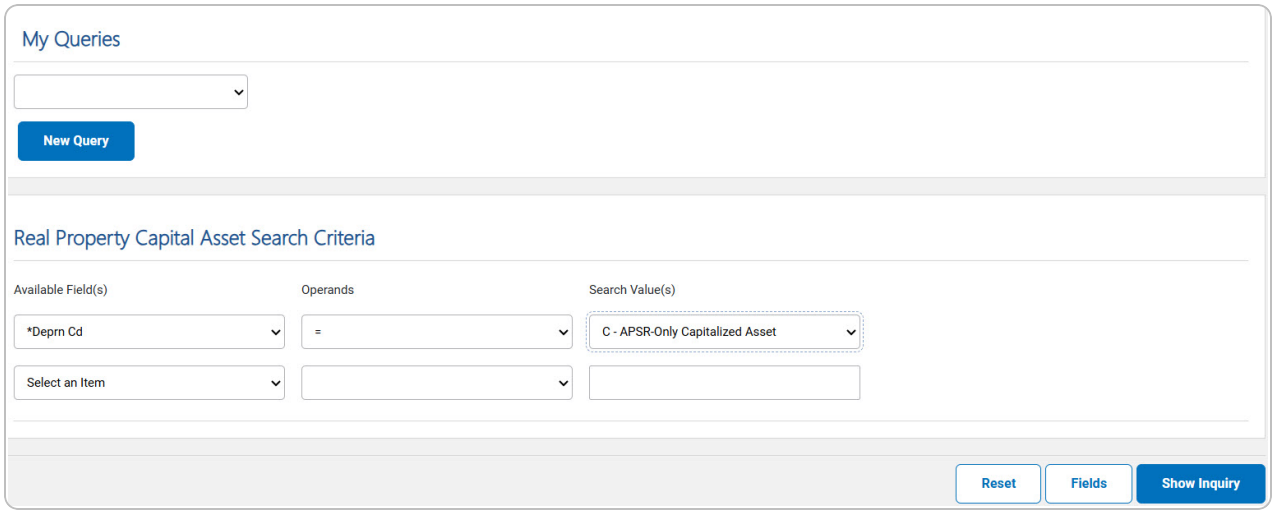
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Real Property Capital Asset 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. *The first Available Field(s) option (DEPRN CD) automatically populates and is not editable.*

B. Use ⌄ to select the second Available Field.

C. Repeat Step B to add additional search criteria.

Note

Adding another Available Field ⌄ automatically populates an additional search criteria row.

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

   C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

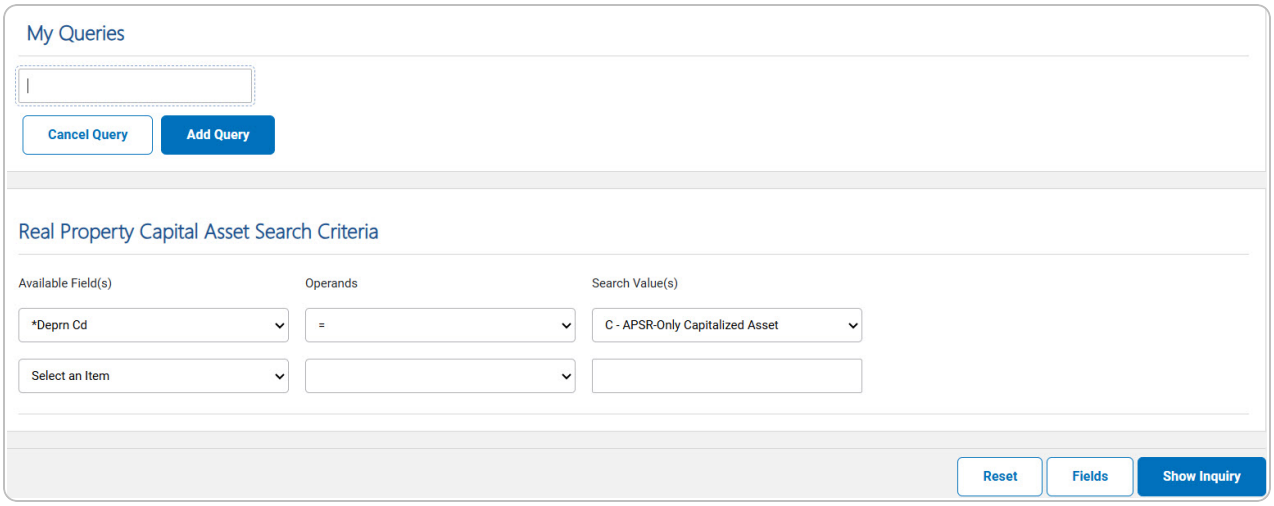
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Real Property Capital Asset Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

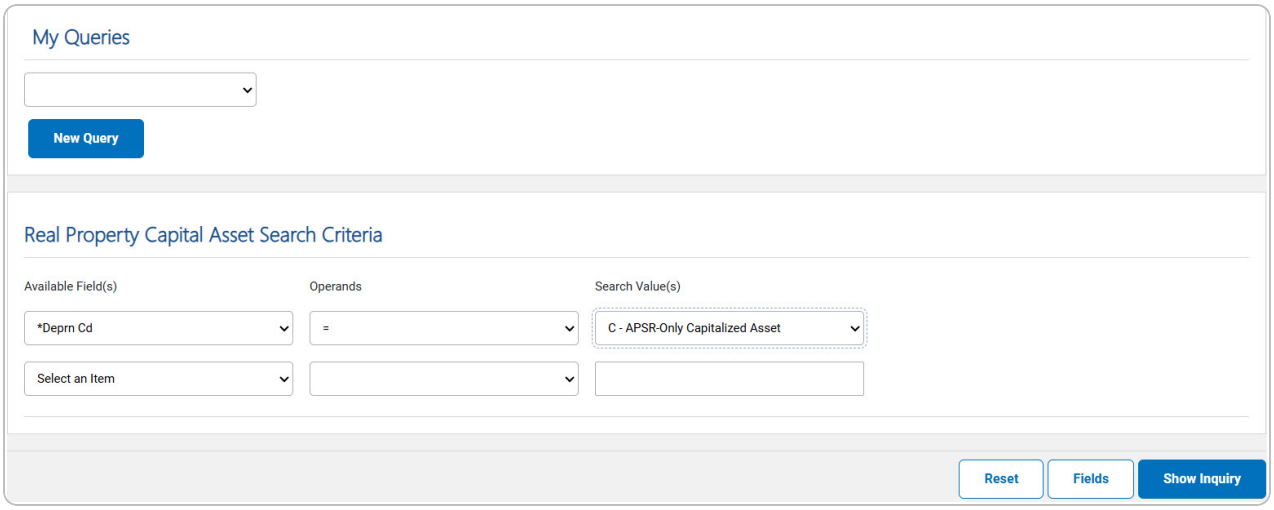
Select Fields. *The **Real Property Capital Asset Inquiry — Select Fields** page appears.*

5. OR

Select Show Inquiry. *The **Real Property Capital Asset 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.*



Select Fields. *The **Real Property Capital Asset Inquiry — Select Fields** page appears.*

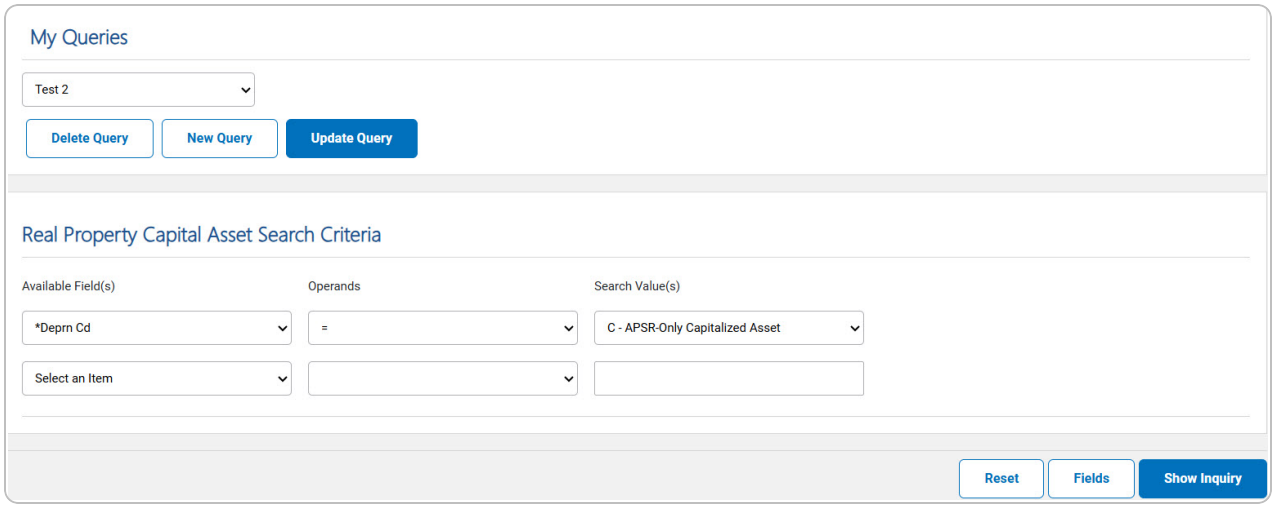
2. OR

Select Show Inquiry. *The **Real Property Capital Asset 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query*. The query information is updated.*

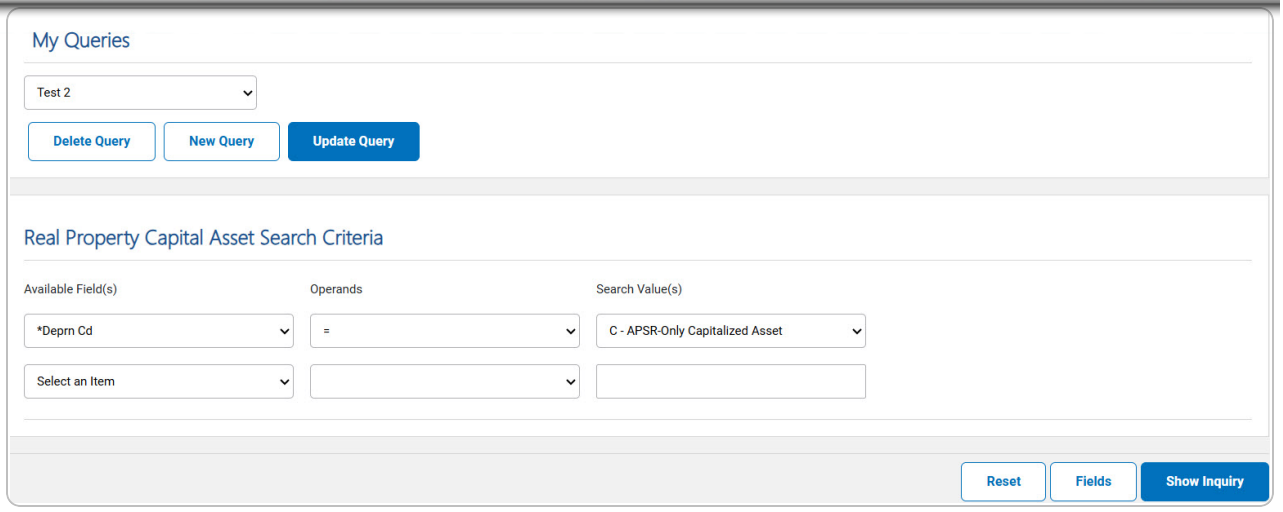
   Select Fields*. The* ***Real Property Capital Asset Inquiry — Select Fields*** *page appears.*

4. OR

   Select Show Inquiry*. The* ***Real Property Capital Asset 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Real Property Capital Asset Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement
- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

Search for a Real Property Capital Asset Inquiry — Results

Overview

The Real Property Capital Asset Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Real Property Capital Asset Inquiry Search Results page

Page Fields

The following fields display on the **Real Property Capital Asset Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Accumd Deprn
Acq Dt
Activation Dt
Deprn Cd
Deprn Period
Deprn Sts Cd
Eff Dt
Fac Name
Fac Nbr
Instl Nbr
Interface Flag
RPUID
Total Cost
UIC

Optional

ACC-SFIS
Acct Rpt Nbr

ASN
Asset Cd
Basic Symbol
Cond Cd
Cptl Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Task Cd
Deprn Cd
Estbd By
Estbd Dt
Fndng Cost Center
Fndng Cost Center Desc
Fund Cd
Facility Condition Index
FY Cost
Heritage Asset Cd
Job Order Nbr
Last Tran Dt
Last Updtd By
LOA
Mfr Yr
Obj Class Cd
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Pgm Yr
Prior Deprn
Qty
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Remarks
Salvage Value Amt
Sub Head
Task Cd
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr
Trading Sub Head
Tran Action Cd

Tran Action Type Cd
Tran Doc Nbr
Type Fund Cd
UI
Yr Svc Life

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

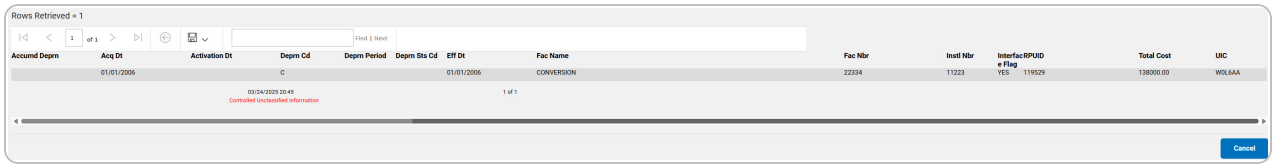
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property 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.*



Note

To reach the optional fields, refer to the Real Property Capital Asset Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Real Property Capital Asset Inquiry Search Criteria*** *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 Inquiry Detail

Select the desired ACCUMD DEPRN row. *The **Real Property Inquiry Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Restriction

- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement
- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

Select Fields for the Real Property Capital Asset Inquiry

Overview

The Real Property Capital Asset Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Fields > Real Property Capital Asset Inquiry Fields Selection page

Page Fields

The following fields display on the **Real Property Capital Asset Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Accumd Deprn
FAC Name
FAC Nbr
Land Acq Tract Id
RP Site Name
RPSUID
RPUID
Instl Nbr
Total Cost
UIC
UIC Name

Optional

ACC-SFIS
Acct Rpt Nbr
Acq Dt
Activiation Dt
Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5
ASN
Asset Cd
Basic Symbol
Cond Cd
Cptl Cd
Deprn Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Period
Deprn Sts Cd
Deprn Task Cd
Dept Cd
Eff Dt
Estbd By
Estbd Dt
Fac Address
Fac City
Fac ZIP Cd
Facility Condition Index
Fndng Cost Center
Fndng Cost Center Desc
Fund Cd
FY Cost
Heritage Asset Cd
Interface Flag
Intrf Sys Cd
Job Order Nbr
Last Tran Dt
Last Updtd By
LOA
Mfr Yr

Obj Class Cd
Oblign Doc Nbr
Owng Cost Center Desc
Pgm Yr
Prior Deprn
Qty
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Remarks
RPUID Last Dt Valdt
Salvage Value Amt
Sub Head
Task Cd
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr
Trading Subhead
Tran Action Cd
Tran Action Type Cd
Tran Doc Nbr
Transfer Type Cd
Type Fund Cd
UI
Yr Svc Life
Status

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The* ***Real Property Capital Asset Inquiry Field Selection*** *page appears.*

Field Selection

Extract Excel File ◉

Extract Text, Comma Separated File ○

Extract Id

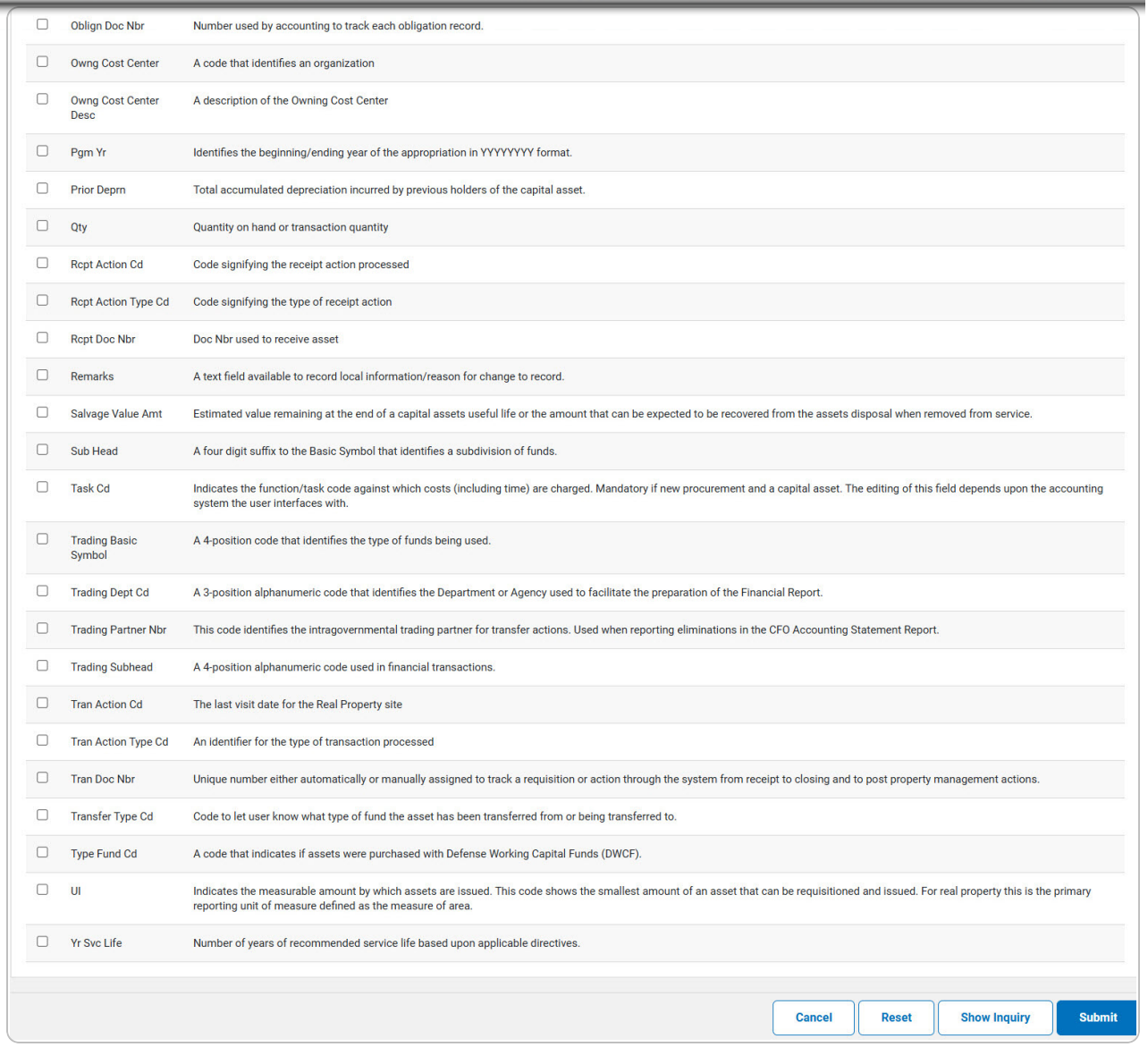
Privacy Type Private

My Selections

New Selection List

	Field	Field Description
☑	Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☑	Acq Dt	The fund approval/obligation date.
☑	Activation Dt	The date a Serial Asset was put into use.
☑	Deprn 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.
☑	Deprn 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.
☑	Deprn 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.
☑	Instl Nbr	Unique identification number that identifies a specific location of land or real property facility
☑	Interface Flag	Depending on the action, this flag identifies if UIC has a UIT, Accounting, or Real Property Interface.
☑	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.
☐	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
☐	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.
☐	Cond Cd	Real Property Condition Code
☐	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.
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Deprn Cost Center Desc	A description of the organization that handles depreciation.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn 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.
☐	Facility Condition Index	Facility Condition Index
☐	FY Cost	Accumulated monthly depreciation to date, in a fiscal year.
☐	Heritage Asset Cd	Code used to identify the type of heritage asset. (Note: Heritage assets are not depreciated)
☐	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 Updtd By	Last updated by (user id)
☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	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.
☐	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 YYYYYYYY format.
☐	Prior Deprn	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	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.
☐	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.
☐	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	The last visit date for the Real Property site
☐	Tran Action Type Cd	An identifier for the type of transaction processed
☐	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).
☐	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.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.

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

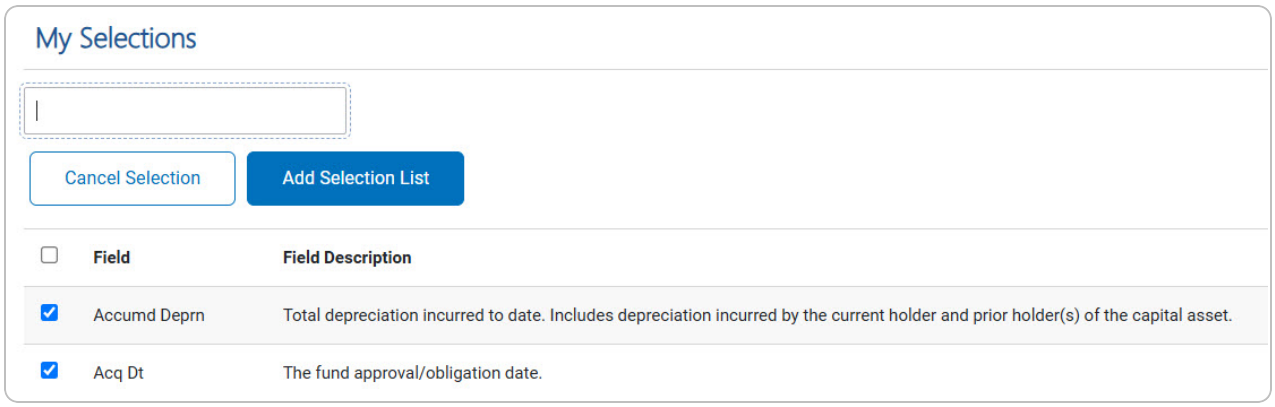
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

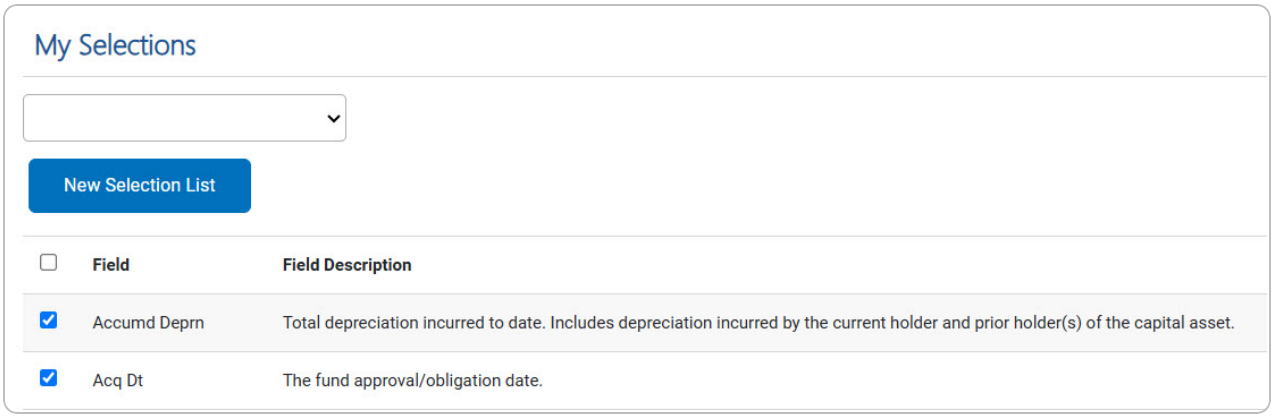
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Real Property Capital Asset Inquiry — Results*** *page appears.*
5. **OR**

   Select Submit for large volumes of data. *The* ***Real Property Capital Asset Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

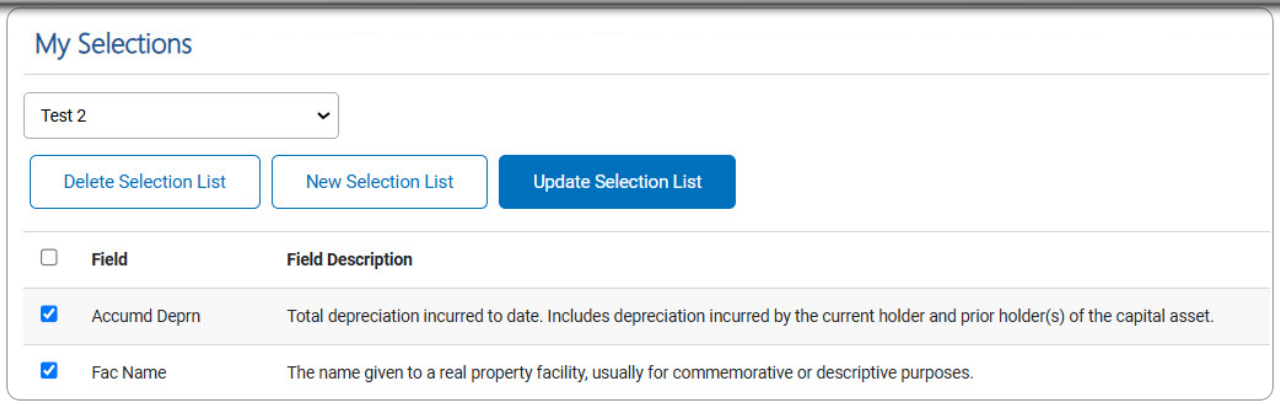
3. Select Show Inquiry for small volumes of data. *The* ***Real Property Capital Asset Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Real Property Capital Asset 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



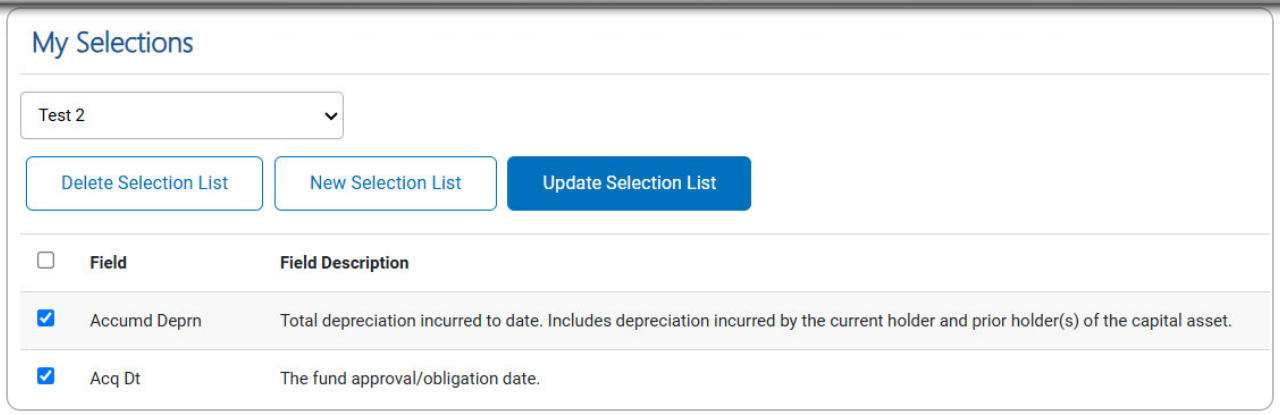
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Real Property Capital Asset Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Real Property Capital Asset 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.

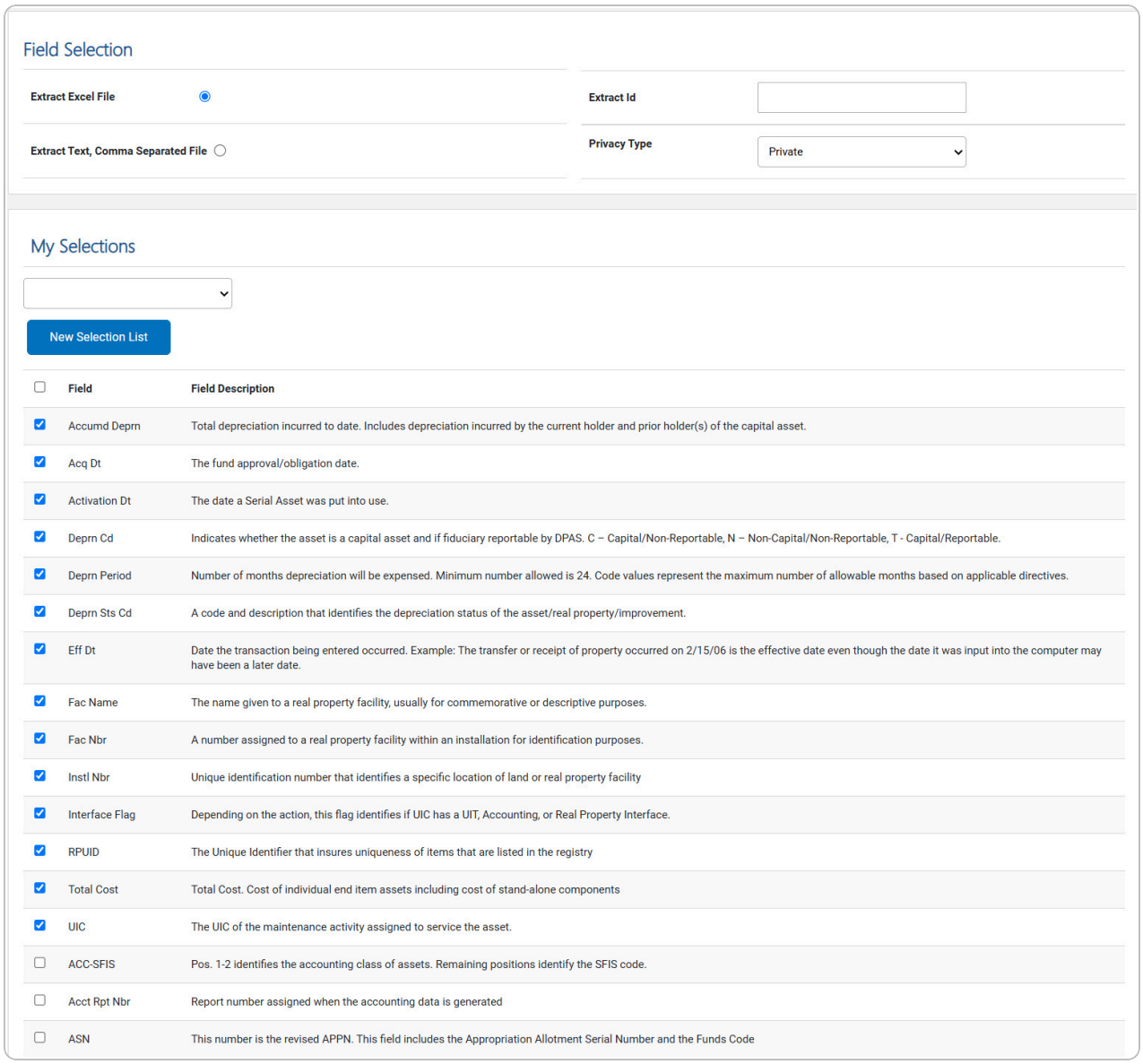


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Real Property Capital Asset Inquiry** 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
☑	Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☑	Acq Dt	The fund approval/obligation date.
☑	Activation Dt	The date a Serial Asset was put into use.
☑	Deprn 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.
☑	Deprn 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.
☑	Deprn 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.
☑	Instl Nbr	Unique identification number that identifies a specific location of land or real property facility
☑	Interface Flag	Depending on the action, this flag identifies if UIC has a UIT, Accounting, or Real Property Interface.
☑	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.
☐	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
☐	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.
☐	Cond Cd	Real Property Condition Code
☐	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.
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Deprn Cost Center Desc	A description of the organization that handles depreciation.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn 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.
☐	Facility Condition Index	Facility Condition Index
☐	FY Cost	Accumulated monthly depreciation to date, in a fiscal year.
☐	Heritage Asset Cd	Code used to identify the type of heritage asset. (Note: Heritage assets are not depreciated)
☐	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 Updtd By	Last updated by (user id)
☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	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.
☐	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 YYYYYYYY format.
☐	Prior Deprn	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	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.
☐	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.
☐	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	The last visit date for the Real Property site
☐	Tran Action Type Cd	An identifier for the type of transaction processed
☐	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).
☐	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.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.

Cancel | Reset | Show Inquiry | Submit

2. Select the fields required for the inquiry. *The first 11 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.

- Verify the ACCUMD DEPRN contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACCUMD DEPRN.*
- Verify the ACQ DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACQ DT.*
- Verify the ACTIVATION DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTIVATION DT.*
- Verify the DEPRN CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a DEPRN CD.*
- Verify the DEPRN PERIOD contains the appropriate ☑ or ☐. *Select if the inquiry contains a DEPRN PERIOD.*
- Verify the DEPRN STS CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a DEPRN STS CD.*
- Verify the EFF DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an EFF DT.*
- Verify the FAC NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a FAC NM.*
- Verify the FAC NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a FAC NBR.*
- Verify the INSTL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an INSTL NBR.*
- Verify the Interface Flag contains the appropriate ☑ or ☐. *Select if the inquiry contains an Interface Flag.*
- Verify the RPUID contains the appropriate ☑ or ☐. *Select if the inquiry contains a RPUID.*

- Verify the Total Cost contains the appropriate ☑ or ☐. *Select if the inquiry contains a Total Cost amount.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Click ☐ to select the ACC—SFIS. *Select if the inquiry contains an ACC—SFIS CODE.*
- Click ☐ to select the ACCT RPT NBR. *Select if the inquiry contains an ACCT RPT NBR.*
- Click ☐ to select the ASN. *Select if the inquiry contains an ASN.*
- Click ☐ to select the ASSET CD. *Select if the inquiry contains an ASSET CD.*
- Click ☐ to select the Basic Symbol. *Select if the inquiry contains a Basic Symbol.*
- Click ☐ to select the COND CD. *Select if the inquiry contains a COND CD.*
- Click ☐ to select the CPTL CD. *Select if the inquiry contains a CPTL CD.*
- Click ☐ to select the DEPRN COST CENTER. *Select if the inquiry contains a DEPRN COST CENTER.*
- Click ☐ to select the DEPRN COST CENTER DESC. *Select if the inquiry contains a DEPRN COST CENTER DESC.*
- Click ☐ to select the DEPRN EXP CD. *Select if the inquiry contains a DEPRN EXP CD.*
- Click ☐ to select the DEPRN JOB ORDER NBR. *Select if the inquiry contains a DEPRN JOB ORDER NBR.*
- Click ☐ to select the DEPRN TASK CD. *Select if the inquiry contains a DEPRN TASK CD.*

- Click ☐ to select theDEPT CD. *Select if the inquiry contains a DEPT CD.*
- Click ☐ to select the ACQ DT. *Select if the inquiry contains an ACQ DATE.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains ESTBD BY information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains a ESTBD DT.*
- Click ☐ to select the FNDNG COST CENTER. *Select if the inquiry contains a FNDNG COST CENTER.*
- Click ☐ to select the FNDNG COST CENTER DESC. *Select if the inquiry contains an ACTIVATION DT.*
- Click ☐ to select the FUND CD. *Select if the inquiry contains a FUND CD.*
- Click ☐ to select the Facility Condition Index. *Select if the inquiry contains a Facility Condition Index.*
- Click ☐ to select the FY COST. *Select if the inquiry contains a FY COST.*
- Click ☐ to select the HERITAGE ASSET CD. *Select if the inquiry contains a HERITAGE ASSET CD.*
- Click ☐ to select the JOB ORDER NBR. *Select if the inquiry contains a JOB ORDER NBR.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a LAST TRAN DT.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains LAST UPDTD BY information.*
- Click ☐ to select the LOA. *Select if the inquiry contains a LOA.*
- Click ☐ to select the MFR YR. *Select if the inquiry contains a MFR YR.*

- Click ☐ to select the OBJ CLASS CD. *Select if the inquiry contains Agency Defined information.*
- Click ☐ to select the OBLIGN DOC NBR. *Select if the inquiry contains an OBLIGN DOC NBR.*
- Click ☐ to select the OWNG COST CENTER. *Select if the inquiry contains an OWNG COST CENTER.*
- Click ☐ to select the OWNG COST CENTER DESC. *Select if the inquiry contains an OWNG COST CENTER DESC.*
- Click ☐ to select the PGM YR. *Select if the inquiry contains a PGM YR.*
- Click ☐ to select the PRIOR DEPRN. *Select if the inquiry contains a PRIOR DEPRN.*
- Click ☐ to select the QTY. *Select if the inquiry contains a QTY.*
- Click ☐ to select the RCPT ACTION CD. *Select if the inquiry contains a RCPT ACTION CD.*
- Click ☐ to select the RCPT ACTION TYPE CD. *Select if the inquiry contains a RCPT ACTION TYPE CD.*
- Click ☐ to select the RCPT DOC NBR. *Select if the inquiry contains a RCPT DOC NBR.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the Salvage Value AMT. *Select if the inquiry contains a Salvage Value AMT.*
- Click ☐ to select the SUBHEAD. *Select if the inquiry contains a SUBHEAD.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains a TASK CD.*

- Click ☐ to select the Trading Basic Symbol. *Select if the inquiry contains a Trading Basic Symbol.*
- Click ☐ to select the TRADING PARTNER NBR. *Select if the inquiry contains Trading Partner Number.*
- Click ☐ to select the TRADING SUBHEAD. *Select if the inquiry contains a TRADING SUBHEAD.*
- Click ☐ to select the TRANS ACTION CD. *Select if the inquiry contains a TRANS ACTION CD.*
- Click ☐ to select the TRAN ACTION TYPE CD. *Select if the inquiry contains a TRANS ACTION TYPE CD.*
- Click ☐ to select the TRANS DOC NBR. *Select if the inquiry contains a TRANS DOC NBR.*
- Click ☐ to select the TRANSFER TYPE CD. *Select if the inquiry contains a TRANSFER TYPE CD.*
- Click ☐ to select the TYPE FUND CD. *Select if the inquiry contains a TYPE FUND CD.*
- Click ☐ to select the UI. *Select if the inquiry contains a UI.*

3. Select Show Inquiry for small volumes of data. *The **Real Property Capital Asset Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Real Property Capital Asset Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement
- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Capital Asset Inquiry Basic Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Basic Detail record of the selected Real Property Capital Asset.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry — Basic Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Basic Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Capital Asset Inquiry — Basic Detail Grid

Instl Nbr
Fac Nbr
RPUID
ACC
Cptl Cd
Dollar Amt
Doc Nbr
Acquisition Fund Source Cd
UI
Asset Description
Land Predominant Use Cd

Mfr Yr
Yr Svc Life
Replacement Pgm Fnd Cd
Remarks
History Remarks
RP Site Nm
Fac Nme
Land Acq Tract Id
Asset Cd
Heritage Asset Cd
Orgnl Asst Dollar Amt
Acquisition Method Cd
Acquisition Org Cd
Qty
ADA Compliance Cd
Place In Service Dt (Display Only)
Facility Condition Index
Replacement Pgm Org Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

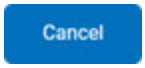
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

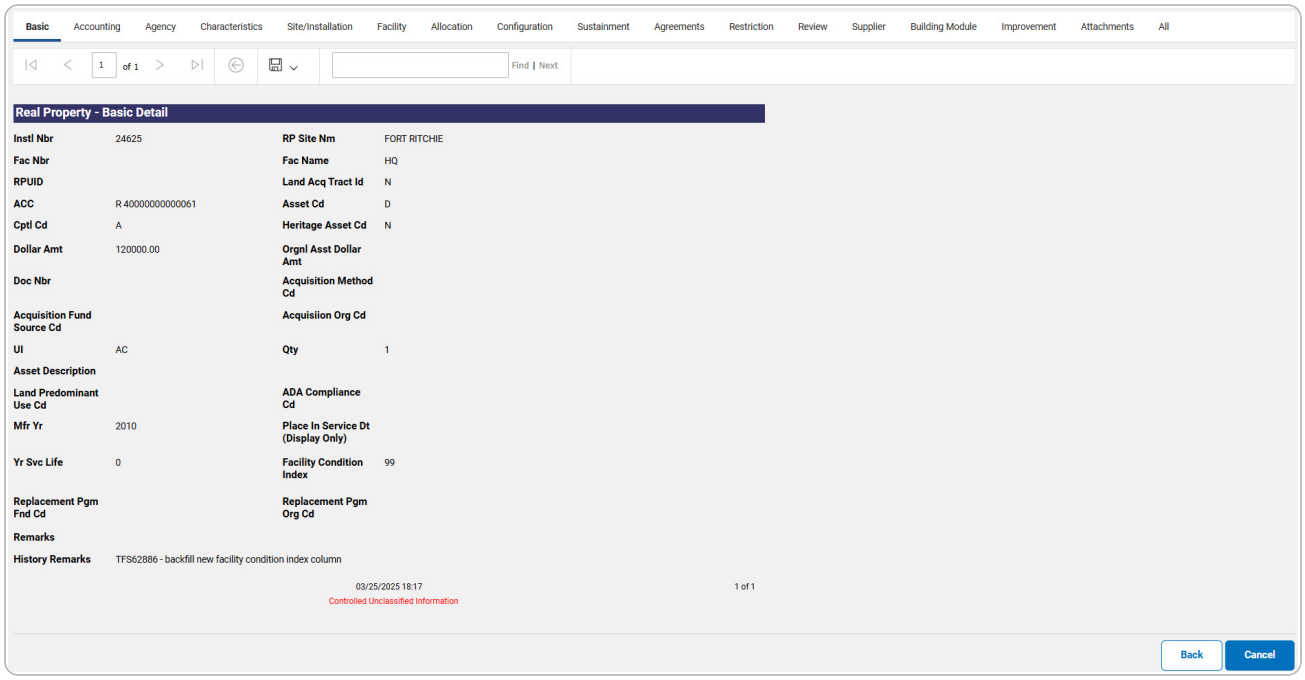
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry — Basic Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Real Property Inquiry — Basic Detail grid.*



A. *Verify the INSTL NBR.*
B. *Verify the FAC NBR.*
C. *Verify the RPUID.*
D. *Verify the ACC.*
E. *Verify the CPTL CD.*
F. *Verify the Dollar Amount.*
G. *Verify the DOC NBR.*
H. *Verify the Acquisition Fund SOURCE CD.*
I. *Verify the UI.*
J. *Verify the Asset Description.*
K. *Verify the Land Predominant Use CD.*
L. *Verify the MFR YR.*
M. *Verify the YR SVC LIFE.*
N. *Verify the Remarks.*
O. *Verify the Replacement PGM FND CD.*
P. *Verify the History Remarks.*

Q. *Verify the RP SITE NAME.*

R. *Verify the FAC NAME.*

S. *Verify the LAND ACQ TRACT ID.*

T. *Verify the ASSET CD.*

U. *Verify the HERITAGE ASSET CD.*

V. *Verify the ORGNL ASST DOLLAR AMT.*

W. *Verify the Acquisition Method CD.*

X. *Verify theACQUISITION ORG CD.*

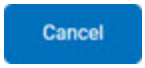
Y. *Verify the QTY.*

Z. *Verify the ADA Compliance CD.*

AA. *Verify the Place In Service DT (Display Only).*

AB. *Verify the Facility Condition Index.*

AC. *Verify the Replacement PGM ORG CD.*

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 Capital Asset Inquiry — Criteria*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Capital Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Capital Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Capital Asset Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Capital Asset Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Capital Asset Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Capital Asset Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Capital Asset Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Capital Asset Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Capital Asset Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Capital Asset Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The **Real Property Capital Asset Inquiry Detail — Review** page appears*.

OR

Select the Supplier tab. *The **Real Property Capital Asset Inquiry Detail — Supplier** page appears*.

OR

Select the Building Module tab. *The **Real Property Capital Asset Inquiry Detail — Building Module** page appears*.

OR

Select the Improvement tab. *The **Real Property Capital Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Attachments tab. *The **Real Property Capital Asset Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Capital Asset 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement

- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Capital Asset Inquiry Accounting Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Accounting Detail record of the selected Real Property Capital Asset.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Accounting Tab > Real Property Inquiry — Accounting Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Accounting Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Capital Asset Inquiry — Accounting Detail Grid

Instl Nbr
Fac Nbr
RPUID
Fund Cd/ASN *
Owning Cost Center
Funding Cost Center
Task Cd
Rcpt Doc Nbr
Trading Dept Cd
Trading Subhead

Acq Dt *
Restoration and Mod Pgm Fnd Cd
Remarks
History Remarks
RP Site Nm
Fac Name
Land Acq Tract Id
Oblign Doc Nbr
Owning Cost Center Desc
Fnding Cost Center Desc
Task Description
Job Order Nbr
LOA
Replace Amt
Eff Dt *
Restoration and Mod Pgm Org Cd

(*) Asterisk identifies mandatory fields.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

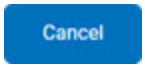
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

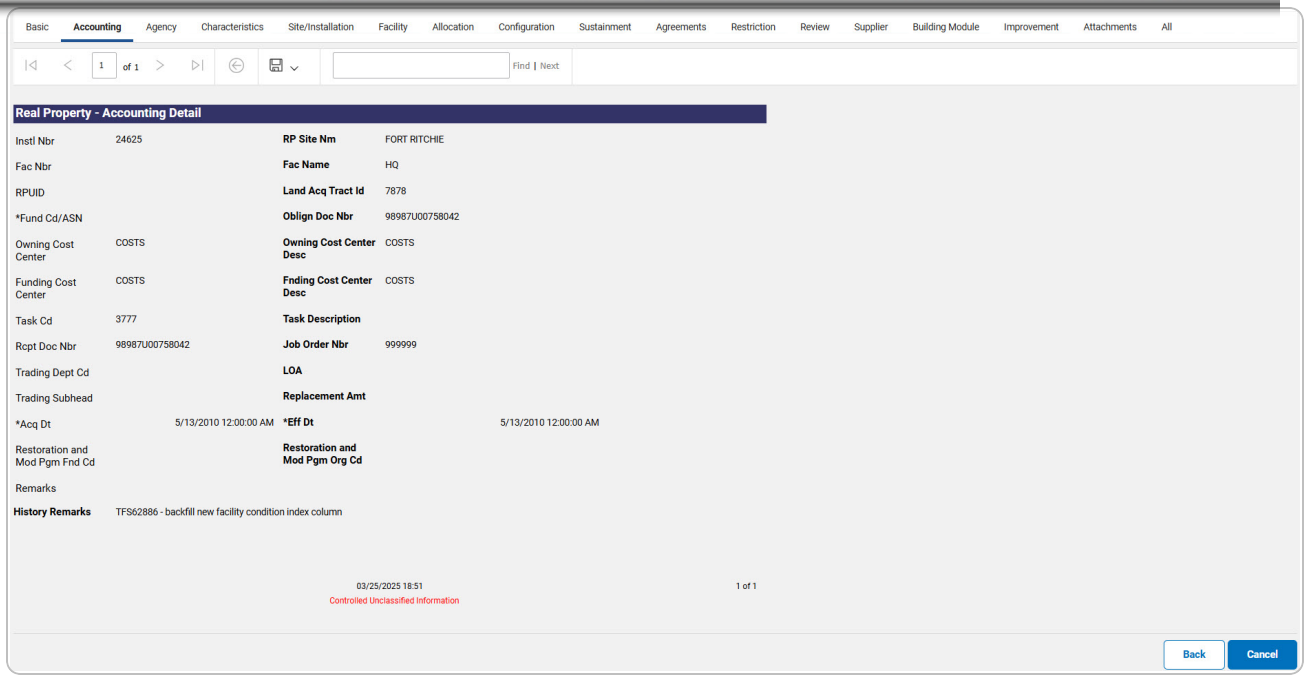
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry — Accounting Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Accounting tab. *The* ***Real Property Inquiry - Accounting Detail*** *page appears.*



A. *Verify the INSTL NBR.*

B. *Verify the FAC NBR.*

C. *Verify the RPUID.*

D. *Verify the FUND CD/ASN.*

E. *Verify the Owning Cost Center.*

F. *Verify the Funding Cost Center.*

G. *Verify the TASK CD.*

H. *Verify the RCPT DOC NBR.*

I. *Verify the TRADING DEPT CD.*

J. *Verify the TRADING SUBHEAD.*

K. *Verify the ACQ DT.*

L. *Verify the RESTORATION AND MOD PGM FND CD.*

M. *Verify the Remarks.*

N. *Verify the History Remarks.*

O. *Verify the RP SITE NAME.*

P. *Verify the FAC NAME.*

Q. *Verify the LAND ACQ TRACT ID.*

R. *Verify the OBLIGN DOC NBR.*

S. *Verify the OWNG COST CENTER DESC.*

T. *Verify the FNDNG COST CENTER DESC.*

U. *Verify the Task Description.*

V. *Verify the JOB ORDER NBR.*

W. *Verify the LOA.*

X. *Verify the REPLACEMENT AMT.*

Y. *Verify the EFF DT.*

Z. *Verify the RESTORATION AND MOD PGM ORG CD.*

2. Select Cancel. *The **Real Property Capital Asset Inquiry — Criteria** page appears*.

OR

Select the Basic tab. *The **Real Property Capital Asset Inquiry Detail — Basic** page appears*.

OR

Select the Agency tab. *The **Real Property Capital Asset Inquiry Detail — Agency** page appears*.

OR

Select the Characteristics tab. *The **Real Property Capital Asset Inquiry Detail — Characteristics** page appears*.

OR

Select the Site/Installation tab. *The **Real Property Capital Asset Inquiry Detail — Site/Installation** page appears*.

OR

Select the Facility tab. *The **Real Property Capital Asset Inquiry Detail — Facility** page appears*.

OR

Select the Allocation tab. *The* ***Real Property Capital Asset Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Capital Asset Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Capital Asset Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Capital Asset Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Capital Asset Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Capital Asset Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Capital Asset Inquiry Detail — Supplier*** *page appears*.

OR

Select the Building Module tab. *The **Real Property Capital Asset Inquiry Detail — Building Module** page appears*.

OR

Select the Improvement tab. *The **Real Property Capital Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Attachments tab. *The **Real Property Capital Asset Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Capital Asset Inquiry — Results** page appears*.

3. Select the save icon to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
4. Follow the prompts provided by the computer.

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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Inquiry — Criteria
- Search for a Real Property Inquiry — Results
- Select Fields for the Real Property Inquiry
- View the Real Property Inquiry Detail — Basic
- View the Real Property Inquiry Detail — Agency
- View the Real Property Inquiry Detail — Characteristics
- View the Real Property Inquiry Detail — Site/Installation
- View the Real Property Inquiry Detail — Facility
- View the Real Property Inquiry Detail — Allocation
- View the Real Property Inquiry Detail — Configuration
- View the Real Property Inquiry Detail — Sustainment
- View the Real Property Inquiry Detail — Agreements
- View the Real Property Inquiry Detail — Restriction
- View the Real Property Inquiry Detail — Review
- View the Real Property Inquiry Detail — Supplier
- View the Real Property Inquiry Detail — Building Module
- View the Real Property Inquiry Detail — Improvement
- View the Real Property Inquiry Detail — Attachments
- View the Real Property Inquiry Transaction Status
- Export the Real Property Inquiry Transaction Status

View the Real Property Capital Asset Inquiry Agency Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Agency Detail record of the selected Real Property Capital Asset.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Agency Tab > Real Property Inquiry — Agency Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Agency Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Capital Asset Inquiry — Agency Detail Grid

Instl Nbr
Fac Nbr
RPUID
Agency Label 1
Agency Label 2
Agency Label 3
Agency Label 4
Agency Label 5
RP Site Name
Fac Name

Land Acq Tract Id
Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

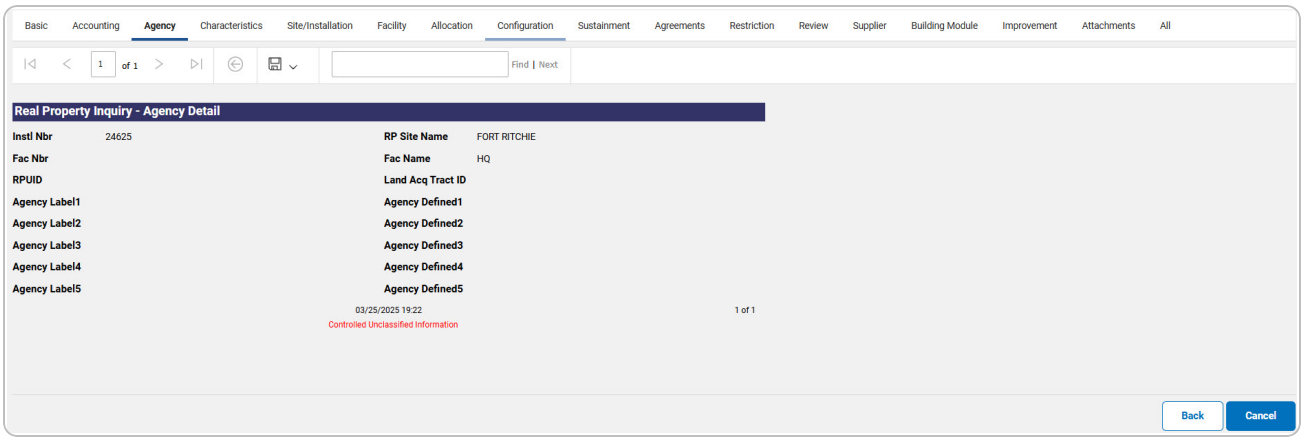
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry — Agency Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Agency tab. *The* ***Real Property Inquiry - Agency Detail*** *page appears.*



A. *Verify the INSTL NBR.*

B. *Verify the FAC NBR.*

C. *Verify the RPUID.*

D. *Verify the Agency Label 1.*

E. *Verify the Agency Label 2.*

F. *Verify the Agency Label 3.*

G. *Verify the Agency Label 4.*

H. *Verify the Agency Label 5.*

I. *Verify the RP SITE NAME.*

J. *Verify the FAC NAME.*

K. *Verify the LAND ACQ TRACT ID.*

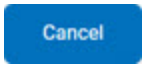
L. *Verify the Agency Defined 1.*

M. *Verify the Agency Defined 2.*

N. *Verify the Agency Defined 3.*

O. *Verify the Agency Defined 4.*

P. *Verify the Agency Defined 5.*

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 Capital Asset Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Real Property Capital Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Capital Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Capital Asset Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Capital Asset Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Capital Asset Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Capital Asset Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Capital Asset Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Capital Asset Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Capital Asset Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Capital Asset Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The **Real Property Capital Asset Inquiry Detail — Review** page appears*.

OR

Select the Supplier tab. *The **Real Property Capital Asset Inquiry Detail — Supplier** page appears*.

OR

Select the Building Module tab. *The **Real Property Capital Asset Inquiry Detail — Building Module** page appears*.

OR

Select the Improvement tab. *The **Real Property Capital Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Attachments tab. *The **Real Property Capital Asset Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Capital Asset 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement

- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Capital Asset Inquiry Characteristics Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Characteristics Detail record of the selected Real Property Capital Asset.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Characteristics Tab > Real Property Inquiry — Characteristics Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Characteristics Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Capital Asset Inquiry — Characteristics Detail Grid

Instl Nbr
Fac Nbr
RPUID
Construction Type Cd
Construction Agent Cd
Current Use Func Capability Cd
Total UM
Depth UM
Length UM
Width UM

Height UM
Floor Above Ground (Qty)
Module Qty
Linear Structure Hazmat Capability Cd
Linear Structure Segment Qty
RP Site Nm
Fac Name
Land Acq Tract Id
Construction Material Cd
Sustainability Cd
Utilization Rate
Total (Qty)
Depth (Qty)
Length (Qty)
Width (Qty)
Height (Qty)
Floor Below Ground (Qty)
Linear Structure Above or Below Surface Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

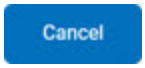
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

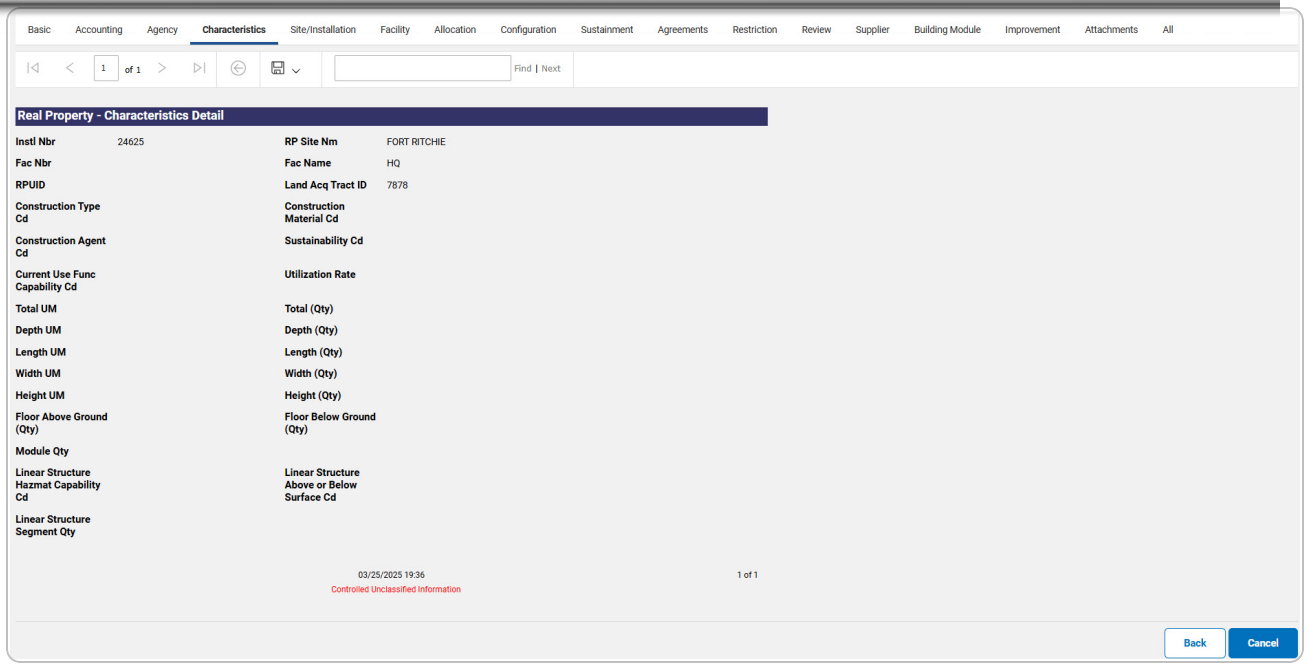
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry Basic Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Characteristics tab. *The* ***Real Property Inquiry - Characteristics Detail*** *page appears.*



A. *Verify the INSTL NBR.*

B. *Verify the FAC NBR.*

C. *Verify the RPUID.*

D. *Verify the Construction Type CD.*

E. *Verify the Construction Agent CD.*

F. *Verify the Current Use FUNC Capability CD.*

G. *Verify the Total UM.*

H. *Verify the Depth UM.*

I. *Verify the Length UM.*

J. *Verify the Width UM.*

K. *Verify the Height UM.*

L. *Verify the Floor Above Ground (QTY).*

M. *Verify the Module QTY.*

N. *Verify the Linear Structure HAZMAT Capability CD.*

O. *Verify the Linear Structure Segment QTY.*

P. *Verify the RP SITE NM.*

Q. *Verify the FAC NAME.*

R. *Verify the LAND ACQ TRACT ID.*

S. *Verify the Construction Material CD.*

T. *Verify the Sustainability CD.*

U. *Verify the Utilization Rate.*

V. *Verify the Total (QTY).*

W. *Verify the Depth (QTY).*

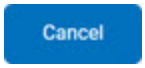
X. *Verify the Length (QTY).*

Y. *Verify the Width (QTY).*

Z. *Verify the Height (QTY).*

AA. *Verify the Floor Below Ground (QTY).*

AB. *Verify the Linear Structure Above or Below Surface CD.*

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 Capital Asset Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Real Property Capital Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Capital Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Capital Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Capital Asset Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Capital Asset Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Capital Asset Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Capital Asset Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Capital Asset Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Capital Asset Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Capital Asset Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The **Real Property Capital Asset Inquiry Detail — Review** page appears*.

OR

Select the Supplier tab. *The **Real Property Capital Asset Inquiry Detail — Supplier** page appears*.

OR

Select the Building Module tab. *The **Real Property Capital Asset Inquiry Detail — Building Module** page appears*.

OR

Select the Improvement tab. *The **Real Property Capital Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Attachments tab. *The **Real Property Capital Asset Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Capital Asset 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement

- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Capital Asset Inquiry Site/Installation Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Site/Installation Detail record of the selected Real Property Capital Asset.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Site/Installation Tab > Real Property Inquiry — Site/Installation Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Site/Installation Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Capital Asset Inquiry — Site/Installation Detail Grid

Instl Nbr
Fac Nbr
RPUID
RP Site Nm
Fac Name
Land Acq Tract Id

Installation Info

Name
Operational Sts Cd

Create Dt
Virtual Ind
Reporting Cmpn Cd
Close Dt

Site Info

Primary Activit Cd
Operational Sts Cd
Primary Indicator
Create Dt
Release Dt
Congressional District Cd
GSA Region Cd
Total Land Area UM
Command Claimant Cd
Reporting Cmpn Cd
Lease Indicator
Closed Date
Rural Urban Code
Metro Statistical Area Cd
EPA Region Cd
Total Land Area (Qty)

Site Address

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page

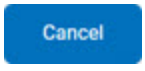
	number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

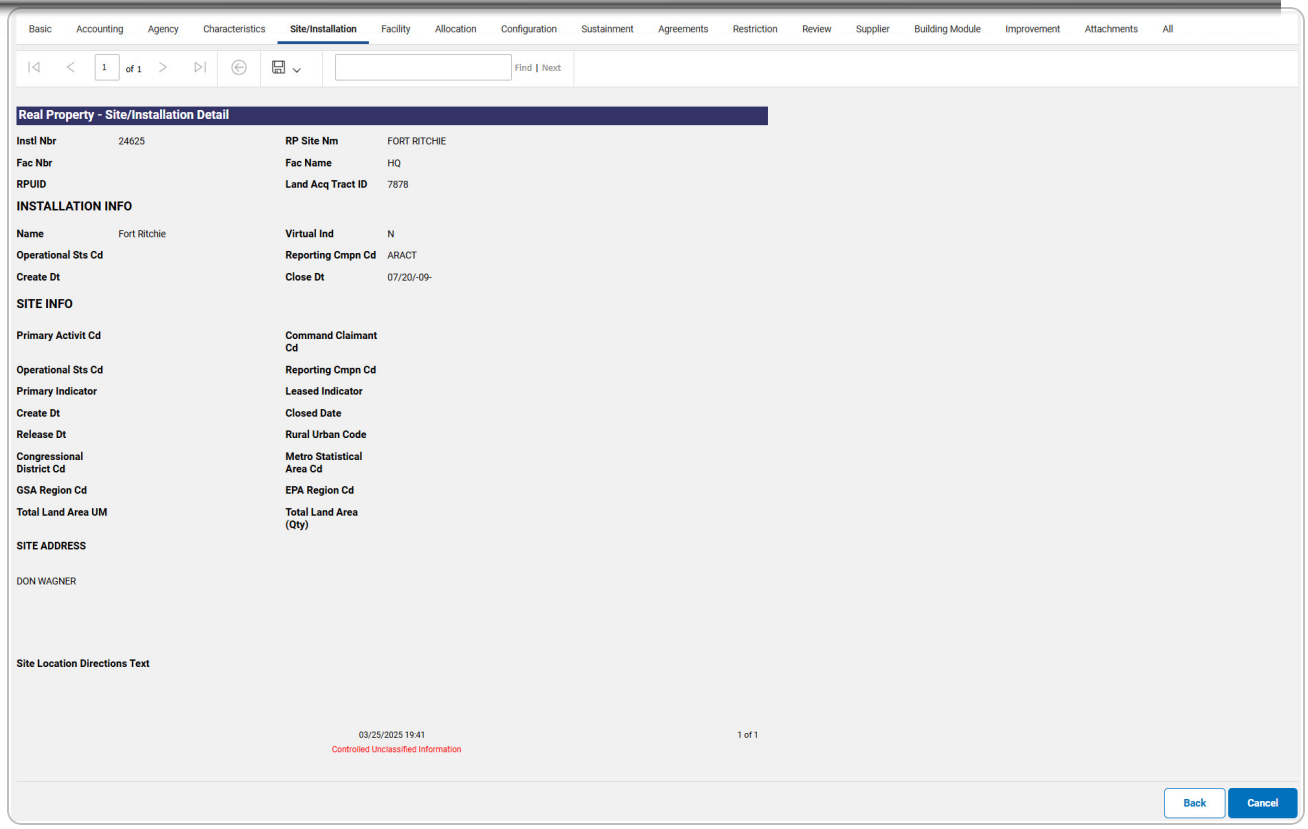
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry — Site/Installation Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Site/Installation tab. *The* ***Real Property Inquiry - Site/Installation Detail*** *page appears.*



A. *Verify the INSTL NBR.*

B. *Verify the FAC NBR.*

C. *Verify the RPUID.*

D. *Verify the RP SITE NME.*

E. *Verify the FAC NAME.*

F. *Verify the LAND ACQ TRACT ID.*

G. *Verify the Installation INFO section.*

   a. *Verify the Name.*

   b. *Verify the Operational STS CD.*

   c. *Verify the Create DT.*

   d. *Verify the Virtual Ind.*

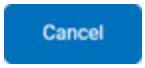
   e. *Verify the Reporting CMPN CD.*

   f. *Verify the Close DT.*

H. *Verify the Site INFO section.*

a. *Verify the Primary ACTIVIT CD.*
b. *Verify the Operational STS CD.*
c. *Verify the Primary Indicator.*
d. *Verify the Create DT.*
e. *Verify the Release DT.*
f. *Verify the Congressional District CD.*
g. *Verify the GSA Region CD.*
h. *Verify the Total Land Area UM.*
i. *Verify the Command Claimant CD.*
j. *Verify the Reporting CMPN CD.*
k. *Verify the Leased Indicator.*
l. *Verify the Closed Date.*
m. *Verify the Rural Urban Code.*
n. *Verify the Metro Statistical Area CD.*
o. *Verify the EPA Region CD.*
p. *Verify the Total Land Area (QTY)*

I. *Verify the Site Address.*

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 Capital Asset Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Real Property Capital Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Capital Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Capital Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Capital Asset Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Capital Asset Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Capital Asset Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Capital Asset Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Capital Asset Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Capital Asset Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Capital Asset Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Capital Asset Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Capital Asset Inquiry Detail — Supplier*** *page appears*.

OR

Select the Building Module tab. *The* ***Real Property Capital Asset Inquiry Detail — Building Module*** *page appears*.

OR

Select the Improvement tab. *The* ***Real Property Capital Asset Inquiry Detail — Improvement*** *page appears*.

OR

Select the Attachments tab. *The* ***Real Property Capital Asset Inquiry Detail — Attachments*** *page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier

- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement
- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Capital Asset Inquiry Facility Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Facility Detail record of the selected Real Property Capital Asset.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Facility Tab > Real Property Inquiry — Facility Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Facility Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Capital Asset Inquiry — Facility Detail Grid

Command Claimant Cd
Cost Sharing Partner
Dept Cd
Type Cd
Operational Status Cd
Salvage Value Amt
Historic Status Cd
Financial Reporting Org Cd
Target Asset Owner
Sub Account Cd

Interest Type Cd
Annual Operating Cost
Historic Status Dt

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

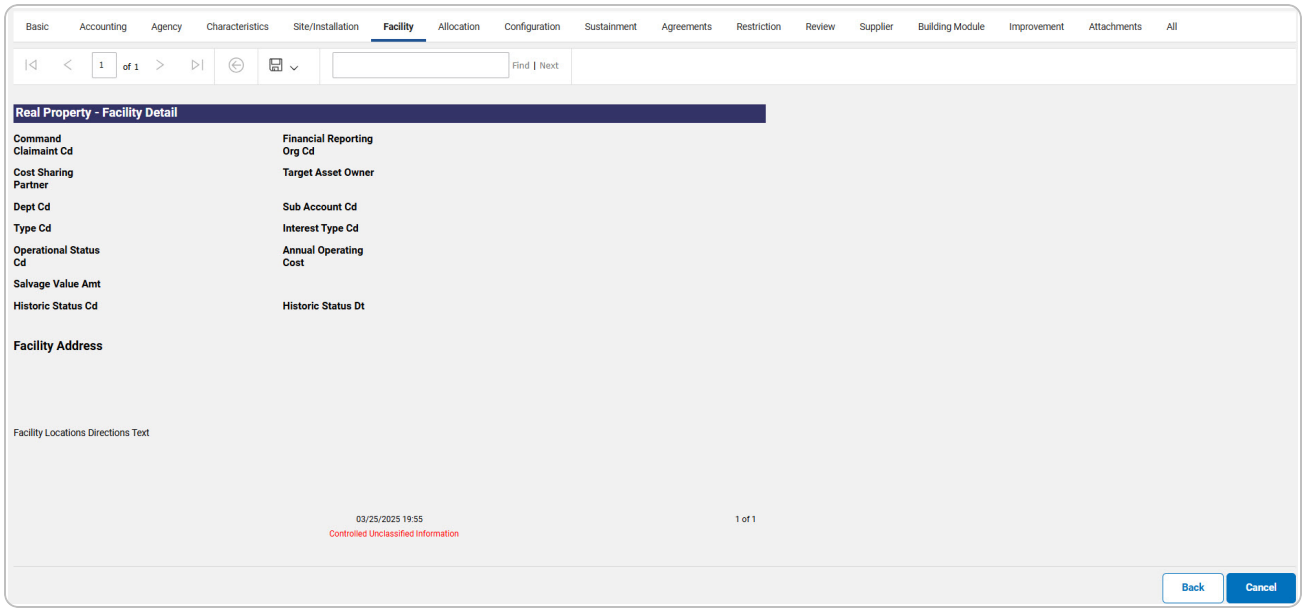
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Real Property Capital Asset Inquiry — Facility Detail Grid

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Facility tab. *The **Real Property Inquiry - Facility Detail** page appears.*



A. *Verify the Command Claimant CD.*

B. *Verify the Cost Sharing Partner.*

C. *Verify the DEPT CD.*

D. *Verify the TYPE CD.*

E. *Verify the Operational Status CD.*

F. *Verify the Salvage Value AMT.*

G. *Verify the Historic Status CD.*

H. *Verify the Financial Reporting Org CD.*

I. *Verify the Target Asset Owner.*

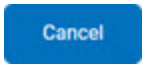
J. *Verify the Sub Account CD.*

K. *Verify the Interest Type CD.*

L. *Verify the Annual Operating Cost.*

M. *Verify the Historic Status DT.*

N. *Verify the Facility Address.*

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 Capital Asset Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Real Property Capital Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Capital Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Capital Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Capital Asset Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Capital Asset Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Capital Asset Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Capital Asset Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Capital Asset Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Capital Asset Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Capital Asset Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Capital Asset Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The **Real Property Capital Asset Inquiry Detail — Supplier** page appears*.

OR

Select the Building Module tab. *The **Real Property Capital Asset Inquiry Detail — Building Module** page appears*.

OR

Select the Improvement tab. *The **Real Property Capital Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Attachments tab. *The **Real Property Capital Asset Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement
- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Capital Asset Inquiry Allocation Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Allocation Detail record of the selected Real Property Capital Asset.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Allocation Tab > Real Property Inquiry — Allocation Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Allocation Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Capital Asset Inquiry — Allocation Detail Grid

Shared Use Cd
Agreement Nbr
Reimbursable Agreement Support Cd
Sustainment Org Cd
Sustainment Fund Cd
Funding Org Cd
Operational Fund Source Cd
Current Use FAC Cd
Current Use Cat Cd
UI

Qty
Remarks
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

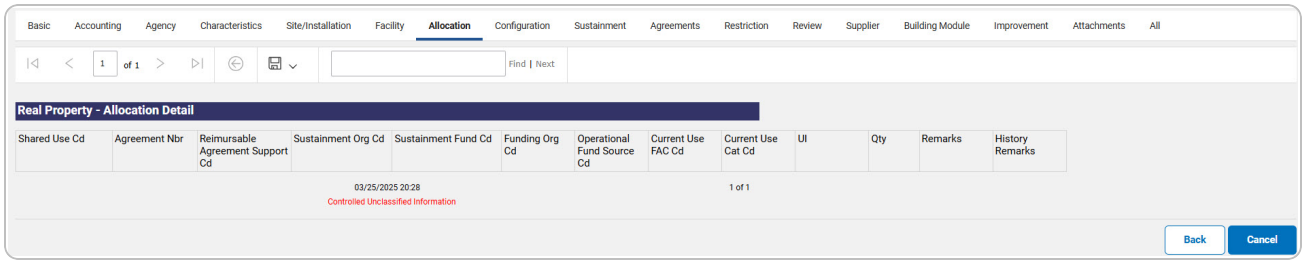
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry — Allocation Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Allocation tab. *The **Real Property Inquiry - Allocation Detail** page appears.*



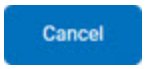
   A. *Verify the Shared Use Cd.*
   B. *Verify the Agreement Nbr.*
   C. *Verify the Reimbursable Agreement Support Cd.*
   D. *Verify the Sustainment Org Cd.*
   E. *Verify the Sustainment Fund Cd.*
   F. *Verify the Funding Org Cd.*
   G. *Verify the Operational Fund Source Cd.*
   H. *Verify the Current Use FAC Cd.*
   I. *Verify the Current Use Cat Cd.*
   J. *Verify the UI.*
   K. *Verify the Qty.*

L. *Verify the Remarks.*

M. *Verify the History Remarks.*

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 Capital Asset Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Real Property Capital Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Capital Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Capital Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Capital Asset Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Capital Asset Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Capital Asset Inquiry Detail — Facility*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Capital Asset Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Capital Asset Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Capital Asset Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Capital Asset Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Capital Asset Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Capital Asset Inquiry Detail — Supplier*** *page appears*.

OR

Select the Building Module tab. *The **Real Property Capital Asset Inquiry Detail — Building Module** page appears*.

OR

Select the Improvement tab. *The **Real Property Capital Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Attachments tab. *The **Real Property Capital Asset Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement
- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Capital Asset Inquiry Configuration Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Configuration Detail record of the selected Real Property Capital Asset.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Configuration Tab > Real Property Inquiry — Configuration Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Configuration Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Inquiry — Configuration Detail Grid

Design Use
Desc
FAC Cd
CAT Cd
UI
Qty
Int Cond Index
Remarks
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

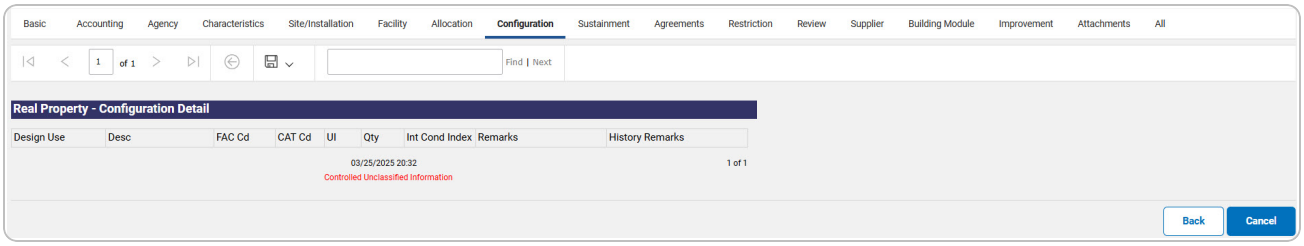
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry — Configuration Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Configuration tab. *The* ***Real Property Inquiry - Configuration Detail*** *page appears.*



   A. *Verify the Design Use.*
   B. *Verify the Design.*
   C. *Verify the FAC CD.*
   D. *Verify the CAT CD.*
   E. *Verify the UI.*
   F. *Verify the QTY.*
   G. *Verify the INT COND Index.*
   H. *Verify the Remarks.*
   I. *Verify the History Remarks.*

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 Capital Asset Inquiry — Criteria*** *page appears.*

OR

Select the Basic tab. *The* ***Real Property Capital Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Capital Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Capital Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Capital Asset Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Capital Asset Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Capital Asset Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Capital Asset Inquiry Detail — Allocation*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Capital Asset Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Capital Asset Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Capital Asset Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Capital Asset Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Capital Asset Inquiry Detail — Supplier*** *page appears*.

OR

Select the Building Module tab. *The* ***Real Property Capital Asset Inquiry Detail — Building Module*** *page appears*.

OR

Select the Improvement tab. *The* ***Real Property Capital Asset Inquiry Detail — Improvement*** *page appears*.

OR

Select the Attachments tab. *The **Real Property Capital Asset Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic

- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement
- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Capital Asset Inquiry Sustainment Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Sustainment Detail record of the selected Real Property Capital Asset.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Sustainment Tab > Real Property Inquiry — Sustainment Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Sustainment Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Capital Asset Inquiry — Sustainment Detail Grid

Fiscal Year
Planned Cost
Actual Cost
Deferred Maintenance
Restoration Requirement Cost
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

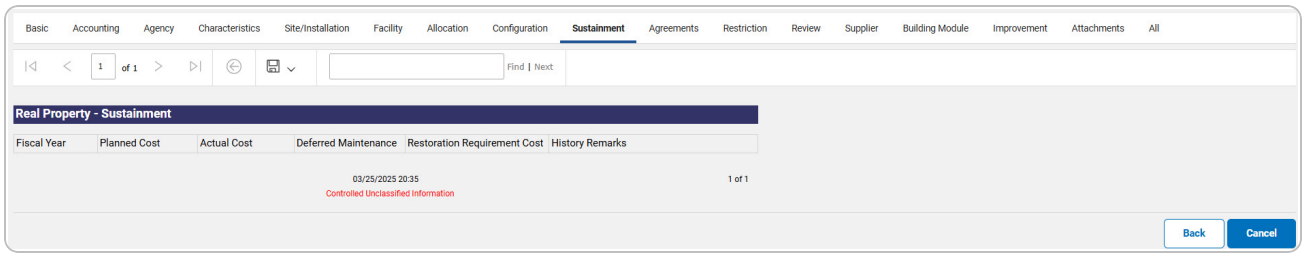
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry — Sustainment Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Sustainment tab. *The* ***Real Property Inquiry - Sustainment Detail*** *page appears.*



   A. *Verify the Fiscal Year.*
   B. *Verify the Planned Cost.*
   C. *Verify the Actual Cost.*
   D. *Verify the Deferred Maintenance.*
   E. *Verify the Restoration Requirement Cost.*
   F. *Verify the History Remarks.*

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 Capital Asset Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Real Property Capital Asset Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Accounting tab. *The* ***Real Property Capital Asset Inquiry Detail — Accounting*** *page appears*.

   OR

Select the Agency tab. *The* ***Real Property Capital Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Capital Asset Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Capital Asset Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Capital Asset Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Capital Asset Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Capital Asset Inquiry Detail — Configuration*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Capital Asset Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Capital Asset Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Capital Asset Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Capital Asset Inquiry Detail — Supplier*** *page appears*.

OR

Select the Building Module tab. *The* ***Real Property Capital Asset Inquiry Detail — Building Module*** *page appears*.

OR

Select the Improvement tab. *The* ***Real Property Capital Asset Inquiry Detail — Improvement*** *page appears*.

OR

Select the Attachments tab. *The* ***Real Property Capital Asset Inquiry Detail — Attachments*** *page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier

- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement
- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Capital Asset Inquiry Agreements Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Agreement Detail record of the selected Real Property Capital Asset.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Agreements Tab > Real Property Inquiry — Agreements Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Agreements Detail**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Capital Asset Inquiry — Agreements Detail Grid

Agreement Nbr
Agreement Type
Desc
Effective Dt
Expiration Dt
Authority Type Cd
Status Cd
Owning Organization
Using Organization
Start Dt

End Dt
Agreement Period (Days)
Cancellation Notification Period (Days)
Termination Dt
Maint Allowance Included
Improvement Allowance Included
Parking Included
Fund Cd/ASN
Base Dollar Amount (Annual)
Fully Burdened Dollar Amount (Annual)
Capital Lease Criteria Cd
Leasor
Remarks
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

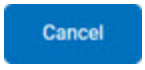
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

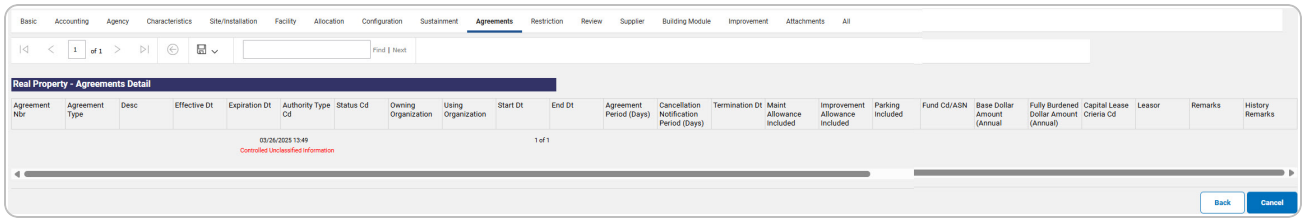
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry — Agreements Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Agreements tab. *The* ***Real Property Inquiry - Agreements Detail*** *page appears.*



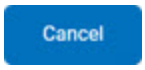
A. *Verify the AGREEMENT NBR.*

B. *Verify the Agreement Type.*

C. *Verify the DESC.*

D. *Verify the EFFECTIVE DT.*

E. *Verify the EXPIRATION DT.*
F. *Verify the Authority Type CD.*
G. *Verify the Status CD.*
H. *Verify the Owning Organization.*
I. *Verify the Using Organization.*
J. *Verify the START DT.*
K. *Verify the END DT.*
L. *Verify the Agreement Period (Days).*
M. *Verify the Cancellation Notification Period (Days).*
N. *Verify the Termination DT.*
O. *Verify the MAINT Allowance Included.*
P. *Verify the Improvement Allowance Included.*
Q. *Verify the Parking Included.*
R. *Verify the FUND CD/ASN.*
S. *Verify the Base Dollar Amount (Annual).*
T. *Verify the Fully Burdened Dollar Amount (Annual).*
U. *Verify the Capital Lease Criteria CD.*
V. *Verify the Leasor.*
W. *Verify the Remarks.*
X. *Verify the History Remarks.*

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 Capital Asset Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Real Property Capital Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Capital Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Capital Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Capital Asset Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Capital Asset Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Capital Asset Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Capital Asset Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Capital Asset Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Capital Asset Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Capital Asset Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Capital Asset Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Capital Asset Inquiry Detail — Supplier*** *page appears*.

OR

Select the Building Module tab. *The* ***Real Property Capital Asset Inquiry Detail — Building Module*** *page appears*.

OR

Select the Improvement tab. *The* ***Real Property Capital Asset Inquiry Detail — Improvement*** *page appears*.

OR

Select the Attachments tab. *The* ***Real Property Capital Asset Inquiry Detail — Attachments*** *page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation

- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement
- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Capital Asset Inquiry Restriction Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Restriction Detail record of the selected Real Property Capital Asset.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Restriction Tab > Real Property Inquiry — Restriction Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Restriction Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Capital Asset Inquiry — Restriction Detail Grid

Restriction Type
Description
Start Date
End Date
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

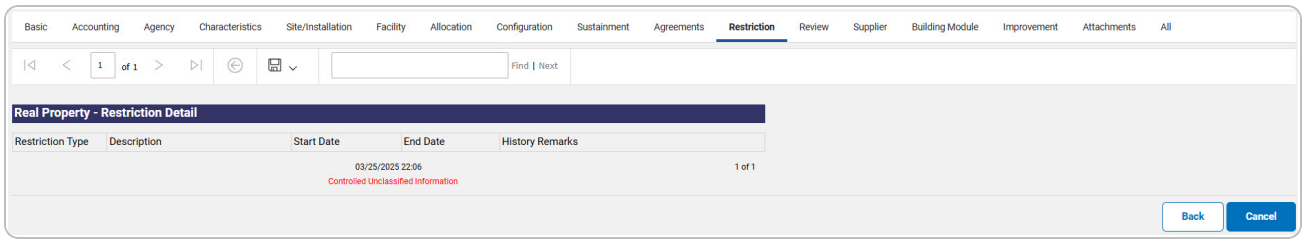
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry — Restriction Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Restriction tab. *The* ***Real Property Inquiry - Restriction Detail*** *page appears.*



   A. *Verify the Restriction Type.*
   B. *Verify the Description.*
   C. *Verify the Start Date.*
   D. *Verify the End Date.*
   E. *Verify the History Remarks.*

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 Capital Asset Inquiry — Criteria*** *page appears.*

   OR

   Select the Basic tab. *The* ***Real Property Capital Asset Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Accounting tab. *The* ***Real Property Capital Asset Inquiry Detail — Accounting*** *page appears*.

   OR

Select the Agency tab. *The* ***Real Property Capital Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Capital Asset Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Capital Asset Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Capital Asset Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Capital Asset Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Capital Asset Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Capital Asset Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Capital Asset Inquiry Detail — Agreements*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Capital Asset Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Capital Asset Inquiry Detail — Supplier*** *page appears*.

OR

Select the Building Module tab. *The* ***Real Property Capital Asset Inquiry Detail — Building Module*** *page appears*.

OR

Select the Improvement tab. *The* ***Real Property Capital Asset Inquiry Detail — Improvement*** *page appears*.

OR

Select the Attachments tab. *The* ***Real Property Capital Asset Inquiry Detail — Attachments*** *page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier

- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement
- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Capital Asset Inquiry Review Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Review Detail record of the selected Real Property Capital Asset.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Review Tab > Real Property Inquiry — Review Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Review Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Capital Asset Inquiry — Review Detail Grid

Review Type
Review Date
Reviewed By
Fair Market Value
Facility Condition Index
Remarks
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

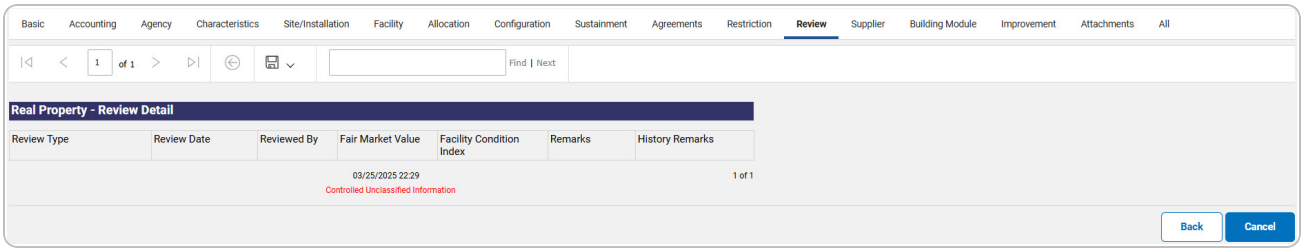
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry — Review Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Review tab. *The* ***Real Property Capital Asset Inquiry - Review Detail*** *page appears.*



   A. *Verify the Review Type.*
   B. *Verify the Review Date.*
   C. *Verify the Reviewed By.*
   D. *Verify the Fair Market Value.*
   E. *Verify the Facility Condition Index.*
   F. *Verify the Remarks.*
   G. *Verify the History Remarks.*

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 Capital Asset Inquiry — Criteria*** *page appears.*

   OR

Select the Basic tab. *The* ***Real Property Capital Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Capital Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Capital Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Capital Asset Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Capital Asset Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Capital Asset Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Capital Asset Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Capital Asset Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Capital Asset Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Capital Asset Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Capital Asset Inquiry Detail — Restriction*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Capital Asset Inquiry Detail — Supplier*** *page appears*.

OR

Select the Building Module tab. *The* ***Real Property Capital Asset Inquiry Detail — Building Module*** *page appears*.

OR

Select the Improvement tab. *The* ***Real Property Capital Asset Inquiry Detail — Improvement*** *page appears*.

OR

Select the Attachments tab. *The **Real Property Capital Asset Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic

- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement
- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Capital Asset Inquiry Supplier Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Supplier Detail record of the selected Real Property Capital Asset .

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Capital Asset Inquiry Basic Detail > Supplier Tab > Real Property Inquiry — Supplier Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Supplier Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Capital Asset Inquiry — Supplier Detail Grid

Service Category
Service Description
Supplier Type
Supplier Name
POC
Address 1
Address 2
State
City
Zip

Country
Remarks
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

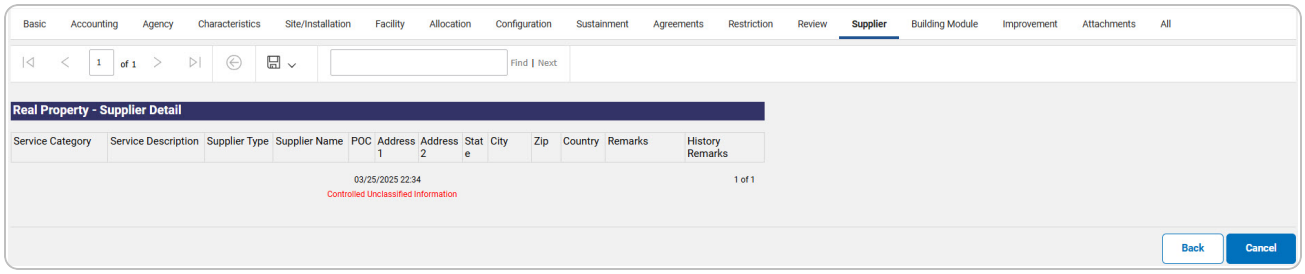
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry — Supplier Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

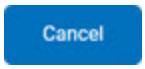
1. Select the Supplier tab. *The* ***Real Property Inquiry - Supplier Detail*** *page appears.*



A. *Verify the Service Category.*
B. *Verify the Service Description.*
C. *Verify the Supplier Type.*
D. *Verify the Supplier Name.*
E. *Verify the POC.*
F. *Verify the Address 1.*
G. *Verify the Address 2.*
H. *Verify the State.*
I. *Verify the City.*
J. *Verify the ZIP.*
K. *Verify the Country.*

L. *Verify the Remarks.*

M. *Verify the History Remarks.*

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 Capital Asset Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Real Property Capital Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Capital Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Capital Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Capital Asset Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Capital Asset Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Capital Asset Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Capital Asset Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Capital Asset Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Capital Asset Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Capital Asset Inquiry Detail — Agreements*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Capital Asset Inquiry Detail — Restriction*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Capital Asset Inquiry Detail — Review*** *page appears*.

OR

Select the Building Module tab. *The **Real Property Capital Asset Inquiry Detail — Building Module** page appears*.

OR

Select the Improvement tab. *The **Real Property Capital Asset Inquiry Detail — Improvement** page appears*.

OR

Select the Attachments tab. *The **Real Property Capital Asset Inquiry Detail — Attachments** page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement
- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Inquiry Building Module Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Building Module Detail record of the selected Real Property Capital Asset.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Building Module Tab > Real Property Inquiry — Building Module Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Building Module Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Capital Asset Inquiry — Building Module Detail Grid

Building Module Description
Building Module Nbr
Building Module Type Cd
Remarks
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

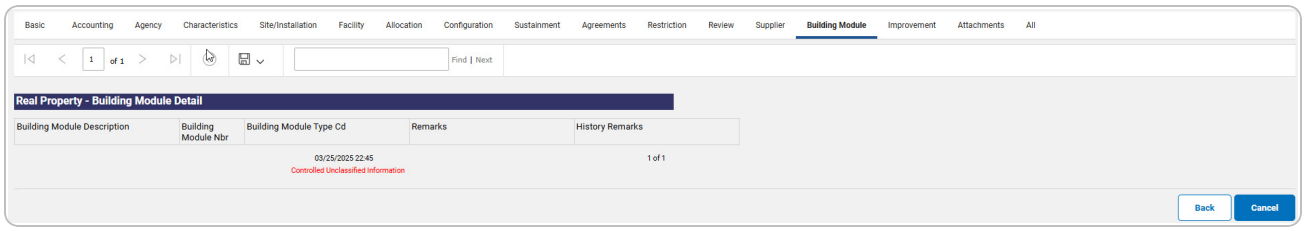
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry — Building Module Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Building Module tab. *The* ***Real Property Inquiry - Building Module Detail*** *page appears.*



   A. *Verify the Building Module Description.*
   B. *Verify the Building Module NBR.*
   C. *Verify the Building Module TYPE CD.*
   D. *Verify the Remarks.*
   E. *Verify the History Remarks.*

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 Capital Asset Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Real Property Capital Asset Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Accounting tab. *The* ***Real Property Capital Asset Inquiry Detail — Accounting*** *page appears*.

   OR

Select the Agency tab. *The* ***Real Property Capital Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Capital Asset Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Capital Asset Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Capital Asset Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Capital Asset Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Capital Asset Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Capital Asset Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Capital Asset Inquiry Detail — Agreements*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Capital Asset Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Capital Asset Inquiry Detail — Supplier*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Capital Asset Inquiry Detail — Restriction*** *page appears*.

OR

Select the Improvement tab. *The* ***Real Property Capital Asset Inquiry Detail — Improvement*** *page appears*.

OR

Select the Attachments tab. *The* ***Real Property Capital Asset Inquiry Detail — Attachments*** *page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review

- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Improvement
- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Capital Asset Inquiry Improvement Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Improvement Detail record of the selected Real Property Capital Asset.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Improvement Tab > Real Property Inquiry — Improvement Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Improvement Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Capital Asset Inquiry — Improvement Detail Grid

Impv Nbr
Type Action
Reason Cd
ACC
Yr Svc Life
Deprn Period
Doc Nbr
Oblign Doc Nbr
Imp Cst Amt
Fund Cd/ASN

Cptl Cd
LOA
Acq Dt
Eff Dt
Acquisition Method Cd
Acquisition Fund Source Cd
Acquisition Org Source Cd
Owning Cost Center
Fndng Cost Center
Fndng Cost Center Desc
Task Cd
Job Order Nbr
Transfer Type Cd
Trading Partner Nbr
Trading Dept Cd
Trading Basic Symbol
Trading Subhead
Remarks
History Remarks
Estbd Dt
Estbd By
Last Activity Dt
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired

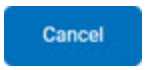
	page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

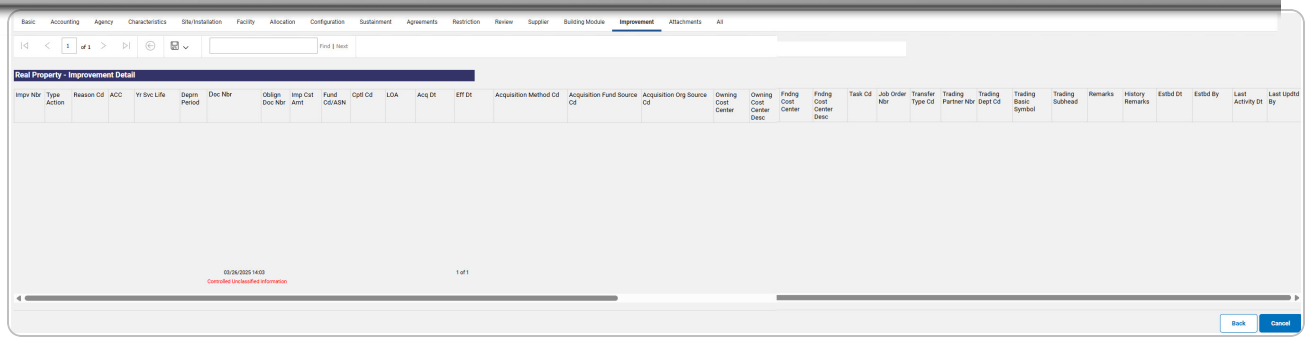
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry — Improvement Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the Improvement tab. *The* ***Real Property Inquiry - Improvement Detail*** *page appears.*



A. *Verify the IMPV NBR.*
B. *Verify the Type Action.*
C. *Verify the REASON CD.*
D. *Verify the ACC.*
E. *Verify the YR SVC LIFE.*
F. *Verify the DEPRN PERIOD.*
G. *Verify the DOC NBR.*
H. *Verify the OBLIGN DOC NBR.*
I. *Verify the IMP CST AMT.*
J. *Verify the FUND CD/ASN.*
K. *Verify the CPTL CD.*
L. *Verify the LOA.*
M. *Verify the ACQ DT.*
N. *Verify the EFF DT.*
O. *Verify the Acquisition Method CD.*
P. *Verify the Acquisition Fund SOURCE CD.*
Q. *Verify the ACQUISITION ORG SOURCE CD.*
R. *Verify the Owning Cost Center.*
S. *Verify the OWNG COST CENTER DESC.*
T. *Verify the FNDNG COST CENTER.*
U. *Verify the FNDNG COST CENTER DESC.*
V. *Verify the TASK CD.*
W. *Verify the JOB ORDER NBR.*
X. *Verify the TRANSFER TYPE CD.*

Y. *Verify the TRADING PARTNER NBR.*

Z. *Verify the TRADING DEPT CD.*

AA. *Verify the Trading Basic Symbol.*

AB. *Verify the TRADING SUBHEAD.*

AC. *Verify the Remarks.*

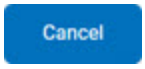
AD. *Verify the History Remarks.*

AE. *Verify the ESTBD DT.*

AF. *Verify the ESTBD BY.*

AG. *Verify the LAST ACTIVITY DT.*

AH. *Verify the LAST UPDTD BY.*

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 Capital Asset Inquiry — Criteria*** *page appears*.

OR

Select the Basic tab. *The* ***Real Property Capital Asset Inquiry Detail — Basic*** *page appears*.

OR

Select the Accounting tab. *The* ***Real Property Capital Asset Inquiry Detail — Accounting*** *page appears*.

OR

Select the Agency tab. *The* ***Real Property Capital Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Capital Asset Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Capital Asset Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Capital Asset Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Capital Asset Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Capital Asset Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Capital Asset Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Capital Asset Inquiry Detail — Agreements*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Capital Asset Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Inquiry Detail — Supplier*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Capital Asset Inquiry Detail — Restriction*** *page appears*.

OR

Select the Building Module tab. *The* ***Real Property Capital Asset Inquiry Detail — Building Module*** *page appears*.

OR

Select the Attachments tab. *The* ***Real Property Capital Asset Inquiry Detail — Attachments*** *page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The* ***Real Property Capital Asset Inquiry — Results*** *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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Inquiry Attachments Detail

Overview

The Real Property Capital Asset Inquiry Detail process displays the Attachment Detail record of the selected Real Property Capital Asset.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Attachments Tab > Real Property Inquiry — Attachments Detail page

Page Fields

The following fields display on the **Real Property Inquiry — Attachments Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Capital Asset Inquiry — Attachment View Grid

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry — Attachments Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Attachments tab. *The* ***Real Property Inquiry - Attachment View*** *page appears.*

   A. *Verify the Attachment(s).*

      a. *Select* test *. The Attachment Viewer/Delete pop-up window opens. The procedure leaves the application.*

      b. Follow the prompts provided by the computer.

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 Capital Asset Inquiry — Criteria*** *page appears*.

   OR

   Select the Basic tab. *The* ***Real Property Inquiry Detail — Basic*** *page appears*.

   OR

   Select the Accounting tab. *The* ***Real Property Capital Asset Inquiry Detail — Accounting*** *page appears*.

   OR

Select the Agency tab. *The* ***Real Property Capital Asset Inquiry Detail — Agency*** *page appears*.

OR

Select the Characteristics tab. *The* ***Real Property Capital Asset Inquiry Detail — Characteristics*** *page appears*.

OR

Select the Site/Installation tab. *The* ***Real Property Capital Asset Inquiry Detail — Site/Installation*** *page appears*.

OR

Select the Facility tab. *The* ***Real Property Capital Asset Inquiry Detail — Facility*** *page appears*.

OR

Select the Allocation tab. *The* ***Real Property Capital Asset Inquiry Detail — Allocation*** *page appears*.

OR

Select the Configuration tab. *The* ***Real Property Capital Asset Inquiry Detail — Configuration*** *page appears*.

OR

Select the Sustainment tab. *The* ***Real Property Capital Asset Inquiry Detail — Sustainment*** *page appears*.

OR

Select the Agreements tab. *The* ***Real Property Capital Asset Inquiry Detail — Agreements*** *page appears*.

OR

Select the Review tab. *The* ***Real Property Capital Asset Inquiry Detail — Review*** *page appears*.

OR

Select the Supplier tab. *The* ***Real Property Capital Asset Inquiry Detail — Supplier*** *page appears*.

OR

Select the Restriction tab. *The* ***Real Property Capital Asset Inquiry Detail — Restriction*** *page appears*.

OR

Select the Building Module tab. *The* ***Real Property Capital Asset Inquiry Detail — Building Module*** *page appears*.

OR

Select the Improvement tab. *The* ***Real Property Capital Asset Inquiry Detail — Improvement*** *page appears*.

OR

Select the All tab. *All tab fields appear*.

OR

Select Back. *The **Real Property Capital Asset Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review

- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Improvement
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Transaction Status
- Export the Real Property Capital Asset Inquiry Transaction Status

View the Real Property Capital Asset Inquiry Transaction Status

Overview

The Real Property Capital Asset Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Real Property Capital Asset Inquiry Transaction Status page

Page Fields

The following fields display on the **Real Property Capital Asset Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

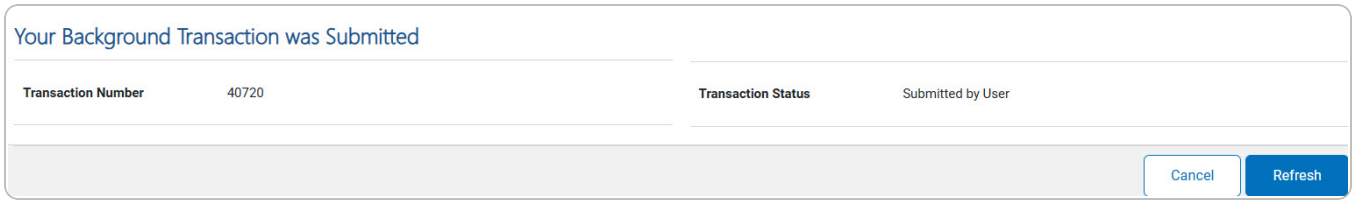
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

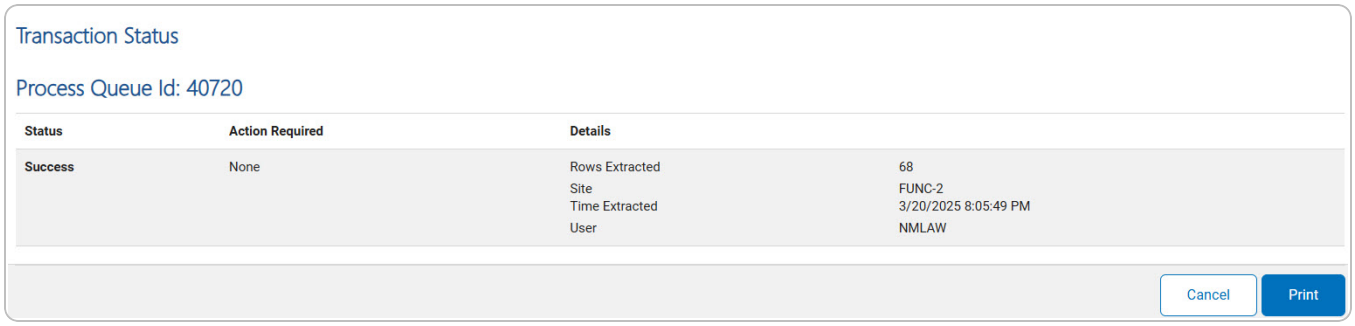
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Real Property Capital Asset Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the Real Property Capital Asset Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **Real Property Capital Asset Inquiry Search Criteria** page appears*.

View the Real Property Capital Asset Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Real Property Capital Asset Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement

- View the Real Property Capital Asset Inquiry Detail — Attachments
- Export the Real Property Capital Asset Inquiry Transaction Status

Export the Real Property Capital Asset Inquiry Transaction Status

Overview

The Real Property Capital Asset Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Real Property > Capital Asset > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Real Property Capital Asset Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Real Property Capital Asset Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

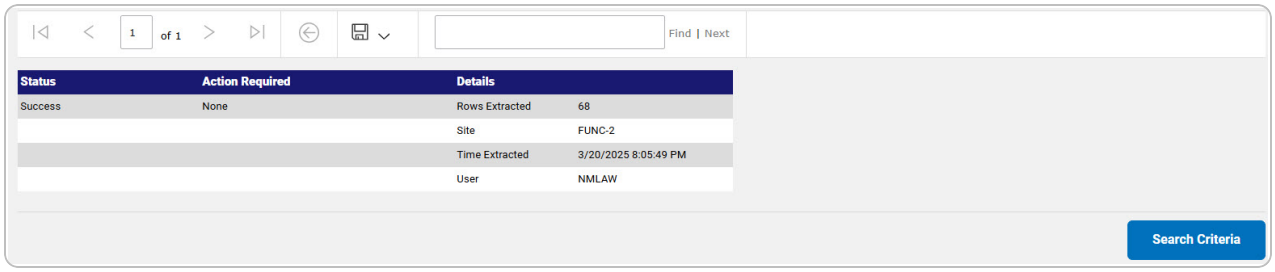
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Capital Asset Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The **Real Property Capital Asset Inquiry Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Real Property Capital Asset Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Real Property Capital Asset Inquiry — Criteria
- Search for a Real Property Capital Asset Inquiry — Results
- Select Fields for the Real Property Capital Asset Inquiry
- View the Real Property Capital Asset Inquiry Detail — Basic
- View the Real Property Capital Asset Inquiry Detail — Accounting
- View the Real Property Capital Asset Inquiry Detail — Agency
- View the Real Property Capital Asset Inquiry Detail — Characteristics
- View the Real Property Capital Asset Inquiry Detail — Site/Installation
- View the Real Property Capital Asset Inquiry Detail — Facility
- View the Real Property Capital Asset Inquiry Detail — Allocation
- View the Real Property Capital Asset Inquiry Detail — Configuration
- View the Real Property Capital Asset Inquiry Detail — Sustainment
- View the Real Property Capital Asset Inquiry Detail — Agreements
- View the Real Property Capital Asset Inquiry Detail — Restriction
- View the Real Property Capital Asset Inquiry Detail — Review
- View the Real Property Capital Asset Inquiry Detail — Supplier
- View the Real Property Capital Asset Inquiry Detail — Building Module
- View the Real Property Capital Asset Inquiry Detail — Improvement
- View the Real Property Capital Asset Inquiry Detail — Attachments
- View the Real Property Capital Asset Inquiry Transaction Status

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

Page Fields

The following fields display on the **Real Property Improvement Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

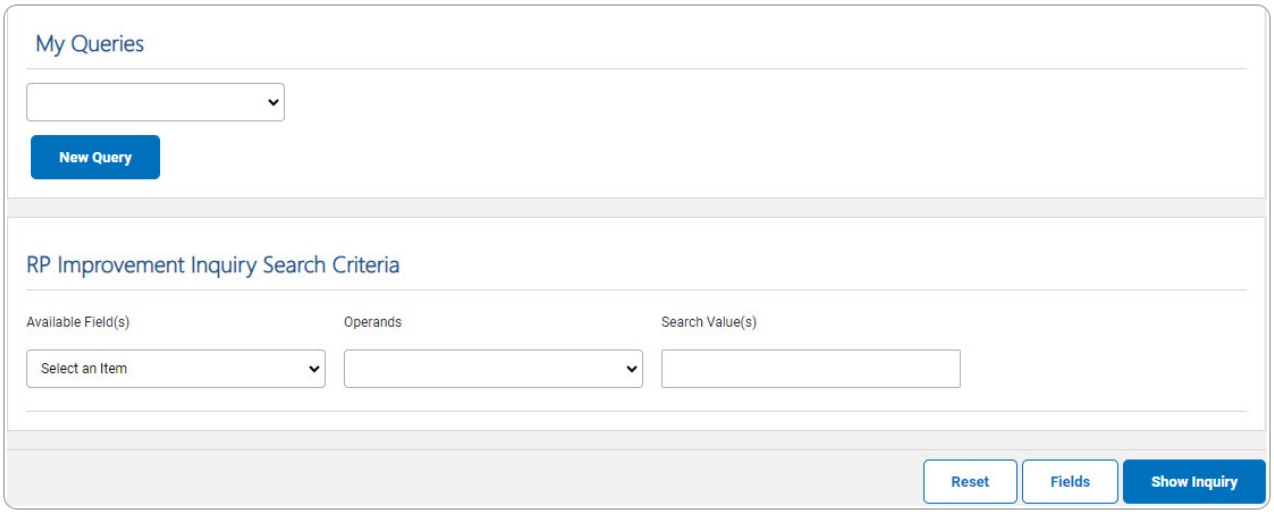
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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.

B. Repeat Step A to add additional search criteria.

Note

Adding another Available Field ⌄ automatically populates an additional search criteria row.

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

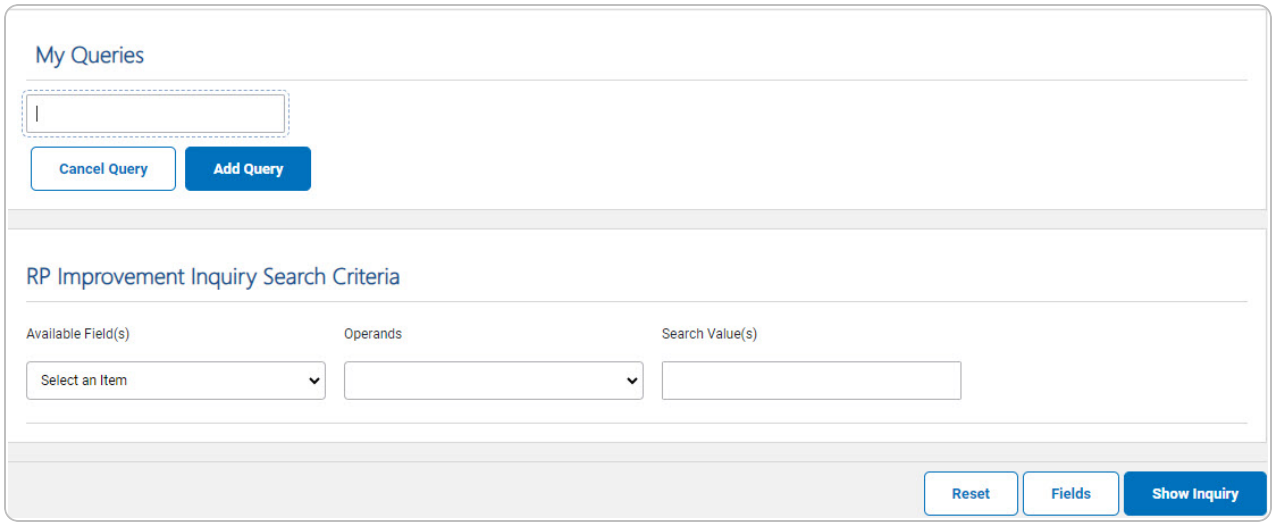
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Real Property Improvement Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

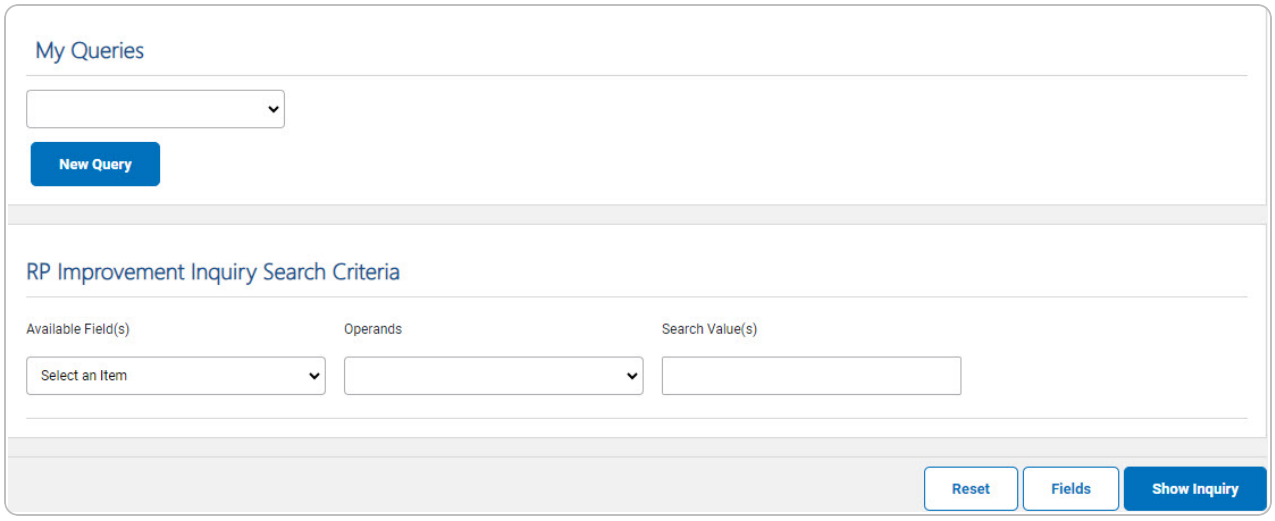
Select Fields. *The **Real Property Improvement Inquiry — Select Fields** page appears.*

5. OR

Select Show Inquiry. *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.*



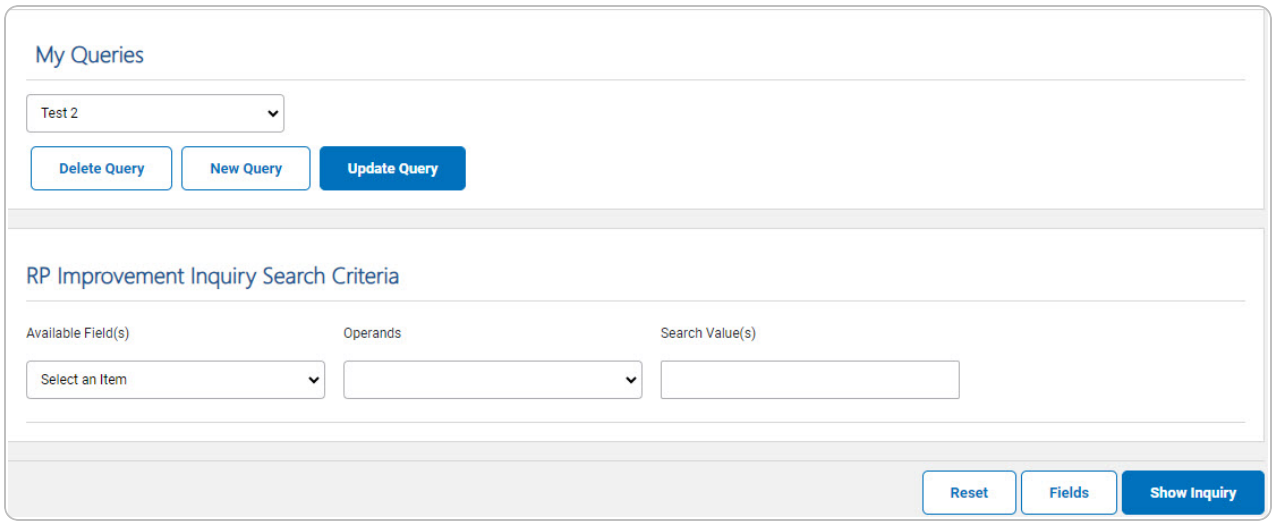
Select Fields. *The **Real Property Improvement Inquiry — Select Fields** page appears.*

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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query*. The query information is updated.*

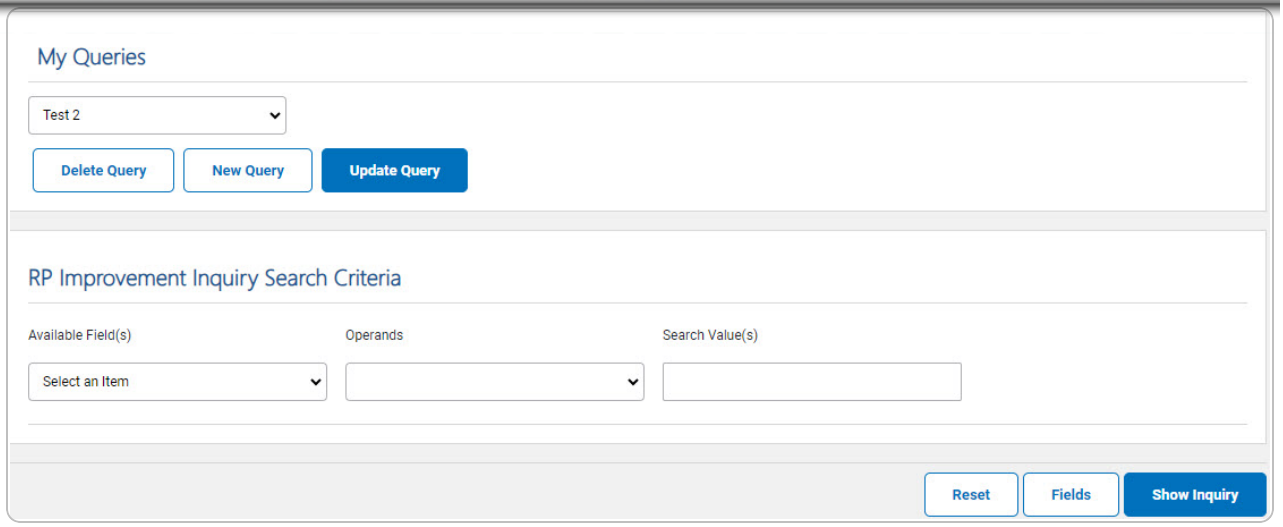
   Select Fields*. The* ***Real Property Improvement Inquiry — Select Fields*** *page appears.*

4. OR

   Select Show Inquiry*. 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* New Query *is joined by* Update Query *and* Delete Query*. The selected query information appears in the search criteria grid.*



2. *Verify the query information.*
3. 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Real Property Improvement Inquiry — Results
- Select Fields for the Real Property Improvement Inquiry
- View the Real Property Improvement Inquiry Detail
- View the Real Property Improvement Inquiry Transaction Status
- Export the Real Property Improvement Inquiry Transaction Status

Search for a Real Property Improvement Inquiry — Results

Overview

The Real Property Improvement Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Real Property > Improvement > Search Criteria > Show Inquiry > Real Property Improvement Inquiry Search Results page

Page Fields

The following fields display on the **Real Property Improvement Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Acq Dt
Activation Dt
Deprn Period
Deprn Sts Cd
Eff Dt
Fac Name
Fac Nbr
Impv Cost
Impv Nbr
Instl Nbr
RPUID
Total Cost
UIC

Optional

Years Service Life
Reason Cd
ACC-SFIS

Acct Rpt Nbr
Accumd Deprn
ACRN
ASN
Asset Cd
Basic Symbol
CLIN
Cntr/PO Nbr
Cptl Cd
Deprn Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Task Cd
Dept Cd
Estbd By
Estbd Dt
Fndng Cost Center
Fndng Cost Center Desc
Fund Cd
FY Cost
Intrf Sys Cd
Job Order Nbr
Last Tran Dt
Last Updtd By
LOA
Obj Class Cd
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Pgm Yr
Prior Deprn
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Remarks
Salvage Value Amt
SLIN
SPIIN
Sub Head
Task Cd
Trading Basic Symbol

Trading Dept Cd
Trading Partner Nbr
Trading Subhead
Tran Action Cd
Tran Action Type Cd
Tran Doc Nbr
Transfer Type Cd
Type Fund Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

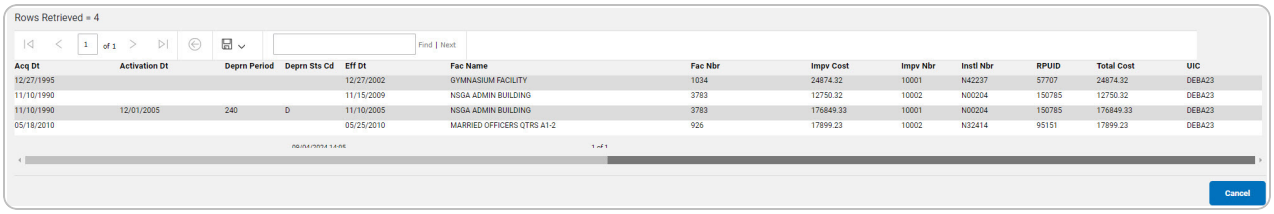
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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.*



Note

To reach the optional fields, refer to the Real Property Improvement Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.

3. Select Cancel. *The* ***Real Property Improvement Inquiry Search Criteria*** *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 Improvement Inquiry Detail

Select the desired ACQ DT row. *The **Real Property Improvement Inquiry Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Improvement Inquiry — Criteria
- Select Fields for the Real Property Improvement Inquiry
- View the Real Property Improvement Inquiry Detail
- View the Real Property Improvement Inquiry Transaction Status
- Export the Real Property Improvement Inquiry Transaction Status

Select Fields for the Real Property Improvement Inquiry

Overview

The Real Property Improvement Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Real Property > Improvement > Search Criteria > Fields > Real Property Improvement Inquiry Fields Selection page

Page Fields

The following fields display on the **Real Property Improvement Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Acq Dt
Activation Dt
Deprn Period
Deprn Sts Cd
Eff Dt
Fac Name
Fac Nbr
Impv Cost
Impv Nbr
Instl Nbr
RPUID
Total Cost

UIC

Optional

Years Service Life
Reason Cd
ACC-SFIS
Acct Rpt Nbr
Accumd Deprn
ACRN
ASN
Asset Cd
Basic Symbol
CLIN
Cntr/PO Nbr
Cptl Cd
Deprn Cd
Deprn Cost Center
Deprn Cost Center Desc
Deprn Exp Cd
Deprn Job Order Nbr
Deprn Task Cd
Dept Cd
Estbd By
Estbd Dt
Fndng Cost Center
Fndng Cost Center Desc
Fund Cd
FY Cost
Intrf Sys Cd
Job Order Nbr
Last Tran Dt
Last Updtd By
LOA
Obj Class Cd
Oblign Doc Nbr
Owng Cost Center
Owng Cost Center Desc
Pgm Yr
Prior Deprn
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Remarks

Salvage Value Amt
SLIN
SPIIN
Sub Head
Task Cd
Trading Basic Symbol
Trading Dept Cd
Trading Partner Nbr
Trading Subhead
Tran Action Cd
Tran Action Type Cd
Tran Doc Nbr
Transfer Type Cd
Type Fund Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The* ***Real Property Improvement Inquiry Field Selection*** *page appears.*

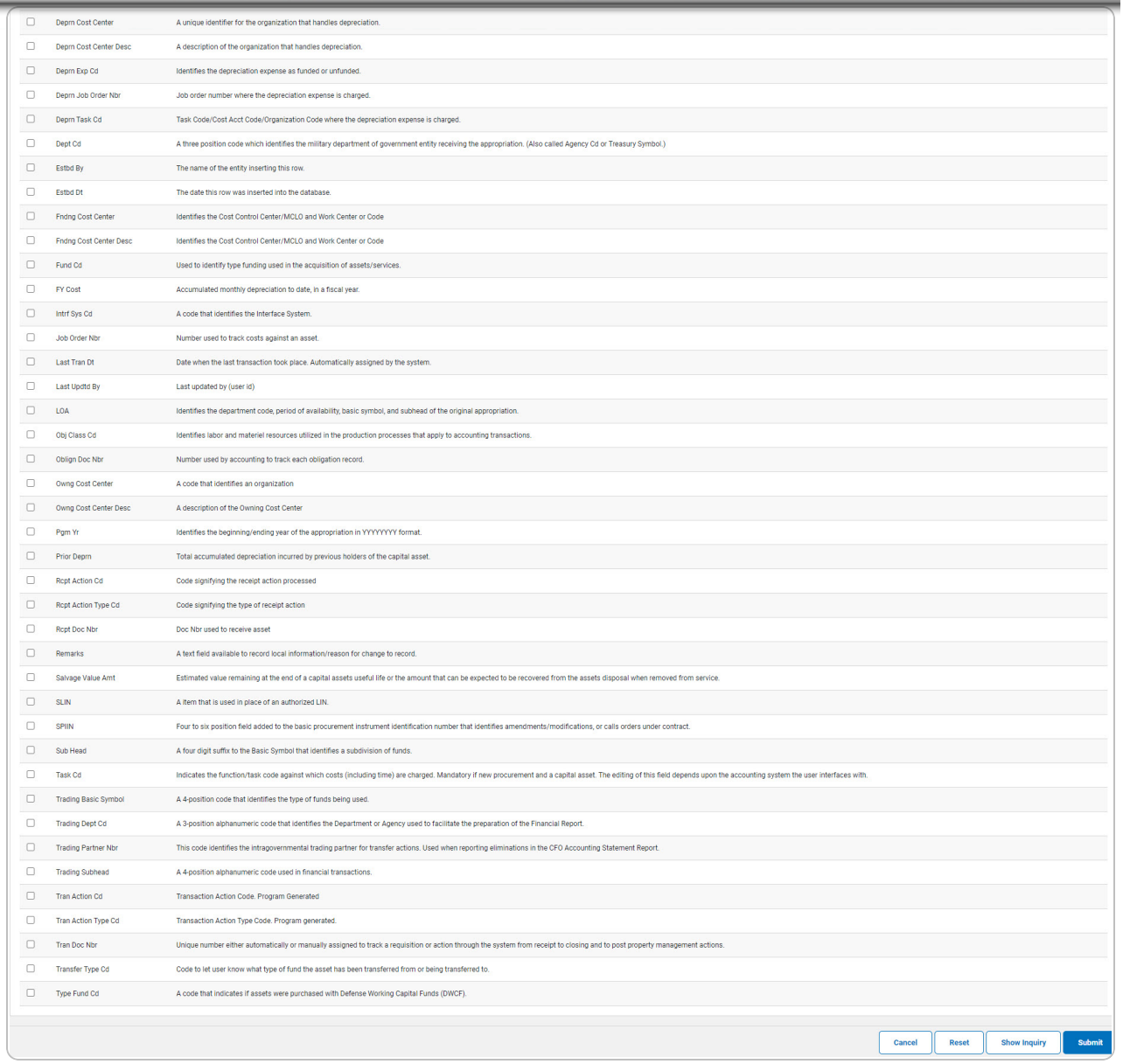
Field Selection

Extract Excel File	◉	**Extract Id**	
Extract Text, Comma Separated File	○	**Privacy Type**	Private

My Selections

New Selection List

	Field	Field Description
☑	Acq Dt	The fund approval/obligation date.
☑	Activation Dt	The date a Serial Asset was put into use.
☑	Deprn 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.
☑	Deprn 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 Deprn	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.
☐	Cntr/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.
☐	Deprn 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.



☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Deprn Cost Center Desc	A description of the organization that handles depreciation.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn 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 Updtd 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 materiel 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 YYYYYYYY format.
☐	Prior Deprn	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.
☐	SPIIN	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

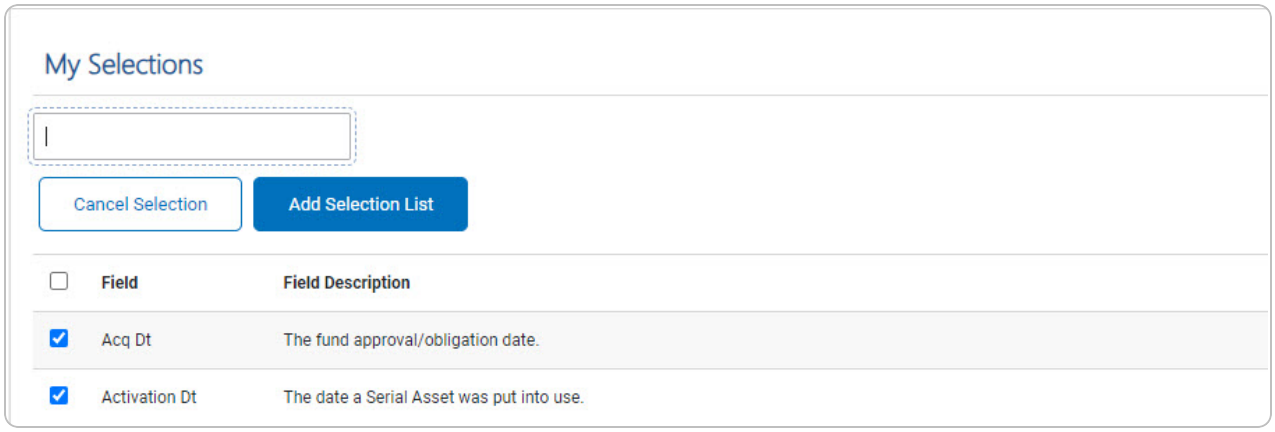
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.*

Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

Select Show Inquiry for small volumes of data. *The **Real Property Improvement Inquiry — Results** page appears.*

5.

OR

Select Submit 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.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

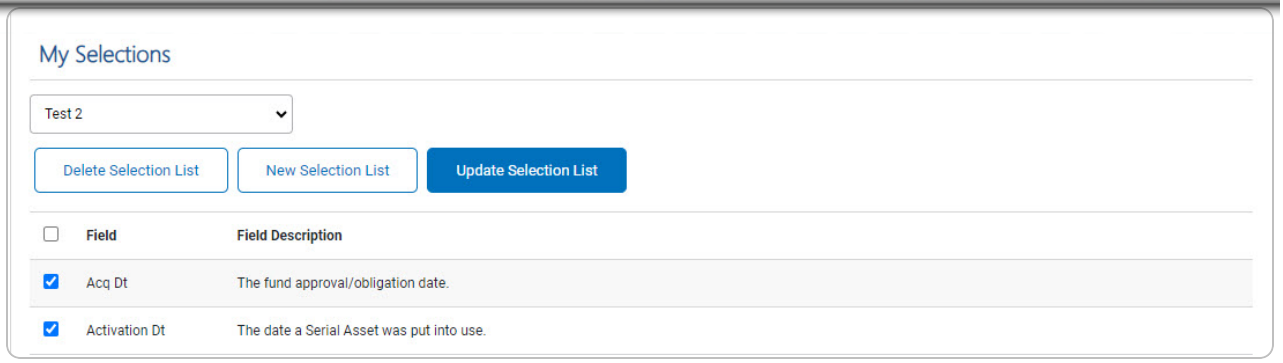
Select Show Inquiry for small volumes of data. *The **Real Property Improvement Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Real Property Improvement Inquiry Transaction Status** page appears.*

Update 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.



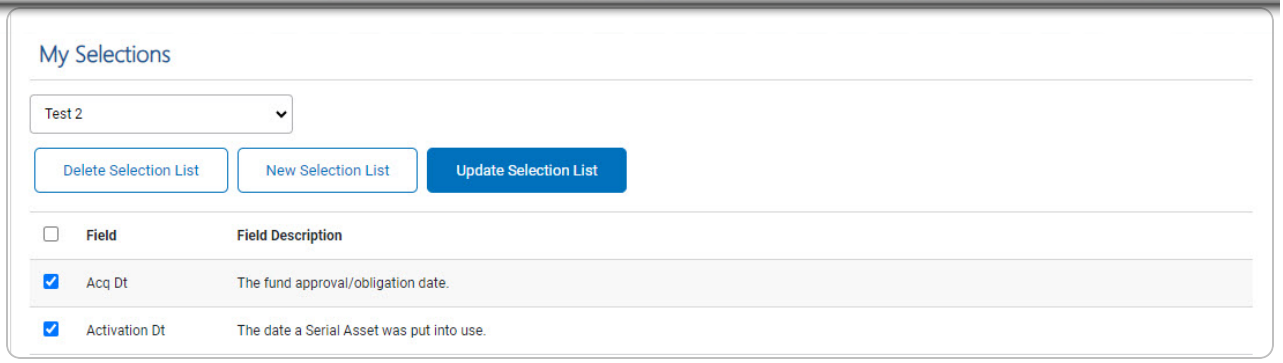
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Real Property Improvement Inquiry — Results*** *page appears.*

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.

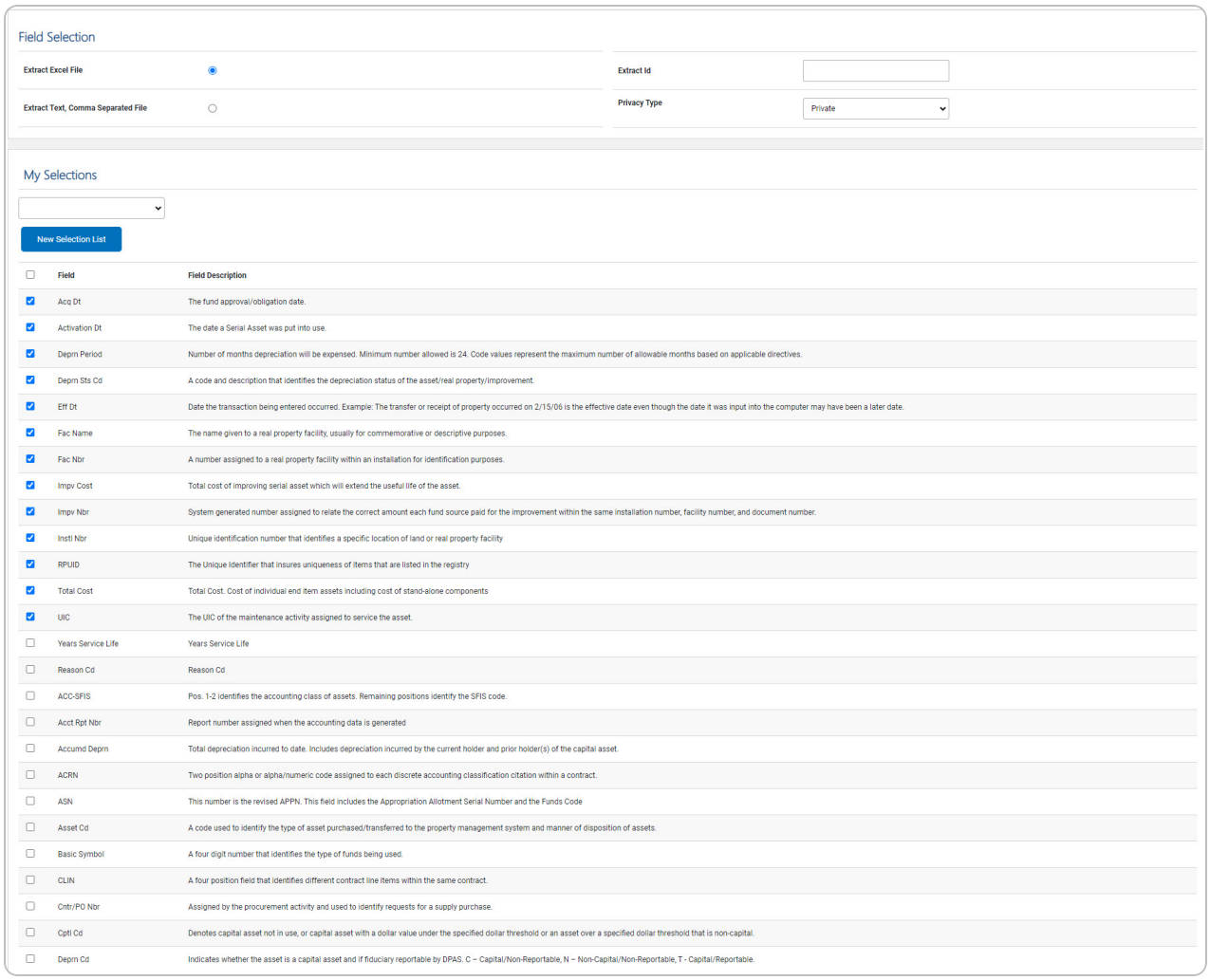


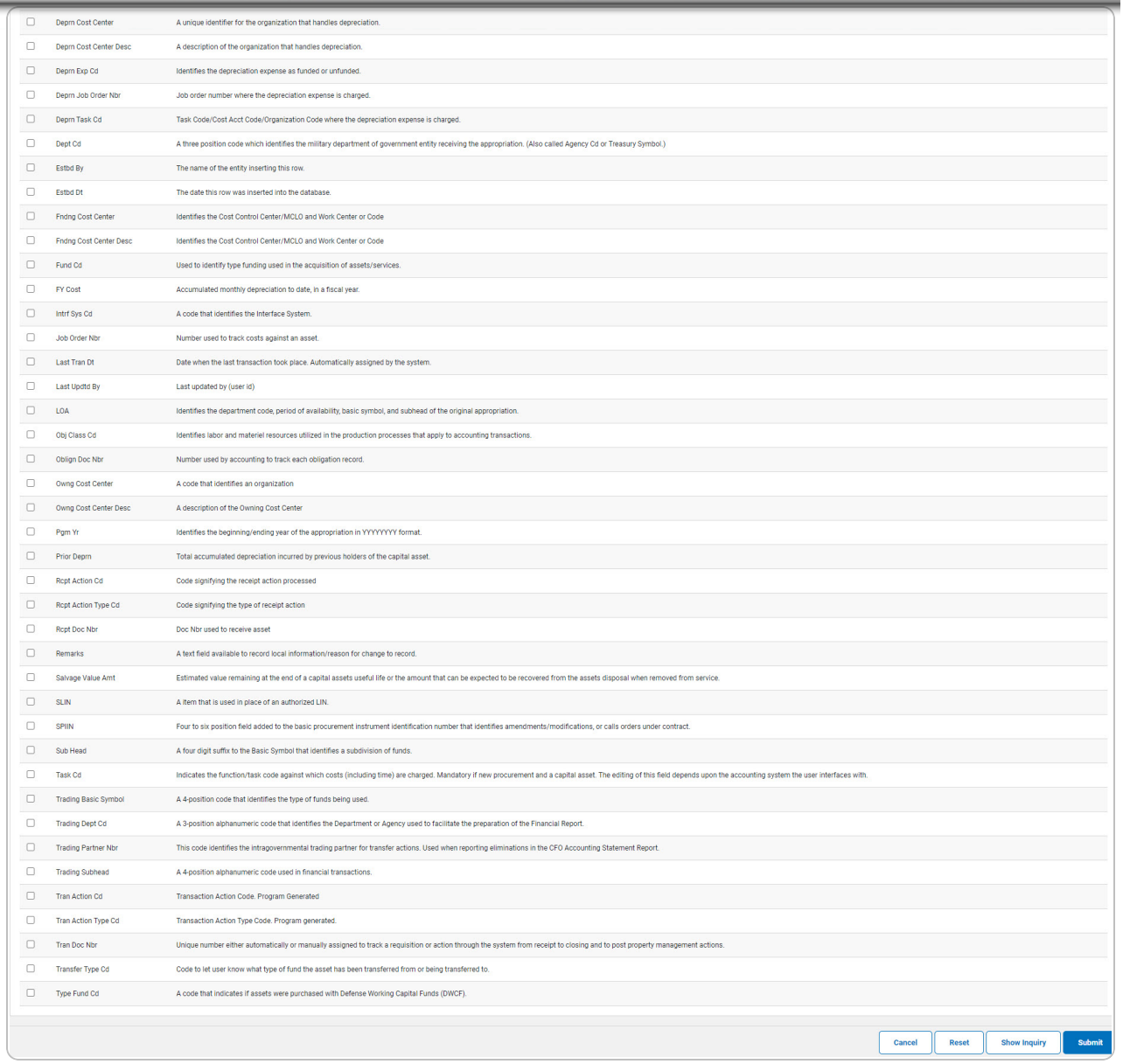
2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Real Property Improvement Inquiry** page appears.*





☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Deprn Cost Center Desc	A description of the organization that handles depreciation.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn 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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☐	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
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☐	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 Updtd 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 materiel 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 YYYYYYYY format.
☐	Prior Deprn	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.
☐	SPIIN	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).

2. 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 database. The more data returned, the longer the inquiry takes.

- Verify the ACQ DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACQ DT.*
- Verify the ACTIVATION DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTIVATION DT.*
- Verify the DEPRN PERIOD contains the appropriate ☑ or ☐. *Select if the inquiry contains a DEPRN PERIOD.*
- Verify the DEPRN STS CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a DEPRN STS CD.*
- Verify the EFF DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an EFF DT.*
- Verify the FAC NM contains the appropriate ☑ or ☐. *Select if the inquiry contains a FAC NM.*
- Verify the FAC NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a FAC NBR.*
- Verify the IMPV COST contains the appropriate ☑ or ☐. *Select if the inquiry contains an IMPV COST.*
- Verify the IMPV NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an IMPV NBR.*
- Verify the INSTL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an INSTL NBR.*
- Verify the RPUID contains the appropriate ☑ or ☐. *Select if the inquiry contains a RPUID.*
- Verify the Total Cost contains the appropriate ☑ or ☐. *Select if the inquiry contains a Total Cost amount.*

- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Click ☐ to select the Years Service Life. *Select if the inquiry contains Year Service Life information.*
- Click ☐ to select the Reason CD. *Select if the inquiry contains a Reason Code.*
- Click ☐ to select the ACC—SFIS. *Select if the inquiry contains an ACC—SFIS CODE.*
- Click ☐ to select the ACCT RPT NBR. *Select if the inquiry contains an ACCT RPT NBR.*
- Click ☐ to select the ACCUMD DEPRN. *Select if the inquiry contains an ACCUMD DEPRN.*
- Click ☐ to select the ACRN. *Select if the inquiry contains an ACRN.*
- Click ☐ to select the ASN. *Select if the inquiry contains an ASN.*
- Click ☐ to select the ASSET CD. *Select if the inquiry contains an ASSET CD.*
- Click ☐ to select the Basic Symbol. *Select if the inquiry contains a Basic Symbol.*
- Click ☐ to select the CLIN. *Select if the inquiry contains a Contract Line Item Number.*
- Click ☐ to select the CNTR/PO NBR. *Select if the inquiry contains a CNTR/PO NBR.*
- Click ☐ to select the CPTL CD. *Select if the inquiry contains a CPTL CD.*
- Click ☐ to select the DEPRN CD Center. *Select if the inquiry contains a Depreciation Code.*
- Click ☐ to select the DEPRN COST CENTER. *Select if the inquiry contains a DEPRN COST CENTER.*

- Click ☐ to select the DEPRN COST CENTER DESC. *Select if the inquiry contains a DEPRN COST CENTER DESC.*
- Click ☐ to select the DEPRN EXP CD. *Select if the inquiry contains a Depreciation Expiration Code.*
- Click ☐ to select the DEPRN JOB ORDER NBR. *Select if the inquiry contains a Depreciation Job Order Number.*
- Click ☐ to select the DEPRN TASK CD. *Select if the inquiry contains a Depreciation Task Code.*
- Click ☐ to select the DEPT CD. *Select if the inquiry contains a Department Code.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains Established By information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains an Established Date.*
- Click ☐ to select the FNDNG COST CENTER. *Select if the inquiry contains a Funding Cost Center.*
- Click ☐ to select the FNDNG COST CENTER DESC. *Select if the inquiry contains a Funding Cost Center Description.*
- Click ☐ to select the FUND CD. *Select if the inquiry contains a Fund Code.*
- Click ☐ to select the FY COST. *Select if the inquiry contains a Fiscal Year.*
- Click ☐ to select the INTRF SYS CD. *Select if the inquiry contains an INTRF SYS CD.*
- Click ☐ to select the JOB ORDER NBR. *Select if the inquiry contains a Job Order Number.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a Last Transaction Date.*

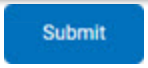
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains Last Updated By information.*
- Click ☐ to select the LOA. *Select if the inquiry contains a LOA.*
- Click ☐ to select the OBJ CLASS CD. *Select if the inquiry contains an OBJ CLASS CD.*
- Click ☐ to select the OBLIGN DOC NBR. *Select if the inquiry contains an OBLIGN DOC NBR.*
- Click ☐ to select the OWNG COST CENTER. *Select if the inquiry contains an OWNG COST CENTER.*
- Click ☐ to select the OWNG COST CENTER DESC. *Select if the inquiry contains an OWNG COST CENTER DESC.*
- Click ☐ to select the PGM YR. *Select if the inquiry contains a Program Year.*
- Click ☐ to select the PRIOR DEPRN. *Select if the inquiry contains a Prior Depreciation.*
- Click ☐ to select the RCPT ACTION CD. *Select if the inquiry contains a RCPT ACTION CD.*
- Click ☐ to select the RCPT ACTION TYPE CD. *Select if the inquiry contains a RCPT ACTION TYPE CD.*
- Click ☐ to select the RCPT DOC NBR. *Select if the inquiry contains a RCPT DOC NBR.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the Salvage Value AMT. *Select if the inquiry contains a Salvage Value Amount.*
- Click ☐ to select the SLIN. *Select if the inquiry contains a SLIN.*

- Click ☐ to select the SPIIN. *Select if the inquiry contains a SPIIN.*
- Click ☐ to select the SUBHEAD. *Select if the inquiry contains a SUBHEAD.*
- Click ☐ to select the TASK CD. *Select if the inquiry contains a Task Code.*
- Click ☐ to select the Trading Basic Symbol. *Select if the inquiry contains a Trading Basic Symbol.*
- Click ☐ to select the TRADING DEPT CD. *Select if the inquiry contains a Trading Department Code.*
- Click ☐ to select the TRADING PARTNER NBR. *Select if the inquiry contains a Trading Partner Number.*
- Click ☐ to select the Trading SUBHEAD. *Select if the inquiry contains a Trading SUBHEAD.*
- Click ☐ to select the TRAN ACTION CD. *Select if the inquiry contains a Transaction Action Code.*
- Click ☐ to select the Tran Action Type CD. *Select if the inquiry contains a Transaction Action Type Code.*
- Click ☐ to select the TRAN DOC NBR. *Select if the inquiry contains a Transaction Document Number.*
- Click ☐ to select the TRANSFER TYPE CD. *Select if the inquiry contains a Transfer Type Code.*
- Click ☐ to select the Type Fund CD. *Select if the inquiry contains a Type Fund Code.*

Select [Show Inquiry] for small volumes of data. *The* ***Real Property Improvement Inquiry — Results*** *page appears.*

3.

OR

Select  for large volumes of data. *The* ***Real Property Improvement Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Improvement Inquiry — Criteria
- Search for a Real Property Improvement Inquiry — Results
- View the Real Property Improvement Inquiry Detail
- View the Real Property Improvement Inquiry Transaction Status
- Export the Real Property Improvement Inquiry Transaction Status

View the Real Property Improvement Inquiry Detail

Overview

The Real Property Improvement Inquiry Detail process displays the Basic Detail record of the selected Improvement.

Navigation

Inquiries > Real Property > Improvement > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Improvement Inquiry Detail page

Page Fields

The following fields display on the **Real Property Improvement Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Improvement Inquiry Detail Grid

RPUID
Fac Nbr
Impv Nbr
Eff Dt
ACC
Estbd Dt
Last Activity Dt
Impv Cost
Asset Cd
Acct Rpt Nbr
Owng Cost Center
Fndng Cost Center

Deprn Cost Center
Task Cd
Job Order Nbr
Fund Cd/ASN
Dept Cd
Basic Symbol
Obj Class Cd
Oblign Doc Nbr
SPIIN
SLIN
Activation Dt
Deprn Exp Cd
Deprn Job Order Nbr
Accumd Deprn
Salvage Value
Yrs Svc Life
Remarks
Instl Nbr
Fac Nm
Acq Dt
Type Action
RP Sys Flg
Estbd By
Last Updtd By
Total Cost
Acct Sys Cd
Cptl Cd
Owng Cost Center Desc
Fndng Cost Center Desc
Deprn Cost Center Desc
Transfer Type Cd
Trading Partner Nbr
Type Fund Id
Pgm Yr
Subhead
LOA
Cntr/PO Nbr
CLIN
ACRN
Deprn Period
Deprn Task Cd
FY Cost
Prior Deprn

Deprn Sts Cd
Reason Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

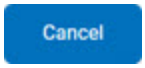
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Improvement Inquiry Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Real Property Improvement Inquiry Detail grid.*

1 of 1 Find | Next

Real Property Improvement Inquiry Detail

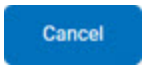
RPUID	120262	**Instl Nbr**	W0L6E
Fac Nbr	E120000	**Fac Nm**	
Impv Nbr	10002	**Acq Dt**	12/16/2002
Eff Dt	12/16/2002	**Type Action**	INPR - New Procurement
ACC	R 40000000000061	**RP Sys Flg**	NO
Estbd Dt	02/25/2008	**Estbd By**	CONV
Last Activity Dt	03/03/2009	**Last Updtd By**	SQLAdmin
Impv Cost	123444.00	**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

A. *Verify the RPUID.*
B. *Verify the FAC NBR.*
C. *Verify the IMPV NBR.*
D. *Verify the EFF DT.*
E. *Verify the ACC.*
F. *Verify the ESTBD DT.*
G. *Verify the LAST ACTIVITY DT.*
H. *Verify the IMPV COST.*
I. *Verify the ASSET CD.*
J. *Verify the ACCT RPT NBR.*
K. *Verify the OWNG COST CENTER.*
L. *Verify the FNDNG COST CENTER.*
M. *Verify the DEPRN COST CENTER.*
N. *Verify the TASK CD.*
O. *Verify the JOB ORDER NBR.*
P. *Verify the FUND CD/ASN.*
Q. *Verify the DEPT CD.*
R. *Verify the Basic Symbol.*
S. *Verify the OBJ CLASS CD.*
T. *Verify the OBLIGN DOC NBR.*
U. *Verify the SPIIN.*
V. *Verify the SLIN.*
W. *Verify the ACTIVATION DT.*
X. *Verify the DEPRN EXP CD.*
Y. *Verify the DEPRN JOB ORDER NBR.*
Z. *Verify the ACCUMD DEPRN.*
AA. *Verify the Salvage Value.*
AB. *Verify the YRS SVC LIFE.*
AC. *Verify the Remarks.*
AD. *Verify the INSTL NBR.*
AE. *Verify the FAC NM.*

AF. *Verify the ACQ DT.*
AG. *Verify the Type Action.*
AH. *Verify the RP SYS FLG.*
AI. *Verify the ESTBD BY.*
AJ. *Verify the LAST UPDTD BY.*
AK. *Verify the Total Cost.*
AL. *Verify the ACCT SYS CD.*
AM. *Verify the CPTL CD.*
AN. *Verify the OWNG COST CENTER DESC.*
AO. *Verify the FNDNG COST CENTER DESC.*
AP. *Verify the DEPRN COST CENTER DESC.*
AQ. *Verify the TRANSFER TYPE CD.*
AR. *Verify the TRADING PARTNER NBR.*
AS. *Verify the TYPE FUND ID.*
AT. *Verify the PGM YR.*
AU. *Verify the SUBHEAD.*
AV. *Verify the LOA.*
AW. *Verify the CNTR/PO NBR.*
AX. *Verify the CLIN.*
AY. *Verify the ACRN.*
AZ. *Verify the DEPRN PERIOD.*
BA. *Verify the DEPRN TASK CD.*
BB. *Verify the FY COST.*
BC. *Verify the PRIOR DEPRN.*
BD. *Verify the DEPRN STS CD.*
BE. *Verify the REASON CD.*

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 Back. *The **Real Property Improvement Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Improvement Inquiry — Criteria
- Search for a Real Property Improvement Inquiry — Results
- Select Fields for the Real Property Improvement Inquiry
- View the Real Property Improvement Inquiry Transaction Status
- Export the Real Property Improvement Inquiry Transaction Status

View the Real Property Improvement Inquiry Transaction Status

Overview

The Real Property Improvement Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Real Property > Improvement > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Real Property Improvement Inquiry Transaction Status page

Page Fields

The following fields display on the **Real Property Improvement Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

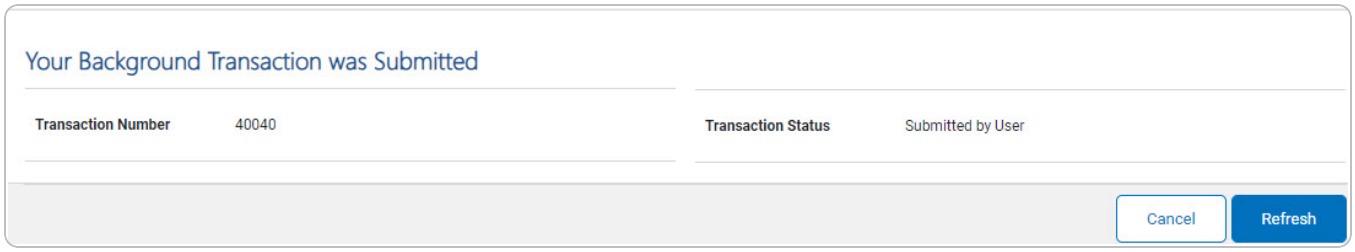
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

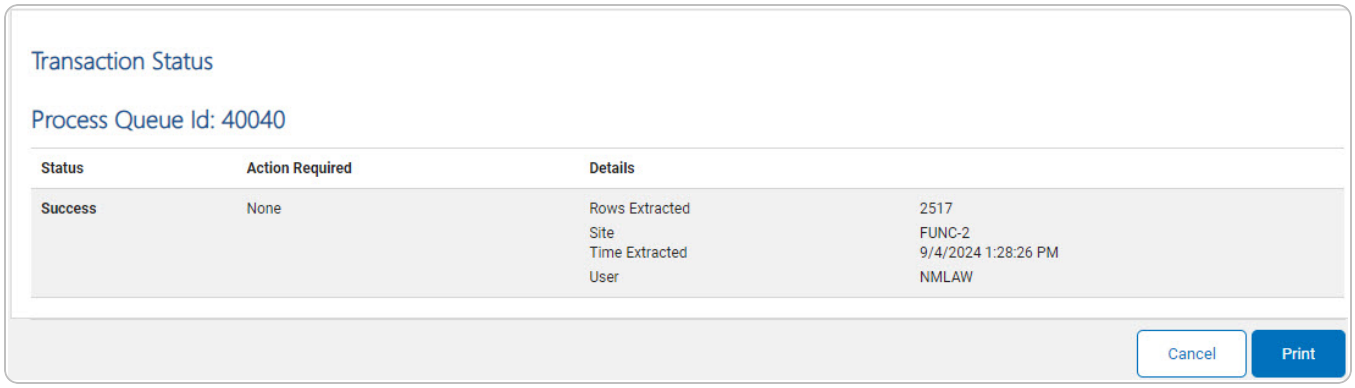
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Real Property Improvement Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Real Property Improvement Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Real Property Improvement Inquiry Search Criteria*** *page appears*.

View the Real Property Improvement Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Real Property Improvement Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Real Property Improvement Inquiry — Criteria
- Search for a Real Property Improvement Inquiry — Results
- Select Fields for the Real Property Improvement Inquiry
- View the Real Property Improvement Inquiry Detail
- Export the Real Property Improvement Inquiry Transaction Status

Export the Real Property Improvement Inquiry Transaction Status

Overview

The Real Property Improvement Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Real Property > Improvement > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Real Property Improvement Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Real Property Improvement Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

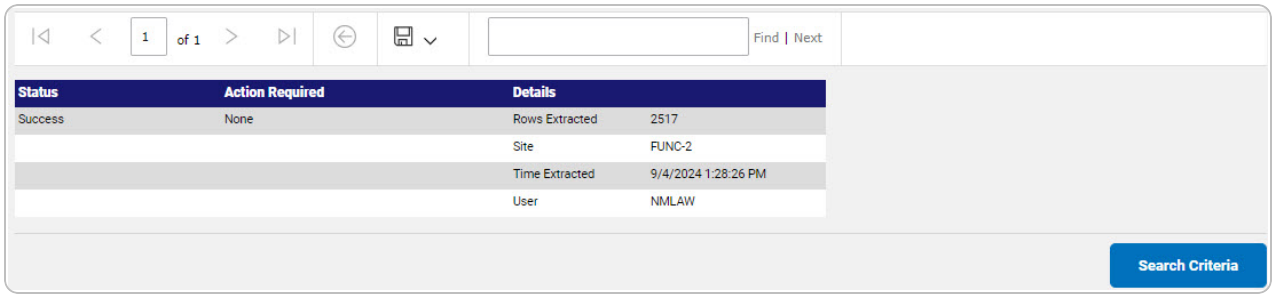
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Improvement Inquiry Transaction Status

1. Select the export icon to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Real Property Improvement Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Real Property Improvement Inquiry — Criteria
- Search for a Real Property Improvement Inquiry — Results
- Select Fields for the Real Property Improvement Inquiry
- View the Real Property Improvement Inquiry Detail
- View the Real Property Improvement Inquiry Transaction Status

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

Page Fields

The following fields display on the **Real Property Activity Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

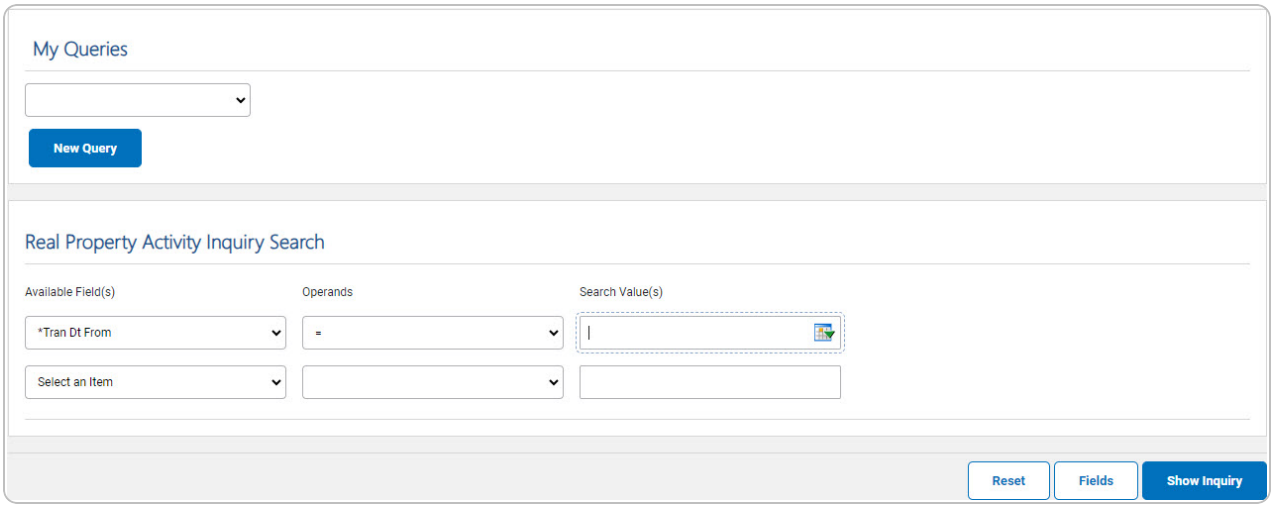
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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.*

   A. *The first Available Field(s) option (TRAN DT FROM) automatically populates and is not editable.*

   B. Use ⌄ to select the second Available Field.

   C. Repeat Step B to add additional search criteria.

> **Note**
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
> Select Fields 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.

   C. Repeat Step B to add additional search criteria.

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.

   C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

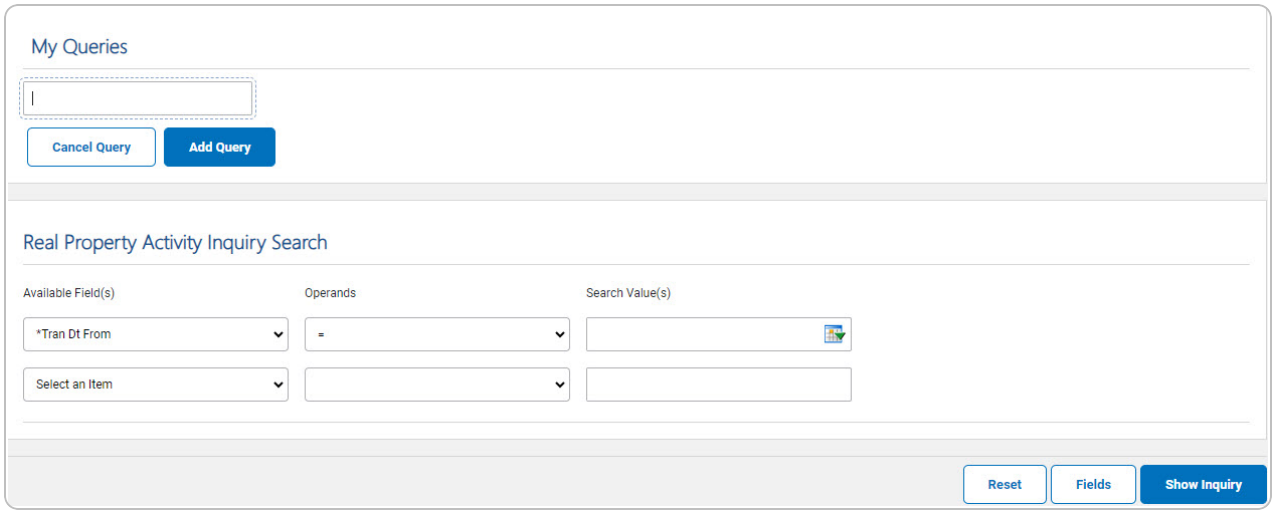
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Real Property Activity Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

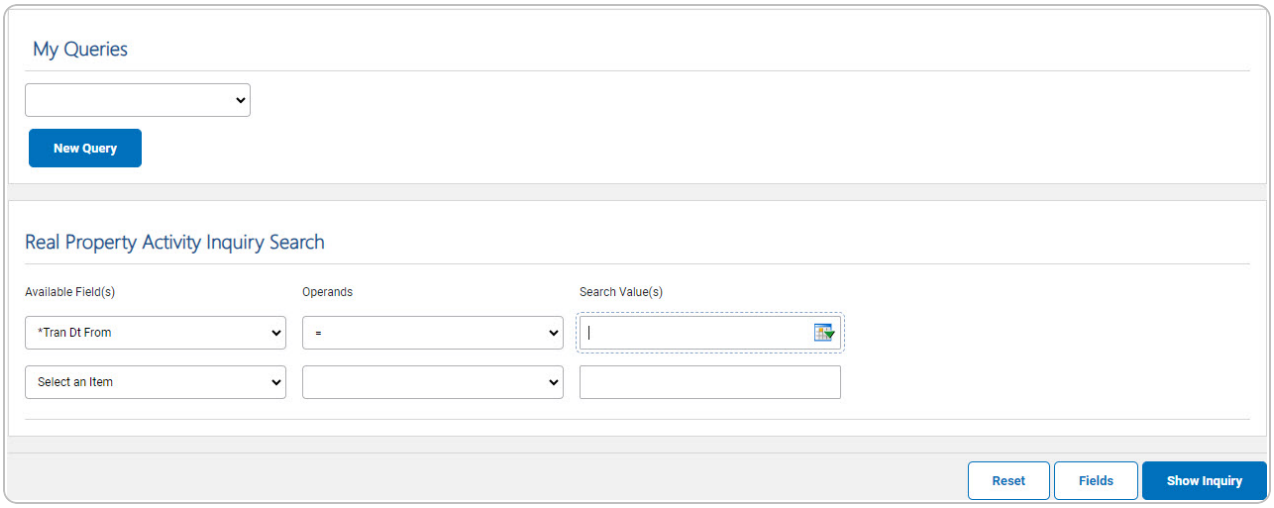
5. Select Fields. *The **Real Property Activity Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *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.*



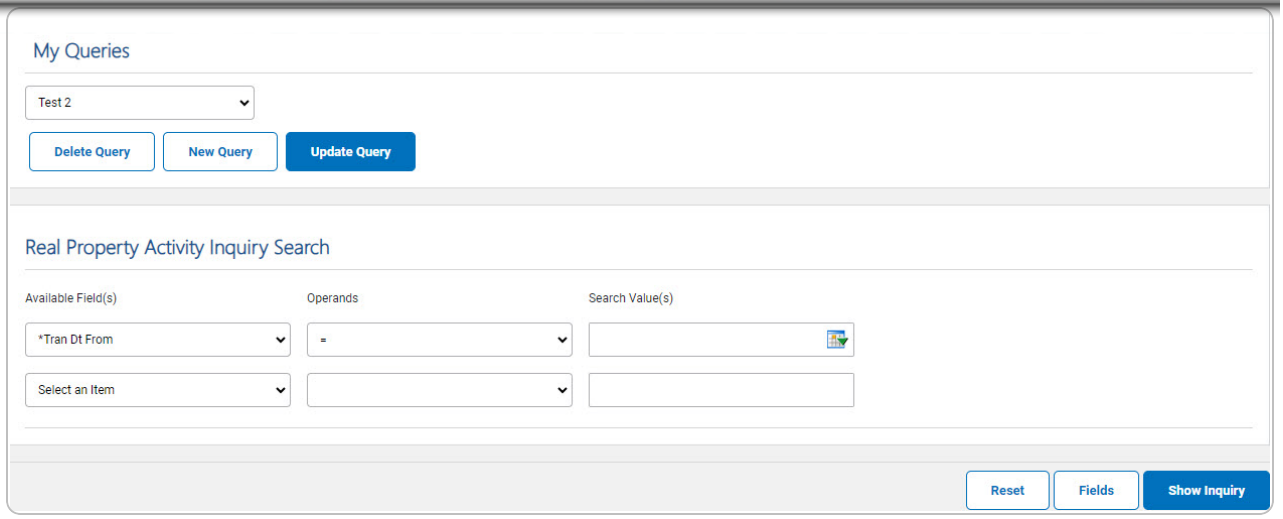
2. Select Fields. *The **Real Property Activity Inquiry — Select Fields** page appears.*

   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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

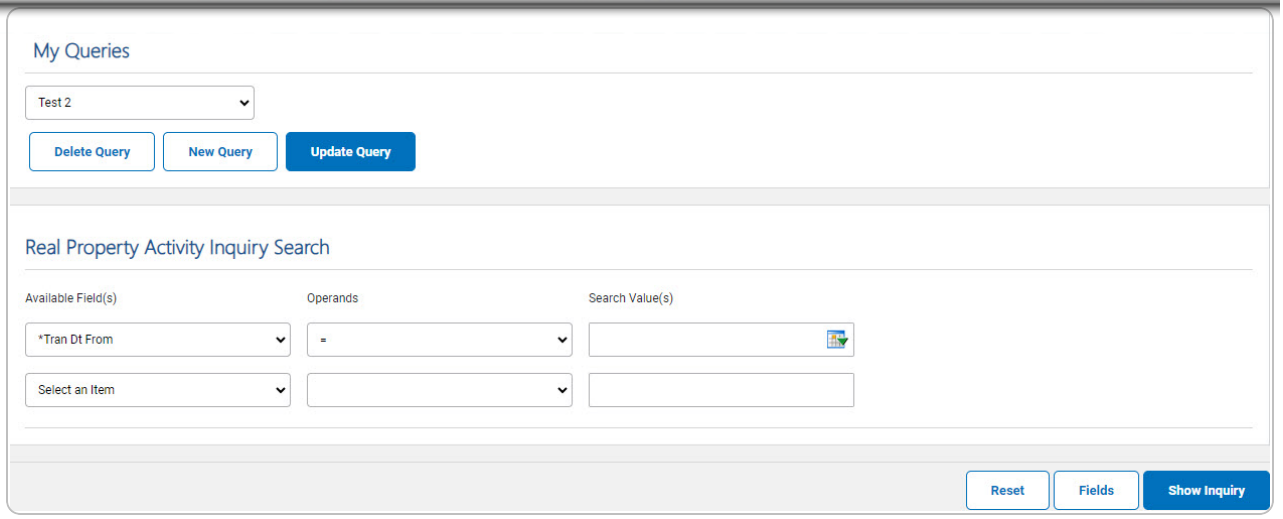
4. Select Fields. *The **Real Property Activity Inquiry — Select Fields** page appears.*

   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.*



2. *Verify the query information.*
3. 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Real Property Activity Inquiry — Results
- Select Fields for the Real Property Activity Inquiry
- View the Real Property Activity Inquiry Detail
- View the Real Property Activity Inquiry Delta
- View the Real Property Activity Inquiry Transaction Status
- Export the Real Property Activity Inquiry Transaction Status

Search for a Real Property Activity Inquiry — Results

Overview

The Real Property Activity Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Real Property > Real Prop Activity > Search Criteria > Show Inquiry > Real Property Activity Inquiry Search Results page

Page Fields

The following fields display on the **Real Property Activity Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Fac Nbr
Instl Nbr
RPUID
Tran Cd
UIC
RPSUID
Land Acq Tract Id

Optional

ACC-SFIS
Acq Dt
Agency Defined 1
Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5
Asset Cd
Disposition Doc Nbr
Disposition Type Action Cd
Doc Nbr To
Eff Dt

Estbd By
Estbd Dt
Fac Name
Gain Amt
Heritage Asset Cd
History Remarks
Interface Flag
Last Tran Dt
Last Updtd By
Lease Cd
Lease End Dt
Lease Start Dt
Loan Cd
Loss Amt
Mfr Yr
Pgm Id
POC
Qty
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Remarks
RPUID Last Dt Valdt
RP Site Name
Selling Price
Trading Partner Nbr To
Tran Action Cd
Tran Action Type Cd
Tran Doc Nbr
Transfer Type Cd To
Type Action
UI
Write Off Amt
Yr Svc Life

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

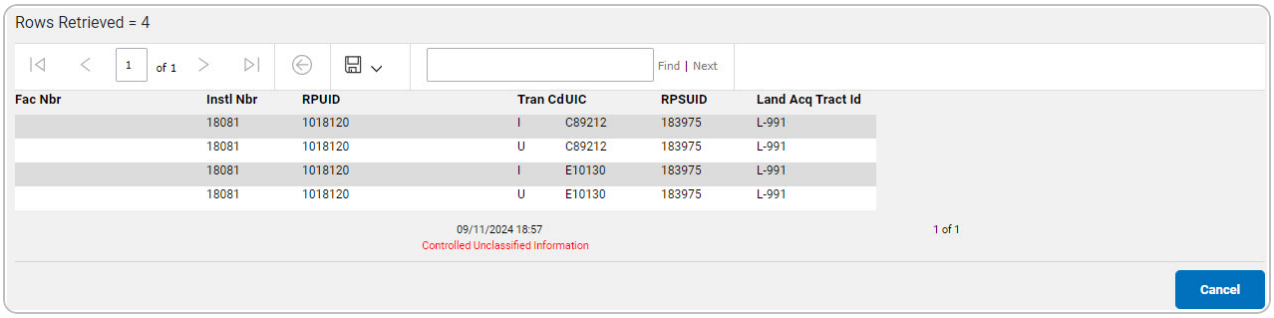
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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.*



Note

To reach the optional fields, refer to the Real Property Activity Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Activity Inquiry — Criteria
- Select Fields for the Real Property Activity Inquiry
- View the Real Property Activity Inquiry Detail
- View the Real Property Activity Inquiry Delta
- View the Real Property Activity Inquiry Transaction Status
- Export the Real Property Activity Inquiry Transaction Status

Select Fields for the Real Property Activity Inquiry

Overview

The Real Property Activity Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Real Property > Real Prop Activity > Search Criteria > Fields > Real Property Activity Inquiry Fields Selection page

Page Fields

The following fields display on the **Real Property Activity Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Fac Nbr
Insulin Nbr
RPUID
Tran Cd
UIC
RPSUID
Land Acq Tract Id

Optional

ACC-SFIS
Acq Dt
Agency Defined 1

Agency Defined 2
Agency Defined 3
Agency Defined 4
Agency Defined 5
Asset Cd
Disposition Doc Nbr
Disposition Type Action Cd
Doc Nbr To
Eff Dt
Estbd By
Estbd Dt
Fac Name
Gain Amt
Heritage Asset Cd
History Remarks
Interface Flag
Last Tran Dt
Last Updtd By
Lease Cd
Lease End Dt
Lease Start Dt
Loan Cd
Loss Amt
Mfr Yr
Pgm Id
POC
Qty
Rcpt Action Cd
Rcpt Action Type Cd
Rcpt Doc Nbr
Remarks
RPUID Last Dt Valdt
RP Site Name
Selling Price
Trading Partner Nbr To
Tran Action Cd
Tran Action Type Cd
Tran Doc Nbr
Transfer Type Cd To
Type Action
UI
Write Off Amt
Yr Svc Life

Procedures

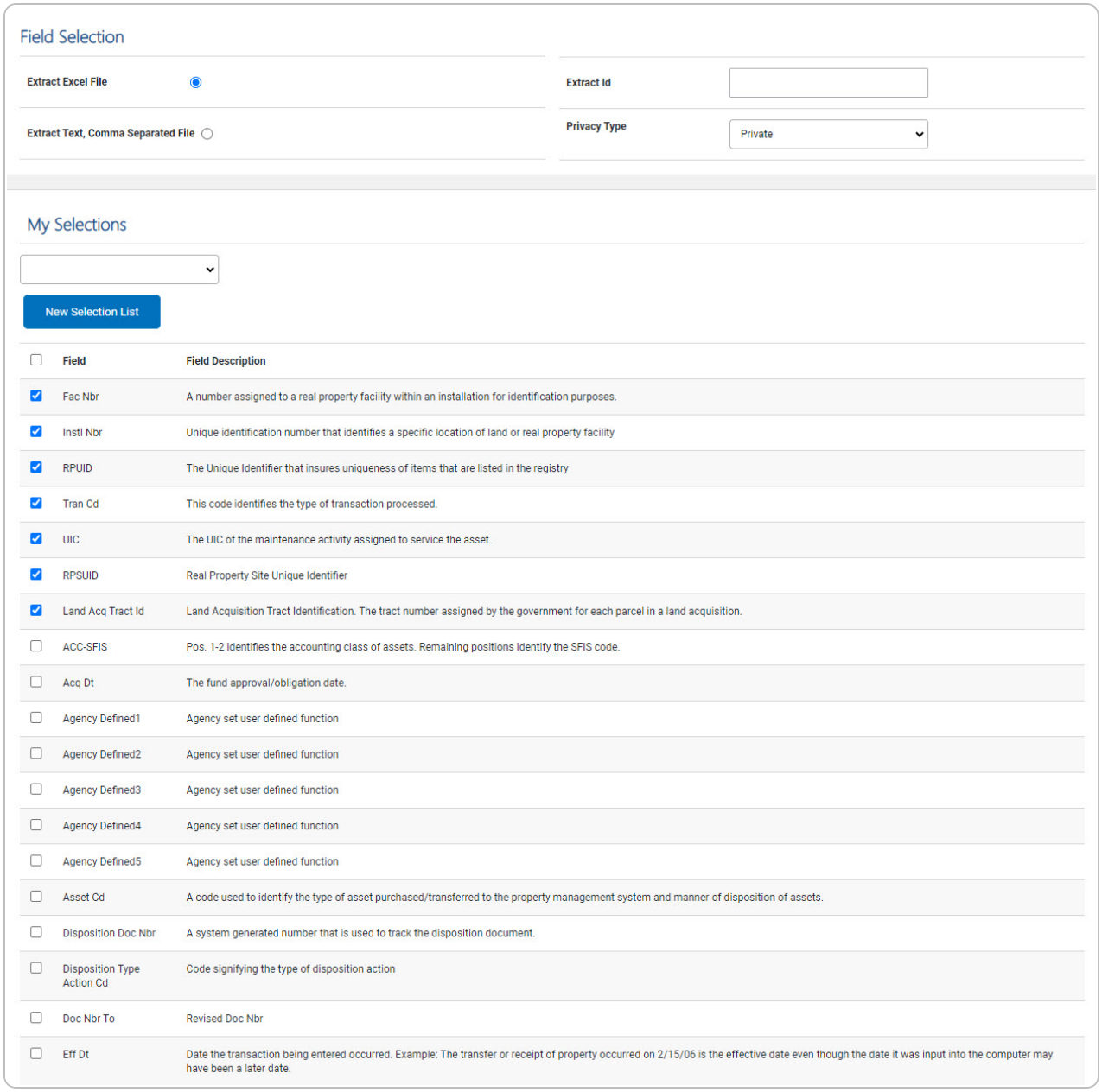
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *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.

☐	Estbd By	The name of the entity inserting this row.
☐	Estbd 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 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.
☐	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

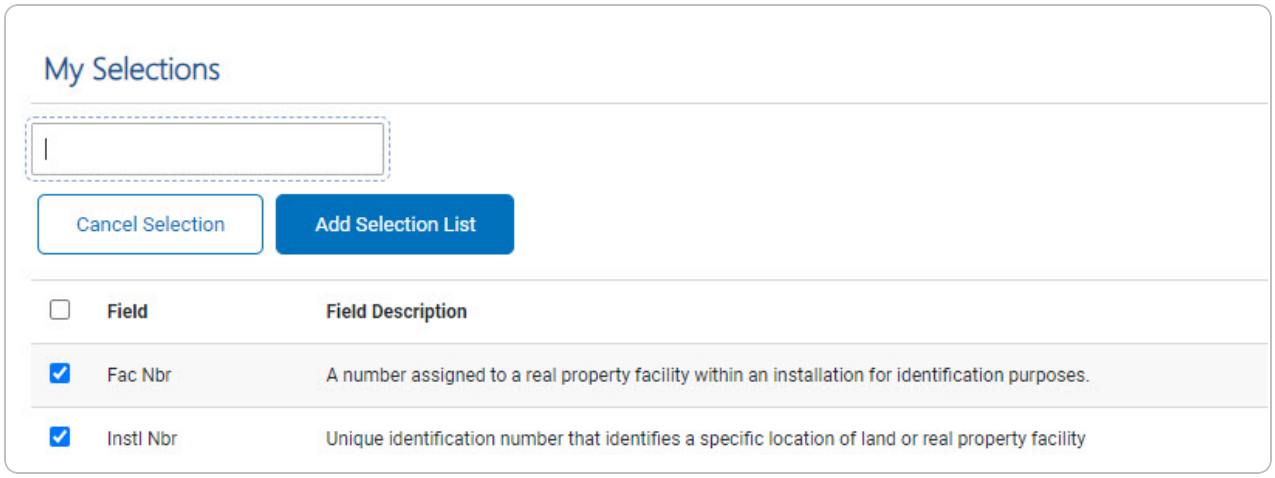
2. Choose the desired file type:
   - Click ○ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

     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 [New Selection List]. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting [Cancel Selection] at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*

3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

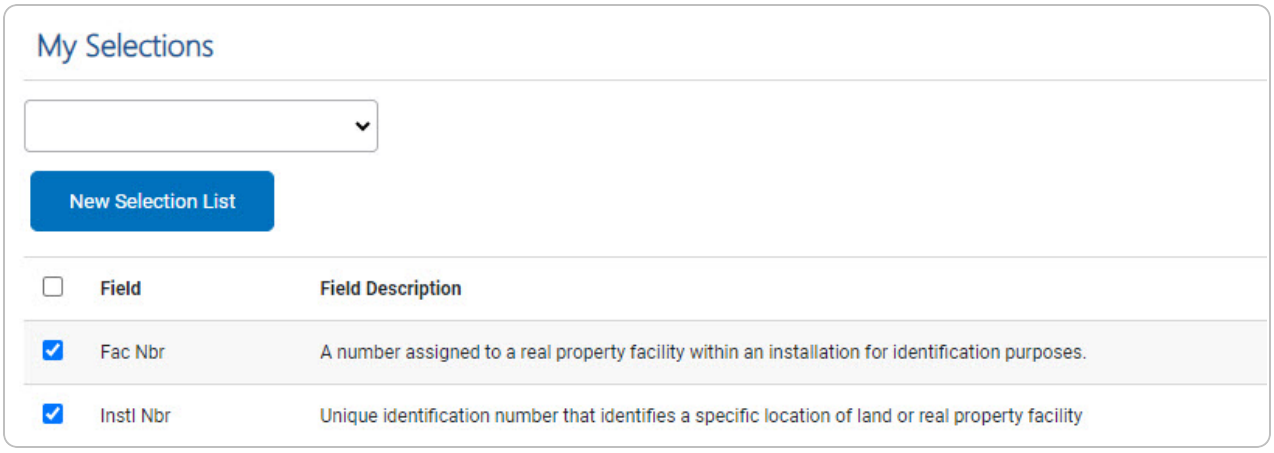
   Select Show Inquiry for small volumes of data. *The* ***Real Property Activity Inquiry — Results*** *page appears.*

5. **OR**

   Select Submit 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.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

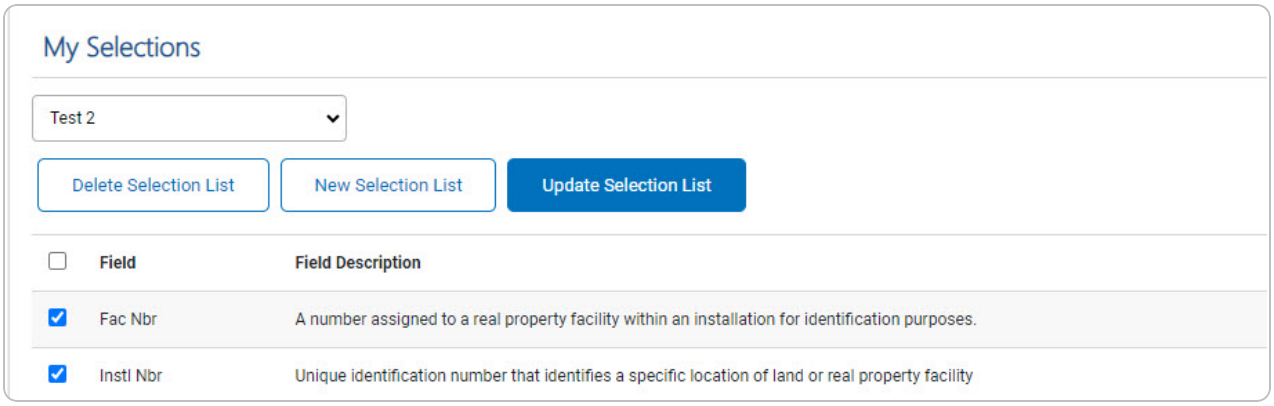
   Select Show Inquiry for small volumes of data. *The* ***Real Property Activity Inquiry — Results*** *page appears.*

3. **OR**

Select Submit 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

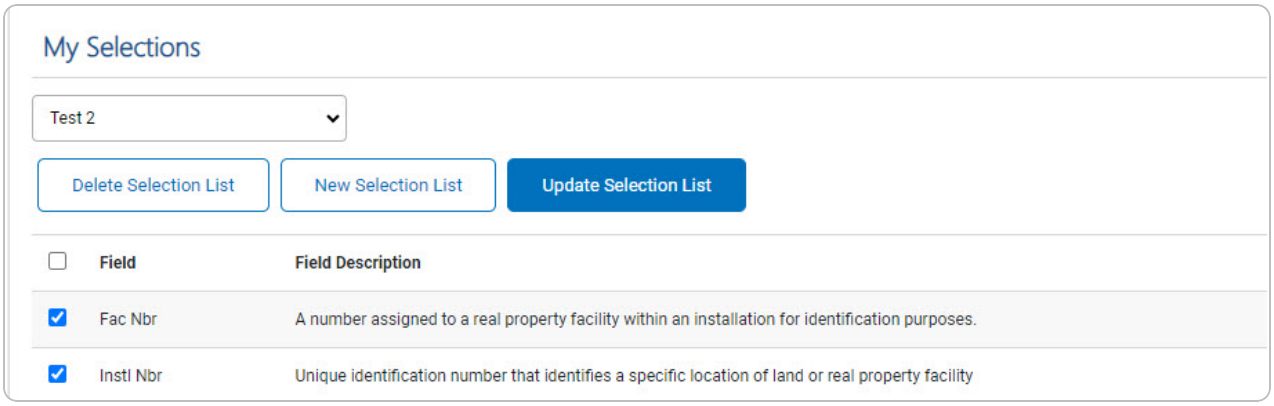
   Select Show Inquiry for small volumes of data. *The* ***Real Property Activity Inquiry — Results*** *page appears.*
4. **OR**

   Select Submit 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*

New Selection List *is joined by* Update Selection List *and* Delete Selection List.

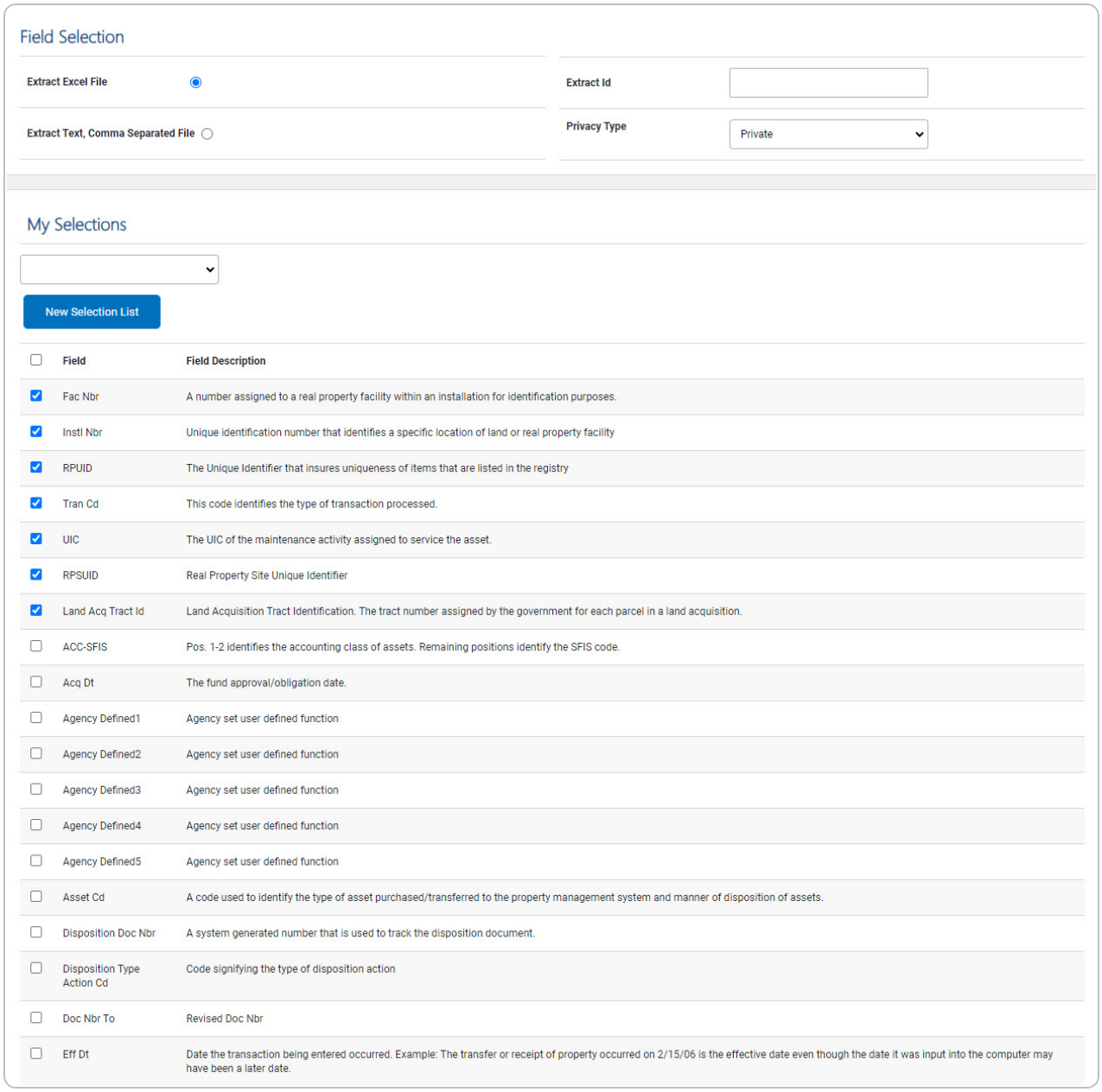


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *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	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.

☐	Estbd By	The name of the entity inserting this row.
☐	Estbd 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 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.
☐	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. 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.

- Verify the FAC NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a FAC NBR.*
- Verify the INSTL NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an INSTL NBR.*
- Verify the RPUID contains the appropriate ☑ or ☐. *Select if the inquiry contains a RPUID.*
- Verify the TRAN CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a TRAN CD.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the RPSUID contains the appropriate ☑ or ☐. *Select if the inquiry contains a RPSUID.*
- Verify the LAND ACQ TRACT ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a Land Acquisition Tract Identifier.*
- Click ☐ to select the ACC—SFIS. *Select if the inquiry contains an ACC—SFIS CODE.*
- Click ☐ to select the ACQ DT. *Select if the inquiry contains an ACQ DATE.*
- Click ☐ to select the Agency Defined 1. *Select if the inquiry contains Agency Defined information.*

- Click ☐ to select the Agency Defined 2. *Select if the inquiry contains Agency Defined information.*
- Click ☐ to select the Agency Defined 3. *Select if the inquiry contains Agency Defined information.*
- Click ☐ to select the Agency Defined 4. *Select if the inquiry contains Agency Defined information.*
- Click ☐ to select the Agency Defined 5. *Select if the inquiry contains Agency Defined information.*
- Click ☐ to select the ASSET CD. *Select if the inquiry contains an ASSET CD.*
- Click ☐ to select the Disposition DOC NBR. *Select if the inquiry contains a Disposition Document Number.*
- Click ☐ to select the Disposition Type Action CD. *Select if the inquiry contains a Disposition Type Action Code.*
- Click ☐ to select the DOC NBR TO. *Select if the inquiry contains a Document Number To information.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains Established By information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains an Established Date.*
- Click ☐ to select the FAC NAME. *Select if the inquiry contains a Facility Name.*
- Click ☐ to select the Gain AMT. *Select if the inquiry contains a Gain Amount.*
- Click ☐ to select the Heritage Asset CD. *Select if the inquiry contains a Heritage Asset Code.*
- Click ☐ to select the History Remarks. *Select if the inquiry contains History Remarks.*

- Click ☐ to select the Interface Flag. *Select if the inquiry contains an Interface Flag.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a Last Transaction Date.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains Last Updated By information.*
- Click ☐ to select theLEASE CD. *Select if the inquiry contains a Lease Code.*
- Click ☐ to select the LEASE END DT. *Select if the inquiry contains a Lease End Date.*
- Click ☐ to select the LEASE START DT. *Select if the inquiry contains a Lease Start Date.*
- Click ☐ to select the LOAN CD. *Select if the inquiry contains a Loan Code.*
- Click ☐ to select the LOSS AMT. *Select if the inquiry contains a Loss Amount.*
- Click ☐ to select the MFR YR. *Select if the inquiry contains a Manufacturer Year.*
- Click ☐ to select the PGM ID. *Select if the inquiry contains a Program Identifier.*
- Click ☐ to select the POC. *Select if the inquiry contains a Point of Contact.*
- Click ☐ to select the QTY. *Select if the inquiry contains a Quantity.*
- Click ☐ to select the RCPT ACTION CD. *Select if the inquiry contains a Receipt Action Code.*
- Click ☐ to select the RCPT ACTION TYPE CD. *Select if the inquiry contains a Receipt Action Type Code.*
- Click ☐ to select the RCPT DOC NBR. *Select if the inquiry contains a Receipt Document Number.*

- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the RPUID LAST DT VALDT. *Select if the inquiry contains RPUID Last Date Validated information.*
- Click ☐ to select the RP SITE NAME. *Select if the inquiry contains a Real Property Site Name.*
- Click ☐ to select the Selling Price. *Select if the inquiry contains a Selling Price.*
- Click ☐ to select the TRADING PARTNER NBR. *Select if the inquiry contains Trading Partner Number.*
- Click ☐ to select the TRAN ACTION CD. *Select if the inquiry contains a Transaction Action Code.*
- Click ☐ to select the Tran Action Type CD. *Select if the inquiry contains a Transaction Action Type Code.*
- Click ☐ to select the Transfer Type Code To. *Select if the inquiry contains Transfer Type Code To information.*
- Click ☐ to select the Type Action. *Select if the inquiry contains a Type Action.*
- Click ☐ to select the UI. *Select if the inquiry contains a UI.*
- Click ☐ to select the Write Off AMT. *Select if the inquiry contains a Write Off Amount.*
- Click ☐ to select the YR SVC LIFE. *Select if the inquiry contains Years Service Life information.*

Select Show Inquiry for small volumes of data. *The* ***Real Property Activity Inquiry — Results*** *page appears.*

3.

OR

Select Submit for large volumes of data. *The **Real Property Activity Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Activity Inquiry — Criteria
- Search for a Real Property Activity Inquiry — Results
- View the Real Property Activity Inquiry Detail
- View the Real Property Activity Inquiry Delta
- View the Real Property Activity Inquiry Transaction Status
- Export the Real Property Activity Inquiry Transaction Status

View the Real Property Activity Inquiry History Detail

Overview

The Real Property Activity Inquiry Detail process displays the History Detail record of the selected Activity.

Navigation

Inquiries > Real Property > Real Prop Activity > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Real Property Activity Inquiry History Detail page

Page Fields

The following fields display on the **Real Property Activity Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Activity Inquiry Detail Grid

From
To

UIC
RPSUID
Fac Nbr
Land Acq Tract Id
Instl Nbr
RP Site Name
Fac Name
RPUID

History Table
Tran Cd
User Id
Tran Doc Nbr
Tran Dt/Time
Pgm Id
Pgm Desc

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

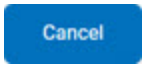
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

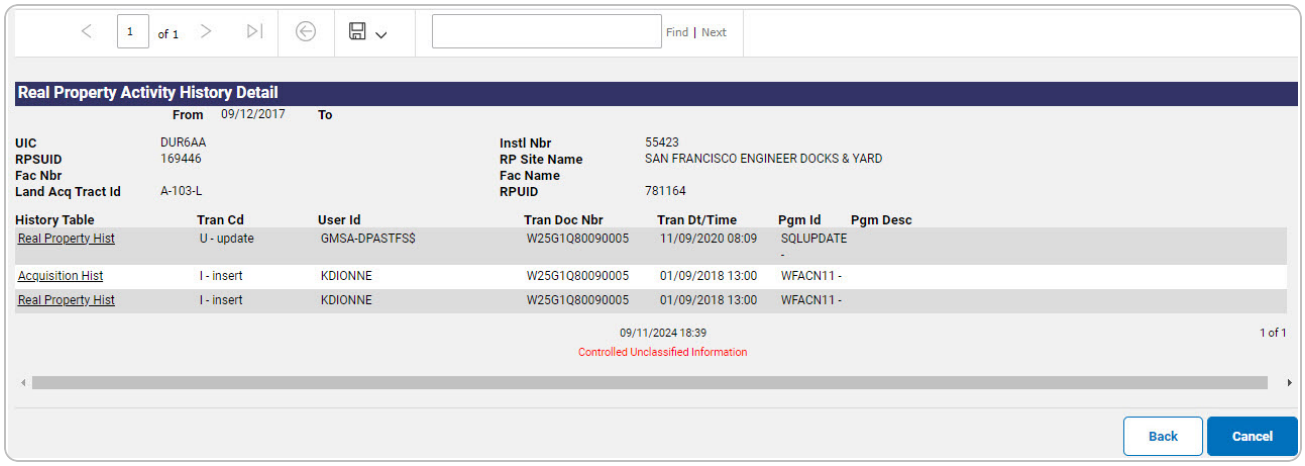
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Activity Inquiry History Detail

Selecting  *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.*



A. *Verify the From.*

B. *Verify the To.*

C. *Verify the UIC.*

D. *Verify the RPSUID.*

E. *Verify the FAC NBR.*

F. *Verify the LAND ACQ TRACT ID.*

G. *Verify the INSTL NBR.*

H. *Verify the RP SITE NAME.*

I. *Verify the FAC NAME.*

J. *Verify the RPUID.*

K. *Verify the History Table. Select the History Table hyperlink. The* ***Real Property Activity Inquiry Delta*** *page appears.*

L. *Verify the TRAN CD.*

M. *Verify the USER ID.*

N. *Verify the TRAN DOC NBR.*

O. *Verify the TRAN DT/TIME.*

P. *Verify the PGM ID.*

Q. *Verify the PGM DESC.*

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 Cancel. *The **Real Property Activity Inquiry — Criteria** page appears.*

4.

OR

Select Back. *The **Real Property Activity Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Activity Inquiry — Criteria
- Search for a Real Property Activity Inquiry — Results
- Select Fields for the Real Property Activity Inquiry
- View the Real Property Activity Inquiry Transaction Status
- Export the Real Property Activity Inquiry Transaction Status

View the Real Property Activity Inquiry Delta

Overview

The Real Property Activity Inquiry Delta process displays the History Detail record of the selected Real Property Activity.

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

Page Fields

The following fields display on the **Real Property Activity Inquiry Delta** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Real Property Activity Inquiry Delta Grid

Table Name
Pgm Id
Tran Dt/Time
User Id
Tran Cd
Display

Element Name
Before Value
After Value

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

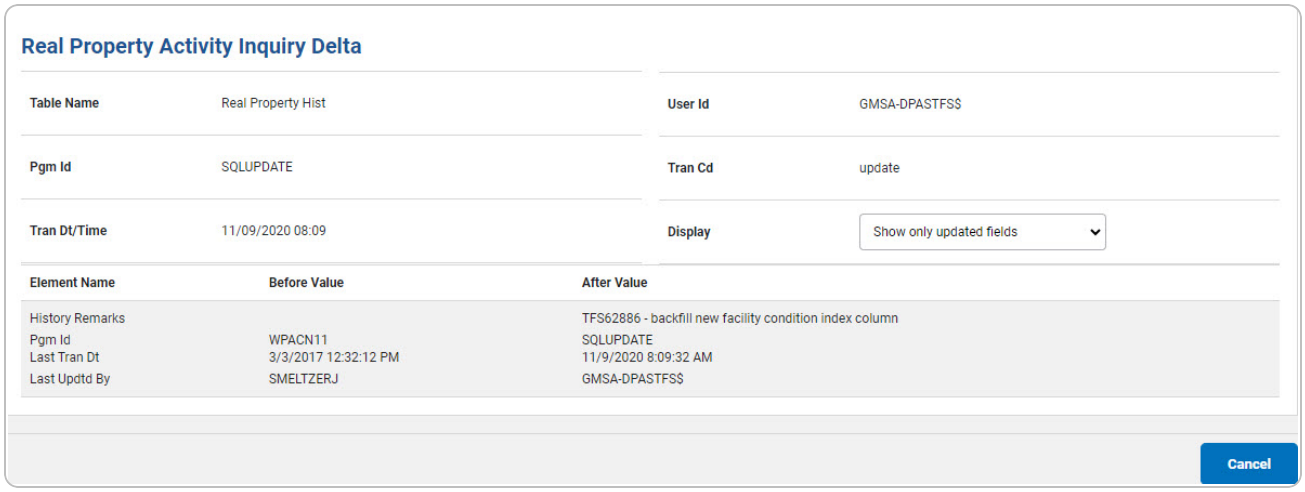
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

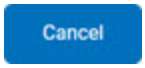
Export the Real Property Activity Inquiry Delta

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.*



A. *Verify the Table Name.*
B. *Verify the PGM ID.*
C. *Verify the TRAN DT/TIME.*
D. *Verify the USER ID.*
E. *Verify the TRAN CD.*
F. *Verify the Display.*
G. *Verify the Element Name.*
H. *Verify the Before Value.*
I. *Verify the After Value.*

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 Activity Inquiry — Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Activity Inquiry — Criteria
- Search for a Real Property Activity Inquiry — Results
- Select Fields for the Real Property Activity Inquiry
- View the Real Property Activity Inquiry Detail
- View the Real Property Activity Inquiry Transaction Status
- Export the Real Property Activity Inquiry Transaction Status

View the Real Property Activity Inquiry Transaction Status

Overview

The Real Property Activity Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Real Property > Real Prop Activity> Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Real Property Activity Inquiry Transaction Status page

Page Fields

The following fields display on the **Real Property Activity Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

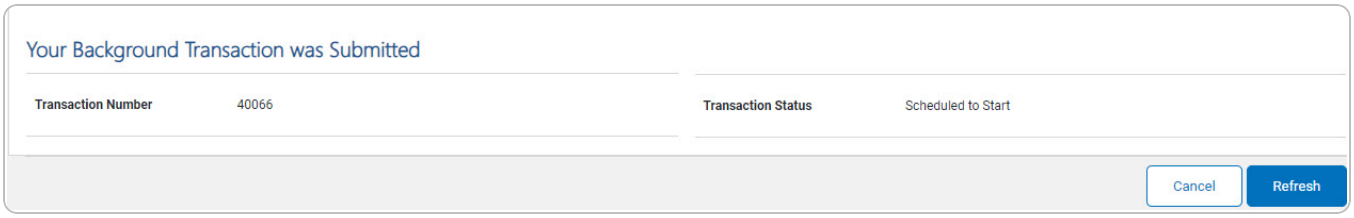
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

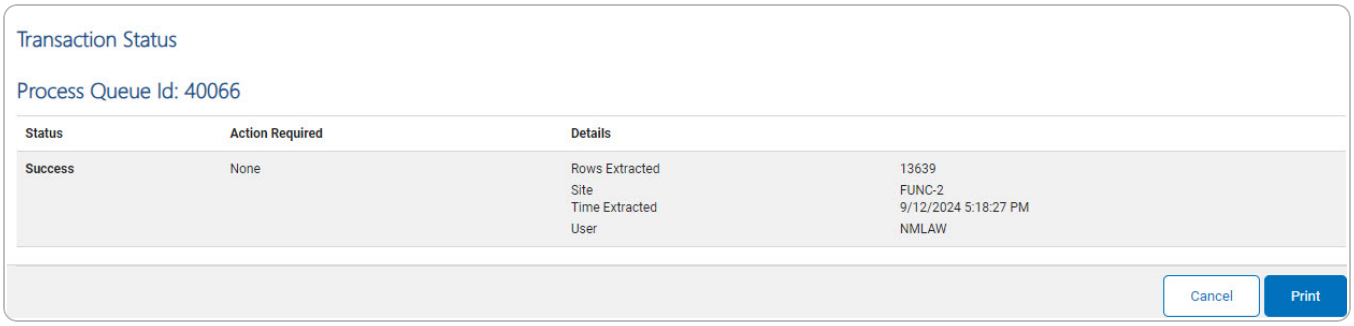
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Real Property Activity Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the Real Property Activity Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **Real Property Activity Inquiry Search Criteria** page appears.*

View the Real Property Activity Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Real Property Activity Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Real Property Activity Inquiry — Criteria
- Search for a Real Property Activity Inquiry — Results
- Select Fields for the Real Property Activity Inquiry
- View the Real Property Activity Inquiry Detail
- View the Real Property Activity Inquiry Delta
- Export the Real Property Activity Inquiry Transaction Status

Export the Real Property Activity Inquiry Transaction Status

Overview

The Real Property Activity Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Real Property > Real Prop Activity > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Real Property Activity Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Real Property Activity Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

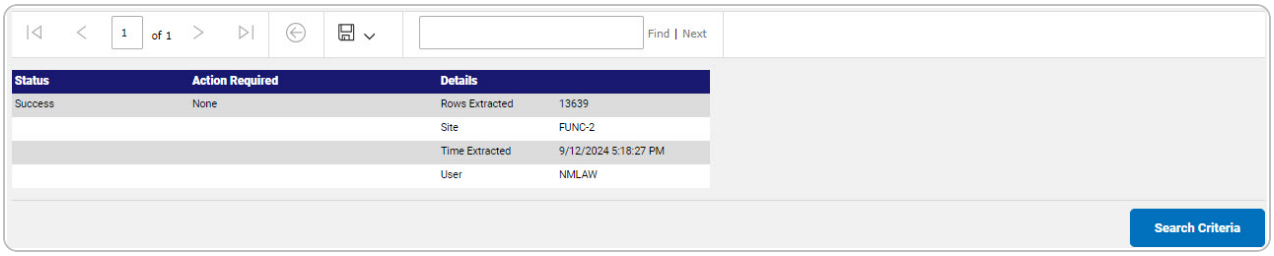
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Activity Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The **Real Property Activity Inquiry Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Real Property Activity Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Real Property Activity Inquiry — Criteria
- Search for a Real Property Activity Inquiry — Results
- Select Fields for the Real Property Activity Inquiry
- View the Real Property Activity Inquiry Detail
- View the Real Property Activity Inquiry Delta
- View the Real Property Activity Inquiry Transaction Status

Search for a Real Property Registry Inquiry — Criteria

Overview

The Property Accountability module Real Property Registry Inquiry process provides the ability to search for Registry records.

Navigation

Inquiries > Real Property > RP Registry Inquiry > Real Property Registry Inquiry Search Criteria page

Page Fields

The following fields display on the **Real Property Registry Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

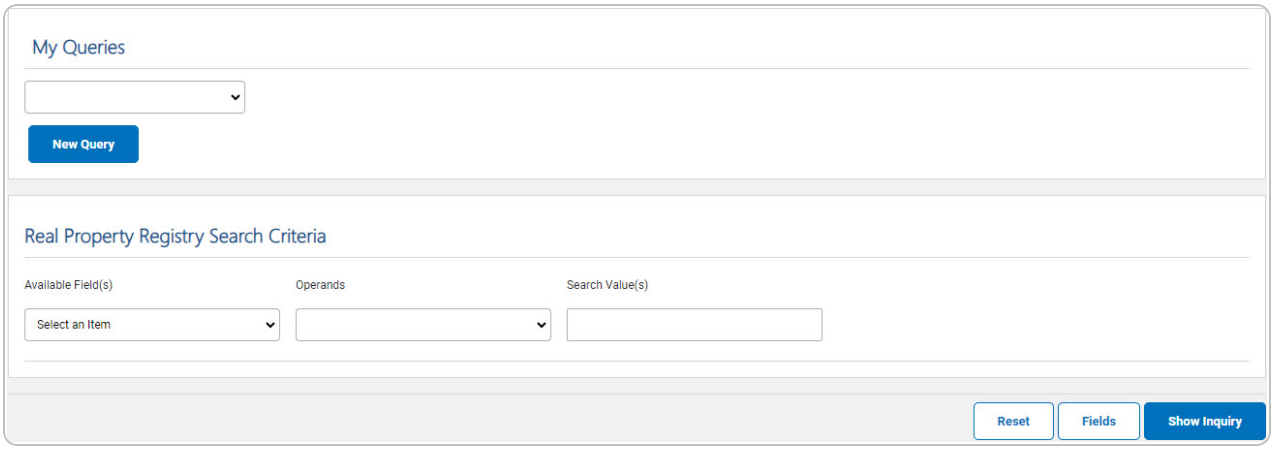
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Real Property Registry 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.

   B. Repeat Step A to add additional search criteria.

> **Note**
>
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
> Select Fields 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.

   C. Repeat Step B to add additional search criteria.

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.

   C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

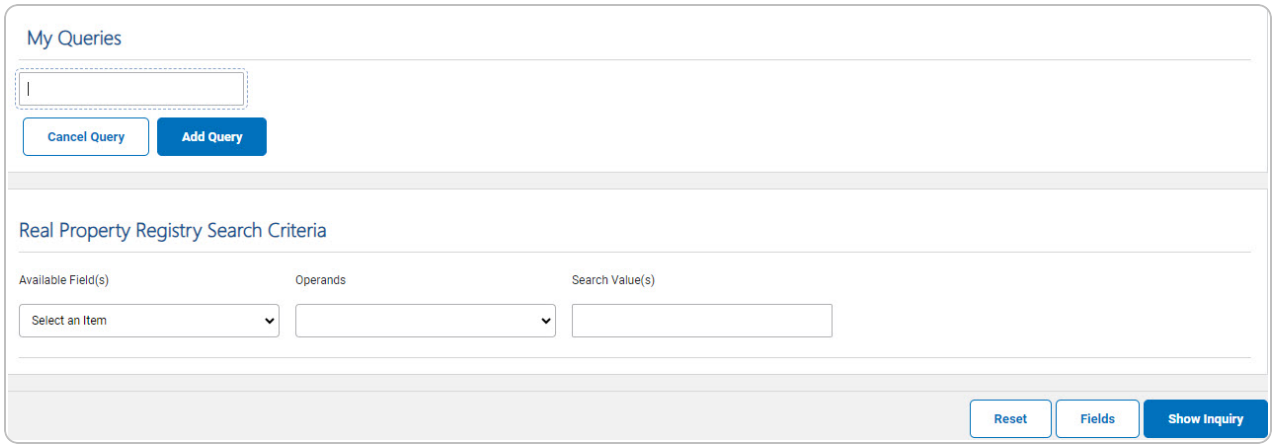
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Real Property Registry Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



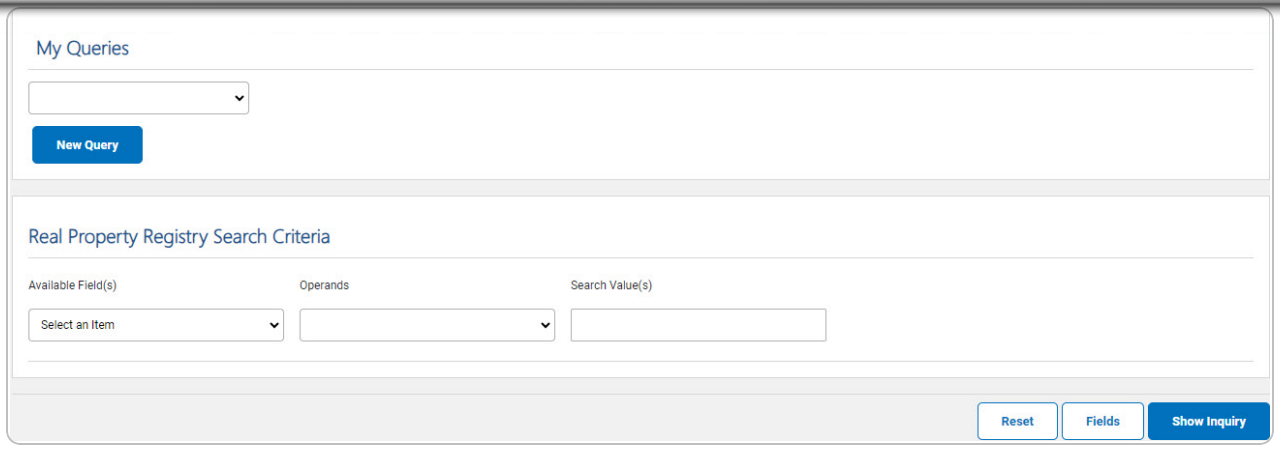
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Real Property Registry Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Real Property Registry 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.*



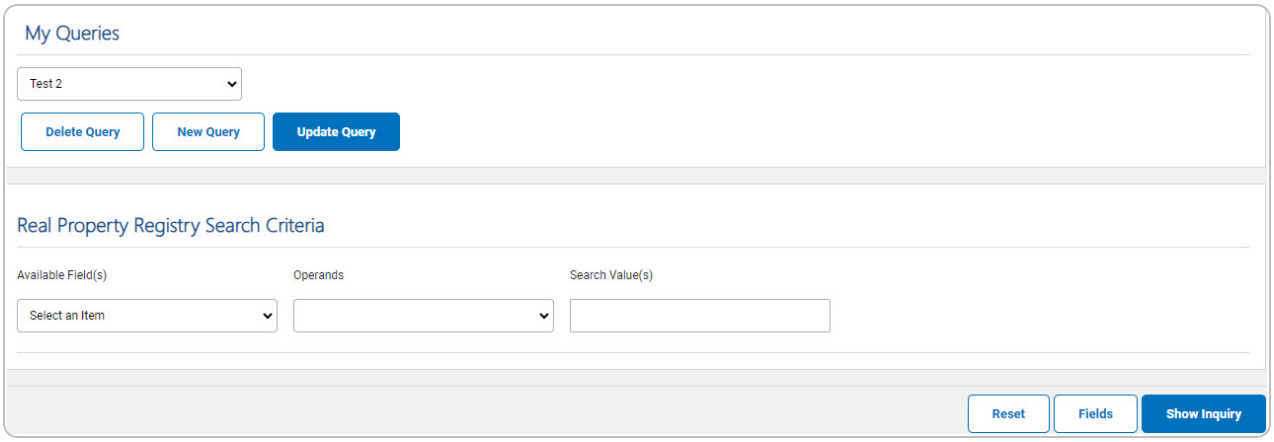
2. Select Fields. *The **Real Property Registry Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Real Property Registry 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

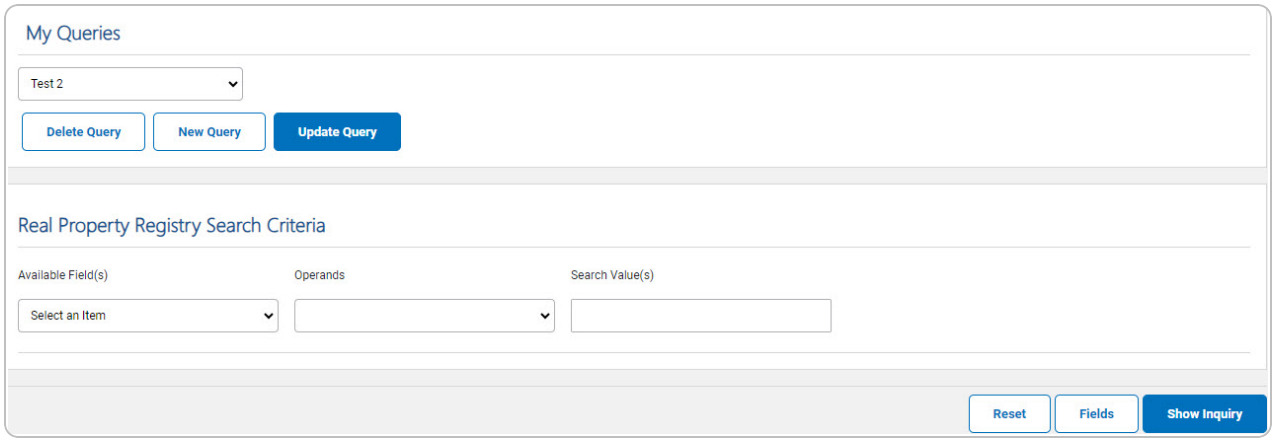
4. Select Fields. *The **Real Property Registry Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Real Property Registry 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Real Property Registry Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =,	Missing Entry. The Field value was entered, but

>, <, >= , <= , <>, or Like.	no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Real Property Registry Inquiry — Results
- Select Fields for the Real Property Registry Inquiry
- View the Real Property Registry Inquiry Transaction Status
- Export the Real Property Registry Inquiry Transaction Status

Search for a Real Property Registry Inquiry — Results

Overview

The Real Property Registry Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Real Property > RP Registry Inquiry > Search Criteria > Show Inquiry > Real Property Registry Inquiry Search Results page

Page Fields

The following fields display on the **Real Property Registry Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

RPUID
Facility Name
Facility Address
Facility City
Facility State
Installation Nbr
Installation Name
Site Name

Optional

Estbd Date/Time
Facility Country
Facility Number
Facility Zip/Postal Code
Land Acquisition Tract Id
Last Transaction Date/Time
Primary Site Indicator
RPSUID

RPUID Active/Inactive

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

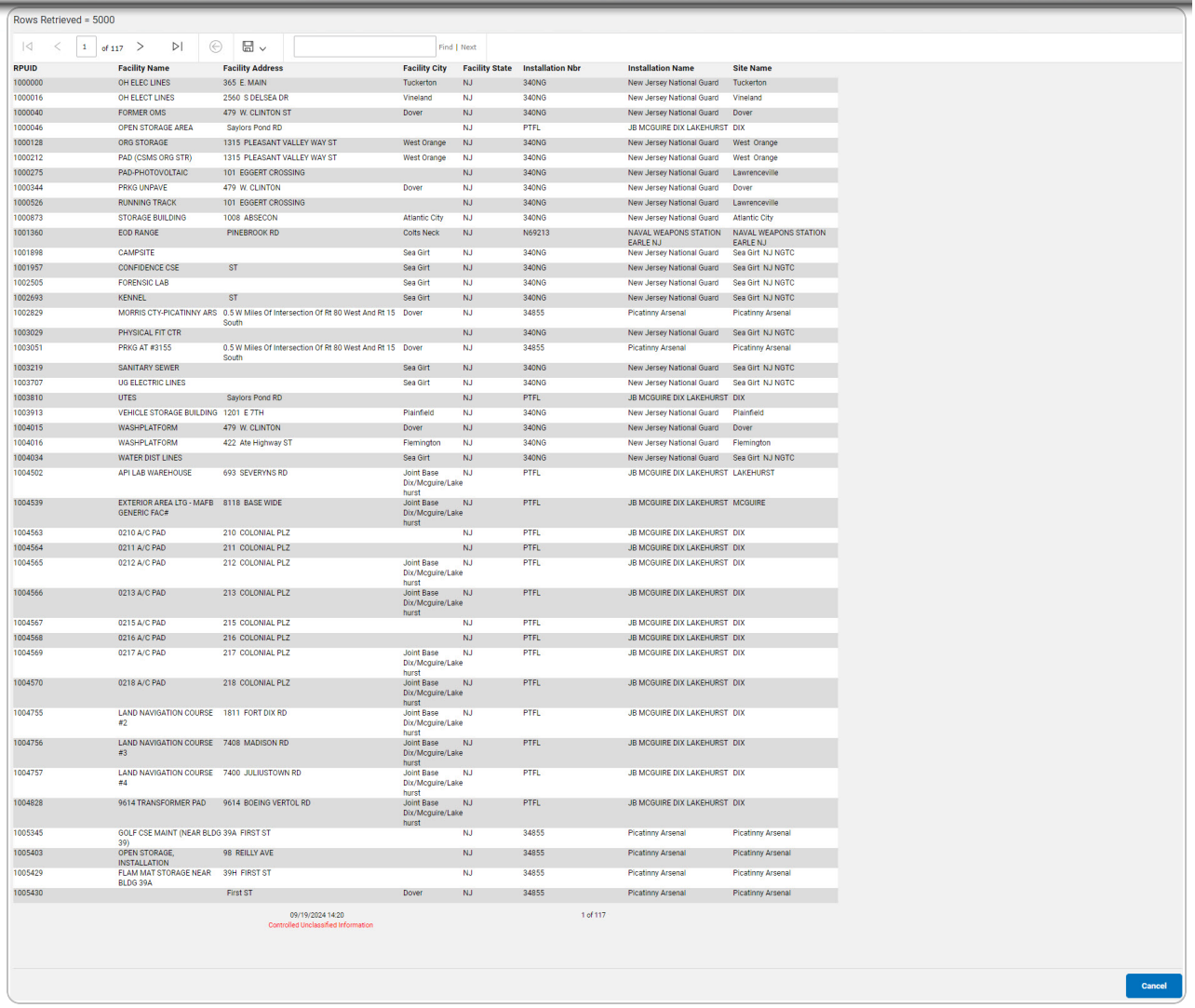
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Registry 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 = 5000

1 of 117 Find | Next

RPUID	Facility Name	Facility Address	Facility City	Facility State	Installation Nbr	Installation Name	Site Name
1000000	OH ELEC LINES	365 E MAIN	Tuckerton	NJ	340NG	New Jersey National Guard	Tuckerton
1000016	OH ELECT LINES	2560 S DELSEA DR	Vineland	NJ	340NG	New Jersey National Guard	Vineland
1000040	FORMER OMS	479 W CLINTON ST	Dover	NJ	340NG	New Jersey National Guard	Dover
1000046	OPEN STORAGE AREA	Saylors Pond RD		NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1000128	ORG STORAGE	1315 PLEASANT VALLEY WAY ST	West Orange	NJ	340NG	New Jersey National Guard	West Orange
1000212	PAD (CSMS ORG STR)	1315 PLEASANT VALLEY WAY ST	West Orange	NJ	340NG	New Jersey National Guard	West Orange
1000275	PAD-PHOTOVOLTAIC	101 EGGERT CROSSING		NJ	340NG	New Jersey National Guard	Lawrenceville
1000344	PRKG UNPAVE	479 W CLINTON	Dover	NJ	340NG	New Jersey National Guard	Dover
1000526	RUNNING TRACK	101 EGGERT CROSSING		NJ	340NG	New Jersey National Guard	Lawrenceville
1000873	STORAGE BUILDING	1008 ABSECON	Atlantic City	NJ	340NG	New Jersey National Guard	Atlantic City
1001360	EOD RANGE	PINEBROOK RD	Colts Neck	NJ	N69213	NAVAL WEAPONS STATION EARLE NJ	NAVAL WEAPONS STATION EARLE NJ
1001898	CAMPSITE		Sea Girt	NJ	340NG	New Jersey National Guard	Sea Girt NJ NGTC
1001957	CONFIDENCE CSE	ST	Sea Girt	NJ	340NG	New Jersey National Guard	Sea Girt NJ NGTC
1002505	FORENSIC LAB		Sea Girt	NJ	340NG	New Jersey National Guard	Sea Girt NJ NGTC
1002693	KENNEL	ST	Sea Girt	NJ	340NG	New Jersey National Guard	Sea Girt NJ NGTC
1002829	MORRIS CTY-PICATINNY ARS	0.5 W Miles Of Intersection Of Rt 80 West And Rt 15 South	Dover	NJ	34855	Picatinny Arsenal	Picatinny Arsenal
1003029	PHYSICAL FIT CTR			NJ	340NG	New Jersey National Guard	Sea Girt NJ NGTC
1003051	PRKG AT #3155	0.5 W Miles Of Intersection Of Rt 80 West And Rt 15 South	Dover	NJ	34855	Picatinny Arsenal	Picatinny Arsenal
1003219	SANITARY SEWER		Sea Girt	NJ	340NG	New Jersey National Guard	Sea Girt NJ NGTC
1003707	UG ELECTRIC LINES		Sea Girt	NJ	340NG	New Jersey National Guard	Sea Girt NJ NGTC
1003810	UTES	Saylors Pond RD		NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1003913	VEHICLE STORAGE BUILDING	1201 E 7TH	Plainfield	NJ	340NG	New Jersey National Guard	Plainfield
1004015	WASHPLATFORM	479 W CLINTON	Dover	NJ	340NG	New Jersey National Guard	Dover
1004016	WASHPLATFORM	422 Ate Highway ST	Flemington	NJ	340NG	New Jersey National Guard	Flemington
1004034	WATER DIST LINES		Sea Girt	NJ	340NG	New Jersey National Guard	Sea Girt NJ NGTC
1004502	API LAB WAREHOUSE	693 SEVERYNS RD	Joint Base Dix/Mcguire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	LAKEHURST
1004539	EXTERIOR AREA LTG - MAFB GENERIC FAC#	8118 BASE WIDE	Joint Base Dix/Mcguire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	MCGUIRE
1004563	0210 A/C PAD	210 COLONIAL PLZ		NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004564	0211 A/C PAD	211 COLONIAL PLZ		NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004565	0212 A/C PAD	212 COLONIAL PLZ	Joint Base Dix/Mcguire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004566	0213 A/C PAD	213 COLONIAL PLZ	Joint Base Dix/Mcguire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004567	0215 A/C PAD	215 COLONIAL PLZ		NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004568	0216 A/C PAD	216 COLONIAL PLZ		NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004569	0217 A/C PAD	217 COLONIAL PLZ	Joint Base Dix/Mcguire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004570	0218 A/C PAD	218 COLONIAL PLZ	Joint Base Dix/Mcguire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004755	LAND NAVIGATION COURSE #2	1811 FORT DIX RD	Joint Base Dix/Mcguire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004756	LAND NAVIGATION COURSE #3	7408 MADISON RD	Joint Base Dix/Mcguire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004757	LAND NAVIGATION COURSE #4	7400 JULIUSTOWN RD	Joint Base Dix/Mcguire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1004828	9614 TRANSFORMER PAD	9614 BOEING VERTOL RD	Joint Base Dix/Mcguire/Lakehurst	NJ	PTFL	JB MCGUIRE DIX LAKEHURST	DIX
1005345	GOLF CSE MAINT (NEAR BLDG 39)	39A FIRST ST		NJ	34855	Picatinny Arsenal	Picatinny Arsenal
1005403	OPEN STORAGE, INSTALLATION	98 REILLY AVE		NJ	34855	Picatinny Arsenal	Picatinny Arsenal
1005429	FLAM MAT STORAGE NEAR BLDG 39A	39H FIRST ST		NJ	34855	Picatinny Arsenal	Picatinny Arsenal
1005430		First ST	Dover	NJ	34855	Picatinny Arsenal	Picatinny Arsenal

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Controlled Unclassified Information
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Cancel

Note

To reach the optional fields, refer to the Real Property Registry Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.

3. Select Cancel. *The **Real Property Registry Inquiry Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Registry Inquiry — Criteria
- Select Fields for the Real Property Registry Inquiry
- View the Real Property Registry Inquiry Transaction Status
- Export the Real Property Registry Inquiry Transaction Status

Select Fields for the Real Property Registry Inquiry

Overview

The Real Property Registry Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Real Property > RP Registry Inquiry > Search Criteria > Fields > Real Property Registry Inquiry Fields Selection page

Page Fields

The following fields display on the **Real Property Registry Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

RPUID
Facility Name
Facility Address
Facility City
Facility State
Installation Nbr
Installation Name
Site Name

Optional

Estbd Date/Time
Facility Country

Facility Number
Facility Zip/Postal Code
Land Acquisition Tract Id
Last Transaction Date/Time
Primary Site Indicator
RPSUID
RPUID Active/Inactive

Procedures

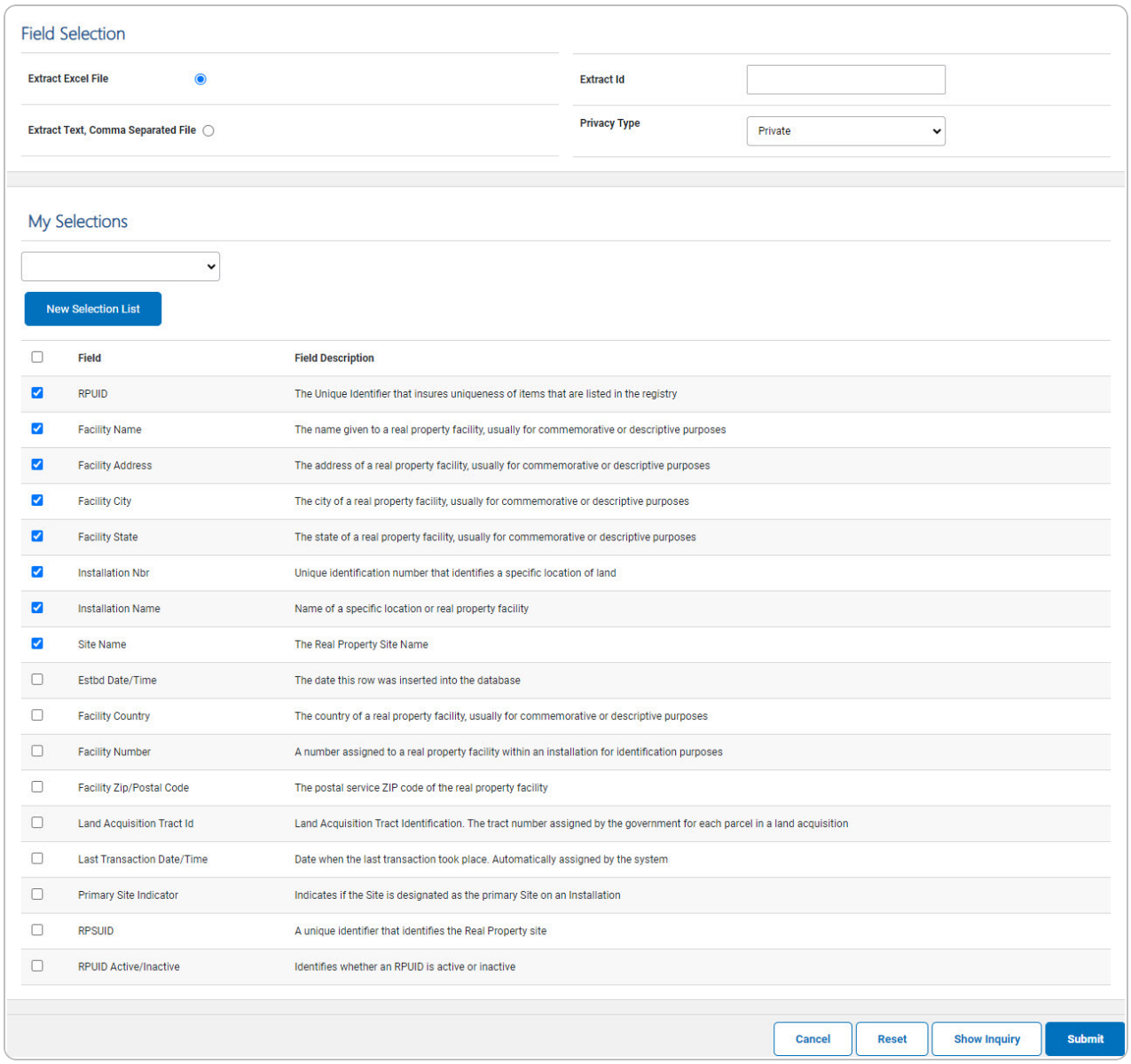
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **Real Property Registry Inquiry Field Selection** page appears.*



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

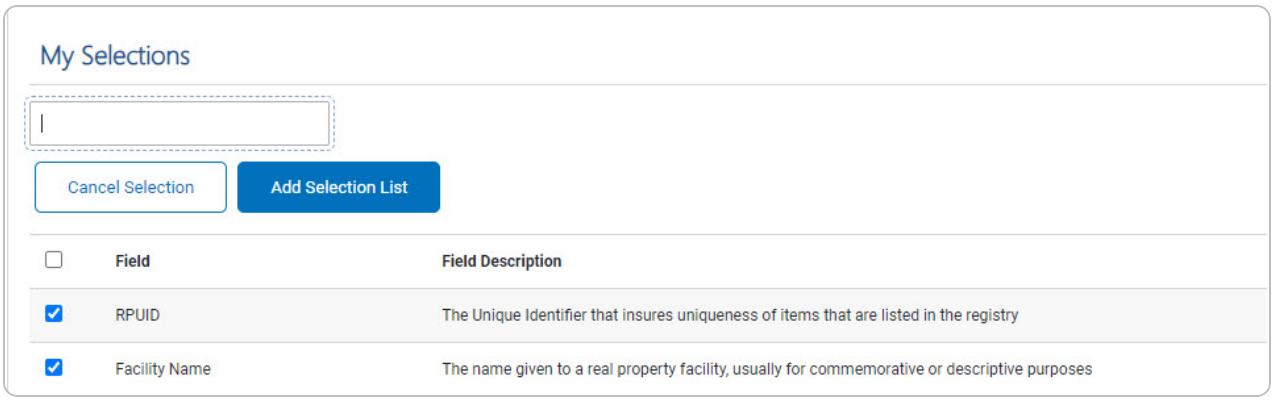
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

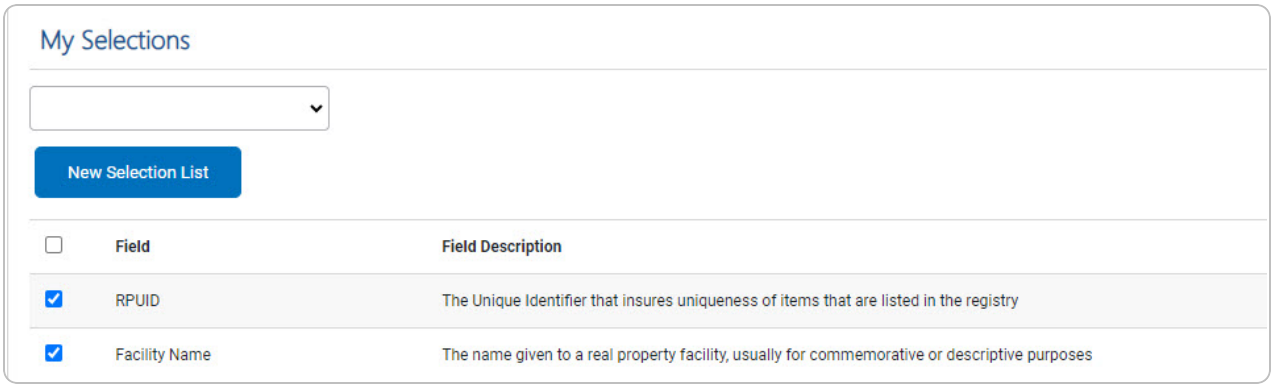
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Real Property Registry Inquiry — Results*** *page appears.*
5. **OR**

   Select Submit for large volumes of data. *The* ***Real Property Registry Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

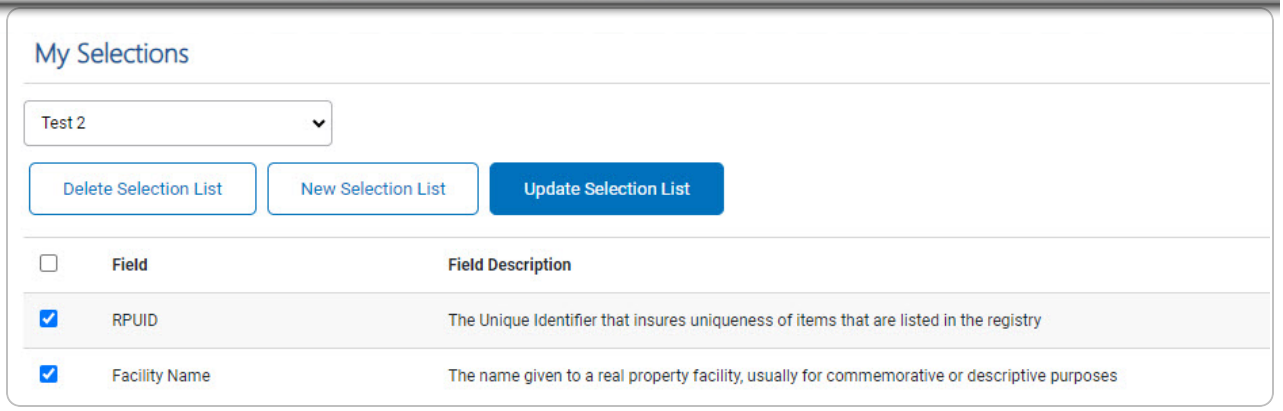
3. Select Show Inquiry for small volumes of data. *The **Real Property Registry Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Real Property Registry 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



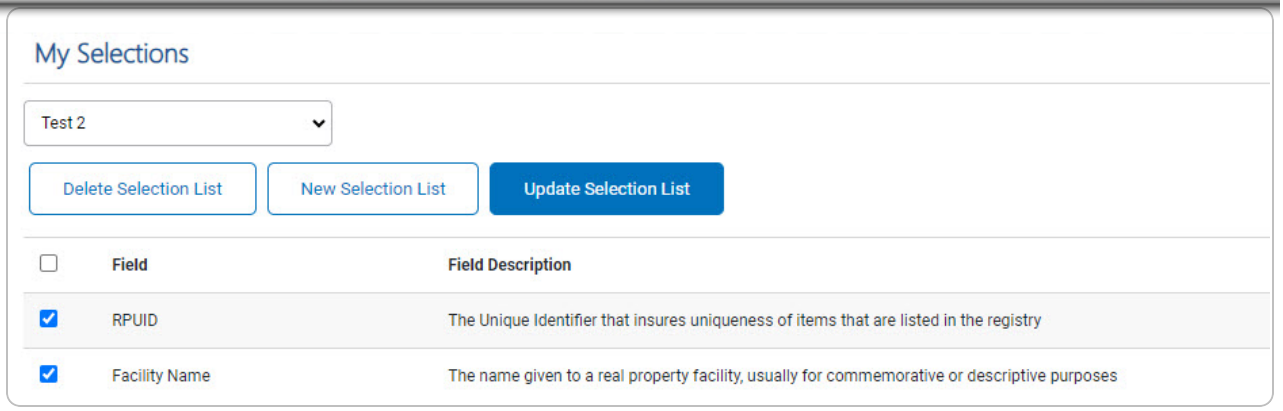
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Real Property Registry Inquiry — Results*** *page appears.*

   OR

   Select Submit for large volumes of data. *The* ***Real Property Registry 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.

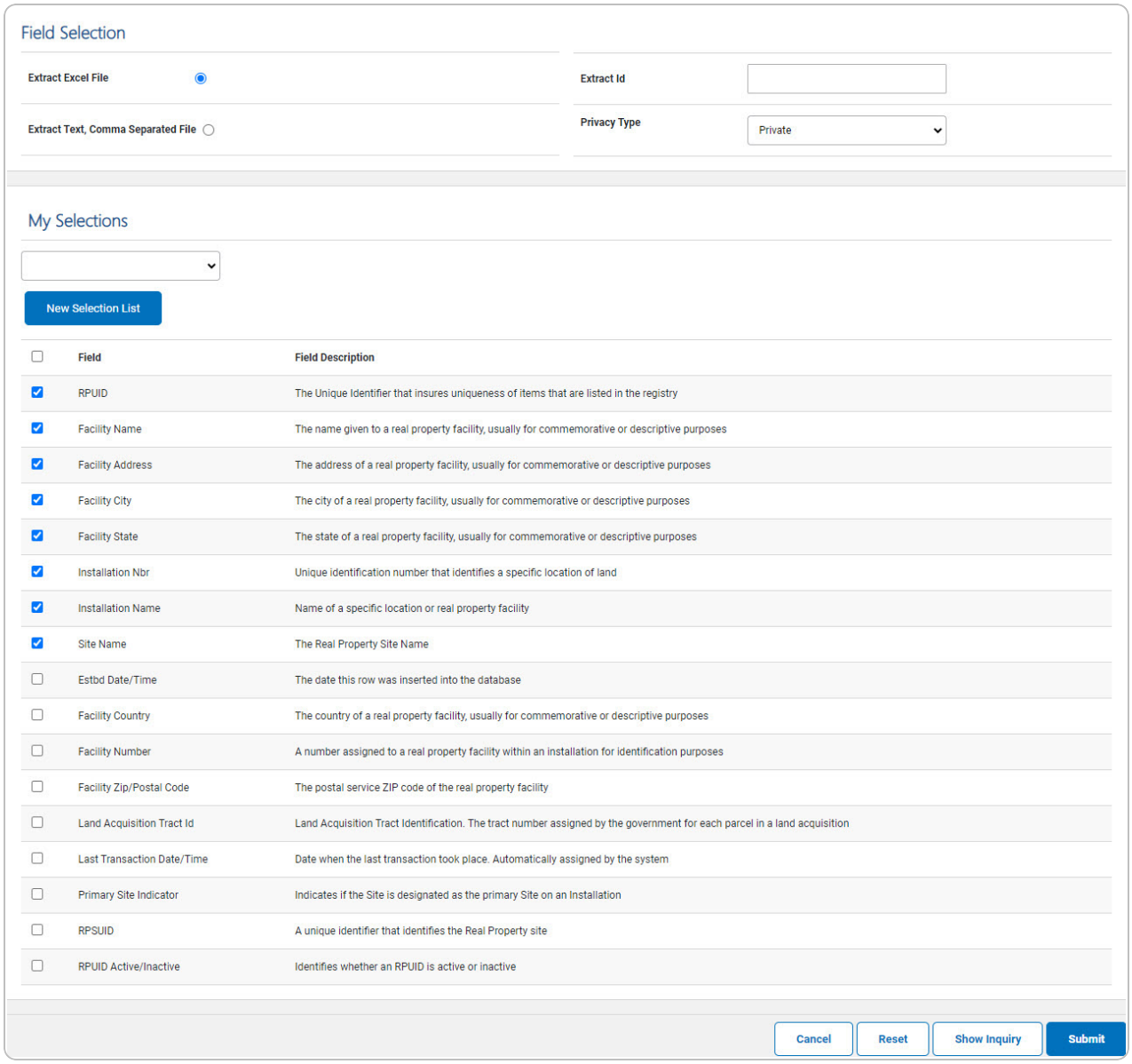


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Real Property Registry Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 8 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.

- Verify the RPUID contains the appropriate ☑ or ☐. *Select if the inquiry contains a RPUID.*
- Verify the FACILITY NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a FAC NM.*
- Verify the Facility Address contains the appropriate ☑ or ☐. *Select if the inquiry contains a Facility Address.*
- Verify the Facility City contains the appropriate ☑ or ☐. *Select if the inquiry contains a Facility City.*
- Verify the Facility State contains the appropriate ☑ or ☐. *Select if the inquiry contains a Facility State.*
- Verify the INSTALLATION NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an Installation Number.*
- Verify the Installation Name contains the appropriate ☑ or ☐. *Select if the inquiry contains an Installation Name.*
- Verify the Site Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a Site Name.*
- Click ☐ to select the ESTBD DATE/TIME. *Select if the inquiry contains an Established Date/Time.*
- Click ☐ to select the Facility Country. *Select if the inquiry contains a Facility Country.*
- Click ☐ to select the Facility Number. *Select if the inquiry contains a Facility Number.*

- Click ☐ to select the Facility ZIP/Postal Code. *Select if the inquiry contains a Facility ZIP/Postal Code.*
- Click ☐ to select the LAND ACQUISITION TRACT ID. *Select if the inquiry contains a LAND ACQ TRACT ID.*
- Click ☐ to select the Land Transaction Date/Time. *Select if the inquiry contains a Land Transaction Date/Time.*
- Click ☐ to select the Primary Site Indicator. *Select if the inquiry contains a Primary Site Indicator.*
- Click ☐ to select the RPSUID. *Select if the inquiry contains a RPSUID.*
- Click ☐ to select the RPUID Active/Inactive. *Select if the inquiry contains RPUID Active/Inactive information.*

Select Show Inquiry for small volumes of data. *The* ***Real Property Registry Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***Real Property Registry Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Real Property Registry Inquiry — Criteria
- Search for a Real Property Registry Inquiry — Results
- View the Real Property Registry Inquiry Transaction Status
- Export the Real Property Registry Inquiry Transaction Status

View the Real Property Registry Inquiry Transaction Status

Overview

The Real Property Registry Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Real Property > RP Registry Inquiry > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Real Property Registry Inquiry Transaction Status page

Page Fields

The following fields display on the **Real Property Registry Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

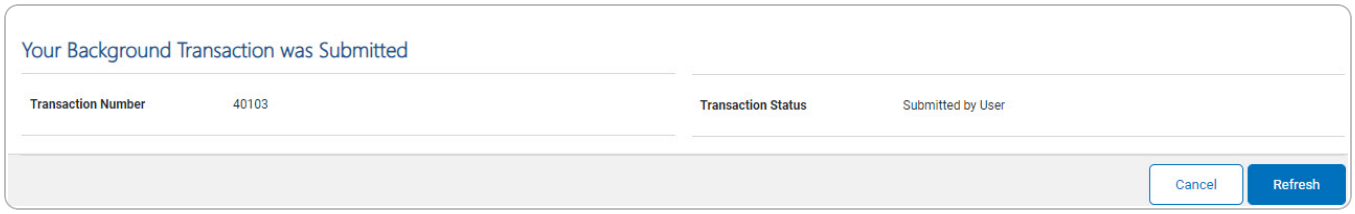
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

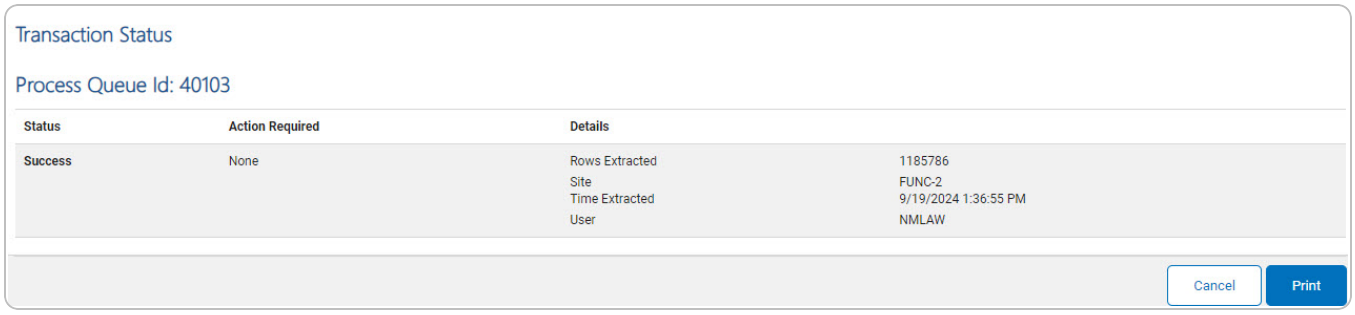
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Real Property Registry Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the Real Property Registry Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **Real Property Registry Inquiry Search Criteria** page appears.*

View the Real Property Registry Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Real Property Registry Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Real Property Registry Inquiry — Criteria
- Search for a Real Property Registry Inquiry — Results
- Select Fields for the Real Property Registry Inquiry
- Export the Real Property Registry Inquiry Transaction Status

Export the Real Property Registry Inquiry Transaction Status

Overview

The Real Property Registry Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Real Property > RP Registry Inquiry > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Real Property Registry Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Real Property Registry Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

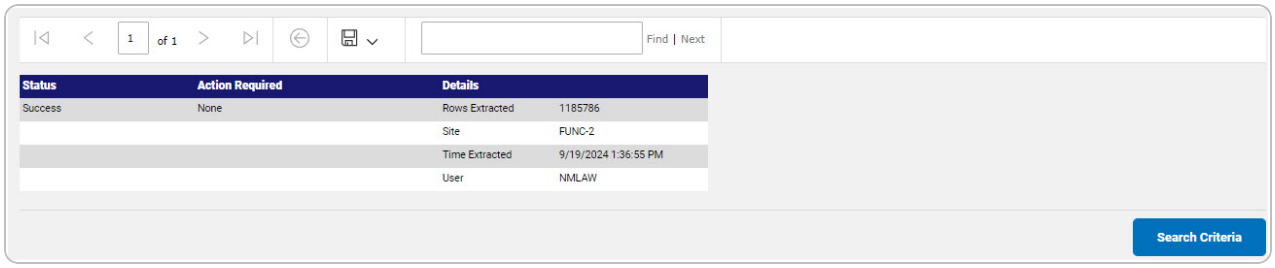
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Registry Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The **Real Property Registry Inquiry Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Real Property Registry Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Real Property Registry Inquiry — Criteria
- Search for a Real Property Registry Inquiry — Results
- Select Fields for the Real Property Registry Inquiry
- View the Real Property Registry Inquiry Transaction Status

Search for an Address Inquiry — Criteria

Overview

The Property Accountability module Address Inquiry process provides the ability to search for Address records.

Navigation

Inquiries > Master Data > Address > Address Inquiry Search Criteria page

Page Fields

The following fields display on the **Address Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
24	(*) Asterisk identifies mandatory fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

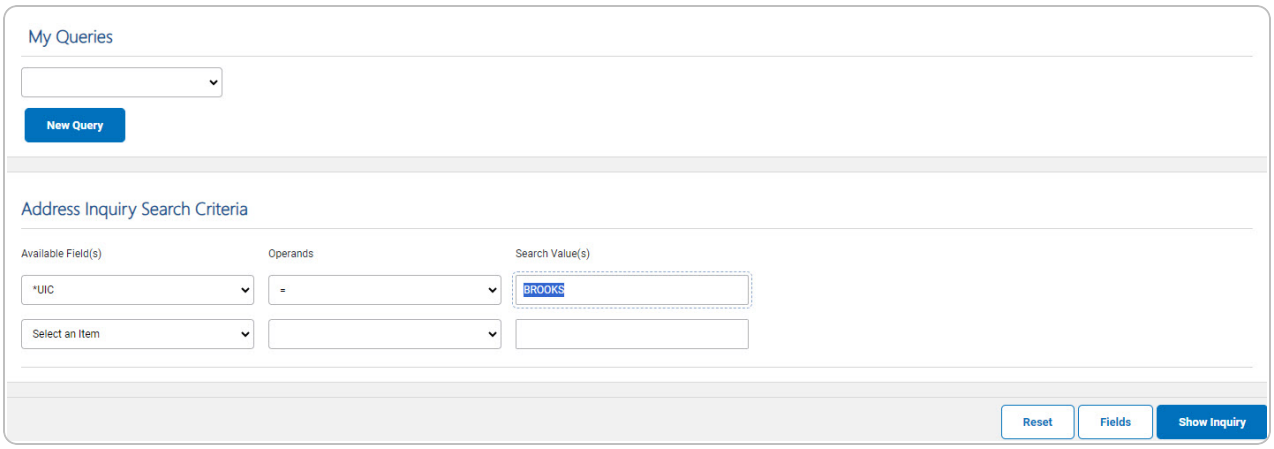
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Address 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. *The first Available Field(s) option (UIC) automatically populates and is not editable.*

   B. Use ⌄ to select the second Available Field.

C. Repeat Step B to add additional search criteria.

Note

Adding another Available Field automatically populates an additional search criteria row.

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

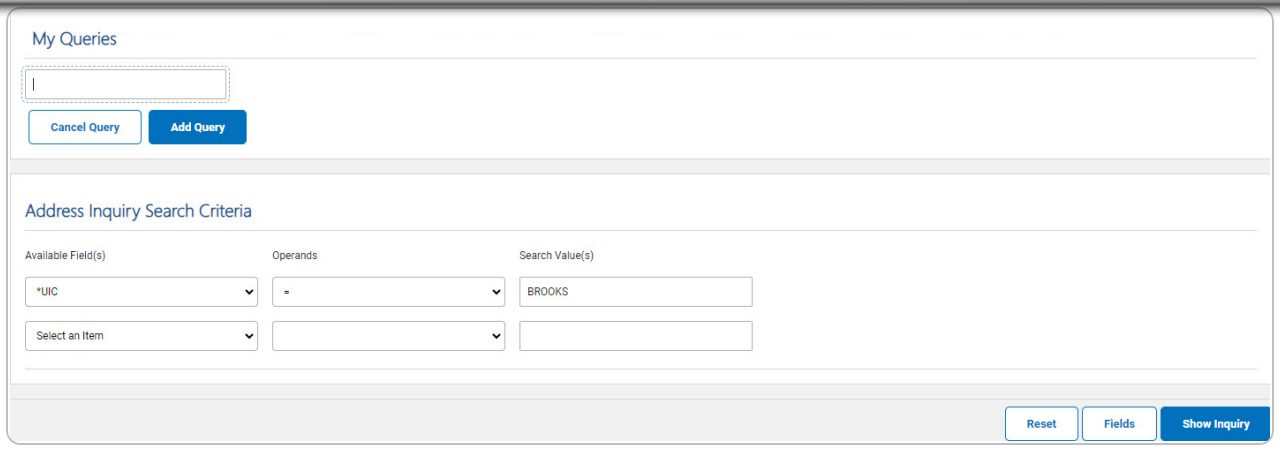
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Address Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



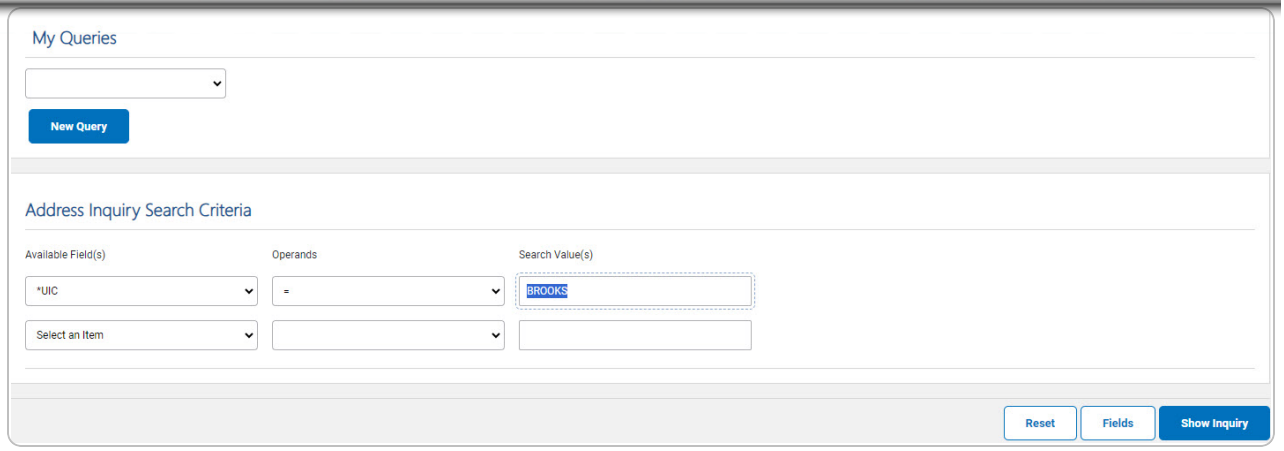
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Address Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Address 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.*



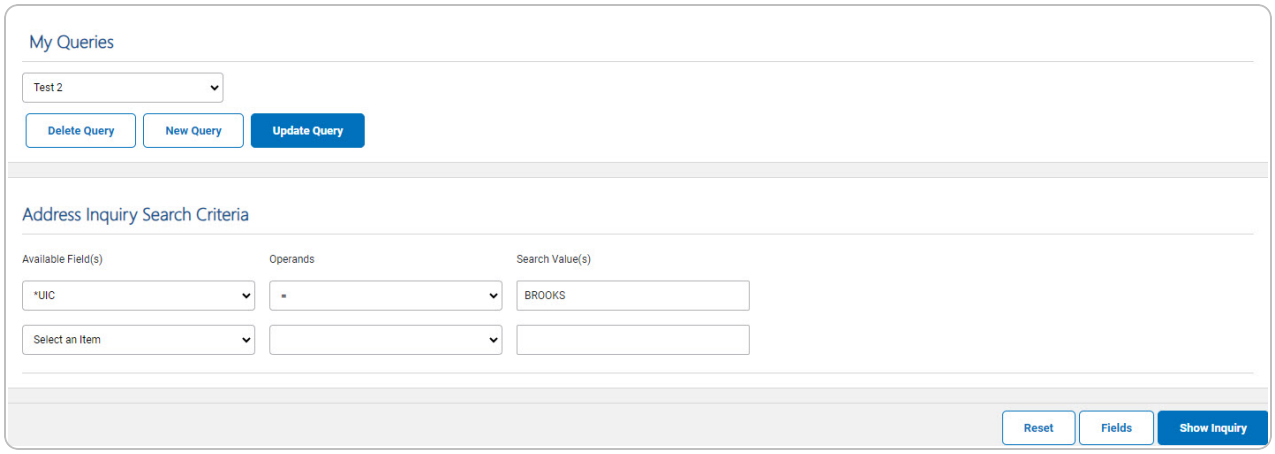
2. Select Fields. *The **Address Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Address 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

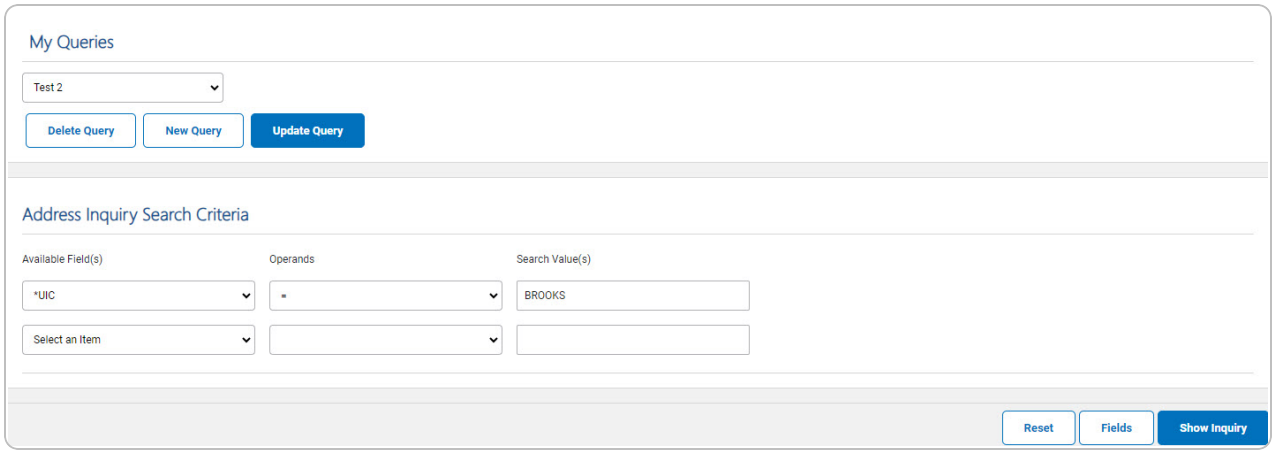
4. Select Fields. *The **Address Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Address 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Address Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select

	Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Address Inquiry — Results
- Select Fields for the Address Inquiry
- View the Address Inquiry Detail
- View the Address Inquiry Transaction Status
- Export the Address Inquiry Transaction Status

Search for an Address Inquiry — Results

Overview

The Address Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > Address > Search Criteria > Show Inquiry > Address Inquiry Search Results page

Page Fields

The following fields display on the **Address Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

UIC
POC Type Cd
Display Desc
Report Acty Name
POC
Phone Nbr
E-Mail Address

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

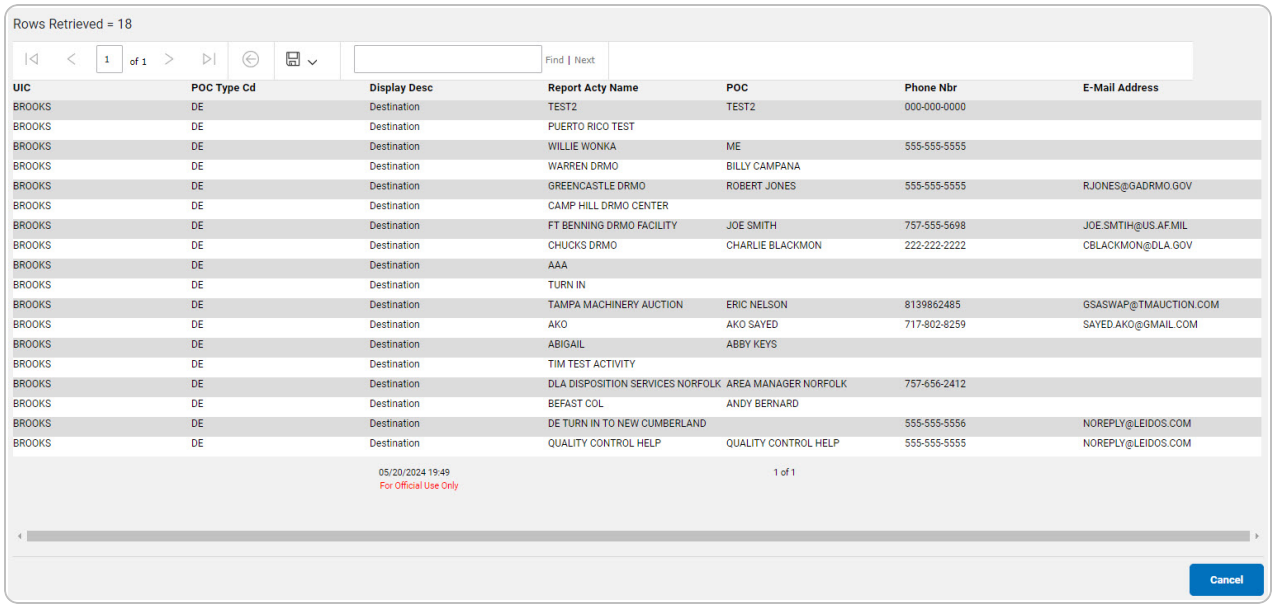
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Address 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 = 18

1 of 1 | Find | Next

UIC	POC Type Cd	Display Desc	Report Acty Name	POC	Phone Nbr	E-Mail Address
BROOKS	DE	Destination	TEST2	TEST2	000-000-0000	
BROOKS	DE	Destination	PUERTO RICO TEST			
BROOKS	DE	Destination	WILLIE WONKA	ME	555-555-5555	
BROOKS	DE	Destination	WARREN DRMO	BILLY CAMPANA		
BROOKS	DE	Destination	GREENCASTLE DRMO	ROBERT JONES	555-555-5555	RJONES@GADRMO.GOV
BROOKS	DE	Destination	CAMP HILL DRMO CENTER			
BROOKS	DE	Destination	FT BENNING DRMO FACILITY	JOE SMITH	757-555-5698	JOE.SMTIH@US.AF.MIL
BROOKS	DE	Destination	CHUCKS DRMO	CHARLIE BLACKMON	222-222-2222	CBLACKMON@DLA.GOV
BROOKS	DE	Destination	AAA			
BROOKS	DE	Destination	TURN IN			
BROOKS	DE	Destination	TAMPA MACHINERY AUCTION	ERIC NELSON	8139862485	GSASWAP@TMAUCTION.COM
BROOKS	DE	Destination	AKO	AKO SAYED	717-802-8259	SAYED.AKO@GMAIL.COM
BROOKS	DE	Destination	ABIGAIL	ABBY KEYS		
BROOKS	DE	Destination	TIM TEST ACTIVITY			
BROOKS	DE	Destination	DLA DISPOSITION SERVICES NORFOLK	AREA MANAGER NORFOLK	757-656-2412	
BROOKS	DE	Destination	BEFAST COL	ANDY BERNARD		
BROOKS	DE	Destination	DE TURN IN TO NEW CUMBERLAND		555-555-5556	NOREPLY@LEIDOS.COM
BROOKS	DE	Destination	QUALITY CONTROL HELP	QUALITY CONTROL HELP	555-555-5555	NOREPLY@LEIDOS.COM

05/20/2024 19:49
For Official Use Only

1 of 1

Cancel

Note

To reach the optional fields, refer to the Address Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Address Inquiry Search Criteria*** *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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Address Inquiry — Criteria
- Select Fields for the Address Inquiry
- View the Address Inquiry Detail
- View the Address Inquiry Transaction Status
- Export the Address Inquiry Transaction Status

Select Fields for the Address Inquiry

Overview

The Address Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > Address > Search Criteria > Fields > Address Inquiry Fields Selection page

Page Fields

The following fields display on the **Address Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

UIC
POC Type Cd
Display Desc
Report Acty Name
POC
Phone Nbr
E-Mail Address

Optional

Location
Non Cntrr City
Non Cntrr State Cd

Non Cntrr ZIP Cd
Non Cntrr Country Cd
Latitude
Longitude

Procedures

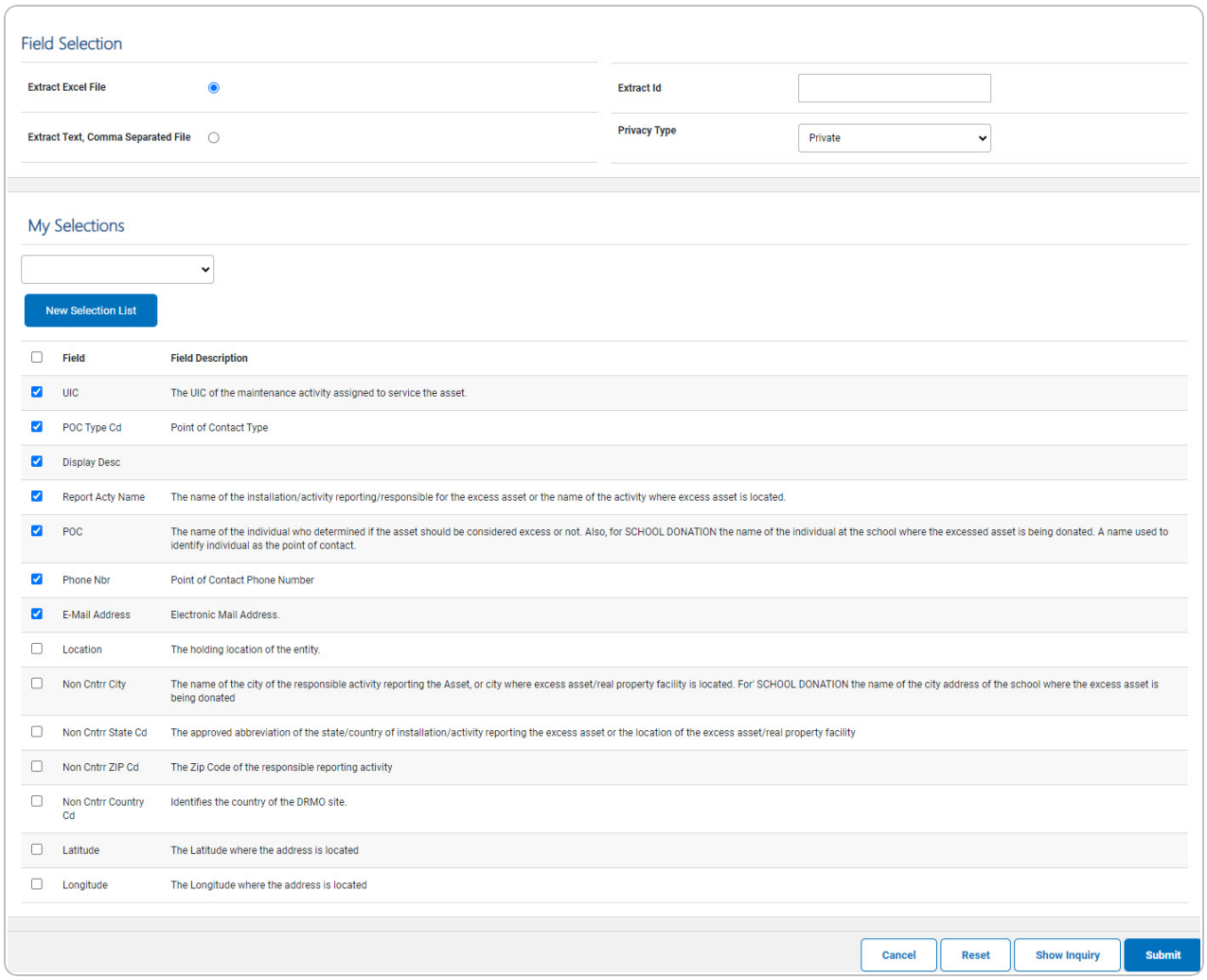
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **Address Inquiry** page appears.*



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

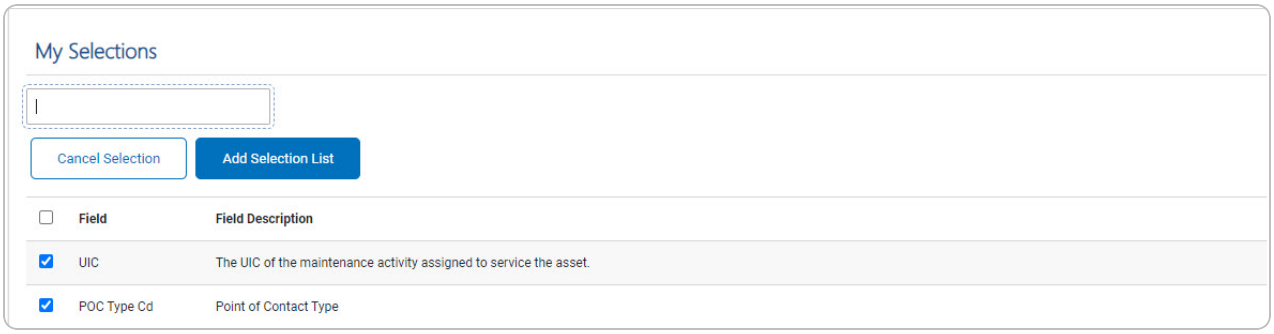
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 **New Selection List**. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.* **Add Selection List** *is replaced by* **Update Selection List** *and* Delete Selection List.

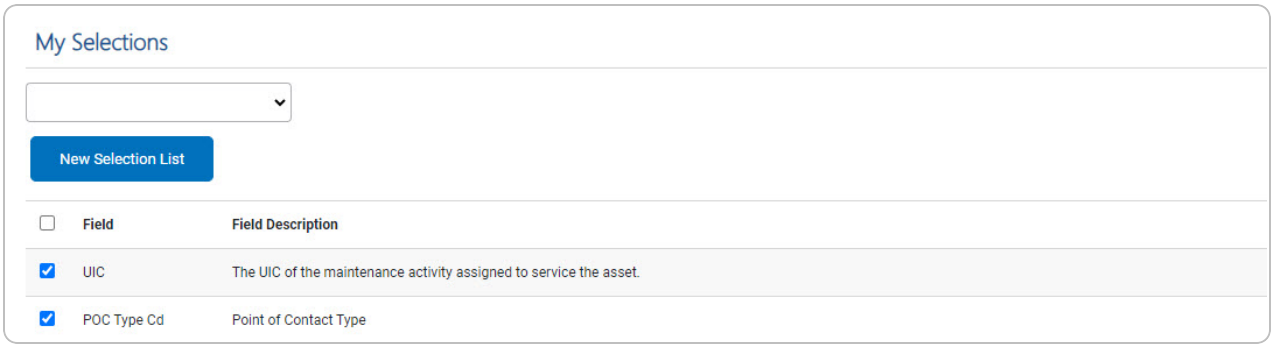
   Select **Show Inquiry** for small volumes of data. *The* ***Address Inquiry — Results*** *page appears.*

5. **OR**

   Select **Submit** for large volumes of data. *The* ***Address Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

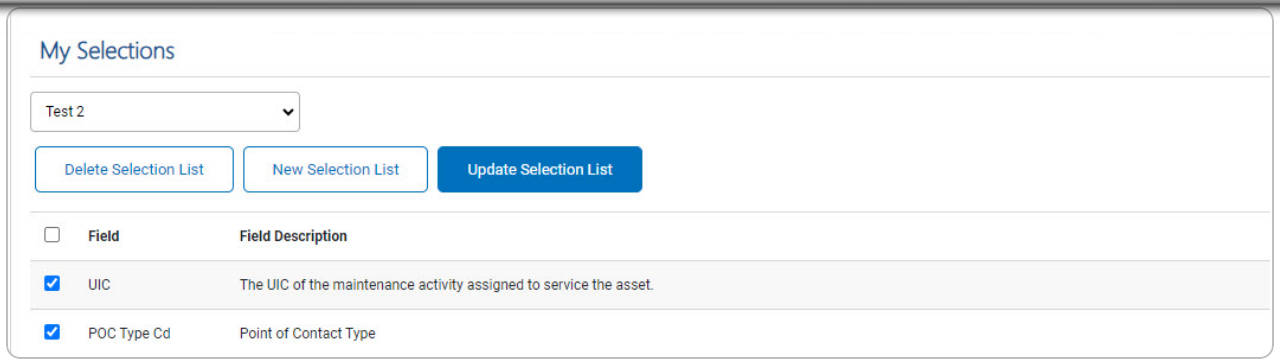
3. Select Show Inquiry for small volumes of data. *The **Address Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Address 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

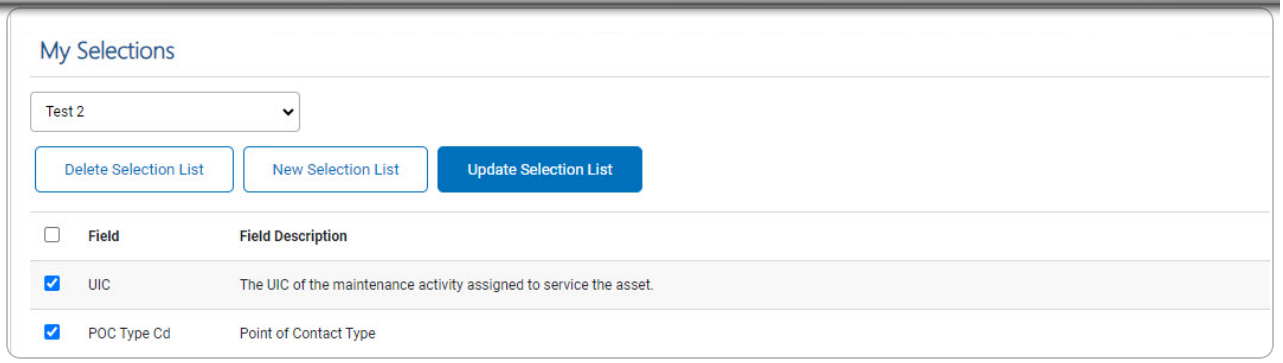
4. Select Show Inquiry for small volumes of data. *The* ***Address Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Address 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.

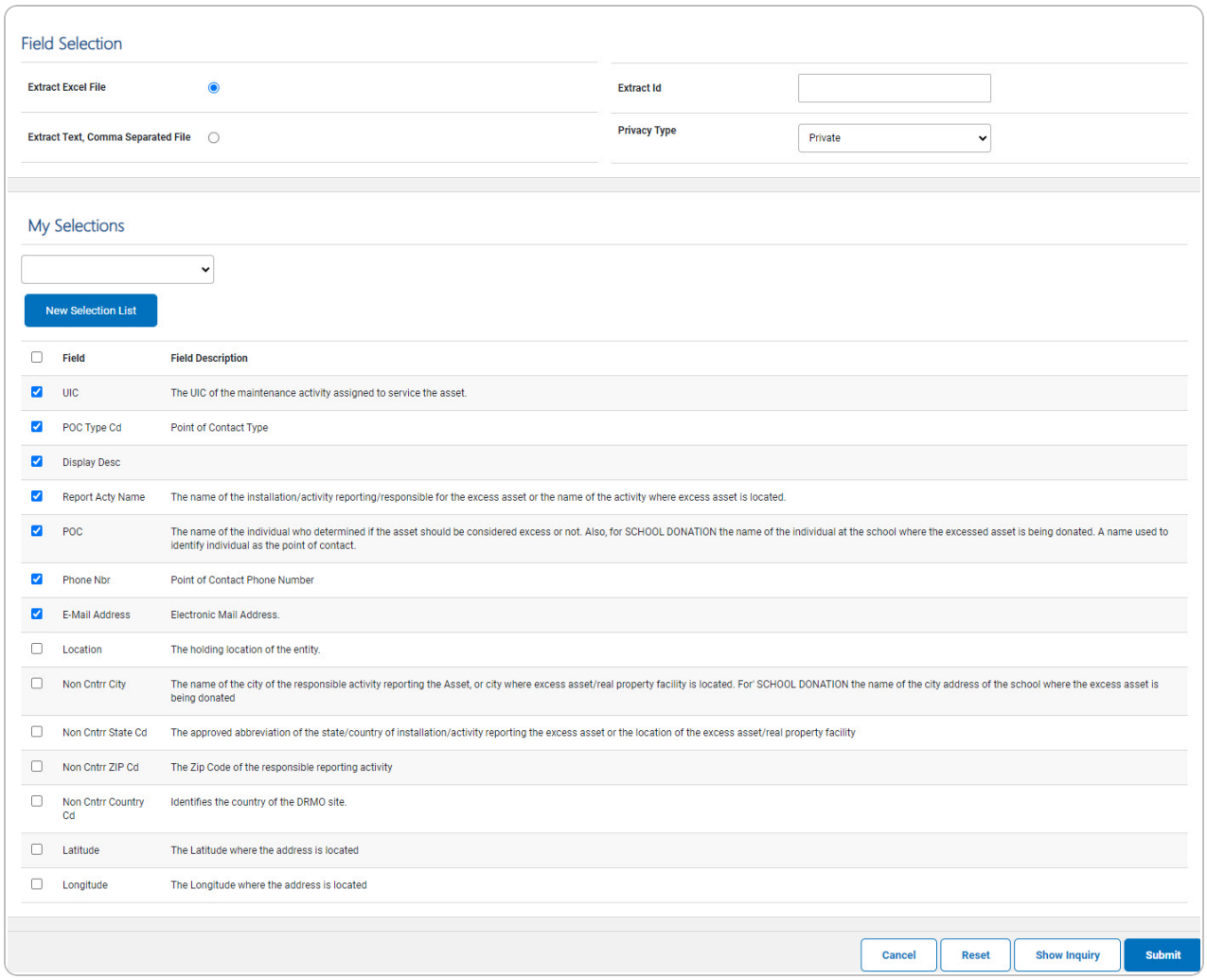


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Address Inquiry** page appears.*



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.

- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*

- Verify the POC TYPE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a POC TYPE CD.*
- Verify the Display DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a Display DESC.*
- Verify the Report ACTY Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a Report ACTY Name.*
- Verify the POC contains the appropriate ☑ or ☐. *Select if the inquiry contains a Point of Contact.*
- Verify the PHONE NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a Phone Number.*
- Verify the E-MAIL Address contains the appropriate ☑ or ☐. *Select if the inquiry contains an E-MAIL Address.*
- Click ☐ to select the Location. *Select if the inquiry contains a Location.*
- Click ☐ to select the NON CNTRR CITY. *Select if the inquiry contains a NON CNTRR CITY.*
- Click ☐ to select the NON CNTRR STATE CD. *Select if the inquiry contains a NON CNTRR STATE CD.*
- Click ☐ to select the NON CNTRR ZIP CD. *Select if the inquiry contains a NON CNTRR ZIP CD.*
- Click ☐ to select the NON CNTRR COUNTRY CD. *Select if the inquiry contains a NON CNTRR COUNTRY CD.*
- Click ☐ to select the Latitude. *Select if the inquiry contains latitude information.*
- Click ☐ to select the Longitude. *Select if the inquiry contains longitude information.*

Select Show Inquiry for small volumes of data. *The **Address Inquiry — Results** page appears.*

3. **OR**

   Select Submit for large volumes of data. *The **Address Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Address Inquiry — Criteria
- Search for an Address Inquiry — Results
- View the Address Inquiry Detail
- View the Address Inquiry Transaction Status
- Export the Address Inquiry Transaction Status

View the Address Inquiry Detail

Overview

The Address Inquiry Detail process displays the detail record of the selected Address.

Navigation

Inquiries > Master Data > Address > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Address Inquiry Detail page

Page Fields

The following fields display on the **Address Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Address Inquiry Detail Grid

UIC
DoDAAC
DUNS
CAGE Cd
Transfer Via WAWF
Address Type Cd
Activity Name
Address 1
Address 2
City
State
ZIP Cd
Country Cd
POC

DSN
Phone Nbr
E-Mail Address
FAX Nbr
Holding POC
Holding Loc
Holding Sub Loc
Holding DoDAAC
Last Activity Dt
Estbd Dt
Last Updtd By
Estbd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

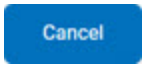
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

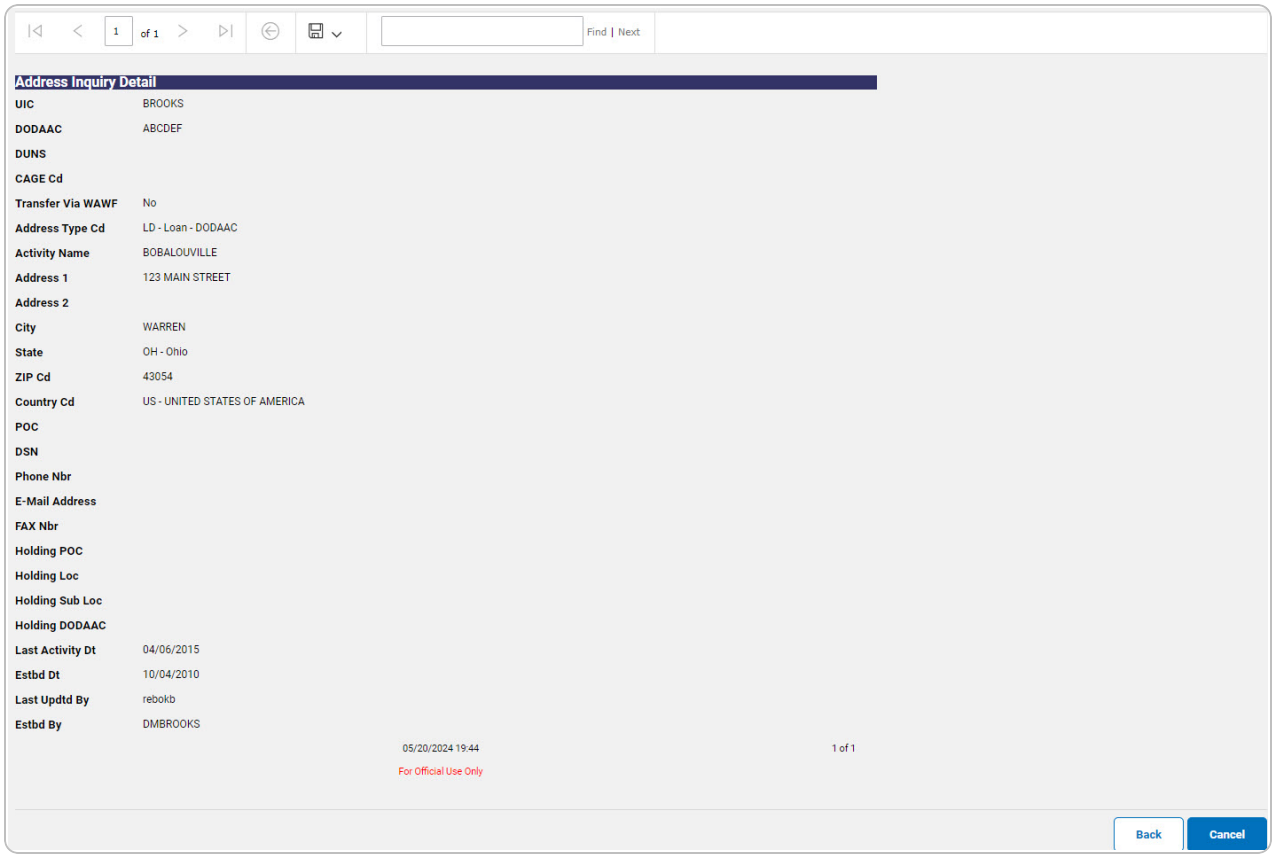
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Address Inquiry Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Address tab.*



A. *Verify the UIC.*
B. *Verify the DoDAAC.*
C. *Verify the DUNS.*
D. *Verify the CAGE Cd.*
E. *Verify the Transfer Via WAWF.*
F. *Verify the Address Type Cd.*
G. *Verify the Activity Name.*
H. *Verify the Address 1.*
I. *Verify the Address 2.*
J. *Verify the City.*
K. *Verify the State.*
L. *Verify the ZIP Cd.*
M. *Verify the Country Cd.*

N. *Verify the POC.*
O. *Verify the DSN.*
P. *Verify the PHONE NBR.*
Q. *Verify the E-MAIL Address.*
R. *Verify the FAX NBR.*
S. *Verify the Holding POC.*
T. *Verify the Holding LOC.*
U. *Verify the Holding SUB LOC.*
V. *Verify the Holding DODAAC.*
W. *Verify the Last Activity DT.*
X. *Verify the ESTBD DT.*
Y. *Verify the LAST UPDTD BY.*
Z. *Verify the ESTBD BY.*

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 **Address Inquiry — Criteria** page appears*.

OR

Select Back. *The **Address 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Address Inquiry — Criteria
- Search for an Address Inquiry — Results
- Select Fields for the Address Inquiry
- View the Address Inquiry Transaction Status
- Export the Address Inquiry Transaction Status

View the Address Inquiry Transaction Status

Overview

The Address Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data > Address > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Address Inquiry Transaction Status page

Page Fields

The following fields display on the **Address Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

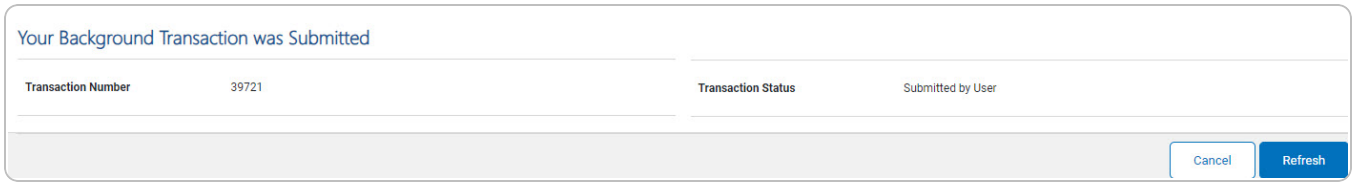
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

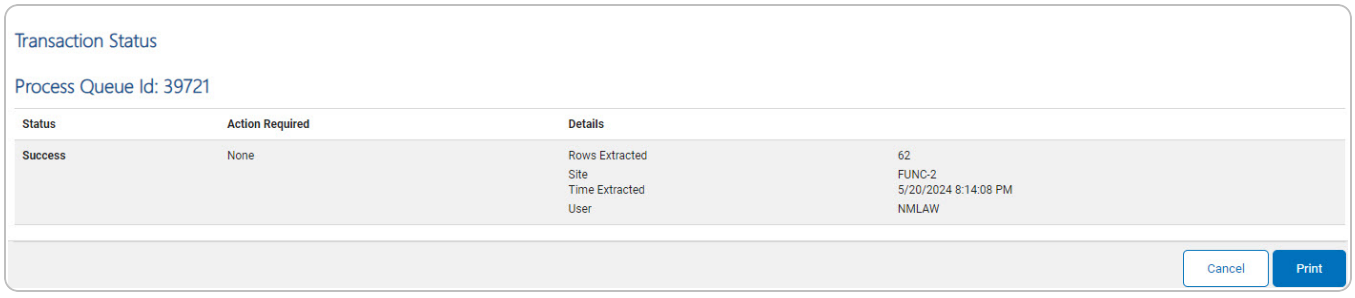
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Address Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Address Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Address Inquiry Search Criteria*** *page appears*.

View the Address Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Address Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Address Inquiry — Criteria
- Search for an Address Inquiry — Results
- View the Address Inquiry Detail
- Select Fields for the Address Inquiry
- Export the Address Inquiry Transaction Status

Export the Address Inquiry Transaction Status

Overview

The Address Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > Address > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Address Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Address Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

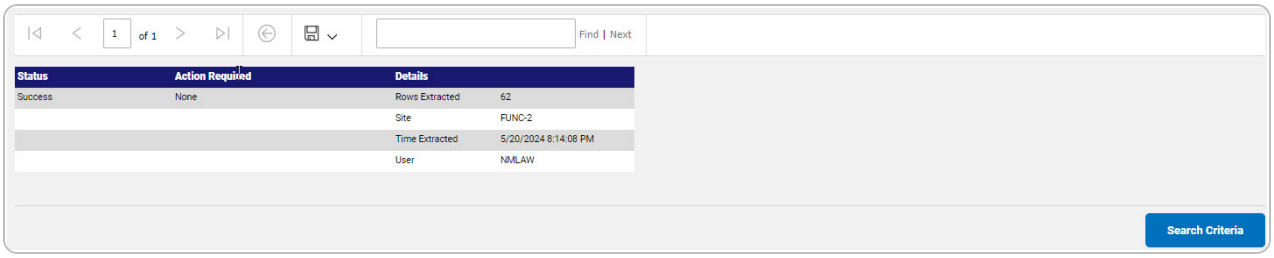
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Address Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Address Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Address Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Address Inquiry — Criteria
- Search for an Address Inquiry — Results
- View the Address Inquiry Detail
- Select Fields for the Address Inquiry
- View the Address Inquiry Transaction Status

Search for an Appropriation Data Inquiry — Criteria

Overview

The Property Accountability module Appropriation Data Inquiry process provides the ability to search for Appropriation Data records.

Navigation

Inquiries > Master Data > Appropriation > Appropriation Data Inquiry Search Criteria page

Page Fields

The following fields display on the **Appropriation Data Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
24	(*) Asterisk identifies mandatory fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

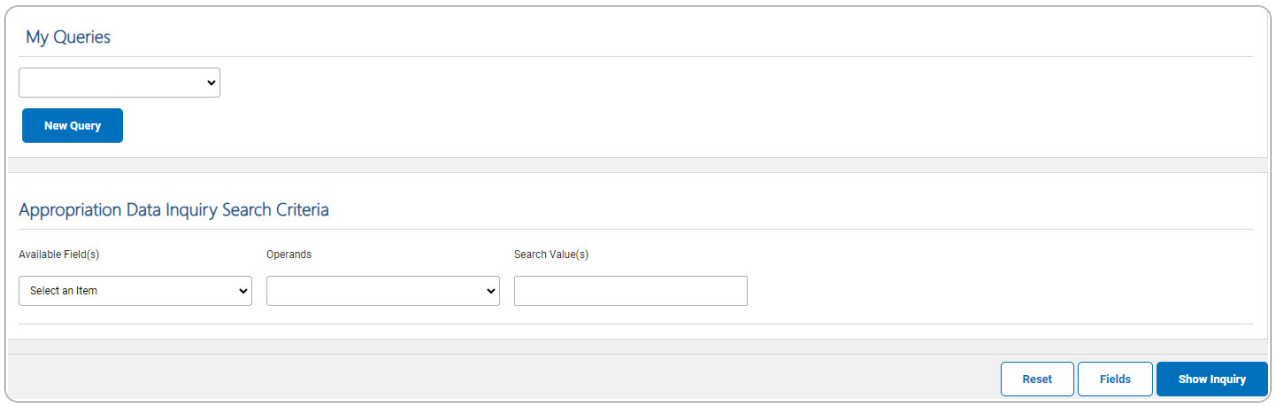
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Appropriation Data 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.

   B. Repeat Step A to add additional search criteria.

Note

Adding another Available Field automatically populates an additional search criteria row.

Note

Select Fields 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. Repeat Step A to add additional search criteria.

4. *Choose which Search Value(s) to use in the search.*

   A. Use to select the first Search Value.

   B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

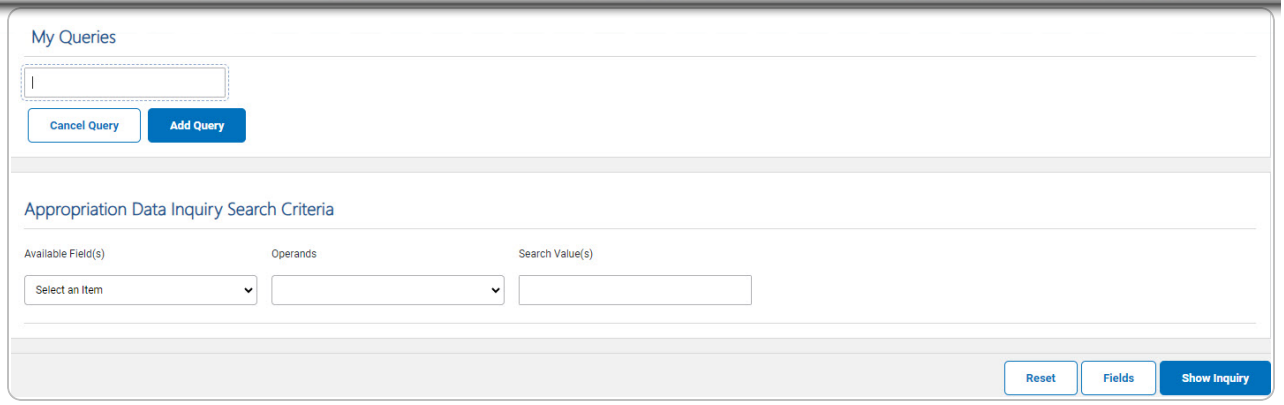
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Appropriation Data Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



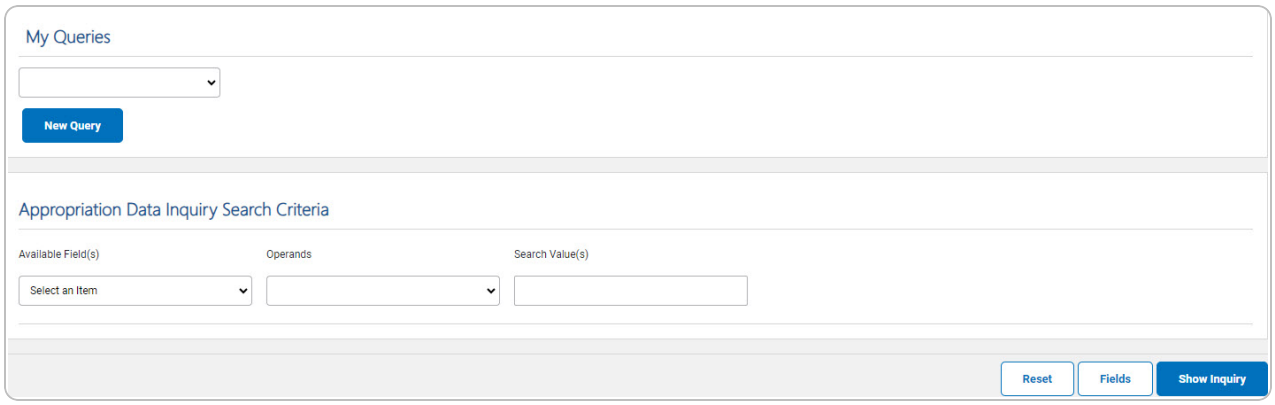
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Appropriation Data Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Appropriation Data 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.*



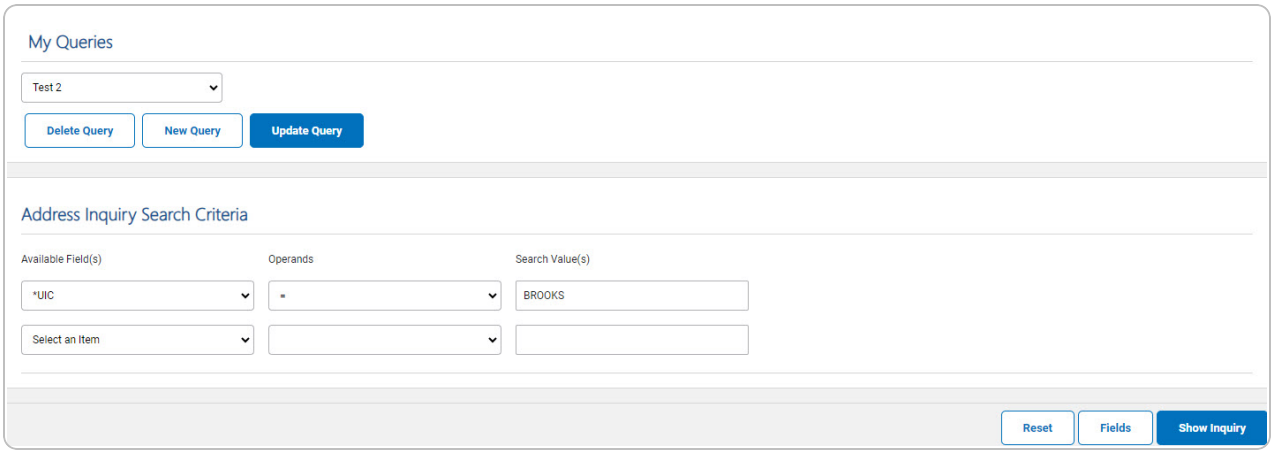
2. Select Fields. *The **Appropriation Data Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Appropriation Data 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query. *The query information is updated.*

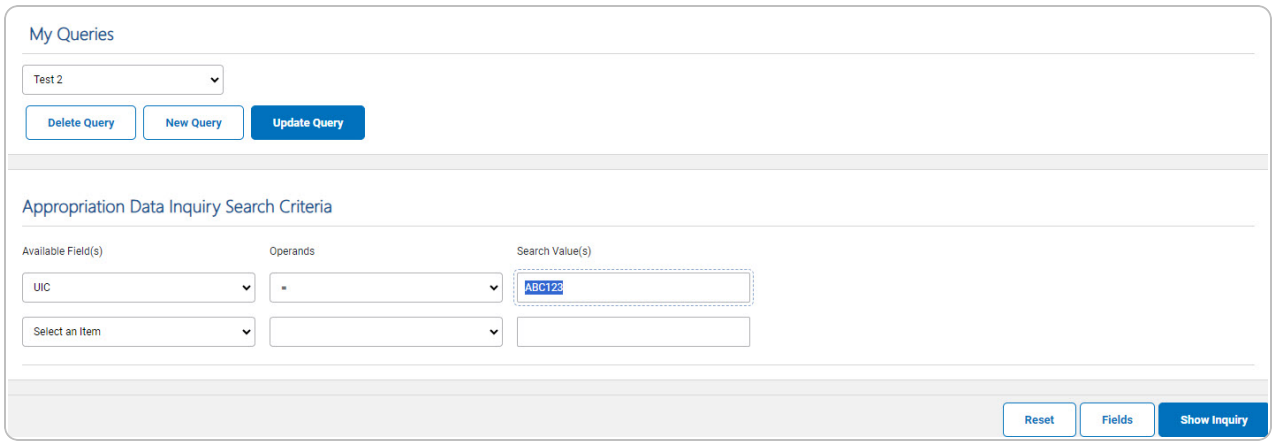
   Select Fields. *The **Appropriation Data Inquiry — Select Fields** page appears.*

4. OR

   Select Show Inquiry. *The **Appropriation Data 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The* ***Appropriation Data Inquiry — Select Fields*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search,	Missing Entry. At least one field is necessary to

data must be entered in one or more fields.	perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Appropriation Data Inquiry — Results
- Select Fields for the Appropriation Data Inquiry
- View the Appropriation Data Inquiry Detail
- View the Appropriation Data Inquiry Transaction Status
- Export the Appropriation Data Inquiry Transaction Status

Search for an Appropriation Data Inquiry — Results

Overview

The Appropriation Data Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > Appropriation > Search Criteria > Show Inquiry > Appropriation Data Inquiry Search Results page

Page Fields

The following fields display on the **Appropriation Data Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

ASN
Fund Cd
Type Fund Cd
UIC
UIC Name

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

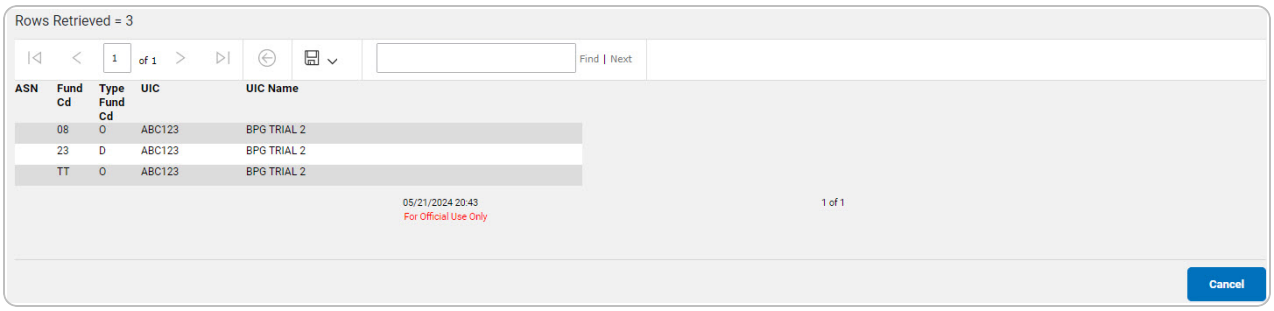
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Appropriation Data Inquiry Results

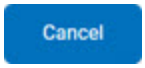
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



Note

To reach the optional fields, refer to the Appropriation Data Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select  . *The **Appropriation Data Inquiry Search Criteria** 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 Appropriation Data Inquiry Detail

Select the desired ASN row. *The **Appropriation Data Inquiry Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Appropriation Data Inquiry — Criteria
- Select Fields for the Appropriation Data Inquiry
- View the Appropriation Data Inquiry Detail
- View the Appropriation Data Inquiry Transaction Status
- Export the Appropriation Data Inquiry Transaction Status

Select Fields for the Appropriation Data Inquiry

Overview

The Appropriation Data Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > Appropriation > Search Criteria > Fields > Appropriation Data Inquiry Fields Selection page

Page Fields

The following fields display on the **Appropriation Data Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

ASN
Fund Cd
Type Fund Cd
UIC
UIC Name

Optional

Basic Symbol
Dept Cd
Estbd By
Estbd Dt
History Remarks

Intrf Sys Cd
Last Tran Dt
Last Updtd By
Program Yr
Program/Project
Remarks
Sub Head
Svcg Activity Cd
Tran Cd

Procedures

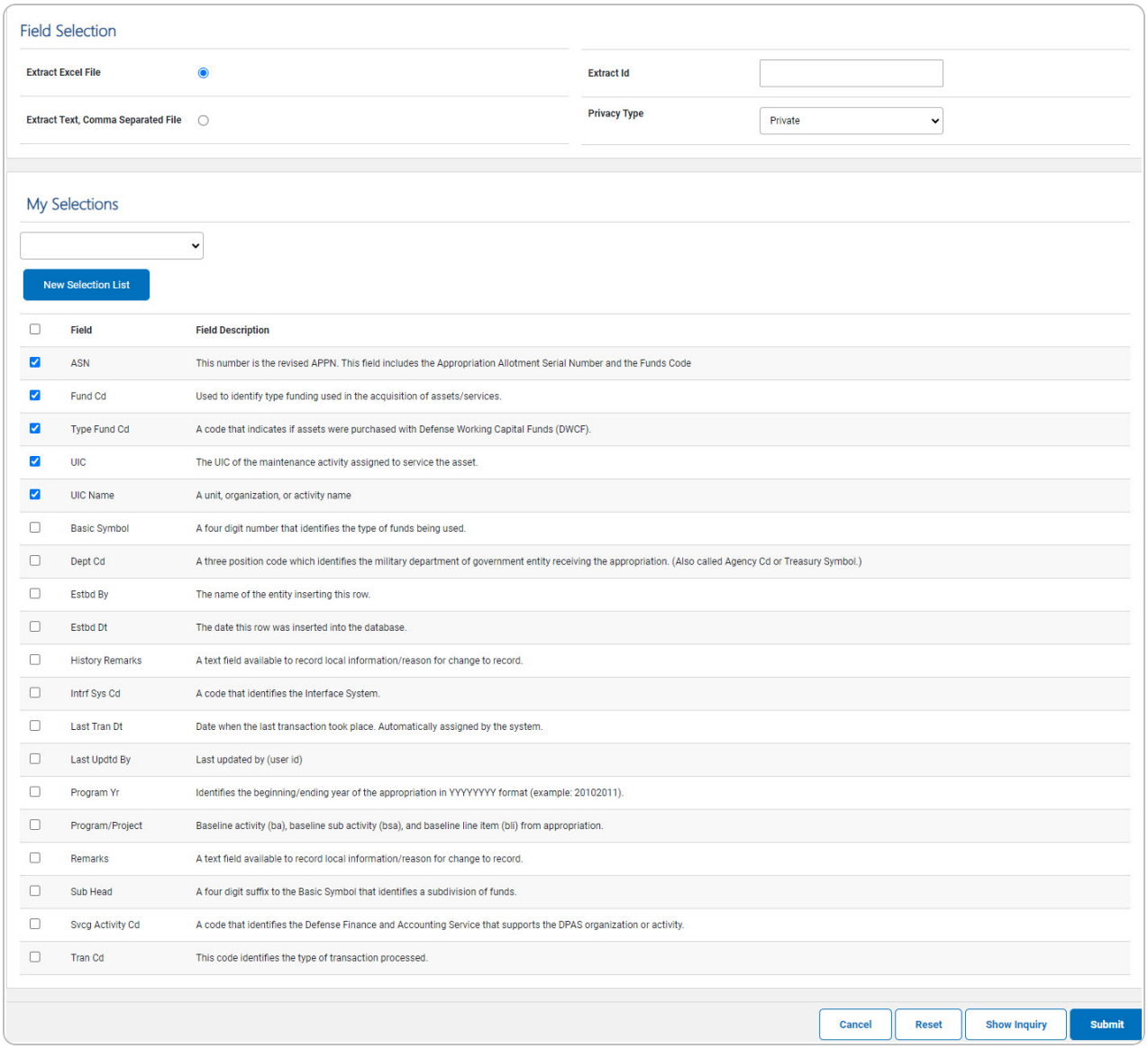
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **Appropriation Data Inquiry** page appears.*



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

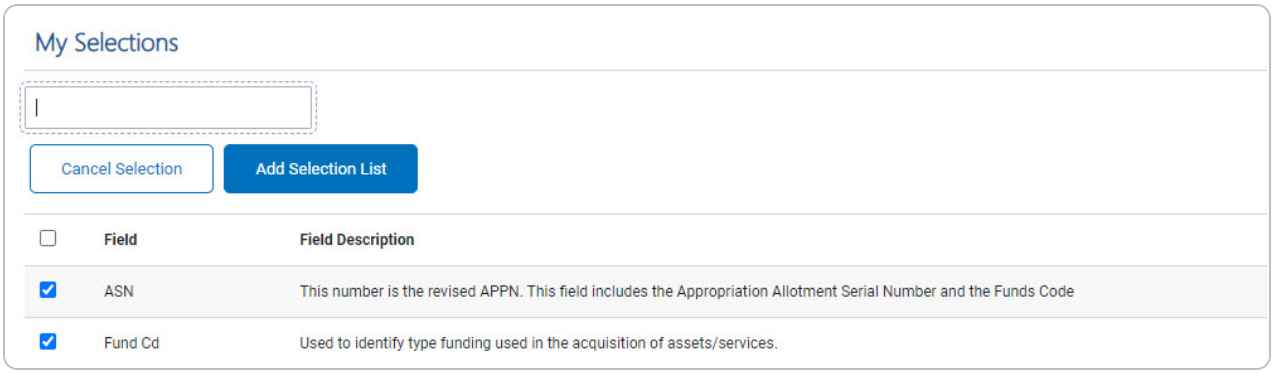
Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 **New Selection List**. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.*

Add Selection List *is replaced by* **Update Selection List** *and* Delete Selection List.

Select **Show Inquiry** for small volumes of data. *The **Appropriation Data Inquiry — Results** page appears.*

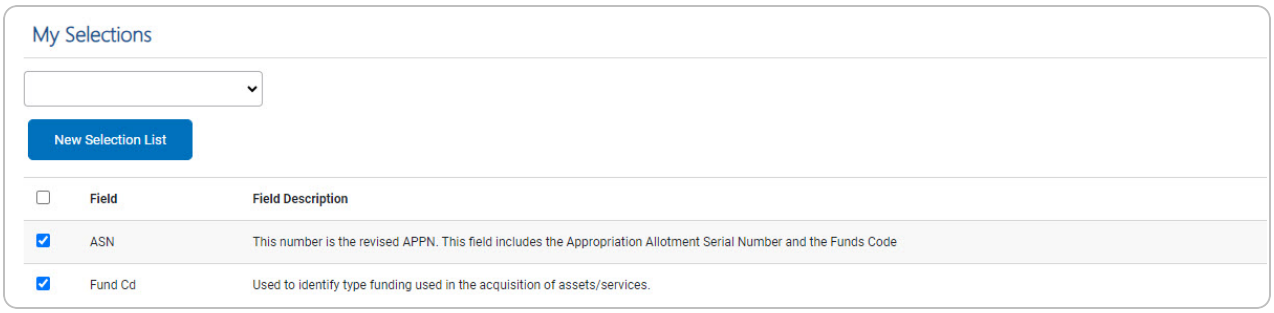
5.

OR

Select Submit for large volumes of data. *The **Appropriation Data Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

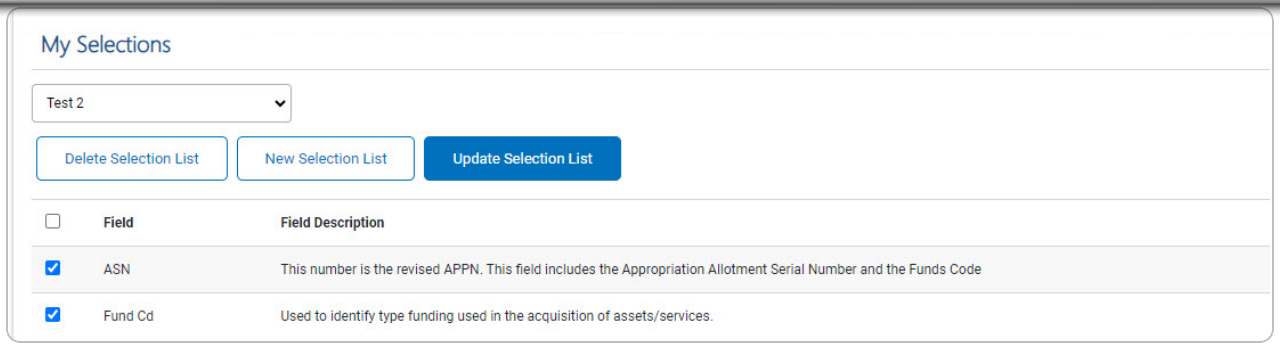
   Select Show Inquiry for small volumes of data. *The **Appropriation Data Inquiry — Results** page appears.*

3. **OR**

   Select Submit for large volumes of data. *The **Appropriation Data 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

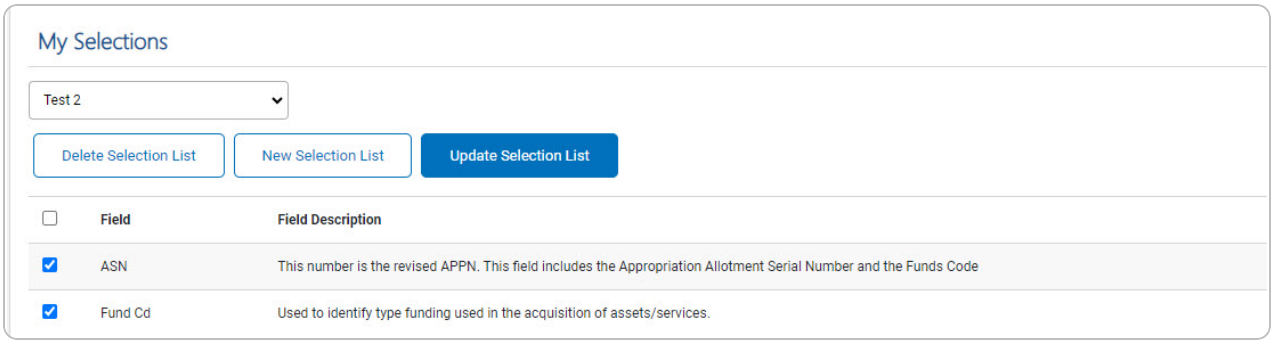
   Select Show Inquiry for small volumes of data. *The* ***Appropriation Data Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Appropriation Data 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.

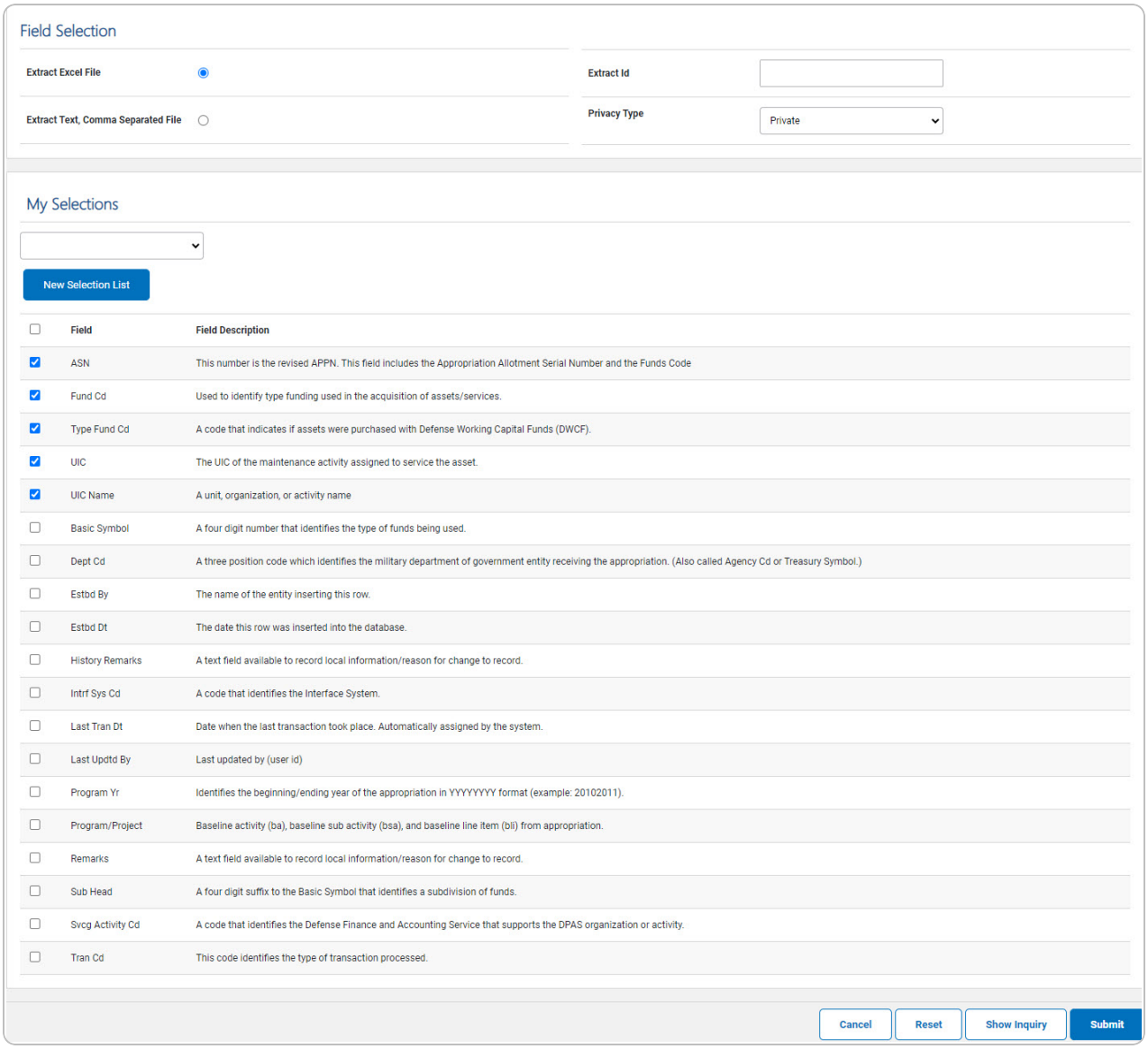


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Appropriation Data Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 5 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.

- Verify the ASN contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASN.*
- Verify the FUND CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a FUND CD.*
- Verify the TYPE FUND CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a TYPE FUND CD.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the UIC NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC NAME.*
- Click ☐ to select the Basic Symbol. *Select if the inquiry contains a Basic Symbol.*
- Click ☐ to select the DEPT CD. *Select if the inquiry contains a Department Code, Agency Cd, or Treasury Symbol.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains ESTBD BY information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains ESTBD DT information.*
- Click ☐ to select the History Remarks. *Select if the inquiry contains History Remarks.*
- Click ☐ to select the INTRF SYS CD. *Select if the inquiry contains Interface System information.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a Last Transaction Date.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains Last Updated By information.*

- Click ☐ to select the Program YR. *Select if the inquiry contains a Program Year.*
- Click ☐ to select the Program/Project. *Select if the inquiry contains program or project information.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the SUB HEAD. *Select if the inquiry contains a Subdivision Head.*
- Click ☐ to select the SVCG ACTIVITY CD. *Select if the inquiry contains a Serving Activity Code.*
- Click ☐ to select the TRAN CD. *Select if the inquiry contains a Transaction Code.*

Select Show Inquiry for small volumes of data. *The* ***Appropriation Data Inquiry — Results*** *page appears.*

3. **OR**

   Select Submit for large volumes of data. *The* ***Appropriation Data Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Appropriation Data Inquiry — Criteria
- Search for an Appropriation Data Inquiry — Results

- View the Appropriation Data Inquiry Detail
- View the Appropriation Data Inquiry Transaction Status
- Export the Appropriation Data Inquiry Transaction Status

View the Appropriation Data Inquiry Detail

Overview

The Appropriation Data Inquiry Detail process displays the detail record of the selected Appropriation.

Navigation

Inquiries > Master Data > Appropriation > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Appropriation Data Inquiry Detail page

Page Fields

The following fields display on the **Appropriation Data Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Appropriation Data Inquiry Detail Grid

UIC
Fund Cd
ASN
Dept Cd
Program Yr
Basic Symbol
Subhead
Program/Project
Type Fund Cd
Intrf Sys Cd
Svcg Activity Cd
Remarks

Last Activity Dt
Estbd Dt
Last Updtd By
Estbd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

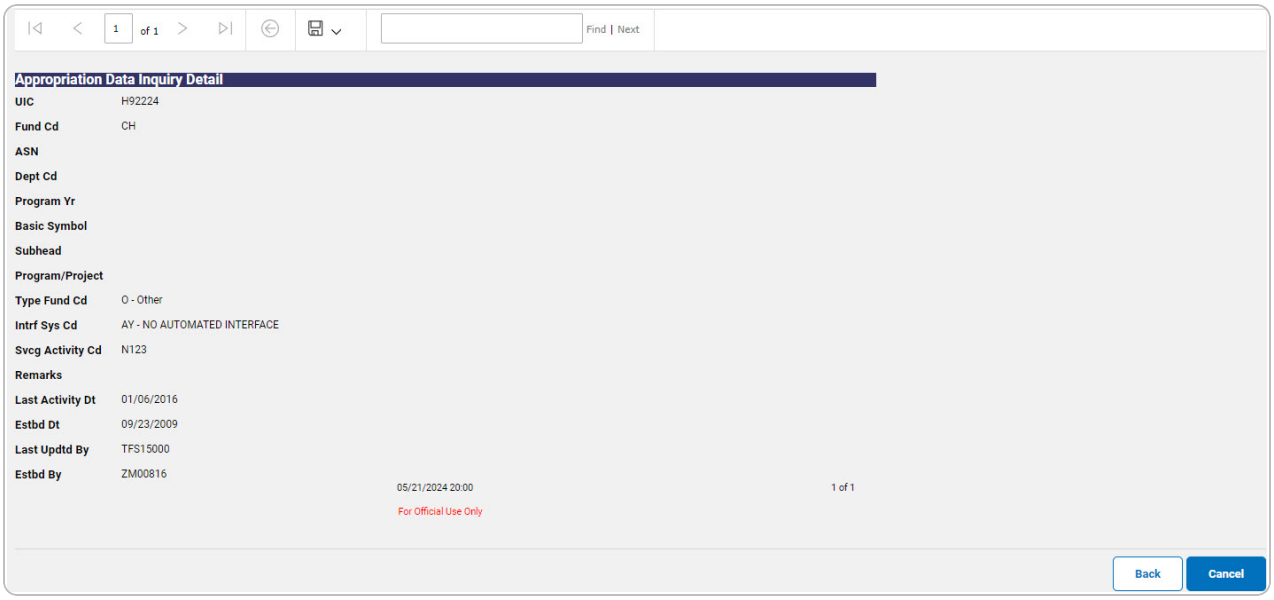
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Appropriation Data Inquiry Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Appropriation Data tab.*



   A. *Verify the UIC.*
   B. *Verify the FUND CD.*
   C. *Verify the ASN.*
   D. *Verify the DEPT CD.*

E. *Verify the Program Yr.*
F. *Verify the Basic Symbol.*
G. *Verify the Subhead.*
H. *Verify the Program/Project.*
I. *Verify the Type Fund Cd.*
J. *Verify the Intrf Sys Cd.*
K. *Verify the Svcg Activity Cd.*
L. *Verify the Remarks.*
M. *Verify the Last Activity Dt.*
N. *Verify the Estbd Dt.*
O. *Verify the Last Updtd By.*
P. *Verify the Estbd By.*

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* ***Appropriation Data Inquiry — Criteria*** *page appears*.

OR

Select Back. *The* ***Appropriation Data 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Appropriation Data Inquiry — Criteria
- Search for an Appropriation Data Inquiry — Results
- Select Fields for the Appropriation Data Inquiry
- View the Appropriation Data Inquiry Transaction Status
- Export the Appropriation Data Inquiry Transaction Status

View the Appropriation Data Inquiry Transaction Status

Overview

The Appropriation Data Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data > Appropriation > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Appropriation Data Inquiry Transaction Status page

Page Fields

The following fields display on the **Appropriation Data Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

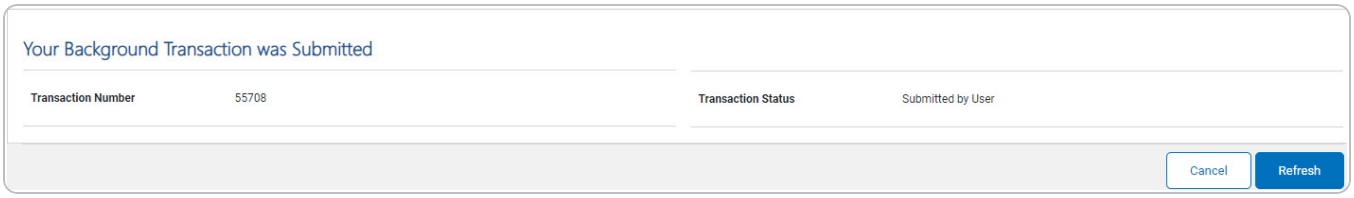
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

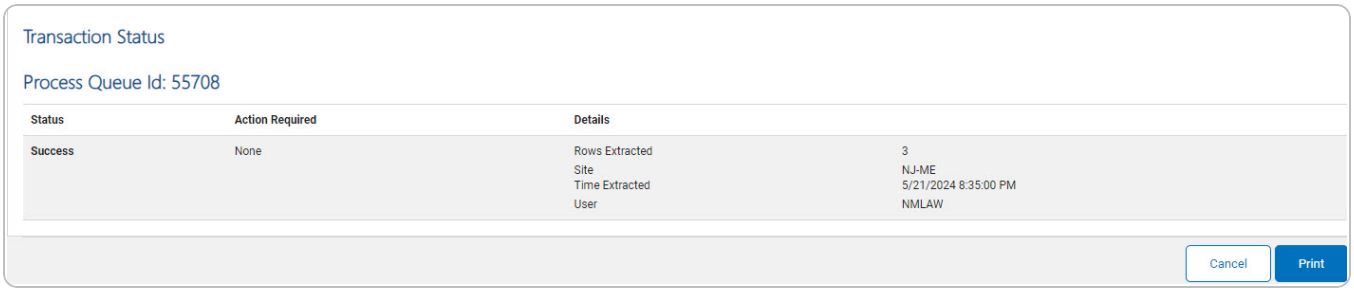
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Appropriation Data Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Appropriation Data Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Appropriation Data Inquiry Search Criteria*** *page appears*.

View the Appropriation Data Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Appropriation Data Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Appropriation Data Inquiry — Criteria
- Search for an Appropriation Data Inquiry — Results
- View the Appropriation Data Inquiry Detail
- Select Fields for the Appropriation Data Inquiry
- Export the Appropriation Data Inquiry Transaction Status

Export the Appropriation Data Inquiry Transaction Status

Overview

The Appropriation Data Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > Appropriation > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Appropriation Data Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Appropriation Data Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

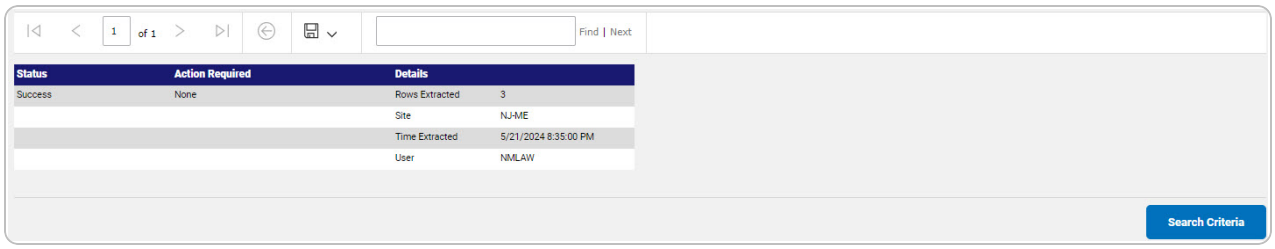
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Appropriation Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Appropriation Data Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Appropriation Data Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Appropriation Data Inquiry — Criteria
- Search for an Appropriation Data Inquiry — Results
- View the Appropriation Data Inquiry Detail
- Select Fields for the Appropriation Data Inquiry
- View the Appropriation Data Inquiry Transaction Status

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

Page Fields

The following fields display on the **UIC Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
13	Select "Reset" button to clear data.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
278	Maximum of 500 records will be retrieved for processing

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

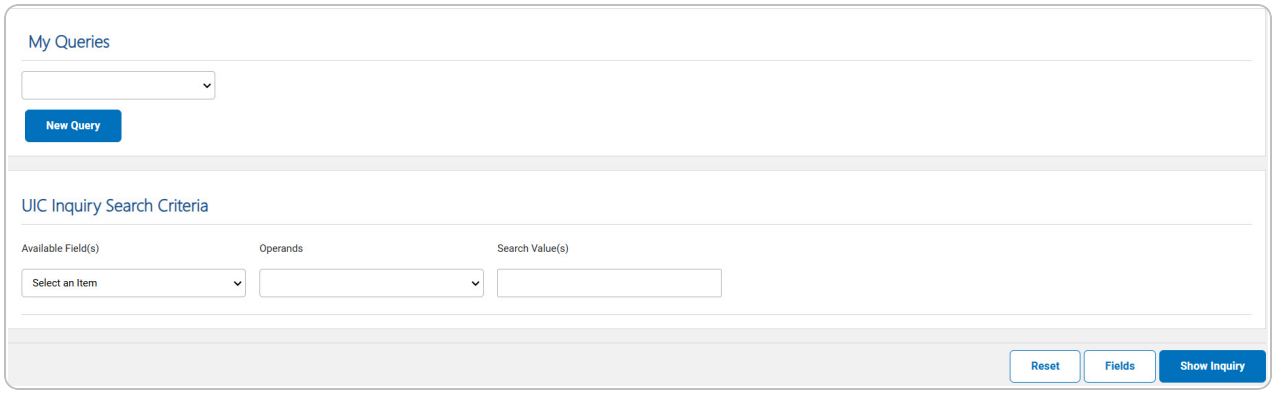
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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 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.

B. Repeat Step B to add additional search criteria.

Note

Adding another Available Field ⌄ automatically populates an additional search criteria row.

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

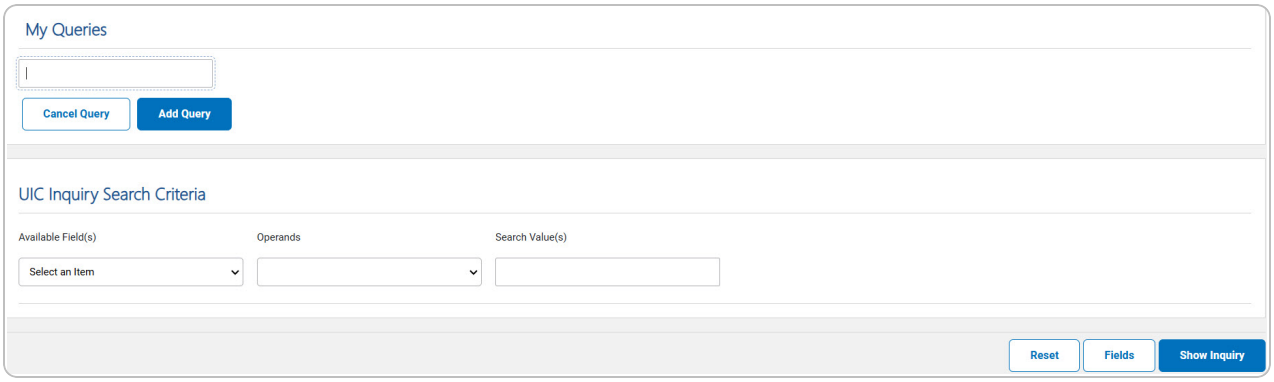
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **UIC Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



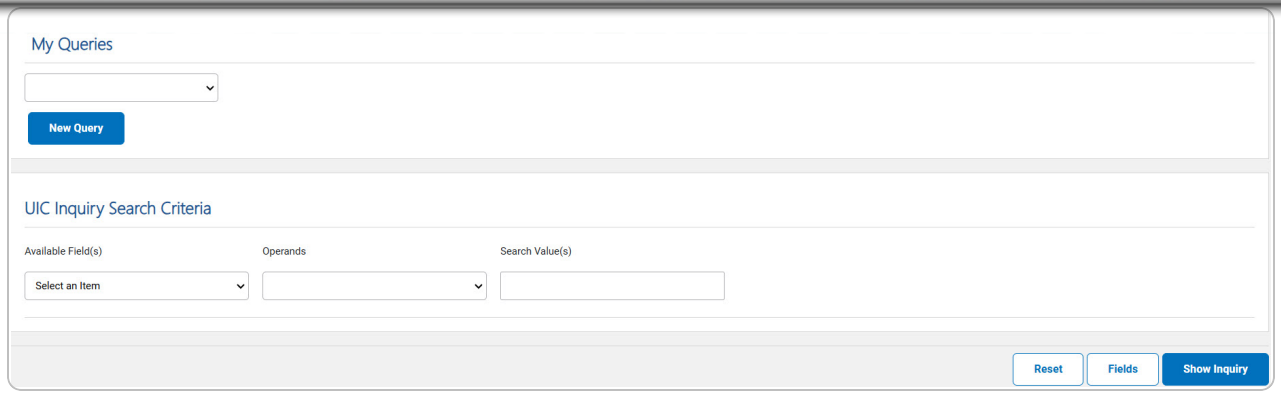
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***UIC Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***UIC 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.*



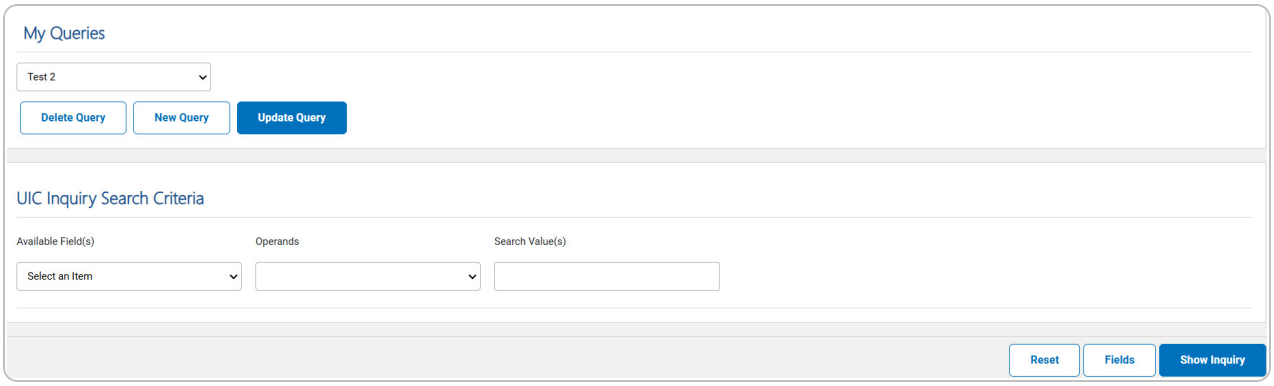
Select Fields. *The **UIC Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *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* New Query *is joined by* Update Query *and* Delete Query*. The selected query information appears in the search criteria grid.*



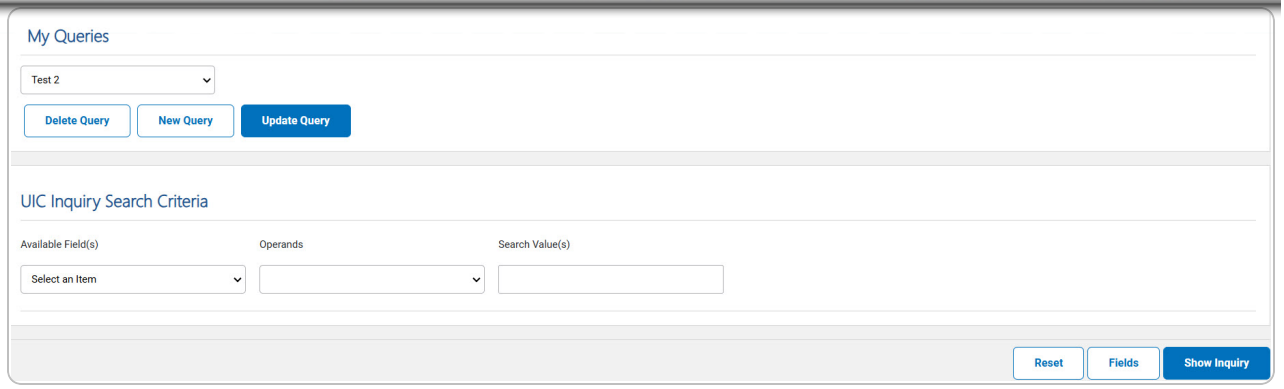
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query*. The query information is updated.*
4. Select Fields*. The* ***UIC Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry*. The* ***UIC 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **UIC Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a UIC Inquiry — Results
- Select Fields for the UIC Inquiry

- View the UIC Inquiry Detail — Basic
- View the UIC Inquiry Detail — DoDAAC/CAGE Cd
- View the UIC Inquiry Detail — System Settings
- View the UIC Inquiry Transaction Status
- Export the UIC Inquiry Transaction Status Report

Search for a UIC Inquiry — Results

Overview

The UIC Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > UIC > Search Criteria > Show Inquiry > UIC Inquiry Search Results page

Page Fields

The following fields display on the **UIC Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Actbl UIC
Activity Cd
APO Office Id
DoDAAC
Instl Cd
UIC
UIC Name

Optional

Advice Cd
Agency Cd
APO Address 1
APO Address 2
APO City
APO Country
APO Email Addr
APO Name
APO Office Name
APO Phn Nbr
APO State
APO ZIP Cd

ASL
BPU
Distribution Cd
Estbd By
Estbd Dt
FAD
Force Element
Force Managed
Last Tran Dt
Last Updtd By
Major Cmd Cd
Media and Status Cd
Org ID
Phasing Status
Project Cd
Real Property Org Cd
Remarks
RP Instl Cd
Signal Cd
Tran Cd
Transfer via DAAS
Unit Kind Cd
WAWF Transfer Flag

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired

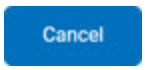
	page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

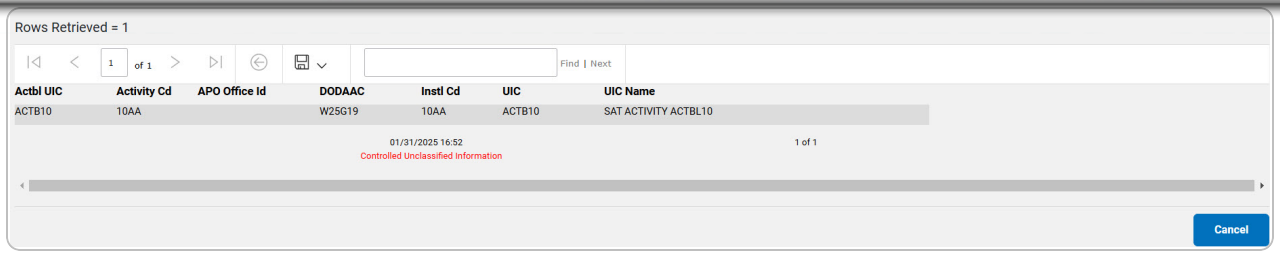
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the UIC Inquiry Results

Selecting  *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.*



Note

To reach the optional fields, refer to the UIC Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. 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 Next 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a UIC Inquiry — Criteria
- Select Fields for the UIC Inquiry
- View the UIC Inquiry Detail — Basic
- View the UIC Inquiry Detail — DoDAAC/CAGE Cd
- View the UIC Inquiry Detail — System Settings
- View the UIC Inquiry Transaction Status
- Export the UIC Inquiry Transaction Status Report

Select Fields for the UIC Inquiry

Overview

The UIC Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > UIC > Search Criteria > Fields > UIC Inquiry Fields Selection page

Page Fields

The following fields display on the **UIC Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Actbl UIC
Activity Cd
APO Office Id
DoDAAC
Instl Cd
UIC
UIC Name

Optional

Advice Cd
Agency Cd
APO Address 1

APO Address 2
APO City
APO Country
APO Email Addr
APO Name
APO Office Name
APO Phn Nbr
APO State
APO ZIP Cd
ASL
BPU
Distribution Cd
Estbd By
Estbd Dt
FAD
Force Element
Force Managed
Last Tran Dt
Last Updtd By
Major Cmd Cd
Media and Status Cd
Org ID
Phasing Status
Project Cd
Real Property Org Cd
Remarks
RP Instl Cd
Signal Cd
Tran Cd
Transfer via DAAS
Unit Kind Cd
WAWF Transfer Flag

Procedures

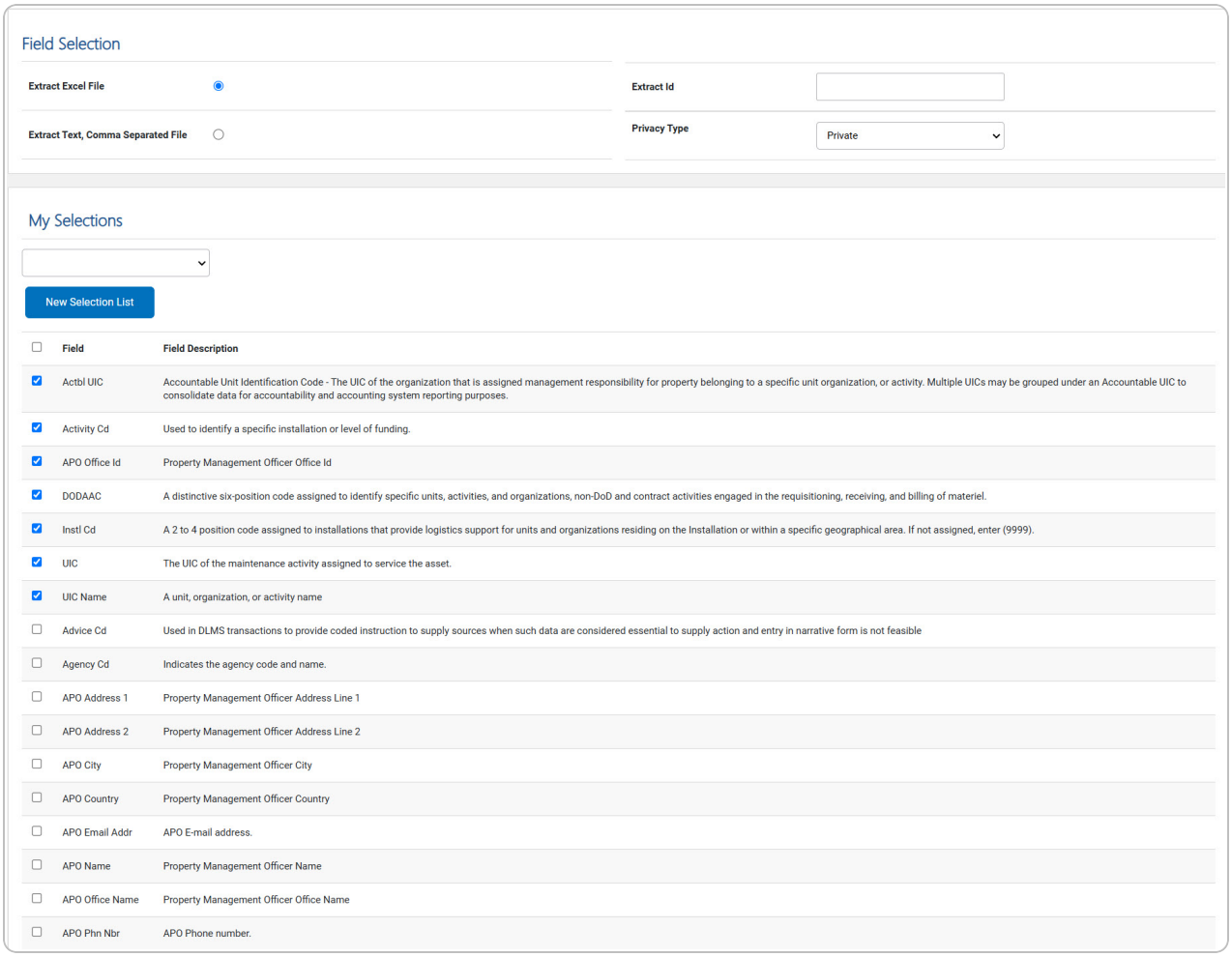
ELMS Navigation Helpful Tips

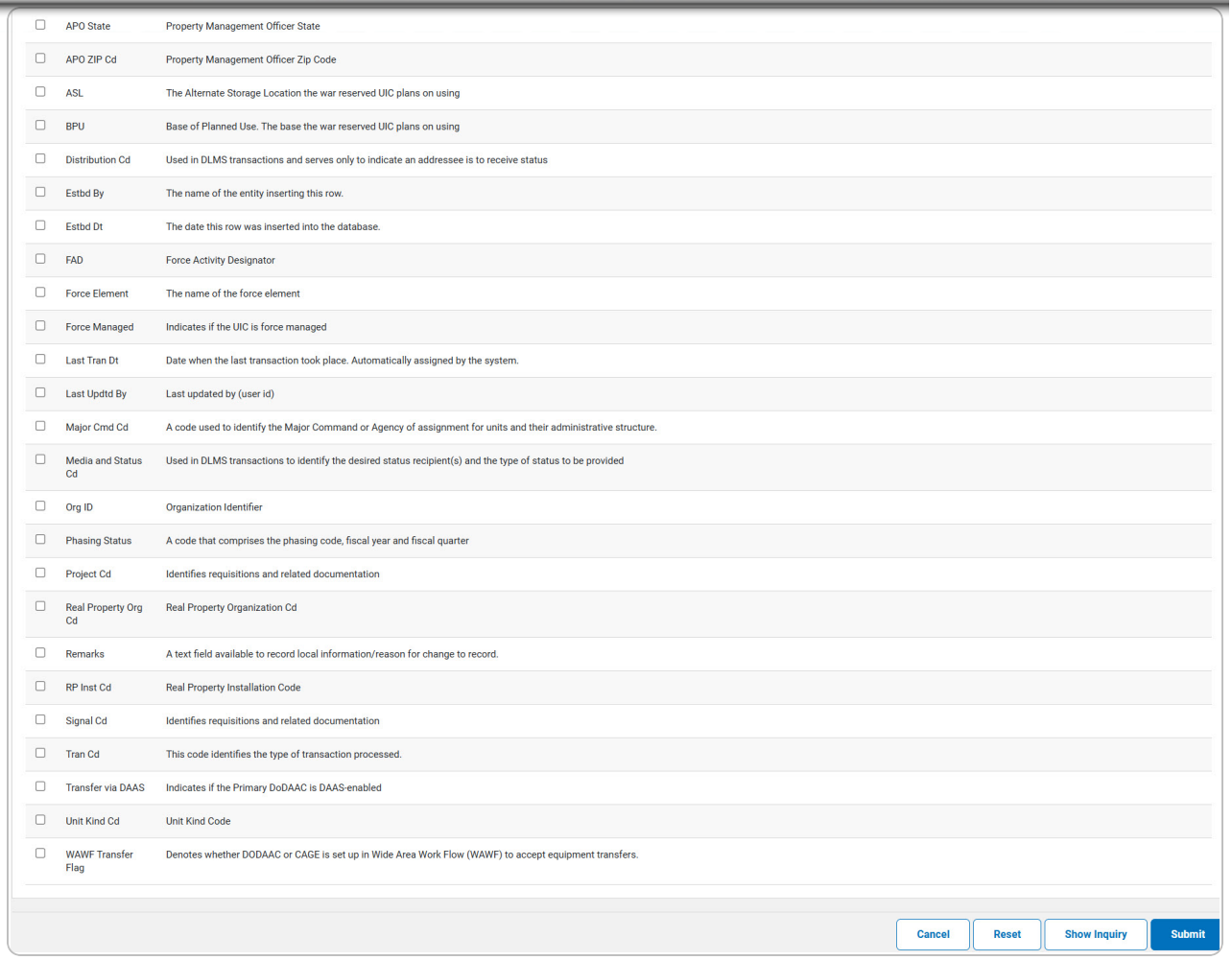
Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The* ***UIC Inquiry*** *page appears.*





☐	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.

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

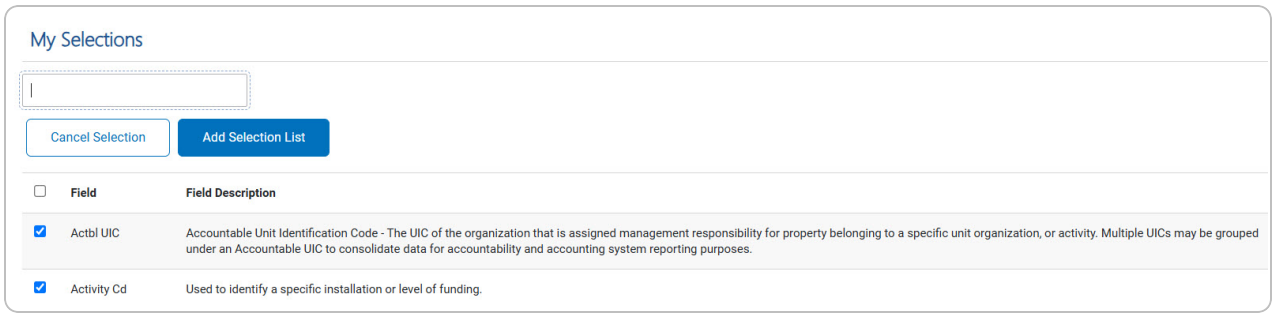
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

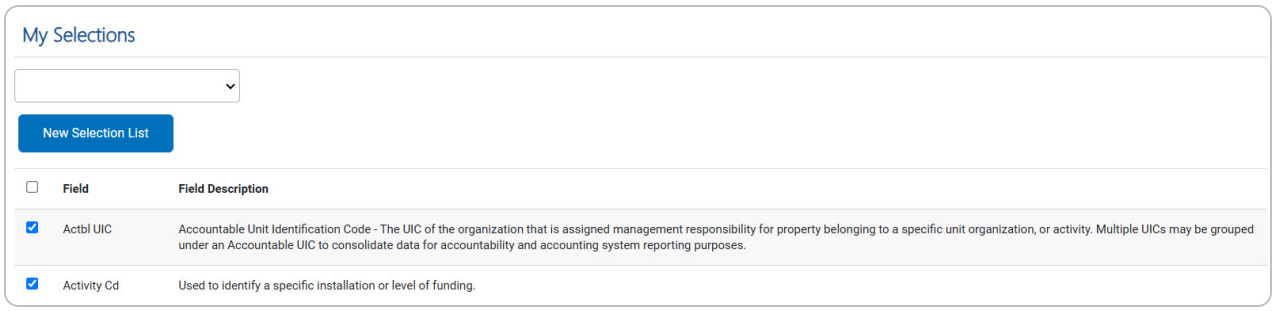
   Select Show Inquiry for small volumes of data. *The* ***UIC Inquiry — Results*** *page appears.*

5. **OR**

   Select Submit 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.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

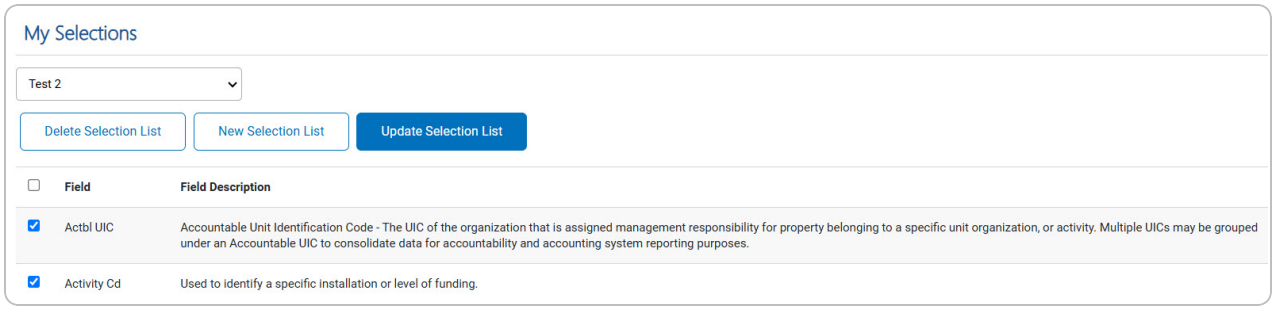
3. Select Show Inquiry for small volumes of data. *The **UIC Inquiry — Results** page appears.*

OR

Select Submit 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

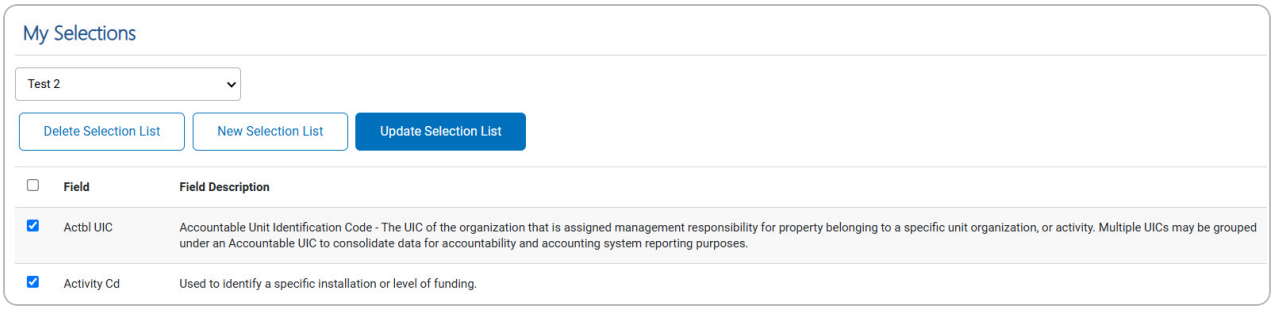
   Select Show Inquiry for small volumes of data. *The* ***UIC Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

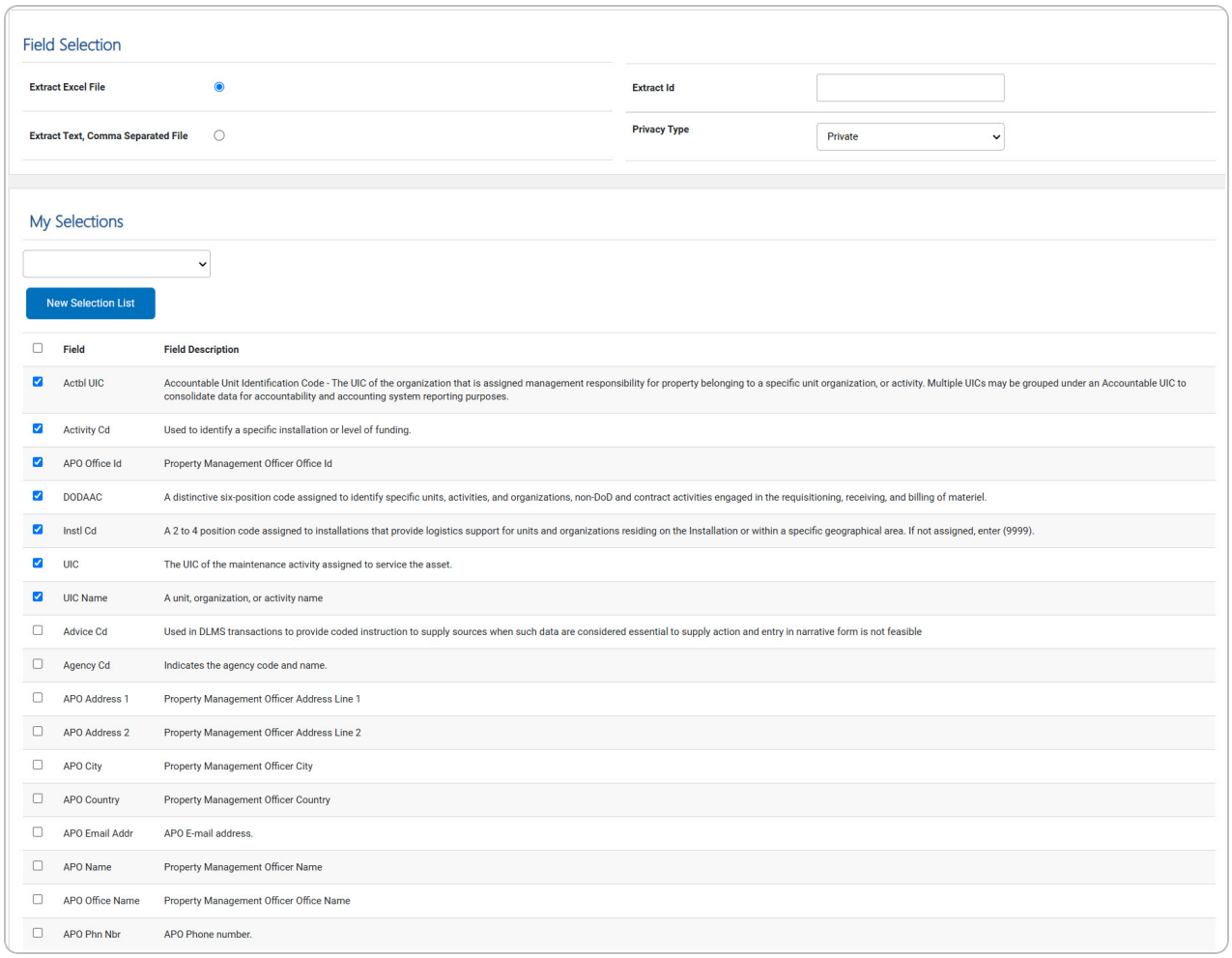


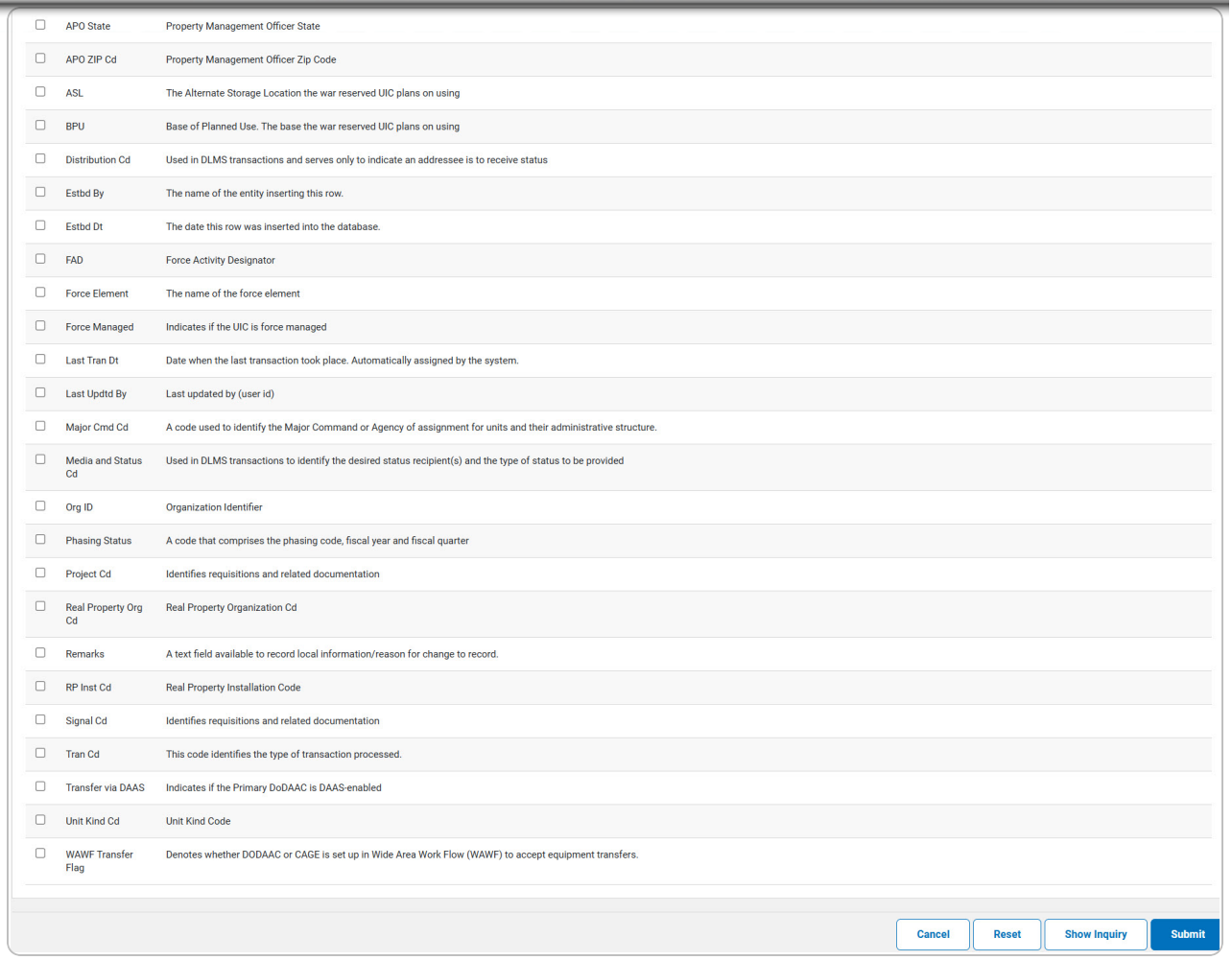
2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **UIC Inquiry** page appears.*





☐	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.

- Verify the ACTBL UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTBL UIC.*
- Verify the ACTIVITY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTIVITY CD.*

- Verify the APO OFFICE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an APO OFFICE ID.*
- Verify the DODAAC contains the appropriate ☑ or ☐. *Select if the inquiry contains a DODAAC.*
- Verify the INSTL CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an INSTL CD.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the UIC NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC NAME.*
- Click ☐ to select the ADVICE CD. *Select if the inquiry contains an ADVICE CD.*
- Click ☐ to select the AGENCY CD. *Select if the inquiry contains an AGENCY CD.*
- Click ☐ to select the APO ADDRESS 1. *Select if the inquiry contains an APO ADDRESS.*
- Click ☐ to select the APO ADDRESS 2. *Select if the inquiry contains an APO ADDRESS.*
- Click ☐ to select the APO CITY. *Select if the inquiry contains an APO CITY.*
- Click ☐ to select the APO COUNTRY. *Select if the inquiry contains an APO COUNTRY.*
- Click ☐ to select the APO EMAIL ADDR. *Select if the inquiry contains an APO EMAIL ADDR.*
- Click ☐ to select the APO NAME. *Select if the inquiry contains an APO NAME.*
- Click ☐ to select the APO OFFICE NAME. *Select if the inquiry contains an APO OFFICE NAME.*

- Click ☐ to select the APO PHN NBR. *Select if the inquiry contains an APO PHONE NBR.*
- Click ☐ to select the APO STATE. *Select if the inquiry contains an APO STATE.*
- Click ☐ to select the APO ZIP CD. *Select if the inquiry contains an APO ZIP CD.*
- Click ☐ to select the BPU. *Select if the inquiry contains a BPU.*
- Click ☐ to select the DISTIBUTION CD. *Select if the inquiry contains a DIST CD.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains ESTBD BY information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains an ESTBD DT.*
- Click ☐ to select the FAD. *Select if the inquiry contains FAD information.*
- Click ☐ to select the Force Element. *Select if the inquiry contains a Force Element.*
- Click ☐ to select the Forced Managed. *Select if the inquiry contains Force Managed information.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a LAST TRAN DT.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains a LAST UPDTD BY.*
- Click ☐ to select the MAJOR CMD CD. *Select if the inquiry contains a MAJOR CMD CD.*
- Click ☐ to select the Media and Status CD. *Select if the inquiry contains a Media and Status CD.*
- Click ☐ to select the ORG ID. *Select if the inquiry contains an ORG ID.*

- Click ☐ to select the Phasing Status. *Select if the inquiry contains a Phasing Status.*
- Click ☐ to select the PROJECT CD. *Select if the inquiry contains a PROJECT CD.*
- Click ☐ to select the Real Property ORG CD. *Select if the inquiry contains a Real Property ORG CD.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the RP INST CD. *Select if the inquiry contains a RP INST CD.*
- Click ☐ to select the SIGNAL CD. *Select if the inquiry contains a SIGNAL CD.*
- Click ☐ to select the TRAN CD. *Select if the inquiry contains a TRAN CD.*
- Click ☐ to select the TRANSFER VIA DAAS. *Select if the inquiry contains a TRANSFER VIA DAAS.*
- Click ☐ to select the Unit Kind CD. *Select if the inquiry contains a Unit Kind CD.*
- Click ☐ to select the WAWF TRANSFER FLAG. *Select if the inquiry contains a WAWF TRANSFER FLAG.*

3. Select [Show Inquiry] for small volumes of data. *The **UIC Inquiry — Results** page appears.*

   OR

   Select [Submit] for large volumes of data. *The **UIC Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a UIC Inquiry — Criteria
- Search for a UIC Inquiry — Results
- View the UIC Inquiry Detail — Basic
- View the UIC Inquiry Detail — DoDAAC/CAGE Cd
- View the UIC Inquiry Detail — System Settings
- View the UIC Inquiry Transaction Status
- Export the UIC Inquiry Transaction Status Report

View the UIC Inquiry Basic Detail

Overview

The UIC Inquiry Basic Detail process displays the Basic Detail record of the selected UIC.

Navigation

Inquiries > Master Data > UIC > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > UIC Inquiry Basic Detail page

Page Fields

The following fields display on the **UIC Inquiry Basic Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

UIC Inquiry Basic Detail Grid

Actbl UIC
UIC Name
Status
Force Managed
Agency Name
Operating Unit
DoDAAC (Primary)
Activity Cd
FAD
Signal Cd
Media & Status Cd
Advice Cd
APO Office Name
APO Name

APO Address 1
APO Address 2
APO City
APO ZIP Cd
Last Activity Dt
Last Updtd By
Org ID
Phasing Status
BPU
Remarks
UIC
Site Id
Force Element
Major Cmd Cd
Instl Cd
Real Prty Org Cd
Project Cd
RP Inst Cd
Distribution Cd
APO Office Id
APO Phone Nbr
APO Email Addr
APO State
APO Country Cd
Estbd Dt
Estbd By
Unit Kind Cd
ASL

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.

	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

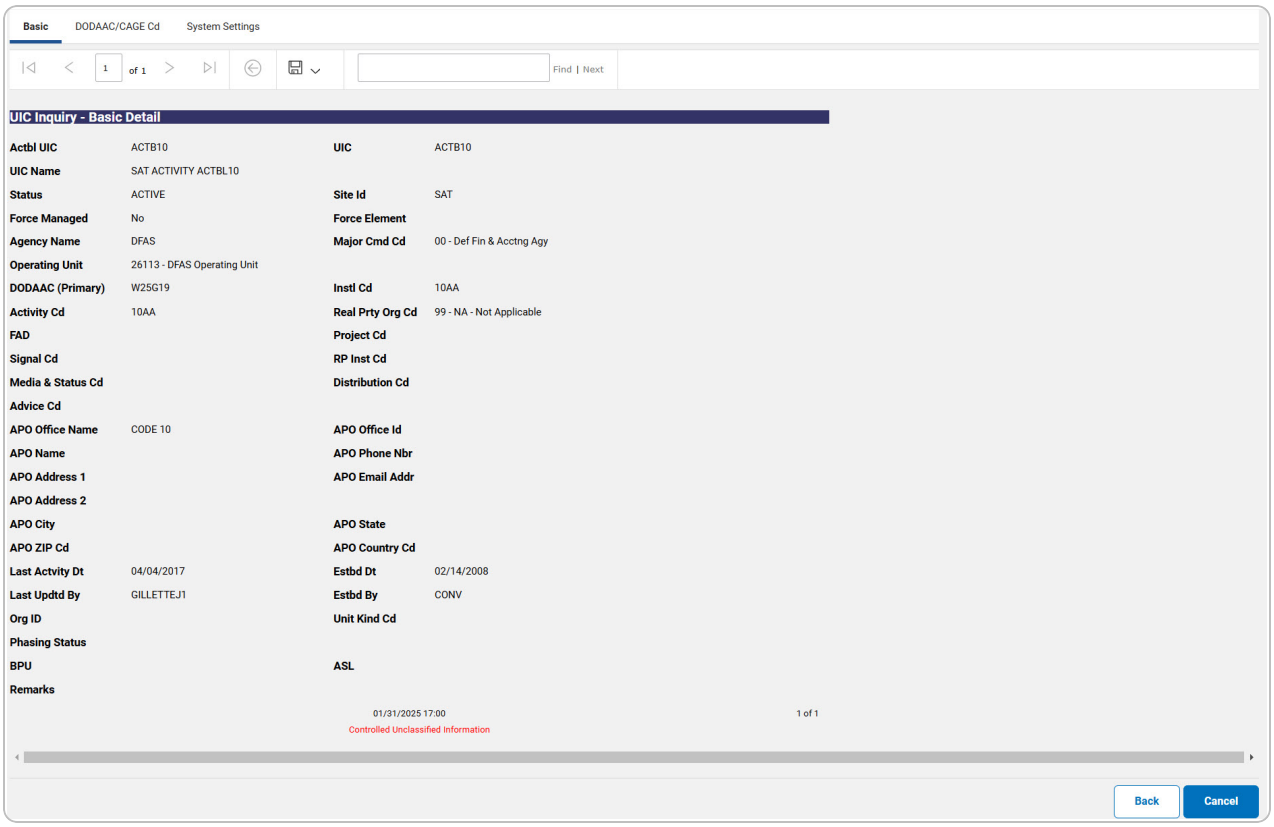
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the UIC Inquiry Basic 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 Detail Basic grid.*



A. *Verify the ACTBL UIC.*
B. *Verify the UIC NAME.*
C. *Verify the Status.*
D. *Verify the Forced Managed.*
E. *Verify the Agency Name.*
F. *Verify the Operating Unit.*
G. *Verify the DODAAC (Primary).*
H. *Verify the ACTIVITY CD.*
I. *Verify the FAD.*

J. *Verify the SIGNAL CD.*
K. *Verify the Media & Status CD.*
L. *Verify the ADVICE CD.*
M. *Verify the APO OFFICE NAME.*
N. *Verify the APO NAME.*
O. *Verify the APO ADDRESS 1.*
P. *Verify the APO ADDRESS 2.*
Q. *Verify the APO CITY.*
R. *Verify the APO ZIP CD.*
S. *Verify the LAST ACTIVITY DT.*
T. *Verify the LAST UPDTD BY.*
U. *Verify the ORG ID.*
V. *Verify the Phasing Status.*
W. *Verify the BPU.*
X. *Verify the UIC.*
Y. *Verify the SITE ID.*
Z. *Verify the Force Element.*
AA. *Verify the MAJOR CMD CD.*
AB. *Verify the INSTL CD.*
AC. *Verify the REAL PRTY ORG CD.*
AD. *Verify the PROJECT CD.*
AE. *Verify the RP INST CD.*
AF. *Verify the DISTRIBUTION CD.*
AG. *Verify the APO OFFICE ID.*
AH. *Verify the APO PHONE NBR.*
AI. *Verify the APO EMAIL ADDR.*
AJ. *Verify the APO STATE.*
AK. *Verify the APO COUNTRY CD.*
AL. *Verify the ESTBD DT.*
AM. *Verify the ESTBD BY.*
AN. *Verify the Unit Kind CD.*

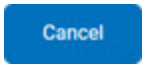
AO. *Verify the ASL.*

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.

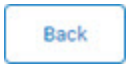
Select the DoDAAC/CAGE Cd Tab. *The* ***UIC Inquiry DoDAAC/CAGE Cd Detail*** *page appears.*

4. OR

Select the System Settings Tab. *The* ***UIC Inquiry System Settings Detail*** *page appears.*

Select  . *The* ***UIC Inquiry — Criteria*** *page appears*.

5. 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a UIC Inquiry — Criteria
- Search for a UIC Inquiry — Results
- Select Fields for the UIC Inquiry
- View the UIC Inquiry Detail — DoDAAC/CAGE Cd
- View the UIC Inquiry Detail — System Settings
- View the UIC Inquiry Transaction Status
- Export the UIC Inquiry Transaction Status Report

View the UIC Inquiry DoDAAC/CAGE Cd Detail

Overview

The UIC Inquiry DoDAAC/CAGE Cd Detail process displays the DoDAAC/CAGE Cd Detail record of the selected UIC.

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

Page Fields

The following fields display on the **UIC Inquiry DoDAAC/CAGE Cd Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

UIC Inquiry DoDAAC/CAGE Cd Detail Grid

UIC
DoDAAC/CAGE Cd
Type Cd
Transfer via iRAPT
940R CMOS
865S Ship Confirm
527D DWK GCSS Army

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

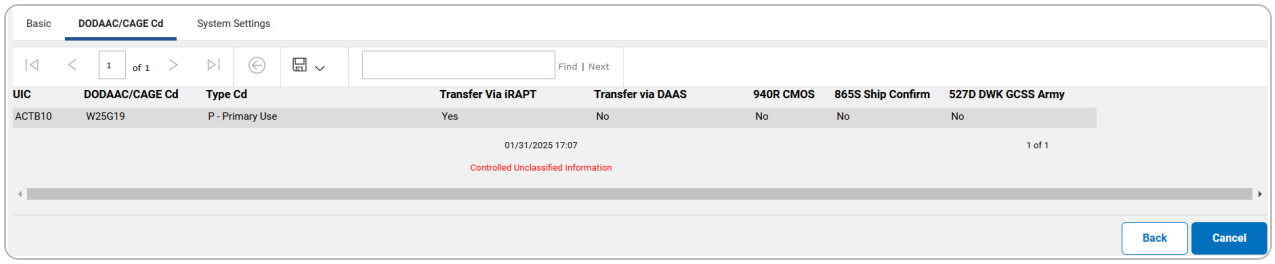
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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.*



   A. *Verify the UIC.*
   B. *Verify the DoDAAC/CAGE Cd.*
   C. *Verify the Type Cd.*
   D. *Verify the Transfer via iRAPT.*
   E. *Verify the Transfer via DAAS.*
   F. *Verify the 940R CMOS.*
   G. *Verify the 865S Ship Confirm.*
   H. *Verify the 527D DWK GCSS Army.*

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 Basic Tab. *The* ***UIC Inquiry Basic Detail*** *page appears.*

   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 Back. *The **UIC Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a UIC Inquiry — Criteria
- Search for a UIC Inquiry — Results
- Select Fields for the UIC Inquiry
- View the UIC Inquiry Detail — Basic
- View the UIC Inquiry Detail — System Settings

- View the UIC Inquiry Transaction Status
- Export the UIC Inquiry Transaction Status Report

View the UIC Inquiry System Settings Detail

Overview

The UIC Inquiry System Settings Detail process displays the System Settings Detail record of the selected UIC.

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

Page Fields

The following fields display on the **UIC Inquiry System Settings Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

UIC Inquiry System Settings Detail Grid

UIC
Sys Type Cd
System Settings

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

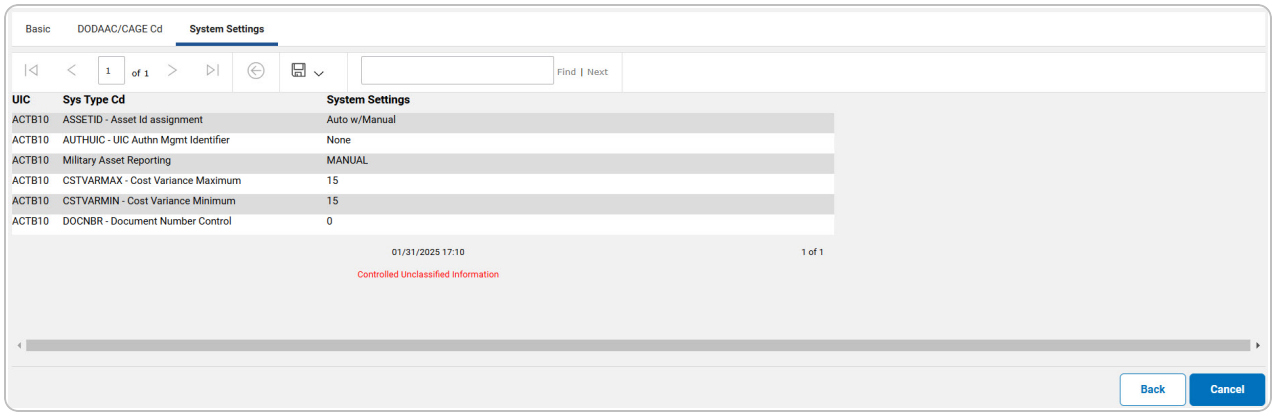
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

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.*



   A. *Verify the UIC.*
   B. *Verify the SYS TYPE CD.*
   C. *Verify the System Settings.*

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 Basic Tab. *The* ***UIC Inquiry Basic Detail*** *page appears.*

   OR

   Select the DODAAC/CAGE CD Tab. *The* ***UIC Inquiry DoDAAC/CAGE Cd Detail*** *page appears.*

5. Select Cancel. *The **UIC Inquiry — Criteria** page appears.*

   OR

   Select Back. *The **UIC Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a UIC Inquiry — Criteria
- Search for a UIC Inquiry — Results
- Select Fields for the UIC Inquiry
- View the UIC Inquiry Detail — Basic
- View the UIC Inquiry Detail — DoDAAC/CAGE Cd
- View the UIC Inquiry Transaction Status
- Export the UIC Inquiry Transaction Status Report

View the UIC Inquiry Transaction Status

Overview

The UIC Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data > UIC > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > UIC Inquiry Transaction Status page

Page Fields

The following fields display on the **UIC Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

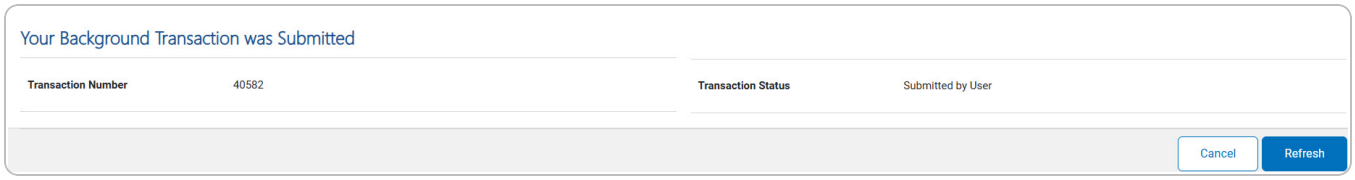
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

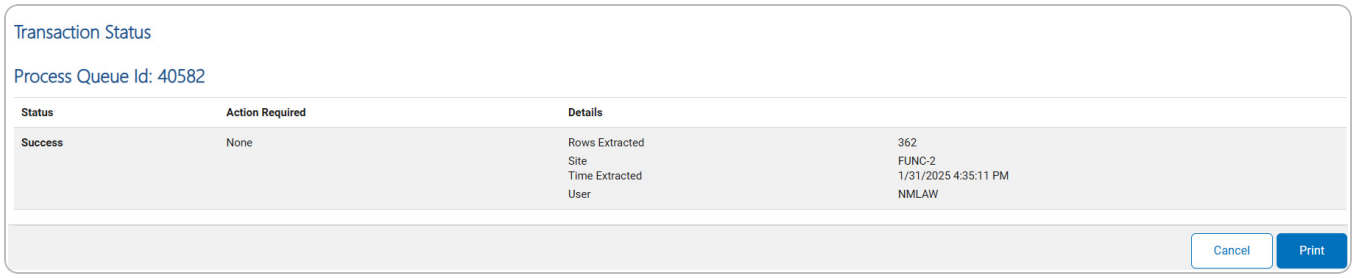
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the UIC Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the UIC Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***UIC Inquiry Search Criteria*** *page appears*.

View the UIC Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*

4. Select Print. *The **UIC Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a UIC Inquiry — Criteria
- Search for a UIC Inquiry — Results
- Select Fields for the UIC Inquiry
- View the UIC Inquiry Detail — Basic
- View the UIC Inquiry Detail — DoDAAC/CAGE Cd
- View the UIC Inquiry Detail — System Settings
- Export the UIC Inquiry Transaction Status Report

Export the UIC Inquiry Transaction Status

Overview

The UIC Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > UIC > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > UIC Inquiry Transaction Status Export page

Page Fields

The following fields display on the **UIC Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

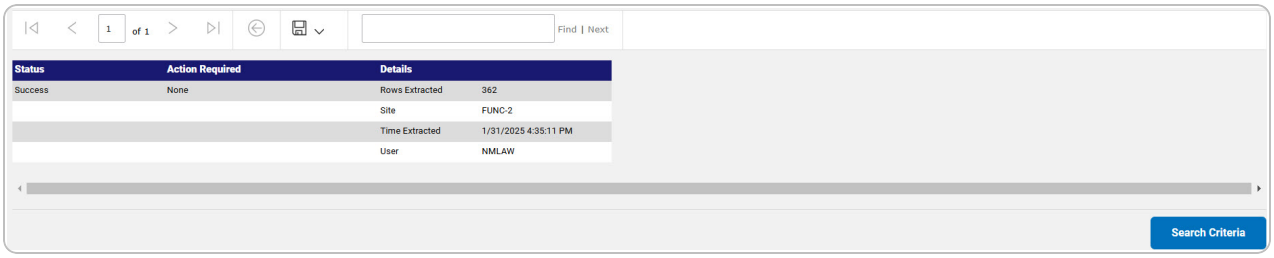
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the UIC Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The **UIC Inquiry Search Criteria** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **UIC Inquiry Search Criteria** page appears.*

Related Topics

- Search for a UIC Inquiry — Criteria
- Search for a UIC Inquiry — Results
- Select Fields for the UIC Inquiry
- View the UIC Inquiry Detail — Basic
- View the UIC Inquiry Detail — DoDAAC/CAGE Cd
- View the UIC Inquiry Detail — System Settings
- View the UIC Inquiry Transaction Status

Search for a Cost Center Inquiry — Criteria

Overview

The Property Accountability module Cost Center Inquiry process provides the ability to search for Cost Center records.

Navigation

Inquiries > Master Data > Cost Center > Cost Center Inquiry Search Criteria page

Page Fields

The following fields display on the **Cost Center Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).
xxxx	Select "Show Inquiry" button for Search Results using the

	default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

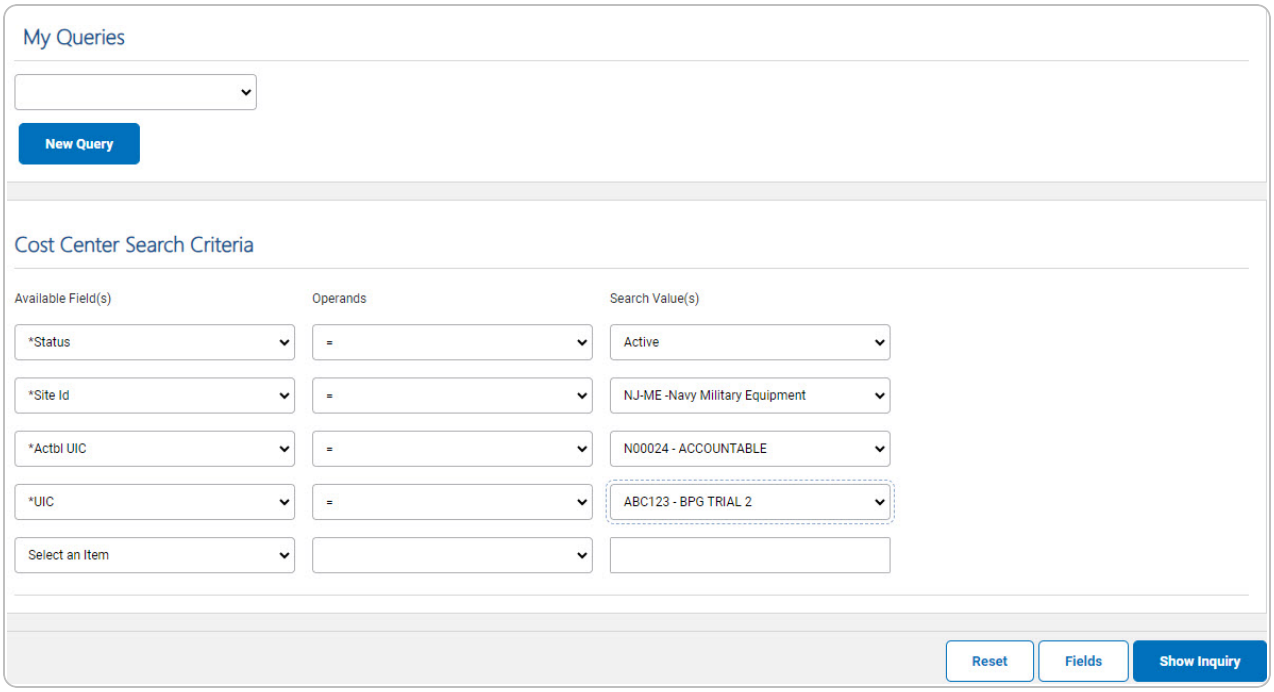
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Cost Center 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. *The first Available Field(s) option (Status) automatically populates and is not editable.*

B. *The second Available Field(s) option (SITE ID) automatically populates and is not editable.*

C. *The third Available Field(s) option (ACTBL UIC) automatically populates and is not editable.*

D. *The fourth Available Field(s) option (UIC) automatically populates and is not editable.*

E. Use ⌄ to select the fifth Available Field.

F. Repeat Step E to add additional search criteria.

Note

Adding another Available Field ⌄ automatically populates an additional search criteria row.

Note

Select Fields 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.

C. Use to select the third Operands.

D. Use to select the fourth Operands.

E. Use to select the fifth Operands.

F. Repeat Step E to add additional search criteria.

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.

C. Use to select the third Search Value.

D. Use to select the fourth Search Value.

E. Use to select the fifth Search Value.

F. Repeat Step E to add additional search criteria.

Remove an Available Field Row

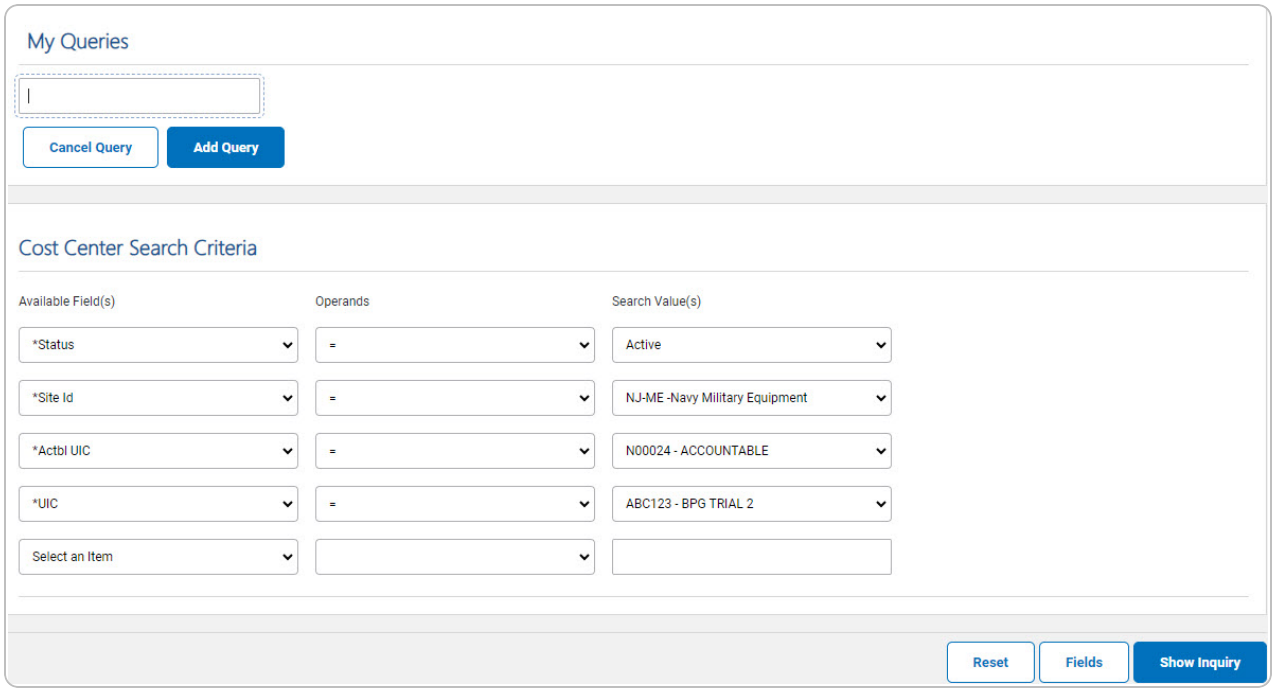
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Cost Center Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select **New Query**. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



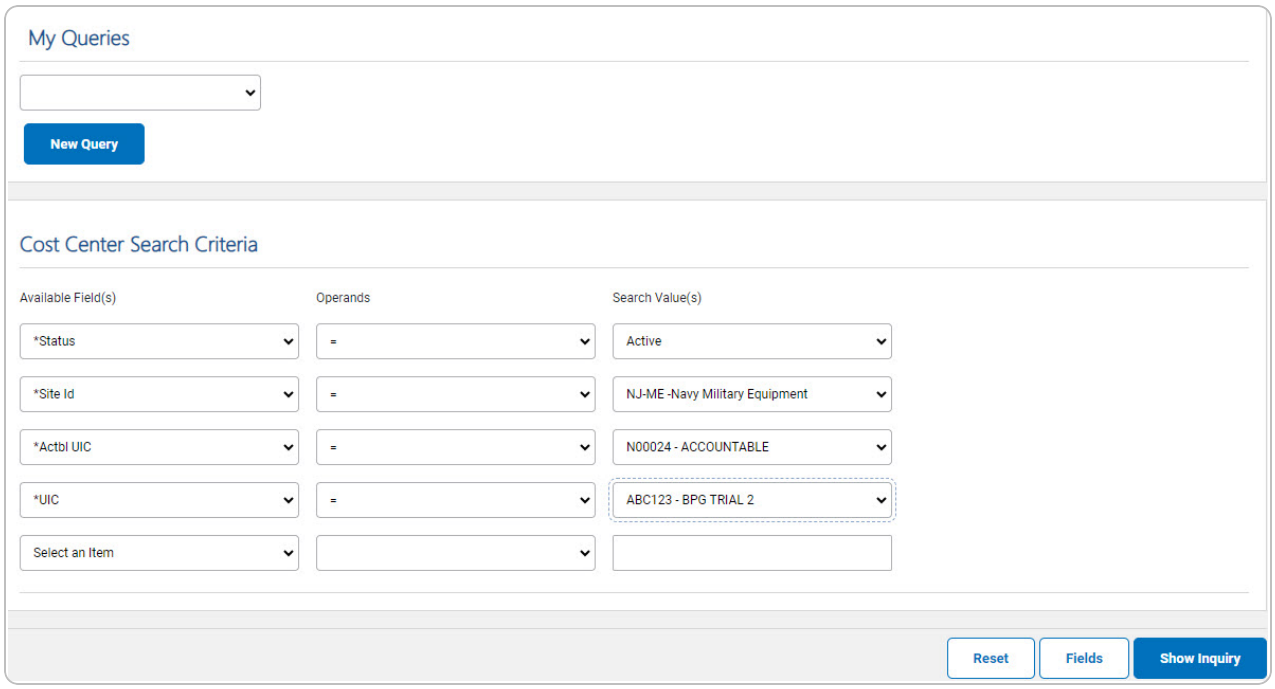
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select **Add Query**. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Cost Center Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Cost Center 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.*



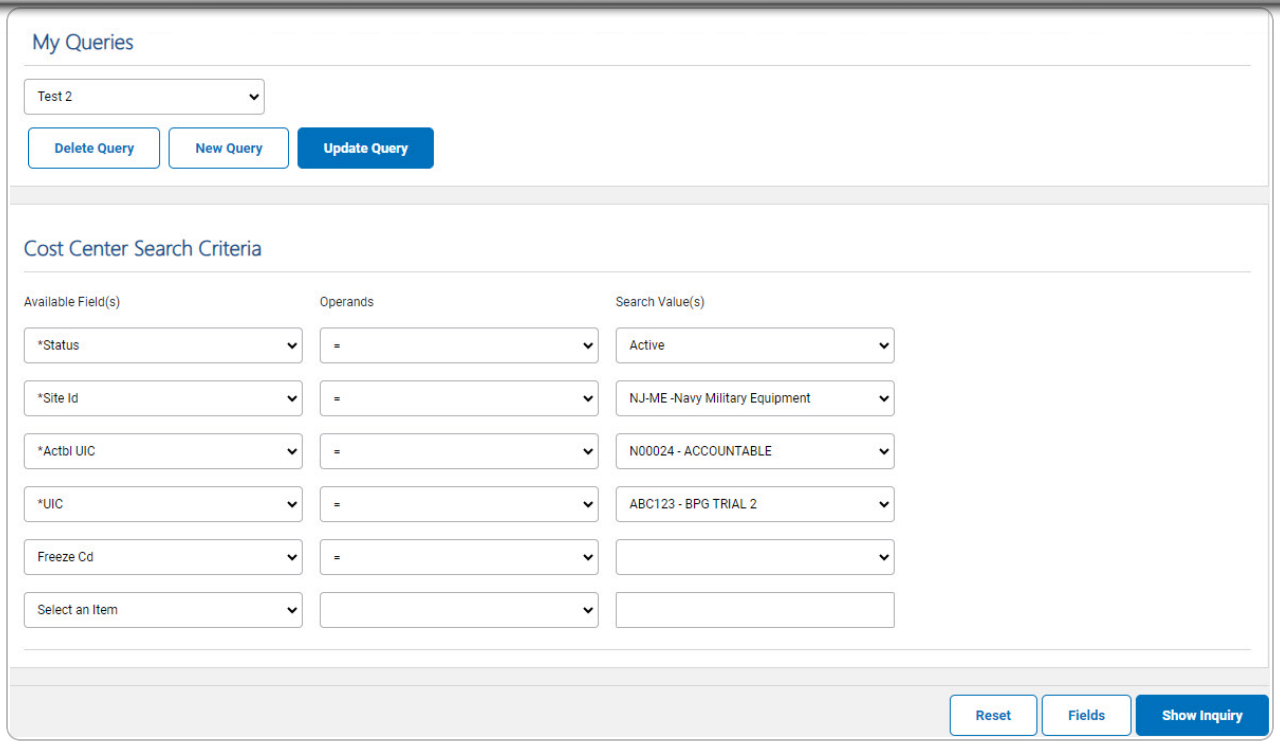
2. Select Fields. *The **Cost Center Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **Cost Center 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

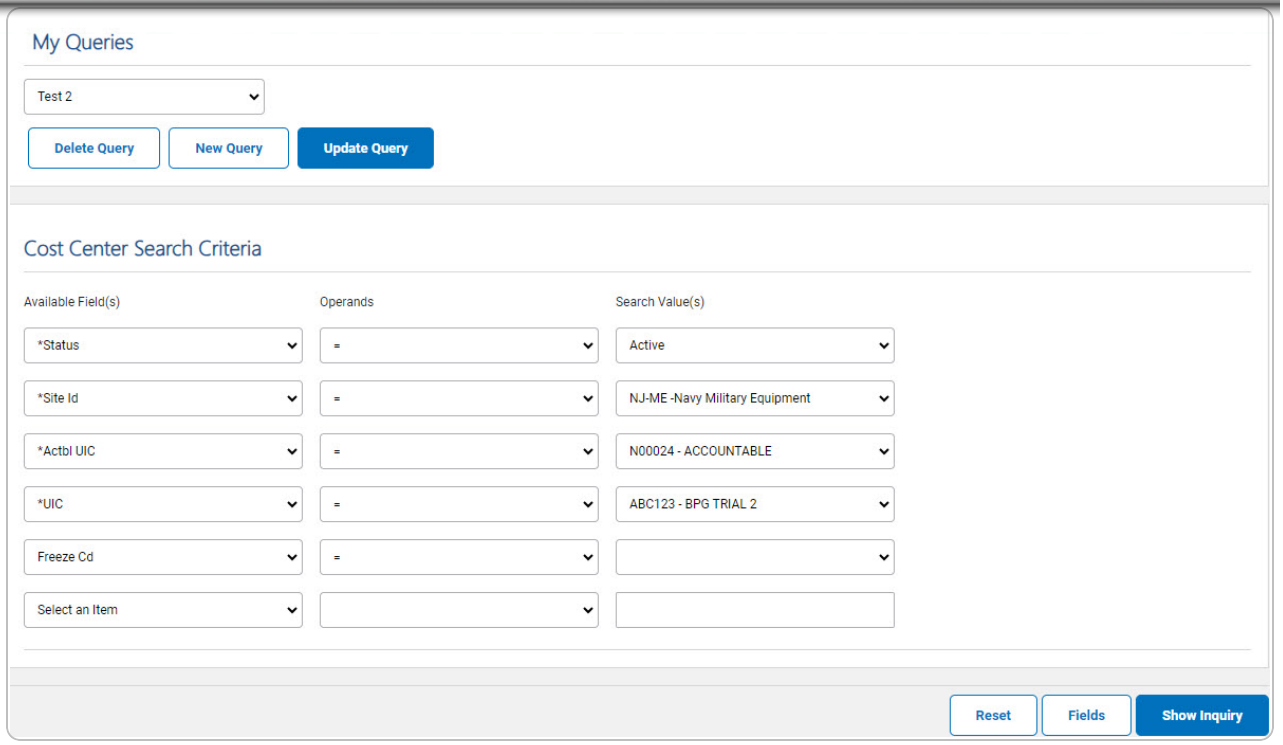
4. Select Fields. *The **Cost Center Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Cost Center 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Cost Center Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search,	Missing Entry. At least one field is necessary to

data must be entered in one or more fields.	perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Cost Center Inquiry — Results
- Select Fields for the Cost Center Inquiry
- View the Cost Center Inquiry Transaction Status
- Export the Cost Center Inquiry Transaction Status

Search for a Cost Center Inquiry — Results

Overview

The Cost Center Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > Cost Center > Search Criteria > Show Inquiry > Cost Center Inquiry Search Results page

Page Fields

The following fields display on the **Cost Center Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

UIC
Cost Center
Owng Cost Center
Fndng Cost Center
Deprn Cost Center

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

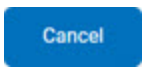
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

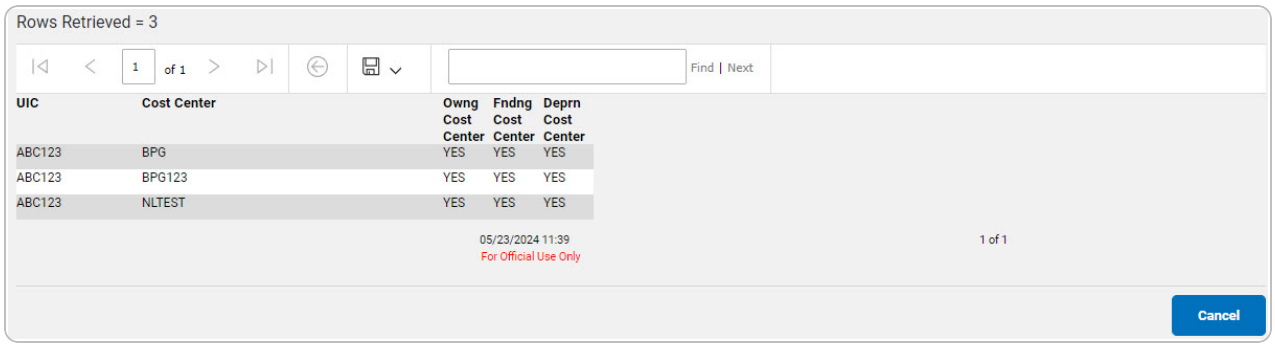
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Cost Center Inquiry Results

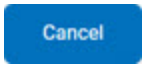
Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



Note

To reach the optional fields, refer to the Cost Center Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select  . *The* ***Cost Center Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a Cost Center Inquiry — Criteria
- Select Fields for the Cost Center Inquiry
- View the Cost Center Inquiry Transaction Status
- Export the Cost Center Inquiry Transaction Status

Select Fields for the Cost Center Inquiry

Overview

The Cost Center Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > Cost Center > Search Criteria > Fields > Cost Center Inquiry Fields Selection page

Page Fields

The following fields display on the **Cost Center Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

UIC
Cost Center
Owng Cost Center
Fndng Cost Center
Deprn Cost Center

Optional

Actbl UIC
Agency Cd
Agency Name
Cost Center Desc
Cost Center Id

End Dt
Estbd By
Estbd Dt
Freeze Cd
Intrf Sys Cd
Last Updtd By
Last Updtd Dt
Site Id
Site Name
Start Dt
Status
UIC Name

Procedures

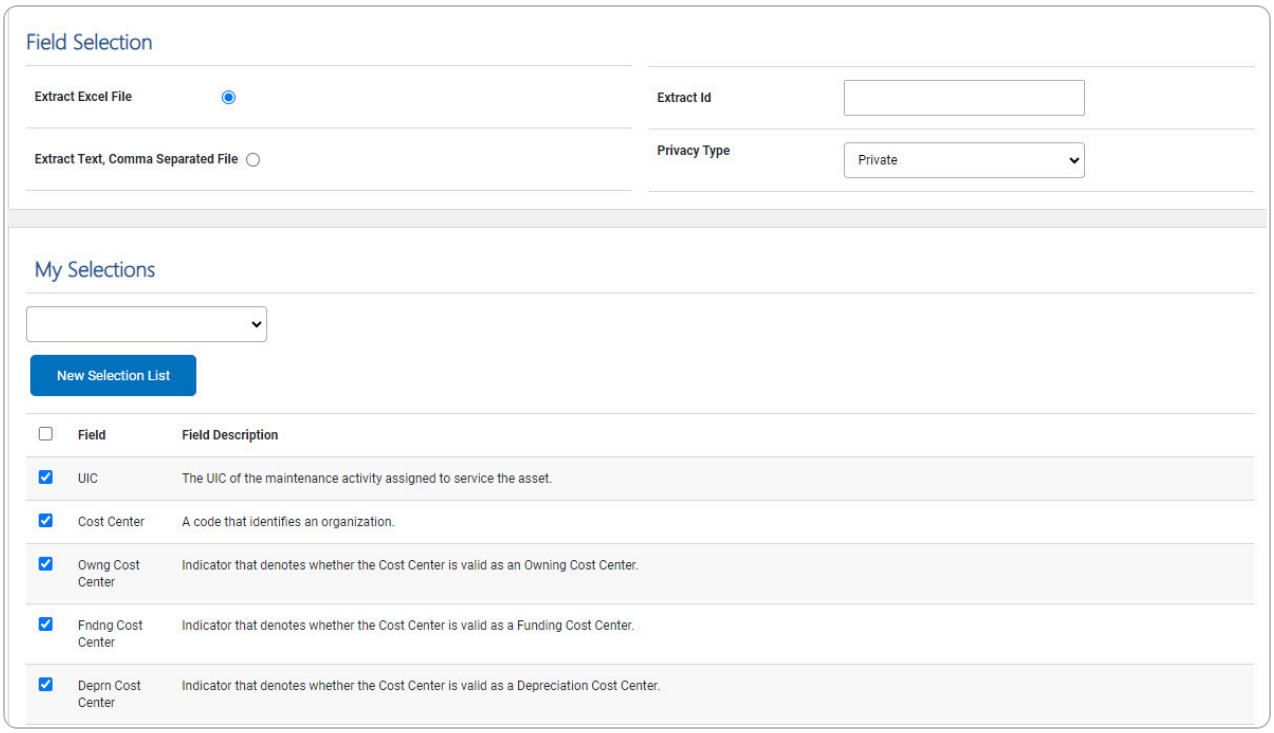
ELMS Navigation Helpful Tips

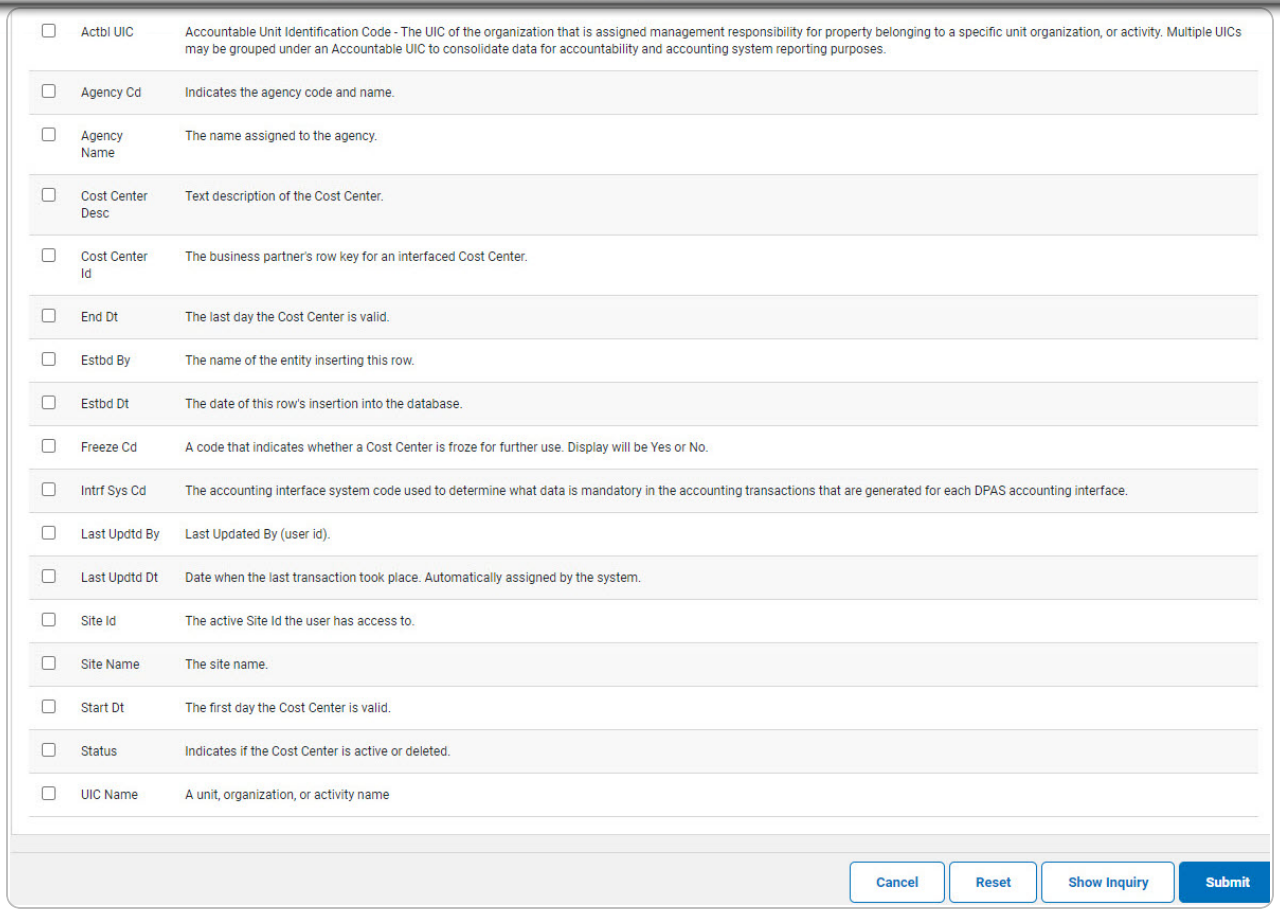
Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **Cost Center Inquiry** page appears.*





☐	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.
☐	Agency Cd	Indicates the agency code and name.
☐	Agency Name	The name assigned to the agency.
☐	Cost Center Desc	Text description of the Cost Center.
☐	Cost Center Id	The business partner's row key for an interfaced Cost Center.
☐	End Dt	The last day the Cost Center is valid.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date of this row's insertion into the database.
☐	Freeze Cd	A code that indicates whether a Cost Center is froze for further use. Display will be Yes or No.
☐	Intrf Sys Cd	The accounting interface system code used to determine what data is mandatory in the accounting transactions that are generated for each DPAS accounting interface.
☐	Last Updtd By	Last Updated By (user id).
☐	Last Updtd Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Site Id	The active Site Id the user has access to.
☐	Site Name	The site name.
☐	Start Dt	The first day the Cost Center is valid.
☐	Status	Indicates if the Cost Center is active or deleted.
☐	UIC Name	A unit, organization, or activity name

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

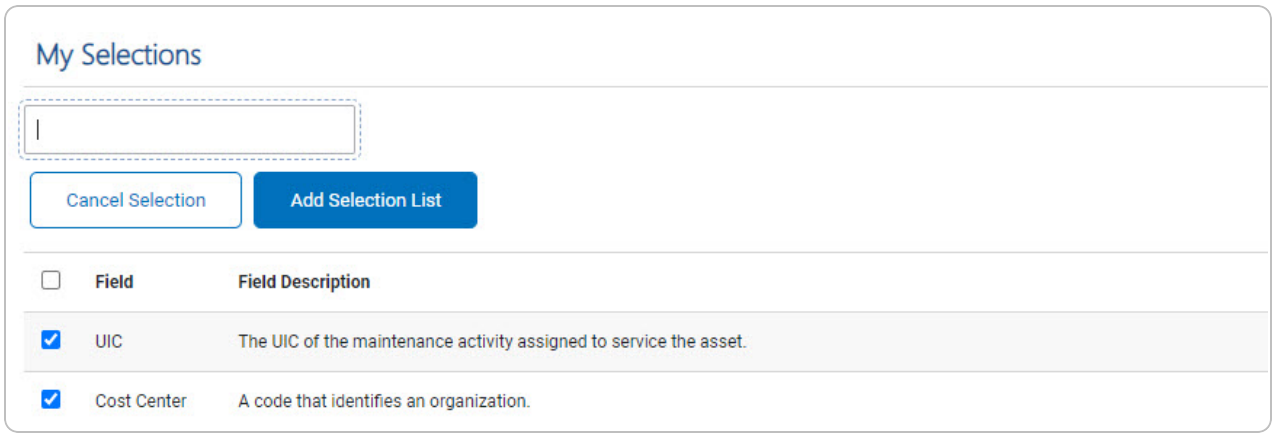
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

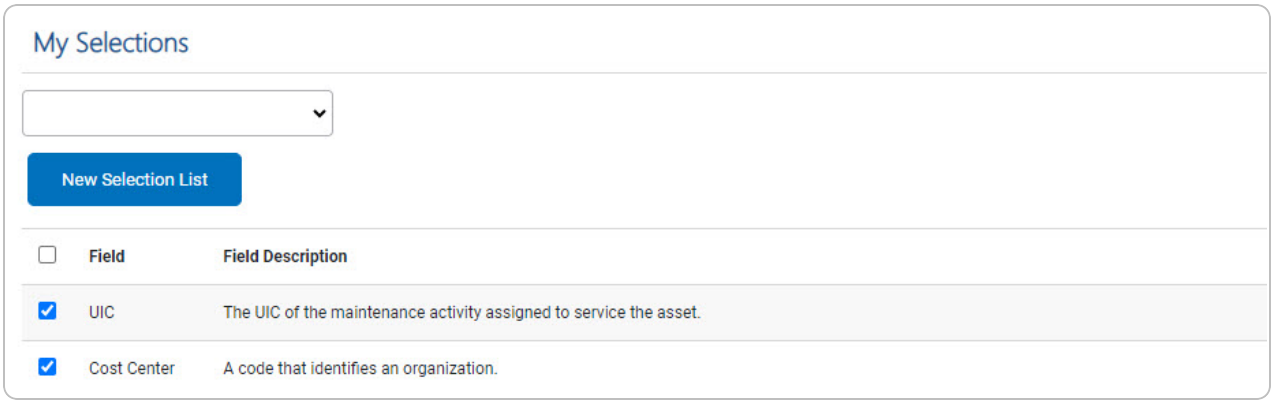
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Cost Center Inquiry — Results*** *page appears.*
5. **OR**

   Select Submit for large volumes of data. *The* ***Cost Center Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



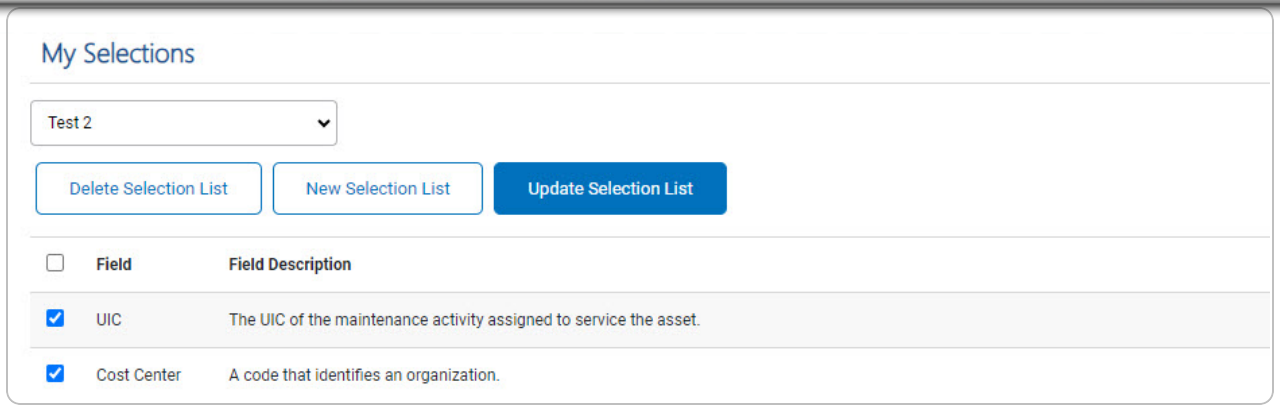
2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The **Cost Center Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Cost Center 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



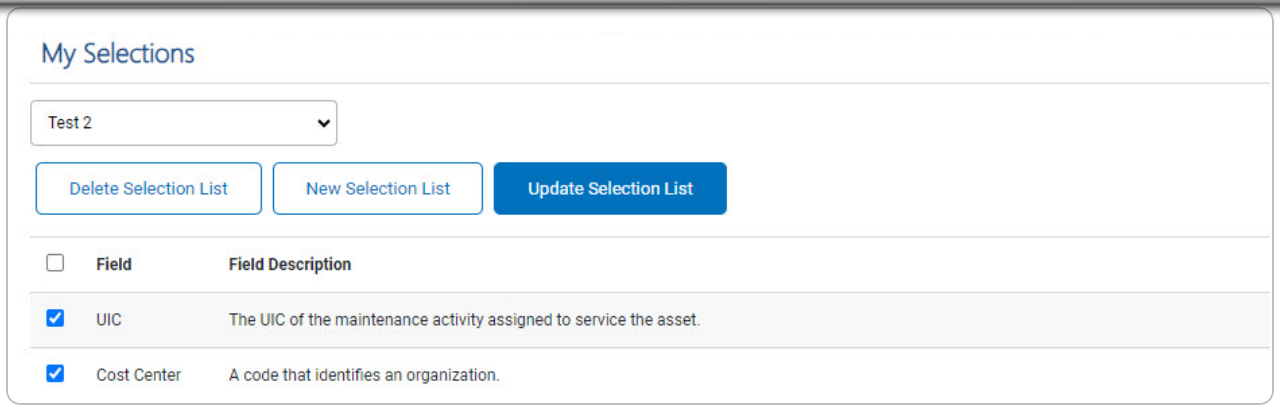
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Cost Center Inquiry — Results*** *page appears.*
4. **OR**

   Select Submit for large volumes of data. *The* ***Cost Center 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.

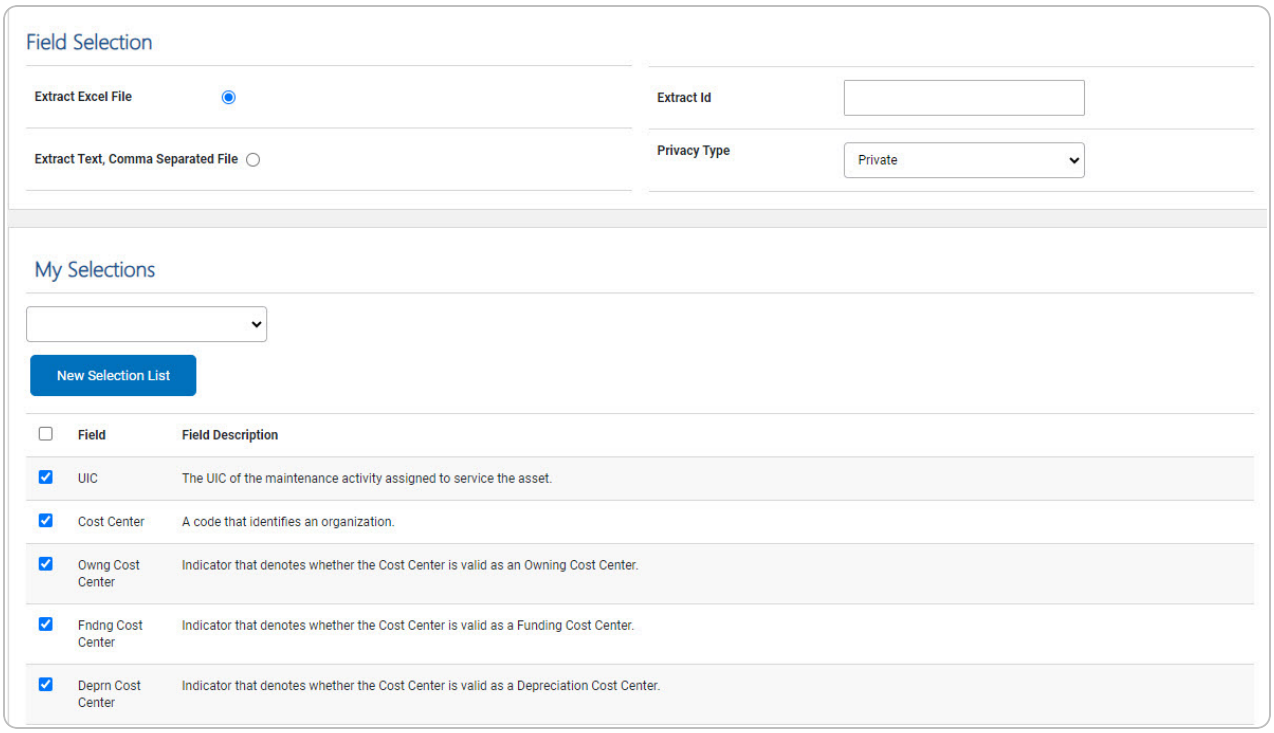


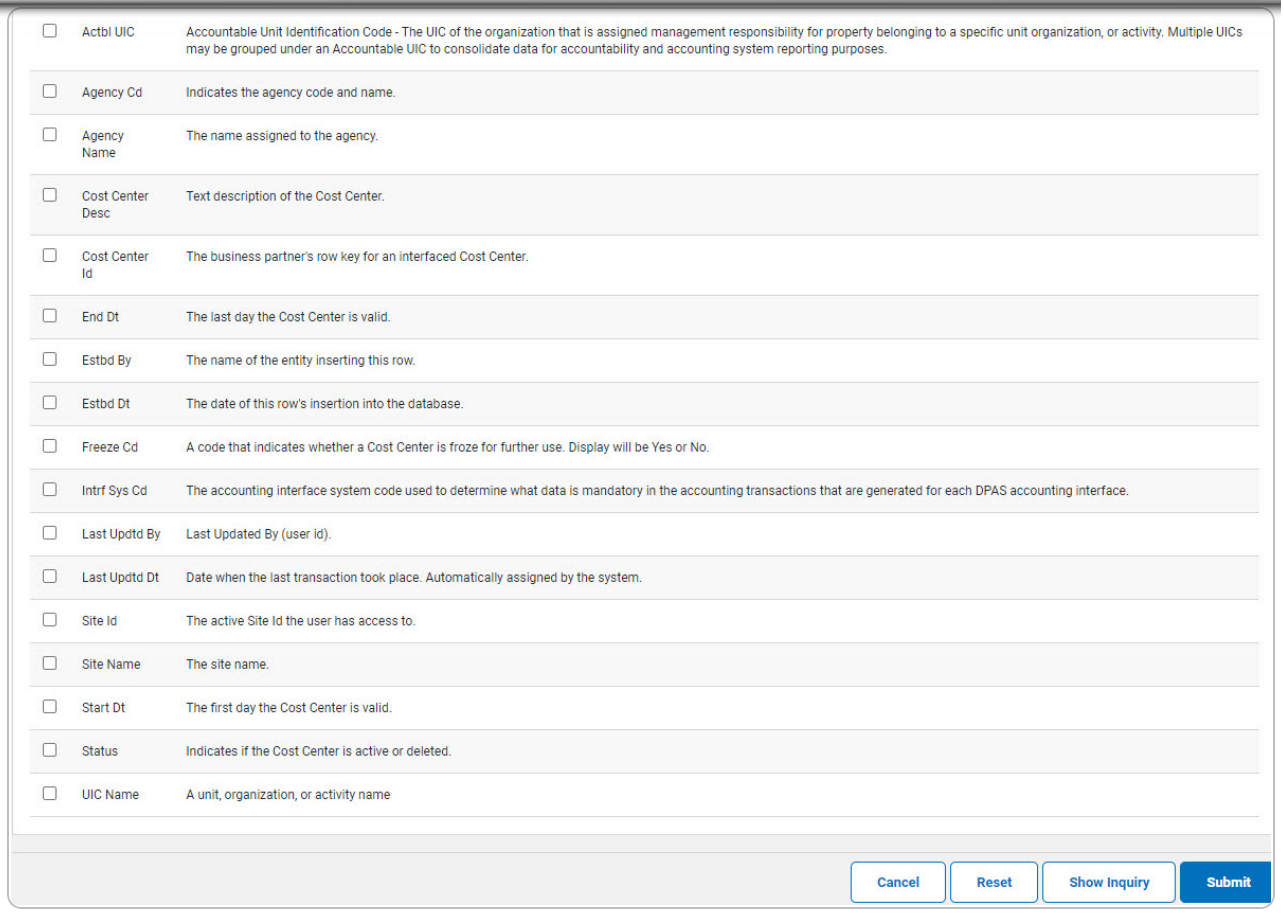
2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Cost Center Inquiry** page appears.*





☐	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.
☐	Agency Cd	Indicates the agency code and name.
☐	Agency Name	The name assigned to the agency.
☐	Cost Center Desc	Text description of the Cost Center.
☐	Cost Center Id	The business partner's row key for an interfaced Cost Center.
☐	End Dt	The last day the Cost Center is valid.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date of this row's insertion into the database.
☐	Freeze Cd	A code that indicates whether a Cost Center is froze for further use. Display will be Yes or No.
☐	Intrf Sys Cd	The accounting interface system code used to determine what data is mandatory in the accounting transactions that are generated for each DPAS accounting interface.
☐	Last Updtd By	Last Updated By (user id).
☐	Last Updtd Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Site Id	The active Site Id the user has access to.
☐	Site Name	The site name.
☐	Start Dt	The first day the Cost Center is valid.
☐	Status	Indicates if the Cost Center is active or deleted.
☐	UIC Name	A unit, organization, or activity name

Cancel Reset Show Inquiry Submit

2. Select the fields required for the inquiry. *The first 5 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.

- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the Cost Center contains the appropriate ☑ or ☐. *Select if the inquiry contains a Cost Center.*

- Verify the OWNG COST CENTER contains the appropriate ☑ or ☐. *Select if the inquiry contains an Owning Cost Center.*
- Verify the FNDNG COST CENTER contains the appropriate ☑ or ☐. *Select if the inquiry contains a Funding Cost Center.*
- Verify the DEPRN COST CENTER contains the appropriate ☑ or ☐. *Select if the inquiry contains a Depreciation Cost Center.*
- Click ☐ to select the ACTBL UIC. *Select if the inquiry contains an Accountable Unit Identification Code.*
- Click ☐ to select the AGENCY CD. *Select if the inquiry contains an Agency Code.*
- Click ☐ to select the Cost Center DESC. *Select if the inquiry contains a Cost Center Description.*
- Click ☐ to select the Cost Center ID. *Select if the inquiry contains a Cost Center Identifier.*
- Click ☐ to select the END DT. *Select if the inquiry contains an End Date.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains Established By information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains Established Date information.*
- Click ☐ to select the Freeze CD. *Select if the inquiry contains a Freeze Code.*
- Click ☐ to select the INTRF SYS CD. *Select if the inquiry contains a Interface System Code.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains Last Updated By information.*

- Click ☐ to select the LAST UPDTD DTt. *Select if the inquiry contains Last Updated Date information.*
- Click ☐ to select the SITE ID. *Select if the inquiry contains Site Identifier information.*
- Click ☐ to select the Site Name. *Select if the inquiry contains a Site Name.*
- Click ☐ to select the START DT. *Select if the inquiry contains a Start Date.*
- Click ☐ to select the Status. *Select if the inquiry contains status information.*
- Click ☐ to select the UIC Name. *Select if the inquiry contains a Unit Identification Code Name.*

Select [Show Inquiry] for small volumes of data. *The* ***Cost Center Inquiry — Results*** *page appears.*

3. **OR**

Select [Submit] for large volumes of data. *The* ***Cost Center Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Cost Center Inquiry — Criteria
- Search for a Cost Center Inquiry — Results
- View the Cost Center Inquiry Transaction Status
- Export the Cost Center Inquiry Transaction Status

View the Cost Center Inquiry Transaction Status

Overview

The Cost Center Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data > Cost Center > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Cost Center Inquiry Transaction Status page

Page Fields

The following fields display on the **Cost Center Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

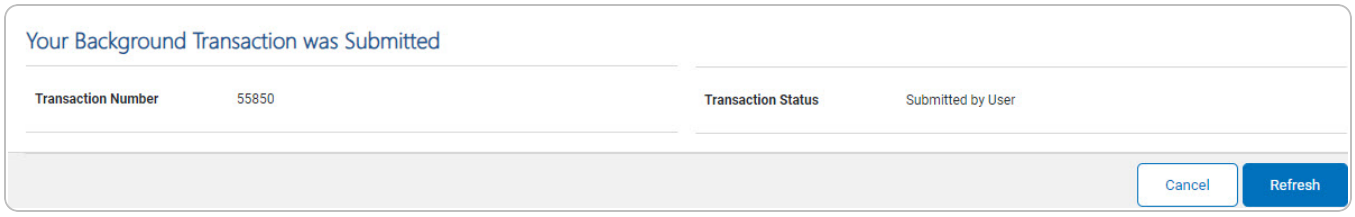
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

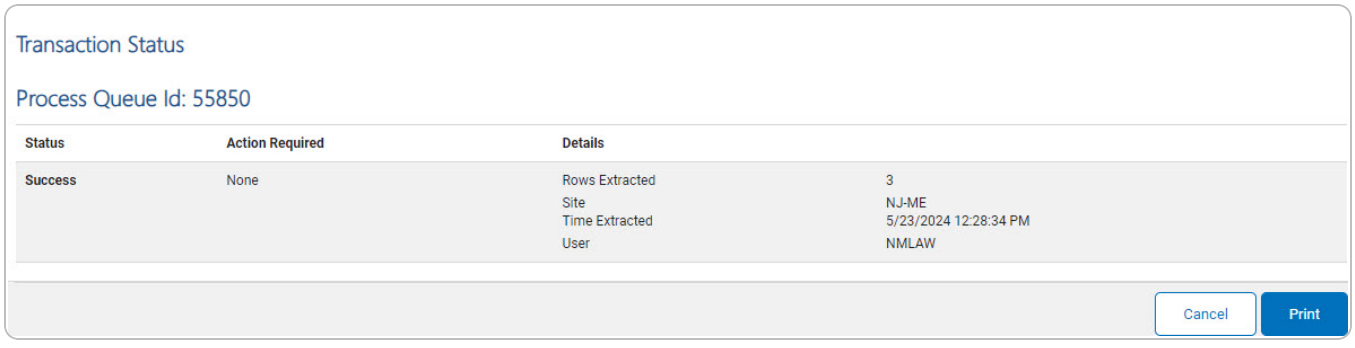
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Cost Center Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Cost Center Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Cost Center Inquiry Search Criteria*** *page appears*.

View the Cost Center Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Cost Center Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Cost Center Inquiry — Criteria
- Search for a Cost Center Inquiry — Results
- Select Fields for the Cost Center Inquiry
- Export the Cost Center Inquiry Transaction Status

Export the Cost Center Inquiry Transaction Status

Overview

The Cost Center Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > Cost Center > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Cost Center Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Cost Center Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

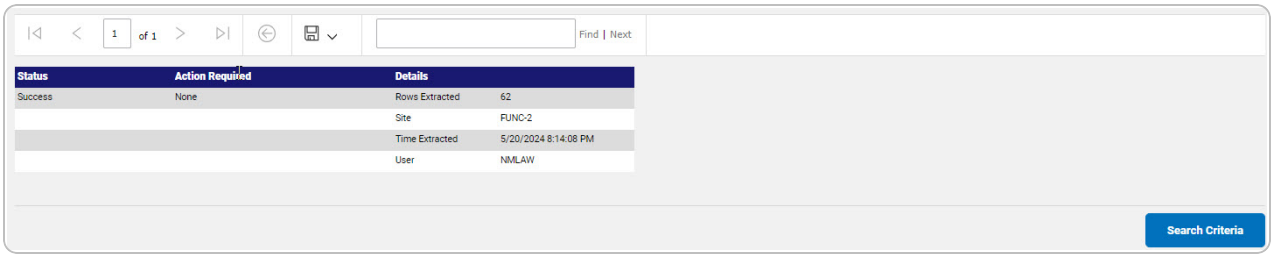
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Cost Center Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The **Cost Center Inquiry Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Cost Center Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Cost Center Inquiry — Criteria
- Search for a Cost Center Inquiry — Results
- Select Fields for the Cost Center Inquiry
- View the Cost Center Inquiry Transaction Status

Search for a Location Inquiry — Criteria

Overview

The Property Accountability module Location Inquiry process provides the ability to search for Location records.

Navigation

Inquiries > Master Data > Location > Location Inquiry Search Criteria page

Page Fields

The following fields display on the **Location Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
24	(*) Asterisk identifies mandatory fields.
56	Select "Like" from selection box for wildcard search.
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

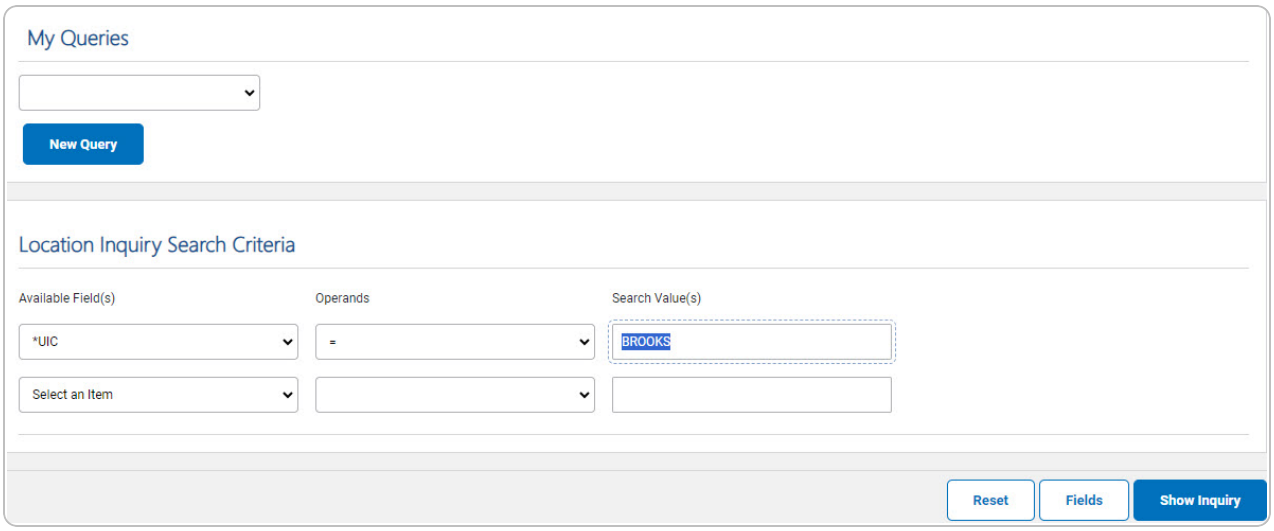
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Location 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. *The first Available Field(s) option (UIC) automatically populates and is not editable.*

B. Use ⌄ to select the second Available Field.

C. Repeat Step B to add additional search criteria.

Note

Adding another Available Field ⌄ automatically populates an additional search criteria row.

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

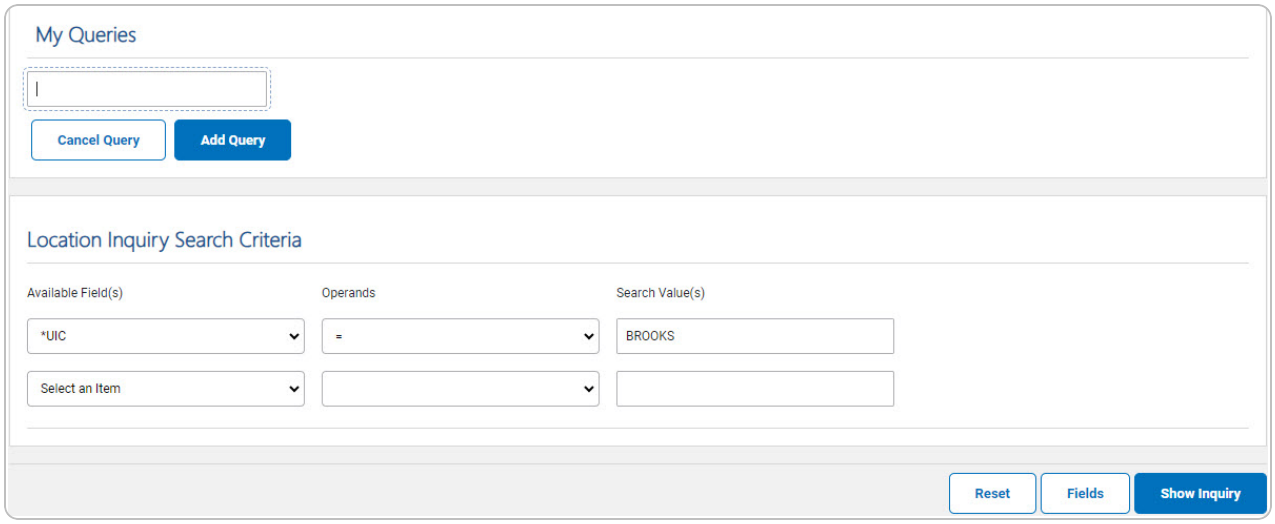
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The* ***Location Inquiry — Results*** *page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



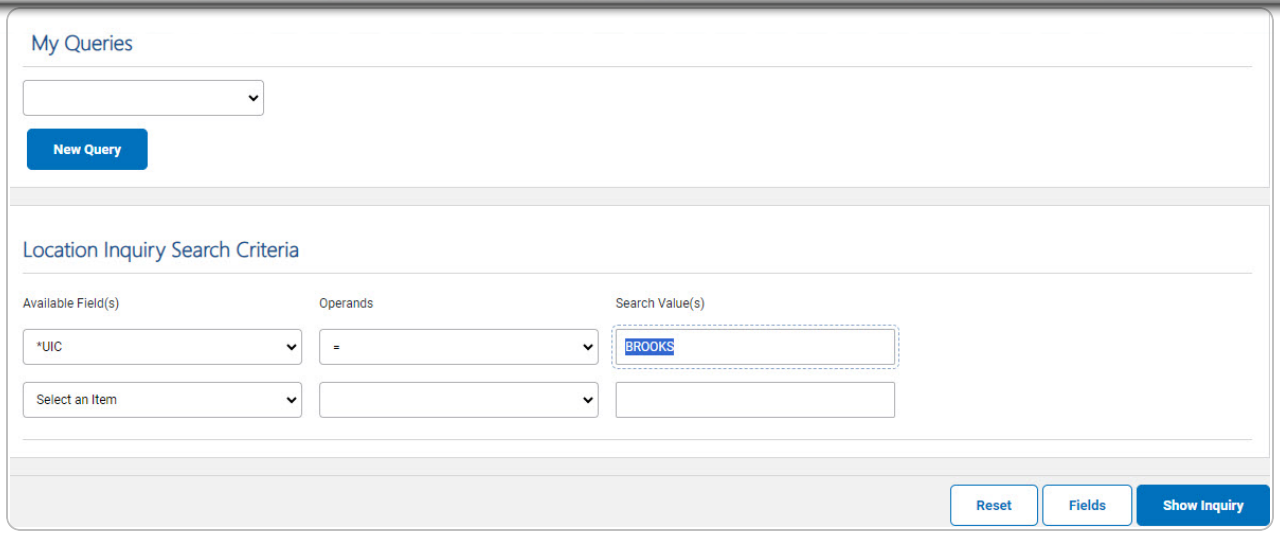
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Location Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Location 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.*



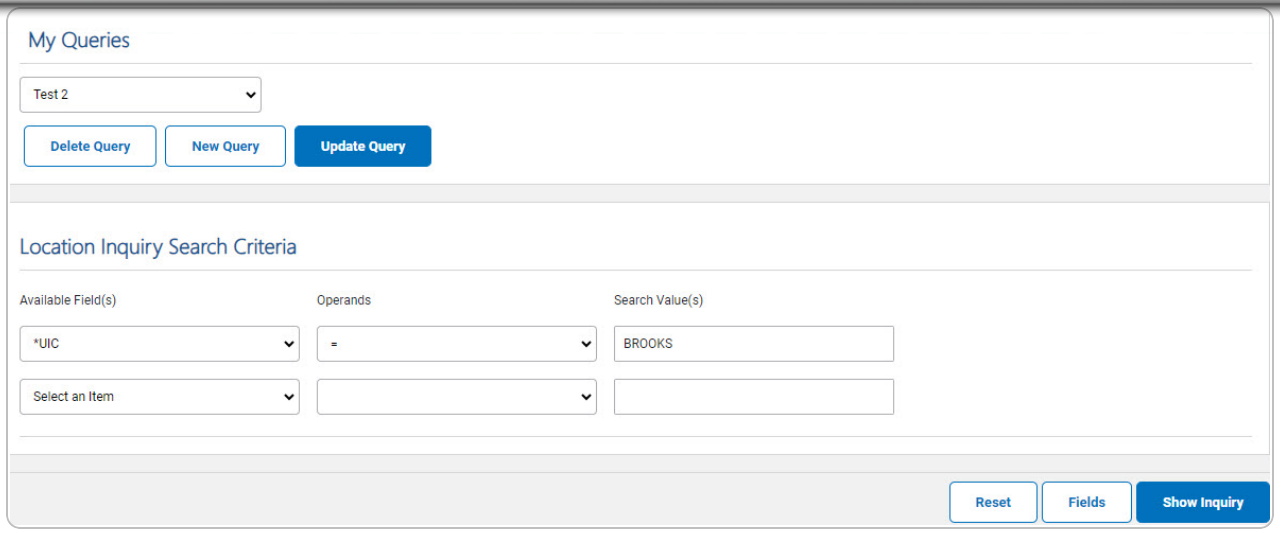
Select Fields. *The* ***Location Inquiry — Select Fields*** *page appears.*

2. OR

Select Show Inquiry. *The* ***Location 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

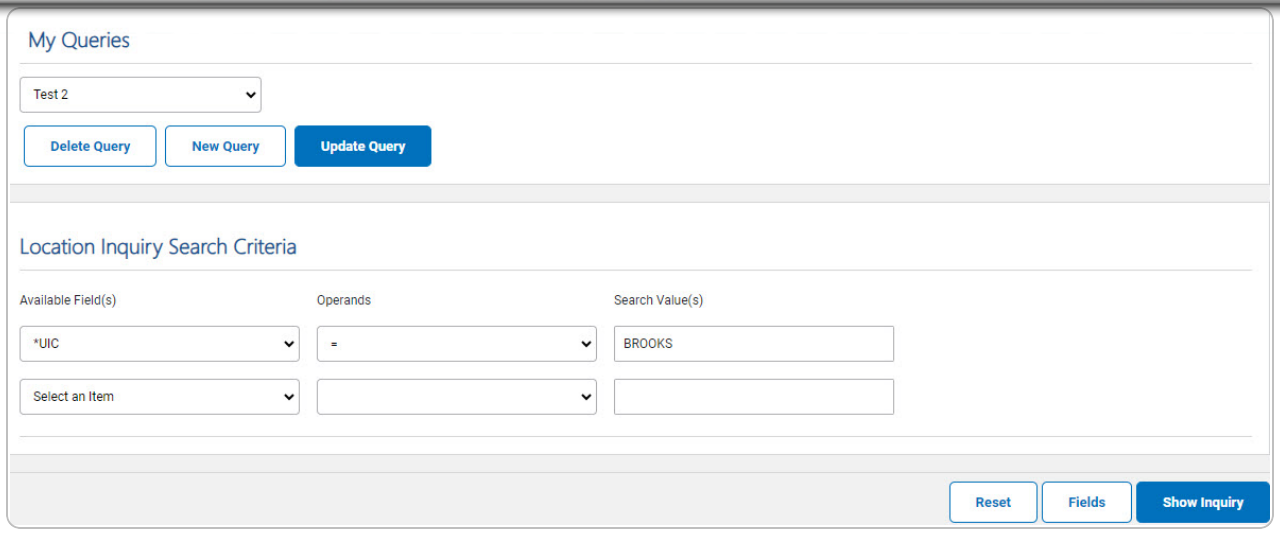
4. Select Fields. *The **Location Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Location 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Location Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Location Inquiry — Results
- Select Fields for the Location Inquiry
- View the Location Inquiry Transaction Status
- Export the Location Inquiry Transaction Status

Search for a Location Inquiry — Results

Overview

The Location Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > Location > Search Criteria > Show Inquiry > Location Inquiry Search Results page

Page Fields

The following fields display on the **Location Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

UIC
Loc
Status

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

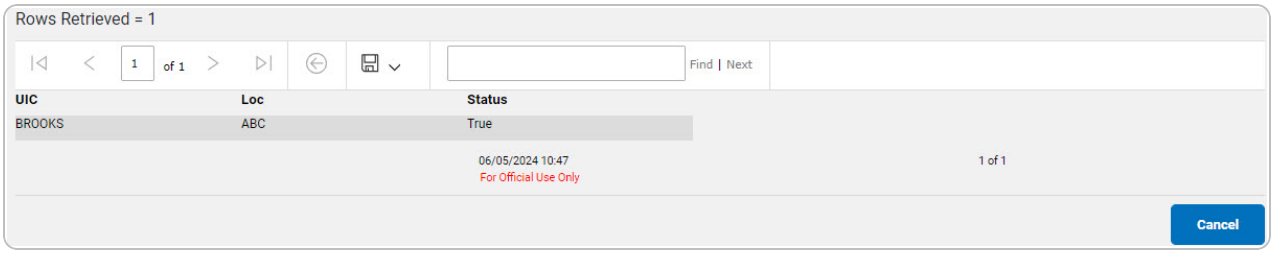
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Location 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.*



Note

To reach the optional fields, refer to the Location Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Location 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Location Inquiry — Criteria
- Select Fields for the Location Inquiry
- View the Location Inquiry Transaction Status
- Export the Location Inquiry Transaction Status

Select Fields for the Location Inquiry

Overview

The Location Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > Location > Search Criteria > Fields > Location Inquiry Fields Selection page

Page Fields

The following fields display on the **Location Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

UIC
Loc
Status

Procedures

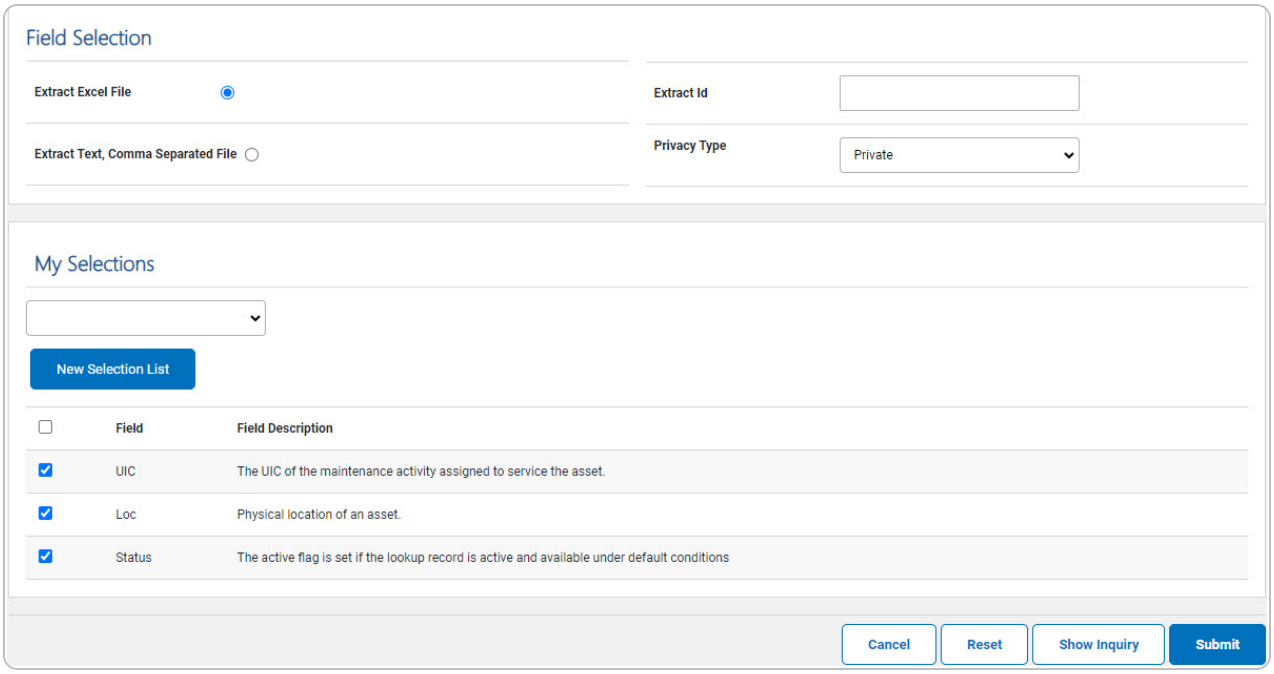
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The* ***Location Inquiry*** *page appears.*



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

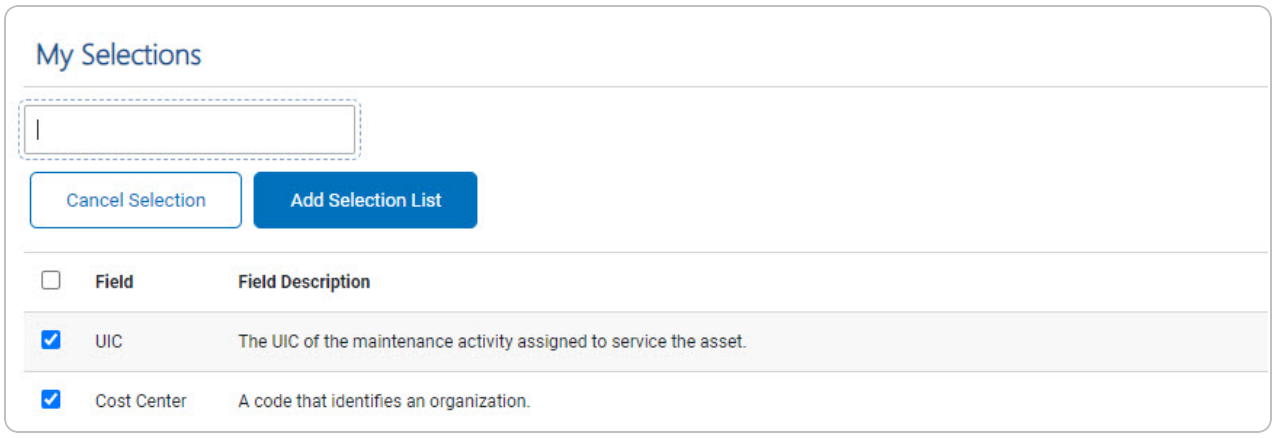
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

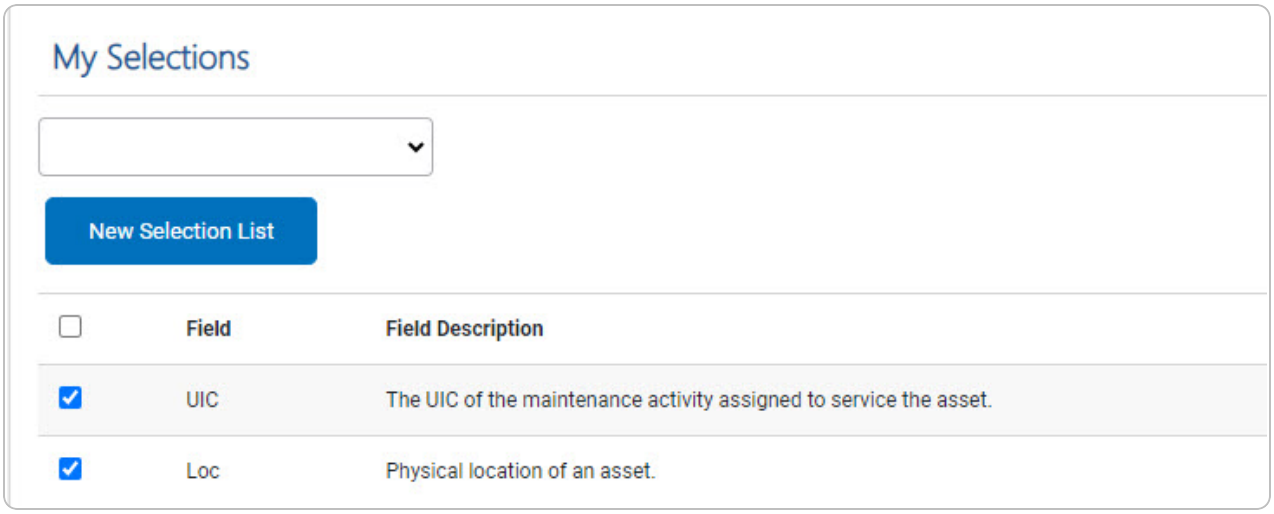
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Location Inquiry — Results*** *page appears.*
5. **OR**

   Select Submit for large volumes of data. *The* ***Location Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



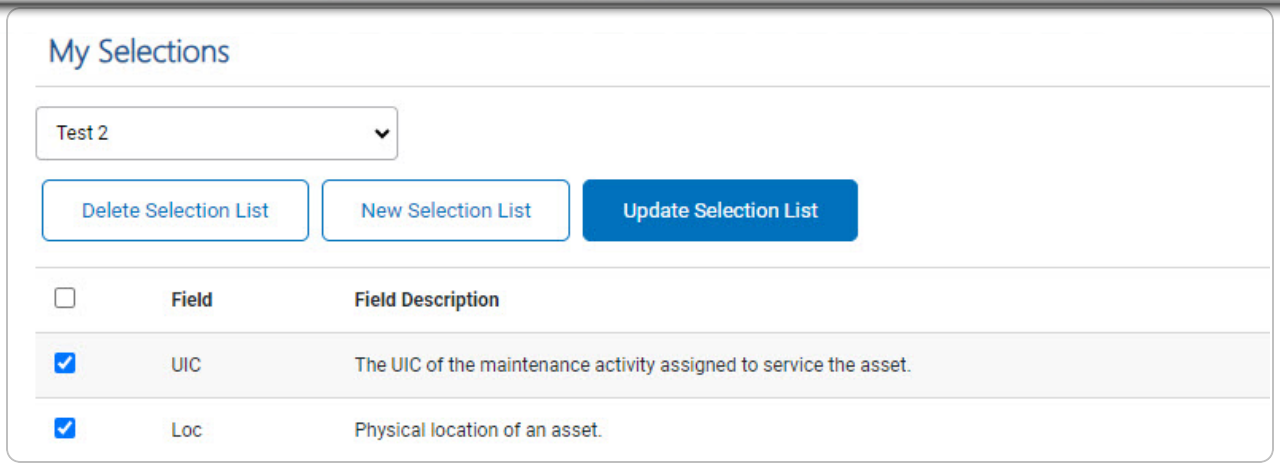
2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The **Location Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Location 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



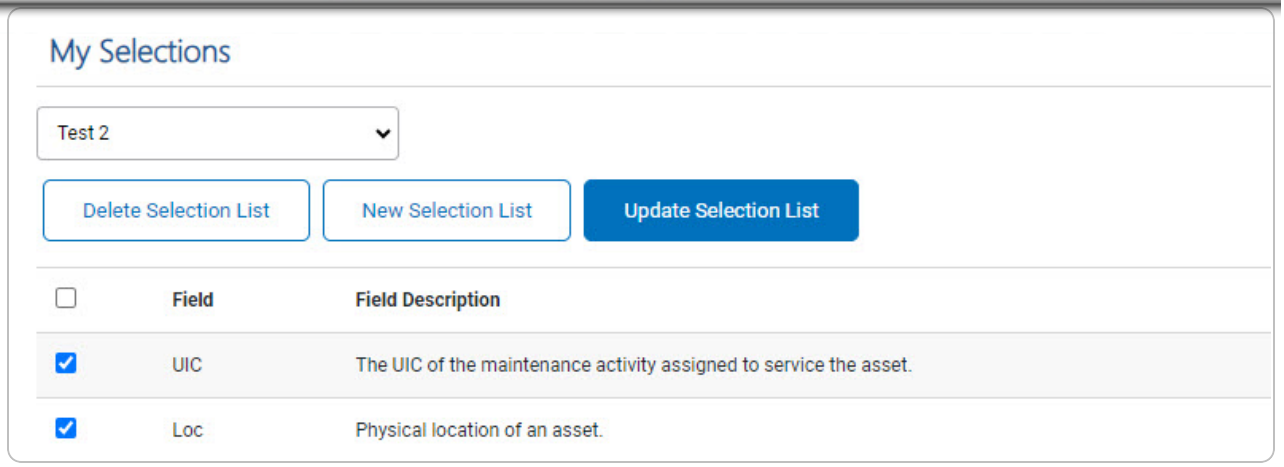
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Location Inquiry — Results*** *page appears.*
4. **OR**

   Select Submit for large volumes of data. *The* ***Location 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.

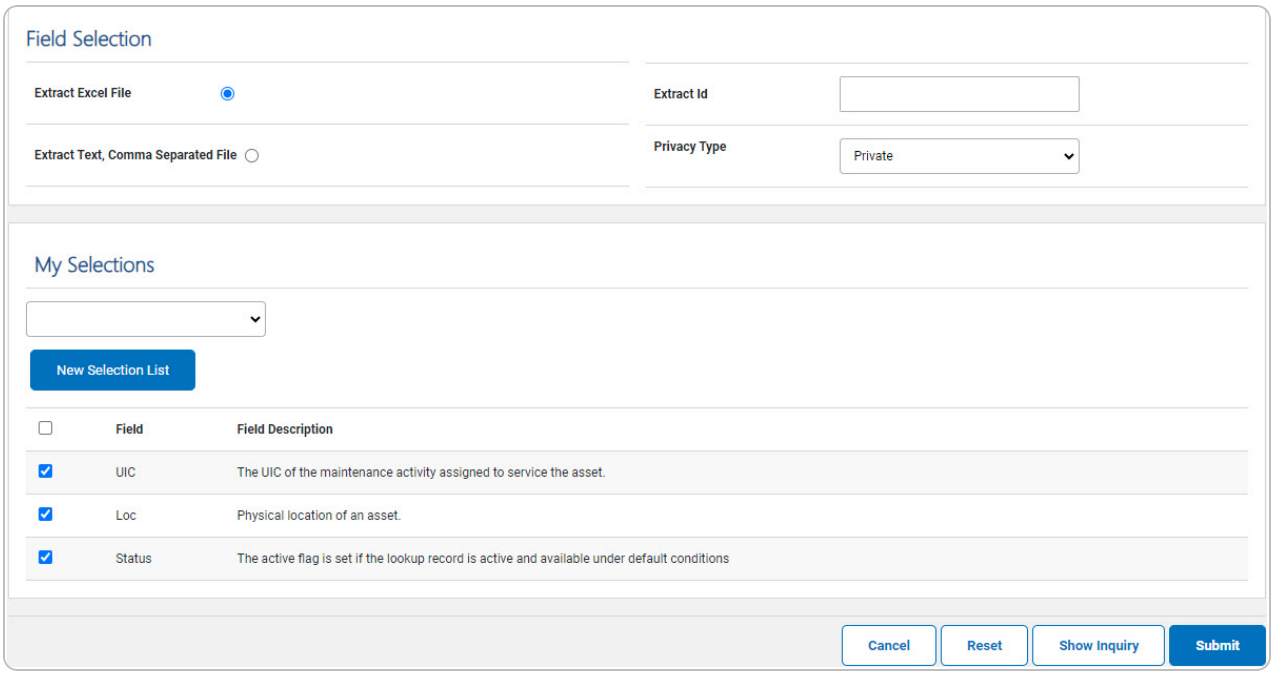


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Location Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 3 fields are automatically selected.*

Note

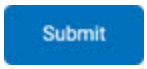
The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the Loc contains the appropriate ☑ or ☐. *Select if the inquiry contains a Location.*
- Verify the Status contains the appropriate ☑ or ☐. *Select if the inquiry contains a Status.*

Select Show Inquiry for small volumes of data. *The **Location Inquiry — Results** page appears.*

3.

OR

Select  for large volumes of data. *The* ***Location Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Location Inquiry — Criteria
- Search for a Location Inquiry — Results
- View the Location Inquiry Transaction Status
- Export the Location Inquiry Transaction Status

View the Location Inquiry Transaction Status

Overview

The Location Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data > Location > Search Criteria > Fields > Fields Selection > Submit > Location Inquiry Transaction Status page

Page Fields

The following fields display on the **Location Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

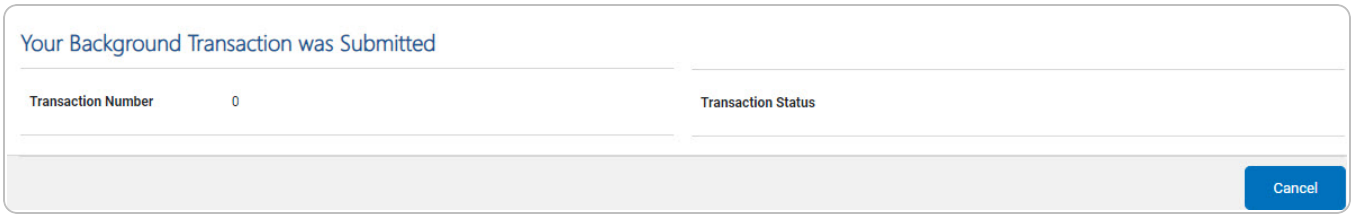
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

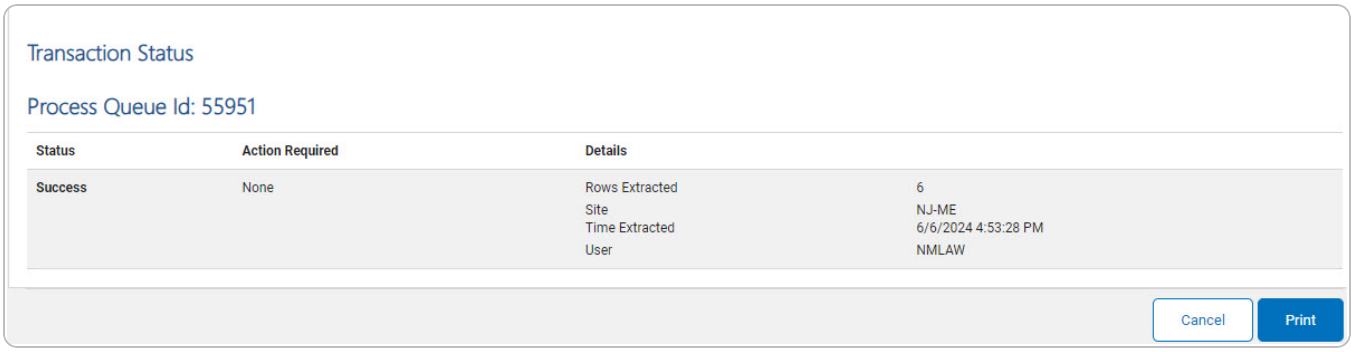
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Location Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Cancel. *The **Location Inquiry Search Criteria** page appears.*

View the Location Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Location Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Location Inquiry — Criteria
- Search for a Location Inquiry — Results
- Select Fields for the Location Inquiry
- Export the Location Inquiry Transaction Status

Export the Location Inquiry Transaction Status

Overview

The Location Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > Location > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Location Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Location Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

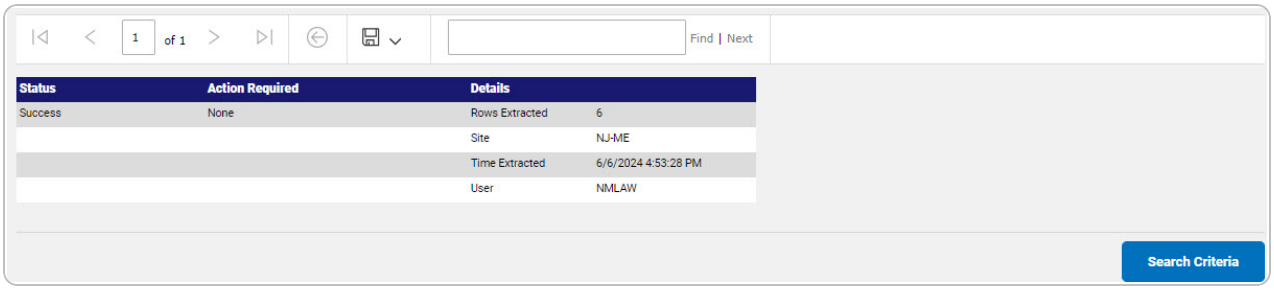
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Location Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The* ***Location Inquiry Search Criteria*** *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Location Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Location Inquiry — Criteria
- Search for a Location Inquiry — Results
- Select Fields for the Location Inquiry
- View the Location Inquiry Transaction Status

Search for a System Identification Inquiry — Criteria

Overview

The Property Accountability module System Identification Inquiry process provides the ability to search for System Identification records.

Navigation

Inquiries > Master Data > System ID > System Identification Inquiry Search Criteria page

Page Fields

The following fields display on the **System Identification Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
24	(*) Asterisk identifies mandatory fields.
56	Select "Like" from selection box for wildcard search.
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

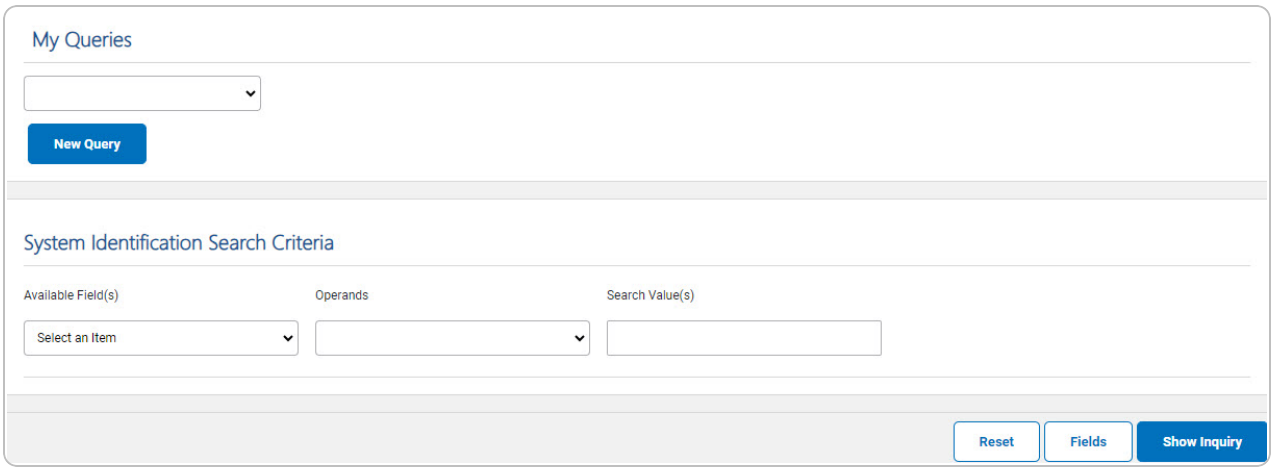
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a System Identification 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.

B. Use ⌄ to select the second Available Field.

C. Repeat Step B to add additional search criteria.

Note

Adding another Available Field ⌄ automatically populates an additional search criteria row.

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

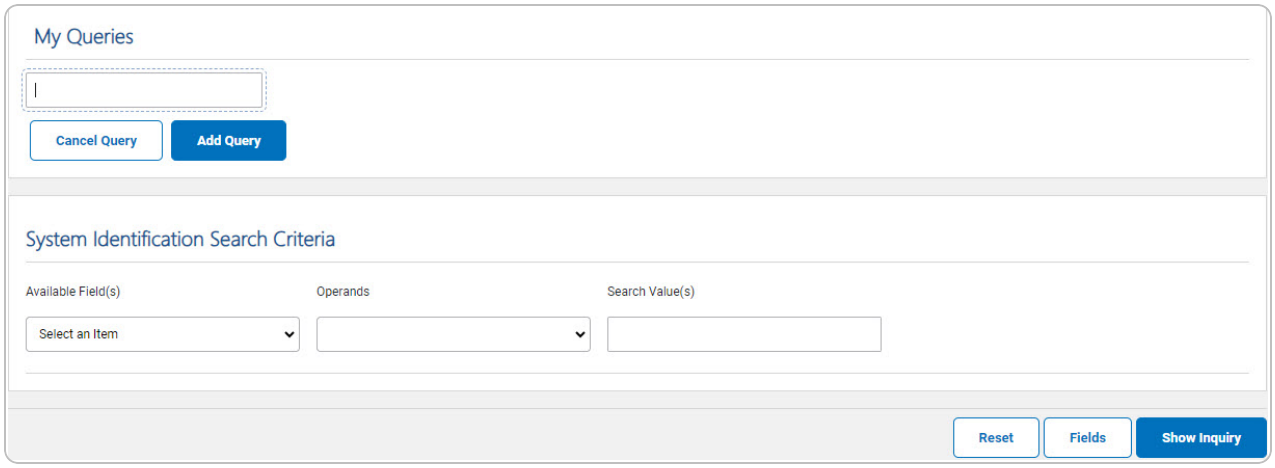
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **System Identification Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



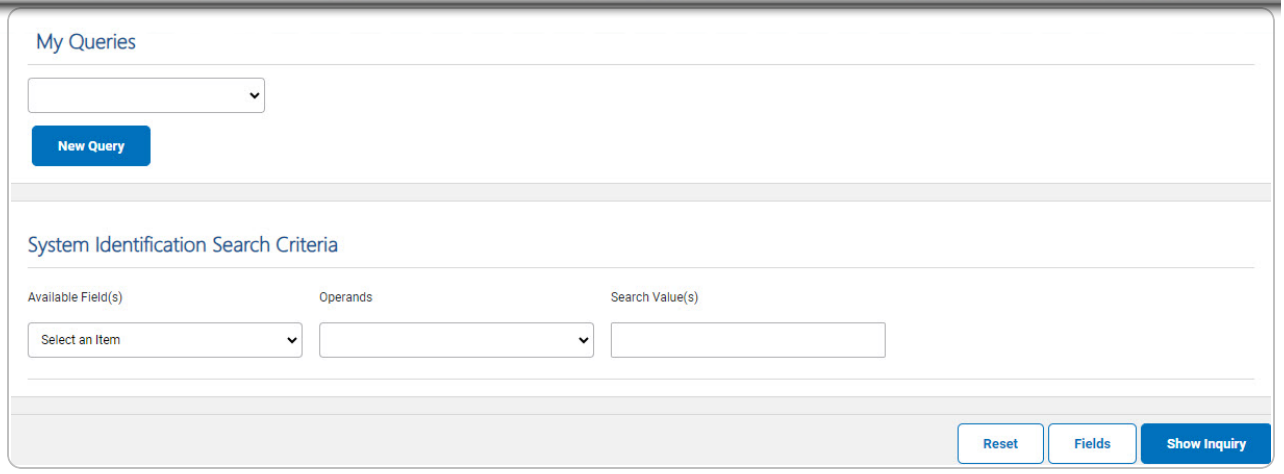
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***System Identification Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***System Identification 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.*



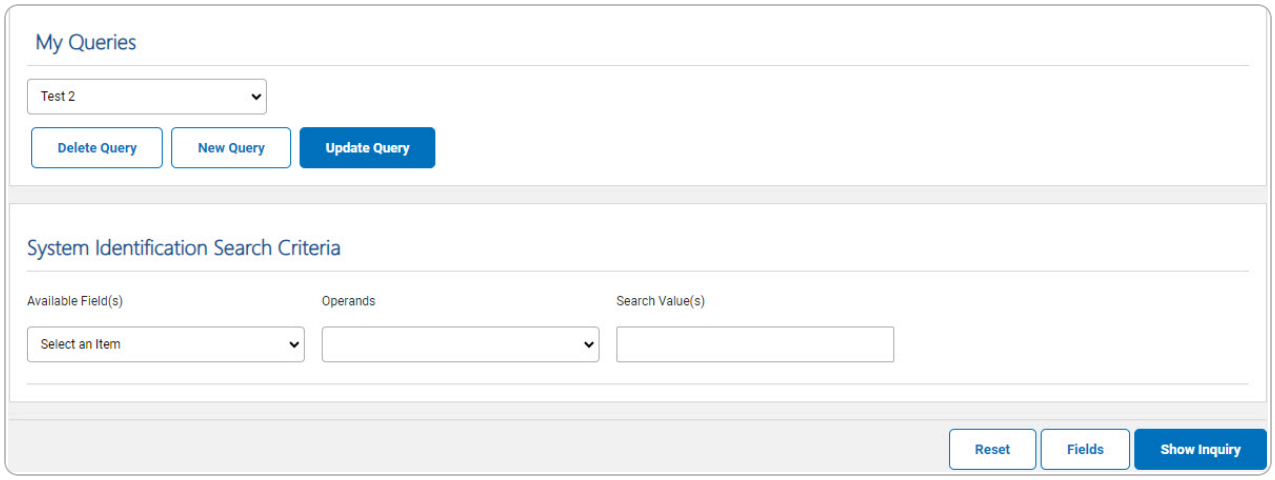
2. Select Fields. *The **System Identification Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **System Identification 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

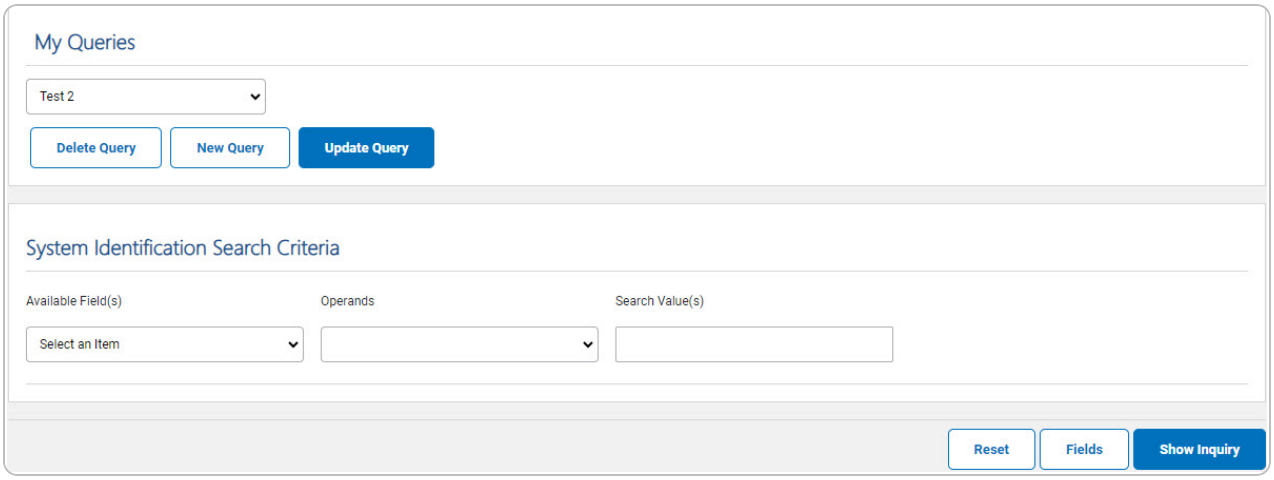
4. Select Fields. *The **System Identification Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **System Identification 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **System Identification Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select

	Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a System Identification Inquiry — Results
- Select Fields for the System Identification Inquiry
- View the System Identification Inquiry Detail
- View the System Identification Inquiry Transaction Status

Search for a System Identification Inquiry — Results

Overview

The System Identification Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > System ID > Search Criteria > Show Inquiry > System Identification Inquiry Search Results page

Page Fields

The following fields display on the **System Identification Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Sys Id
Sys Desc
UIC
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

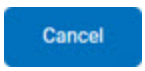
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

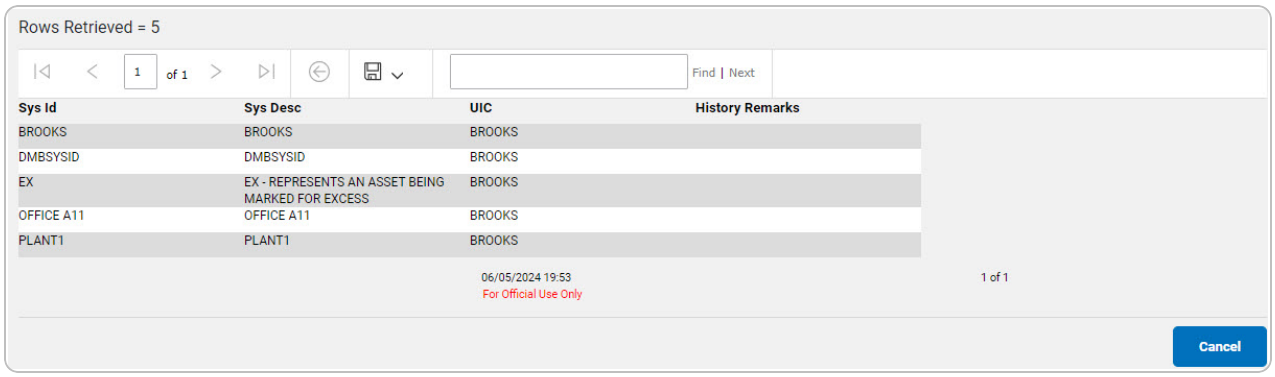
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the System Identification Inquiry Results

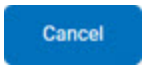
Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



Note

To reach the optional fields, refer to the System Identification Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select  . *The **System Identification Inquiry Search Criteria** 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 System Identification Inquiry Detail

Select the desired SYS ID row. *The **System Identification Inquiry Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a System Identification Inquiry — Criteria
- Select Fields for the System Identification Inquiry
- View the System Identification Inquiry Detail
- View the System Identification Inquiry Transaction Status
- Export the System Identification Inquiry Transaction Status

Select Fields for the System Identification Inquiry

Overview

The System Identification Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > System ID > Search Criteria > Fields > System Identification Inquiry Fields Selection page

Page Fields

The following fields display on the **System Identification Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Sys Id
Sys Desc
UIC
History Remarks

Procedures

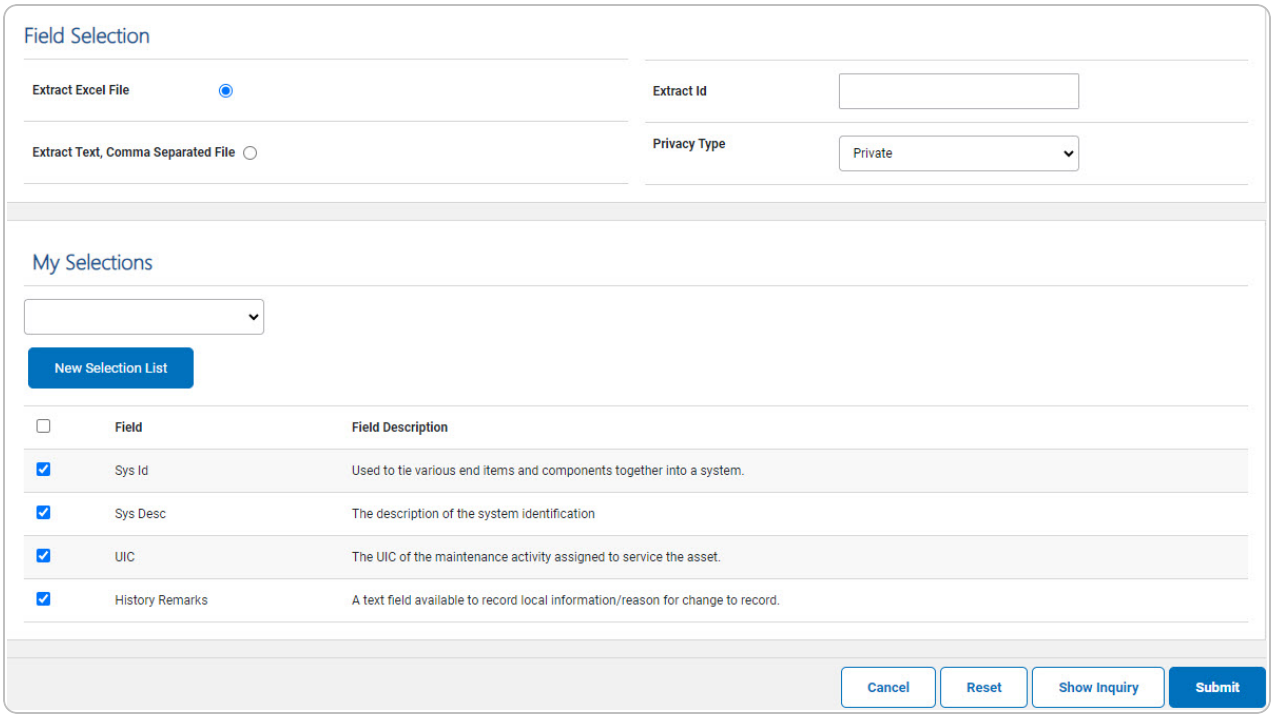
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The* ***System Identification Inquiry*** *page appears.*



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

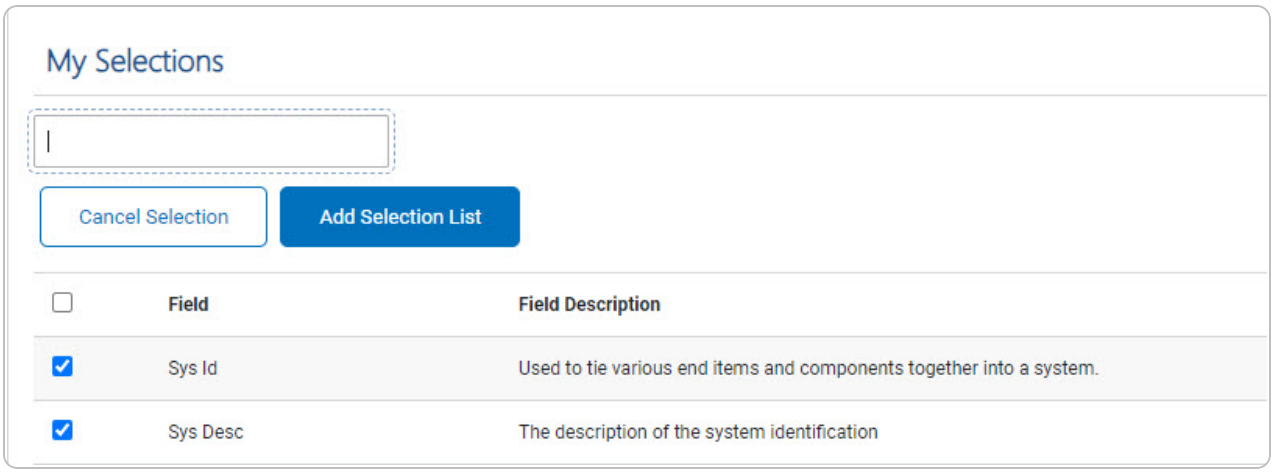
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

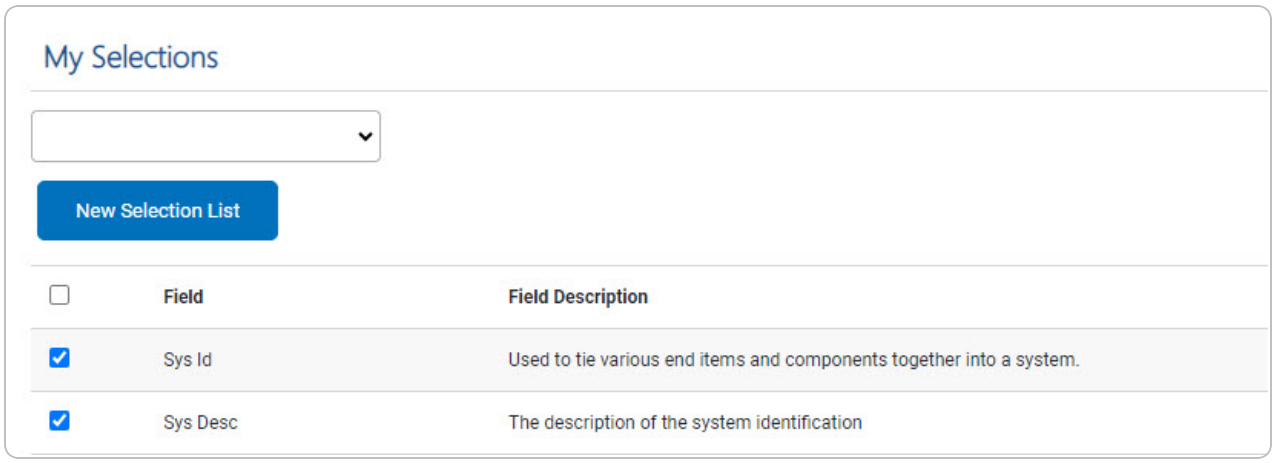
   Select Show Inquiry for small volumes of data. *The* ***System Identification Inquiry — Results*** *page appears.*
5.

OR

Select Submit for large volumes of data. *The* ***System Identification Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

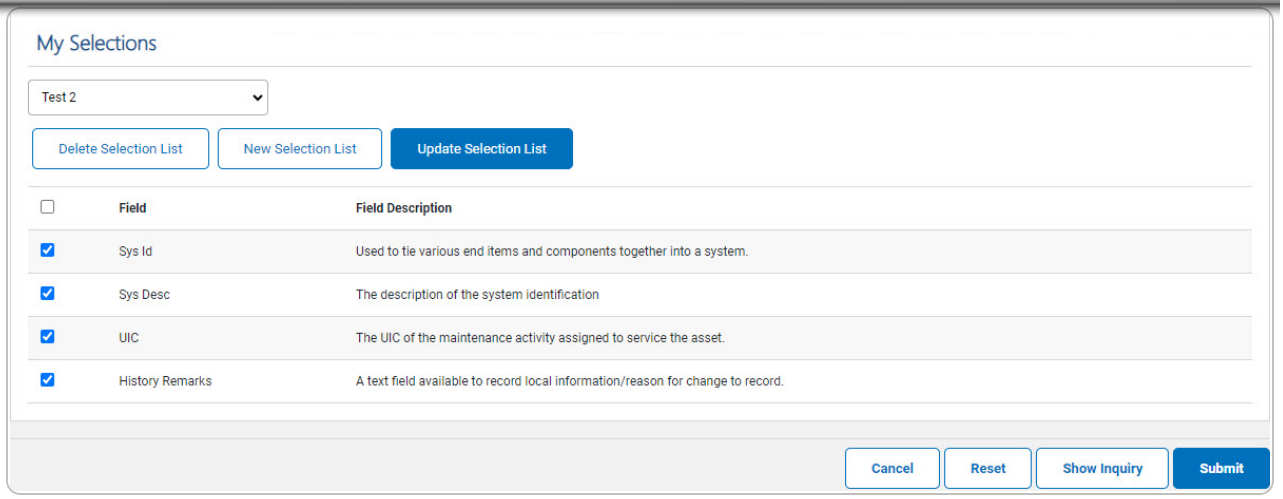
Select Show Inquiry for small volumes of data. *The* ***System Identification Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***System Identification 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

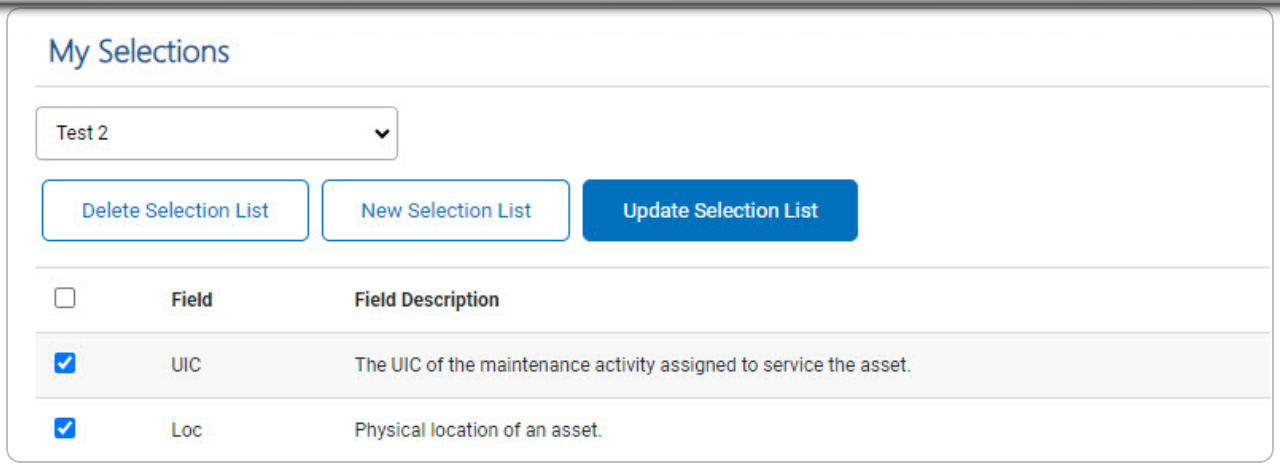
4. Select Show Inquiry for small volumes of data. *The* ***System Identification Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***System Identification 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.

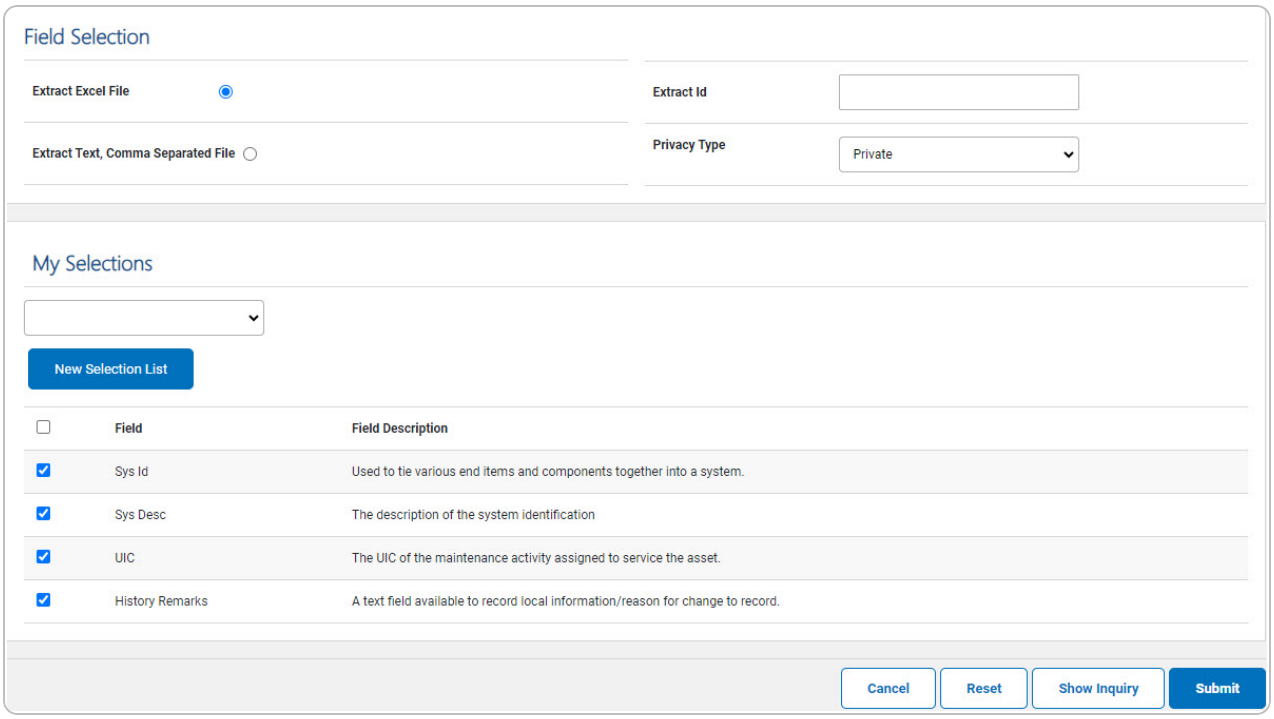


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **System Identification Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 4 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.

- Verify the SYS ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SYS ID.*
- Verify the SYS DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a SYS DESC.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*

- Verify the History Remarks contains the appropriate ☑ or ☐. *Select if the inquiry contains History Remarks information.*

Select Show Inquiry for small volumes of data. *The* ***System Identification Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***System Identification Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a System Identification Inquiry — Criteria
- Search for a System Identification Inquiry — Results
- View the System Identification Inquiry Detail
- View the System Identification Inquiry Transaction Status
- Export the System Identification Inquiry Transaction Status

View the System Identification Inquiry Detail

Overview

The System Identification Inquiry Detail process displays the detail record of the selected System Identification.

Navigation

Inquiries > Master Data > System ID > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > System Identification Inquiry Detail page

Page Fields

The following fields display on the **System Identification Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

System Identification Inquiry Detail Grid

Asset Id
Stock Nbr
Serial Nbr
Item Desc

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

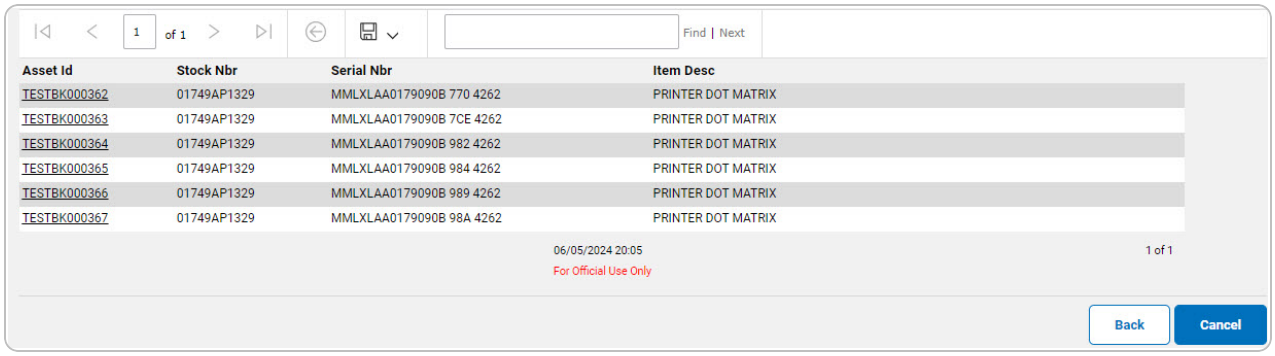
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the System Identification Inquiry Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the System Identification grid.*



   A. *Verify the ASSET ID.*
   B. *Verify the STOCK NBR.*
   C. *Verify the SERIAL NBR.*
   D. *Verify the ITEM DESC.*

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 desired ASSET ID hyperlink. *The* ***Asset Inquiry - Basic Detail*** *page appears.*
5. Select Cancel. *The* ***System Identification Inquiry — Criteria*** *page appears.*

   OR

Select Back. *The **System Identification Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a System Identification Inquiry — Criteria
- Search for a System Identification Inquiry — Results
- Select Fields for the System Identification Inquiry
- View the System Identification Inquiry Transaction Status
- Export the System Identification Inquiry Transaction Status

View the System Identification Inquiry Transaction Status

Overview

The System Identification Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data > System ID > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > System Identification Inquiry Transaction Status page

Page Fields

The following fields display on the **System Identification Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

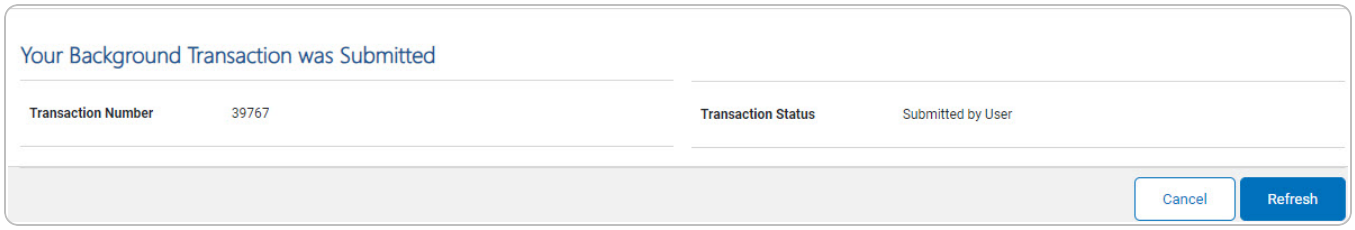
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

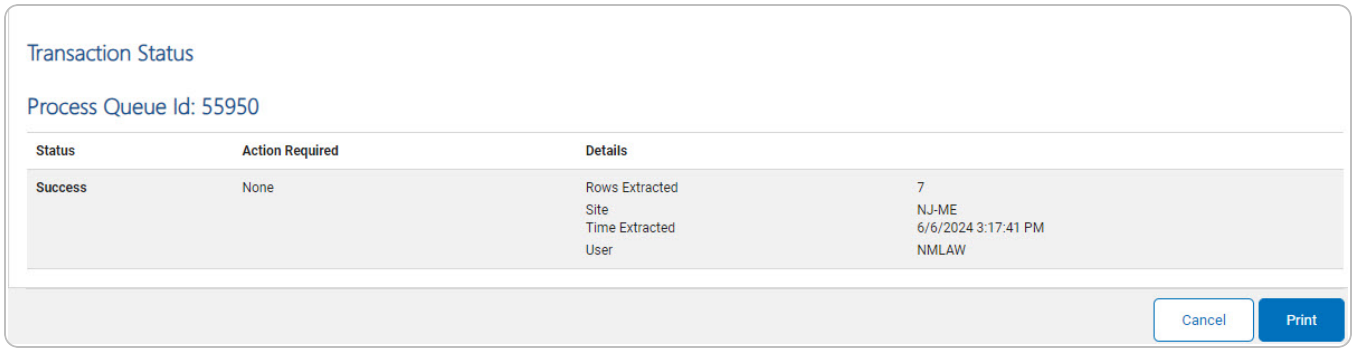
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the System Identification Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the System Identification Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***System Identification Inquiry Search Criteria*** *page appears*.

View the System Identification Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***System Identification Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a System Identification Inquiry — Criteria
- Search for a System Identification Inquiry — Results
- Select Fields for the System Identification Inquiry
- View the System Identification Inquiry Detail
- Export the System Identification Inquiry Transaction Status

Export the System Identification Inquiry Transaction Status

Overview

The System Identification Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > System ID > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > System Identification Inquiry Transaction Status Export page

Page Fields

The following fields display on the **System Identification Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

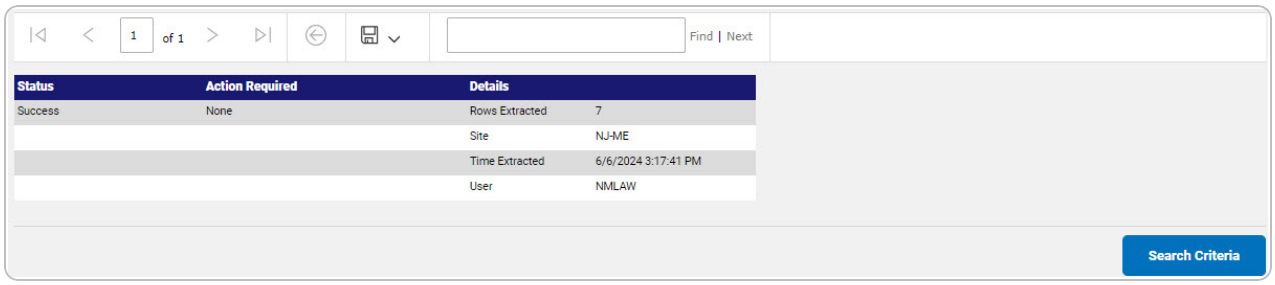
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the System Identification Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The* ***System Identification 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **System Identification Inquiry Search Criteria** page appears.*

Related Topics

- Search for a System Identification Inquiry — Criteria
- Search for a System Identification Inquiry — Results
- Select Fields for the System Identification Inquiry
- View the System Identification Inquiry Detail
- View the System Identification Inquiry Transaction Status

Search for a Maintenance Management Assignment Inquiry — Criteria

Overview

The Property Accountability module Maintenance Management Assignment Inquiry process provides the ability to search for Maintenance Management Assignment records.

Navigation

Inquiries > Master Data > MAINT MGMT Assign > Maintenance Management Assignment Inquiry Search Criteria page

Page Fields

The following fields display on the **Maintenance Management Assignment Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
8	To retrieve a field = to space, a space must be entered by the space bar.

56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

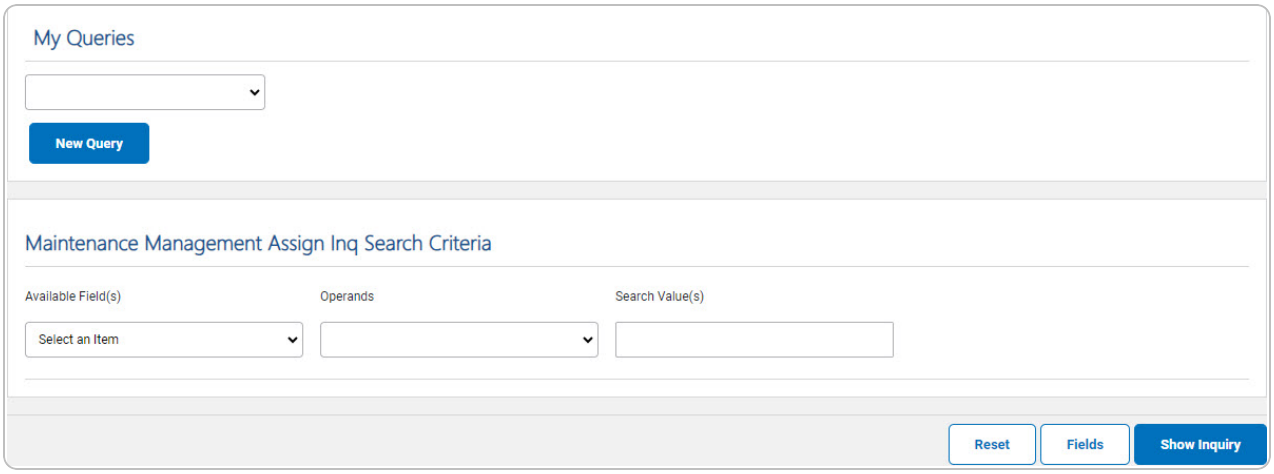
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Maintenance Management Assignment 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.

B. Use ⌄ to select the second Available Field.

C. Repeat Step B to add additional search criteria.

Note

Adding another Available Field ⌄ automatically populates an additional search criteria row.

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

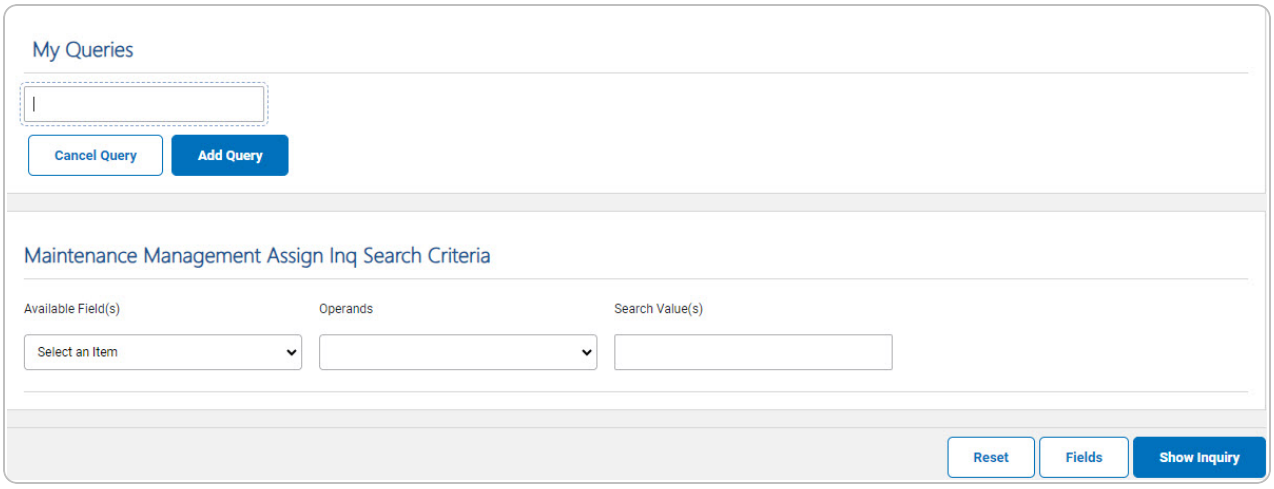
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Maintenance Management Assignment Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

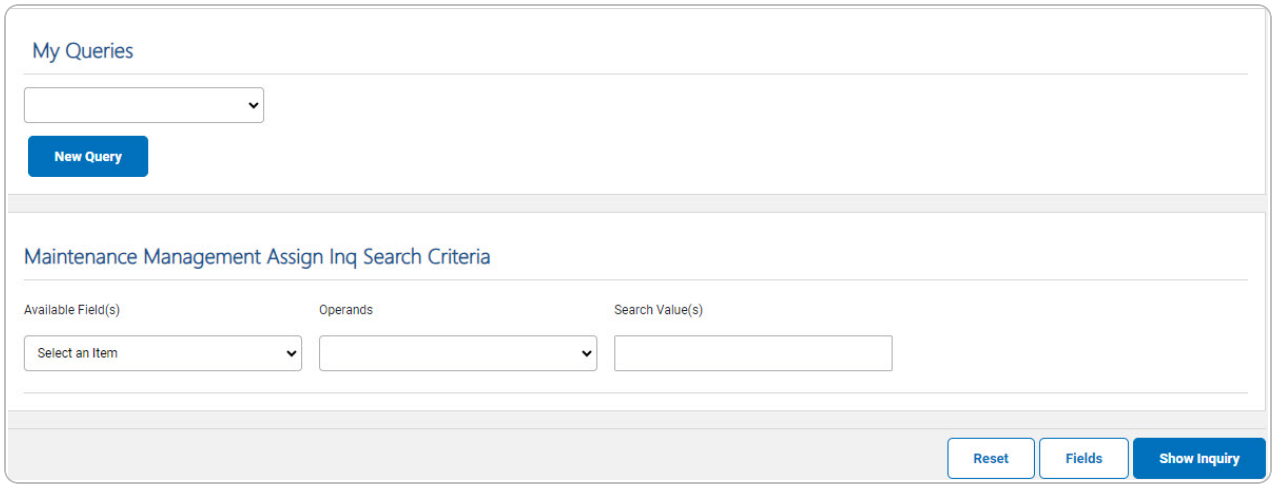
Select Fields. *The **Maintenance Management Assignment Inquiry — Select Fields** page appears.*

5. OR

Select Show Inquiry. *The **Maintenance Management Assignment 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.*



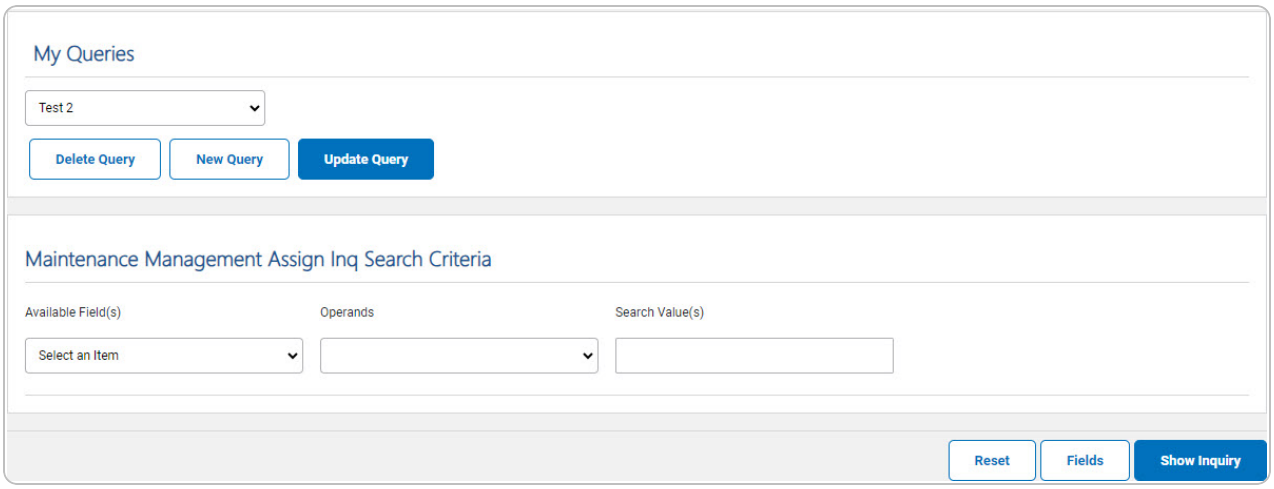
Select Fields. *The **Maintenance Management Assignment Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Maintenance Management Assignment 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.*



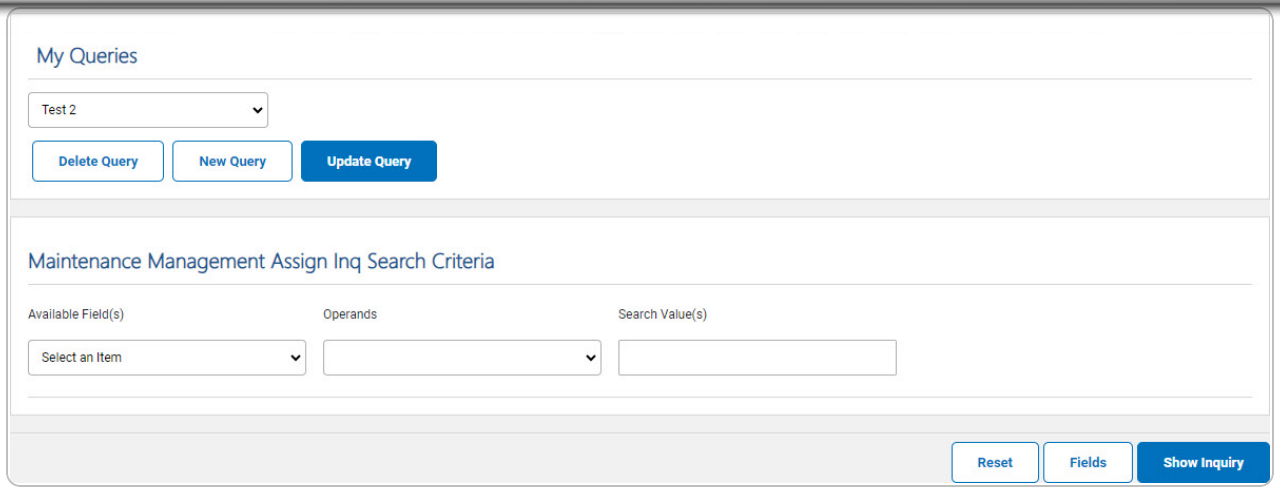
2. *Add and/or Remove rows in the Search Criteria grid as needed.*
3. Select Update Query*. The query information is updated.*

   Select Fields*. The* ***Maintenance Management Assignment Inquiry — Select Fields*** *page appears.*
4. OR

   Select Show Inquiry*. The* ***Maintenance Management Assignment 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Maintenance Management Assignment Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Maintenance Management Assignment Inquiry — Results
- Select Fields for the Maintenance Management Assignment Inquiry
- View the Maintenance Management Assignment Inquiry Detail — Stock Nbr
- View the Maintenance Management Assignment Inquiry Detail — Asset Id
- View the System Identification Inquiry Transaction Status
- Export the Maintenance Management Assignment Inquiry Transaction Status

Search for a Maintenance Management Assignment Inquiry — Results

Overview

The Maintenance Management Assignment Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > MAINT MGMT Assign > Search Criteria > Show Inquiry > Maintenance Management Assignment Inquiry Search Results page

Page Fields

The following fields display on the **Maintenance Management Assignment Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Maint Grp
Maint Grp Desc
UIC
Maint Activity Name
Owning UIC
Catalog Name
Site Id
Actbl UIC

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

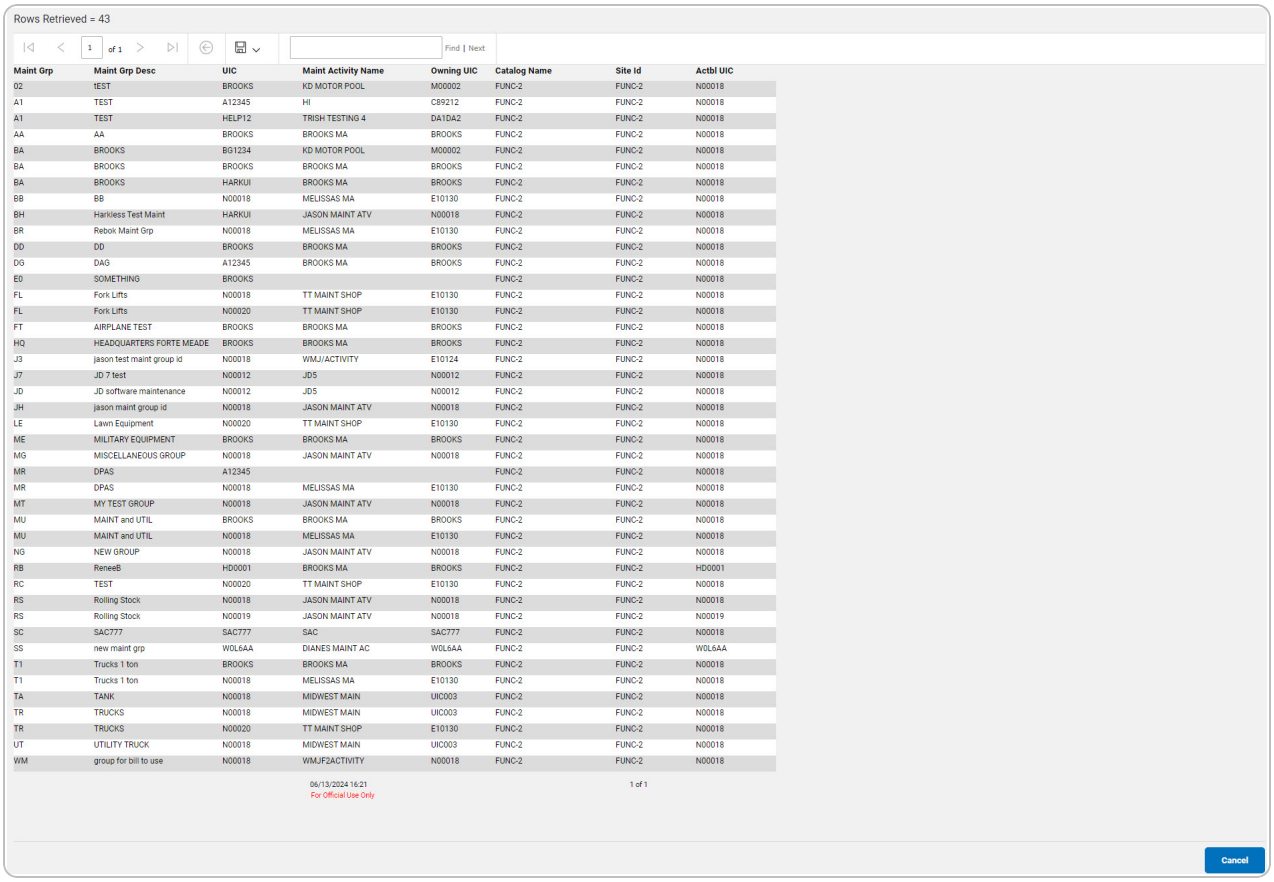
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Maintenance Management Assignment 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.*



Maint Grp	Maint Grp Desc	UIC	Maint Activity Name	Owning UIC	Catalog Name	Site Id	Actbl UIC
02	tEST	BROOKS	KD MOTOR POOL	M00002	FUNC-2	FUNC-2	N00018
A1	TEST	A12345	HI	C89212	FUNC-2	FUNC-2	N00018
A1	TEST	HELP12	TRISH TESTING 4	DA1DA2	FUNC-2	FUNC-2	N00018
AA	AA	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
BA	BROOKS	BG1234	KD MOTOR POOL	M00002	FUNC-2	FUNC-2	N00018
BA	BROOKS	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
BA	BROOKS	HARKUI	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
BB	BB	N00018	MELISSAS MA	E10130	FUNC-2	FUNC-2	N00018
BH	Harkless Test Maint	HARKUI	JASON MAINT ATV	N00018	FUNC-2	FUNC-2	N00018
BR	Rebok Maint Grp	N00018	MELISSAS MA	E10130	FUNC-2	FUNC-2	N00018
DD	DD	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
DG	DAG	A12345	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
E0	SOMETHING	BROOKS			FUNC-2	FUNC-2	N00018
FL	Fork Lifts	N00018	TT MAINT SHOP	E10130	FUNC-2	FUNC-2	N00018
FL	Fork Lifts	N00020	TT MAINT SHOP	E10130	FUNC-2	FUNC-2	N00018
FT	AIRPLANE TEST	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
HQ	HEADQUARTERS FORTE MEADE	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
J3	jason test maint group id	N00018	WMJ/ACTIVITY	E10124	FUNC-2	FUNC-2	N00018
J7	JD 7 test	N00012	JD5	N00012	FUNC-2	FUNC-2	N00018
JD	JD software maintenance	N00012	JD5	N00012	FUNC-2	FUNC-2	N00018
JH	jason maint group id	N00018	JASON MAINT ATV	N00018	FUNC-2	FUNC-2	N00018
LE	Lawn Equipment	N00020	TT MAINT SHOP	E10130	FUNC-2	FUNC-2	N00018
ME	MILITARY EQUIPMENT	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
MG	MISCELLANEOUS GROUP	N00018	JASON MAINT ATV	N00018	FUNC-2	FUNC-2	N00018
MR	DPAS	A12345			FUNC-2	FUNC-2	N00018
MR	DPAS	N00018	MELISSAS MA	E10130	FUNC-2	FUNC-2	N00018
MT	MY TEST GROUP	N00018	JASON MAINT ATV	N00018	FUNC-2	FUNC-2	N00018
MU	MAINT and UTIL	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
MU	MAINT and UTIL	N00018	MELISSAS MA	E10130	FUNC-2	FUNC-2	N00018
NG	NEW GROUP	N00018	JASON MAINT ATV	N00018	FUNC-2	FUNC-2	N00018
RB	ReneeB	HD0001	BROOKS MA	BROOKS	FUNC-2	FUNC-2	HD0001
RC	TEST	N00020	TT MAINT SHOP	E10130	FUNC-2	FUNC-2	N00018
RS	Rolling Stock	N00018	JASON MAINT ATV	N00018	FUNC-2	FUNC-2	N00018
RS	Rolling Stock	N00019	JASON MAINT ATV	N00018	FUNC-2	FUNC-2	N00019
SC	SAC777	SAC777	SAC	SAC777	FUNC-2	FUNC-2	N00018
SS	new maint grp	W0L6AA	DIANES MAINT AC	W0L6AA	FUNC-2	FUNC-2	W0L6AA
T1	Trucks 1 ton	BROOKS	BROOKS MA	BROOKS	FUNC-2	FUNC-2	N00018
T1	Trucks 1 ton	N00018	MELISSAS MA	E10130	FUNC-2	FUNC-2	N00018
TA	TANK	N00018	MIDWEST MAIN	UIC003	FUNC-2	FUNC-2	N00018
TR	TRUCKS	N00018	MIDWEST MAIN	UIC003	FUNC-2	FUNC-2	N00018
TR	TRUCKS	N00020	TT MAINT SHOP	E10130	FUNC-2	FUNC-2	N00018
UT	UTILITY TRUCK	N00018	MIDWEST MAIN	UIC003	FUNC-2	FUNC-2	N00018
WM	group for bill to use	N00018	WMJF2ACTIVITY	N00018	FUNC-2	FUNC-2	N00018

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Note

To reach the optional fields, refer to the Maintenance Management Assignment Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.

3. Select Cancel. *The **Maintenance Management Assignment 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Maintenance Management Assignment Inquiry Detail

Select the desired MAINT GRP row. *The **Maintenance Management Assignment Inquiry Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance Management Assignment Inquiry — Criteria
- Select Fields for the Maintenance Management Assignment Inquiry
- View the Maintenance Management Assignment Inquiry Detail — Stock Nbr
- View the Maintenance Management Assignment Inquiry Detail — Asset Id
- View the Maintenance Management Assignment Inquiry Transaction Status
- Export the Maintenance Management Assignment Inquiry Transaction Status

Select Fields for the Maintenance Management Assignment Inquiry

Overview

The Maintenance Management Assignment Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > MAINT MGMT Assign > Search Criteria > Fields > Maintenance Management Assignment Inquiry Fields Selection page

Page Fields

The following fields display on the **Maintenance Management Assignment Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Maint Grp
Maint Grp Desc
UIC
Maint Activity Name
Owning UIC
Catalog Name
Site Id
Actbl UIC

Procedures

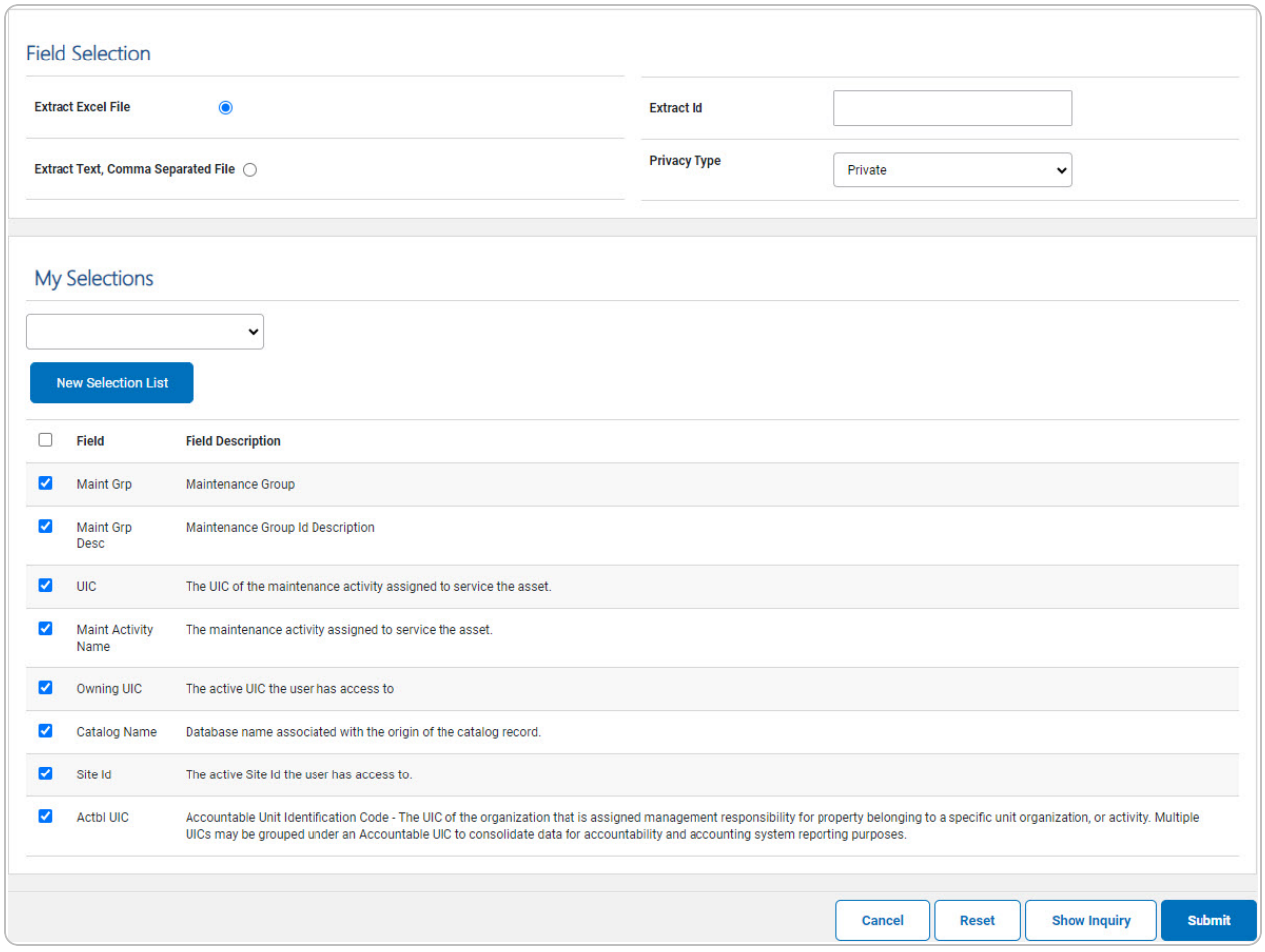
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The* ***Maintenance Management Assignment Inquiry*** *page appears.*



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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*

Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.
5. Select Show Inquiry for small volumes of data. *The* ***Maintenance Management Assignment Inquiry — Results*** *page appears.*

   OR

   Select Submit for large volumes of data. *The* ***Maintenance Management Assignment Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

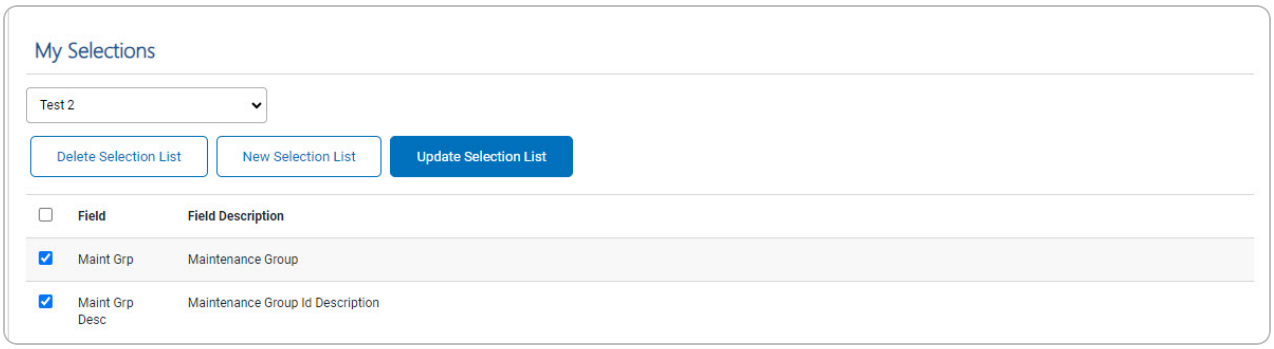
Select Show Inquiry for small volumes of data. *The **Maintenance Management Assignment Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Maintenance Management Assignment 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

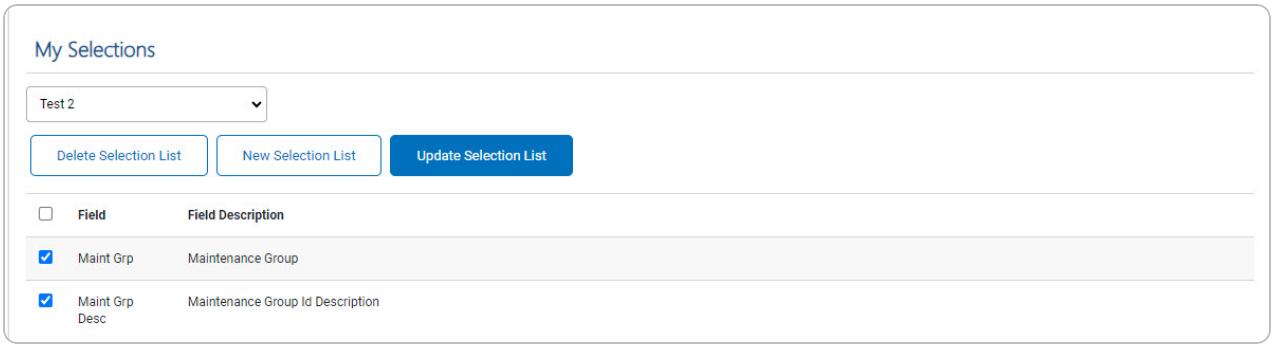
   Select Show Inquiry for small volumes of data. *The* ***Maintenance Management Assignment Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Maintenance Management Assignment 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.

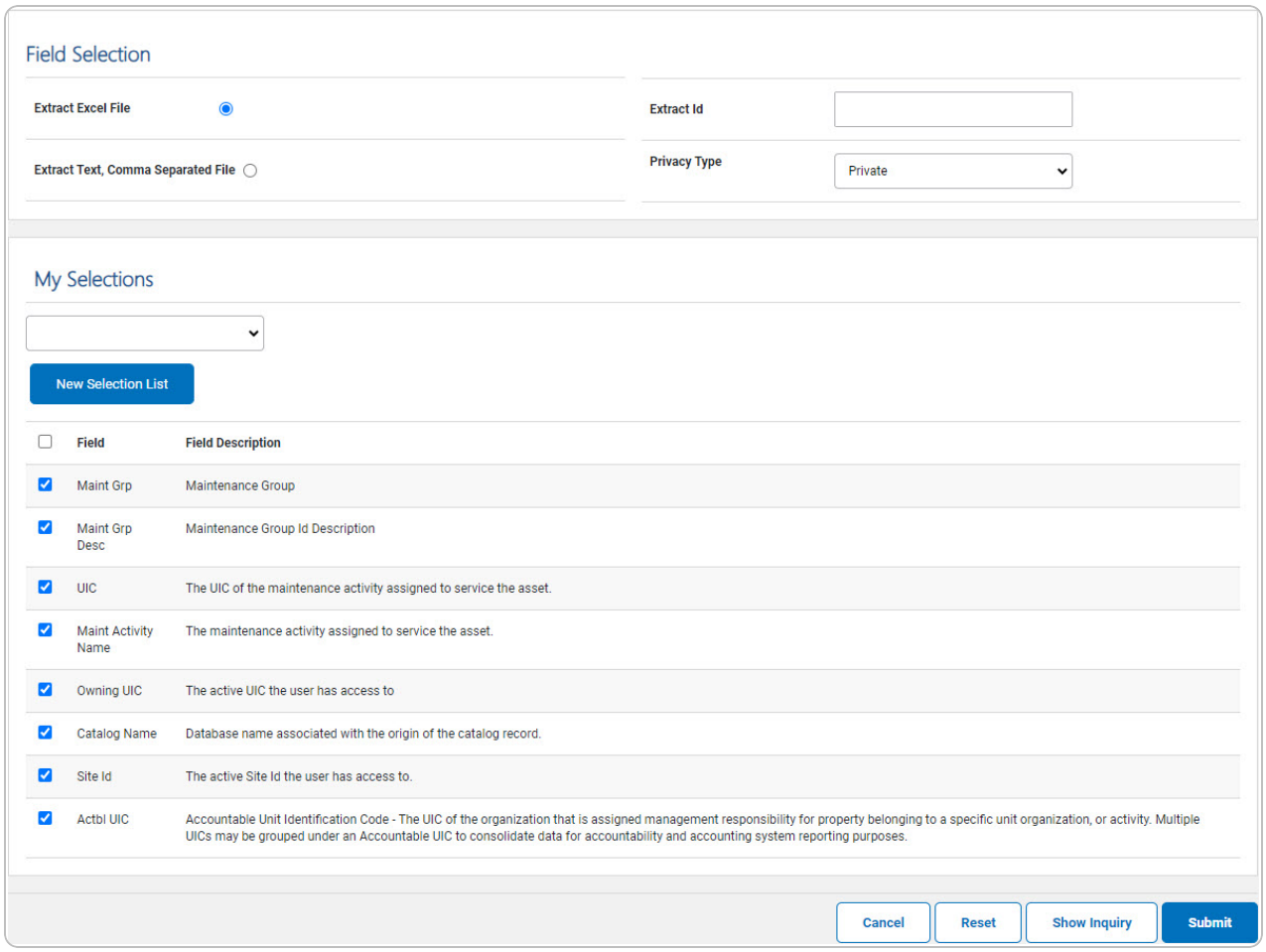


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Maintenance Management Assignment Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 8 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.

- Verify the MAINT GRP contains the appropriate ☑ or ☐. *Select if the inquiry contains a MAINT GRP.*

- Verify the MAINT GRP DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains a MAINT GRP DESC.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the MAINT ACTIVITY NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a MAINT ACTIVITY NAME.*
- Verify the OWNING UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an OWNING UIC.*
- Verify the Catalog Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a Catalog Name.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*
- Verify the ACTBL UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTBL UIC.*

3. Select Show Inquiry for small volumes of data. *The **Maintenance Management Assignment Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Maintenance Management Assignment Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a Maintenance Management Assignment Inquiry — Criteria
- Search for a Maintenance Management Assignment Inquiry — Results
- View the Maintenance Management Assignment Inquiry Detail — Stock Nbr
- View the Maintenance Management Assignment Inquiry Detail — Asset Id
- View the Maintenance Management Assignment Inquiry Transaction Status
- Export the Maintenance Management Assignment Inquiry Transaction Status

View the Maintenance Management Assignment Inquiry STOCK NBR Detail

Overview

The Maintenance Management Assignment Inquiry STOCK NBR Detail process displays the STOCK NBR Detail record of the selected Maintenance Management Assignment.

Navigation

Inquiries > Master Data > MAINT MGMT Assign > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Maintenance Management Assignment Inquiry STOCK NBR Detail page

Page Fields

The following fields display on the **Maintenance Management Assignment Inquiry STOCK NBRDetail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Maintenance Management Assignment Inquiry STOCK NBR Detail Grid

Stock Nbr
Item Desc

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

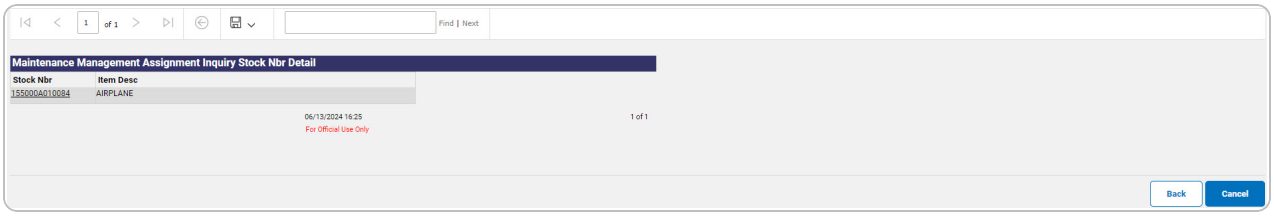
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Maintenance Management Assignment Inquiry STOCK NBRDetail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. *Verify the Maintenance Management Assignment Inquiry STOCK NBR grid.*



   A. *Verify the STOCK NBR.*

   B. *Verify the ITEM DESC.*

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 desired STOCK NBR hyperlink. *The* ***Maintenance Management Assignment Inquiry Asset Id Detail*** *page appears.*

   Select Cancel. *The* ***Maintenance Management Assignment Inquiry — Criteria*** *page appears*.

5.

   OR

   Select Back. *The* ***Maintenance Management Assignment 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance Management Assignment Inquiry — Criteria
- Search for a Maintenance Management Assignment Inquiry — Results
- Select Fields for the Maintenance Management Assignment Inquiry
- View the Maintenance Management Assignment Inquiry Detail — Asset Id
- View the Maintenance Management Assignment Inquiry Transaction Status
- Export the Maintenance Management Assignment Inquiry Transaction Status

View the Maintenance Management Assignment Inquiry ASSET ID Detail

Overview

The Maintenance Management Assignment Inquiry ASSET ID Detail process displays the ASSET ID Detail record of the selected Maintenance Management Assignment.

Navigation

Inquiries > Master Data > MAINT MGMT Assign > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Maintenance Management Assignment Inquiry STOCK NBR Detail page > STOCK NBR Row hyperlink > Maintenance Management Assignment Inquiry ASSET ID Detail page

Page Fields

The following fields display on the **Maintenance Management Assignment ASSET ID Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Maintenance Management Assignment Inquiry ASSET ID Detail Grid

Stock Nbr

Asset Id
Maint Mgt Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

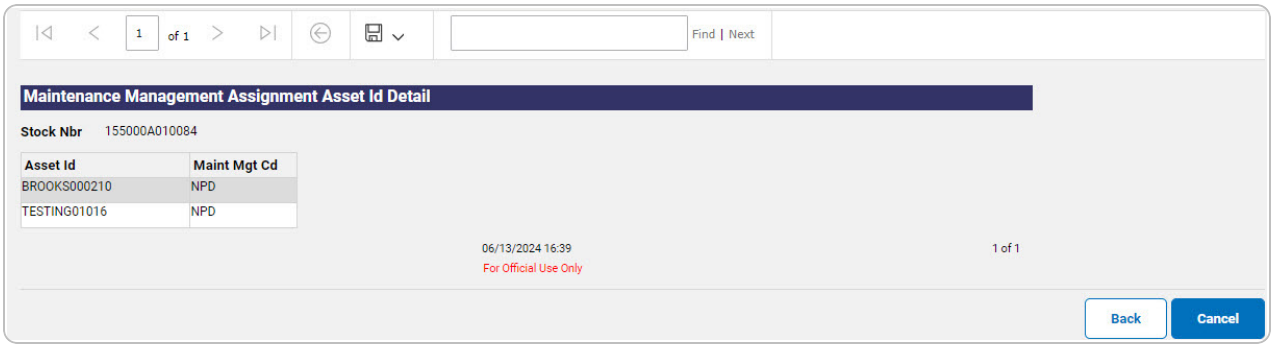
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Maintenance Management Assignment Inquiry ASSET ID Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. *Verify the Maintenance Management Assignment Inquiry ASSET ID Detail grid.*



   A. *Verify the STOCK NBR.*

   B. *Verify the ASSET ID.*

   C. *Verify the MAINT MGT CD.*

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 Cancel. *The* ***Maintenance Management Assignment Inquiry — Criteria*** *page appears*.

4.

   OR

Select Back. *The **Maintenance Management Assignment Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Maintenance Management Assignment Inquiry — Criteria
- Search for a Maintenance Management Assignment Inquiry — Results
- Select Fields for the Maintenance Management Assignment Inquiry
- View the Maintenance Management Assignment Inquiry Detail — Stock Nbr
- View the Maintenance Management Assignment Inquiry Transaction Status
- Export the Maintenance Management Assignment Inquiry Transaction Status

View the Maintenance Management Assignment Inquiry Transaction Status

Overview

The Maintenance Management Assignment Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data > MAINT MGMT Assign > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Maintenance Management Assignment Inquiry Transaction Status page

Page Fields

The following fields display on the **Maintenance Management Assignment Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

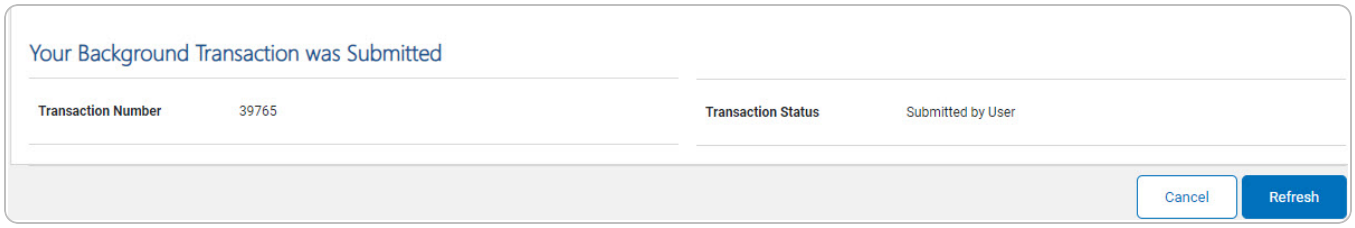
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

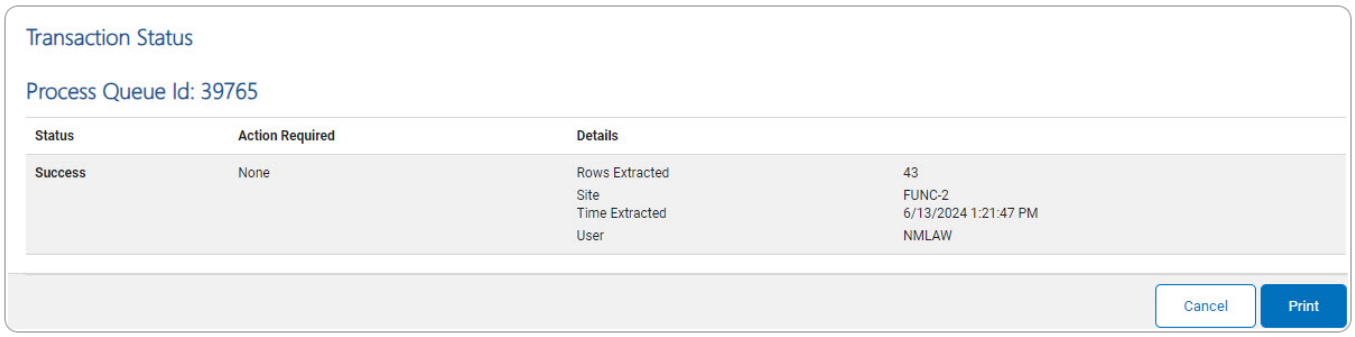
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Maintenance Management Assignment Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Maintenance Management Assignment Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Maintenance Management Assignment Inquiry Search Criteria*** *page appears*.

View the Maintenance Management Assignment Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Maintenance Management Assignment Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Maintenance Management Assignment Inquiry — Criteria
- Search for a Maintenance Management Assignment Inquiry — Results
- Select Fields for the Maintenance Management Assignment Inquiry
- View the Maintenance Management Assignment Inquiry Detail — Stock Nbr
- View the Maintenance Management Assignment Inquiry Detail — Asset Id

- Export the Maintenance Management Assignment Inquiry Transaction Status

Export the Maintenance Management Assignment Inquiry Transaction Status

Overview

The Maintenance Management Assignment Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > MAINT MGMT Assign > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Maintenance Management Assignment Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Maintenance Management Assignment Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

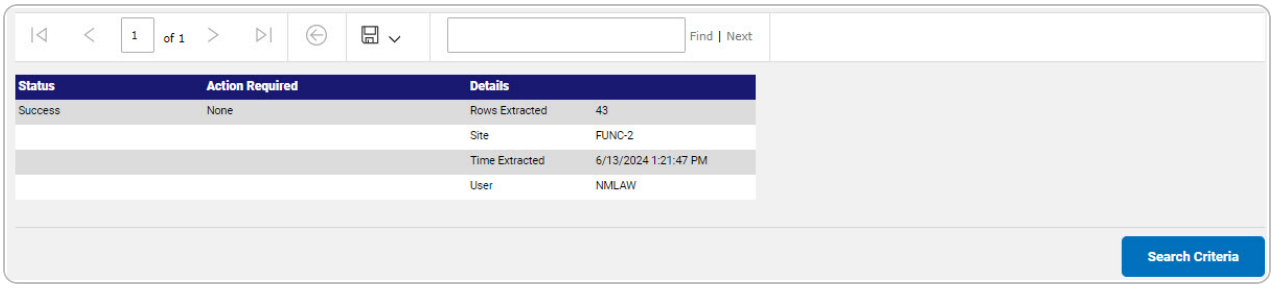
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Maintenance Management Assignment Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The* ***Maintenance Management Assignment Inquiry Search Criteria*** *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Maintenance Management Assignment Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Maintenance Management Assignment Inquiry — Criteria
- Search for a Maintenance Management Assignment Inquiry — Results
- Select Fields for the Maintenance Management Assignment Inquiry
- View the Maintenance Management Assignment Inquiry Detail — Stock Nbr
- View the Maintenance Management Assignment Inquiry Detail — Asset Id
- View the Maintenance Management Assignment Inquiry Transaction Status

Search for a Contractor Inquiry — Criteria

Overview

The Property Accountability module Contractor Inquiry process provides the ability to search for Contractor records.

Navigation

Inquiries > Master Data > Contractor > Contractor Inquiry Search Criteria page

Page Fields

The following fields display on the **Contractor Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
13	Select "Reset" button to clear data.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
278	Maximum of 500 records will be retrieved for processing

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

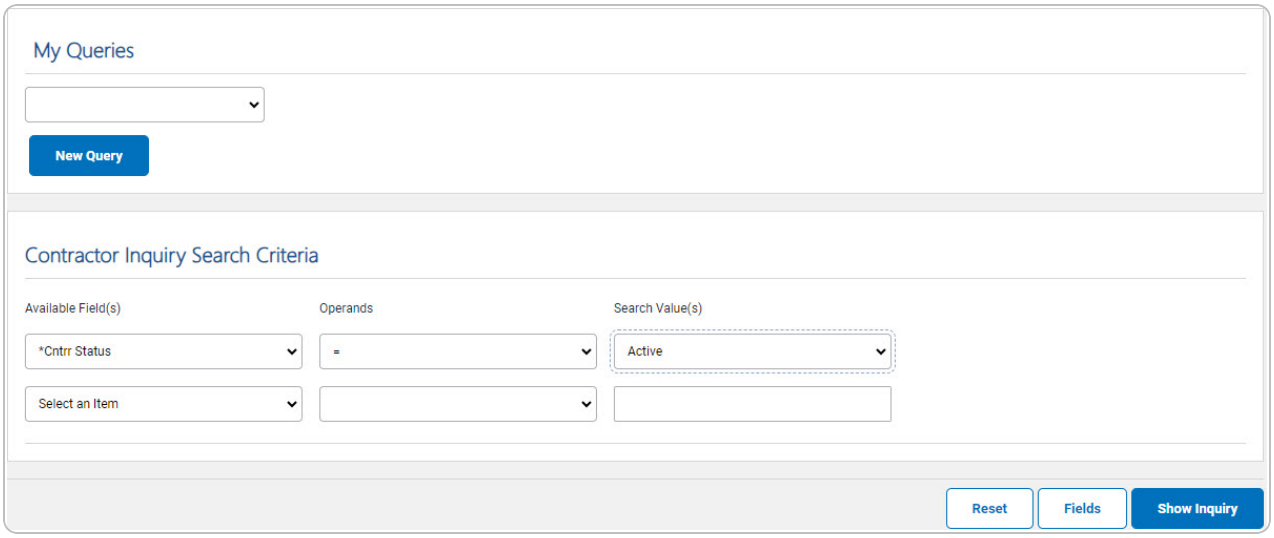
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Contractor 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. *The first Available Field(s) option (SITE ID) automatically populates and is not editable.*

B. Use ⌄ to select the second Available Field.

C. Repeat Step B to add additional search criteria.

Note

Adding another Available Field ⌄ automatically populates an additional search criteria row.

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

   C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

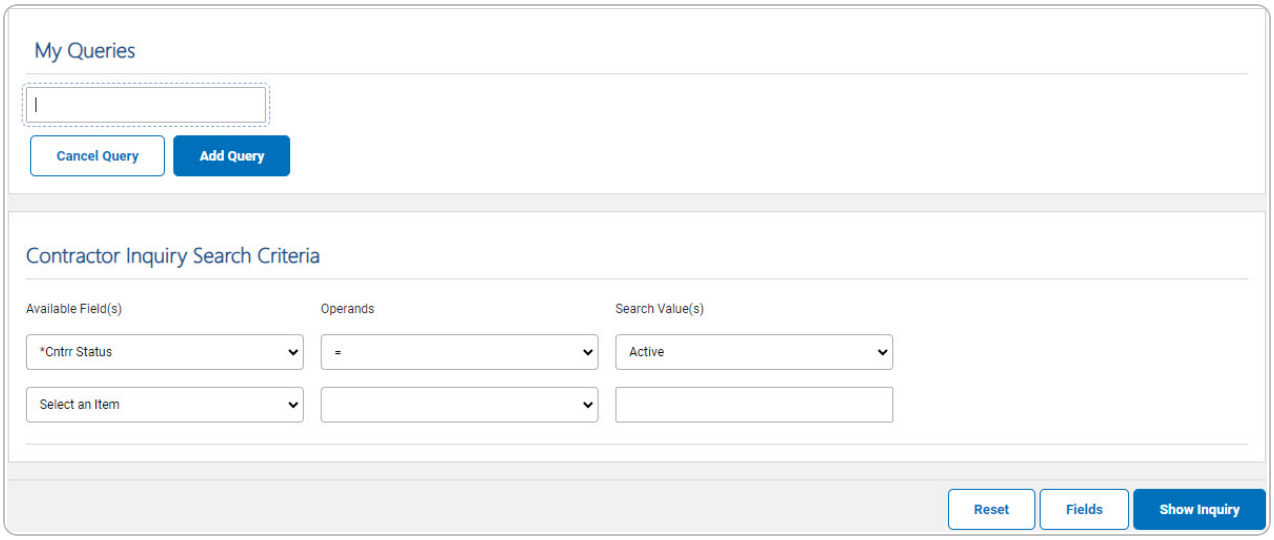
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Process Queue Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

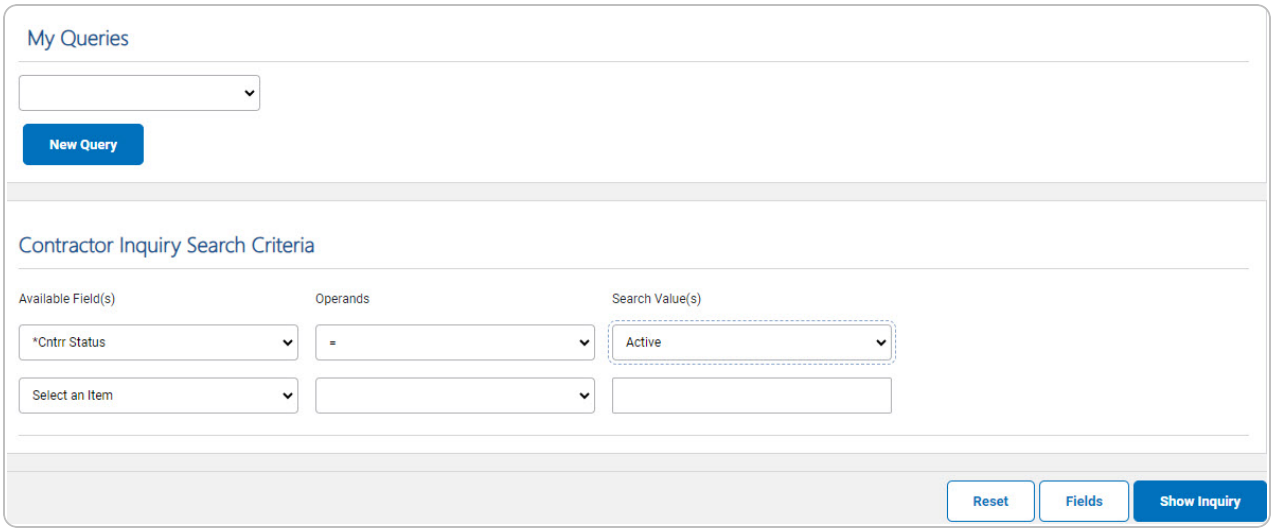
5. Select Fields. *The **Contractor Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The **Contractor 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.*



2. Select Fields. *The **Contractor Inquiry — Select Fields** page appears.*

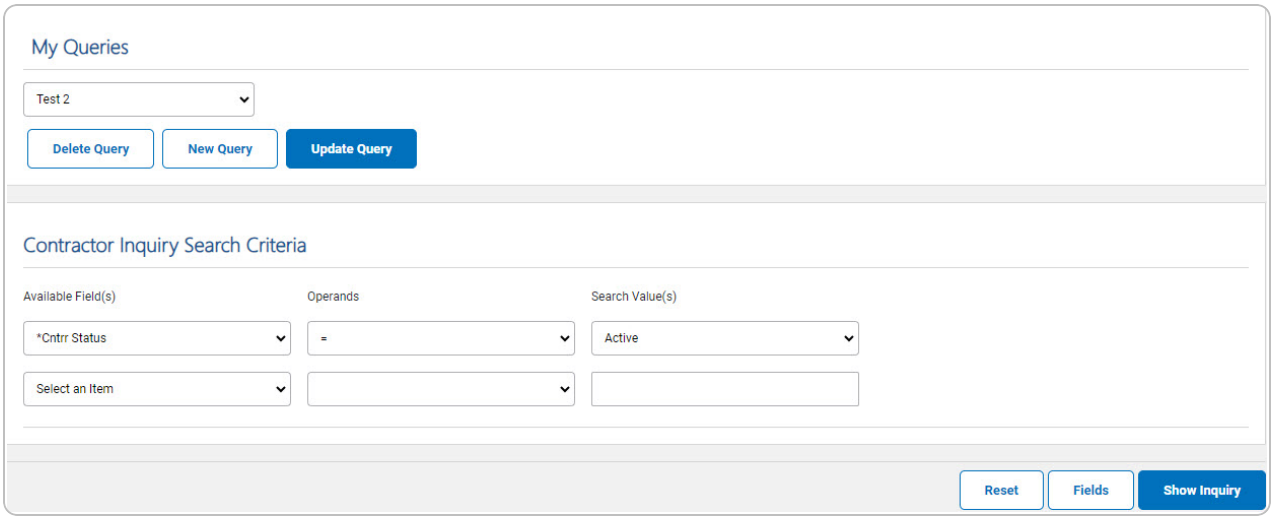
OR

Select Show Inquiry. *The **Contractor 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.



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

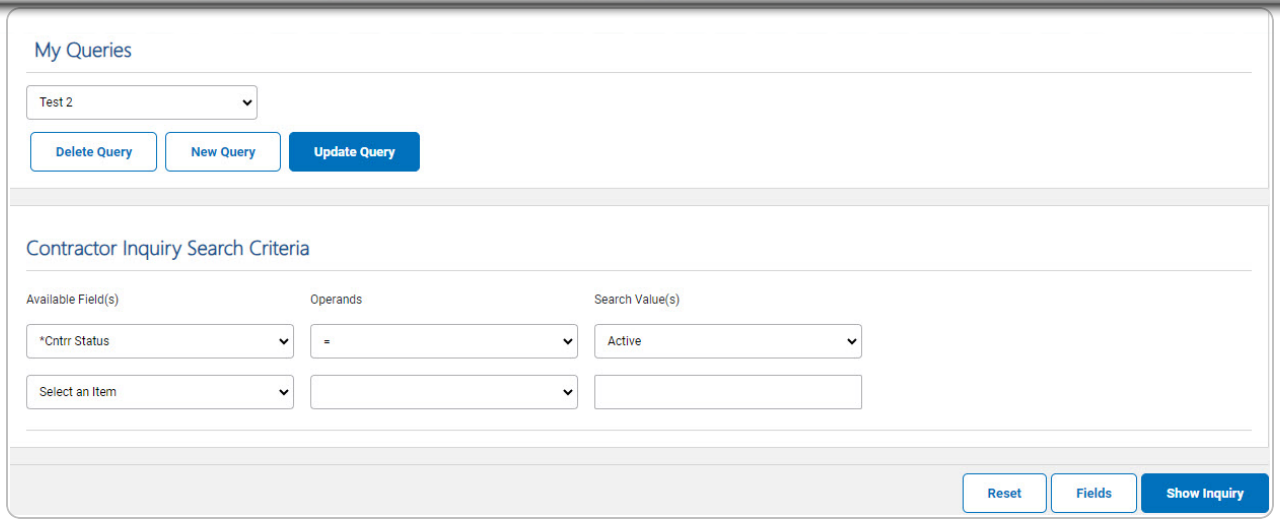
4. Select Fields. *The* ***Contractor Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Contractor 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Contractor Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Contractor Inquiry — Results
- Select Fields for the Contractor Inquiry
- View the Contractor Inquiry Detail — Basic
- View the Contractor Inquiry Detail — Contract
- View the Contractor Inquiry Transaction Status
- Export the Contractor Inquiry Transaction Status

Search for a Contractor Inquiry — Results

Overview

The Contractor Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Show Inquiry > Contractor Inquiry Search Results page

Page Fields

The following fields display on the **Contractor Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Actbl UIC
Site Id
Agency Cd
Agency Name
CAGE Cd
Phone Nbr
Division Name
DoDAAC
Cntrr Name
Address 1
Address 2
City
State Cd
ZIP Cd
Country Cd
DSN
E-Mail Address
FAX Nbr
Tran Cd
Estbd By
Estbd Dt

Last Tran Dt
Last Updtd By
Remarks
Cntrr Status

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

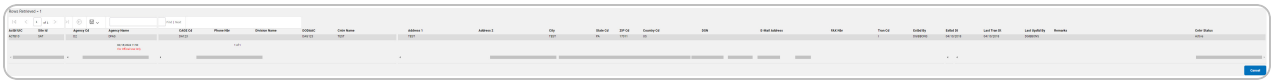
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Contractor 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.*



Note

To reach the optional fields, refer to the Contractor Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Contractor Inquiry Search Criteria*** *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 Find to search for the entry. *The entry appears highlighted in the file.*

4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

View the Contractor Inquiry Detail

Select the desired ACTBL UIC row. *The **Contractor Inquiry Basic Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contractor Inquiry — Criteria
- Select Fields for the Contractor Inquiry
- View the Contractor Inquiry Detail — Basic
- View the Contractor Inquiry Detail — Contract
- View the Contractor Inquiry Transaction Status
- Export the Contractor Inquiry Transaction Status

Select Fields for the Contractor Inquiry

Overview

The Contractor Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Fields > Contractor Inquiry Fields Selection page

Page Fields

The following fields display on the **Contractor Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Actbl UIC
Site Id
Agency Cd
Agency Name
CAGE Cd
Phone Nbr
Division Name
DoDAAC
Cntrr Name
Address 1
Address 2
City

State Cd
ZIP Cd
Country Cd
DSN
E-Mail Address
FAX Nbr
Tran Cd
Estbd By
Estbd Dt
Last Tran Dt
Last Updtd By
Remarks
Cntrr Status

Procedures

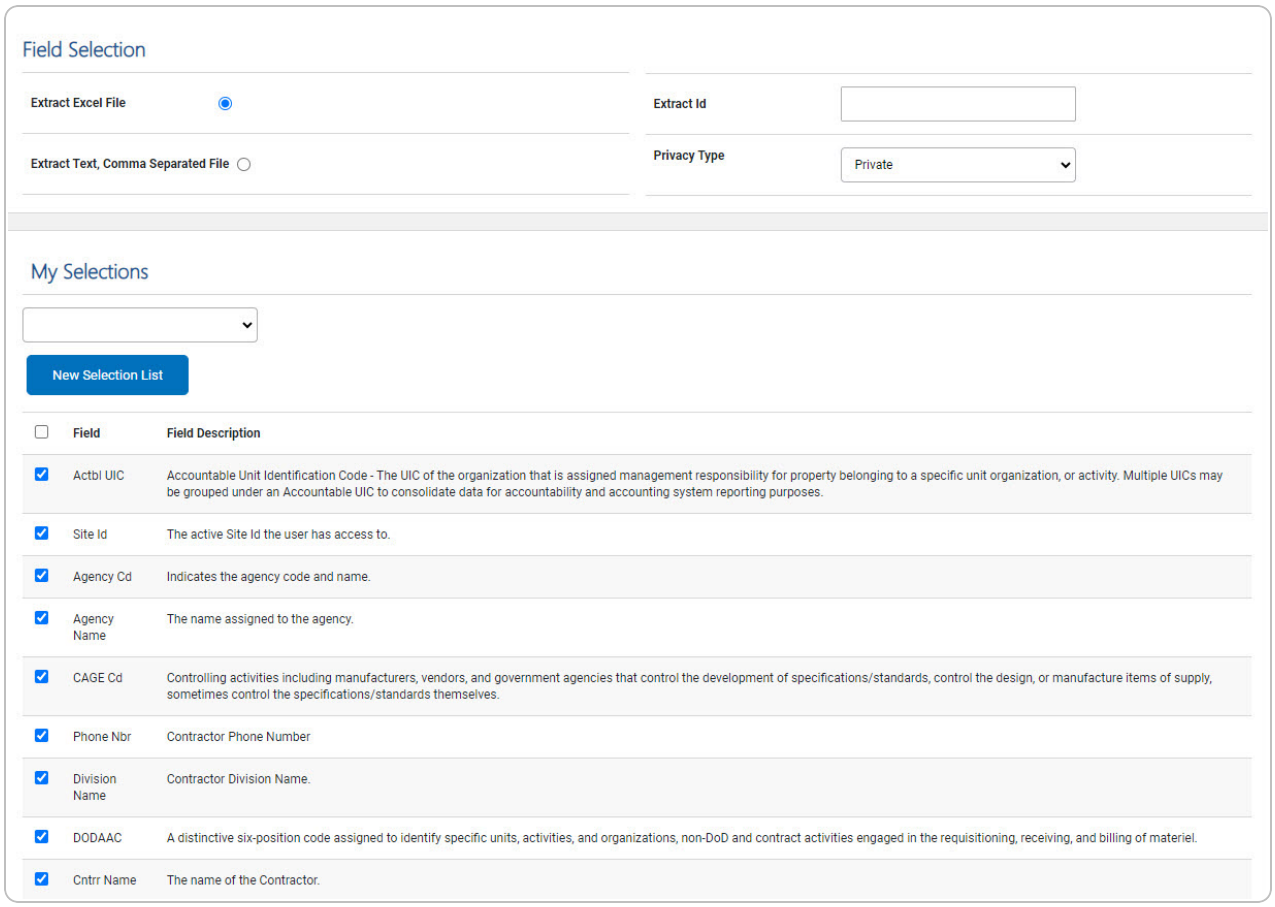
ELMS Navigation Helpful Tips

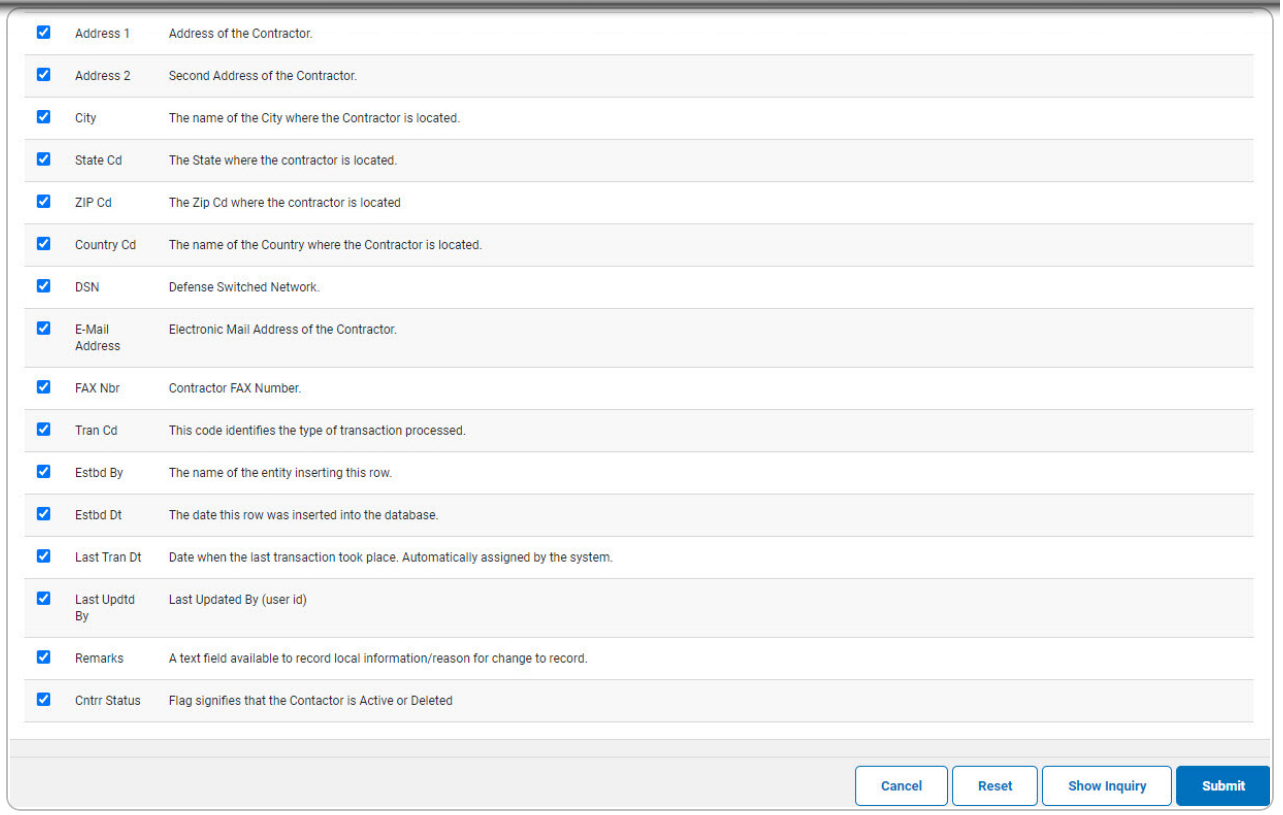
Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **Contractor Inquiry** page appears.*





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

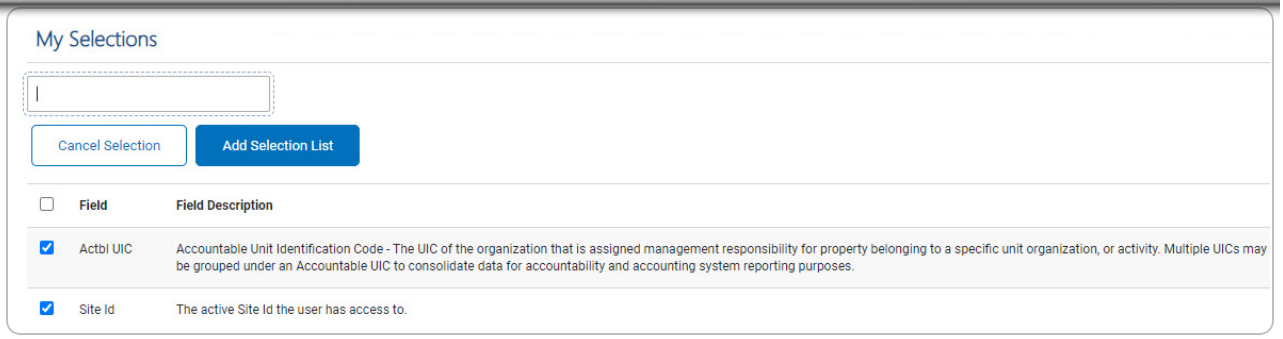
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

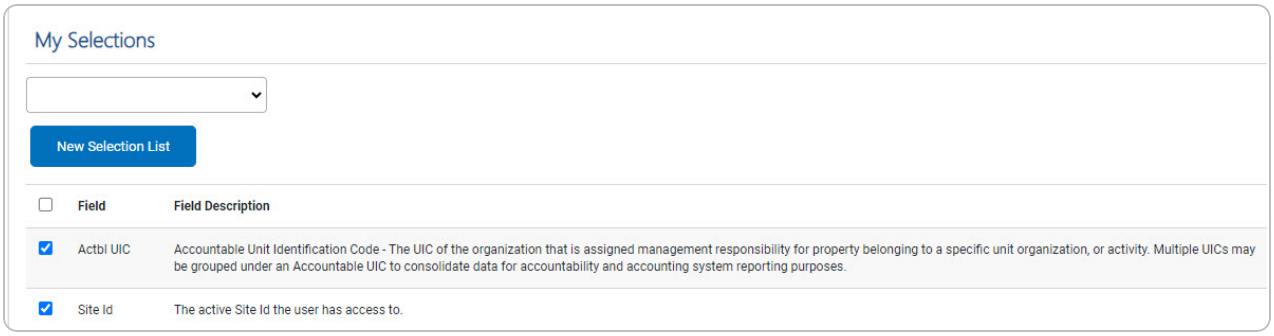
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select **Add Selection List**. *The page refreshes, and the selected list is added.* **Add Selection List** *is replaced by* **Update Selection List** *and* Delete Selection List.

   Select **Show Inquiry** for small volumes of data. *The* ***Contractor Inquiry — Results*** *page appears.*
5. **OR**

   Select **Submit** for large volumes of data. *The* ***Contractor Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

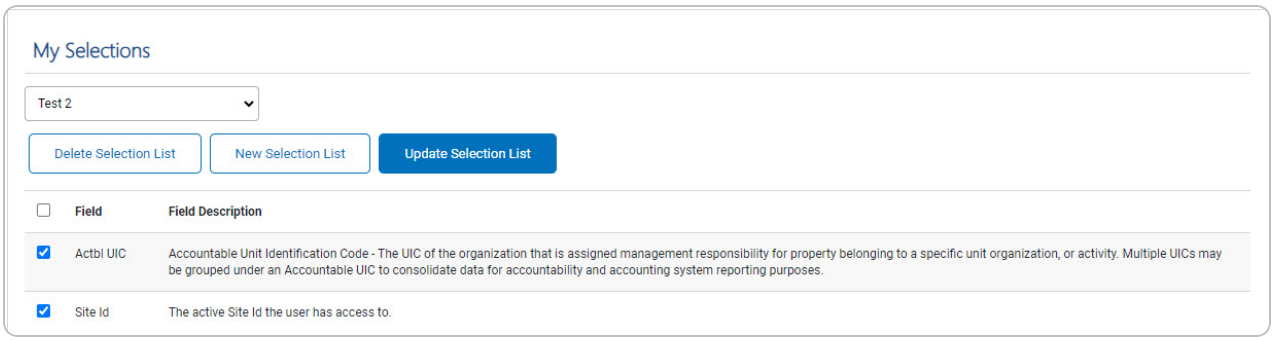
Select Show Inquiry for small volumes of data. *The* ***Contractor Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***Contractor 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

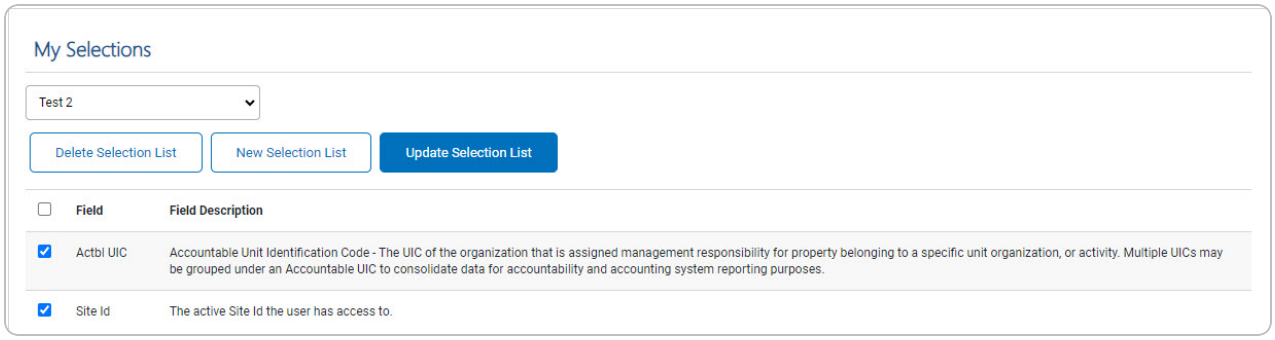
   Select Show Inquiry for small volumes of data. *The* ***Contractor Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Contractor 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.

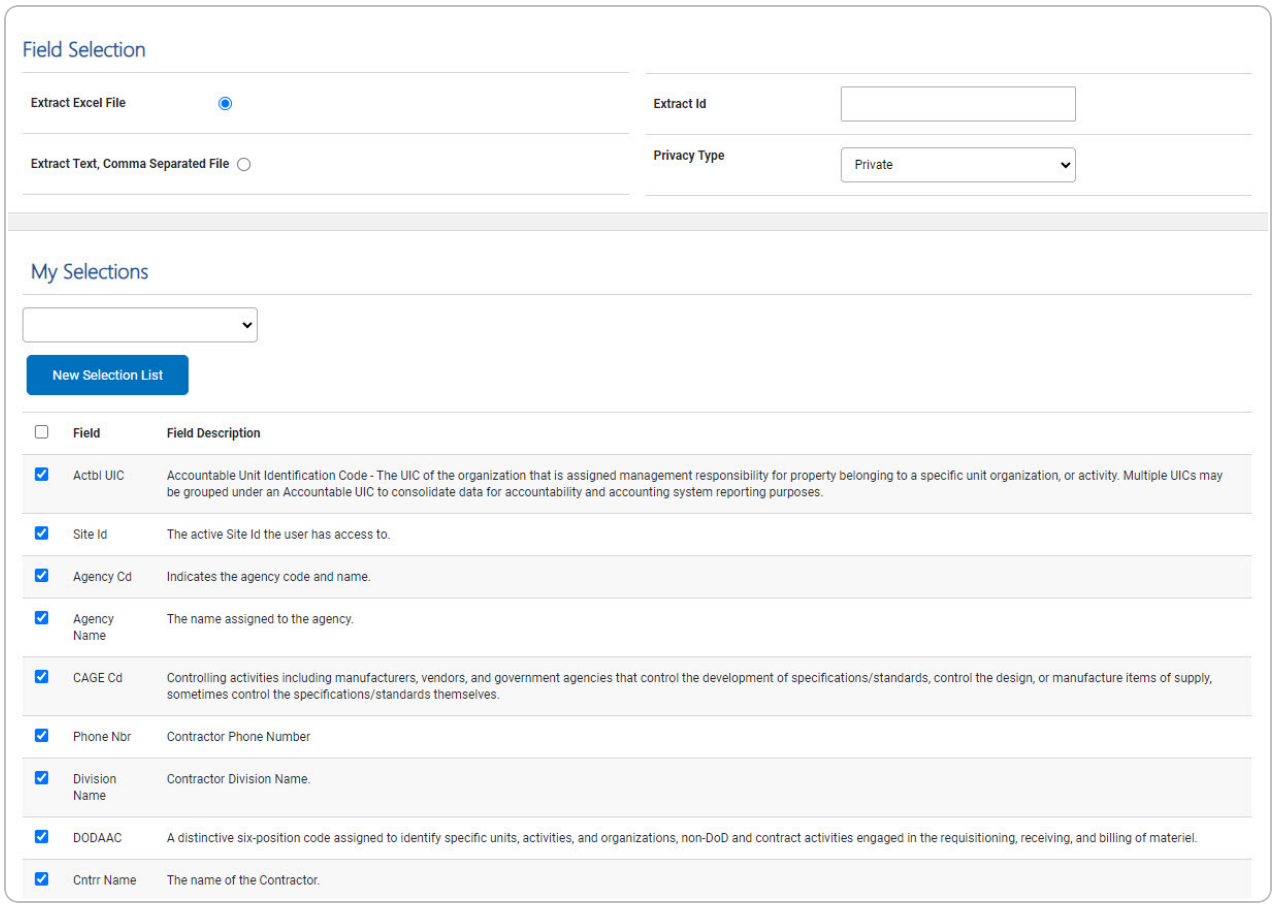


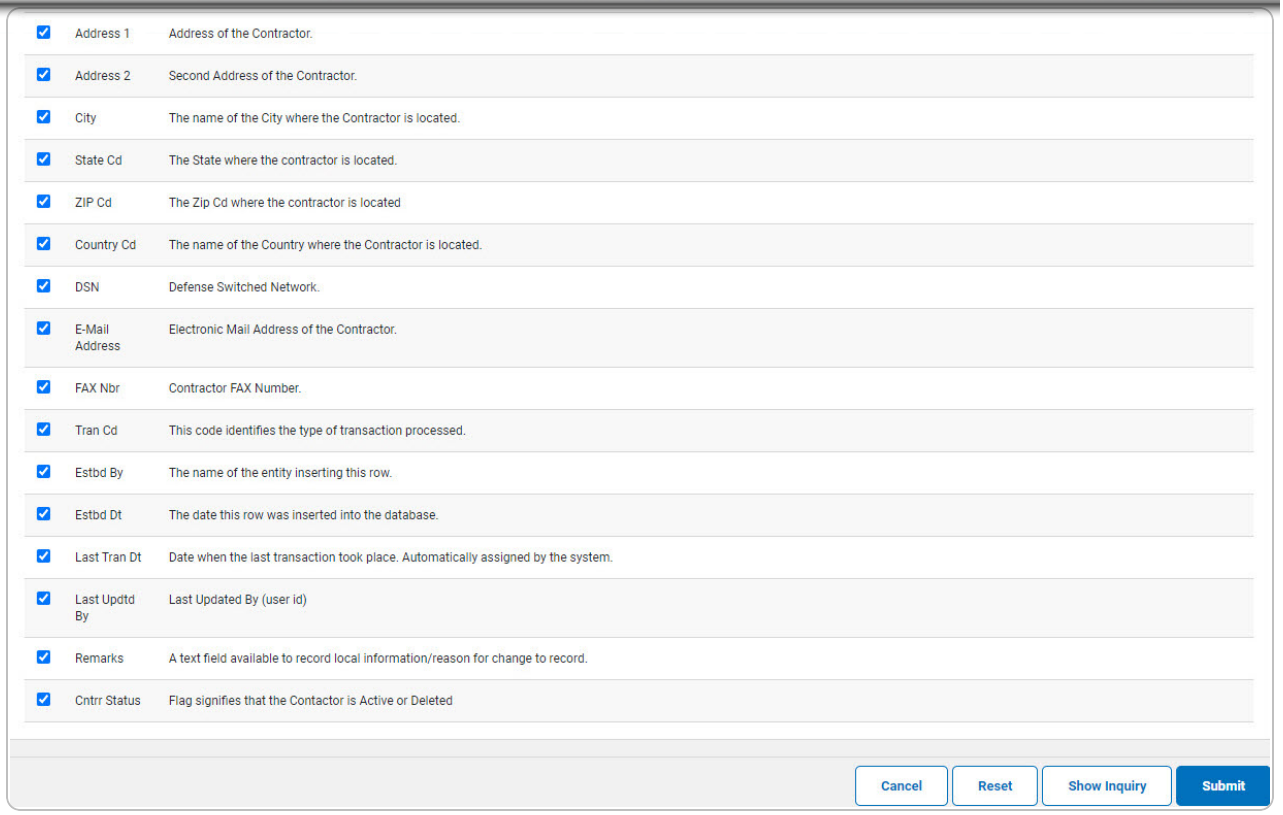
2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Contractor Inquiry** page appears.*





☑	Address 1	Address of the Contractor.
☑	Address 2	Second Address of the Contractor.
☑	City	The name of the City where the Contractor is located.
☑	State Cd	The State where the contractor is located.
☑	ZIP Cd	The Zip Cd where the contractor is located
☑	Country Cd	The name of the Country where the Contractor is located.
☑	DSN	Defense Switched Network.
☑	E-Mail Address	Electronic Mail Address of the Contractor.
☑	FAX Nbr	Contractor FAX Number.
☑	Tran Cd	This code identifies the type of transaction processed.
☑	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)
☑	Remarks	A text field available to record local information/reason for change to record.
☑	Cntrr Status	Flag signifies that the Contactor is Active or Deleted

Cancel Reset Show Inquiry Submit

2. Select the fields required for the inquiry. *The first 25 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.

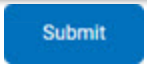
- Verify the ACTBL UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTBL UIC.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*
- Verify the AGENCY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an AGENCY CD.*

- Verify the Agency Name contains the appropriate ☑ or ☐. *Select if the inquiry contains an Agency Name.*
- Verify the CAGE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a CAGE CD.*
- Verify the PHONE NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a PHONE NBR.*
- Verify the Division Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a Division Name.*
- Verify the DODAAC contains the appropriate ☑ or ☐. *Select if the inquiry contains a DODAAC.*
- Verify the CNTRR NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTRR NAME.*
- Verify the Address 1 contains the appropriate ☑ or ☐. *Select if the inquiry contains an Address 1.*
- Verify the Address 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains an Address 2.*
- Verify the City contains the appropriate ☑ or ☐. *Select if the inquiry contains a City.*
- Verify the STATE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a STATE CD.*
- Verify the ZIP CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a ZIP CD.*
- Verify the COUNTRY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a COUNTRY CD.*

- Verify the DSN contains the appropriate ☑ or ☐. *Select if the inquiry contains a DSN.*
- Verify the E-MAIL Address contains the appropriate ☑ or ☐. *Select if the inquiry contains an E-MAIL Address.*
- Verify the ACTBL UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTBL UIC.*
- Verify the FAX NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a FAX NBR.*
- Verify the TRAN CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a TRAN CD.*
- Verify the ESTBD BY contains the appropriate ☑ or ☐. *Select if the inquiry contains an ESTBD BY.*
- Verify the ESTBD DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an ESTBD DT.*
- Verify the LAST TRAN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a LAST TRAN DT.*
- Verify the LAST UPDTD BY contains the appropriate ☑ or ☐. *Select if the inquiry contains a LAST UPDTD BY.*
- Verify the Remarks contains the appropriate ☑ or ☐. *Select if the inquiry contains Remarks.*
- Verify the CNTRR STATUS contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTRR STATUS.*

Select Show Inquiry for small volumes of data. *The* ***Contractor Inquiry — Results*** *page appears.*

3. **OR**

Select  for large volumes of data. *The* ***Contractor Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contractor Inquiry — Criteria
- Search for a Contractor Inquiry — Results
- View the Contractor Inquiry Detail — Basic
- View the Contractor Inquiry Detail — Contract
- View the Contractor Inquiry Transaction Status
- Export the Contractor Inquiry Transaction Status

View the Contractor Inquiry Basic Detail

Overview

The Contractor Inquiry Basic Detail process displays the Basic Detail record of the selected Contractor.

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Contractor Inquiry Basic Detail page

Page Fields

The following fields display on the **Contractor Inquiry Basic Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Contractor Inquiry Basic Detail Grid

CAGE Cd
Cntrr Name
Division Name
Address 1
City
ZIP Cd
E-Mail Address
FAX Nbr
Remarks
Tran Cd
Last Tran Dt
Site Id

Agency Cd
DoDAAC
Phone Nbr
Address 2
State Cd
Country Cd
Cntrr Status
Last Updtd By
Actbl UIC
Agency Name

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

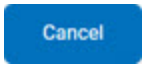
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

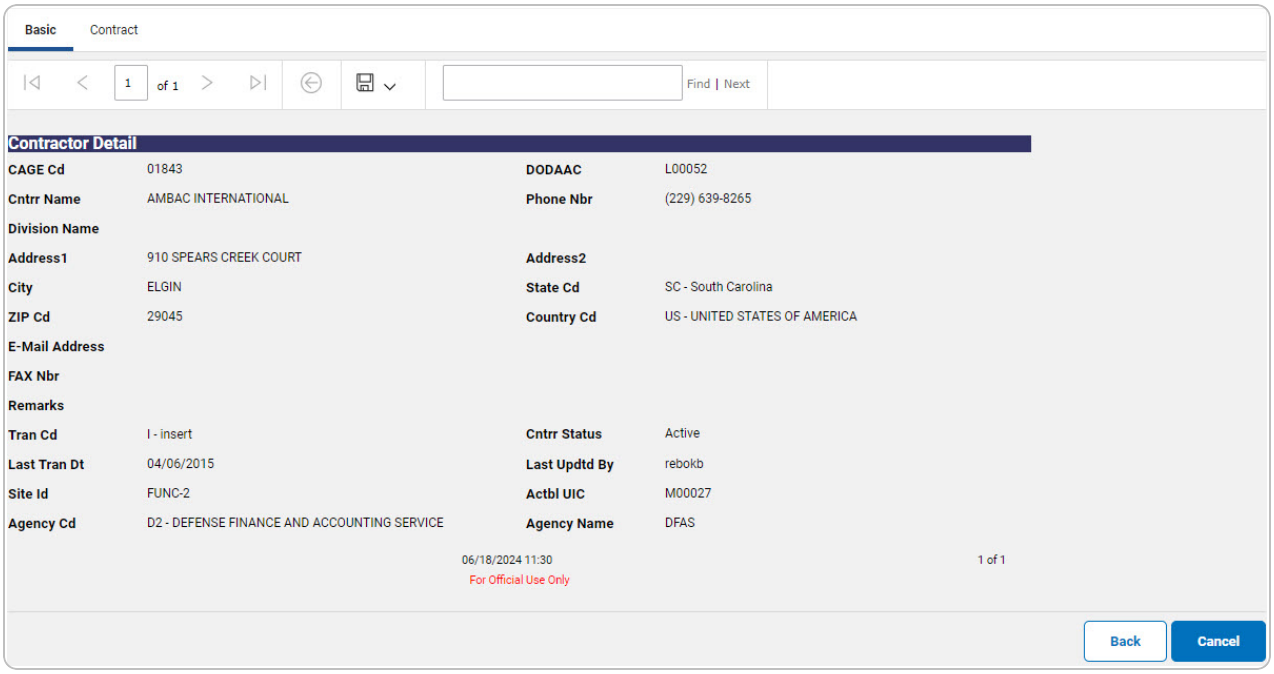
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Contractor Inquiry Basic Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Contractor Detail grid.*



A. *Verify the CAGE Cd.*
B. *Verify the Cntrr Name.*
C. *Verify the Division Name.*
D. *Verify the Address 1.*
E. *Verify the City.*
F. *Verify the ZIP Cd.*
G. *Verify the E-Mail Address.*
H. *Verify the FAX Nbr.*
I. *Verify the Remarks.*
J. *Verify the Tran Cd.*
K. *Verify the Last Tran Dt.*
L. *Verify the Site Id.*
M. *Verify the Agency Cd.*
N. *Verify the DoDAAC.*
O. *Verify the Phone Nbr.*
P. *Verify the Address 2.*

Q. *Verify the STATE CD.*

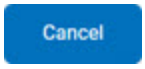
R. *Verify the COUNTRY CD.*

S. *Verify the CNTRR STATUS.*

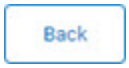
T. *Verify the LAST UPDTD BY.*

U. *Verify the ACTBL UIC.*

V. *Verify the Agency Name.*

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 Contract Tab. *The **Contractor Inquiry Contract Detail** page appears.*
5. Select  . *The **Contractor Inquiry — Criteria** page appears*.

OR

Select  . *The **Contractor 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contractor Inquiry — Criteria
- Search for a Contractor Inquiry — Results
- Select Fields for the Contractor Inquiry
- View the Contractor Inquiry Detail — Contract
- View the Contractor Inquiry Transaction Status
- Export the Contractor Inquiry Transaction Status

View the Contractor Inquiry Contract Detail

Overview

The Contractor Inquiry Contract Detail process displays the Contract Detail record of the selected Contractor.

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Contractor Inquiry Basic Detail page > Contract tab > Contractor Inquiry Contract Detail page

Page Fields

The following fields display on the **Contractor Inquiry Contract Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Contractor Inquiry Contract Detail Grid

Cntr Nbr
Cntr Use Cd
Cntr Typ Cd
Dlvry Ord Nbr
Start Dt
Expr Dt
Cntr Status
Issuing Ofc DoDAAC
Issuing POC
Issuing Phone Nbr
Cntr Admn

Cntr Admn DoDAAC
Cntr Admn Phone Nbr
Prop Admn
Prop Admn Phone Nbr
Prop Admn E-mail
Remarks
Tran Cd
Last Tran Dt/Tm
Last Updtd By
Site Id
Actbl UIC
Agency Cd
Agency Name

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

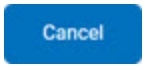
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

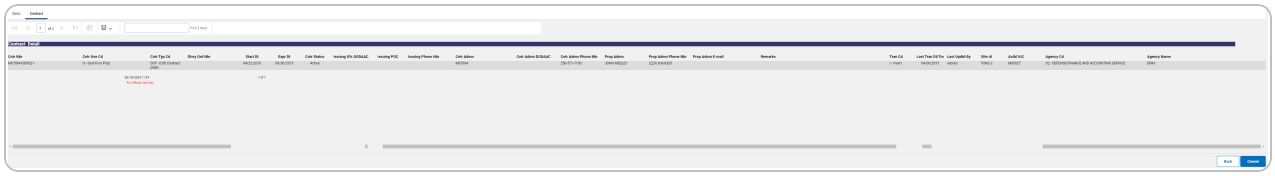
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Contractor Inquiry Contract Detail

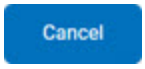
Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Contractor Inquiry Contract Detail grid.*



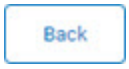
   A. *Verify the CNTR NBR.*
   B. *Verify the CNTR USE CD.*
   C. *Verify the CNTR TYP CD.*
   D. *Verify the DLVY ORD NBR.*
   E. *Verify the START DT.*

F. *Verify the EXPR DT.*
G. *Verify the CNTR STATUS.*
H. *Verify the ISSUING OFC DODAAC.*
I. *Verify the ISSUING POC.*
J. *Verify the ISSUING PHONE NBR.*
K. *Verify the CNTR ADMN.*
L. *Verify the CNTR ADMN DODAAC.*
M. *Verify the CNTR ADMN PHONE NBR.*
N. *Verify the PROP ADMN.*
O. *Verify the PROP ADMN PHONE NBR.*
P. *Verify the PROP ADMN E-MAIL.*
Q. *Verify the Remarks.*
R. *Verify the TRAN CD.*
S. *Verify the LAST TRAN DT/TM.*
T. *Verify the LAST UPDTD BY.*
U. *Verify the SITE ID.*
V. *Verify the ACTBL UIC.*
W. *Verify the AGENCY CD.*
X. *Verify the Agency Name.*

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 Basic Tab. *The **Contractor Inquiry Basic Detail** page appears.*
5. Select 

. *The **Contractor Inquiry — Criteria** page appears*.

OR

Select 

. *The **Contractor 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contractor Inquiry — Criteria
- Search for a Contractor Inquiry — Results
- Select Fields for the Contractor Inquiry
- View the Contractor Inquiry Detail — Basic
- View the Contractor Inquiry Transaction Status
- Export the Contractor Inquiry Transaction Status

View the Contractor Inquiry Transaction Status

Overview

The Contractor Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Contractor Inquiry Transaction Status page

Page Fields

The following fields display on the **Contractor Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

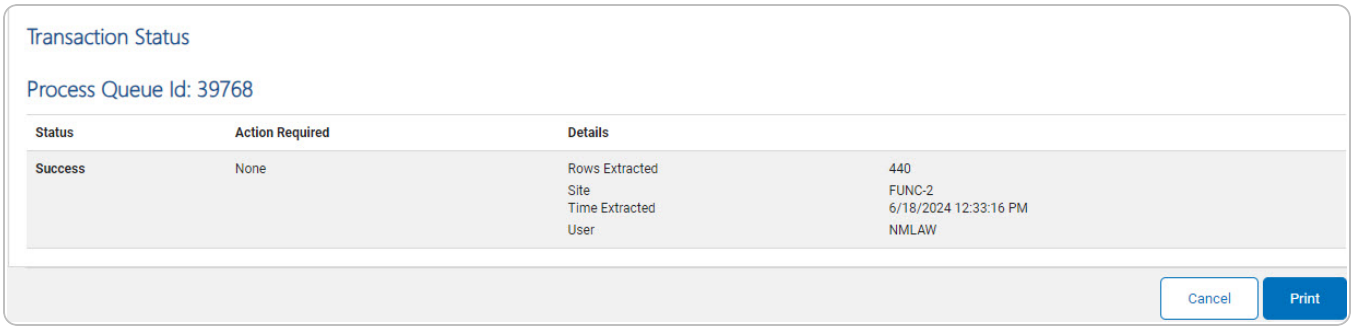
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

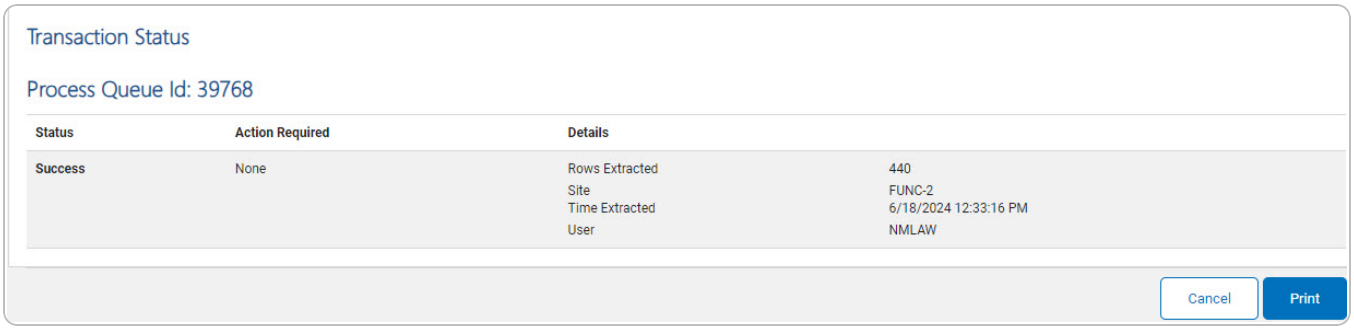
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Contractor Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Contractor Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Contractor Inquiry Search Criteria*** *page appears*.

View the Contractor Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Contractor Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Contractor Inquiry — Criteria
- Search for a Contractor Inquiry — Results
- Select Fields for the Contractor Inquiry
- View the Contractor Inquiry Detail — Basic
- View the Contractor Inquiry Detail — Contract
- Export the Contractor Inquiry Transaction Status

Export the Contractor Inquiry Transaction Status

Overview

The Contractor Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > Contractor > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Contractor Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Contractor Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

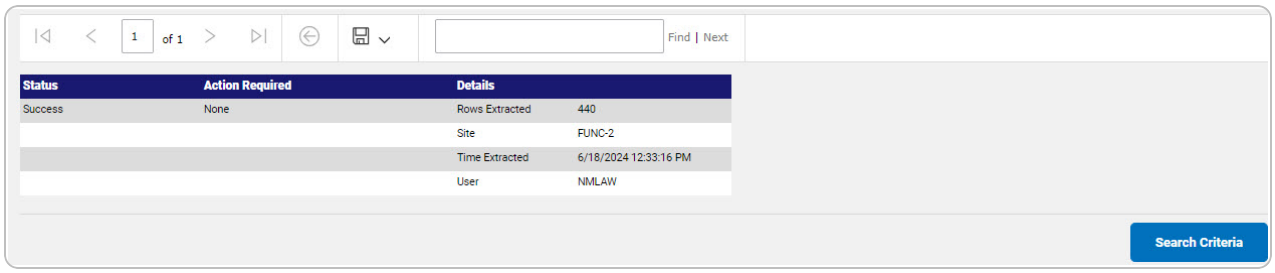
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Contractor Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The* ***Contractor Inquiry Search Criteria*** *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Contractor Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Contractor Inquiry — Criteria
- Search for a Contractor Inquiry — Results
- Select Fields for the Contractor Inquiry
- View the Contractor Inquiry Detail — Basic
- View the Contractor Inquiry Detail — Contract
- View the Contractor Inquiry Transaction Status

Search for a Contract Inquiry — Criteria

Overview

The Property Accountability module Contract Inquiry process provides the ability to search for Contract records.

Navigation

Inquiries > Master Data > Contract > Contract Inquiry Search Criteria page

Page Fields

The following fields display on the **Contract Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
13	Select "Reset" button to clear data.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
278	Maximum of 500 records will be retrieved for processing

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

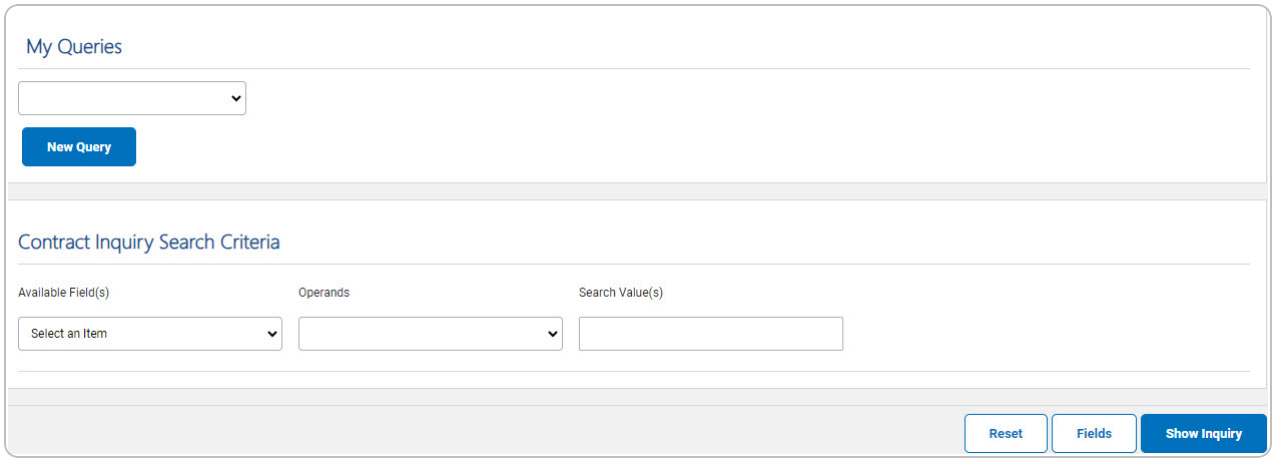
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Contract 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.

B. Repeat Step B to add additional search criteria.

Note

Adding another Available Field ⌄ automatically populates an additional search criteria row.

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

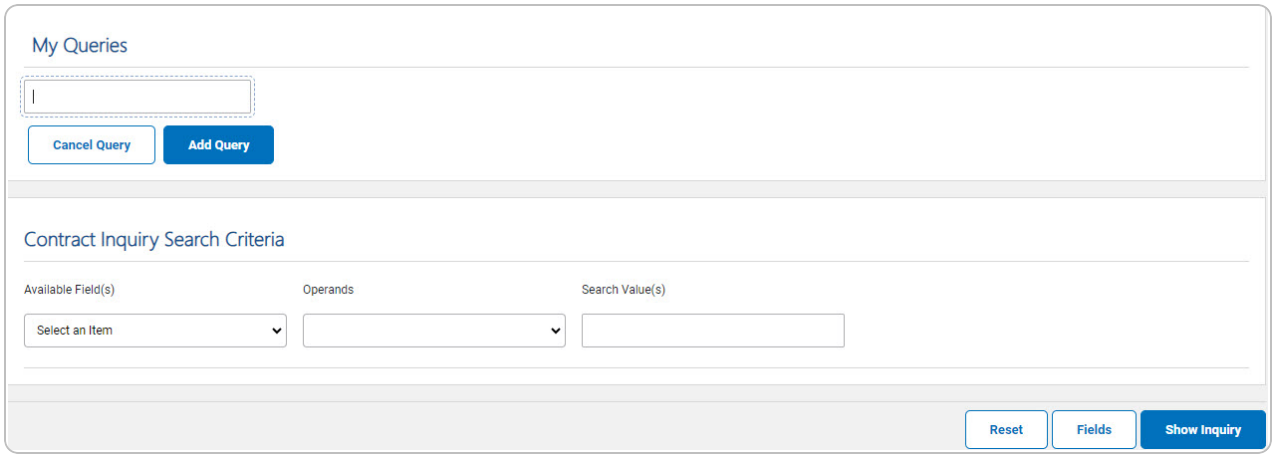
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Contract Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



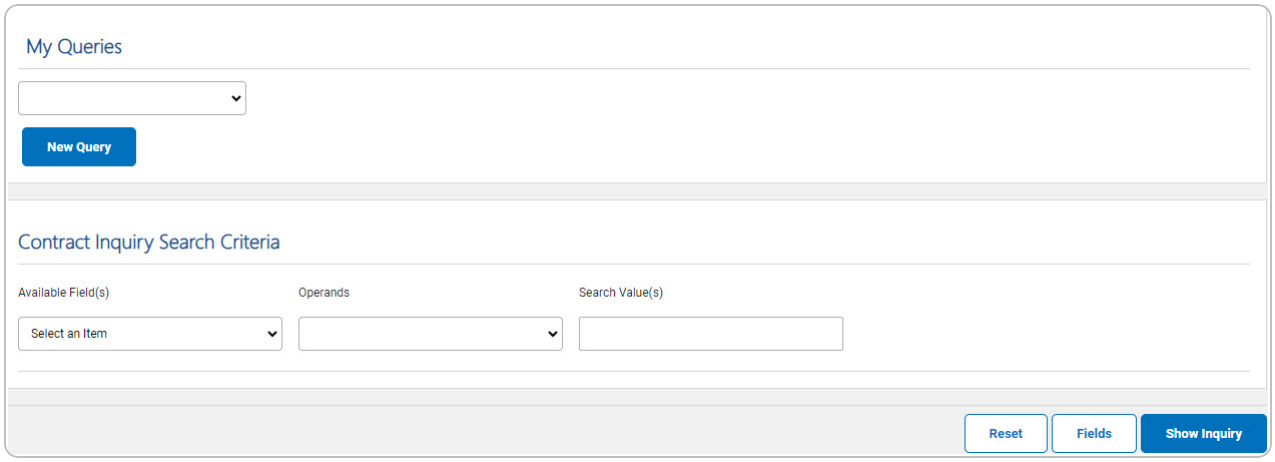
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The **Contract Inquiry — Select Fields** page appears.*

OR

Select Show Inquiry. *The* ***Contract 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.*



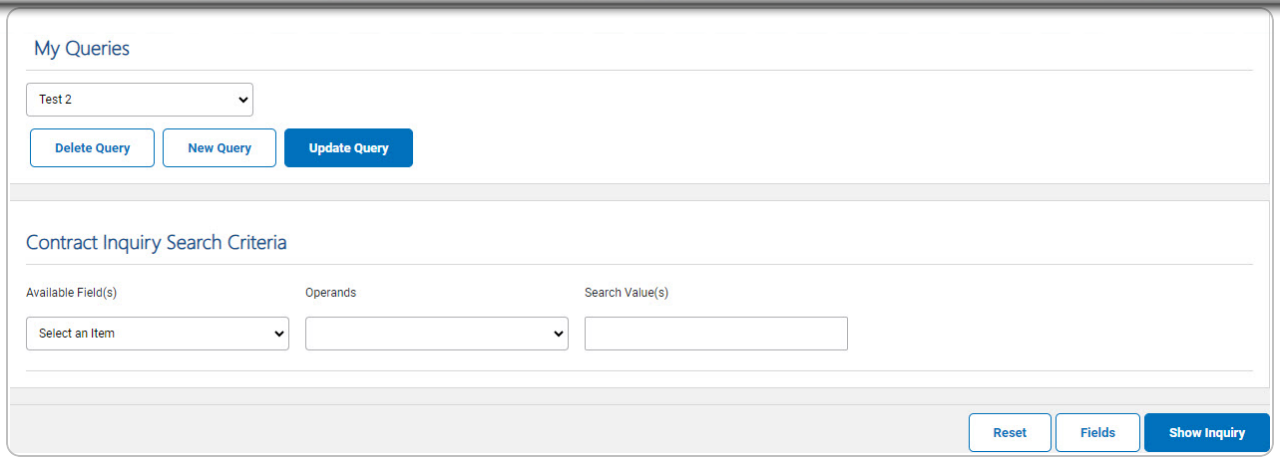
2. Select Fields. *The* ***Contract Inquiry — Select Fields*** *page appears.*

OR

Select Show Inquiry. *The* ***Contract 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

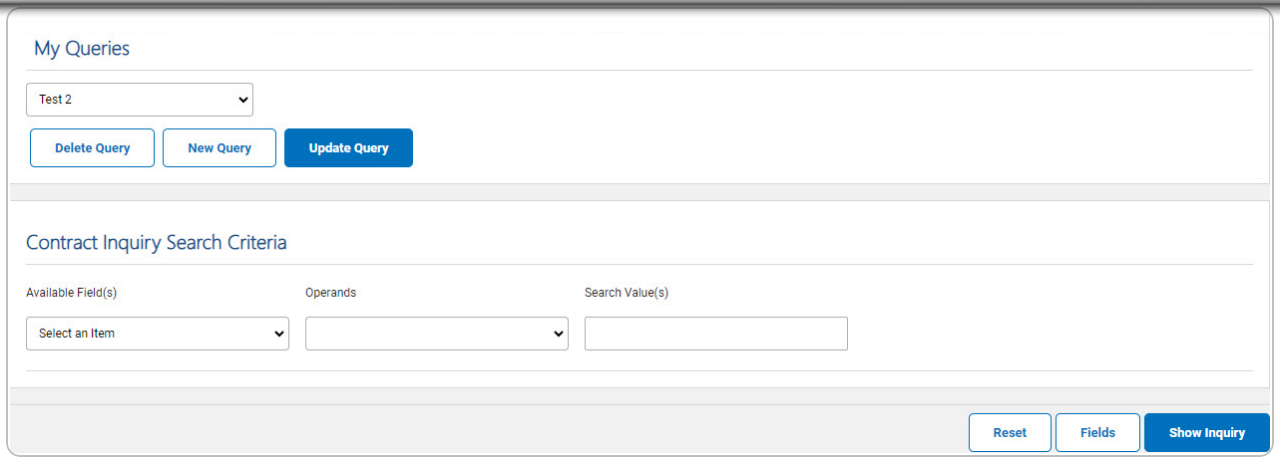
4. Select Fields. *The **Contract Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Contract 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Contract Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Contract Inquiry — Results
- Select Fields for the Contract Inquiry
- View the Contract Inquiry Detail — Basic
- View the Contract Inquiry Detail — Contractor
- View the Contract Inquiry Detail — History
- View the Contract Inquiry Transaction Status
- Export the Contractor Inquiry Transaction Status

Search for a Contract Inquiry — Results

Overview

The Contract Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Show Inquiry > Contract Inquiry Search Results page

Page Fields

The following fields display on the **Contract Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Cntr Nbr
Cntr Use Cd
Cntr Type Cd
Cntrr Name
Dlvy Ord Nbr

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

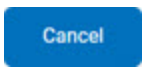
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

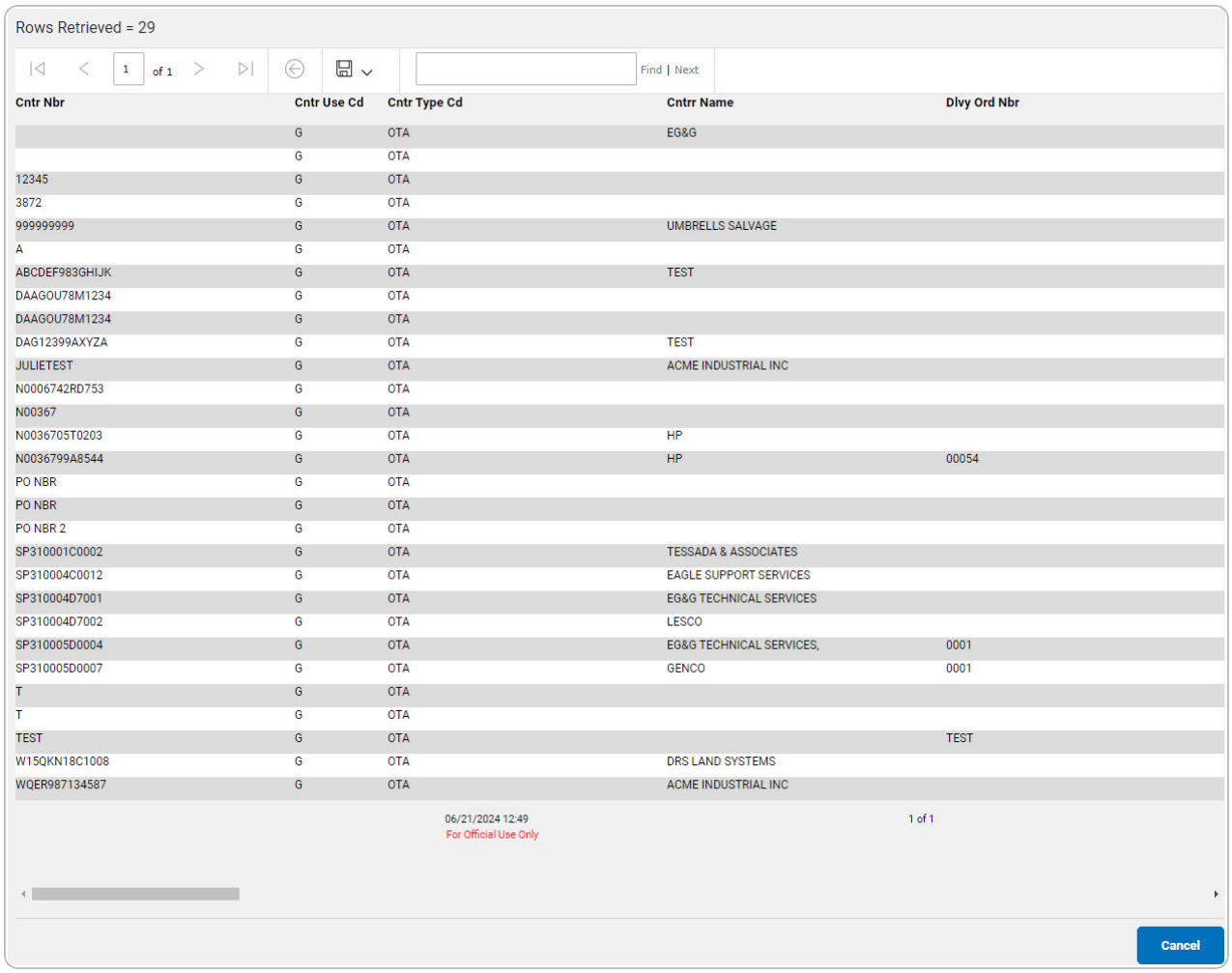
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Contract Inquiry Results

Selecting  *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 = 29

1 of 1 Find | Next

Cntr Nbr	Cntr Use Cd	Cntr Type Cd	Cntrr Name	Dlvy Ord Nbr
	G	OTA	EG&G	
	G	OTA		
12345	G	OTA		
3872	G	OTA		
999999999	G	OTA	UMBRELLS SALVAGE	
A	G	OTA		
ABCDEF983GHIJK	G	OTA	TEST	
DAAGOU78M1234	G	OTA		
DAAGOU78M1234	G	OTA		
DAG12399AXYZA	G	OTA	TEST	
JULIETEST	G	OTA	ACME INDUSTRIAL INC	
N0006742RD753	G	OTA		
N00367	G	OTA		
N0036705T0203	G	OTA	HP	
N0036799A8544	G	OTA	HP	00054
PO NBR	G	OTA		
PO NBR	G	OTA		
PO NBR 2	G	OTA		
SP310001C0002	G	OTA	TESSADA & ASSOCIATES	
SP310004C0012	G	OTA	EAGLE SUPPORT SERVICES	
SP310004D7001	G	OTA	EG&G TECHNICAL SERVICES	
SP310004D7002	G	OTA	LESCO	
SP310005D0004	G	OTA	EG&G TECHNICAL SERVICES,	0001
SP310005D0007	G	OTA	GENCO	0001
T	G	OTA		
T	G	OTA		
TEST	G	OTA		TEST
W15QKN18C1008	G	OTA	DRS LAND SYSTEMS	
WQER987134587	G	OTA	ACME INDUSTRIAL INC	

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Cancel

Note

To reach the optional fields, refer to the Contract Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.

3. Select Cancel. *The **Contract Inquiry Search Criteria** 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 Contract Inquiry Detail

Select the desired CNTR NBR row. *The **Contract Inquiry Basic Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contract Inquiry — Criteria
- Select Fields for the Contract Inquiry
- View the Contract Inquiry Detail — Basic
- View the Contract Inquiry Detail — Contractor
- View the Contract Inquiry Detail — History
- View the Contract Inquiry Transaction Status
- Export the Contract Inquiry Transaction Status

Select Fields for the Contract Inquiry

Overview

The Contract Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Fields > Contract Inquiry Fields Selection page

Page Fields

The following fields display on the **Contract Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Cntr Nbr
Cntr Use Cd
Cntr Type Cd
Cntrr Name
Dlvy Ord Nbr
Start Dt
Expr Dt
Cntr Status
Issuing Ofc DoDAAC
Issuing POC
Issuing Phone Nbr
Cntr Admn

Cntr Admn Phone Nbr
Cntr Admn DoDAAC
Prop Admn
Prop Admn Phone Nbr
Prop Admn E-Mail
Remarks
Tran Cd
Estbd By
Last Tran Dt
Last Updtd By
Site Id
Actbl UIC
Agency Cd
Agency Name

Procedures

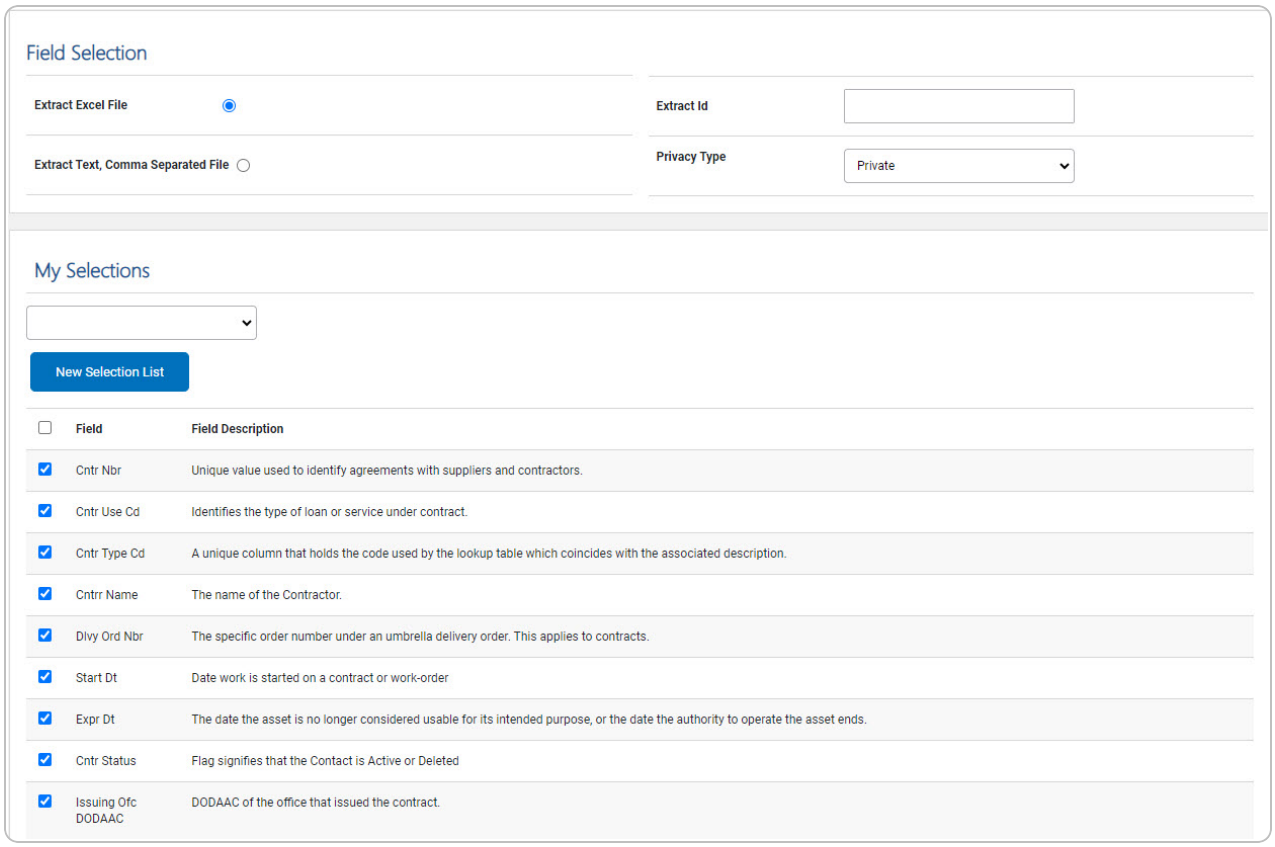
ELMS Navigation Helpful Tips

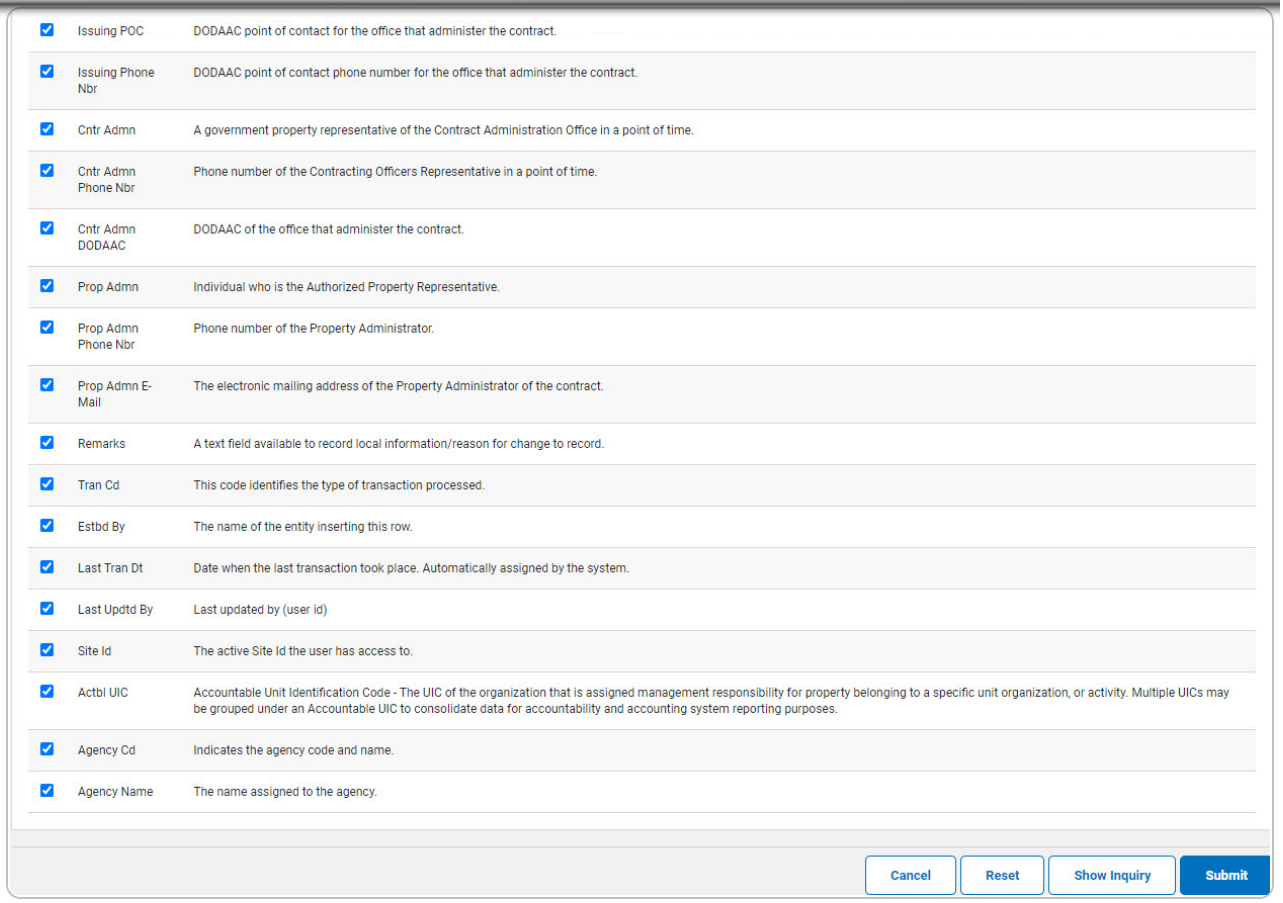
Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **Contract Inquiry** page appears.*





☑	Issuing POC	DODAAC point of contact for the office that administer the contract.
☑	Issuing Phone Nbr	DODAAC point of contact phone number for the office that administer the contract.
☑	Cntr Admn	A government property representative of the Contract Administration Office in a point of time.
☑	Cntr Admn Phone Nbr	Phone number of the Contracting Officers Representative in a point of time.
☑	Cntr Admn DODAAC	DODAAC of the office that administer the contract.
☑	Prop Admn	Individual who is the Authorized Property Representative.
☑	Prop Admn Phone Nbr	Phone number of the Property Administrator.
☑	Prop Admn E-Mail	The electronic mailing address of the Property Administrator of the contract.
☑	Remarks	A text field available to record local information/reason for change to record.
☑	Tran Cd	This code identifies the type of transaction processed.
☑	Estbd By	The name of the entity inserting this row.
☑	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☑	Last Updtd By	Last updated by (user id)
☑	Site Id	The active Site Id the user has access to.
☑	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.
☑	Agency Cd	Indicates the agency code and name.
☑	Agency Name	The name assigned to the agency.

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

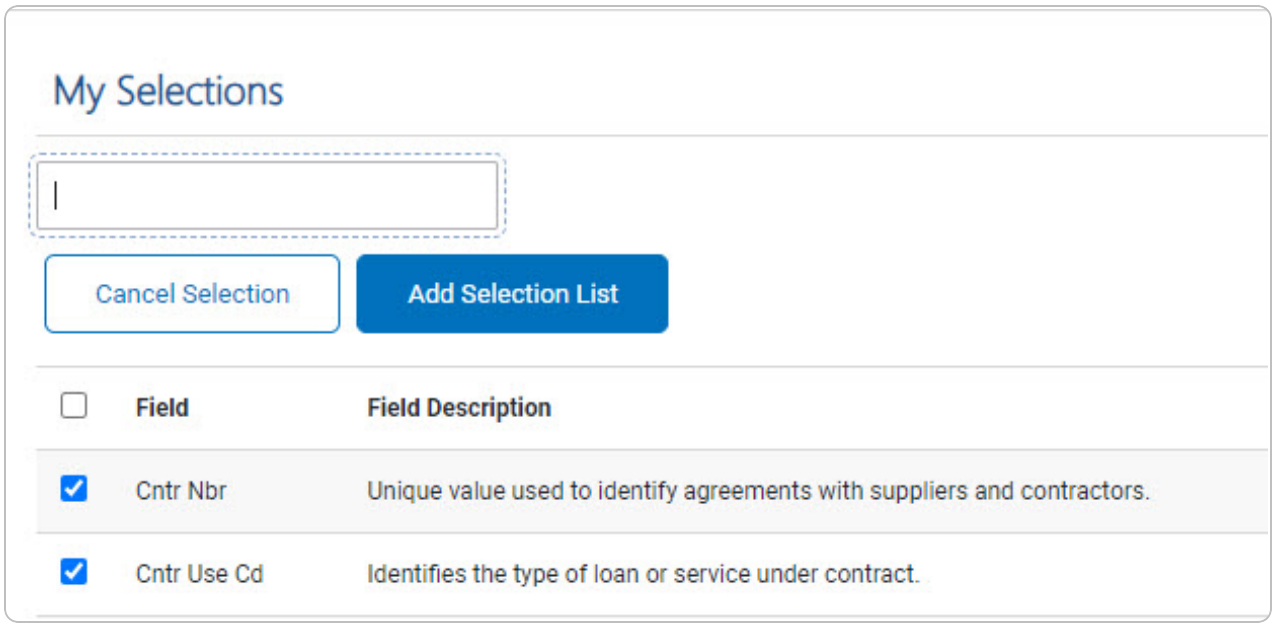
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.*

   Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

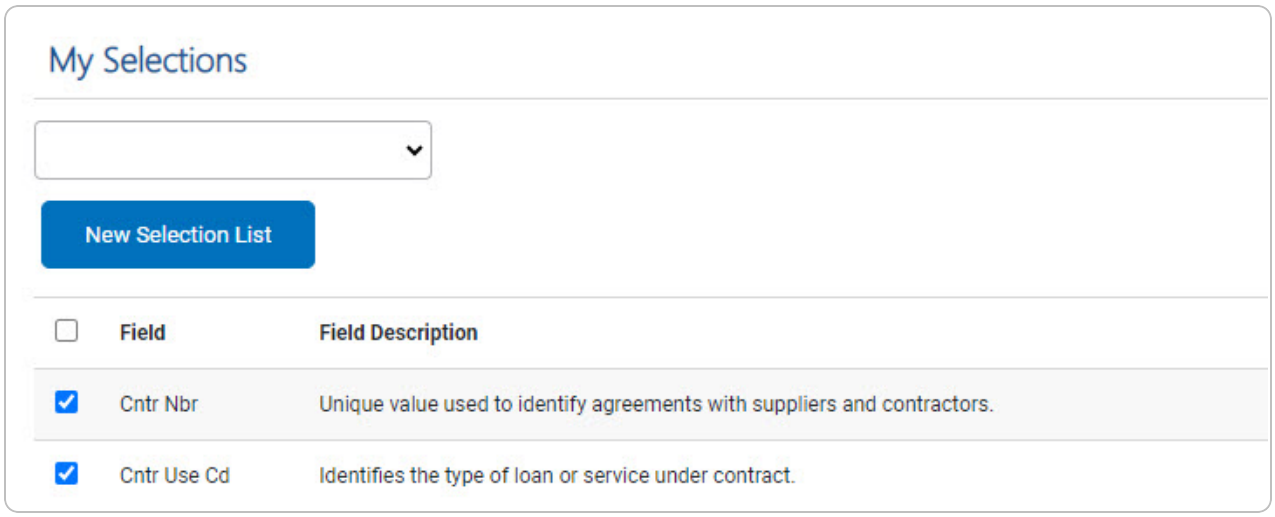
   Select Show Inquiry for small volumes of data. *The* ***Contract Inquiry — Results*** *page appears.*
5.

OR

Select Submit for large volumes of data. *The* ***Contract Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



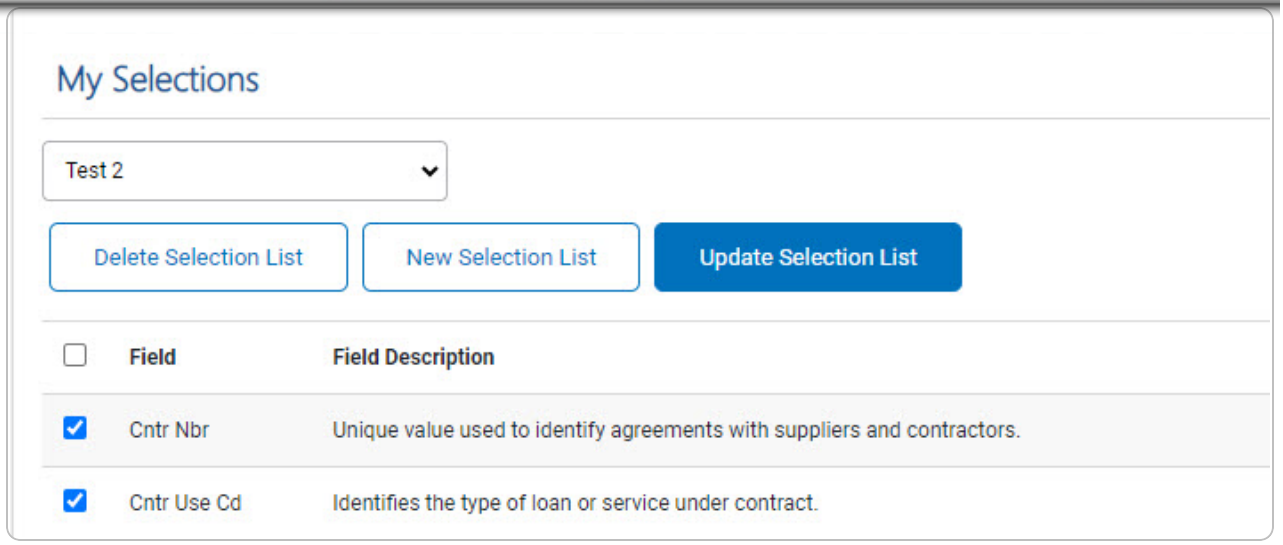
2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*
3. Select Show Inquiry for small volumes of data. *The* ***Contract Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Contract 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



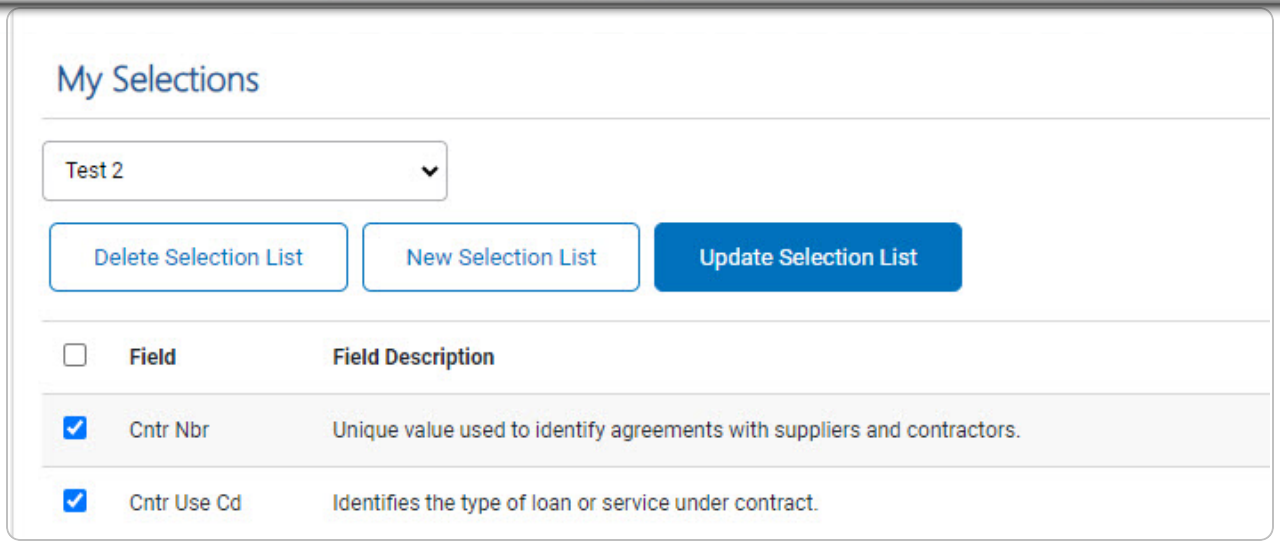
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Contract Inquiry — Results*** *page appears.*
4. **OR**

   Select Submit for large volumes of data. *The* ***Contract 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.

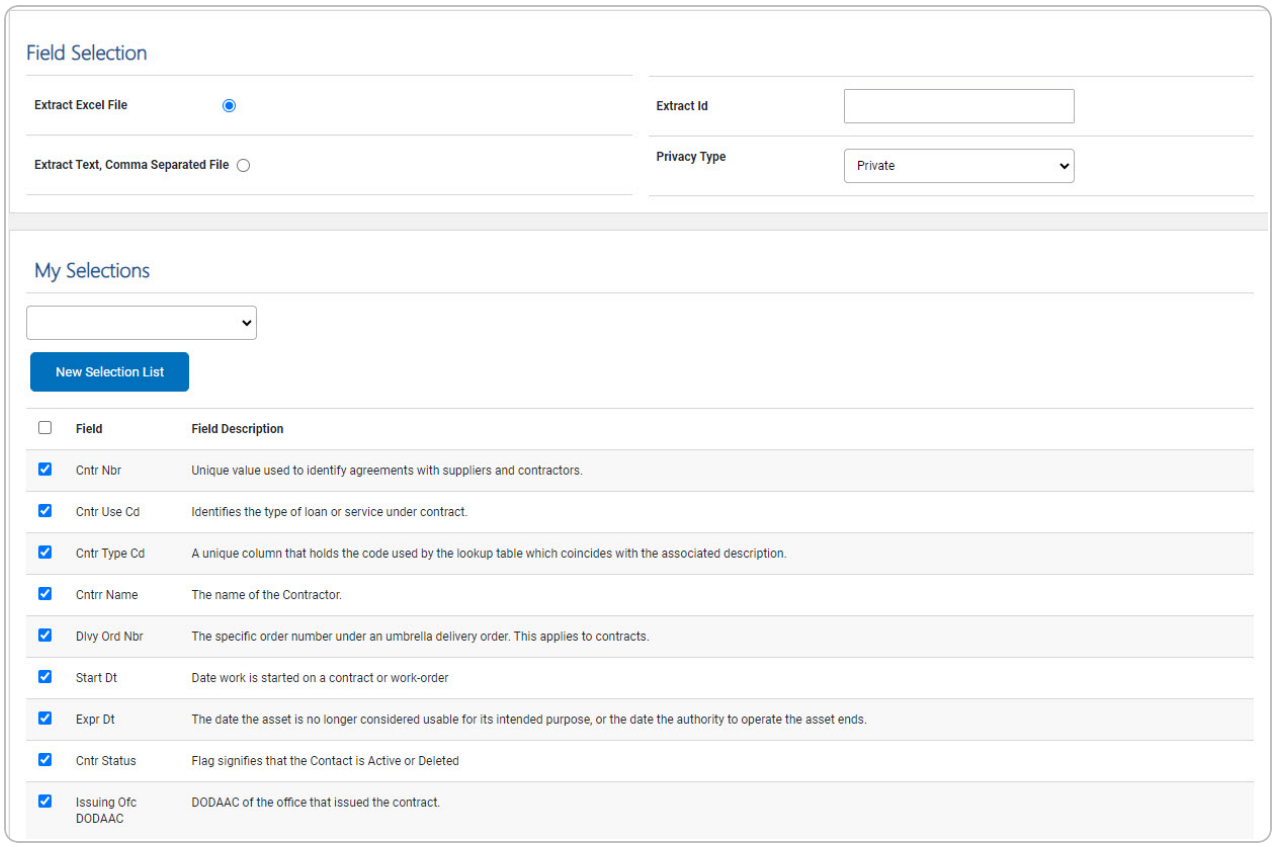


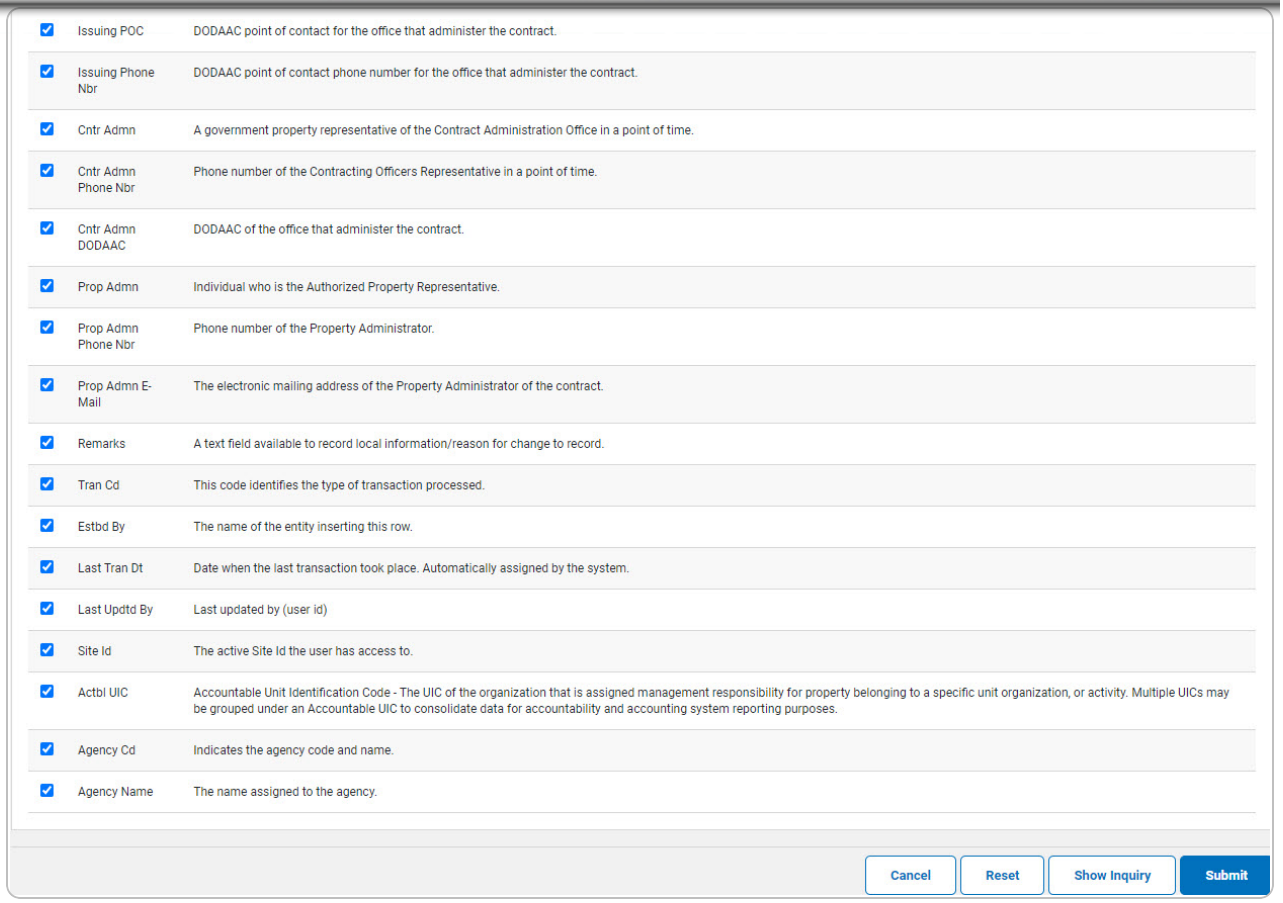
2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Contract Inquiry** page appears.*





☑	Issuing POC	DODAAC point of contact for the office that administer the contract.
☑	Issuing Phone Nbr	DODAAC point of contact phone number for the office that administer the contract.
☑	Cntr Admn	A government property representative of the Contract Administration Office in a point of time.
☑	Cntr Admn Phone Nbr	Phone number of the Contracting Officers Representative in a point of time.
☑	Cntr Admn DODAAC	DODAAC of the office that administer the contract.
☑	Prop Admn	Individual who is the Authorized Property Representative.
☑	Prop Admn Phone Nbr	Phone number of the Property Administrator.
☑	Prop Admn E-Mail	The electronic mailing address of the Property Administrator of the contract.
☑	Remarks	A text field available to record local information/reason for change to record.
☑	Tran Cd	This code identifies the type of transaction processed.
☑	Estbd By	The name of the entity inserting this row.
☑	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☑	Last Updtd By	Last updated by (user id)
☑	Site Id	The active Site Id the user has access to.
☑	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.
☑	Agency Cd	Indicates the agency code and name.
☑	Agency Name	The name assigned to the agency.

Cancel Reset Show Inquiry Submit

2. Select the fields required for the inquiry. *The first 26 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.

- Verify the CNTR NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR NBR.*
- Verify the CNTR USE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR USE CD.*

- Verify the CNTR TYP CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR TYP CD.*
- Verify the CNTRR NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTRR NAME.*
- Verify the DLVY ORD NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a DLVY ORD NBR.*
- Verify the START DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a START DT.*
- Verify the EXPR DT contains the appropriate ☑ or ☐. *Select if the inquiry contains an EXPR DT.*
- Verify the CNTR STATUS contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR STATUS.*
- Verify the ISSUING OFC DODAAC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ISSUING OFC DODAAC.*
- Verify the ISSUING POC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ISSUING POC.*
- Verify the ISSUING PHONE NBRcontains the appropriate ☑ or ☐. *Select if the inquiry contains an ISSUING PHONE NBR.*
- Verify the CNTR ADMN contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR ADMN.*
- Verify the CNTR ADMN PHONE NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR ADMN PHONE NBR.*
- Verify the CNTR ADMN DODAACcontains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR ADMN DODAAC.*

- Verify the PROP ADMN contains the appropriate ☑ or ☐. *Select if the inquiry contains a PROP ADMN.*
- Verify the PROP ADMN PHONE NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a PROP ADMN PHONE NBR.*
- Verify the PROP ADMN E-MAIL Address contains the appropriate ☑ or ☐. *Select if the inquiry contains a PROP ADMN E-MAIL Address.*
- Verify the Remarks contains the appropriate ☑ or ☐. *Select if the inquiry contains Remarks.*
- Verify the TRAN CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a TRAN CD.*
- Verify the ESTBD BY contains the appropriate ☑ or ☐. *Select if the inquiry contains an ESTBD BY.*
- Verify the LAST TRAN DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a LAST TRAN DT.*
- Verify the LAST UPDTD BY contains the appropriate ☑ or ☐. *Select if the inquiry contains a LAST UPDTD BY.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*
- Verify the ACTBL UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTBL UIC.*
- Verify the AGENCY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an AGENCY CD.*
- Verify the Agency Name contains the appropriate ☑ or ☐. *Select if the inquiry contains an Agency Name.*

Select Show Inquiry for small volumes of data. *The* ***Contract Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***Contract Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contract Inquiry — Criteria
- Search for a Contract Inquiry — Results
- View the Contract Inquiry Detail — Basic
- View the Contract Inquiry Detail — Contractor
- View the Contract Inquiry Detail — History
- View the Contract Inquiry Transaction Status
- Export the Contract Inquiry Transaction Status

View the Contract Inquiry Basic Detail

Overview

The Contract Inquiry Basic Detail process displays the Basic Detail record of the selected Contract.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Contract Inquiry Basic Detail page

Page Fields

The following fields display on the **Contract Inquiry Basic Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Contract Inquiry Basic Detail Grid

Cntr Nbr
Cntr Type Cd
Start Dt
Cntr Status
Issuing POC
Cntr Admn
Cntr Admn Phone Nbr
Prop Admn Phone Nbr
Remarks
Tran Cd
Last Updtd
Actbl UIC

Agency Name
Cntr Use Cd
Dlvy Ord Nbr
Expr Dt
Issuing Ofc DoDAAC
Issuing Phone Nbr
Cntr Admn DoDAAC
Prop Admn
Prop Admn E-Mail
Last Tran Dt
Site Id
Agency Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

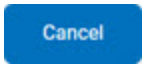
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

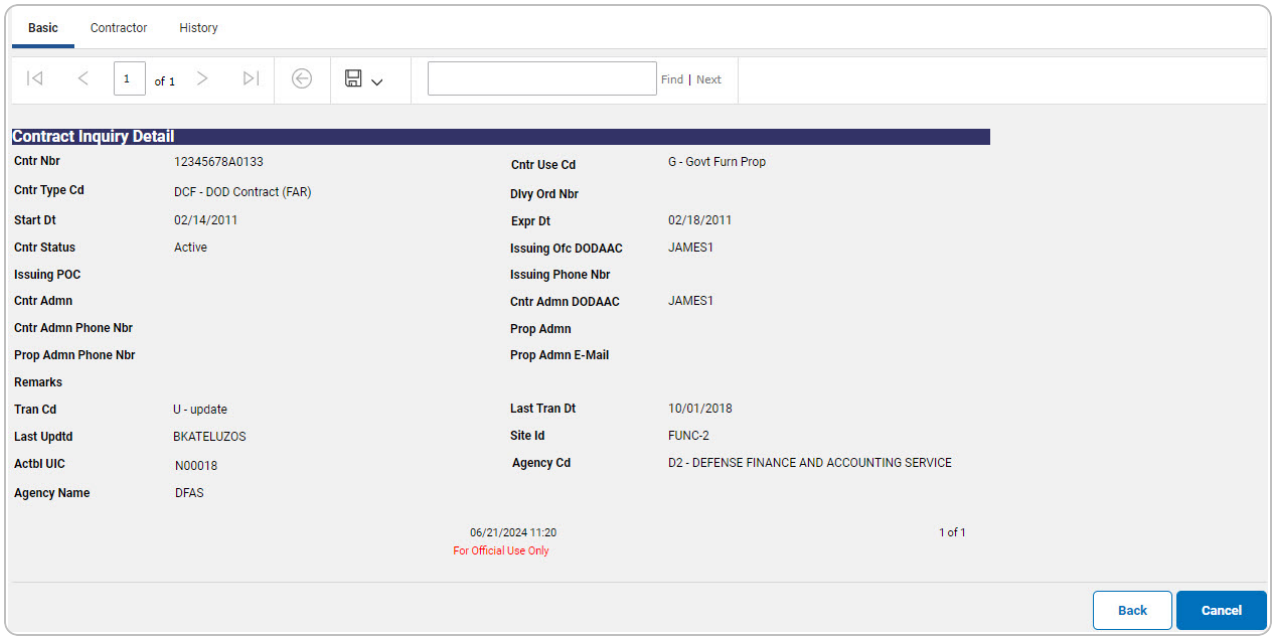
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Contract Inquiry Basic Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Contract Detail grid.*



A. *Verify the CNTR NBR.*
B. *Verify the CNTR TYP CD.*
C. *Verify the START DT.*
D. *Verify the CNTR STATUS.*
E. *Verify the ISSUING POC.*
F. *Verify the CNTR ADMN.*
G. *Verify the CNTR ADMN PHONE NBR.*
H. *Verify the PROP ADMN PHONE NBR.*
I. *Verify the Remarks.*
J. *Verify the TRAN CD.*
K. *Verify the LAST UPDTD.*
L. *Verify the ACTBL UIC.*
M. *Verify the Agency Name.*
N. *Verify the CNTR USE CD.*
O. *Verify the DLVY ORD NBR.*
P. *Verify the EXPR DT.*
Q. *Verify the ISSUING OFC DODAAC.*

R. *Verify the ISSUING PHONE NBR.*

S. *Verify the CNTR ADMN DODAAC.*

T. *Verify the PROP ADMN.*

U. *Verify the PROP ADMN E-MAIL.*

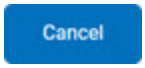
V. *Verify the LAST TRAN DT.*

W. *Verify the SITE ID.*

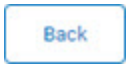
X. *Verify the AGENCY CD.*

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 Contractor Tab. *The **Contract Inquiry Contractor Detail** page appears.*

   OR

   Select the History Tab. *The **Contract Inquiry History Detail** page appears.*
5. Select  . *The **Contract Inquiry — Criteria** page appears*.

   OR

   Select  . *The **Contract 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contract Inquiry — Criteria
- Search for a Contract Inquiry — Results
- Select Fields for the Contract Inquiry
- View the Contract Inquiry Detail — Contractor
- View the Contract Inquiry Detail — History
- View the Contract Inquiry Transaction Status
- Export the Contract Inquiry Transaction Status

View the Contract Inquiry Contractor Detail

Overview

The Contract Inquiry Contractor Detail process displays the Contractor Detail record of the selected Contract.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Contract Inquiry Basic Detail page > Contractor tab > Contractor Inquiry Detail page

Page Fields

The following fields display on the **Contract Inquiry Contractor Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Contract Inquiry Contractor Detail Grid

CAGE Cd
Cntrr Name
Division Name
Address 1
City
ZIP Cd
E-Mail Address
FAX Nbr
Remarks
Tran Cd
Lst Tran Dt

Site Id
Agency Cd
DoDAAC
Phone Nbr
Address 2
State Cd
Country Cd
Cntrr Status
Last Updtd By
Actbl UIC
Agency Name

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

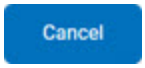
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

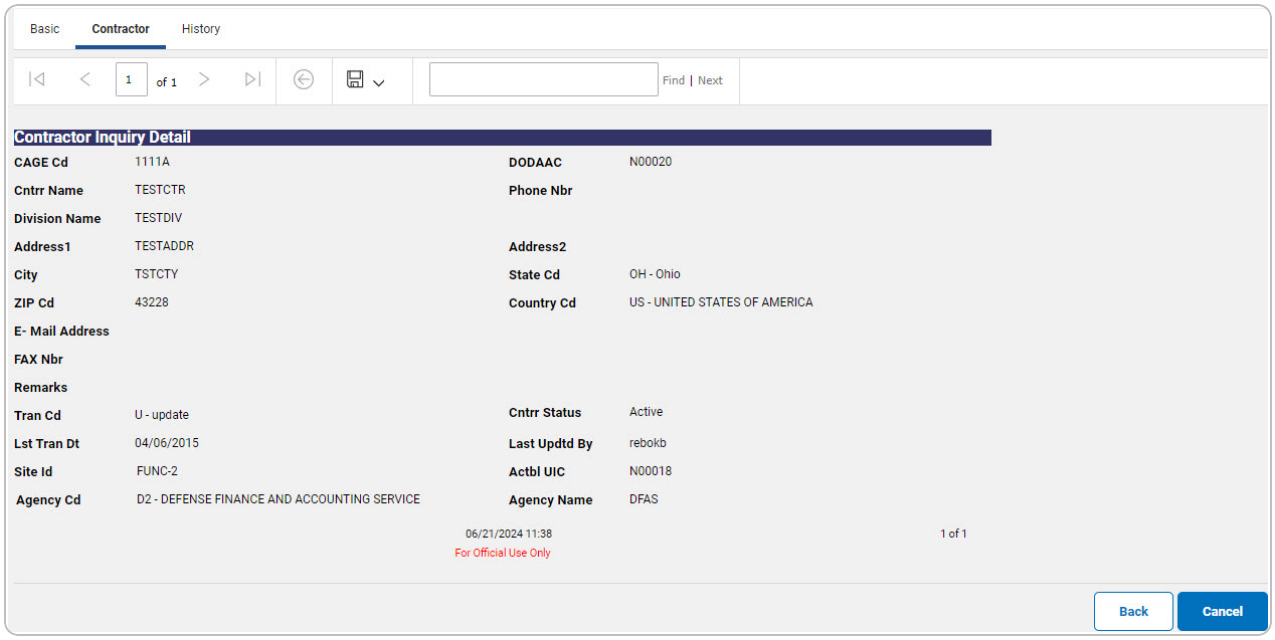
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Contract Inquiry Contractor Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Contract Inquiry Contractor Detail grid.*



A. *Verify the CAGE CD.*
B. *Verify the CNTRR NAME.*
C. *Verify the Division Name.*
D. *Verify the Address 1.*
E. *Verify the City.*
F. *Verify the ZIP CD.*
G. *Verify the E-MAIL Address.*
H. *Verify the FAX NBR.*
I. *Verify the Remarks.*
J. *Verify the TRAN CD.*
K. *Verify the LST TRAN DT.*
L. *Verify the SITE ID.*
M. *Verify the AGENCY CD.*
N. *Verify the DODAAC.*
O. *Verify the PHONE NBR.*
P. *Verify the Address 2.*
Q. *Verify the STATE CD.*

R. *Verify the COUNTRY CD.*

S. *Verify the CNTRR STATUS.*

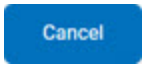
T. *Verify the LAST UPDTD BY.*

U. *Verify the ACTBL UIC.*

V. *Verify the Agency Name.*

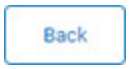
2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select the Basic Tab. *The **Contract Inquiry Basic Detail** page appears.*

   OR

   Select the History Tab. *The **Contract Inquiry History Detail** page appears.*
5. Select 

. *The **Contract Inquiry — Criteria** page appears*.

   OR

   Select 

. *The **Contract 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contract Inquiry — Criteria
- Search for a Contract Inquiry — Results
- Select Fields for the Contract Inquiry
- View the Contract Inquiry Detail — Basic
- View the Contract Inquiry Detail — History
- View the Contract Inquiry Transaction Status
- Export the Contract Inquiry Transaction Status

View the Contract Inquiry History Detail

Overview

The Contract Inquiry History Detail process displays the History Detail record of the selected Contract.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Contract Inquiry History Detail page > History tab > History Inquiry Detail page

Page Fields

The following fields display on the **Contract Inquiry History Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Contract Inquiry History Detail Grid

Agency Cd
Site Id
Actbl UIC
CAGE Cd
Cntrr Name
Division Name
Address 1
Address 2
City
State
ZIP Cd

Country

Cntr Use Cd
Cntr Typ Cd
Cntr Nbr
Dlvy Ord Nbr
Start Dt
Expr Dt
Cntr Status
Issuing Ofc DoDAAC
Issuing POC
Issuing Phone Nbr
Cntr Admn
Cntr Admn Phone Nbr
Cntr Admn DoDAAC
Prop Admn
Prop Admn Phone Nbr
Prop Admn E-Mail
Remarks
Tran Code
Last Tran Dt/Time
Lst Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

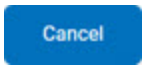
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

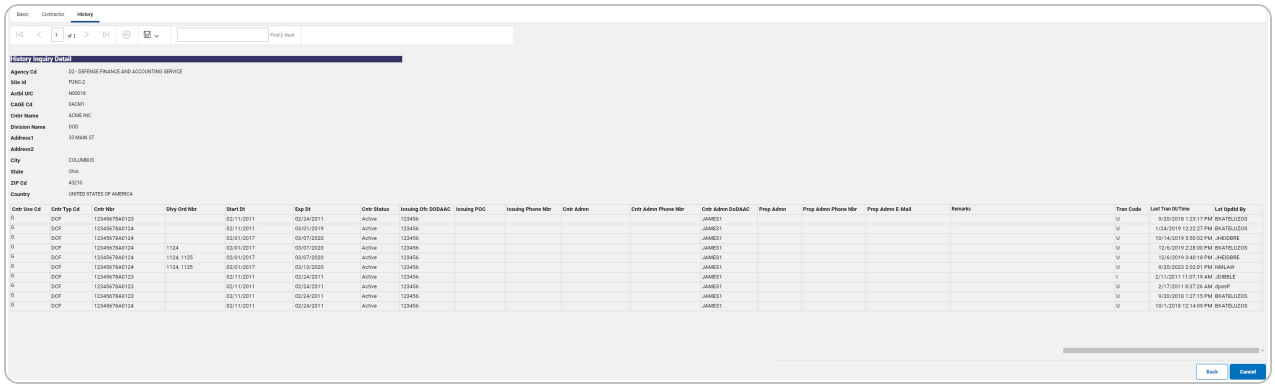
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Contract Inquiry History Detail

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Contract Inquiry History Detail grid.*



A. *Verify the AGENCY CD.*

B. *Verify the SITE ID.*

C. *Verify the ACTBL UIC.*

D. *Verify the CAGE CD.*

E. *Verify the CNTRR NAME.*

F. *Verify the Division Name.*

G. *Verify the Address 1.*

H. *Verify the Address 2.*

I. *Verify the City.*

J. *Verify the State.*

K. *Verify the ZIP CD.*

L. *Verify the Country.*

M. *Verify the CNTR USE CD.*

N. *Verify the CNTR TYP CD.*

O. *Verify the CNTR NBR.*

P. *Verify the DLVY ORD NBR.*

Q. *Verify the START DT.*

R. *Verify the EXPR DT.*

S. *Verify the CNTR STATUS.*

T. *Verify the ISSUING OFC DODAAC.*

U. *Verify the ISSUING POC.*

V. *Verify the ISSUING PHONE NBR.*

W. *Verify the CNTR ADMN.*

X. *Verify the CNTR ADMN PHONE NBR.*

Y. *Verify the CNTR ADMN DODAAC.*

Z. *Verify the PROP ADMN.*

AA. *Verify the PROP ADMN PHONE NBR.*

AB. *Verify the PROP ADMN E-MAIL.*

AC. *Verify the Remarks.*

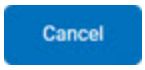
AD. *Verify the TRAN CODE.*

AE. *Verify the LAST TRAN DT/TIME.*

AF. *Verify the LAST UPDTD BY.*

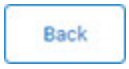
2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.
4. Select the Basic Tab. *The **Contract Inquiry Basic Detail** page appears.*

   OR

   Select the Contractor Tab. *The **Contract Inquiry Contractor Detail** page appears.*
5. Select 

. *The **Contract Inquiry — Criteria** page appears*.

   OR

   Select 

. *The **Contract 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Contract Inquiry — Criteria
- Search for a Contract Inquiry — Results
- Select Fields for the Contract Inquiry
- View the Contract Inquiry Detail — Basic
- View the Contract Inquiry Detail — Contractor
- View the Contract Inquiry Transaction Status
- Export the Contract Inquiry Transaction Status

View the Contract Inquiry Transaction Status

Overview

The Contract Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Contract Inquiry Transaction Status page

Page Fields

The following fields display on the **Contract Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

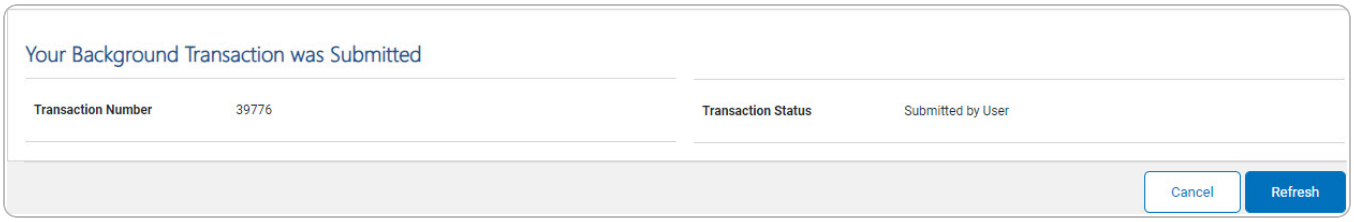
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

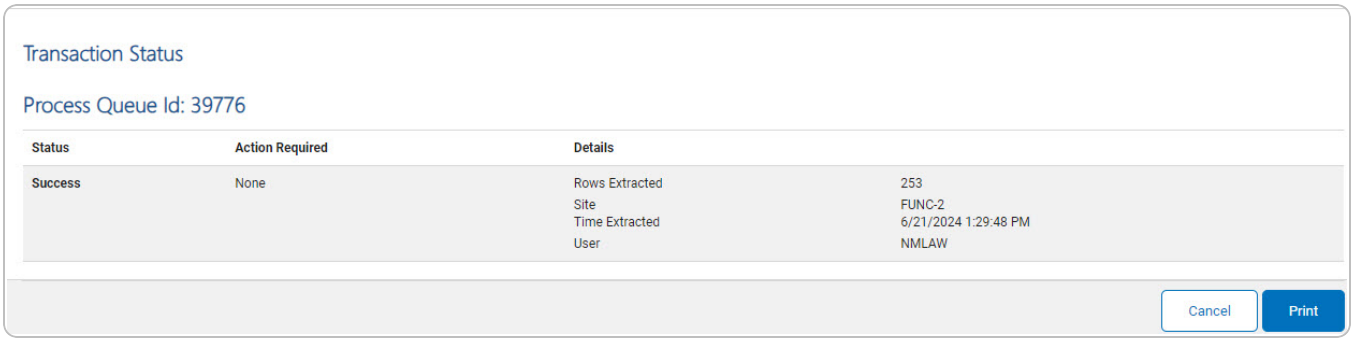
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Contract Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the Contract Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **Contract Inquiry Search Criteria** page appears*.

View the Contract Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Contract Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Contract Inquiry — Criteria
- Search for a Contract Inquiry — Results
- Select Fields for the Contract Inquiry
- View the Contract Inquiry Detail — Basic
- View the Contract Inquiry Detail — Contractor
- View the Contract Inquiry Detail — History
- Export the Contract Inquiry Transaction Status

Export the Contract Inquiry Transaction Status

Overview

The Contract Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > Contract > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Contract Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Contract Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

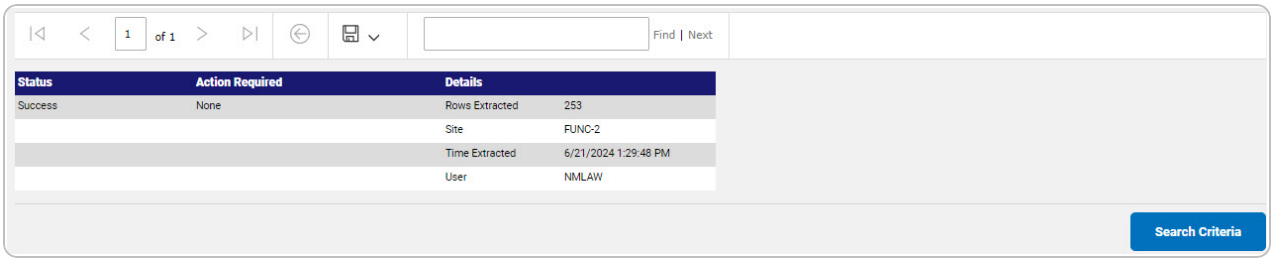
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Contract Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Contract Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Contract Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Contract Inquiry — Criteria
- Search for a Contract Inquiry — Results
- Select Fields for the Contract Inquiry
- View the Contract Inquiry Detail — Basic
- View the Contract Inquiry Detail — Contractor
- View the Contract Inquiry Detail — History
- View the Contract Inquiry Transaction Status

Search for a Process Queue Inquiry — Criteria

Overview

The Property Accountability module Process Queue Inquiry process provides the ability to search for Process Queue records.

Navigation

Inquiries > Master Data > Process Queue > Process Queue Inquiry Search Criteria page

Page Fields

The following fields display on the **Process Queue Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
24	(*) Asterisk identifies mandatory fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

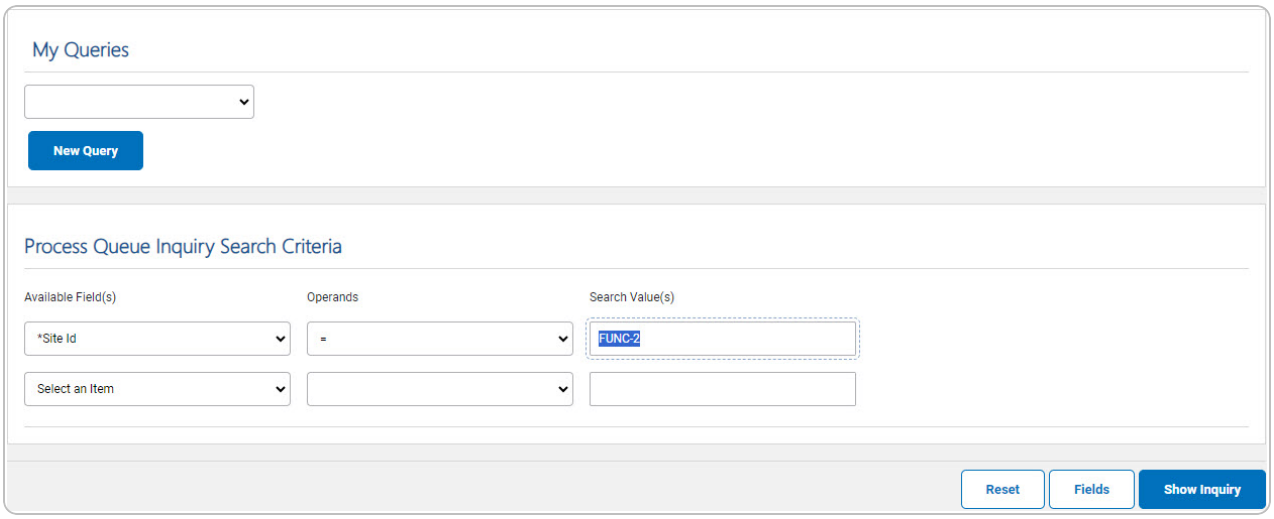
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Process Queue 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. *The first Available Field(s) option (SITE ID) automatically populates and is not editable.*

B. Use ⌄ to select the first Available Field.

C. Repeat Step B to add additional search criteria.

Note

Adding another Available Field ⌄ automatically populates an additional search criteria row.

Note

Select Fields 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.

C. Repeat Step B to add additional search criteria.

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.

C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

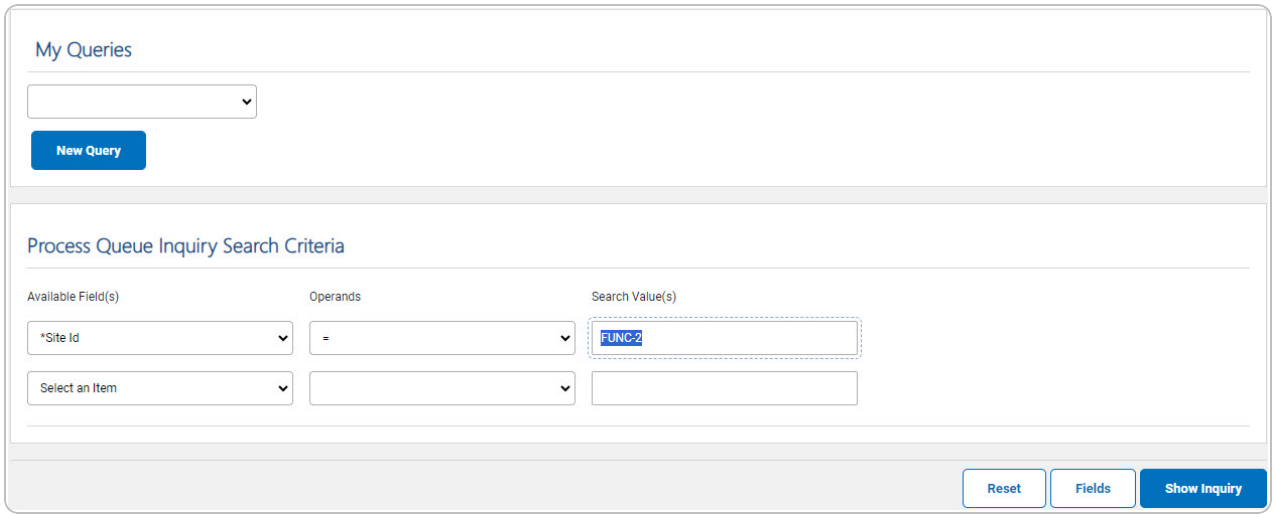
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Process Queue Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



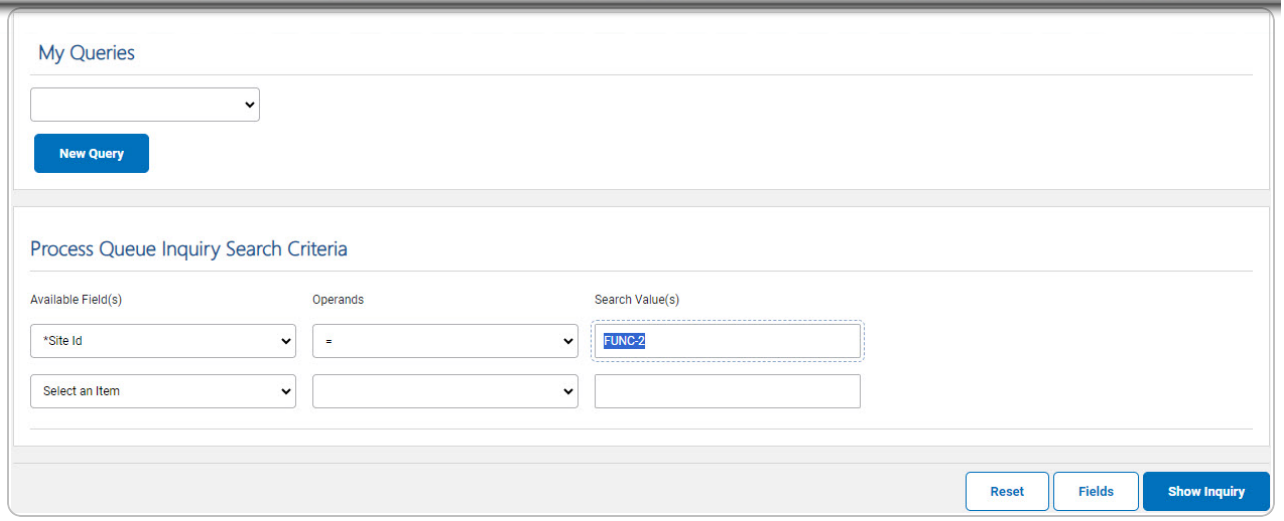
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Process Queue Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Process Queue 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.*



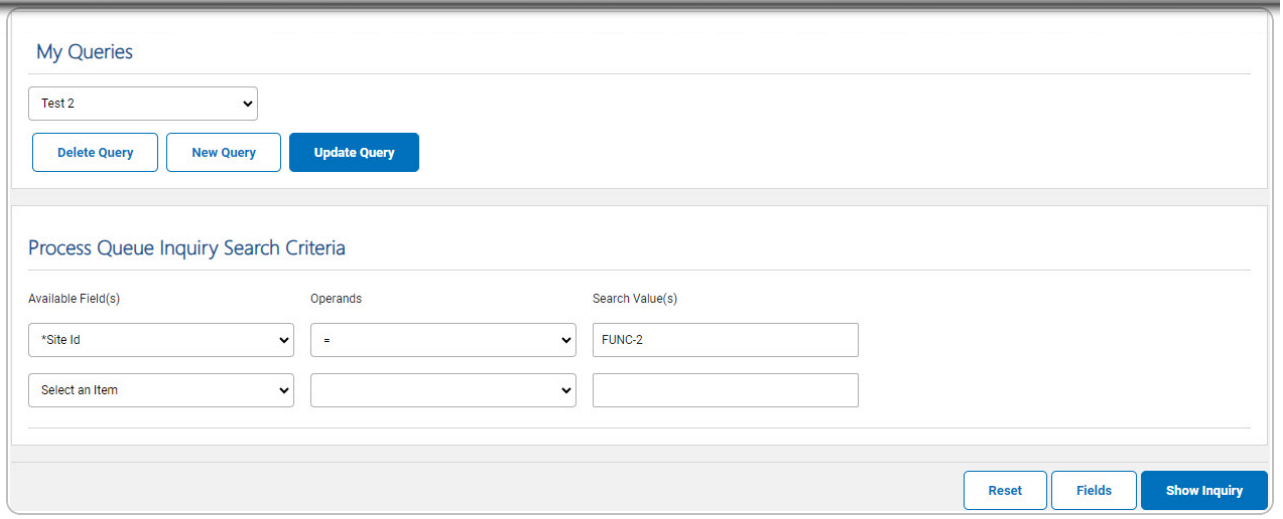
2. Select Fields. *The **Process Queue Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Process Queue 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

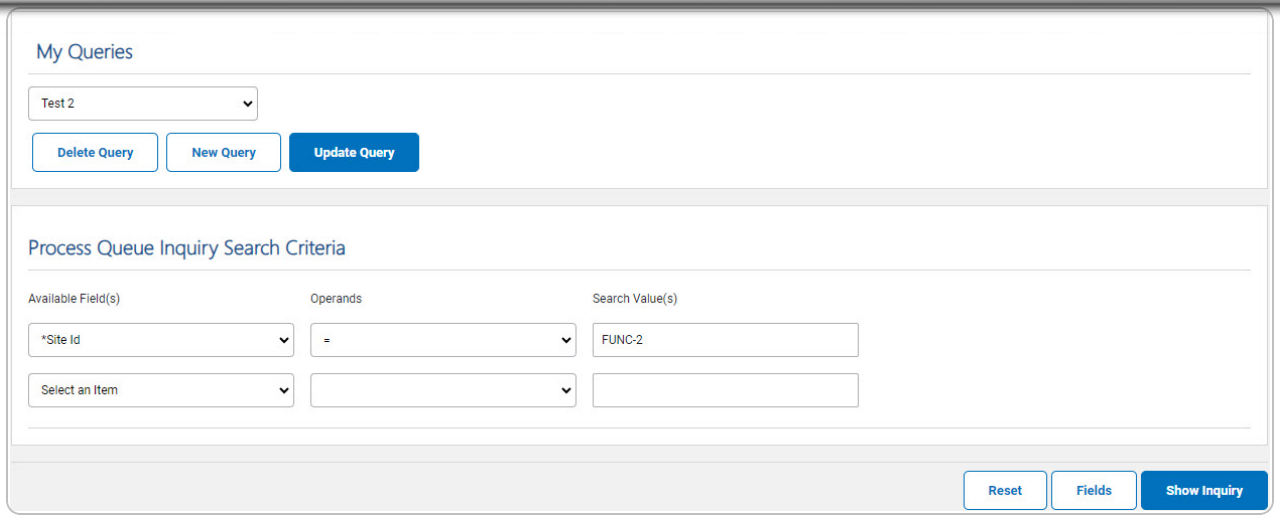
4. Select Fields. *The **Process Queue Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Process Queue 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Process Queue Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Process Queue Inquiry — Results
- Select Fields for the Process Queue Inquiry
- View the Process Queue Inquiry Transaction Status
- Export the Process Queue Inquiry Transaction Status

Search for a Process Queue Inquiry — Results

Overview

The Process Queue Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > Process Queue > Search Criteria > Show Inquiry > Process Queue Inquiry Search Results page

Page Fields

The following fields display on the **Process Queue Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Site Id
User Id
Process Queue Nbr
Process Name
Process Status
Process Status Cd
Queue Dt
Start Dt
Tran Rstrt Cnt
Remarks
Process Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

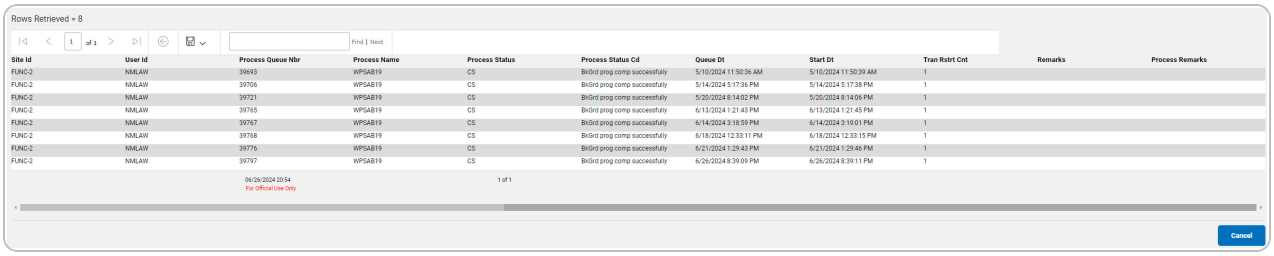
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Process Queue 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.*



Note

To reach the optional fields, refer to the Process Queue Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Process Queue 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Process Queue Inquiry — Criteria
- Select Fields for the Process Queue Inquiry
- View the Process Queue Inquiry Transaction Status
- Export the Process Queue Inquiry Transaction Status

Select Fields for the Process Queue Inquiry

Overview

The Process Queue Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > Process Queue > Search Criteria > Fields > Process Queue Inquiry Fields Selection page

Page Fields

The following fields display on the **Process Queue Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Site Id
User Id
Process Queue Nbr
Process Name
Process Status
Process Status Cd
Queue Dt
Start Dt
Tran Rstrt Cnt
Remarks
Process Remarks

Procedures

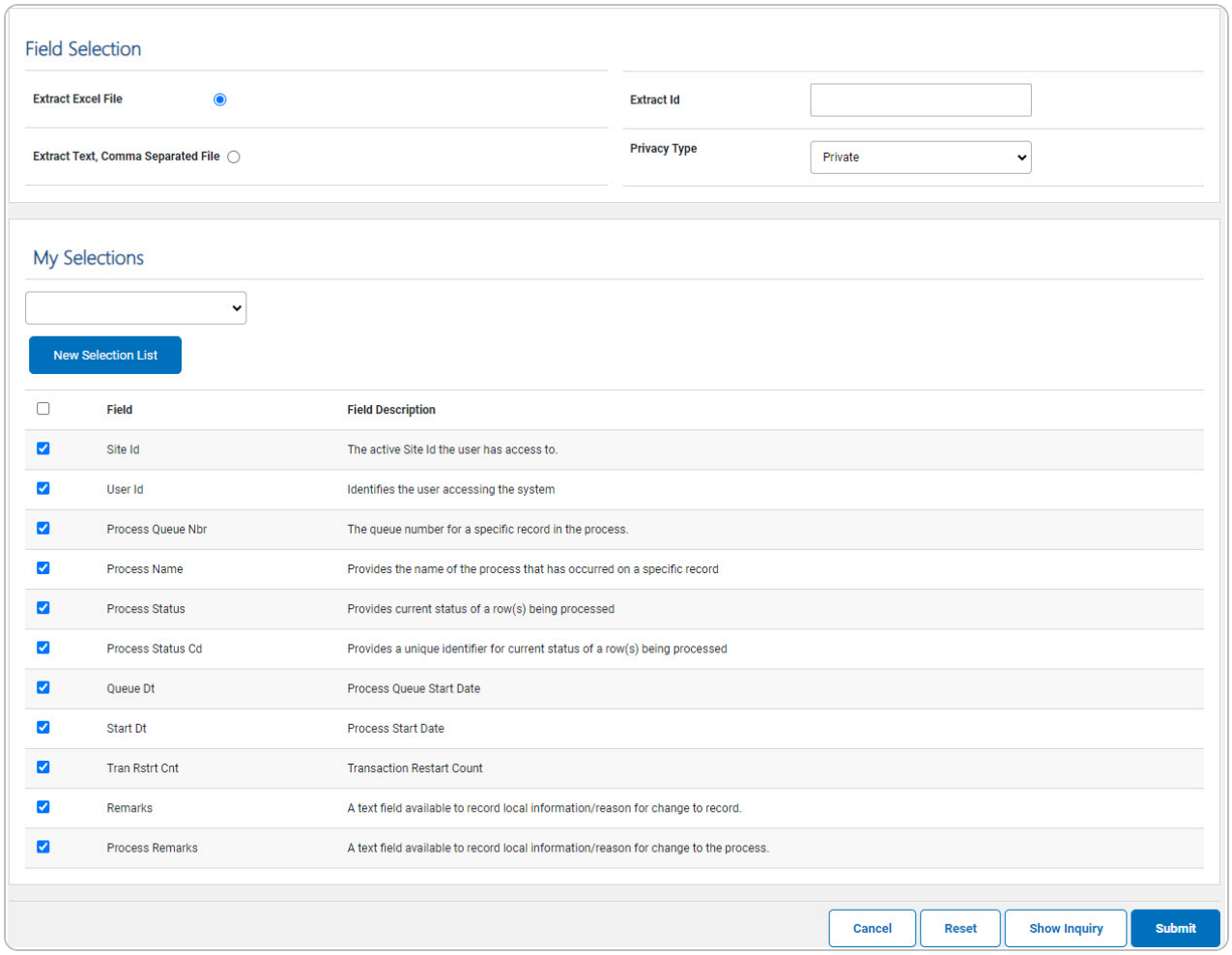
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The* ***Process Queue Inquiry*** *page appears.*



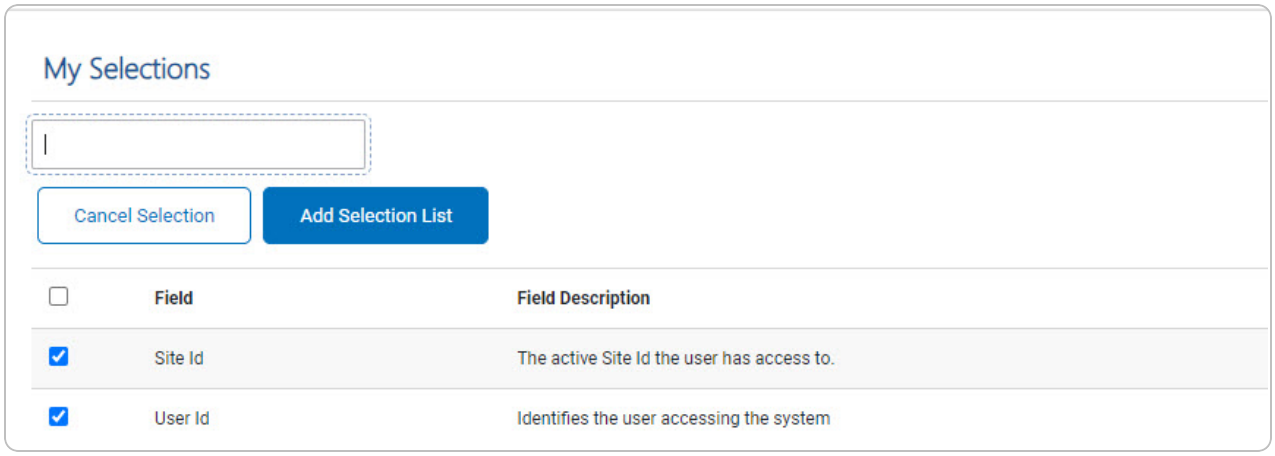
2. Choose the desired file type:
   - Click ○ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

     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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*

3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

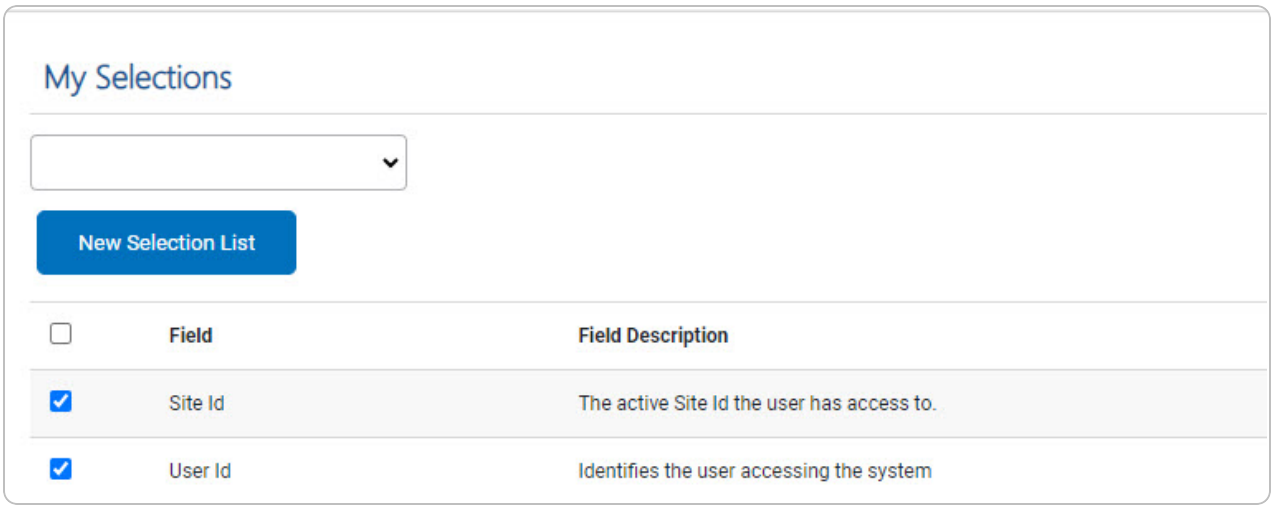
   Select Show Inquiry for small volumes of data. *The* ***Process Queue Inquiry — Results*** *page appears.*

5. **OR**

   Select Submit for large volumes of data. *The* ***Process Queue Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

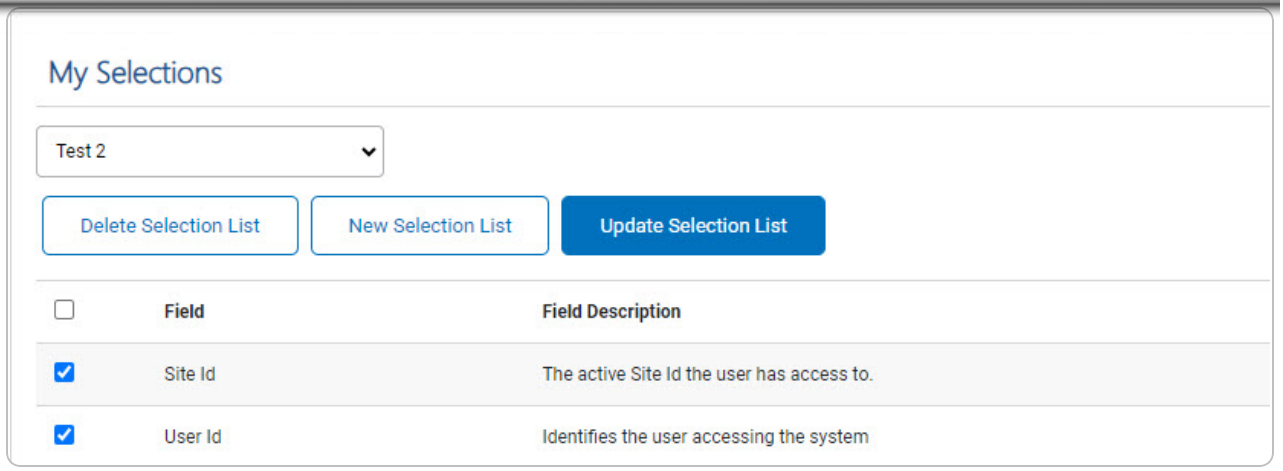
3. Select Show Inquiry for small volumes of data. *The **Process Queue Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Process Queue 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



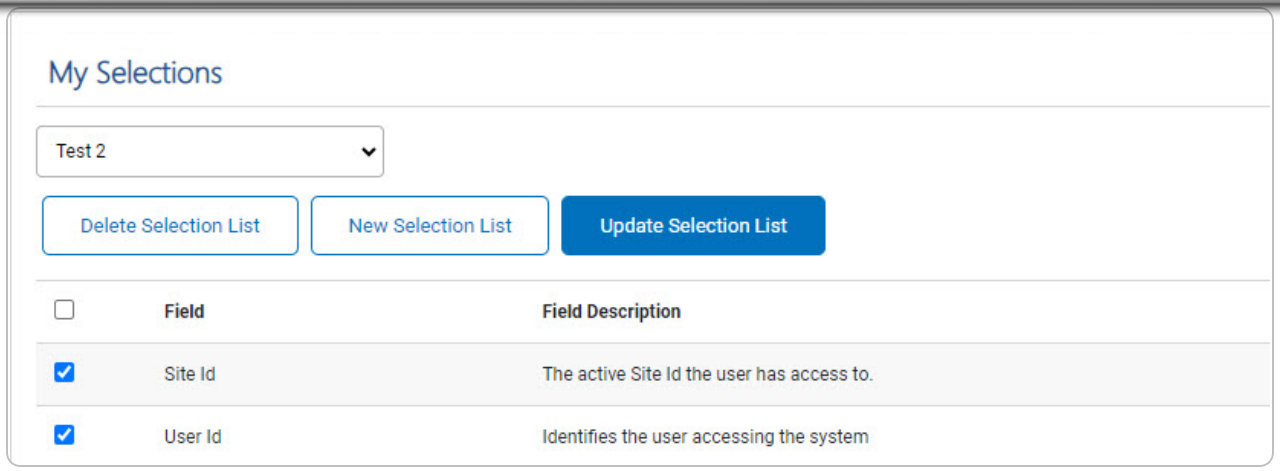
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Process Queue Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Process Queue 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.

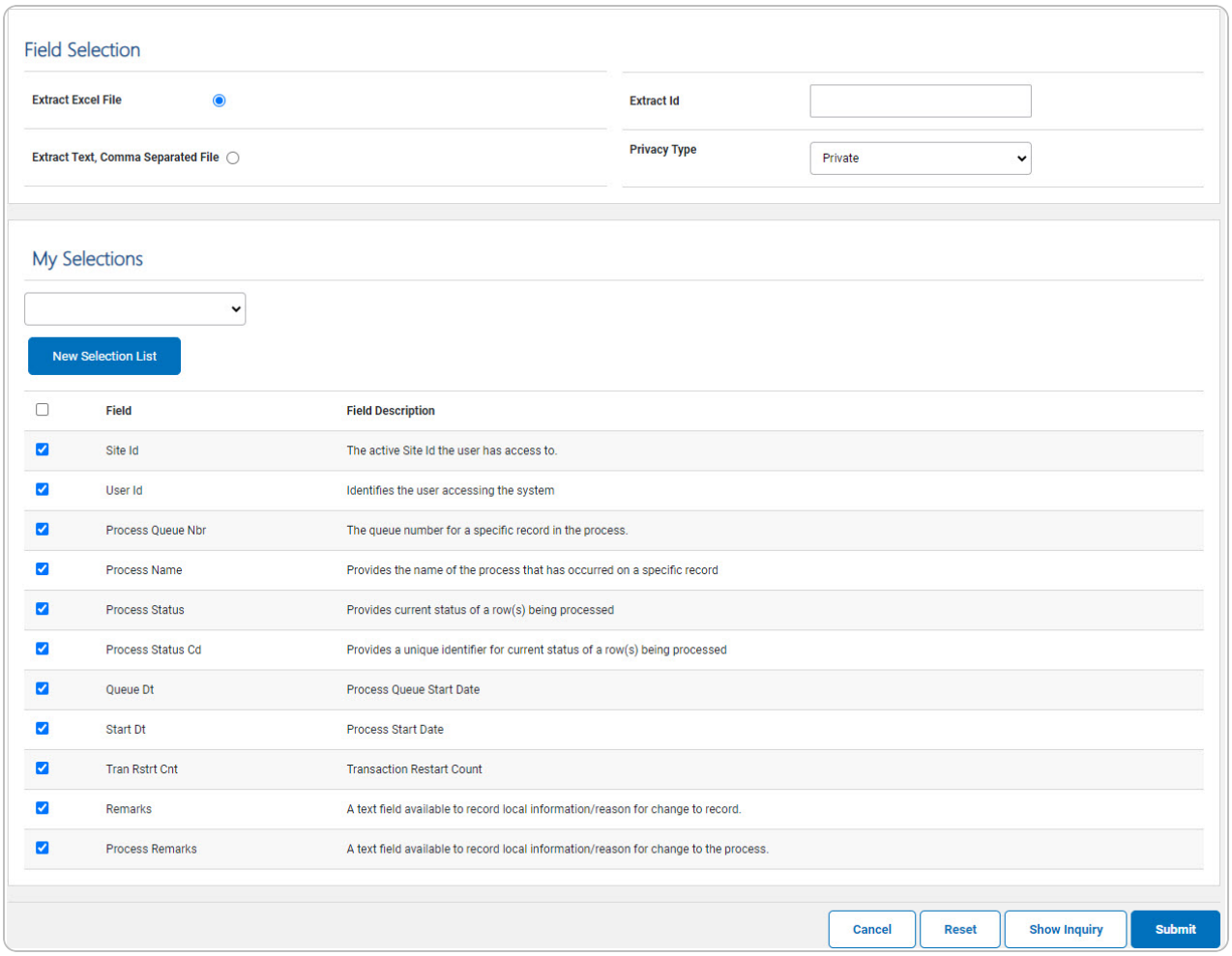


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Process Queue Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 11 fields are automatically selected.*

Note

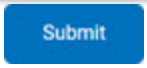
The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*

- Verify the USR ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a USR ID.*
- Verify the PROCESS QUEUE NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a PROCESS QUEUE NBR.*
- Verify the Process Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a Process Name.*
- Verify the Process Status contains the appropriate ☑ or ☐. *Select if the inquiry contains a Process Status.*
- Verify the PROCESS STATUS CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a PROCESS STATUS CD.*
- Verify the QUEUE DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a QUEUE DT.*
- Verify the START DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a START DT.*
- Verify the TRAN RSTRT CNT contains the appropriate ☑ or ☐. *Select if the inquiry contains a TRAN RSTRT CNT.*
- Verify the Remarks contains the appropriate ☑ or ☐. *Select if the inquiry contains Remarks.*
- Verify the Process Remarks contains the appropriate ☑ or ☐. *Select if the inquiry contains Process Remarks.*

Select Show Inquiry for small volumes of data. *The* ***Process Queue Inquiry — Results*** *page appears.*

3. **OR**

Select  for large volumes of data. *The **Process Queue Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Process Queue Inquiry — Criteria
- Search for a Process Queue Inquiry — Results
- View the Process Queue Inquiry Transaction Status
- Export the Process Queue Inquiry Transaction Status

View the Process Queue Inquiry Transaction Status

Overview

The Process Queue Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data > Process Queue > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Process Queue Inquiry Transaction Status page

Page Fields

The following fields display on the **Process Queue Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

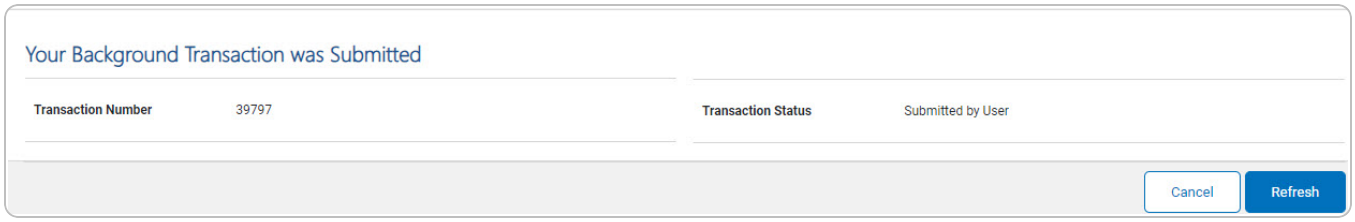
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

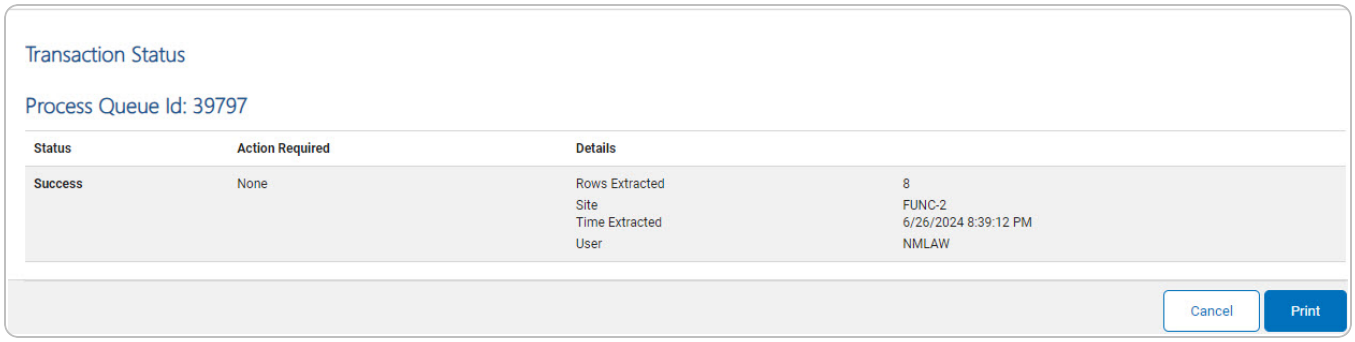
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

View the Process Queue Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The **View the Contract Inquiry Transaction Status** page appears.*
5. Select Cancel. *The **Process Queue Inquiry Search Criteria** page appears.*

View the Process Queue Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Process Queue Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Process Queue Inquiry — Criteria
- Search for a Process Queue Inquiry — Results
- Select Fields for the Process Queue Inquiry
- Export the Process Queue Inquiry Transaction Status

Export the Process Queue Inquiry Transaction Status

Overview

The Process Queue Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > Process Queue > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Process Queue Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Process Queue Inquiry Transaction Status Export** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

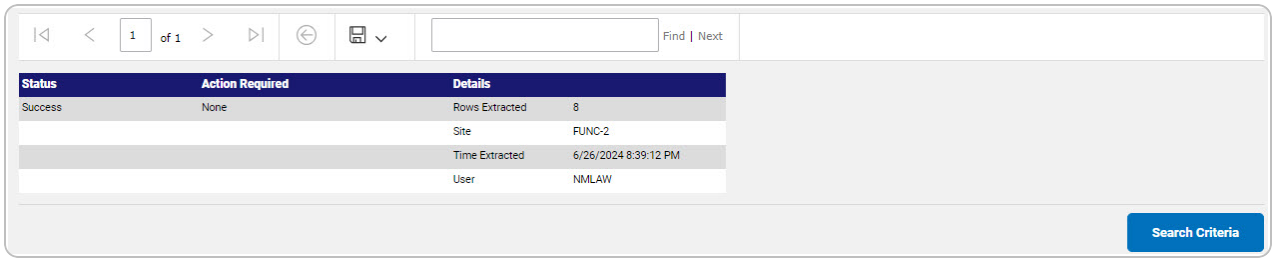
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Process Queue Inquiry Transaction Status

1. Select the export icon to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The* ***Process Queue 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Process Queue Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Process Queue Inquiry — Criteria
- Search for a Process Queue Inquiry — Results
- Select Fields for the Process Queue Inquiry
- View the Process Queue Inquiry Transaction Status

Search for a DoDAAC Inquiry — Criteria

Overview

The Property Accountability module DoDAAC Inquiry process provides the ability to search for Appropriation Data records.

Navigation

Inquiries > Master Data > DoDAAC > DoDAAC Inquiry Search Criteria page

Page Fields

The following fields display on the **DoDAAC Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
24	(*) Asterisk identifies mandatory fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

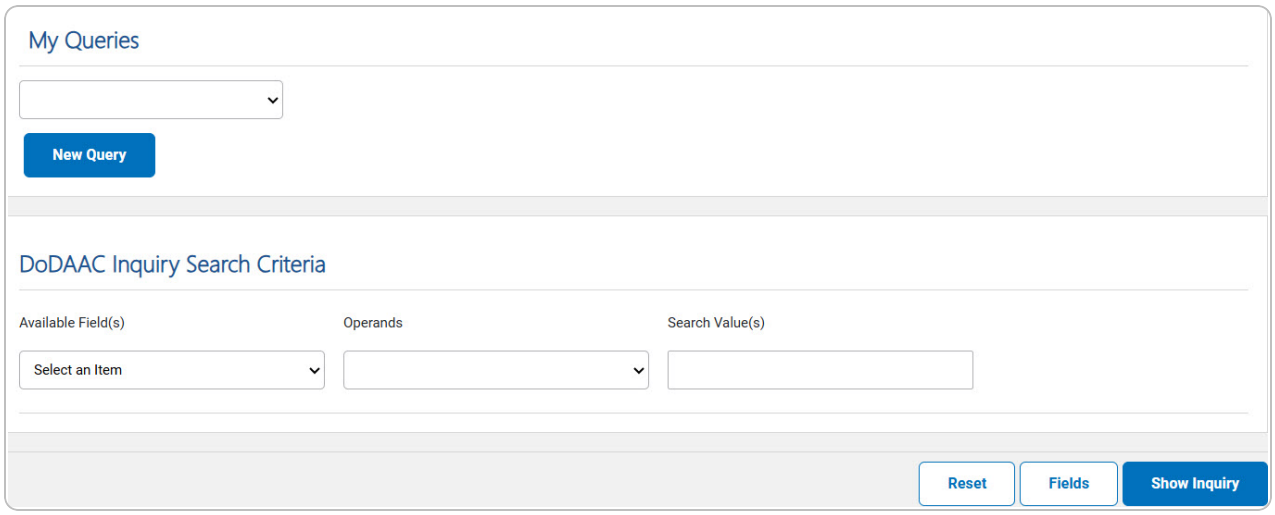
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a DoDAAC 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.

B. Repeat Step A to add additional search criteria.

Note

Adding another Available Field ⌄ automatically populates an additional search criteria row.

Note

Select Fields 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. Repeat Step A to add additional search criteria.

4. *Choose which Search Value(s) to use in the search.*

A. Use ⌄ to select the first Search Value.

B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

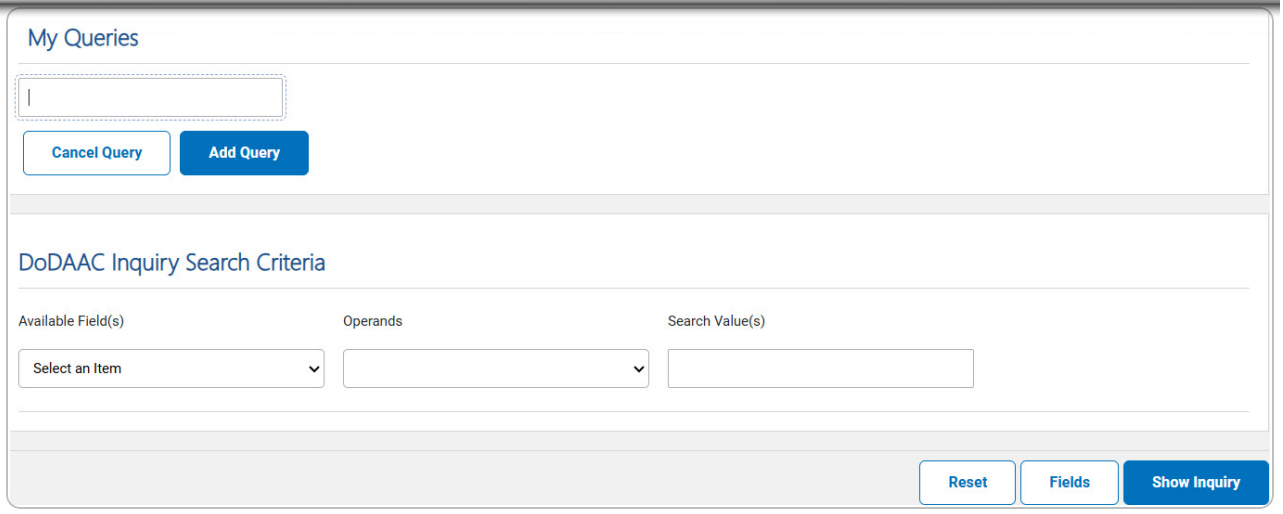
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **DoDAAC Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



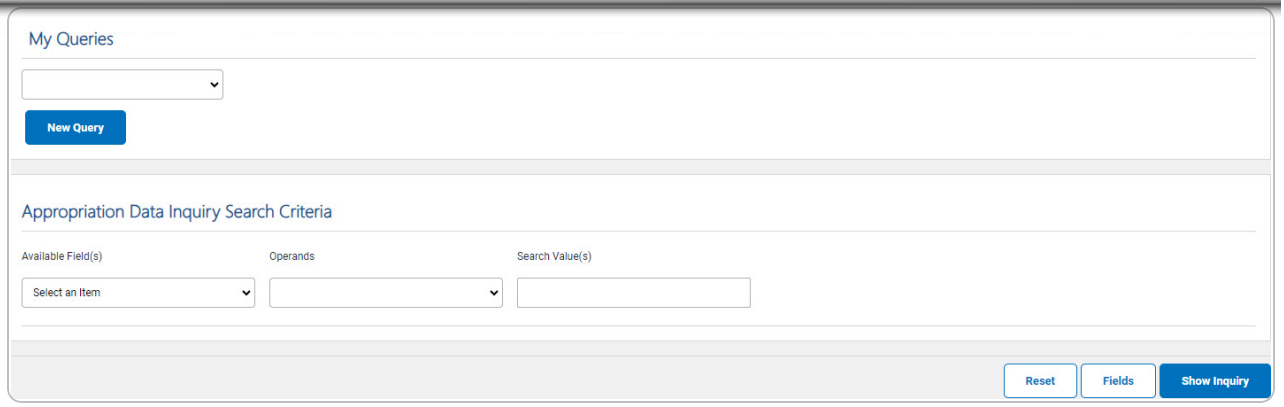
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***DoDAAC Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***DoDAAC 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.*



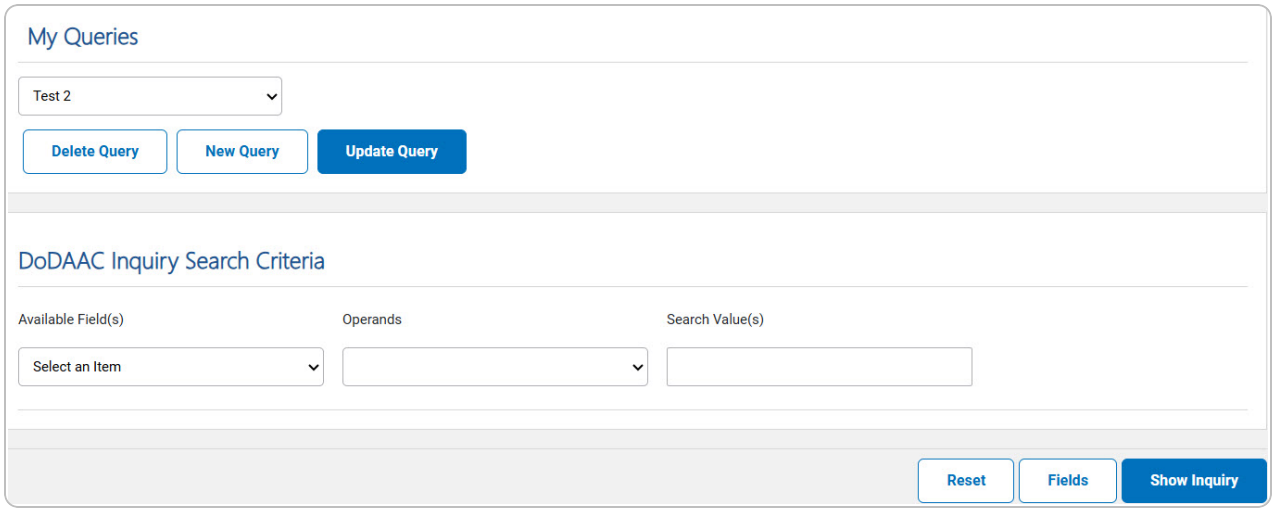
Select Fields. *The **DoDAAC Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **DoDAAC 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

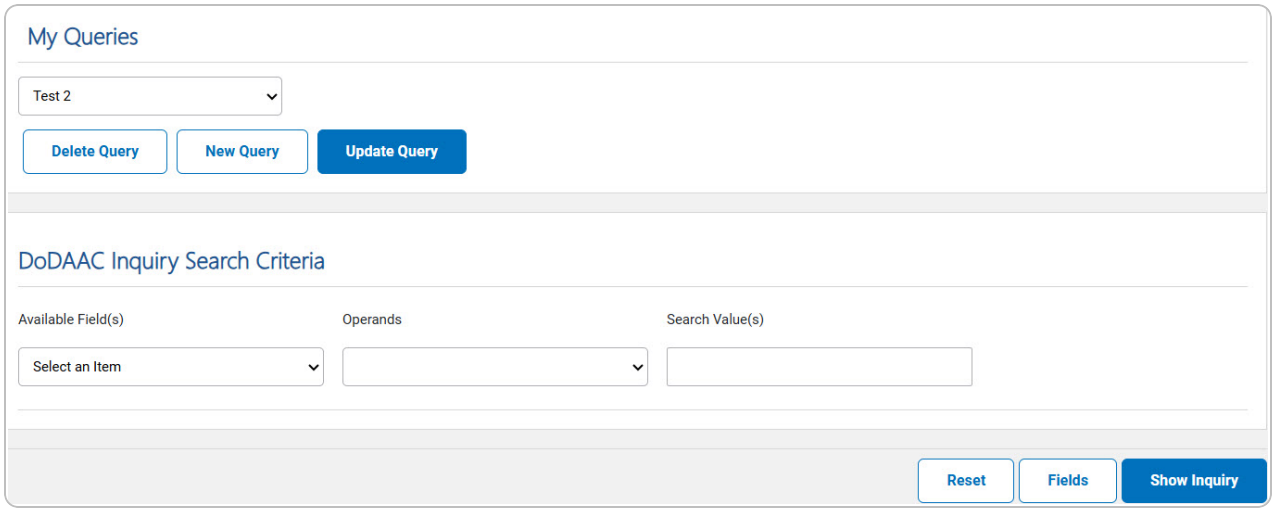
4. Select Fields. *The **DoDAAC Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **DoDAAC 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **DoDAAC Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select

	Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a DoDAAC Inquiry — Results
- Select Fields for the DoDAAC Inquiry
- View the DoDAAC Inquiry Detail
- View the DoDAAC Inquiry Transaction Status
- Export the DoDAAC Inquiry Transaction Status

Search for a DoDAAC Inquiry — Results

Overview

The DoDAAC Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Master Data > DoDAAC > Search Criteria > Show Inquiry > DoDAAC Inquiry Search Results page

Page Fields

The following fields display on the **DoDAAC Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

DoDAAC
UIC
RIC
CAGE Cd
Major Cmd
CONUS or OCONUS
Ship to Acty Addr 1
Ship to Acty Addr 2
Ship to Acty Addr 3
Ship to Acty Addr 4
Ship to Acty City
Ship To State/Prvnc 1
Ship To State/Prvnc 2
Ship To Pst Dvlry Zn
Ship To Nation 2
Ship To Nation 3
MILS Cntry Cd 1
FIPS Cntry Cd 1
Ship To Intl Pst Cd
RIC Addr Eff Dt
RIC Addr Del Dt

Break Bulk Point
Contact Addr 1
Contact Addr 2
Contact Addr 3
Contact Addr 4
Contact City
Contact State/Prvnc 1
Contact State/Prvnc 2
Contact Pst Dlvry Zn
Contact Nation 2
Contact Nation 3
MILS Cntry Cd 2
FIPS Cntry Cd 2
FMS Cntry Cd 2
Contact Intl Pst Cd
DoDAAC Addr Eff Dt 2
DoDAAC Addr Del Dt 2
Air Terminal Id Cd
Water Port Ind Cd
Bill to Addr 1
Bill to Addr 2
Bill to Addr 3
Bill to Addr 4
Bill To City
Bill To State/Prvnc 1
Bill To State/Prvnc 2
Bill To Pst Dlvry Zn
Bill To Nation 2
Bill To Nation 3
MILS Cntry Cd 3
FIPS Cntry Cd 13
FMS Cntry Cd 3
Bill To Intl Pst Cd
DoDAAC Addr Eff Dt 3
DoDAAC Addr Del Dt 3
Sml Prcl Carr Addr 1
Sml Prcl Carr Addr 2
Sml Prcl Carr Addr 3
Sml Prcl Carr Addr 4
Sml Prcl Carr City
Sml Prcl State/Prvnc 1
Sml Prcl State/Prvnc 2
Sml Prcl Pst Dlvry Zn

Sml Prcl Carr Nation 2
Sml Prcl Carr Nation 3
MILS Cntry Cd 4
FIPS Cntry Cd 4
FMS Cntry Cd 4
Sml Prcl Intl Post Cd
DoDAAC Addr Eff Dt 4
DoDAAC Addr Del Dt 4

Optional

ADSN/FSN 1
ADSN/FSN 2
Air Lines Comm
Authority Cd
Bill of Lading
Central Consln Point
Cntr Admn Office
Cntr Exp Dt
Cntr Nbr
Combatant Command
Distribution Cd 1
Distribution Cd 2
E-Mail Address
Enterprise
Estbd By
Estbd Dt
Expenditure
Freeform Ind Cd
Last Tran Dt
Last Updtd By
Never Reuse
Notes
POC
POC Phone Nbr
Procurement Cd
Service Agency
Std Point Loc Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the DoDAAC 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.*

Note

To reach the optional fields, refer to the DoDAAC Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***DoDAAC 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the DoDAAC Inquiry Detail

Select the desired DoDAAC row. *The* ***DoDAAC Inquiry Detail*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a DoDAAC Inquiry — Criteria
- Select Fields for the DoDAAC Inquiry
- View the DoDAAC Inquiry Detail
- View the DoDAAC Inquiry Transaction Status
- Export the DoDAAC Inquiry Transaction Status

Select Fields for the DoDAAC Inquiry

Overview

The DoDAAC Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Master Data > DoDAAC > Search Criteria > Fields > DoDAAC Inquiry Fields Selection page

Page Fields

The following fields display on the **DoDAAC Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

DoDAAC
UIC
RIC
CAGE Cd
Major Cmd
CONUS or OCONUS
Ship to Acty Addr 1
Ship to Acty Addr 2
Ship to Acty Addr 3
Ship to Acty Addr 4
Ship to Acty City
Ship To State/Prvnc 1

Ship To State/Prvnc 2
Ship To Pst Dvlry Zn
Ship To Nation 2
Ship To Nation 3
MILS Cntry Cd 1
FIPS Cntry Cd 1
Ship To Intl Pst Cd
RIC Addr Eff Dt
RIC Addr Del Dt
Break Bulk Point
Contact Addr 1
Contact Addr 2
Contact Addr 3
Contact Addr 4
Contact City
Contact State/Prvnc 1
Contact State/Prvnc 2
Contact Pst Dlvry Zn
Contact Nation 2
Contact Nation 3
MILS Cntry Cd 2
FIPS Cntry Cd 2
FMS Cntry Cd 2
Contact Intl Pst Cd
DoDAAC Addr Eff Dt 2
DoDAAC Addr Del Dt 2
Air Terminal Id Cd
Water Port Ind Cd
Bill to Addr 1
Bill to Addr 2
Bill to Addr 3
Bill to Addr 4
Bill To City
Bill To State/Prvnc 1
Bill To State/Prvnc 2
Bill To Pst Dlvry Zn
Bill To Nation 2
Bill To Nation 3
MILS Cntry Cd 3
FIPS Cntry Cd 3
FMS Cntry Cd 3
Bill To Intl Pst Cd
DoDAAC Addr Eff Dt 3

DoDAAC Addr Del Dt 3
Sml Prcl Carr Addr 1
Sml Prcl Carr Addr 2
Sml Prcl Carr Addr 3
Sml Prcl Carr Addr 4
Sml Prcl Carr City
Sml Prcl State/Prvnc 1
Sml Prcl State/Prvnc 2
Sml Prcl Pst Dlvry Zn
Sml Prcl Carr Nation 2
Sml Prcl Carr Nation 3
MILS Cntry Cd 4
FIPS Cntry Cd 4
FMS Cntry Cd 4
Sml Prcl Intl Post Cd
DoDAAC Addr Eff Dt 4
DoDAAC Addr Del Dt 4

Optional

ADSN/FSN 1
ADSN/FSN 2
Air Lines Comm
Authority Cd
Bill of Lading
Central Consln Point
Cntr Admn Office
Cntr Exp Dt
Cntr Nbr
Combatant Command
Distribution Cd 1
Distribution Cd 2
E-Mail Address
Enterprise
Estbd By
Estbd Dt
Expenditure
Freeform Ind Cd
Last Tran Dt
Last Updtd By
Never Reuse
Notes
POC
POC Phone Nbr

Procurement Cd
Service Agency
Std Point Loc Cd

Procedures

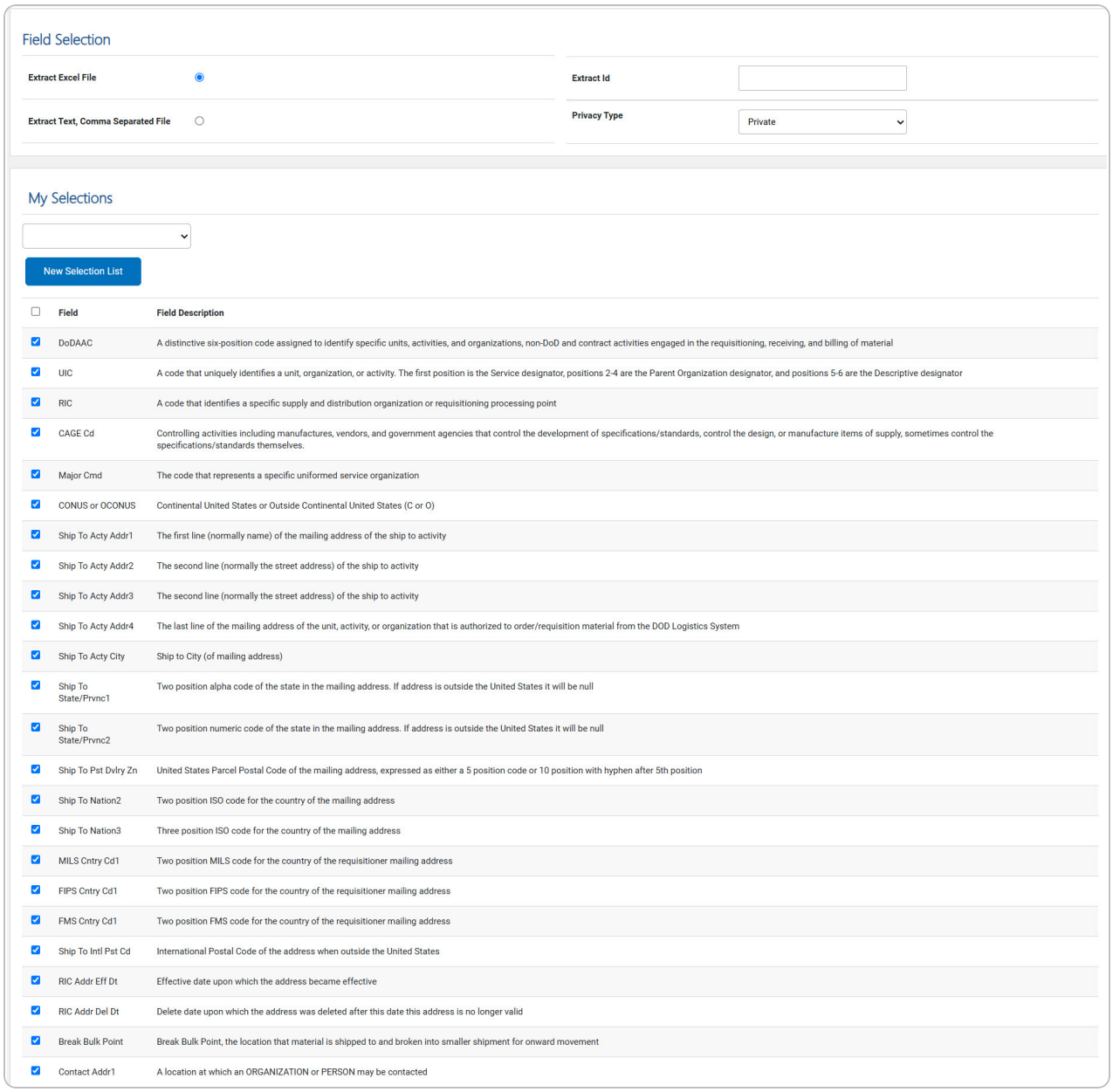
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **DoDAAC Inquiry** page appears.*



Field Selection

Extract Excel File ◉ | Extract Id

Extract Text, Comma Separated File ○ | Privacy Type: Private

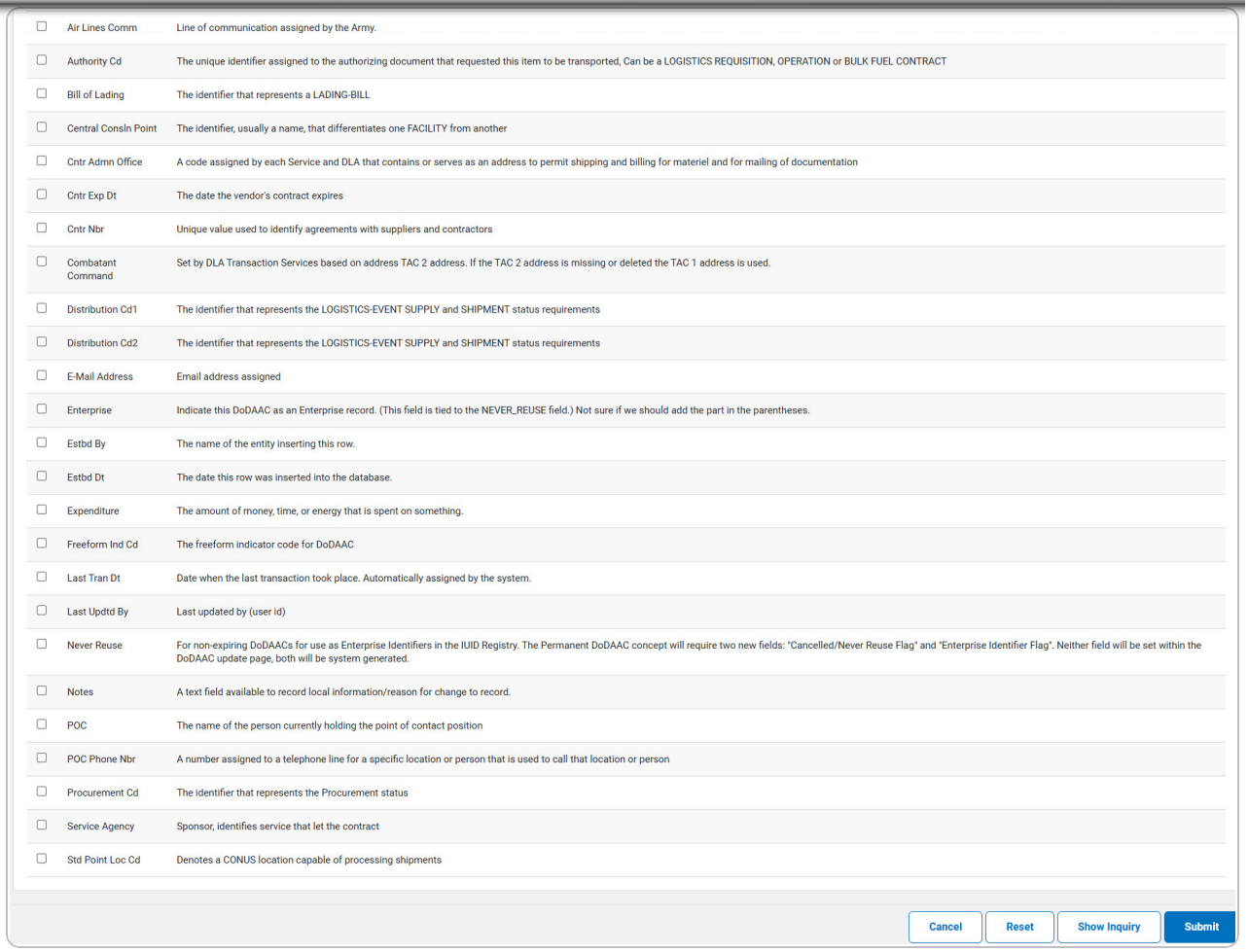
My Selections

New Selection List

	Field	Field Description
☑	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 material
☑	UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator
☑	RIC	A code that identifies a specific supply and distribution organization or requisitioning processing point
☑	CAGE Cd	Controlling activities including manufactures, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
☑	Major Cmd	The code that represents a specific uniformed service organization
☑	CONUS or OCONUS	Continental United States or Outside Continental United States (C or O)
☑	Ship To Acty Addr1	The first line (normally name) of the mailing address of the ship to activity
☑	Ship To Acty Addr2	The second line (normally the street address) of the ship to activity
☑	Ship To Acty Addr3	The second line (normally the street address) of the ship to activity
☑	Ship To Acty Addr4	The last line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System
☑	Ship To Acty City	Ship to City (of mailing address)
☑	Ship To State/Prvnc1	Two position alpha code of the state in the mailing address. If address is outside the United States it will be null
☑	Ship To State/Prvnc2	Two position numeric code of the state in the mailing address. If address is outside the United States it will be null
☑	Ship To Pst Dvlry Zn	United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5th position
☑	Ship To Nation2	Two position ISO code for the country of the mailing address
☑	Ship To Nation3	Three position ISO code for the country of the mailing address
☑	MILS Cntry Cd1	Two position MILS code for the country of the requisitioner mailing address
☑	FIPS Cntry Cd1	Two position FIPS code for the country of the requisitioner mailing address
☑	FMS Cntry Cd1	Two position FMS code for the country of the requisitioner mailing address
☑	Ship To Intl Pst Cd	International Postal Code of the address when outside the United States
☑	RIC Addr Eff Dt	Effective date upon which the address became effective
☑	RIC Addr Del Dt	Delete date upon which the address was deleted after this date this address is no longer valid
☑	Break Bulk Point	Break Bulk Point, the location that material is shipped to and broken into smaller shipment for onward movement
☑	Contact Addr1	A location at which an ORGANIZATION or PERSON may be contacted

☑	Contact Addr2	A location at which an ORGANIZATION or PERSON may be contacted
☑	Contact Addr3	A location at which an ORGANIZATION or PERSON may be contacted
☑	Contact Addr4	A location at which an ORGANIZATION or PERSON may be contacted
☑	Contact City	Contact City (of mailing address)
☑	Contact State/Prvnc1	Two position alpha code of the state in the mailing address. If address is outside the United States it will be null
☑	Contact State/Prvnc2	Two position numeric code of the state in the mailing address. If address is outside the United States it will be null
☑	Contact Pst Dlvry Zn	United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5th position
☑	Contact Nation2	Two position ISO code for the country of the mailing address
☑	Contact Nation3	Three position ISO code for the country of the mailing address
☑	MILS Cntry Cd2	Two position MILS code for the country of the requisitioner mailing address
☑	FIPS Cntry Cd2	Two position FIPS code for the country of the requisitioner mailing address
☑	FMS Cntry Cd2	Two position FMS code for the country of the requisitioner mailing address
☑	Contact Intl Pst Cd	International Postal Code of the address when outside the United States
☑	DoDAAC Addr Eff Dt2	Effective date upon which the address became effective
☑	DoDAAC Addr Del Dt2	Delete date upon which the address was deleted after this date this address is no longer valid
☑	Air Terminal Id Cd	Specific air terminal as the overseas place of discharge
☑	Water Port Ind Cd	Specific water port as the overseas place of discharge
☑	Bill To Addr1	A location at which an ORGANIZATION or PERSON may be billed
☑	Bill To Addr2	A location at which an ORGANIZATION or PERSON may be billed
☑	Bill To Addr3	A location at which an ORGANIZATION or PERSON may be billed
☑	Bill To Addr4	A location at which an ORGANIZATION or PERSON may be billed
☑	Bill To City	Bill To City (of mailing address)
☑	Bill To State/Prvnc1	Two position alpha code of the state in the mailing address. If address is outside the United States it will be null
☑	Bill To State/Prvnc2	Two position numeric code of the state in the mailing address. If address is outside the United States it will be null
☑	Bill To Pst Dlvry Zn	United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5th position
☑	Bill To Nation2	Two position ISO code for the country of the mailing address
☑	Bill To Nation3	Three position ISO code for the country of the mailing address
☑	MILS Cntry Cd3	Two position MILS code for the country of the requisitioner mailing address
☑	FIPS Cntry Cd3	Two position FIPS code for the country of the requisitioner mailing address
☑	FMS Cntry Cd3	Two position FMS code for the country of the requisitioner mailing address
☑	Bill To Intl Pst Cd	International Postal Code of the address when outside the United States
☑	DoDAAC Addr Eff Dt3	Effective date upon which the address became effective
☑	DoDAAC Addr Del Dt3	Delete date upon which the address was deleted after this date this address is no longer valid

☑	Sml Prcl Carr Addr1	A location at which an ORGANIZATION or PERSON may be billed
☑	Sml Prcl Carr Addr2	A location at which an ORGANIZATION or PERSON may be billed
☑	Sml Prcl Carr Addr3	A location at which an ORGANIZATION or PERSON may be billed
☑	Sml Prcl Carr Addr4	A location at which an ORGANIZATION or PERSON may be billed
☑	Sml Prcl Carr City	Small Parcel Carrier City (of mailing address)
☑	Sml Prcl State/Prvnc1	Two position alpha code of the state in the mailing address. If address is outside the United States it will be null
☑	Sml Prcl State/Prvnc2	Two position numeric code of the state in the mailing address. If address is outside the United States it will be null
☑	Sml Prcl Pst Dlvry Zn	United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5th position
☑	Sml Prcl Carr Nation2	Two position ISO code for the country of the mailing address
☑	Sml Prcl Carr Nation3	Three position ISO code for the country of the mailing address
☑	MILS Cntry Cd4	Two position MILS code for the country of the requisitioner mailing address
☑	FIPS Cntry Cd4	Two position FIPS code for the country of the requisitioner mailing address
☑	FMS Cntry Cd4	Two position FMS code for the country of the requisitioner mailing address
☑	Sml Prcl Intl Post Cd	International Postal Code of the address when outside the United States
☑	DoDAAC Addr Eff Dt4	Effective date upon which the address became effective
☑	DoDAAC Addr Del Dt4	Delete date upon which the address was deleted after this date this address is no longer valid
☐	ADSN/FSN 1	Code assigned by each Service and DLA that contains or serves as an address to permit shipping and billing for materiel and for mailing of documentation
☐	ADSN/FSN 2	Code assigned by each Service and DLA that contains or serves as an address to permit shipping and billing for materiel and for mailing of documentation



☐	Air Lines Comm	Line of communication assigned by the Army.
☐	Authority Cd	The unique identifier assigned to the authorizing document that requested this item to be transported, Can be a LOGISTICS REQUISITION, OPERATION or BULK FUEL CONTRACT
☐	Bill of Lading	The identifier that represents a LADING-BILL
☐	Central Consln Point	The identifier, usually a name, that differentiates one FACILITY from another
☐	Cntr Admn Office	A code assigned by each Service and DLA that contains or serves as an address to permit shipping and billing for materiel and for mailing of documentation
☐	Cntr Exp Dt	The date the vendor's contract expires
☐	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors
☐	Combatant Command	Set by DLA Transaction Services based on address TAC 2 address. If the TAC 2 address is missing or deleted the TAC 1 address is used.
☐	Distribution Cd1	The identifier that represents the LOGISTICS-EVENT SUPPLY and SHIPMENT status requirements
☐	Distribution Cd2	The identifier that represents the LOGISTICS-EVENT SUPPLY and SHIPMENT status requirements
☐	E-Mail Address	Email address assigned
☐	Enterprise	Indicate this DoDAAC as an Enterprise record. (This field is tied to the NEVER_REUSE field.) Not sure if we should add the part in the parentheses.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Expenditure	The amount of money, time, or energy that is spent on something.
☐	Freeform Ind Cd	The freeform indicator code for DoDAAC
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Never Reuse	For non-expiring DoDAACs for use as Enterprise Identifiers in the IUID Registry. The Permanent DoDAAC concept will require two new fields: "Cancelled/Never Reuse Flag" and "Enterprise Identifier Flag". Neither field will be set within the DoDAAC update page, both will be system generated.
☐	Notes	A text field available to record local information/reason for change to record.
☐	POC	The name of the person currently holding the point of contact position
☐	POC Phone Nbr	A number assigned to a telephone line for a specific location or person that is used to call that location or person
☐	Procurement Cd	The identifier that represents the Procurement status
☐	Service Agency	Sponsor, identifies service that let the contract
☐	Std Point Loc Cd	Denotes a CONUS location capable of processing shipments

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

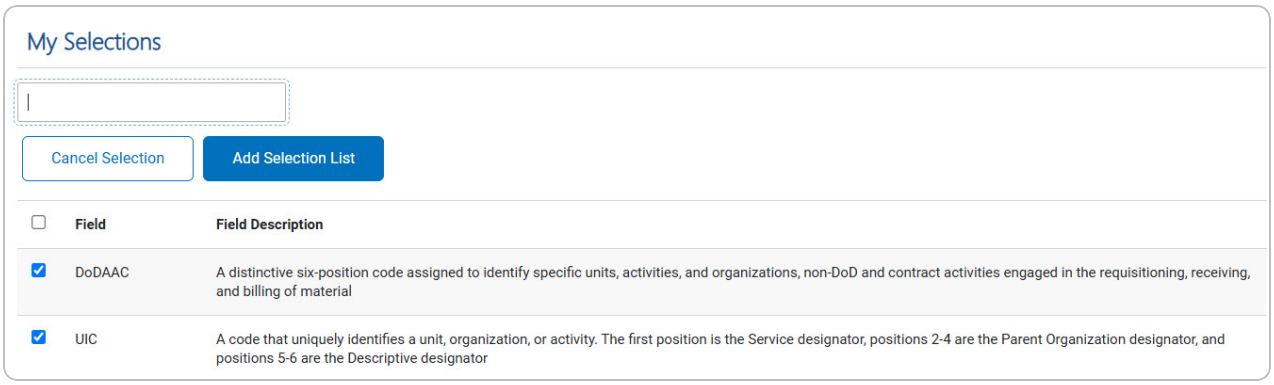
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

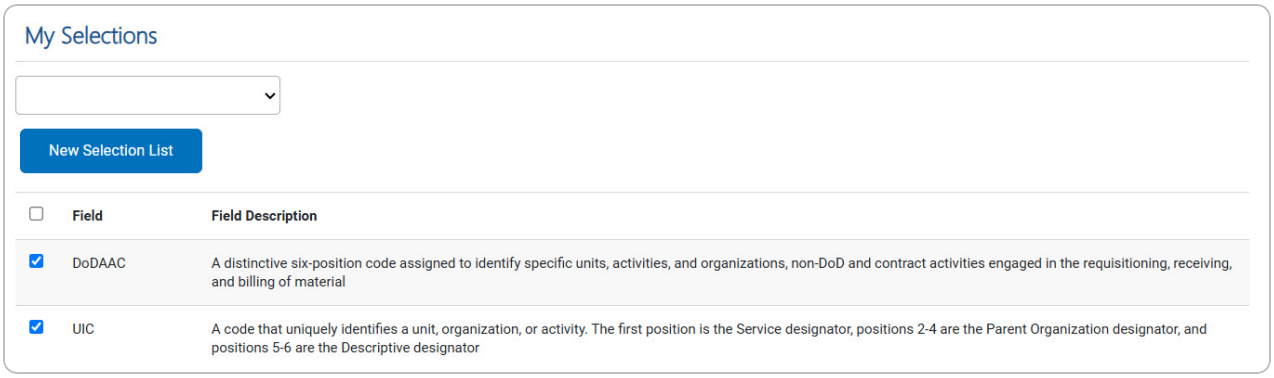
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***DoDAAC Inquiry — Results*** *page appears.*
5. **OR**

   Select Submit for large volumes of data. *The* ***DoDAAC Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

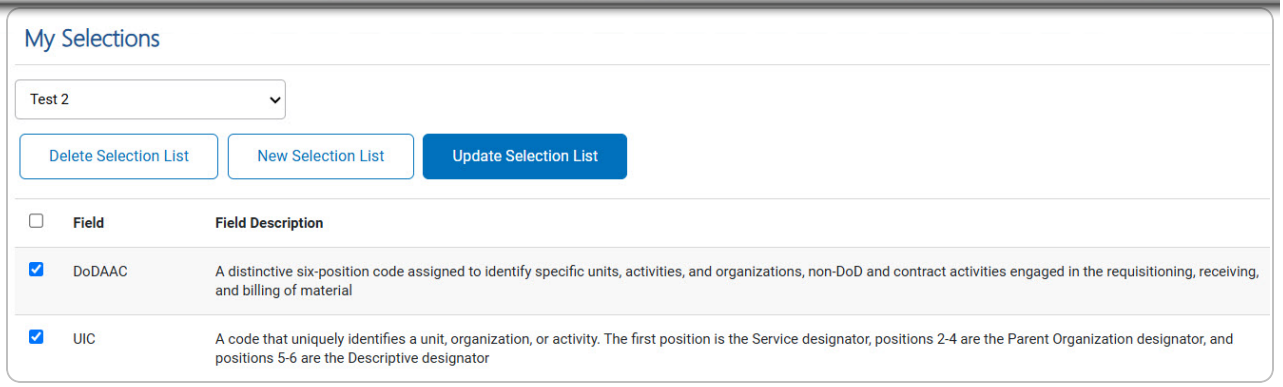
3. Select Show Inquiry for small volumes of data. *The **DoDAAC Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **DoDAAC 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



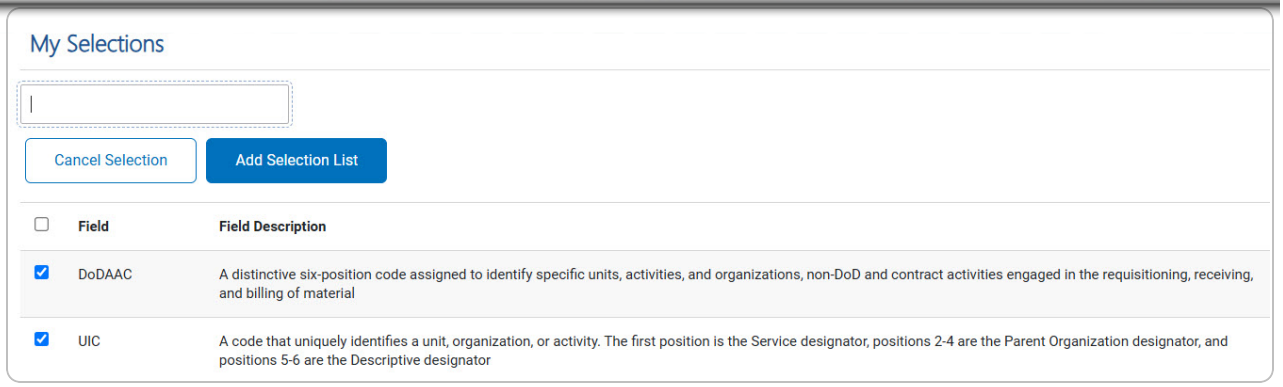
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***DoDAAC Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***DoDAAC 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.

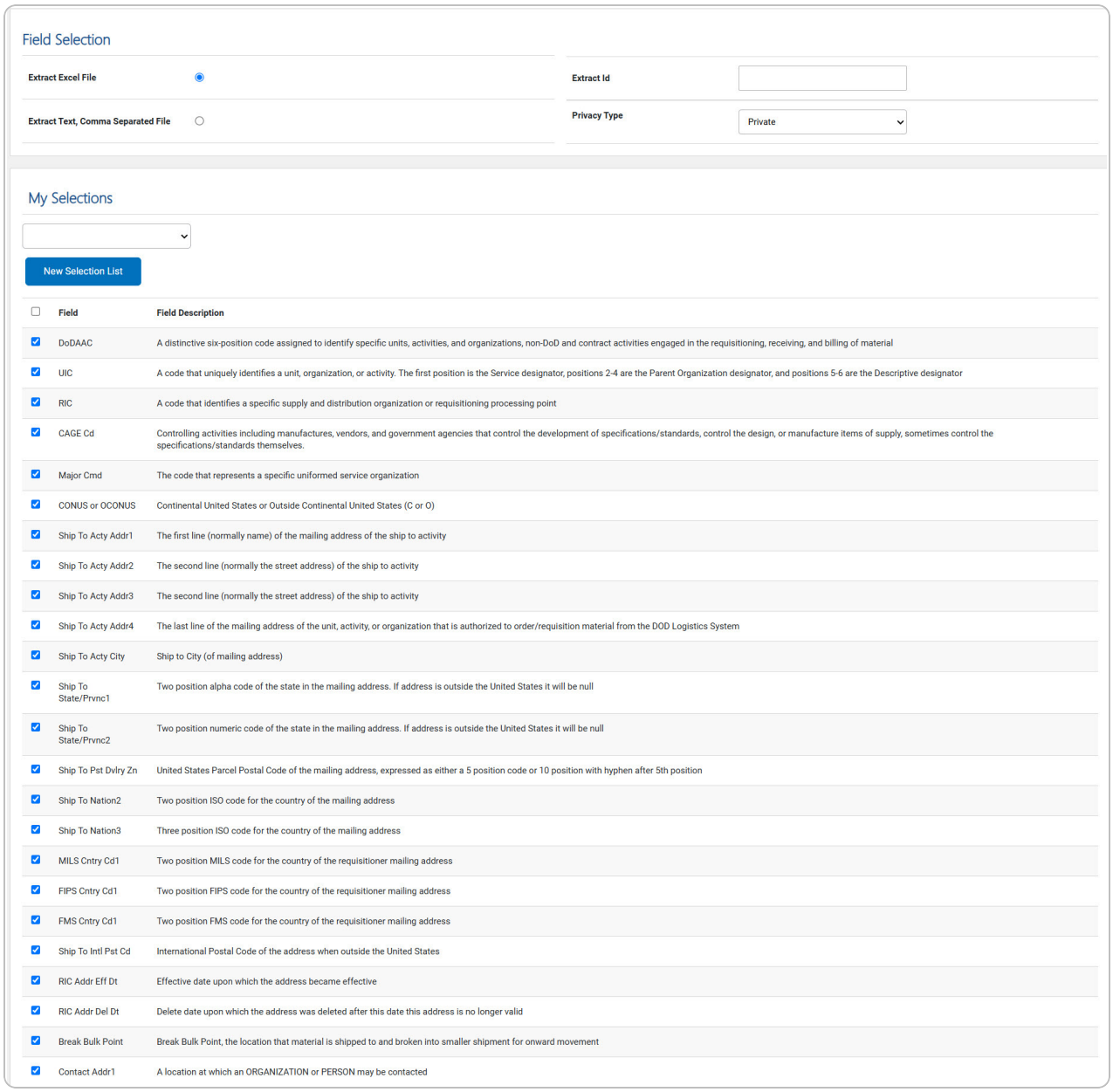


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **DoDAAC Inquiry** page appears.*



Field Selection

Extract Excel File ◉ | Extract Id

Extract Text, Comma Separated File ○ | Privacy Type: Private

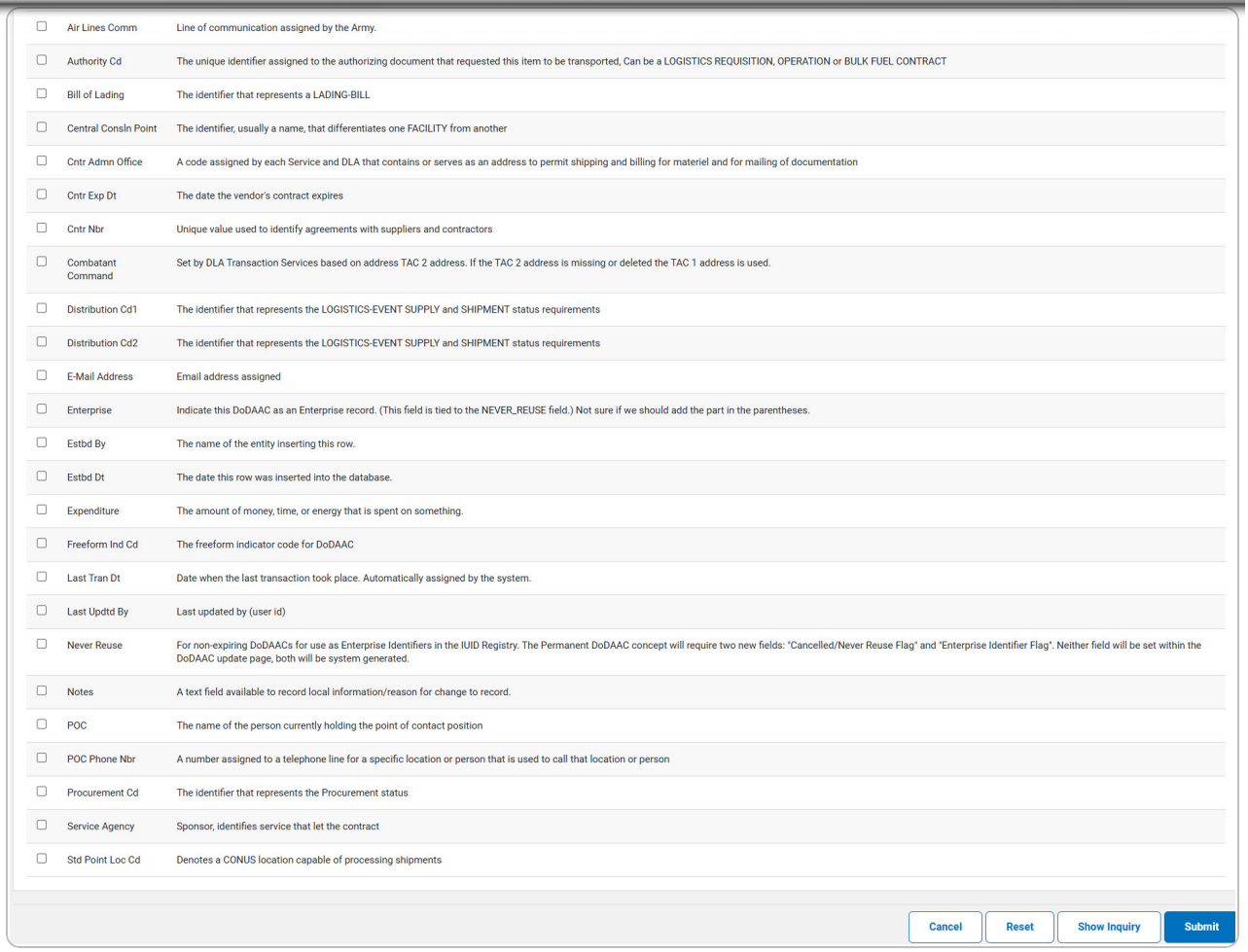
My Selections

New Selection List

	Field	Field Description
☑	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 material
☑	UIC	A code that uniquely identifies a unit, organization, or activity. The first position is the Service designator, positions 2-4 are the Parent Organization designator, and positions 5-6 are the Descriptive designator
☑	RIC	A code that identifies a specific supply and distribution organization or requisitioning processing point
☑	CAGE Cd	Controlling activities including manufactures, vendors, and government agencies that control the development of specifications/standards, control the design, or manufacture items of supply, sometimes control the specifications/standards themselves.
☑	Major Cmd	The code that represents a specific uniformed service organization
☑	CONUS or OCONUS	Continental United States or Outside Continental United States (C or O)
☑	Ship To Acty Addr1	The first line (normally name) of the mailing address of the ship to activity
☑	Ship To Acty Addr2	The second line (normally the street address) of the ship to activity
☑	Ship To Acty Addr3	The second line (normally the street address) of the ship to activity
☑	Ship To Acty Addr4	The last line of the mailing address of the unit, activity, or organization that is authorized to order/requisition material from the DOD Logistics System
☑	Ship To Acty City	Ship to City (of mailing address)
☑	Ship To State/Prvnc1	Two position alpha code of the state in the mailing address. If address is outside the United States it will be null
☑	Ship To State/Prvnc2	Two position numeric code of the state in the mailing address. If address is outside the United States it will be null
☑	Ship To Pst Dvlry Zn	United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5th position
☑	Ship To Nation2	Two position ISO code for the country of the mailing address
☑	Ship To Nation3	Three position ISO code for the country of the mailing address
☑	MILS Cntry Cd1	Two position MILS code for the country of the requisitioner mailing address
☑	FIPS Cntry Cd1	Two position FIPS code for the country of the requisitioner mailing address
☑	FMS Cntry Cd1	Two position FMS code for the country of the requisitioner mailing address
☑	Ship To Intl Pst Cd	International Postal Code of the address when outside the United States
☑	RIC Addr Eff Dt	Effective date upon which the address became effective
☑	RIC Addr Del Dt	Delete date upon which the address was deleted after this date this address is no longer valid
☑	Break Bulk Point	Break Bulk Point, the location that material is shipped to and broken into smaller shipment for onward movement
☑	Contact Addr1	A location at which an ORGANIZATION or PERSON may be contacted

☑	Contact Addr2	A location at which an ORGANIZATION or PERSON may be contacted
☑	Contact Addr3	A location at which an ORGANIZATION or PERSON may be contacted
☑	Contact Addr4	A location at which an ORGANIZATION or PERSON may be contacted
☑	Contact City	Contact City (of mailing address)
☑	Contact State/Prvnc1	Two position alpha code of the state in the mailing address. If address is outside the United States it will be null
☑	Contact State/Prvnc2	Two position numeric code of the state in the mailing address. If address is outside the United States it will be null
☑	Contact Pst Dlvry Zn	United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5th position
☑	Contact Nation2	Two position ISO code for the country of the mailing address
☑	Contact Nation3	Three position ISO code for the country of the mailing address
☑	MILS Cntry Cd2	Two position MILS code for the country of the requisitioner mailing address
☑	FIPS Cntry Cd2	Two position FIPS code for the country of the requisitioner mailing address
☑	FMS Cntry Cd2	Two position FMS code for the country of the requisitioner mailing address
☑	Contact Intl Pst Cd	International Postal Code of the address when outside the United States
☑	DoDAAC Addr Eff Dt2	Effective date upon which the address became effective
☑	DoDAAC Addr Del Dt2	Delete date upon which the address was deleted after this date this address is no longer valid
☑	Air Terminal Id Cd	Specific air terminal as the overseas place of discharge
☑	Water Port Ind Cd	Specific water port as the overseas place of discharge
☑	Bill To Addr1	A location at which an ORGANIZATION or PERSON may be billed
☑	Bill To Addr2	A location at which an ORGANIZATION or PERSON may be billed
☑	Bill To Addr3	A location at which an ORGANIZATION or PERSON may be billed
☑	Bill To Addr4	A location at which an ORGANIZATION or PERSON may be billed
☑	Bill To City	Bill To City (of mailing address)
☑	Bill To State/Prvnc1	Two position alpha code of the state in the mailing address. If address is outside the United States it will be null
☑	Bill To State/Prvnc2	Two position numeric code of the state in the mailing address. If address is outside the United States it will be null
☑	Bill To Pst Dlvry Zn	United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5th position
☑	Bill To Nation2	Two position ISO code for the country of the mailing address
☑	Bill To Nation3	Three position ISO code for the country of the mailing address
☑	MILS Cntry Cd3	Two position MILS code for the country of the requisitioner mailing address
☑	FIPS Cntry Cd3	Two position FIPS code for the country of the requisitioner mailing address
☑	FMS Cntry Cd3	Two position FMS code for the country of the requisitioner mailing address
☑	Bill To Intl Pst Cd	International Postal Code of the address when outside the United States
☑	DoDAAC Addr Eff Dt3	Effective date upon which the address became effective
☑	DoDAAC Addr Del Dt3	Delete date upon which the address was deleted after this date this address is no longer valid

☑	Sml Prcl Carr Addr1	A location at which an ORGANIZATION or PERSON may be billed
☑	Sml Prcl Carr Addr2	A location at which an ORGANIZATION or PERSON may be billed
☑	Sml Prcl Carr Addr3	A location at which an ORGANIZATION or PERSON may be billed
☑	Sml Prcl Carr Addr4	A location at which an ORGANIZATION or PERSON may be billed
☑	Sml Prcl Carr City	Small Parcel Carrier City (of mailing address)
☑	Sml Prcl State/Prvnc1	Two position alpha code of the state in the mailing address. If address is outside the United States it will be null
☑	Sml Prcl State/Prvnc2	Two position numeric code of the state in the mailing address. If address is outside the United States it will be null
☑	Sml Prcl Pst Dlvry Zn	United States Parcel Postal Code of the mailing address, expressed as either a 5 position code or 10 position with hyphen after 5th position
☑	Sml Prcl Carr Nation2	Two position ISO code for the country of the mailing address
☑	Sml Prcl Carr Nation3	Three position ISO code for the country of the mailing address
☑	MILS Cntry Cd4	Two position MILS code for the country of the requisitioner mailing address
☑	FIPS Cntry Cd4	Two position FIPS code for the country of the requisitioner mailing address
☑	FMS Cntry Cd4	Two position FMS code for the country of the requisitioner mailing address
☑	Sml Prcl Intl Post Cd	International Postal Code of the address when outside the United States
☑	DoDAAC Addr Eff Dt4	Effective date upon which the address became effective
☑	DoDAAC Addr Del Dt4	Delete date upon which the address was deleted after this date this address is no longer valid
☐	ADSN/FSN 1	Code assigned by each Service and DLA that contains or serves as an address to permit shipping and billing for materiel and for mailing of documentation
☐	ADSN/FSN 2	Code assigned by each Service and DLA that contains or serves as an address to permit shipping and billing for materiel and for mailing of documentation



☐	Air Lines Comm	Line of communication assigned by the Army.
☐	Authority Cd	The unique identifier assigned to the authorizing document that requested this item to be transported, Can be a LOGISTICS REQUISITION, OPERATION or BULK FUEL CONTRACT
☐	Bill of Lading	The identifier that represents a LADING-BILL
☐	Central Consln Point	The identifier, usually a name, that differentiates one FACILITY from another
☐	Cntr Admn Office	A code assigned by each Service and DLA that contains or serves as an address to permit shipping and billing for materiel and for mailing of documentation
☐	Cntr Exp Dt	The date the vendor's contract expires
☐	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors
☐	Combatant Command	Set by DLA Transaction Services based on address TAC 2 address. If the TAC 2 address is missing or deleted the TAC 1 address is used.
☐	Distribution Cd1	The identifier that represents the LOGISTICS-EVENT SUPPLY and SHIPMENT status requirements
☐	Distribution Cd2	The identifier that represents the LOGISTICS-EVENT SUPPLY and SHIPMENT status requirements
☐	E-Mail Address	Email address assigned
☐	Enterprise	Indicate this DoDAAC as an Enterprise record. (This field is tied to the NEVER_REUSE field.) Not sure if we should add the part in the parentheses.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Expenditure	The amount of money, time, or energy that is spent on something.
☐	Freeform Ind Cd	The freeform indicator code for DoDAAC
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)
☐	Never Reuse	For non-expiring DoDAACs for use as Enterprise Identifiers in the IUID Registry. The Permanent DoDAAC concept will require two new fields: "Cancelled/Never Reuse Flag" and "Enterprise Identifier Flag". Neither field will be set within the DoDAAC update page, both will be system generated.
☐	Notes	A text field available to record local information/reason for change to record.
☐	POC	The name of the person currently holding the point of contact position
☐	POC Phone Nbr	A number assigned to a telephone line for a specific location or person that is used to call that location or person
☐	Procurement Cd	The identifier that represents the Procurement status
☐	Service Agency	Sponsor, identifies service that let the contract
☐	Std Point Loc Cd	Denotes a CONUS location capable of processing shipments

2. Select the fields required for the inquiry. *The first 72 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.

- Verify the DoDAAC contains the appropriate ☑ or ☐. *Select if the inquiry contains a DoDAAC.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*

- Verify the RIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a RIC.*
- Verify the CAGE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a CAGE CD.*
- Verify the MAJOR CMD contains the appropriate ☑ or ☐. *Select if the inquiry contains a MAJOR CMD CD.*
- Verify the CONUS or OCONUS contains the appropriate ☑ or ☐. *Select if the inquiry contains a CONUS or OCONUS designation.*
- Verify the SHIP TO ACTY ADDR 1 contains the appropriate ☑ or ☐. *Select if the inquiry contains a SHIP TO ACTY ADDR.*
- Verify the SHIP TO ACTY ADDR 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a SHIP TO ACTY ADDR.*
- Verify the SHIP TO ACTY ADDR 3 contains the appropriate ☑ or ☐. *Select if the inquiry contains a SHIP TO ACTY ADDR.*
- Verify the SHIP TO ACTY ADDR 4 contains the appropriate ☑ or ☐. *Select if the inquiry contains a SHIP TO ACTY ADDR.*
- Verify the SHIP TO ACTY City contains the appropriate ☑ or ☐. *Select if the inquiry contains a SHIP TO ACTY City.*
- Verify the SHIP TO STATE/PRVNC 1 contains the appropriate ☑ or ☐. *Select if the inquiry contains a SHIP TO STATE/PRVNC.*
- Verify the SHIP TO STATE/PRVNC 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a SHIP TO STATE/PRVNC.*
- Verify the SHIP TO PST DVLRY ZN contains the appropriate ☑ or ☐. *Select if the inquiry contains a SHIP TO PST DVLRY ZN.*

- Verify the Ship To Nation 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Ship To Nation.*
- Verify the Ship To Nation 3 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Ship To Nation.*
- Verify the MILS CNTRY CD 1 contains the appropriate ☑ or ☐. *Select if the inquiry contains a MILS CNTRY CD.*
- Verify the FIPS CNTRY CD 1 contains the appropriate ☑ or ☐. *Select if the inquiry contains a FIPS CNTRY CD.*
- Verify the FMS CNTRY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a FMS CNTRY CD.*
- Verify the SHIP TO INTL PST CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a SHIP TO INTL PST CD.*
- Verify the RIC ADDR EFF DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a RIC ADDR EFF DT.*
- Verify the RIC ADDR DEL DT contains the appropriate ☑ or ☐. *Select if the inquiry contains a RIC ADDR DEL DT.*
- Verify the Break Bulk Point contains the appropriate ☑ or ☐. *Select if the inquiry contains a Break Bulk Point.*
- Verify the Contact ADDR 1 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Contact ADDR 1.*
- Verify the Contact ADDR 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Contact ADDR 2.*
- Verify the Contact ADDR 3 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Contact ADDR 3.*

- Verify the Contact ADDR 4 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Contact ADDR 4.*
- Verify the Contact City contains the appropriate ☑ or ☐. *Select if the inquiry contains a Contact City.*
- Verify the Contact STATE/PRVNC 1 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Contact STATE/PRVNC.*
- Verify the Contact STATE/PRVNC 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Contact STATE/PRVNC.*
- Verify the Contact PST DLVRY ZN contains the appropriate ☑ or ☐. *Select if the inquiry contains a Contact PST DLVRY ZN.*
- Verify the Contact Nation 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Contact Nation.*
- Verify the Contact Nation 3 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Contact Nation.*
- Verify the MILS CNTRY CD 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a MILS CNTRY CD.*
- Verify the FIPS CNTRY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a FIPS CNTRY CD.*
- Verify the FMS CNTRY CD 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a FMS CNTRY CD.*
- Verify the Contact INTL PST CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a Contact INTL PST CD.*
- Verify the DODAAC ADDR EFF DT 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a DODAAC ADDR EFF DT.*

- Verify the DoDAAC Addr Del Dt 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a DoDAAC Addr Del Dt.*
- Verify the Air Terminal Id Cd contains the appropriate ☑ or ☐. *Select if the inquiry contains an Air Terminal Id Cd.*
- Verify the Water Port Ind Cd contains the appropriate ☑ or ☐. *Select if the inquiry contains a Water Port Ind Cd.*
- Verify the Bill To Addr 1 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Bill To Addr.*
- Verify the Bill To Addr 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Bill To Addr.*
- Verify the Bill To Addr 3 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Bill To Addr.*
- Verify the Bill To Addr 4 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Bill To Addr.*
- Verify the Bill To City contains the appropriate ☑ or ☐. *Select if the inquiry contains a Bill To City.*
- Verify the Bill To State/Prvnc 1 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Bill To State/Prvnc.*
- Verify the Bill To State/Prvnc 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Bill To State/Prvnc.*
- Verify the Bill To Pst Dlvry Zn contains the appropriate ☑ or ☐. *Select if the inquiry contains a Bill To Pst Dlvry Zn.*
- Verify the Bill To Nation 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Bill To Nation.*

- Verify the Bill To Nation 3 contains the appropriate ☑ or ☐. *Select if the inquiry contains a Bill To Nation.*
- Verify the MILS CNTRY CD 3 contains the appropriate ☑ or ☐. *Select if the inquiry contains a MILS CNTRY CD.*
- Verify the FIPS CNTRY CD 3 contains the appropriate ☑ or ☐. *Select if the inquiry contains a FIPS CNTRY CD.*
- Verify the FMS CNTRY CD 3 contains the appropriate ☑ or ☐. *Select if the inquiry contains a FMS CNTRY CD.*
- Verify the Bill To INTL PST CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a Bill To INTL PST CD.*
- Verify the DODAAC ADDR EFF DT 3 contains the appropriate ☑ or ☐. *Select if the inquiry contains a DODAAC ADDR EFF DT.*
- Verify the DODAAC ADDR DEL DT 3 contains the appropriate ☑ or ☐. *Select if the inquiry contains a DODAAC ADDR DEL DT.*
- Verify the SML PRCL CARR ADDR 1 contains the appropriate ☑ or ☐. *Select if the inquiry contains a SML PRCL CARR ADDR.*
- Verify the SML PRCL CARR ADDR 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a SML PRCL CARR ADDR.*
- Verify the SML PRCL CARR ADDR 3 contains the appropriate ☑ or ☐. *Select if the inquiry contains a SML PRCL CARR ADDR.*
- Verify the SML PRCL CARR ADDR 4 contains the appropriate ☑ or ☐. *Select if the inquiry contains a SML PRCL CARR ADDR.*
- Verify the SML PRCL CARR City contains the appropriate ☑ or ☐. *Select if the inquiry contains a SML PRCL CARR City.*

- Verify the SML PRCL STATE/PRVNC 1 contains the appropriate ☑ or ☐. *Select if the inquiry contains a SML PRCL STATE/PRVNC.*
- Verify the SML PRCLSTATE/PRVNC 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a SML PRCL STATE/PRVNC.*
- Verify the SML PRCLPST DLVRY ZN contains the appropriate ☑ or ☐. *Select if the inquiry contains a Small Parcel Postal Delivery Zone.*
- Verify theSML PRCL CARR Nation 2 contains the appropriate ☑ or ☐. *Select if the inquiry contains a SML PRCL CARR Nation.*
- Verify the SML PRCL CARR Nation 3 contains the appropriate ☑ or ☐. *Select if the inquiry contains a SML PRCL CARR Nation.*
- Verify the MILS CNTRY CD 4 contains the appropriate ☑ or ☐. *Select if the inquiry contains a MILS CNTRY CD.*
- Verify the FIPS CNTRY CD 4 contains the appropriate ☑ or ☐. *Select if the inquiry contains a FIPS CNTRY CD.*
- Verify the FMS CNTRY CD 4 contains the appropriate ☑ or ☐. *Select if the inquiry contains a FMS CNTRY CD.*
- Verify the SML PRCL Intl Post Cd contains the appropriate ☑ or ☐. *Select if the inquiry contains a SML PRCL Intl Post Cd.*
- Verify the DODAAC ADDR EFF DT 4 contains the appropriate ☑ or ☐. *Select if the inquiry contains a DODAAC ADDR EFF DT 4.*
- Verify the DODAAC ADDR DEL DT 4 contains the appropriate ☑ or ☐. *Select if the inquiry contains a DODAAC ADDR DEL DT 4.*
- Click ☐ to select the ADSN/FSN 1. *Select if the inquiry contains an ADSN/FSN.*
- Click ☐ to select the ADSN/FSN 2. *Select if the inquiry contains an ADSN/FSN.*

- Click ☐ to select the AIR LINES COMM. *Select if the inquiry contains AIR LINES COMM information.*
- Click ☐ to select the Authority CD. *Select if the inquiry contains an Authority Code.*
- Click ☐ to select the Bill of Lading. *Select if the inquiry contains a Bill of Lading.*
- Click ☐ to select the Central CONSLN Point. *Select if the inquiry contains a Central CONSLN Point.*
- Click ☐ to select the CNTR ADMN Office. *Select if the inquiry contains a Central Administration Office.*
- Click ☐ to select the CNTR EXP DT. *Select if the inquiry contains a CNTR EXPR DT.*
- Click ☐ to select the CNTR NBR. *Select if the inquiry contains a CNTR NBR.*
- Click ☐ to select the Combatant Command. *Select if the inquiry contains Combatant Command information.*
- Click ☐ to select the Distribution CD 1. *Select if the inquiry contains a Distribution Code.*
- Click ☐ to select the Distribution CD 2. *Select if the inquiry contains a Distribution Code.*
- Click ☐ to select theE-MAIL Address. *Select if the inquiry contains an E-MAIL Address.*
- Click ☐ to select the Enterprise. *Select if the inquiry contains Enterprise information.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains ESTBD BY information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains an Established Date.*

- Click ☐ to select the Expenditure. *Select if the inquiry contains an Expenditure.*
- Click ☐ to select the Freeform IND CD. *Select if the inquiry contains a Freeform IND CD.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a LAST TRAN DT.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains LAST UPDTD BY information.*
- Click ☐ to select the Never Reuse. *Select if the inquiry contains a Never Reuse designation.*

Select [Show Inquiry] for small volumes of data. *The **DoDAAC Inquiry — Results** page appears.*

3. **OR**

Select [Submit] for large volumes of data. *The **DoDAAC Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a DoDAAC Inquiry — Criteria
- Search for a DoDAAC Inquiry — Results
- View the DoDAAC Inquiry Detail
- View the DoDAAC Inquiry Transaction Status

- Export the DoDAAC Inquiry Transaction Status

View the DoDAAC Inquiry Detail

Overview

The DoDAAC Inquiry Detail process displays the detail record of the selected DoDAAC.

Navigation

Inquiries > Master Data > DoDAAC> Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > DoDAAC Inquiry Detail page

Page Fields

The following fields display on the **DoDAAC Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

DoDAAC Inquiry Detail Grid

DoDAAC
Acct Disbursing Station Nbr
Air Terminal Identifier Cd
Bill of Lading
Bill to Addr 2
Bill to Addr 4
Bill To International Post Cd
Bill To Nation 3
Bill To State or Province 1
Break Bulk Point
Central Consolidation Point
Cntr Exp Dt
Combatant Command
Contact Addr 2

Contact Addr 4
Contact International Post Cd
Contact Nation 3
Contact State or Province 1
Continental or Outside USA
Distribution Cd 2
DoDAAC Addr Delete Dt 3
DoDAAC Addr Eff Dt 2
DoDAAC Addr Eff Dt 4
Enterprise
FIPS Cntry Cd 1
FIPS Cntry Cd 3
FMS Cntry Cd 1
FMS Cntry Cd 3
Freeform Ind Cd
MILS Cntry Cd 1
MILS Cntry Cd 3
Never Reuse
Point of Contact
RIC Addr Delete Dt
RIC
Ship To Activity Addr 1
Ship To Activity Addr 3
Ship to Activity City
Ship To Nation 2
Ship To Post Delivery Zone
Ship To State or Province 2
Small Parcel Carrier Addr 2
Small Parcel Carrier Addr 4
Small Parcel International Post Cd
Small Parcel Carrier Nation 3
Small Parcel Carrier State or Province 1
Acct Disbursing Station Nbr
Air Lines Communication
Authority Cd
Bill to Addr 1
Bill to Addr 3
Bill To City
Bill To Nation 2
Bill To Postal Delivery Zone
Bill To State/Province 2
CAGE Cd
Cntr Admn Office

Cntr Nbr
Contact Addr 1
Contact Addr 3
Contact City
Contact Nation 2
Contact Post Delivery Zone
Contact State or Province 2
Distribution Cd 1
DoDAAC Addr Delete Dt 2
DoDAAC Addr Delete Dt 3
DoDAAC Addr Eff Dt 3
Email Addr
Expenditure
FIPS Cntry Cd 2
FIPS Cntry Cd 4
FMS Cntry Cd 2
FMS Cntry Cd 4
Major Command
MILS Cntry Cd 2
MILS Cntry Cd 4
Notes
Procurement Cd
RIC Addr Eff Dt
Service Agency
Ship To Activity Addr 2
Ship To Activity Addr 4
Ship To International Post Cd
Ship To Nation 3
Ship To State or Province 1
Small Parcel Carrier Addr 1
Small Parcel Carrier Addr 3
Small Parcel Carrier City
Small Parcel Carrier Nation 2
Small Parcel Carrier Post Delivery Zone
Small Parcel Carrier State or Province 2

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the DoDAAC Inquiry Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the DoDAAC tab.*

DoDAAC Inquiry - Detail

DoDAAC	140C51	**Acct Disbursing Station Nbr**	
Acct Disbursing Station Nbr		**Air Lines Communication**	
Air Terminal Identifier Cd		**Authority Cd**	00
Bill of Lading		**Bill To Addr 1**	APPLIED RESEARCH ASSOCIATES, INC.
Bill To Addr 2	4300 SAN MATEO BLVD. NE	**Bill To Addr 3**	SUITE A-220
Bill To Addr 4	ALBUQUERQUE NM 87110	**Bill To City**	ALBUQUERQUE
Bill To International Post Cd		**Bill To Nation 2**	US
Bill To Nation 3	USA	**Bill To Postal Delivery Zone**	87110
Bill To State or Province 1	NM	**Bill To State or Province 2**	35
Break Bulk Point		**CAGE Cd**	9R446
Central Consolidation Point		**Cntr Admin Office**	
Cntr Exp Dt		**Cntr Nbr**	E17PC00014
Combatant Commander		**Contact Addr 1**	APPLIED RESEARCH ASSOCIATES, INC.
Contact Addr 2	OHMSETT FACILITY, NWS EARLE, R24	**Contact Addr 3**	WATERFRONT, 801 STATE ROUTE 36
Contact Addr 4	LEONARDO NJ 07737	**Contact City**	LEONARDO
Contact International Post Cd		**Contact Nation 2**	US
Contact Nation 3	USA	**Contact Post Delivery Zone**	07737
Contact State or Province 1	NJ	**Contact State or Province 2**	34
Continental or Outside USA	C	**Distribution Cd 1**	
Distribution Cd 2		**DoDAAC Addr Delete Dt 2**	
DoDAAC Addr Delete Dt 3		**DoDAAC Addr Delete Dt 4**	
DoDAAC Addr Eff Dt 2		**DoDAAC Addr Eff Dt 3**	
DoDAAC Addr Eff Dt 4		**Email Addr**	
Enterprise		**Expenditure**	
FIPS Cntry Cd 1		**FIPS Cntry Cd 2**	
FIPS Cntry Cd 3		**FIPS Cntry Cd 4**	
FMS Cntry Cd 1		**FMS Cntry Cd 2**	
FMS Cntry Cd 3		**FMS Cntry Cd 4**	
Freeform Ind Cd		**Major Command**	
MILS Cntry Cd 1		**MILS Cntry Cd 2**	
MILS Cntry Cd 3		**MILS Cntry Cd 4**	
Never Reuse		**Notes**	
Point of Contact		**Procurement Cd**	
RIC Addr Delete Dt		**RIC Addr Eff Dt**	8/14/2019 1:18:24 AM
RIC		**Service Agency**	140E01
Ship To Activity Addr 1	APPLIED RESEARCH ASSOCIATES, INC.	**Ship To Activity Addr 2**	OHMSETT FACILITY, NWS EARLE, R24
Ship To Activity Addr 3	WATERFRONT, 801 STATE ROUTE 36	**Ship To Activity Addr 4**	LEONARDO NJ 07737
Ship To Activity City	LEONARDO	**Ship To International Post Cd**	
Ship To Nation 2	US	**Ship To Nation 3**	USA
Ship To Post Delivery Zone	07737	**Ship To State or Province 1**	NJ
Ship To State or Province 2	34	**Small Parcel Carrier Addr 1**	
Small Parcel Carrier Addr 2		**Small Parcel Carrier Addr 3**	
Small Parcel Carrier Addr 4		**Small Parcel Carrier City**	
Small Parcel Carrier International Post Cd		**Small Parcel Carrier Nation 2**	
Small Parcel Carrier Nation 3		**Small Parcel Carrier Post Delivery Zone**	
Small Parcel Carrier State or Province 1		**Small Parcel Carrier State or Province 2**	

A. *Verify the DoDAAC.*
B. *Verify the Acct Disbursing Station Nbr.*
C. *Verify the Air Terminal Identifier Cd.*
D. *Verify the Bill of Lading.*
E. *Verify the Bill To Addr 2.*
F. *Verify the Bill To Addr 4.*
G. *Verify the Bill To International Post Cd.*
H. *Verify the Bill To Nation 3.*
I. *Verify the Bill To State or Province 1.*
J. *Verify the Break Bulk Point.*
K. *Verify the Central Consolidation Point.*
L. *Verify the Cntr Expr Dt.*
M. *Verify the Combatant Commander.*
N. *Verify the Contact Addr 2.*
O. *Verify the Contact Addr 4.*
P. *Verify the Contact International Post Cd.*
Q. *Verify the Contact Nation 3.*
R. *Verify the Contact State or Province 1.*
S. *Verify the Continental or Outside USA.*
T. *Verify the Distribution Cd 2.*
U. *Verify theDoDAAC Addr Del Dt 3.*
V. *Verify the DoDAAC Addr Eff Dt 2.*
W. *Verify theDoDAAC Addr Eff Dt 4.*
X. *Verify the Enterprise.*
Y. *Verify the FIPS Cntry Cd Cd 1.*
Z. *Verify the FIPS Cntry Cd 3.*
AA. *Verify the FMS Cntry Cd 1.*
AB. *Verify the FMS Cntry Cd 3.*
AC. *Verify the Freeform Ind Cd.*
AD. *Verify the MILS Cntry Cd1.*
AE. *Verify the MILS Cntry Cd 3.*

AF. *Verify the Never Resuse.*
AG. *Verify the Point of Contact.*
AH. *Verify the RIC ADDR DEL DT.*
AI. *Verify the RIC.*
AJ. *Verify the Ship To Activity ADDR 1.*
AK. *Verify the Ship To Activity ADDR 3.*
AL. *Verify the Ship To Activity City.*
AM. *Verify the Ship To Nation 2.*
AN. *Verify the Ship To Post Delivery Zone.*
AO. *Verify the Ship To State or Province 2.*
AP. *Verify the Small Parcel Carrier ADDR 2.*
AQ. *Verify the Small Parcel Carrier ADDR 4.*
AR. *Verify the Small Parcel Carrier International Post CD.*
AS. *Verify the Small Parcel Carrier Nation 3.*
AT. *Verify the Small Parcel Carrier State or Province 1.*
AU. *Verify the ACCT DISBURSING STATION NBR.*
AV. *Verify the Air Lines Communication.*
AW. *Verify the Authority Code.*
AX. *Verify the Bill To ADDR 1.*
AY. *Verify the Bill To ADDR 3.*
AZ. *Verify the Bill To City.*
BA. *Verify the Bill To Nation 2.*
BB. *Verify the Bill To Postal Delivery Zone.*
BC. *Verify the Bill To State or Province 2.*
BD. *Verify the CAGE CD.*
BE. *Verify the CNTR ADMN Office.*
BF. *Verify the CNTR NBR.*
BG. *Verify the Contract ADDR 1.*
BH. *Verify the Contract ADDR 3.*
BI. *Verify the Contact City.*
BJ. *Verify the Contact Nation 2.*

BK. *Verify the Contact Post Delivery Zone.*
BL. *Verify the Contact State or Province 2.*
BM. *Verify the Distribution CD 1.*
BN. *Verify the DODAAC ADDR DEL DT 2.*
BO. *Verify the DODAAC ADDR DEL DT 4.*
BP. *Verify theDODAAC ADDR EFF DT 3.*
BQ. *Verify the Email ADDR.*
BR. *Verify the Expenditure.*
BS. *Verify the FIPS CNTRY CD 2.*
BT. *Verify the FIPS CNTRY CD 4.*
BU. *Verify the FMS CNTRY CD 2.*
BV. *Verify the FMS CNTRY CD 4.*
BW. *Verify the Major Command.*
BX. *Verify the MILS CNTRY CD 2.*
BY. *Verify the MILS CNTRY CD 4.*
BZ. *Verify the Notes.*
CA. *Verify the Procurement CD.*
CB. *Verify the RIC ADDR Eff Dt.*
CC. *Verify the Service Agency.*
CD. *Verify the Ship To Activity ADDR 2.*
CE. *Verify the Ship To Activity ADDR 4.*
CF. *Verify the Ship To International Post CD.*
CG. *Verify the Ship To Nation 3.*
CH. *Verify the Ship To State or Province 1.*
CI. *Verify the Small Parcel Carrier ADDR 1.*
CJ. *Verify the Small Parcel Carrier ADDR 3.*
CK. *Verify the Small Parcel Carrier City.*
CL. *Verify the Small Parcel Carrier Nation 2.*
CM. *Verify the Small Parcel Carrier Post Delivery Zone.*
CN. *Verify the Small Parcel Carrier State or Province 2.*

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 **DoDAAC Inquiry — Criteria** page appears*.

   OR

   Select Back. *The **DoDAAC Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a DoDAAC Inquiry — Criteria
- Search for a DoDAAC Inquiry — Results
- Select Fields for the DoDAAC Inquiry

- View the DoDAAC Inquiry Transaction Status
- Export the DoDAAC Inquiry Transaction Status

View the DoDAAC Inquiry Transaction Status

Overview

The DoDAAC Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Master Data > DoDAAC > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > DoDAAC Inquiry Transaction Status page

Page Fields

The following fields display on the **DoDAAC Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

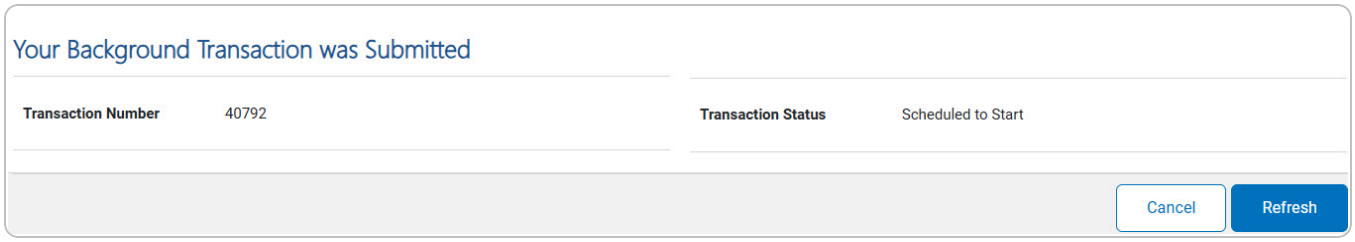
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

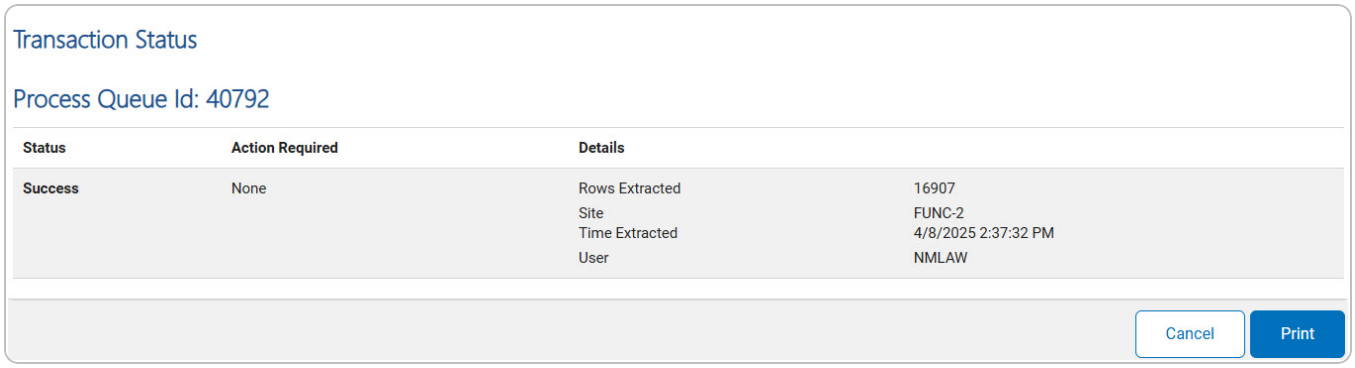
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the DoDAAC Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the DoDAAC Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***DoDAAC Inquiry Search Criteria*** *page appears*.

View the DoDAAC Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **DoDAAC Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a DoDAAC Inquiry — Criteria
- Search for a DoDAAC Inquiry — Results
- Select Fields for the DoDAAC Inquiry
- View the DoDAAC Inquiry Detail
- View the DoDAAC Inquiry Transaction Status

Export the DoDAAC Inquiry Transaction Status

Overview

The DoDAAC Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Master Data > DoDAAC > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > DoDAAC Inquiry Transaction Status Export page

Page Fields

The following fields display on the **DoDAAC Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

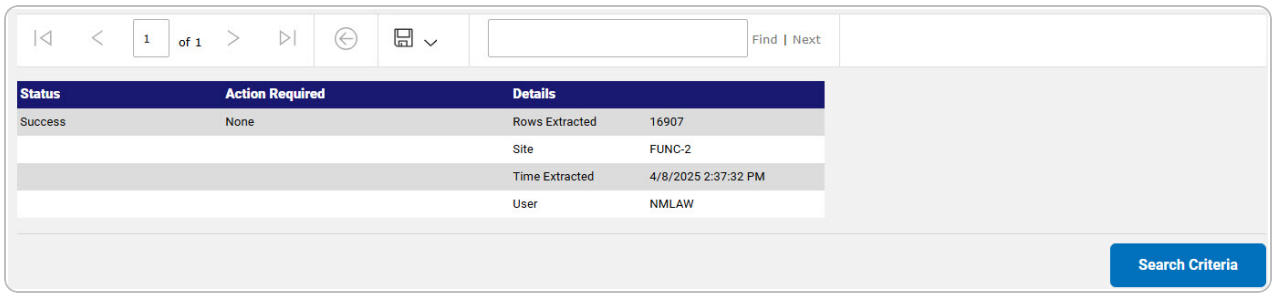
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the DoDAAC Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The **DoDAAC Inquiry Search Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **DoDAAC Inquiry Search Criteria** page appears.*

Related Topics

- Search for a DoDAAC Inquiry — Criteria
- Search for a DoDAAC Inquiry — Results
- Select Fields for the DoDAAC Inquiry
- View the DoDAAC Inquiry Detail
- Export the DoDAAC Inquiry Transaction Status

Search for a WRNTY/SVC/Subscription - TERMS/COND Inquiry — Criteria

Overview

The Property Accountability module WRNTY/SVC/Subscription - TERMS/COND Inquiry process provides the ability to search for TERMS/COND records.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND > WRNTY/SVC/Subscription - TERMS/COND Inquiry Search Criteria page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - TERMS/COND Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
56	Select "Like" from selection box for wildcard search.
8	To retrieve a field = to space, a space must be entered by the space bar.
323	After Search Criteria is entered, use "Enter" or "Tab" key to gen-

	erate additional Field Selection(s).
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

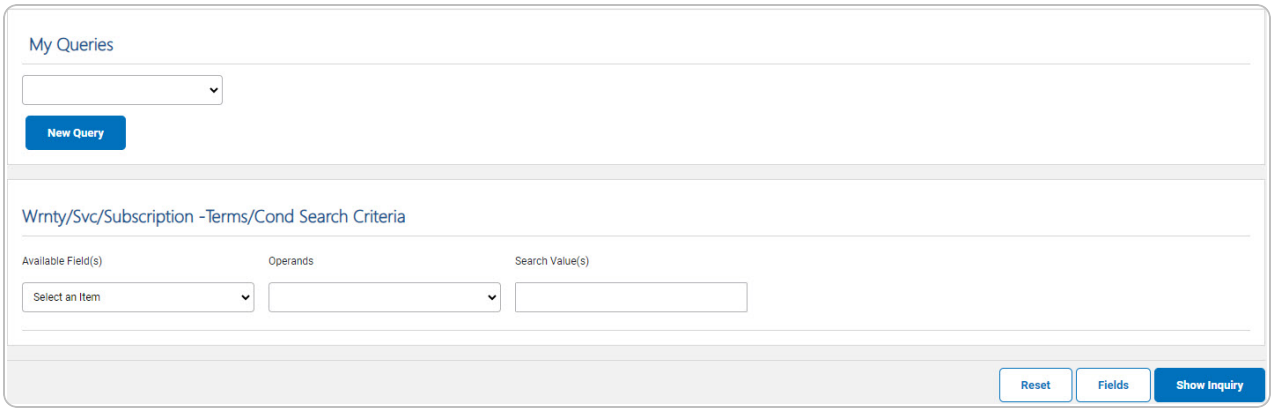
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a WRNTY/SVC/Subscription - TERMS/COND 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.

   B. Repeat Step A to add additional search criteria.

> **Note**
>
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
> Select Fields 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. Repeat Step A to add additional search criteria.

4. *Choose which Search Value(s) to use in the search.*

   A. Use ⌄ to select the first Search Value.

   B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

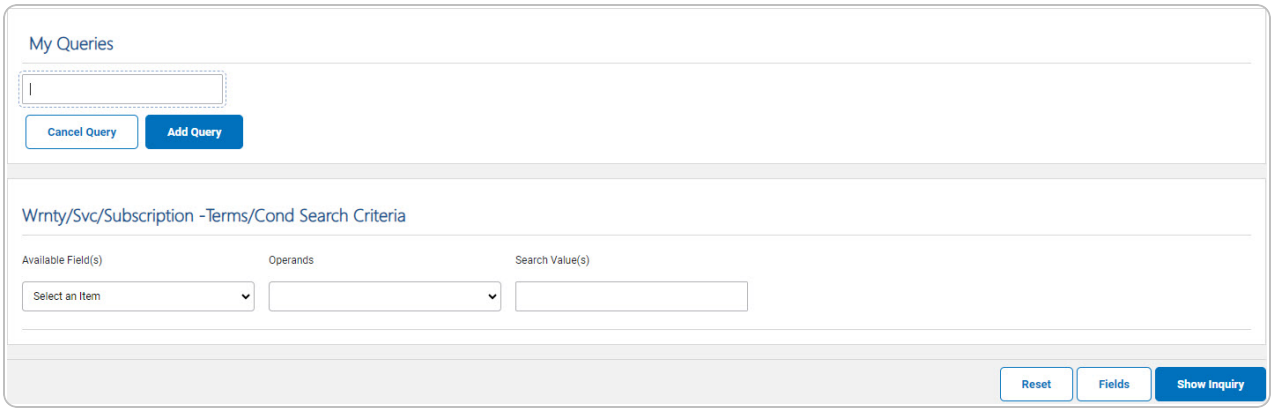
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

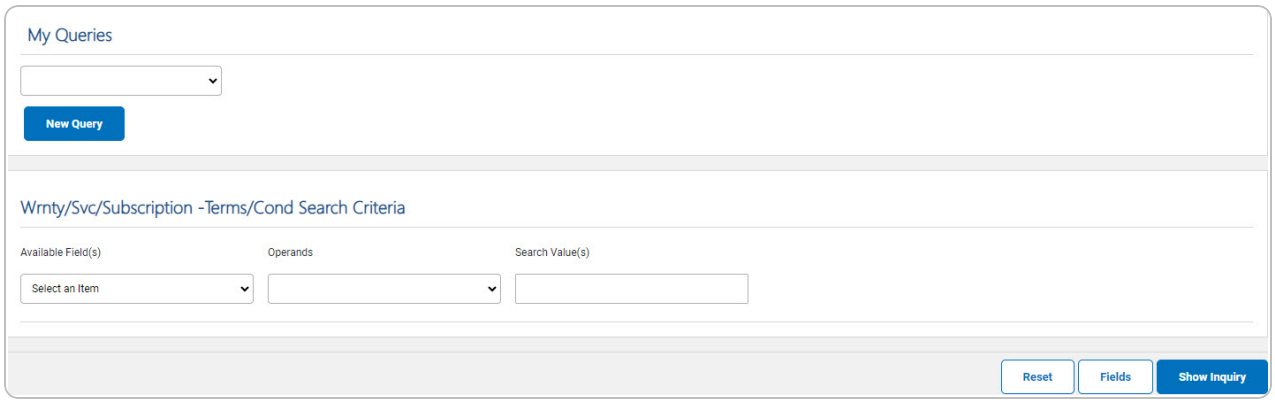
   Select Fields. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Select Fields** page appears.*
5.

   OR

   Select Show Inquiry. *The **Wrnty/Svc/Subscription - Terms/Cond 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.*



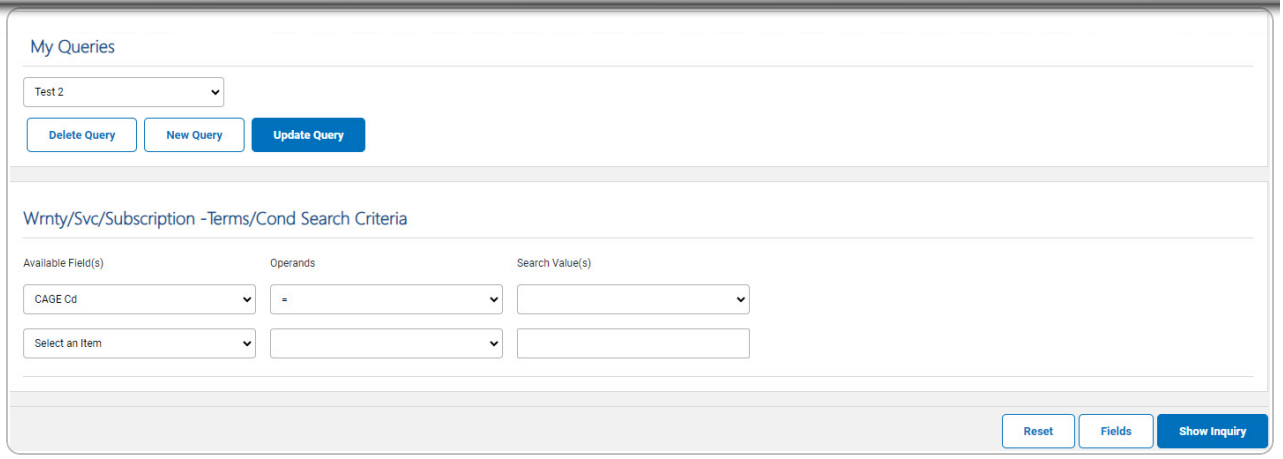
   Select Fields. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Select Fields** page appears.*

2. OR

   Select Show Inquiry. *The **Wrnty/Svc/Subscription - Terms/Cond 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

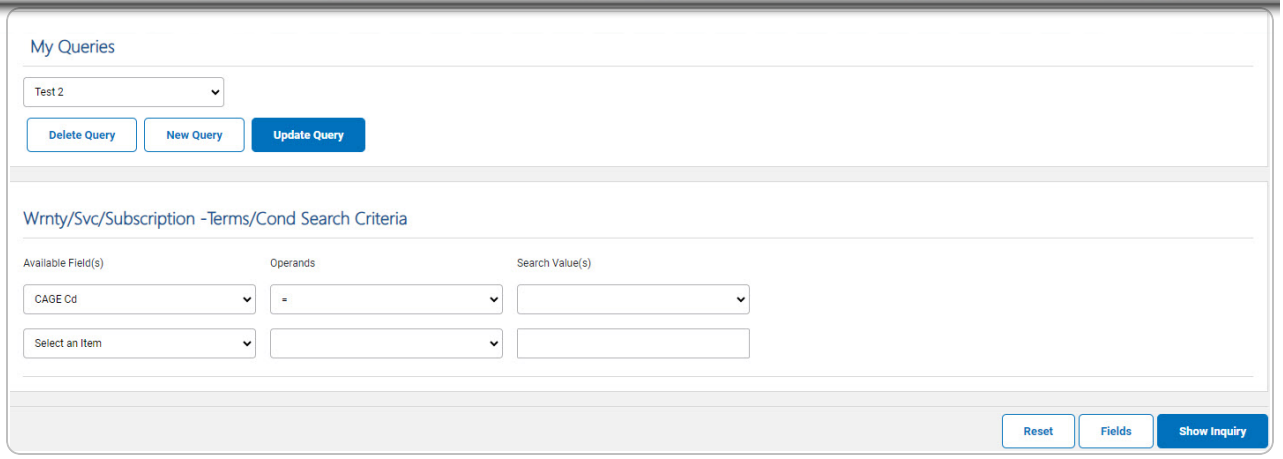
4. Select Fields. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Wrnty/Svc/Subscription - Terms/Cond 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Wrnty/Svc/Subscription - Terms/Condition Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contractor
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

Search for a WRNTY/SVC/Subscription - TERMS/COND Inquiry — Results

Overview

The WRNTY/SVC/Subscription - TERMS/COND Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND > WRNTY/SVC/Subscription - TERMS/COND Inquiry Search Results page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - TERMS/COND Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Actbl UIC
CAGE Cd
Cntrr Name
Cntr Nbr
Cntr Use Cd
Cntr Type Cd
Dlvy Ord Nbr
CLIN
SLIN
Asset Id

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

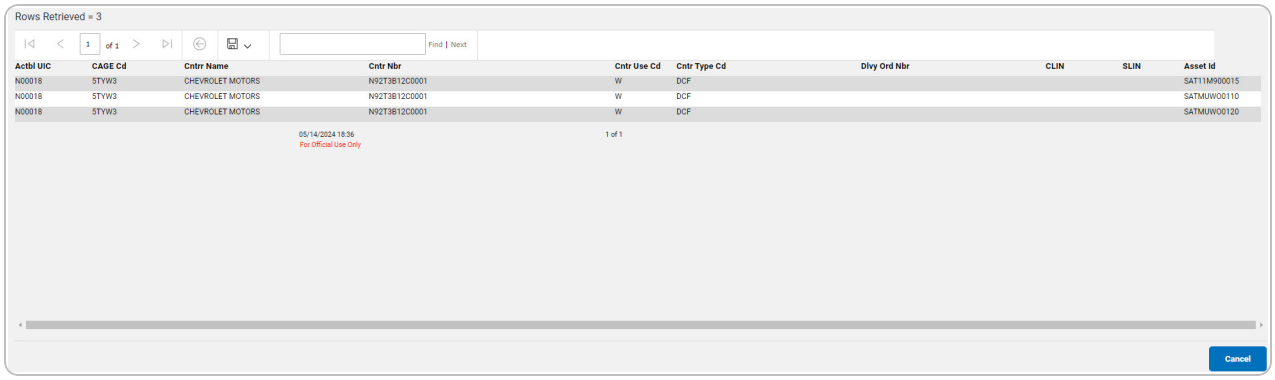
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Wrnty/Svc/Subscription - Terms/Cond 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.*



Note

To reach the optional fields, refer to the Wrnty/Svc/Subscription - Terms/Cond Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Wrnty/Svc/Subscription - Terms/Cond 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail

Select the desired ACTBL UIC row. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Clause** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contractor
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

Select Fields for the WRNTY/SVC/Subscription - TERMS/COND Inquiry

Overview

The WRNTY/SVC/Subscription - TERMS/COND Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > Fields > WRNTY/SVC/Subscription - TERMS/COND Inquiry Fields Selection page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - TERMS/COND Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Actbl UIC
CAGE Cd
Cntrr Name
Cntr Nbr
Cntr Nbr
Cntr Use Cd
Cntr Type Cd
Dlvy Ord Nbr
CLIN
SLIN
Asset Id

Procedures

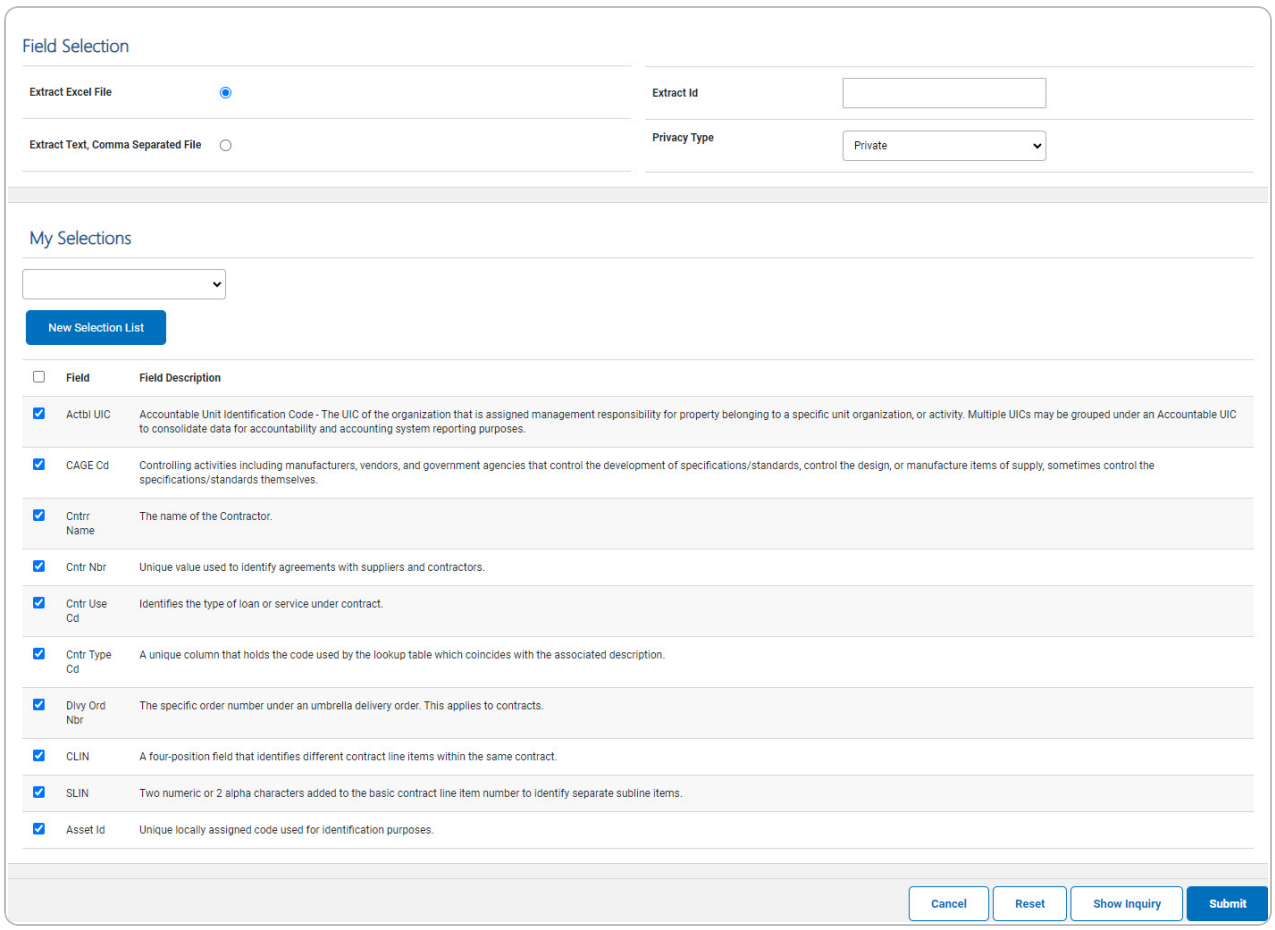
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The* ***Wrnty/Svc/Subscription - Terms/Cond Inquiry*** *page appears.*



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

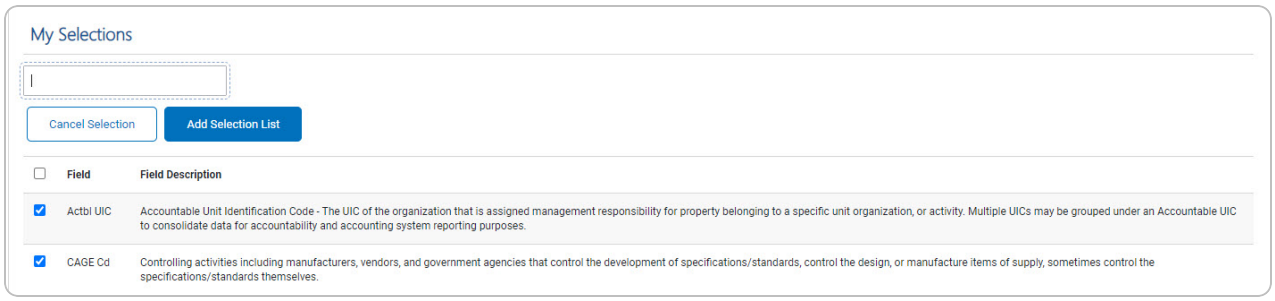
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.*

Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

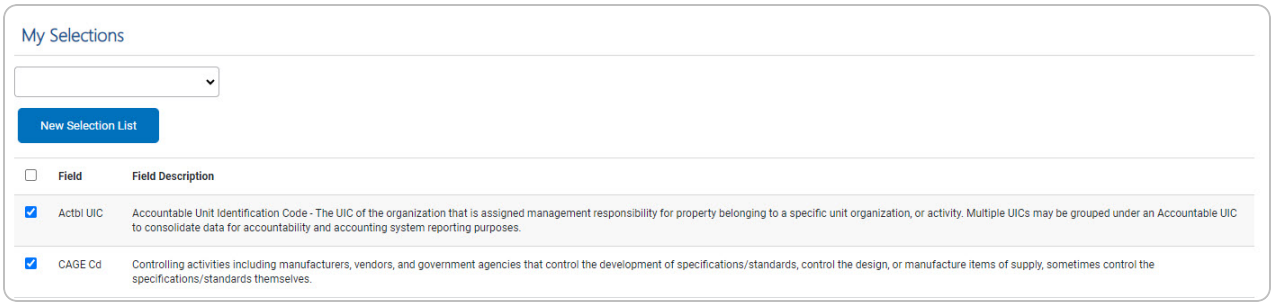
Select Show Inquiry for small volumes of data. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results** page appears.*

5. **OR**

Select Submit for large volumes of data. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

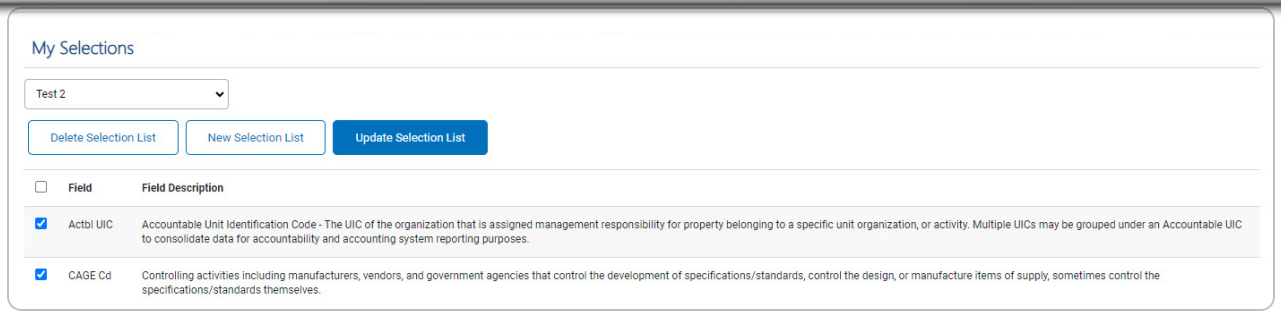
Select Show Inquiry for small volumes of data. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Wrnty/Svc/Subscription - Terms/Cond 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



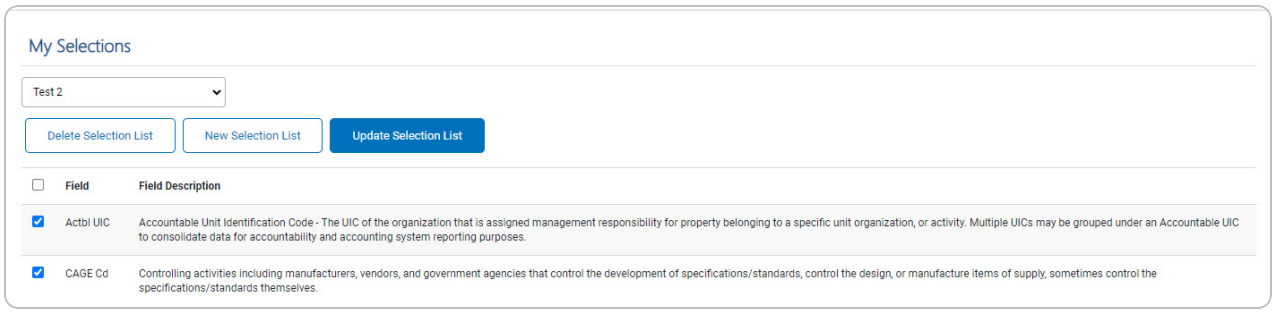
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results*** *page appears.*

OR

Select Submit for large volumes of data. *The* ***Wrnty/Svc/Subscription - Terms/Cond 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.

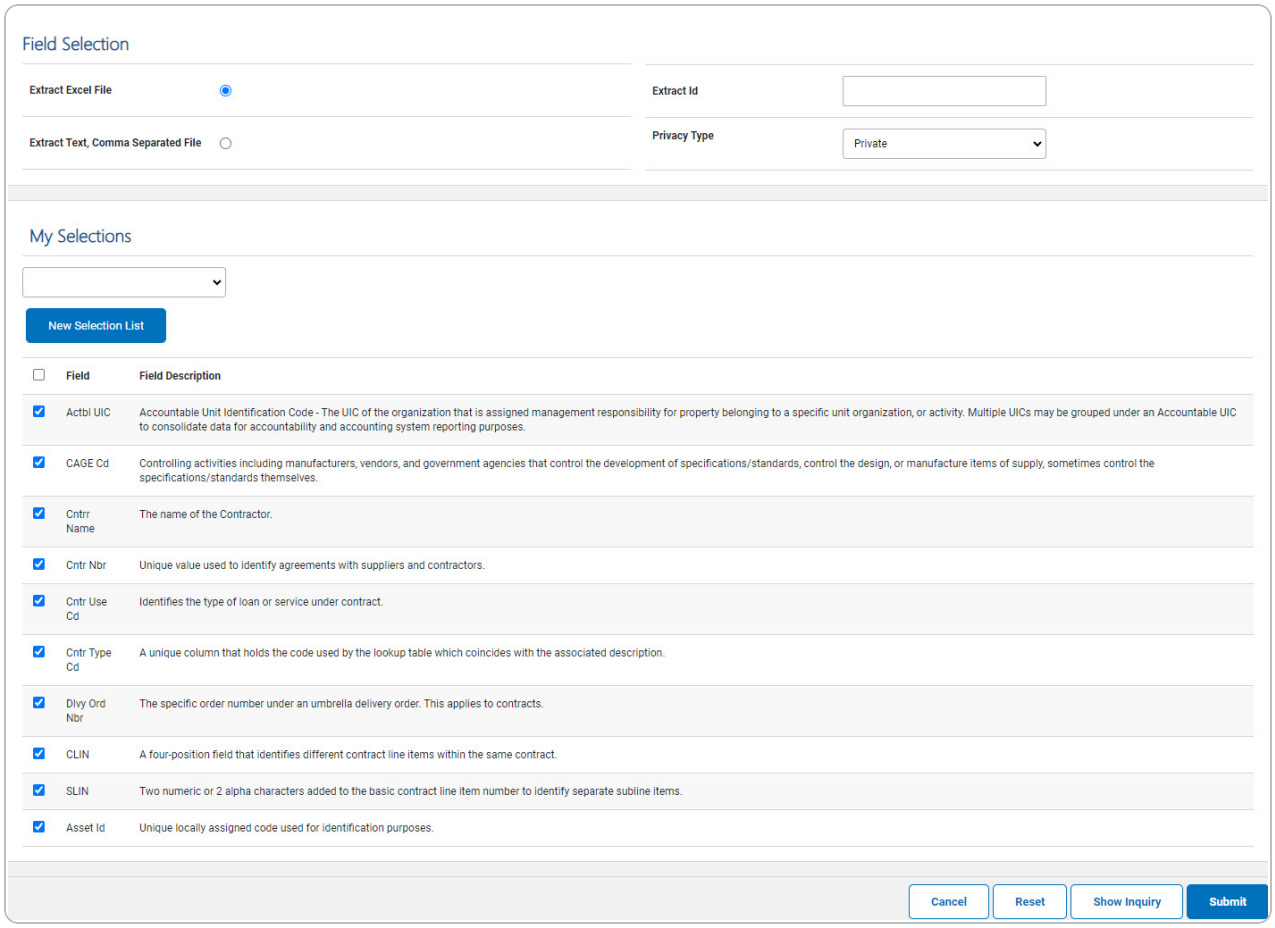


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The* ***WRNTY/SVC/Subscription - TERMS/COND Inquiry*** *page appears.*



2. Select the fields required for the inquiry. *The first 3 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.

- Verify the ACTBL UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTBL UIC.*
- Verify the CAGE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a CAGE CD.*
- Verify the CNTRR NAME contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTRR NAME.*
- Verify the CNTRNBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTRNBR.*
- Verify the CNTR USE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTRNBR.*
- Verify the CNTR TYP CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR TYP CD.*
- Verify the DLVY ORD NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a DLVY ORD NBR.*
- Verify the CLIN contains the appropriate ☑ or ☐. *Select if the inquiry contains a CLIN.*
- Verify the SLIN contains the appropriate ☑ or ☐. *Select if the inquiry contains a SLIN.*
- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET ID.*

Select Show Inquiry for small volumes of data. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contractor
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

View the WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Clause

Overview

The WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail process displays the Clause detail record of the selected Term/Condition.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND> Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Clause page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Clause** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Clause Inquiry Detail Grid

Clause Desc
CAGE Cd
Contract Nbr
Dlvy Ord Nbr
CLIN
SLIN
Clause Terms

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

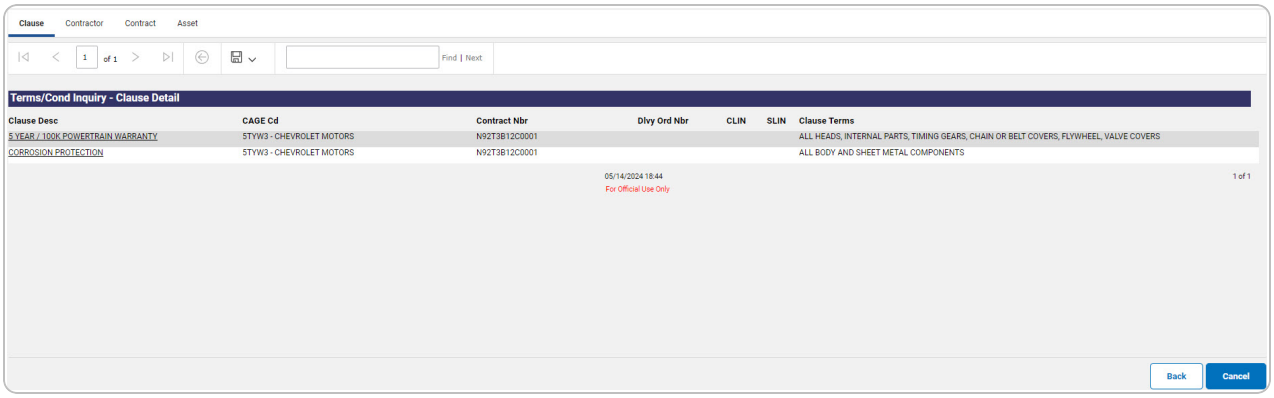
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Clause

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. *Verify the Clause tab.*



   A. *Verify the CLAUSE DESC.*
   B. *Verify the CAGE CD.*
   C. *Verify the CONTRACT NBR.*
   D. *Verify the DLVY ORD NBR.*
   E. *Verify the CLIN.*
   F. *Verify the SLIN.*
   G. *Verify the Clause Terms.*

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 Cancel. *The **Warranty/Service/Subscription - Terms/Condition Inquiry — Criteria** page appears*.

4.

OR

Select Back. *The **Warranty/Service/Subscription - Terms/Condition Inquiry — Results** page appears*.

OR

Select the Contractor tab. *The **Warranty/Service/Subscription - Terms/Condition Inquiry Detail — Contractor** page appears*.

OR

Select the Contract tab. *The **Warranty/Service/Subscription - Terms/Condition Inquiry Detail — Contract** page appears*.

OR

Select Asset tab. *The **Warranty/Service/Subscription - Terms/Condition Inquiry Detail — Asset** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contractor
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

View the WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Contractor

Overview

The WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Contractor process displays the Contractor detail record of the selected Term/Condition.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND> Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Clause tab > Contractor tab > WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Contractor page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Contractor** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Contractor Inquiry Detail Grid

CAGE Cd
DoDAAC
Cntrr Name
Cntrr Phone Nbr
Div Nm
Address 1
Address 2
City
State Cd

ZIP Cd
Country Cd
E-Mail Address
FAX Nbr
Remarks
Tran Cd
Last Tran Dt
Last Updtd By
Site Id
Actbl UIC
Agency Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

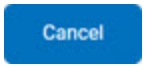
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

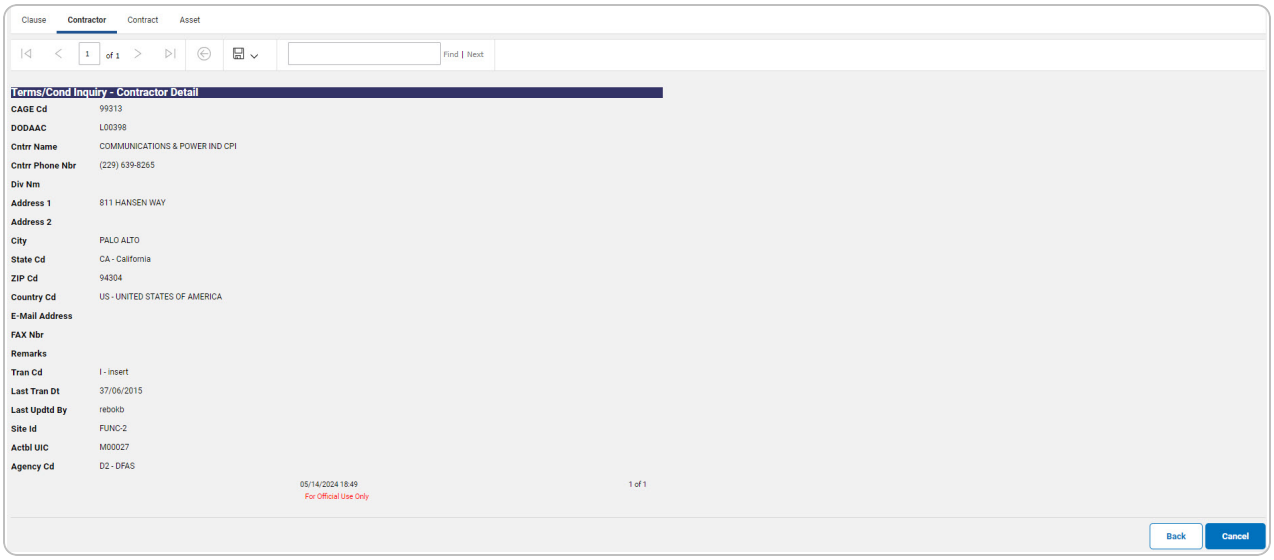
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Contractor

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

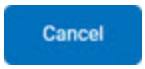
1. *Verify the Contractor tab.*



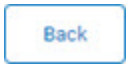
A. *Verify the CAGE CD.*
B. *Verify the DODAAC.*
C. *Verify the CNTRR NAME.*
D. *Verify the CNTRR PHONE NBR.*
E. *Verify the DIV NAME.*
F. *Verify the Address 1.*
G. *Verify the Address 2.*
H. *Verify the City.*
I. *Verify the STATE CD.*
J. *Verify the ZIP CD.*
K. *Verify the COUNTRY CD.*
L. *Verify the E-MAIL Address.*
M. *Verify the FAX NBR.*
N. *Verify the Remarks.*
O. *Verify the TRAN CD.*
P. *Verify the LAST TRAN DT.*
Q. *Verify the LAST UPDTD BY.*
R. *Verify the SITE ID.*

S. *Verify the ACTBL UIC.*

T. *Verify the AGENCY CD.*

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* ***Warranty/Service/Subscription - Terms/Condition Inquiry — Criteria*** *page appears*.

OR

Select  . *The* ***Warranty/Service/Subscription - Terms/Condition Inquiry — Results*** *page appears*.

OR

Select the Clause tab. *The* ***Warranty/Service/Subscription - Terms/Condition Inquiry Detail — Clause*** *page appears*.

OR

Select the Contract tab. *The* ***Warranty/Service/Subscription - Terms/Condition Inquiry Detail — Contract*** *page appears*.

OR

Select Asset tab. *The* ***Warranty/Service/Subscription - Terms/Condition Inquiry Detail — Asset*** *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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

View the WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Contract

Overview

The WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Contract process displays the Contract detail record of the selected Term/Condition.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND> Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Clause tab > Contract tab > WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Contractor page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Contract Inquiry Detail Grid

Cntr Use Cd
Cntr Type Cd
Cntr Nbr
Dlvy Ord Nbr
Start Dt
Exp Dt
Cntr Admn
Cntr Admn Phone Nbr
Remarks

Tran Cd
Last Tran Dt
Last Updtd By
Site Id
Accountable UIC
Agency Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

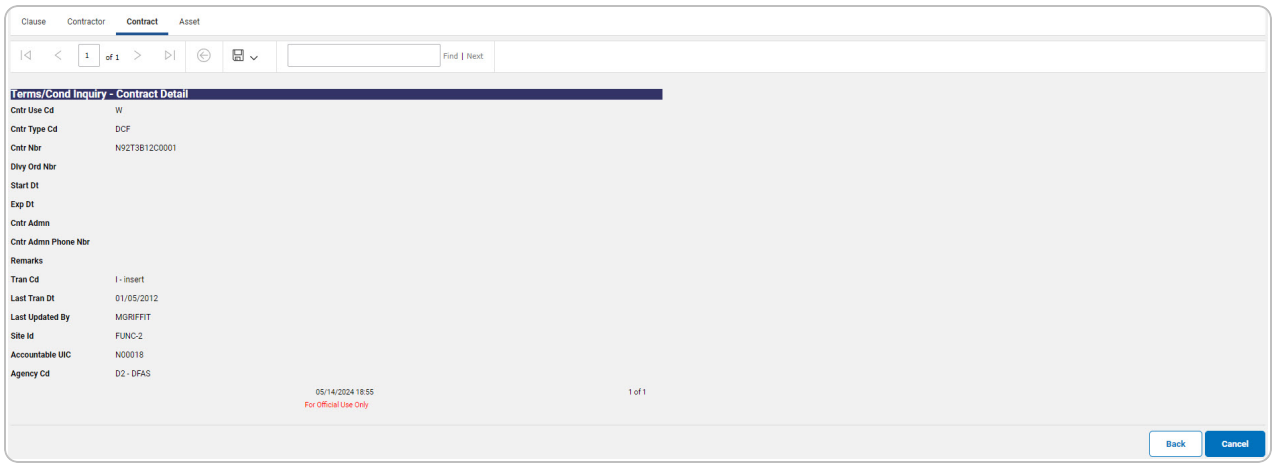
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Contract

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Contract tab.*



   A. *Verify the CNTR USE CD.*
   B. *Verify the CNTR TYP CD.*
   C. *Verify the CNTR NBR.*
   D. *Verify the DLVY ORD NBR.*

E. *Verify the START DT.*

F. *Verify the EXP DT.*

G. *Verify the CNTR ADMN.*

H. *Verify the CNTR ADMN PHONE NBR.*

I. *Verify the Remarks.*

J. *Verify the TRAN CD.*

K. *Verify the LAST TRAN DT.*

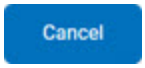
L. *Verify theLAST UPDTD BY.*

M. *Verify the SITE ID.*

N. *Verify the Accountable UIC.*

O. *Verify the AGENCY CD.*

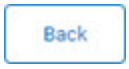
2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.

Select 

. *The* ***Warranty/Service/Subscription - Terms/Condition Inquiry — Criteria*** *page appears*.

4.

OR

Select 

. *The* ***Warranty/Service/Subscription - Terms/Condition Inquiry — Results*** *page appears*.

OR

Select the Clause tab. *The* ***Warranty/Service/Subscription - Terms/Condition Inquiry Detail — Clause*** *page appears*.

OR

Select the Contract tab. *The* ***Warranty/Service/Subscription - Terms/Condition Inquiry Detail — Contractor*** *page appears*.

OR

Select Asset tab. *The **Warranty/Service/Subscription - Terms/Condition Inquiry Detail — Asset** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contractor
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

View the WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Asset

Overview

The WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Asset process displays the Asset detail record of the selected Term/Condition.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND> Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Clause tab > Asset tab > WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Asset page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Asset** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Asset Inquiry Detail Grid

Asset Id
Item Desc
Site Id
Cntr Nbr
Cntr Use Cd
Cntr Type Cd
Dlvy Ord Nbr
CLIN
SLIN
Stock Nbr

Serial Nbr
Agency Cd
Actbl UIC
Mfr Part Nbr
Model Nbr
Mfr Name
Yr Svc Life
Mfr Yr
UIC
UIC Name
Custodian Nbr
Sub Custodian Nbr
Loc
Sub Loc
Qty
Dollar Amt
Total Cost
UII

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

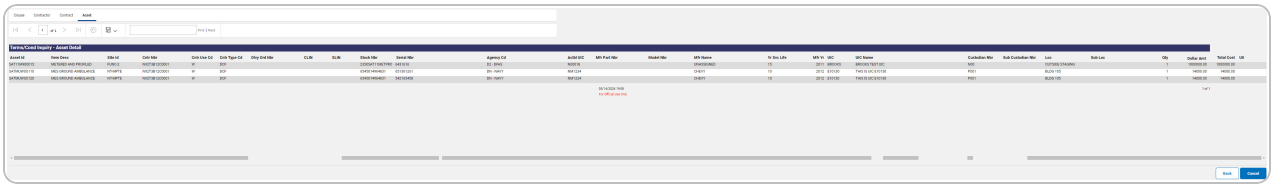
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Asset

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Asset tab.*



   A. *Verify the ASSET ID.*

   B. *Verify the ITEM DESC.*

C. *Verify the SITE ID.*
D. *Verify the CNTR NBR.*
E. *Verify the CNTR USE CD.*
F. *Verify the CNTR TYP CD.*
G. *Verify the DLVY ORD NBR.*
H. *Verify the CLIN.*
I. *Verify the SLIN.*
J. *Verify the STOCK NBR.*
K. *Verify the SERIAL NBR.*
L. *Verify the AGENCY CD.*
M. *Verify the ACTBL UIC.*
N. *Verify the MFR PART NBR.*
O. *Verify the MODEL NBR.*
P. *Verify the MFR NAME.*
Q. *Verify the YR SVC LIFE.*
R. *Verify the MFR YR.*
S. *Verify the UIC.*
T. *Verify the UIC NAME.*
U. *Verify the CUSTODIAN NBR.*
V. *Verify the SUB CUSTODIAN NBR.*
W. *Verify the LOC.*
X. *Verify the SUB LOC.*
Y. *Verify the QTY.*
Z. *Verify the DOLLAR AMT.*
AA. *Verify the Total Cost.*
AB. *Verify the UII.*

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 Cancel. *The **Warranty/Service/Subscription - Terms/Condition Inquiry — Criteria** page appears*.

4.

OR

Select Back. *The **Warranty/Service/Subscription - Terms/Condition Inquiry — Results** page appears*.

OR

Select the Clause tab. *The **Warranty/Service/Subscription - Terms/Condition Inquiry Detail — Clause** page appears*.

OR

Select the Contractor tab. *The **Warranty/Service/Subscription - Terms/Condition Inquiry Detail — Contractor** page appears*.

OR

Select Contract tab. *The **Warranty/Service/Subscription - Terms/Condition Inquiry Detail — Contract** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contractor
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

Export the WRNTY/SVC/Subscription - TERMS/COND Inquiry Transaction Status

Overview

The WRNTY/SVC/Subscription - TERMS/COND Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > WRNTY/SVC/Subscription - TERMS/COND Inquiry Transaction Status Export page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - TERMS/COND Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

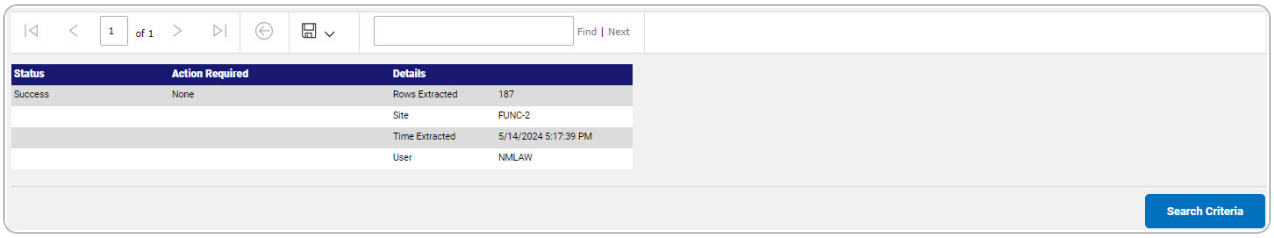
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Wrnty/Svc/Subscription - Terms/Cond Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Wrnty/Svc/Subscription - Terms/Cond Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contractor
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

View the WRNTY/SVC/Subscription - TERMS/COND Inquiry Transaction Status

Overview

The WRNTY/SVC/Subscription - TERMS/COND Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > TERMS/COND > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > WRNTY/SVC/Subscription - TERMS/COND Inquiry Transaction Status page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - TERMS/COND Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

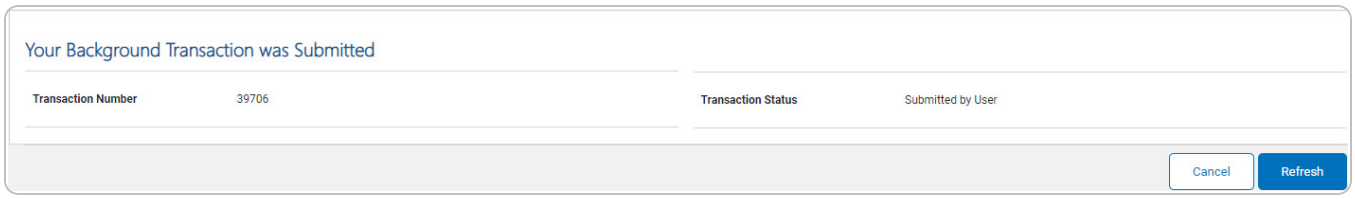
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

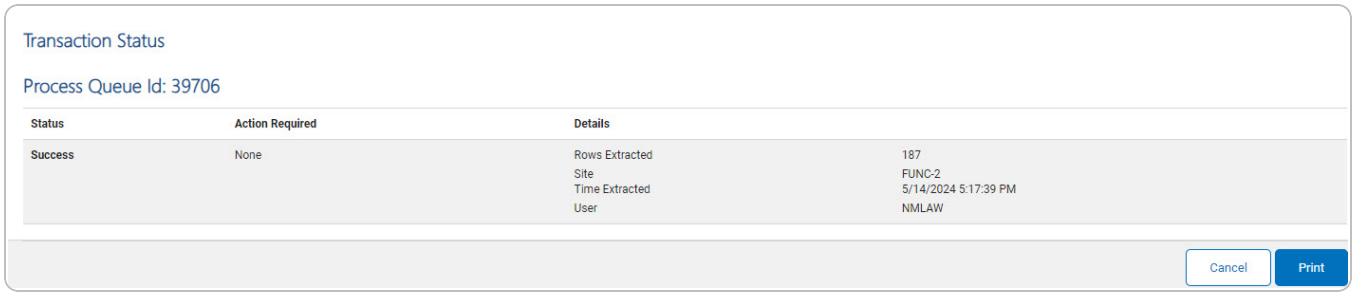
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Wrnty/Svc/Subscription - Terms/Cond Inquiry Search Criteria*** *page appears*.

View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The* ***Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status Export*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Terms/Cond Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Terms/Cond Inquiry
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Asset
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contract
- View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Detail - Contractor
- Export the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status

Search for a WRNTY/SVC/Subscription - Asset ASSOC Inquiry — Criteria

Overview

The Property Accountability module WRNTY/SVC/Subscription - Asset ASSOC Inquiry process provides the ability to search for Asset ASSOC records.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > Asset ASSOC > WRNTY/SVC/Subscription - Asset ASSOC Inquiry Search Criteria page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - Asset ASSOC Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
56	Select "Like" from selection box for wildcard search.
8	To retrieve a field = to space, a space must be entered by the space bar.
323	After Search Criteria is entered, use "Enter" or "Tab" key to gen-

	erate additional Field Selection(s).
xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

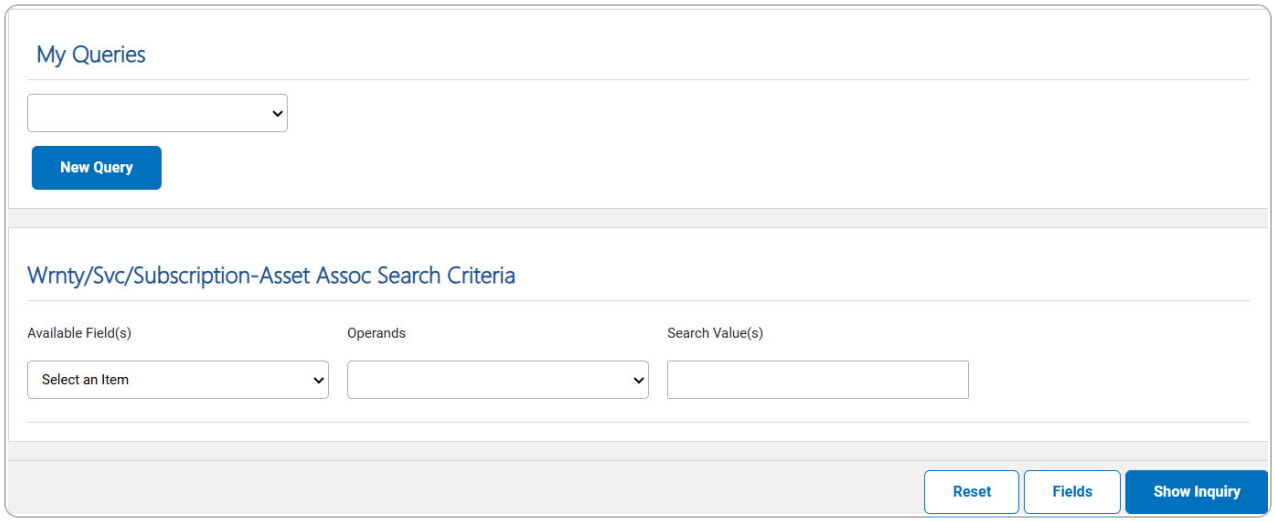
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a WRNTY/SVC/Subscription - Asset ASSOC 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.

   B. Repeat Step A to add additional search criteria.

> **Note**
>
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
> Select Fields 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. Repeat Step A to add additional search criteria.

4. *Choose which Search Value(s) to use in the search.*

   A. Use ⌄ to select the first Search Value.

   B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

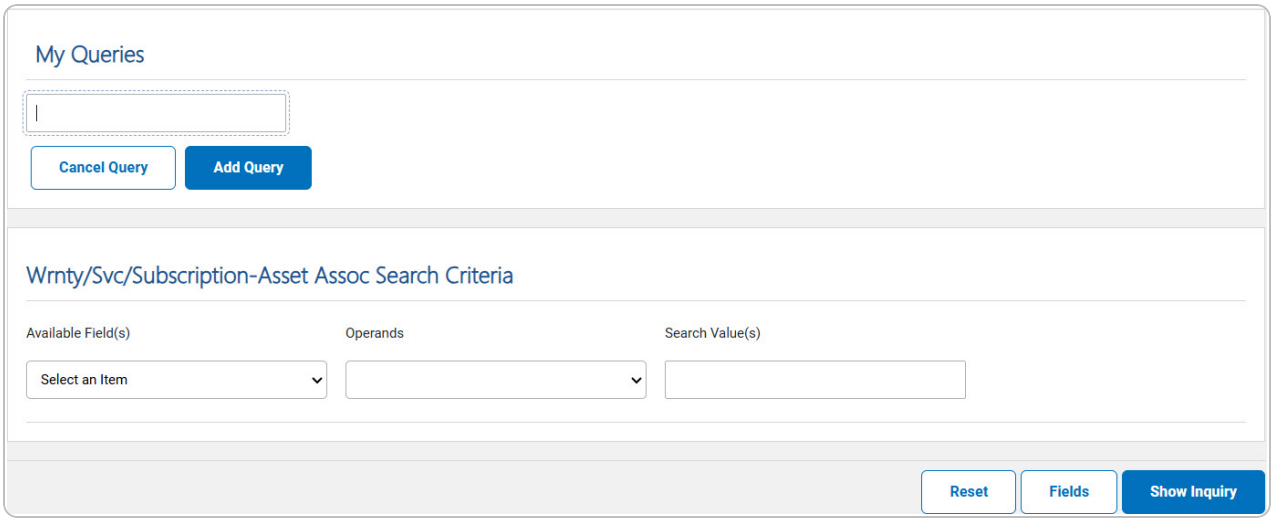
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*

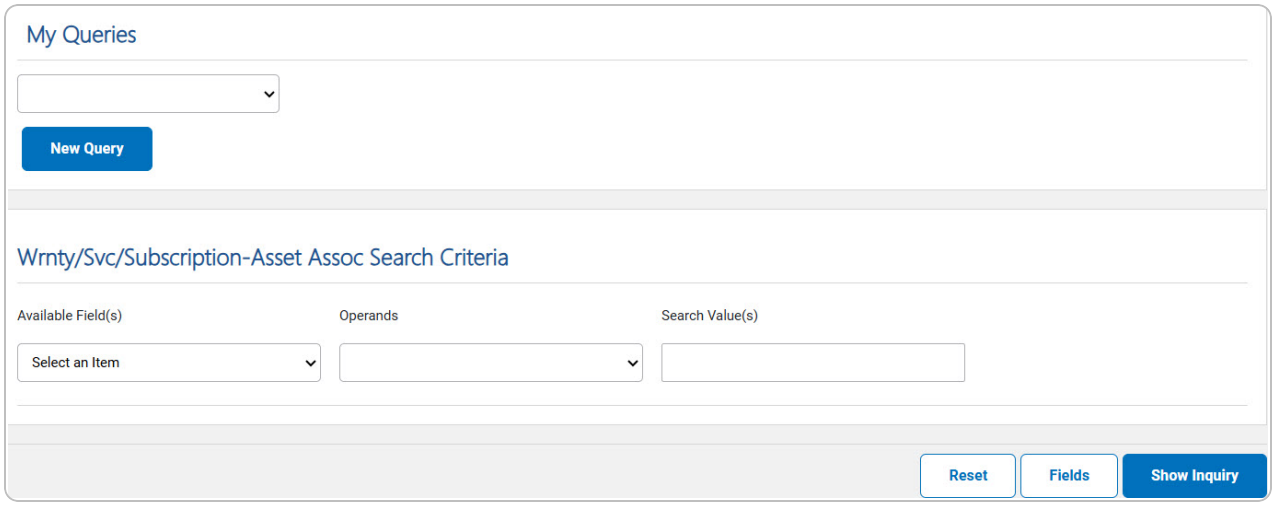
   Select Fields. *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry — Select Fields** page appears.*
5.

OR

Select Show Inquiry. *The* ***Wrnty/Svc/Subscription - Asset Assoc 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.*



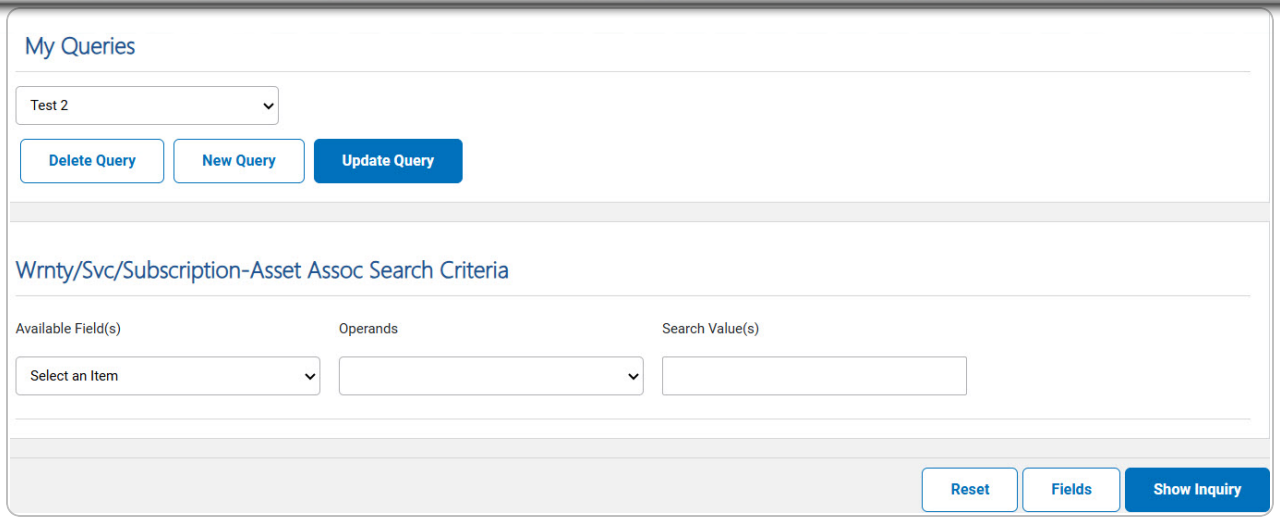
Select Fields. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry — Select Fields*** *page appears.*

2. OR

Select Show Inquiry. *The* ***Wrnty/Svc/Subscription - Asset Assoc 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

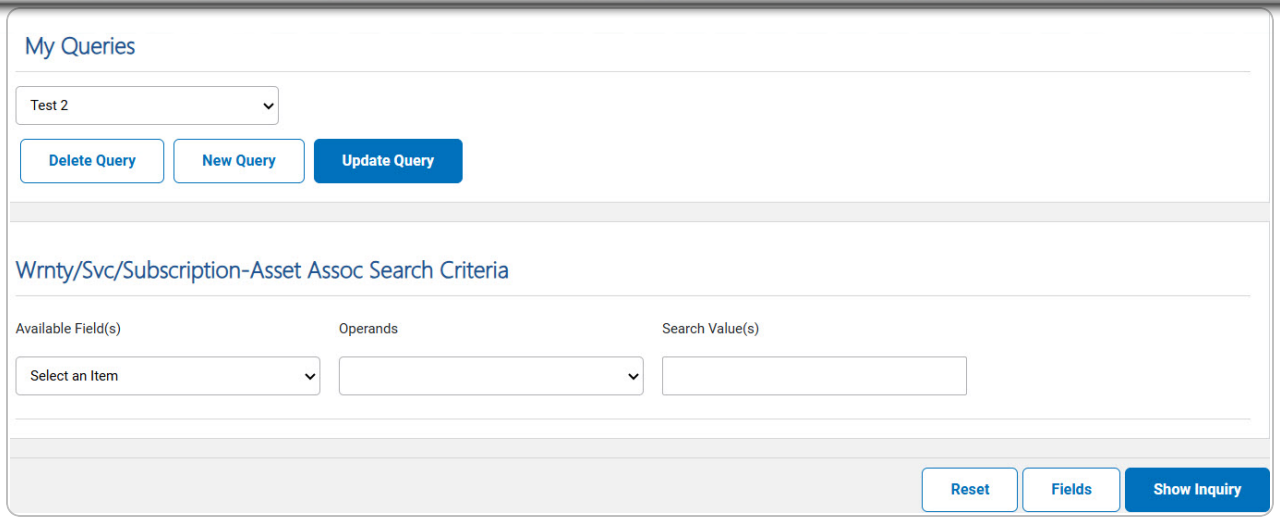
   Select Fields. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry — Select Fields*** *page appears.*

4. OR

   Select Show Inquiry. *The* ***Wrnty/Svc/Subscription - Asset Assoc 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.*



2. *Verify the query information.*
3. Select Delete Query. *The query information is removed.*

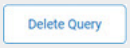
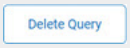
Revise the Fields for the Inquiry

Select Fields. *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter

month/day combination.	the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select **or**  **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select or  to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria.	entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Asset Assoc Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contract
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

Search for a WRNTY/SVC/Subscription - Asset ASSOC Inquiry — Results

Overview

The WRNTY/SVC/Subscription - Asset ASSOC Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > Asset ASSOC > WRNTY/SVC/Subscription - Asset ASSOC Inquiry Search Results page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - Asset ASSOC Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Asset Id
Item Desc
Site Id
Cntr Nbr
Cntr Use Cd
Cntr Type Cd
Dlvry Ord Nbr
CLIN
SLIN
Stock Nbr
Serial Nbr
Actbl UIC

Optional

Agency Cd
Custodian Nbr
Dollar Amt
History Remarks

Loc
Mfr Name
Mfr Part Nbr
Mfr Yr
Mfr Model Nbr
Qty
Remarks
Sub Custodian Nbr
Sub Loc
Total Cost
UIC
UIC Name
UII
Yr Svc Life

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

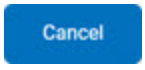
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

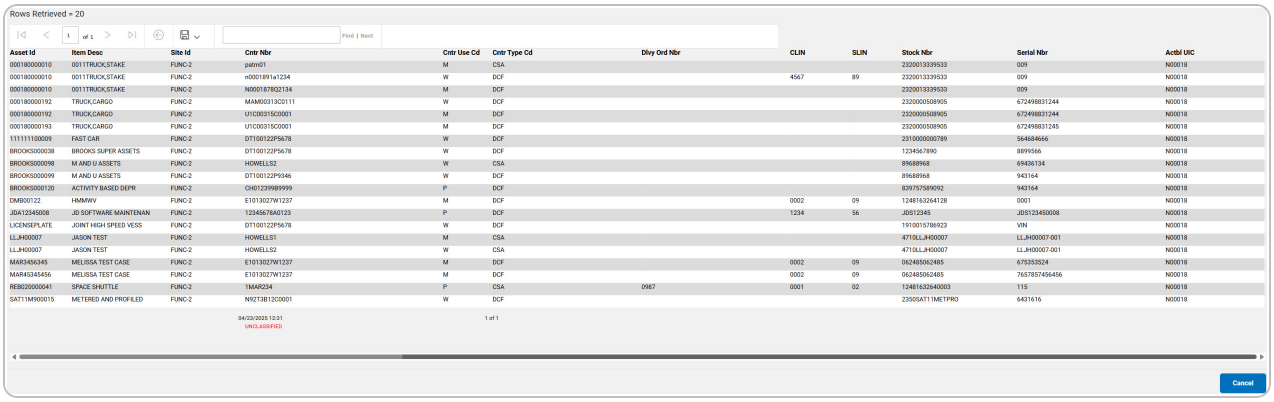
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the WRNTY/SVC/Subscription - Asset ASSOC Inquiry Results

Selecting  *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.*



Note

To reach the optional fields, refer to the Wrnty/Svc/Subscription - Asset Assoc Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Wrnty/Svc/Subscription - Asset Assoc 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail

Select the desired ACTBL UIC row. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Clause*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Select Fields for the Wrnty/Svc/Subscription - Asset Assoc Inquiry

- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contract
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

Select Fields for the WRNTY/SVC/Subscription - Asset ASSOC Inquiry

Overview

The WRNTY/SVC/Subscription - Asset ASSOC Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > Asset ASSOC > Search Criteria > Fields > WRNTY/SVC/Subscription - Asset ASSOC Inquiry Fields Selection page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - Asset ASSOC Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Asset Id
Item Desc
Site Id
Cntr Nbr
Cntr Use Cd
Cntr Type Cd
Dlvry Ord Nbr
CLIN
SLIN
Stock Nbr
Serial Nbr
Actbl UIC

Optional

Agency Cd
Custodian Nbr
Dollar Amt
History Remarks
Loc
Mfr Name
Mfr Part Nbr
Mfr Yr
Mfr Model Nbr
Qty
Remarks
Sub Custodian Nbr
Sub Loc
Total Cost
UIC
UIC Name
UII
Yr Svc Life

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **WRNTY/SVC/Subscription - Asset ASSOC Inquiry** 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
☑	Asset Id	Unique locally assigned code used for identification purposes.
☑	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.
☑	Site Id	The active Site Id the user has access to.
☑	Cntr Nbr	Unique value used to identify agreements with suppliers and contractors.
☑	Cntr Use Cd	Identifies the type of loan or service under contract.
☑	Cntr Type Cd	A unique column that holds the code used by the lookup table which coincides with the associated description.
☑	Dlvy Ord Nbr	The specific order number under an umbrella delivery order. This applies to contracts.
☑	CLIN	A four-position field that identifies different contract line items within the same contract.
☑	SLIN	Two numeric or 2 alpha characters added to the basic contract line item number to identify separate subline items.
☑	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.
☑	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.
☑	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.
☐	Agency Cd	Indicates the agency code and name.
☐	Custodian Nbr	One to six position code, locally assigned, used to identify an individual responsible for assigned assets.
☐	Dollar Amt	The dollar amount of construction in progress/work in process, real property or the dollar amount of the accounting transaction.
☐	History Remarks	A text field available to record local information/reason for change to record.
☐	Loc	Physical location of an asset.
☐	Mfr Name	The full name of a specific manufacturer.
☐	Mfr Part Nbr	Number used to record the make or model of a specific piece of equipment.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Mfr Model Nbr	The specific number assigned to identify the make/model of an asset.
☐	Qty	Quantity on hand or transaction quantity
☐	Remarks	A text field available to record local information/reason for change to record.
☐	Sub Custodian Nbr	Sub Custodians are assigned a number by the major custodian to assign assets for responsibility.
☐	Sub Loc	A more specific description of the physical location of an asset within its Location.
☐	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.
☐	UIC Name	A unit, organization, or activity name
☐	UII	Unique Item Identifier. Marking for a qualifying item with a permanent 2-dimensional data matrix.
☐	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

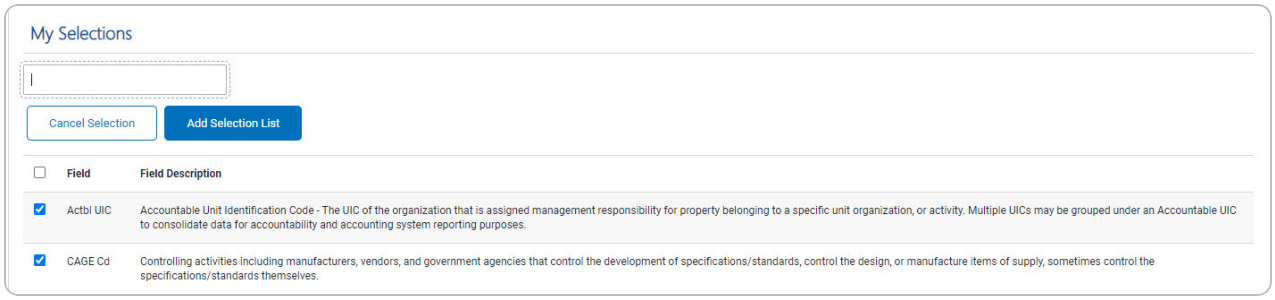
     Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by*

Update Selection List *and* Delete Selection List.

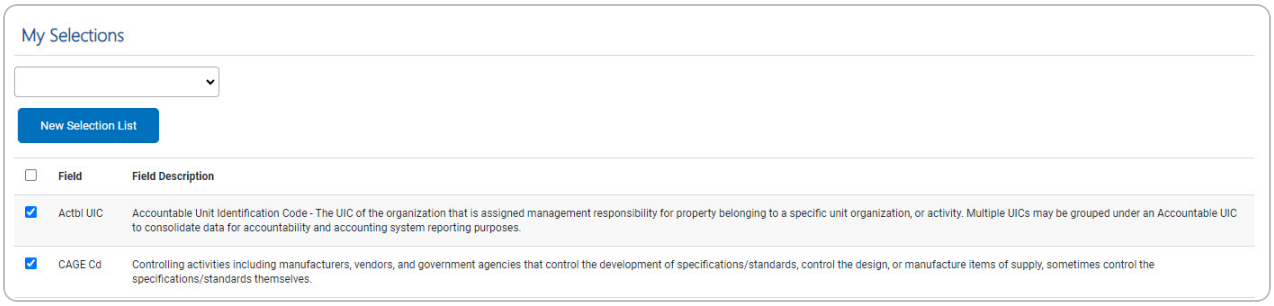
Select Show Inquiry for small volumes of data. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results*** *page appears.*

5. **OR**

Select Submit for large volumes of data. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

Select Show Inquiry for small volumes of data. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results*** *page appears.*

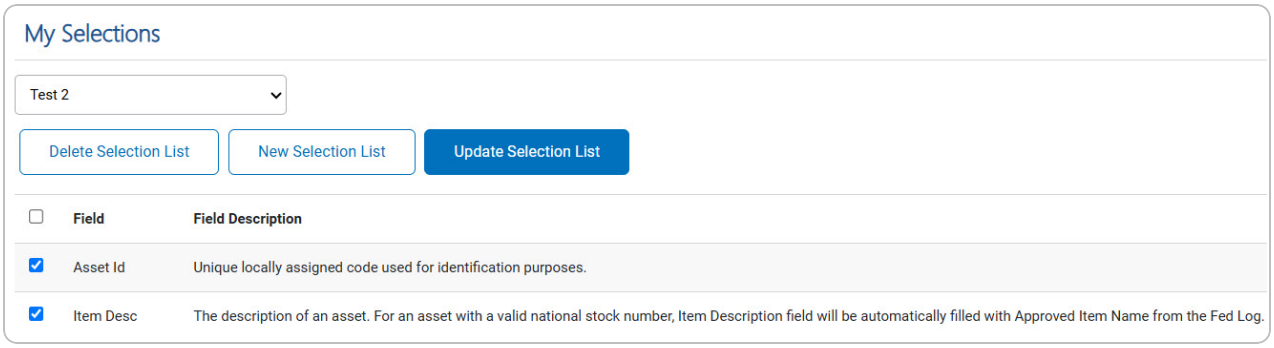
3. **OR**

Select Submit for large volumes of data. *The* ***Wrnty/Svc/Subscription - Asset Assoc 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*

New Selection List *is joined by* Update Selection List *and* Delete Selection List.



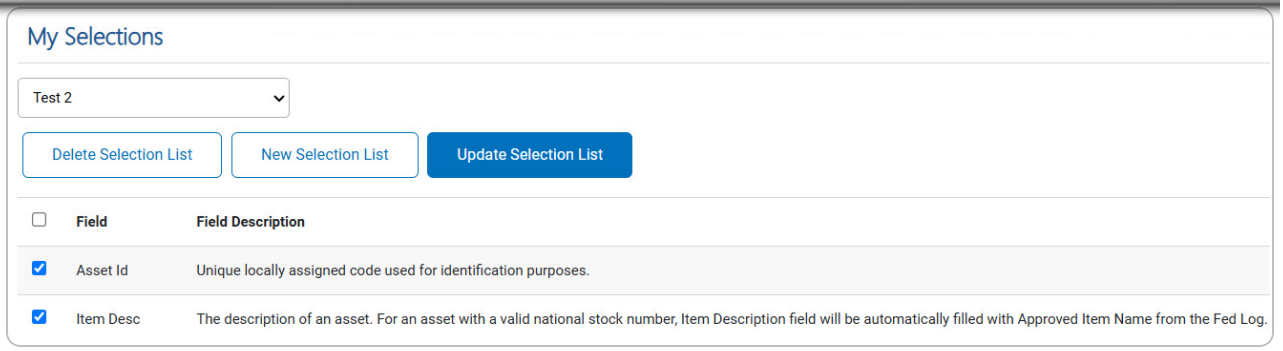
2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
3. Select Update Selection List. *The page refreshes.*
4. Select Show Inquiry for small volumes of data. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results*** *page appears.*

   OR

   Select Submit for large volumes of data. *The* ***Wrnty/Svc/Subscription - Asset Assoc 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.

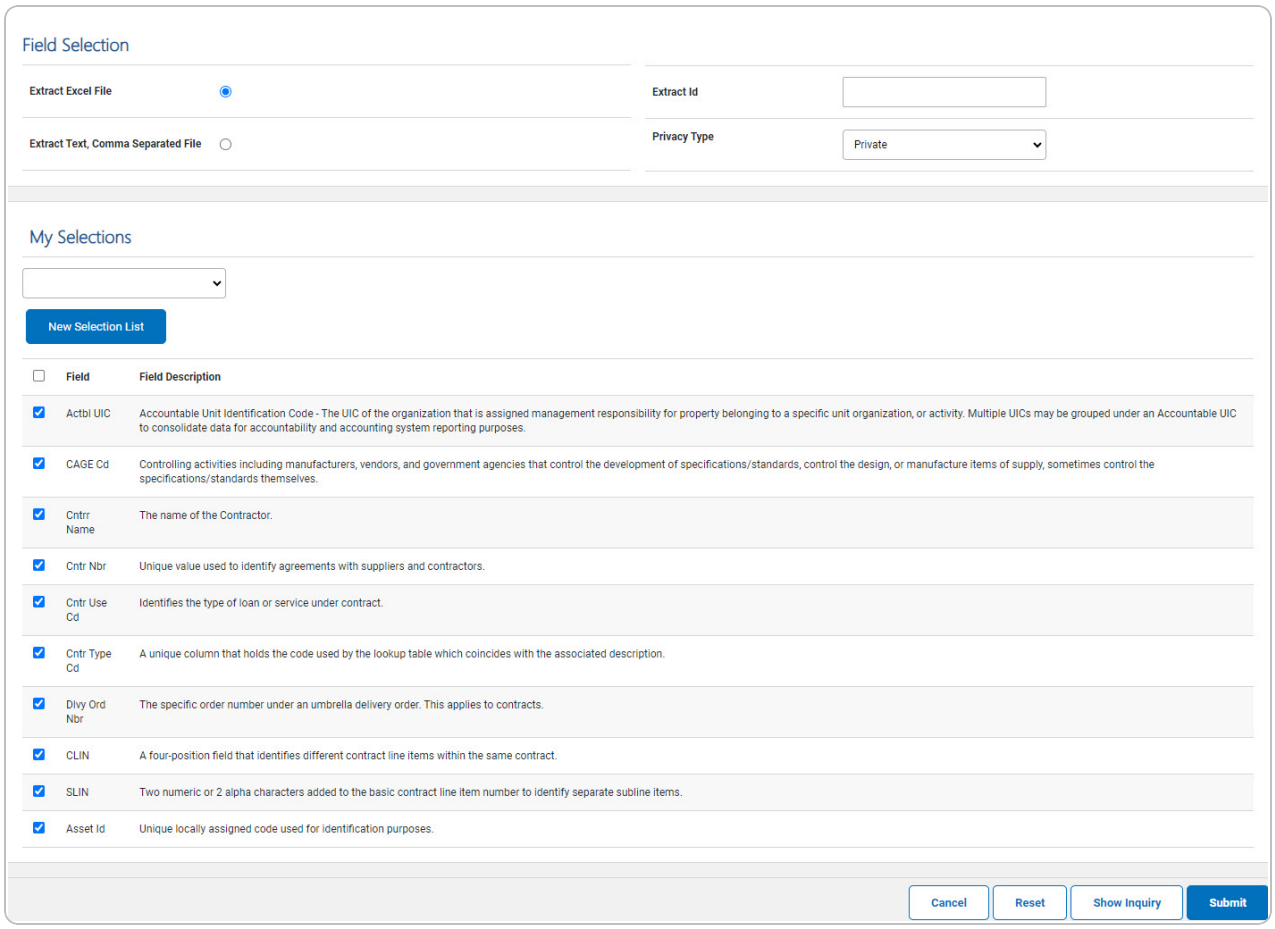


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The* ***WRNTY/SVC/Subscription - Asset ASSOC Inquiry*** *page appears.*



2. Select the fields required for the inquiry. *The first 12 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.

- Verify the ASSET ID contains the appropriate ☑ or ☐. *Select if the inquiry contains an ASSET ID.*
- Verify the ITEM DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ITEM DESC.*

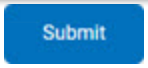
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*
- Verify the CNTRNBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTRNBR.*
- Verify the CNTR USE CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTRNBR.*
- Verify the CNTR TYP CD contains the appropriate ☑ or ☐. *Select if the inquiry contains a CNTR TYP CD.*
- Verify the DLVY ORD NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a DLVY ORD NBR.*
- Verify the CLIN contains the appropriate ☑ or ☐. *Select if the inquiry contains a CLIN.*
- Verify the SLIN contains the appropriate ☑ or ☐. *Select if the inquiry contains a SLIN.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the ACTBL UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACTBL UIC.*
- Click ☐ to select the AGENCY CD. *Select if the inquiry contains an AGENCY CD.*
- Click ☐ to select the CUSTODIAN NBR. *Select if the inquiry contains a CUSTODIAN NBR.*
- Click ☐ to select the DOLLAR AMT. *Select if the inquiry contains a DOLLAR AMT.*
- Click ☐ to select the History Remarks. *Select if the inquiry contains History Remarks.*

- Click ☐ to select the LOC. *Select if the inquiry contains a LOC.*
- Click ☐ to select the MFR NAME. *Select if the inquiry contains a MFR NAME.*
- Click ☐ to select the MFR PART NBR. *Select if the inquiry contains a MFR PART NBR.*
- Click ☐ to select the MFR YR. *Select if the inquiry contains a MFR YR.*
- Click ☐ to select the MFR MODEL NBR. *Select if the inquiry contains a MFR MODEL NBR.*
- Click ☐ to select the QTY. *Select if the inquiry contains a QTY.*
- Click ☐ to select the Remarks. *Select if the inquiry contains Remarks.*
- Click ☐ to select the SUB CUSTODIAN NBR. *Select if the inquiry contains a SUB CUSTODIAN NBR.*
- Click ☐ to select the SUB LOC. *Select if the inquiry contains a SUB LOC.*
- Click ☐ to select the Total Cost. *Select if the inquiry contains a Total Cost.*
- Click ☐ to select the UIC. *Select if the inquiry contains a UIC.*
- Click ☐ to select the UIC NAME. *Select if the inquiry contains a UIC NAME.*
- Click ☐ to select the UII. *Select if the inquiry contains a UII.*
- Click ☐ to select the YR SVC LIFE. *Select if the inquiry contains a YR SVC LIFE.*

Select Show Inquiry for small volumes of data. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results*** *page appears.*

3.

OR

Select  for large volumes of data. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contract
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

View the WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Basic

Overview

The WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Basic process displays the Contract detail record of the selected Asset ASSOC.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > Asset ASSOC> Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Clause tab > Contract tab > WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Basic page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Basic Inquiry Detail Grid

Basic

Site Id
UIC
Actbl UIC
Process Action
Operating Unit Name
Stock Nbr
Item Desc
Asset Id

Custodian Nbr
Lot Nbr
Qty
Loc
Acq Cost
Acq Dt
Origl In Svc Dt
Cond Cd
Asset Cd
Embedded Cost
System Id
Catalog Pilferable
Non-Actbl
Rcpt Doc Nbr
Estbd Dt
Last Activity Dt
Cause of Suspt Loss
UII
iRAPT/WAWF Shipment Id
Remarks
Serial Nbr
Asset Status
Owng Cost Center
LIN/TAMCN Authn
Expr Dt
Total Cost
Sub Loc
Avg Unit Cost
Rcpt Dt
Retirement/Dspsl Dt
Asset Level Cd
Asset Sts Cd
HA Asset Id
Action Cd
Asset Pilferable
Rcvd By
Estbd By
Last Updtd By
Suspt Loss Sts Cd
iRAPT/WAWF Receipt
iRAPT/WAWF Details

Catalog

FSC
Type Asset Cd
ACC
Dmil Cd
Calibration Cd
Acq Program
Type Dsg Cd
Fdcry Deprn Mthd Cd
Reportable Cd
IT Device Cd
ARC
CIIC
Sply Cat Mat Cd
LIN/TAMCN
Util Measure Cd
Util Svc Life

MFR

Mfr Name
Mfr Part Nbr
Mfr Yr
Mfr Model Nbr
CAGE Cd
DoD Serial Nbr

Excess

Excess Action Cd
Excess Dt
Mat Doc Id
Excess Remv Dt
Dspsl Doc Nbr

Inventory

Inv By Serial Nbr
Inv Maj Custodian Nbr
Qty
Loc
Sub Loc
RFID Tag
RFID Location Name
Inv User Id
Inv Input Type

Rcl Last Inv Dt/Tm
Rcl Qty
Rcl Loc
Suspt Loss Dt
Inv UIC
Inv Sub Custodian Nbr
Inv Qty
Inv Loc
Inv Sub Loc
Cause Lst Inv Dt Chg
Last Inv Dt/Tm
Rcl Inv User Id
Rcl Inv Input Type
Cause Lst Rcl Dt Chg
Rcl Sub Loc
Suspt Loss Chg Dt

Accounting

Acq Cost
Asset Cd
Acct Rpt Nbr
Fndng Cost Center
Task Cd
Job Order Nbr
Fund Cd/ASN
Dept Cd
Basic Symbol
Obj Class Cd
Program/Project
Acq Dt
Deprn Cd
Cptl Cd
Deprn Exp Cd
Transfer Type Cd
Trading Partner Nbr
Type Fund Id
Pgm Yr
Subhead
LOA

Loan

Loan Cd
Loaning DoDAAC/CAGE Cd

Activity
Acty Address 1
Acty Address 2
City
ZIP Cd
Loan Start Dt
Mode of Shipment
TCN
Loan Rcvd By
State
Country Cd
Loan End Dt
Shipment Dt
Loan Rcvd Dt

Lease

Lease Cd
Activity
Acty Address 1
Acty Address 2
City
ZIP Cd
Lease Start Dt
State
Country Cd
Lease End Dt

Contract

Oblign Doc Nbr
SPIIN
SLIN
Cntr/PO Nbr
CLIN
ACRN

Depreciation

Deprn Sts Cd
Activation Dt
Deprn Period
Deprn Period Days
Deprn Util Period
Deprn SL Rebsln
Deprn SL Lst Rebsln

Prr Deprn SL Rebsln
Total Cost
Accumd Deprn
Current Mnth Deprn
Salvage Value
Deprn Cost Value
Deprn Job Order Nbr
Deprn Exp Cd
Fdcry Deprn Mthd Cd
Deprn Util Svc Life
Deprn Util Qty
Prr Deprn Util Qty
Deprn AB Rebsln
Deprn AB Lst Rebsln
Prr Deprn AB Rebsln
Net Book Value
Prior Deprn
FY Cost
Write Down Amt
Deprn Task Cd
Util Measr Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

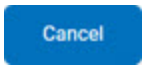
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Basic

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Basic tab.*

Basic | Clause | Contractor | Contract

1 of 2 | Find | Next

Asset Assoc Inquiry - Basic Detail

BASIC

Site Id	FUNC-2	**Actbl UIC**	N00018
UIC	N00018	**Process Action**	
Operating Unit Name	26113 DFAS Operating Unit		
Stock Nbr	12481632640003	**Serial Nbr**	115
Item Desc	SPACE SHUTTLE	**Asset Status**	Active
Asset Id	REB020000041	**Owng Cost Center**	
Custodian Nbr	68 /3	**LIN/TAMCN Authn**	
Lot Nbr		**Expr Dt**	
Qty	1	**Total Cost**	$9,999,999.95
Loc	HARRISBURG	**Sub Loc**	
Acq Cost	$9,999,999.95	**Avg Unit Cost**	
Acq Dt	11/03/2011	**Rcpt Dt**	11/03/2011
Origl In Svc Dt	11/03/2011	**Retirement/Dspsl Dt**	
Cond Cd	A - Svcbl(w/o Qual)	**Asset Level Cd**	EI - End Item No Components
Asset Cd	T - Military Equipment	**Asset Sts Cd**	U - In Use
Embedded Cost	$0.00	**HA Asset Id**	
Sys Id		**Action Cd**	INPR - New Procurement
Catalog Pilferable	No	**Asset Pilferable**	No
Non-Actbl	No		
Rcpt Doc Nbr	HQ004913059000	**Rcvd By**	
Estbd Dt	11/03/2011	**Estbd By**	BREBOK
Last Activity Dt	03/07/2025	**Last Updtd By**	GMSA-DPASTFS$
Cause of Suspt Loss		**Suspt Loss Sts Cd**	N/A - Non Applicable
UII		**iRAPT/WAWF Receipt**	UNKNOWN
iRAPT/WAWF Shipment Id		**iRAPT/WAWF Details**	
Remarks			

Catalog

FSC	1810 - Space Vhicls	**Reportable Cd**	0 - Not Reportable
Type Asset Cd	M - Military Equipment	**IT Device Cd**	N/A - Non Applicable
ACC	G 10000000000013	**ARC**	N - Nonexpendable
Dmil Cd	A - NonMLI -Dmil Not Req	**CIIC**	U - Unclassified
Calibration Cd	N - Not Applicable	**Sply Cat Mat Cd**	
Acq Program		**LIN/TAMCN**	
Type Dsg Cd		**Util Measure Cd**	H - Hours
Fdcry Deprn Mthd Cd	SL - Straight Line	**Util Svc Life**	25.00

MFR

Mfr Name	REBOKCO2	**Mfr Model Nbr**	
Mfr Part Nbr		**CAGE Cd**	
Mfr Yr	2009	**DOD Serial Nbr**	

EXCESS

Excess Action Cd		**Excess Remv Dt**	
Excess Dt		**Dspsl Doc Nbr**	
Mat Doc Id			

INVENTORY

Inv By Serial Nbr	NO	**Inv UIC**	N00018
Inv Maj Custodian Nbr	68	**Inv Sub Custodian Nbr**	N/A
Qty	1	**Inv Qty**	1
Loc	HARRISBURG	**Inv Loc**	HARRISBURG
Sub Loc		**Inv Sub Loc**	
RFID Tag	47-2-HQ0157-1-187059	**Cause Lst Inv Dt Chg**	19238N000180001
RFID Location Name		**Last Inv Dt/Tm**	08/28/2019 16:28
Inv User Id	BLK	**Rcl Inv User Id**	BLK
Inv Input Type	ONLIN	**Rcl Inv Input Type**	ONLIN
Rcl Last Inv Dt/Tm	08/28/2019 16:28	**Cause Lst Rcl Dt Chg**	19238N000180001
Rcl Qty	1		
Rcl Loc	HARRISBURG	**Rcl Sub Loc**	
Suspt Loss Dt		**Suspt Loss Chg Dt**	

ACCOUNTING

Obj Class Cd		**LOA**	

A. *Verify the Basic section.*

a. *Verify the SITE ID.*
b. *Verify the UIC.*
c. *Verify the Operating Unit Name.*
d. *Verify the STOCK NBR.*
e. *Verify the ITEM DESC.*
f. *Verify the ASSET ID.*
g. *Verify the CUSTODIAN NBR.*
h. *Verify the LOT NBR.*
i. *Verify the QTY.*
j. *Verify the LOC.*
k. *Verify the ACQ COST.*
l. *Verify the ACQ DT.*
m. *Verify the ORIGL IN SVC DT.*
n. *Verify the COND CD.*
o. *Verify the ASSET CD.*
p. *Verify the Embedded Cost.*
q. *Verify the SYS ID.*
r. *Verify the Catalog Pilferable.*
s. *Verify the NON—ACTBL.*
t. *Verify the RCPT DOC NBR.*
u. *Verify the ESTBD DT.*
v. *Verify the LAST ACTIVITY DT.*
w. *Verify the CAUSE OF SUSPT LOSS.*
x. *Verify the UII.*
y. *Verify theIRAPT/WAWF SHIPMENT ID.*
z. *Verify the Remarks.*
aa. *Verify the ACTBL UIC.*
ab. *Verify the Process Action.*
ac. *Verify the SERIAL NBR.*
ad. *Verify the Asset Status.*

ae. *Verify the OWNG COST CENTER.*

af. *Verify the LIN/TAMCN AUTHN.*

ag. *Verify the EXPR DT.*

ah. *Verify the Total Cost.*

ai. *Verify the SUB LOC.*

aj. *Verify the AVG UNIT COST.*

ak. *Verify the RCPT DT.*

al. *Verify the Retirement/DSPSL DT.*

am. *Verify the ASSET LEVEL CD.*

an. *Verify the ASSET STS CD.*

ao. *Verify the HA ASSET ID.*

ap. *Verify the Action CD.*

aq. *Verify the Asset Pilferable.*

ar. *Verify the RCVD BY.*

as. *Verify the ESTBD BY.*

at. *Verify the LAST UPDTD BY.*

au. *Verify the SUSPT LOSS STS CD.*

av. *Verify theIRAPT/WAWF Receipt.*

aw. *Verify the IRAPT/WAWF Details.*

B. *Verify the Catalog section.*

a. *Verify the FSC.*

b. *Verify the TYPE ASSET CD.*

c. *Verify the ACC.*

d. *Verify the DMIL CD.*

e. *Verify the CALIBRATION CD.*

f. *Verify the ACQ PROGRAM.*

g. *Verify the TYPE DSG CD.*

h. *Verify the FDCRY DEPRN MTHD CD.*

i. *Verify the REPORTABLE CD.*

j. *Verify the IT DEVICE CD.*

k. *Verify the ARC.*

l. *Verify the CIIC.*
m. *Verify the SPLY CAT MAT CD.*
n. *Verify the LIN/TAMCN.*
o. *Verify the UTIL MEASURE CD.*
p. *Verify the UTIL SVC LIFE.*

C. *Verify the MFR section.*
a. *Verify the MFR Name.*
b. *Verify the MFR PART NBR.*
c. *Verify the MFR YR.*
d. *Verify the MFR MODEL NBR.*
e. *Verify the CAGE CD.*
f. *Verify the DOD SERIAL NBR.*

D. Verify the Excess section.
a. *Verify the Excess Action Code.*
b. *Verify the MAT DOC ID.*
c. *Verify the EXCESS DT.*
d. *Verify the DSPSL DOC NBR.*

E. *Verify the Inventory section.*
a. *Verify the INV BY SERIAL NBR.*
b. *Verify the INV MAJ CUSTODIAN NBR.*
c. *Verify the QTY.*
d. *Verify the LOC.*
e. *Verify the SUB LOC.*
f. *Verify the RFID Tag.*
g. *Verify the RFID Location Name.*
h. *Verify theINV USER ID.*
i. *Verify the INV INPUT TYPE.*
j. *Verify the RCL LAST INV DT/TM.*
k. *Verify the RCL QTY.*
l. *Verify the RCL LOC.*
m. *Verify the SUSPT LOSS DT.*

n. *Verify the INV UIC.*
o. *Verify the INV SUB CUSTODIAN NBR.*
p. *Verify the INV QTY.*
q. *Verify the INV LOC.*
r. *Verify the INV SUB LOC.*
s. *Verify the CAUSE LST RCL DT CHG.*
t. *Verify the RCL SUB LOC.*
u. *Verify the SUSPT LOSS STS CD.*

F. *Verify the Accounting section.*
a. *Verify the ACQ COST.*
b. *Verify the ASSET CD.*
c. *Verify the ACCT RPT NBR.*
d. *Verify the FNDNG COST CENTER.*
e. *Verify the TASK CD.*
f. *Verify the JOB ORDER NBR.*
g. *Verify the FUND CD/ASN.*
h. *Verify the DEPT CD.*
i. *Verify the Basic Symbol.*
j. *Verify the OBJ CLASS CD.*
k. *Verify the Program/Project.*
l. *Verify the ACQ DT.*
m. *Verify the DEPRN CD.*
n. *Verify the CPTL CD.*
o. *Verify the DEPRN EXP CD.*
p. *Verify the TRANSFER TYPE CD.*
q. *Verify the TRADING PARTNER NBR.*
r. *Verify the TYPE FUND CD.*
s. *Verify the PGM YR.*
t. *Verify the SUBHEAD.*
u. *Verify the LOA.*

G. *Verify the Loan section.*

a. *Verify the LOAN CD.*
b. *Verify the LOANING DODAAC/CAGE CD.*
c. *Verify the Activity.*
d. *Verify the ACTY Address 1.*
e. *Verify the ACTY Address 2.*
f. *Verify the City.*
g. *Verify the ZIP CD.*
h. *Verify the LOAN START DT.*
i. *Verify the Mode of Shipment.*
j. *Verify the TCN.*
k. *Verify the LOAN RCVD BY.*
l. *Verify the State.*
m. *Verify the COUNTRY CD.*
n. *Verify the LOAN END DT.*
o. *Verify the SHIPMENT DT.*
p. *Verify the LOAN RCVD DT.*

H. *Verify the Lease section.*
1. *Verify the Lease Code.*
2. *Verify the Activity.*
3. *Verify the ACTY Address 1.*
4. *Verify the ACTY Address 2.*
5. *Verify the City.*
6. *Verify the ZIP CD.*
7. *Verify the LEASE START DT.*
8. *Verify the State.*
9. *Verify the COUNTRY CD.*
10. *Verify the LEASE END DT.*

I. *Verify the Contract section.*
a. *Verify the OBLIGN DOC NBR.*
b. *Verify the SPIIN.*
c. *Verify the SLIN.*

d. *Verify the CNTR/PO NBR.*

e. *Verify the CLIN.*

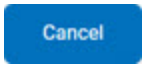
f. *Verify theACRN.*

J. Verify the Depreciation section.

1. *Verify the DEPRN STS CD.*
2. *Verify the ACTIVATION DT.*
3. *Verify the DEPRN PERIOD.*
4. *Verify the DEPRN PERIOD Days.*
5. *Verify the DEPRN UTIL PERIOD.*
6. *Verify the DEPRN SL REBSLN.*
7. *Verify the DEPRN SL LST REBSLN.*
8. *Verify the PRR DEPRN SL REBSLN.*
9. *Verify the Total Cost.*
10. *Verify the ACCUMD DEPRN.*
11. *Verify the CURRENT MNTH DEPRN.*
12. *Verify the Salvage Value.*
13. *Verify the DEPRN COST CENTER.*
14. *Verify the DEPRN JOB ORDER NBR.*
15. *Verify the DEPRN EXP CD.*
16. *Verify the FDCRY DEPRN MTHD CD.*
17. *Verify the DEPRN UTIL SVC LIFE.*
18. *Verify the DEPRN UTIL QTY.*
19. *Verify the PRR DEPRN UTIL QTY.*
20. *Verify the DEPRN AB REBSLN.*
21. *Verify the DEPRN AB LST REBSLN.*
22. *Verify the PRR DEPRN AB REBSLN.*
23. *Verify the Net Book Value.*
24. *Verify the PRIOR DEPRN.*
25. *Verify the FY COST.*
26. *Verify the WRITE DOWN AMT.*
27. *Verify the DEPRN TASK CD.*

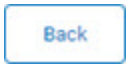
28. *Verify the UTIL MEASR CD.*

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 **Warranty/Service/Subscription - Asset Association Inquiry — Criteria** page appears*.

4.

OR

Select  . *The **Warranty/Service/Subscription - Asset Association Inquiry — Results** page appears*.

OR

Select the Clause tab. *The **Warranty/Service/Subscription - Asset Association Inquiry Detail — Clause** page appears*.

OR

Select the Contract tab. *The **Warranty/Service/Subscription - Asset Association Inquiry Detail — Contractor** page appears*.

OR

Select Asset tab. *The **Warranty/Service/Subscription - Asset AssociationInquiry Detail — Contract** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Asset Association Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contract
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

View the WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Clause

Overview

The WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail process displays the Clause detail record of the selected Asset Association.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > Asset ASSOC > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > WRNTY/SVC/Subscription - TERMS/COND Inquiry Detail - Clause page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Clause** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Clause Inquiry Detail Grid

Clause Desc
CAGE Cd
Contract Nbr
Dlvy Ord Nbr
CLIN
SLIN
Clause Terms

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

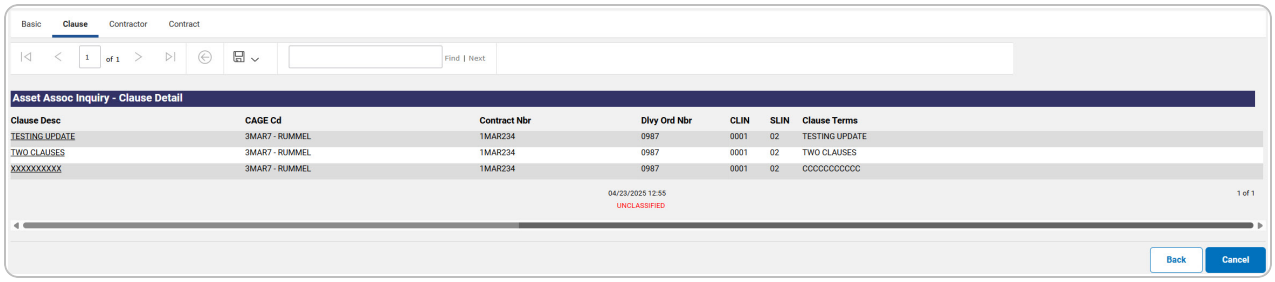
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Clause

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Clause tab.*



   A. *Verify the CLAUSE DESC.*
   B. *Verify the CAGE CD.*
   C. *Verify the CONTRACT NBR.*
   D. *Verify the DLVY ORD NBR.*
   E. *Verify the CLIN.*
   F. *Verify the SLIN.*
   G. *Verify the Clause Terms.*

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 Cancel. *The* ***Warranty/Service/Subscription - Asset Assoc Inquiry — Criteria*** *page appears*.
4.

OR

Select Back. *The* ***Warranty/Service/Subscription - Asset Assoc Inquiry — Results*** *page appears*.

OR

Select the Contractor tab. *The* ***Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Contractor*** *page appears*.

OR

Select the Contract tab. *The* ***Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Contract*** *page appears*.

OR

Select Asset tab. *The* ***Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Contract*** *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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No Common Errors available for this process.

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Asset Association Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contract
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

View the WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Contract

Overview

The WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Contract process displays the Contract detail record of the selected Asset Association.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > Asset ASSOC> Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Clause tab > Contract tab > WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Contractor page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Contract** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Contract Inquiry Detail Grid

Cntr Use Cd
Cntr Type Cd
Cntr Nbr
Dlvy Ord Nbr
Start Dt
Exp Dt
Cntr Admn
Cntr Admn Phone Nbr
Remarks

Tran Cd
Last Tran Dt
Last Updtd By
Site Id
Accountable UIC
Agency Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

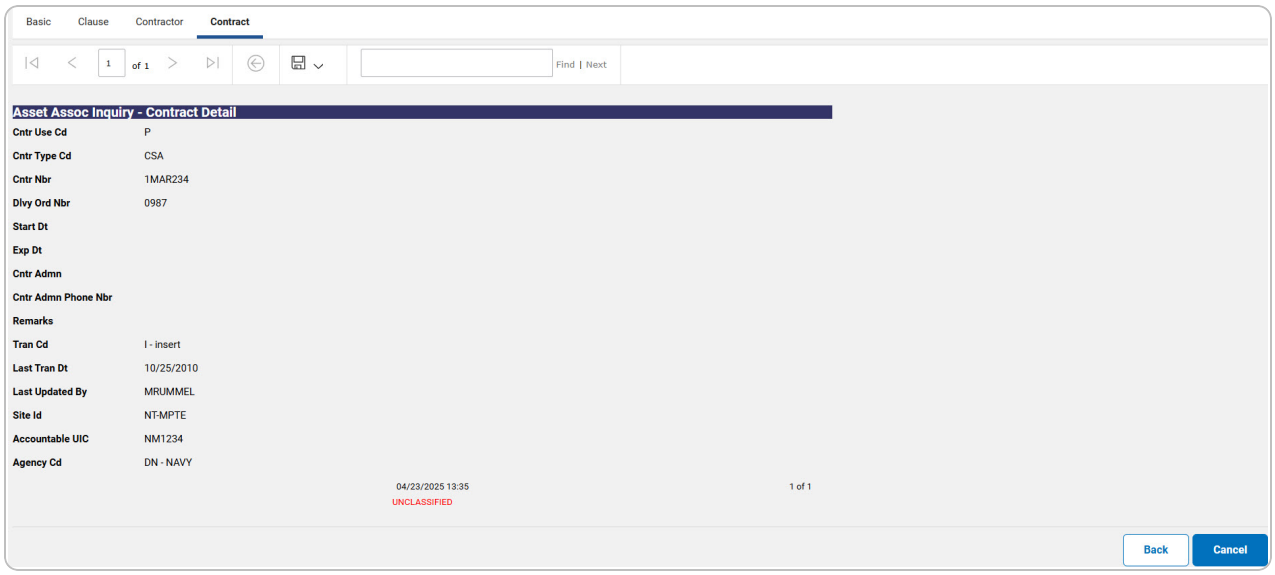
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Contract

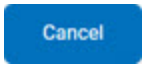
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Contract tab.*



A. *Verify the CNTR USE CD.*
B. *Verify the CNTR TYP CD.*
C. *Verify the CNTR NBR.*
D. *Verify the DLVY ORD NBR.*
E. *Verify the START DT.*
F. *Verify the EXP DT.*
G. *Verify the CNTR ADMN.*
H. *Verify the CNTR ADMN PHONE NBR.*
I. *Verify the Remarks.*
J. *Verify the TRAN CD.*
K. *Verify the LAST TRAN DT.*
L. *Verify theLAST UPDTD BY.*
M. *Verify the SITE ID.*
N. *Verify the Accountable UIC.*
O. *Verify the AGENCY CD.*

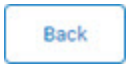
2. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.

Select 

. *The* ***Warranty/Service/Subscription - Asset Assoc Inquiry — Criteria*** *page appears*.

4.

OR

Select 

. *The* ***Warranty/Service/Subscription - Asset Assoc Inquiry — Results*** *page appears*.

OR

Select the Clause tab. *The* ***Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Clause*** *page appears*.

OR

Select the Contractor tab. *The **Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Contractor** page appears*.

OR

Select Asset tab. *The **Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Basic** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Asset Association Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

View the WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Contractor

Overview

The WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Contractor process displays the Contractor detail record of the selected Asset Association.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > Asset ASSOC> Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Clause tab > Contractor tab > WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Contractor page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Contractor** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Contractor Inquiry Detail Grid

CAGE Cd
DoDAAC
Cntrr Name
Cntrr Phone Nbr
Div Nm
Address 1
Address 2
City
State Cd

ZIP Cd
Country Cd
E-Mail Address
FAX Nbr
Remarks
Tran Cd
Last Tran Dt
Last Updtd By
Site Id
Actbl UIC
Agency Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

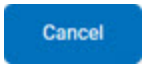
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

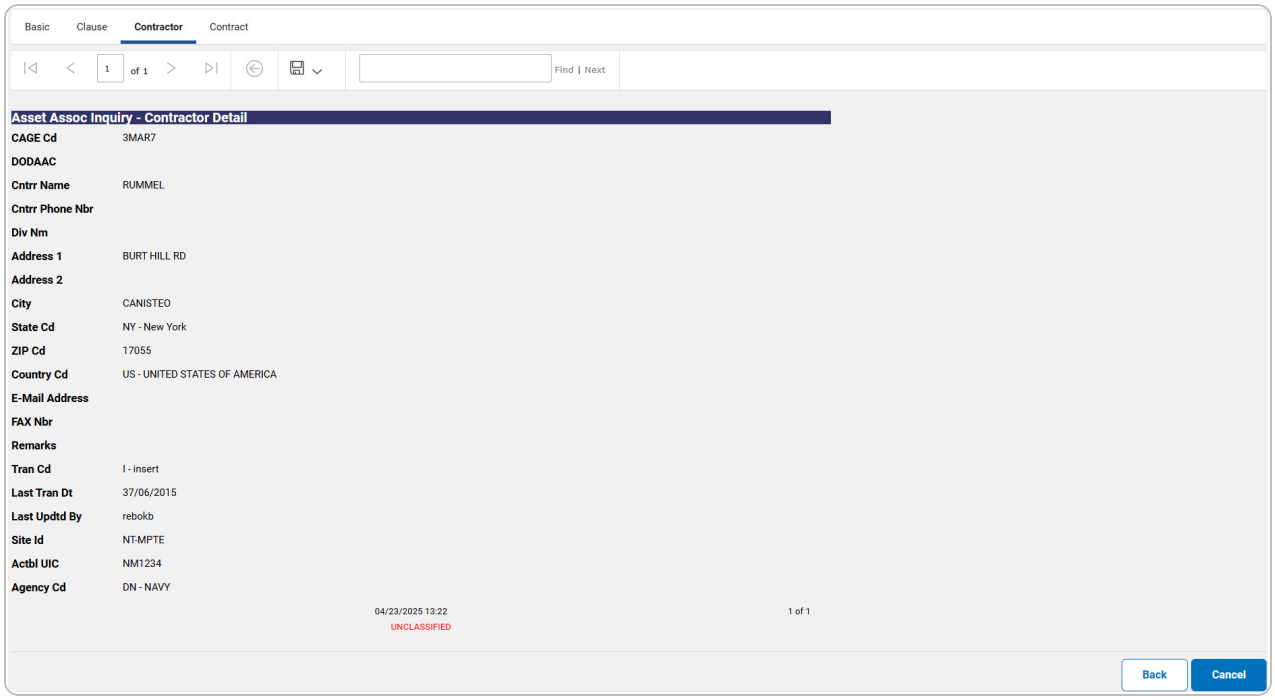
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the WRNTY/SVC/Subscription - Asset ASSOC Inquiry Detail - Contractor

Selecting  *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Contractor tab.*



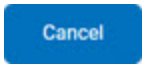
A. *Verify the CAGE Cd.*
B. *Verify the DoDAAC.*
C. *Verify the Cntrr Name.*
D. *Verify the Cntrr Phone Nbr.*
E. *Verify the Div Name.*
F. *Verify the Address 1.*
G. *Verify the Address 2.*
H. *Verify the City.*
I. *Verify the State Cd.*
J. *Verify the ZIP Cd.*
K. *Verify the Country Cd.*
L. *Verify the E-Mail Address.*
M. *Verify the FAX Nbr.*
N. *Verify the Remarks.*
O. *Verify the Tran Cd.*
P. *Verify the Last Tran Dt.*

Q. *Verify the LAST UPDTD BY.*

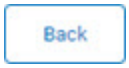
R. *Verify the SITE ID.*

S. *Verify the ACTBL UIC.*

T. *Verify the AGENCY CD.*

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* ***Warranty/Service/Subscription - Asset Assoc Inquiry — Criteria*** *page appears*.

OR

Select  . *The* ***Warranty/Service/Subscription - Asset Assoc Inquiry — Results*** *page appears*.

OR

Select the Clause tab. *The* ***Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Clause*** *page appears*.

OR

Select the Contract tab. *The* ***Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Contract*** *page appears*.

OR

Select the Basic tab. *The* ***Warranty/Service/Subscription - Asset Assoc Inquiry Detail — Asset*** *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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Asset Association Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contract
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

View the WRNTY/SVC/Subscription - Asset ASSOC Inquiry Transaction Status

Overview

The WRNTY/SVC/Subscription - Asset ASSOC Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > Asset ASSOC > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > WRNTY/SVC/Subscription - Asset ASSOC Inquiry Transaction Status page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - Asset ASSOC Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

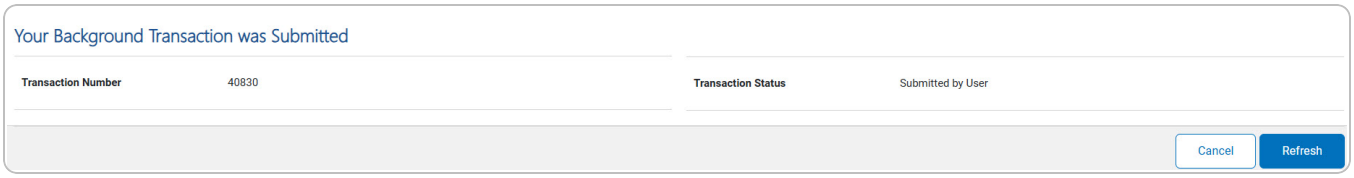
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

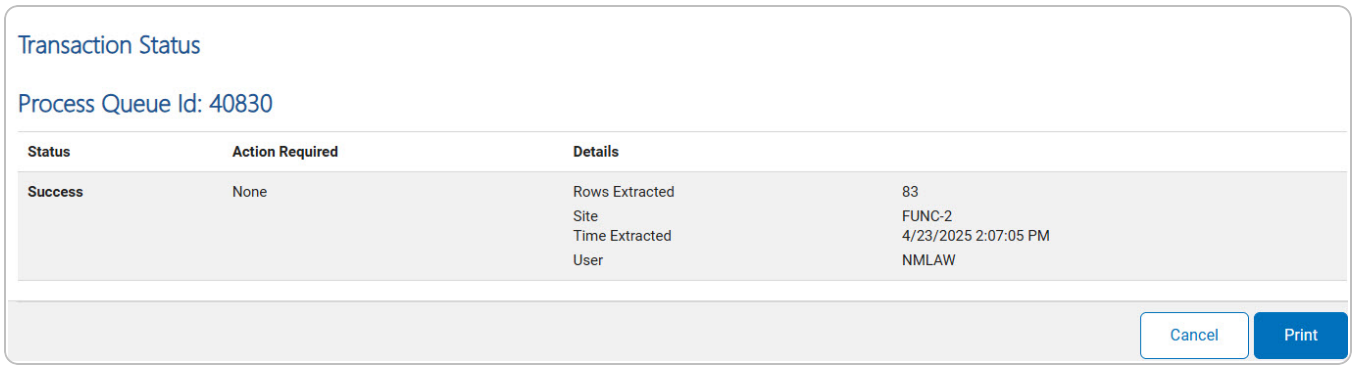
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Wrnty/Svc/Subscription - Terms/Cond Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry Search Criteria*** *page appears*.

View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Asset Assoc Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Basic

- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contract
- Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

Export the WRNTY/SVC/Subscription - Asset ASSOC Inquiry Transaction Status

Overview

The WRNTY/SVC/Subscription - Asset ASSOC Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > WRNTY/SVC/SUBSCRIP > Asset ASSOC > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > WRNTY/SVC/Subscription - Asset ASSOC Inquiry Transaction Status Export page

Page Fields

The following fields display on the **WRNTY/SVC/Subscription - Asset ASSOC Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

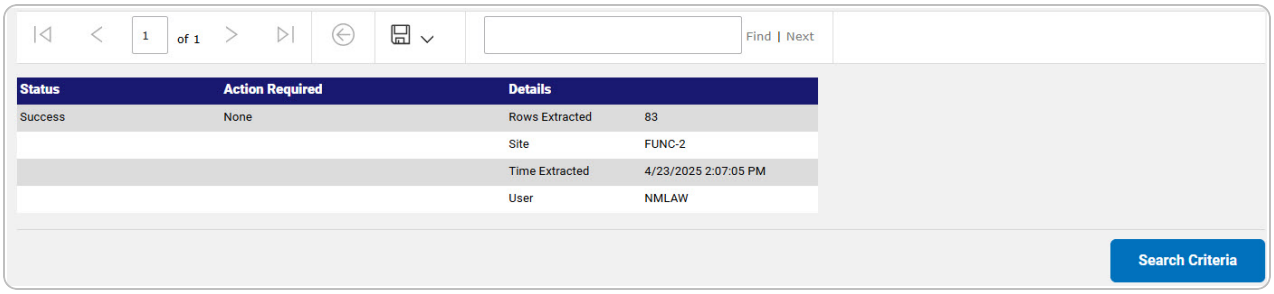
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Wrnty/Svc/Subscription - Asset Assoc Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Wrnty/Svc/Subscription - Asset Assoc Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Criteria
- Search for a Wrnty/Svc/Subscription - Asset Assoc Inquiry — Results
- Select Fields for the Wrnty/Svc/Subscription - Asset Assoc Inquiry
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Basic
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Clause
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contractor
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Detail - Contract
- View the Wrnty/Svc/Subscription - Asset Assoc Inquiry Transaction Status

Search for a LIN/TAMCN AUTHN History Inquiry — Criteria

Overview

The Property Accountability module LIN/TAMCN AUTHN History Inquiry process provides the ability to search for LIN/TAMCN AUTHN History records.

Navigation

Inquiries > Authorizations > LIN/TAMCN AUTHN HIST > LIN/TAMCN AUTHN History Inquiry Search Criteria page

Page Fields

The following fields display on the **LIN/TAMCN AUTHN History Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

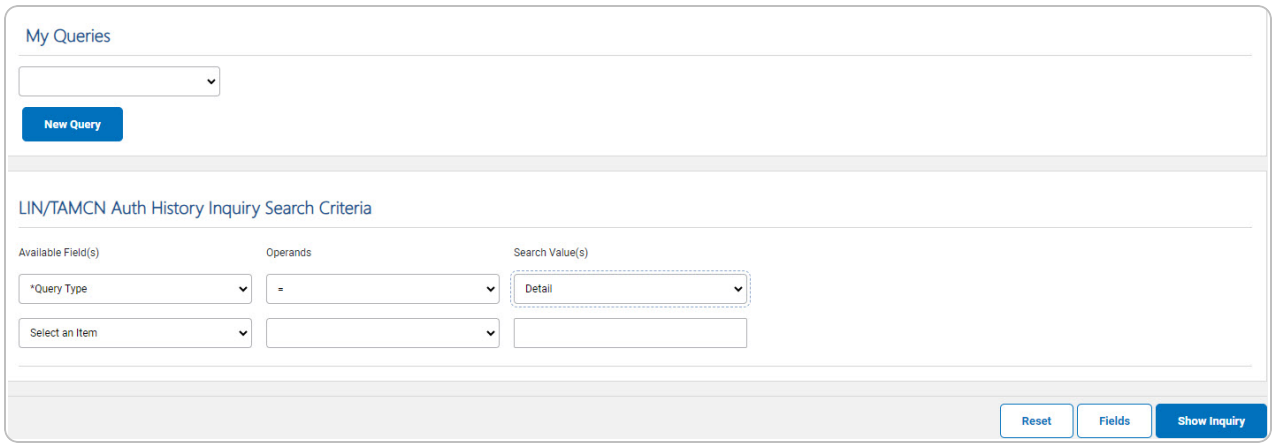
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a LIN/TAMCN AUTHN History 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.

   B. Repeat Step A to add additional search criteria.

> **Note**
>
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
>
> Select Fields 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. Repeat Step A to add additional search criteria.

4. *Choose which Search Value(s) to use in the search.*

   A. Use ⌄ to select the first Search Value.

   B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

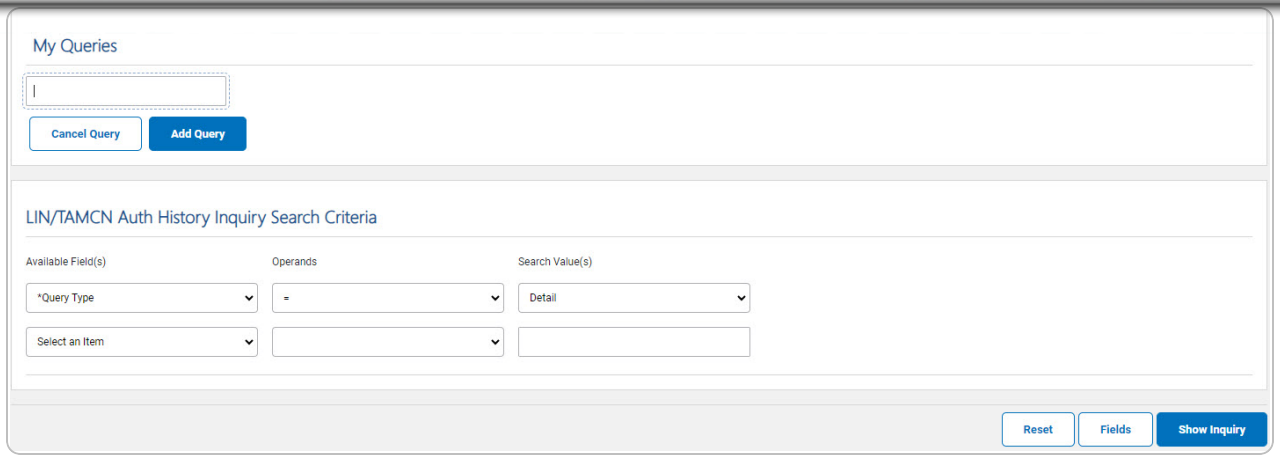
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **LIN/TAMCN Authn History Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



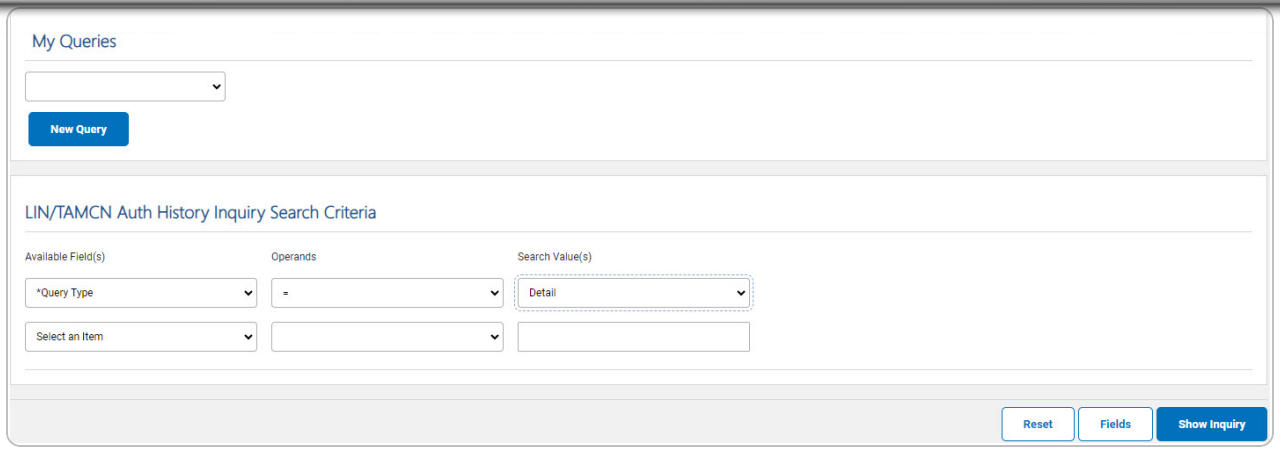
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***LIN/TAMCN Authn History Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***LIN/TAMCN Authn History 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.*



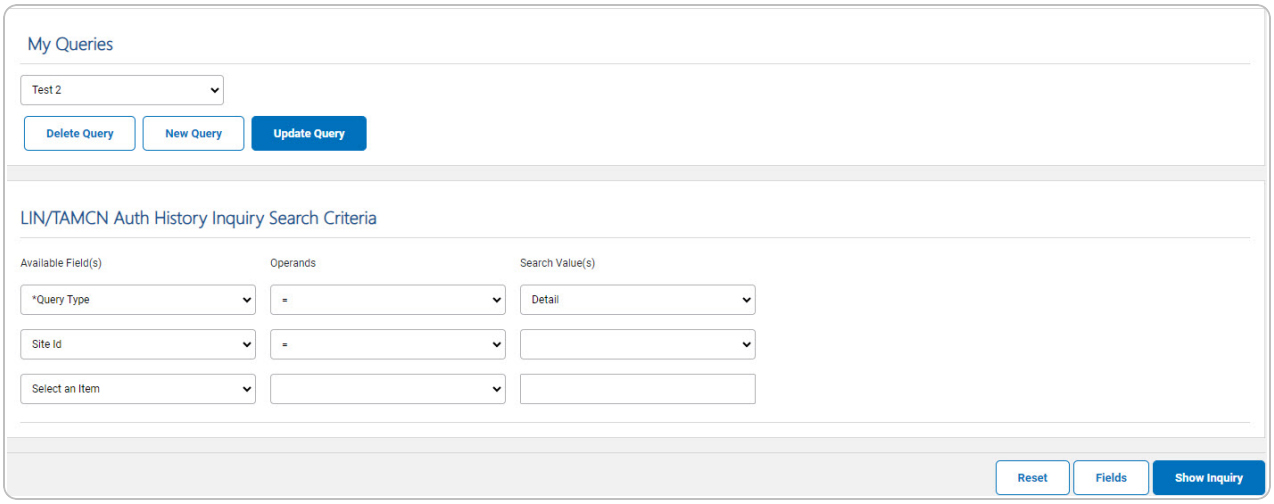
2. Select Fields. *The **LIN/TAMCN Authn History Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **LIN/TAMCN Authn History 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

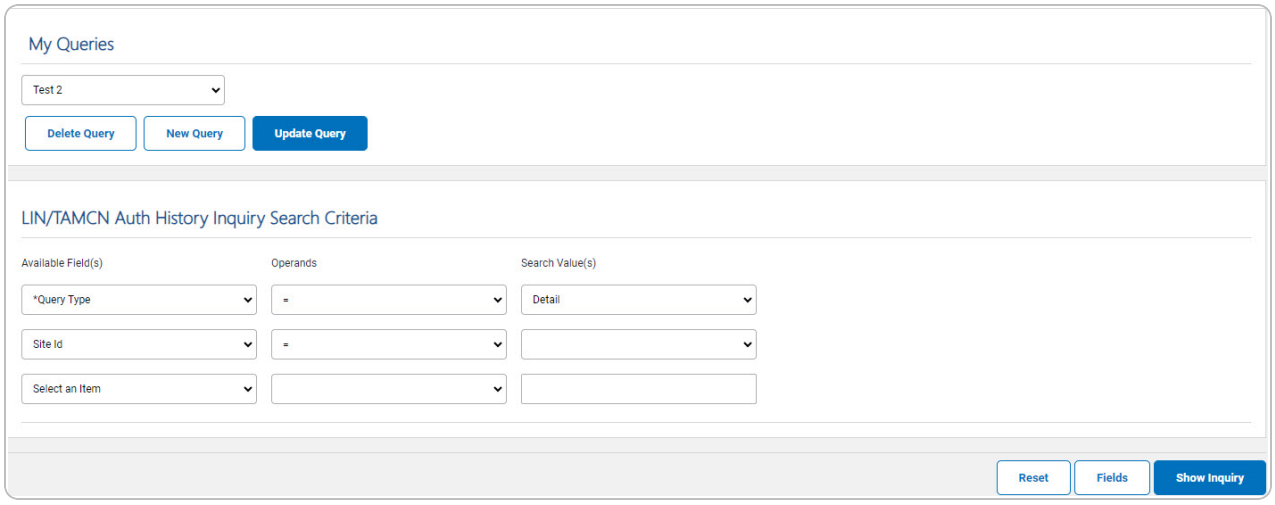
4. Select Fields. *The **LIN/TAMCN Authn History Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **LIN/TAMCN Authn History 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **LIN/TAMCN Authn History Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select

	Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a LIN/TAMCN Authn History Inquiry — Results
- Select Fields for the LIN/TAMCN Authn History Inquiry
- View the LIN/TAMCN Authn History Detail
- View the LIN/TAMCN Authn History Inquiry Transaction Status
- Export the LIN/TAMCN Authn History Inquiry Transaction Status

Search for a LIN/TAMCN AUTHN History Inquiry — Results

Overview

The LIN/TAMCN AUTHN History Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Authorizations > LIN/TAMCN AUTHN History > Search Criteria > Show Inquiry > LIN/TAMCN AUTHN History Inquiry Search Results page

Page Fields

The following fields display on the **LIN/TAMCN AUTHN History Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

LIN/TAMCN
UIC
Authn Doc Nbr
Prop Type Cd

Optional

Actbl UIC
Aut Qty
Authn Eff Dt
Authn Exp Dt
Authn Remarks Cd
Estbd By
Estbd Dt
Last Tran Dt
Last Updtd By
Rem
Req Qty
Site Id

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

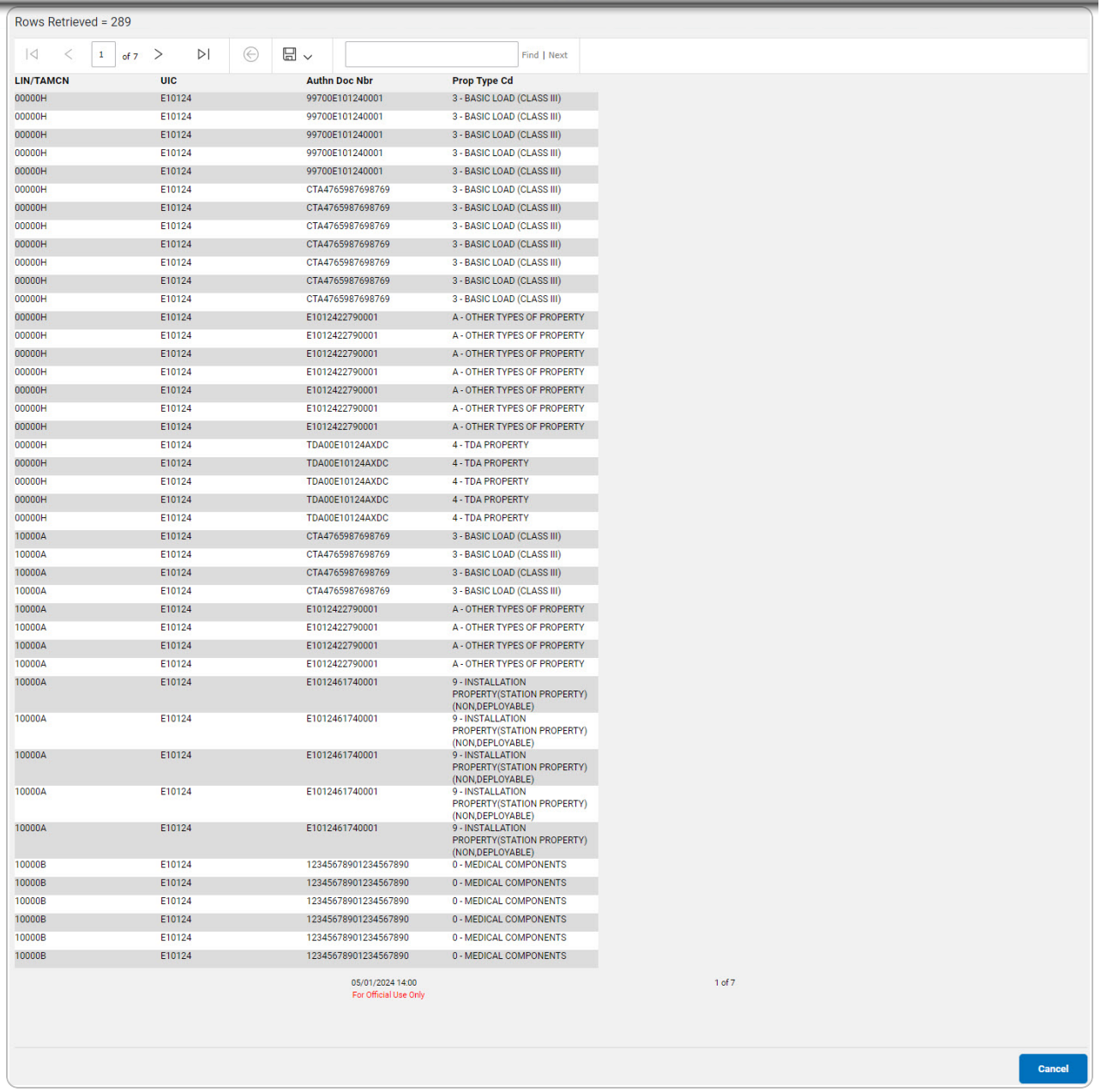
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the LIN/TAMCN AUTHN History 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 = 289

1 of 7 Find | Next

LIN/TAMCN	UIC	Authn Doc Nbr	Prop Type Cd
00000H	E10124	99700E101240001	3 - BASIC LOAD (CLASS III)
00000H	E10124	99700E101240001	3 - BASIC LOAD (CLASS III)
00000H	E10124	99700E101240001	3 - BASIC LOAD (CLASS III)
00000H	E10124	99700E101240001	3 - BASIC LOAD (CLASS III)
00000H	E10124	99700E101240001	3 - BASIC LOAD (CLASS III)
00000H	E10124	CTA4765987698769	3 - BASIC LOAD (CLASS III)
00000H	E10124	CTA4765987698769	3 - BASIC LOAD (CLASS III)
00000H	E10124	CTA4765987698769	3 - BASIC LOAD (CLASS III)
00000H	E10124	CTA4765987698769	3 - BASIC LOAD (CLASS III)
00000H	E10124	CTA4765987698769	3 - BASIC LOAD (CLASS III)
00000H	E10124	CTA4765987698769	3 - BASIC LOAD (CLASS III)
00000H	E10124	E1012422790001	A - OTHER TYPES OF PROPERTY
00000H	E10124	E1012422790001	A - OTHER TYPES OF PROPERTY
00000H	E10124	E1012422790001	A - OTHER TYPES OF PROPERTY
00000H	E10124	E1012422790001	A - OTHER TYPES OF PROPERTY
00000H	E10124	E1012422790001	A - OTHER TYPES OF PROPERTY
00000H	E10124	E1012422790001	A - OTHER TYPES OF PROPERTY
00000H	E10124	TDA00E10124AXDC	4 - TDA PROPERTY
00000H	E10124	TDA00E10124AXDC	4 - TDA PROPERTY
00000H	E10124	TDA00E10124AXDC	4 - TDA PROPERTY
00000H	E10124	TDA00E10124AXDC	4 - TDA PROPERTY
00000H	E10124	TDA00E10124AXDC	4 - TDA PROPERTY
10000A	E10124	CTA4765987698769	3 - BASIC LOAD (CLASS III)
10000A	E10124	CTA4765987698769	3 - BASIC LOAD (CLASS III)
10000A	E10124	CTA4765987698769	3 - BASIC LOAD (CLASS III)
10000A	E10124	CTA4765987698769	3 - BASIC LOAD (CLASS III)
10000A	E10124	E1012422790001	A - OTHER TYPES OF PROPERTY
10000A	E10124	E1012422790001	A - OTHER TYPES OF PROPERTY
10000A	E10124	E1012422790001	A - OTHER TYPES OF PROPERTY
10000A	E10124	E1012422790001	A - OTHER TYPES OF PROPERTY
10000A	E10124	E1012461740001	9 - INSTALLATION PROPERTY(STATION PROPERTY) (NON,DEPLOYABLE)
10000A	E10124	E1012461740001	9 - INSTALLATION PROPERTY(STATION PROPERTY) (NON,DEPLOYABLE)
10000A	E10124	E1012461740001	9 - INSTALLATION PROPERTY(STATION PROPERTY) (NON,DEPLOYABLE)
10000A	E10124	E1012461740001	9 - INSTALLATION PROPERTY(STATION PROPERTY) (NON,DEPLOYABLE)
10000A	E10124	E1012461740001	9 - INSTALLATION PROPERTY(STATION PROPERTY) (NON,DEPLOYABLE)
10000B	E10124	12345678901234567890	0 - MEDICAL COMPONENTS
10000B	E10124	12345678901234567890	0 - MEDICAL COMPONENTS
10000B	E10124	12345678901234567890	0 - MEDICAL COMPONENTS
10000B	E10124	12345678901234567890	0 - MEDICAL COMPONENTS
10000B	E10124	12345678901234567890	0 - MEDICAL COMPONENTS
10000B	E10124	12345678901234567890	0 - MEDICAL COMPONENTS

05/01/2024 14:00
For Official Use Only
1 of 7

Cancel

Note

To reach the optional fields, refer to the LIN/TAMCN Authn History Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.

3. Select Cancel. *The **LIN/TAMCN Authn History 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the LIN/TAMCN Authn History Inquiry Detail

Select the desired LIN/TAMCN row. *The **LIN/TAMCN Authn History Inquiry Detail** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a LIN/TAMCN Authn History Inquiry — Criteria
- Select Fields for the LIN/TAMCN Authn History Inquiry
- View the LIN/TAMCN Authn History Detail
- View the LIN/TAMCN Authn History Inquiry Transaction Status
- Export the LIN/TAMCN Authn History Inquiry Transaction Status

Select Fields for the LIN/TAMCN AUTHN History Inquiry

Overview

The LIN/TAMCN AUTHN History Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Authorizations > LIN/TAMCN AUTHN HIST > Search Criteria > Fields > LIN/TAMCN AUTHN History Inquiry Fields Selection page

Page Fields

The following fields display on the **LIN/TAMCN AUTHN History Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

LIN/TAMCN
UIC
Authn Doc Nbr
Prop Type Cd

Optional

Actbl UIC
Aut Qty
Authn Eff Dt
Authn Exp Dt
Authn Remarks Cd
Estbd By

Estbd Dt
Last Tran Dt
Last Updtd By
Rem
Req Qty
Site Id

Procedures

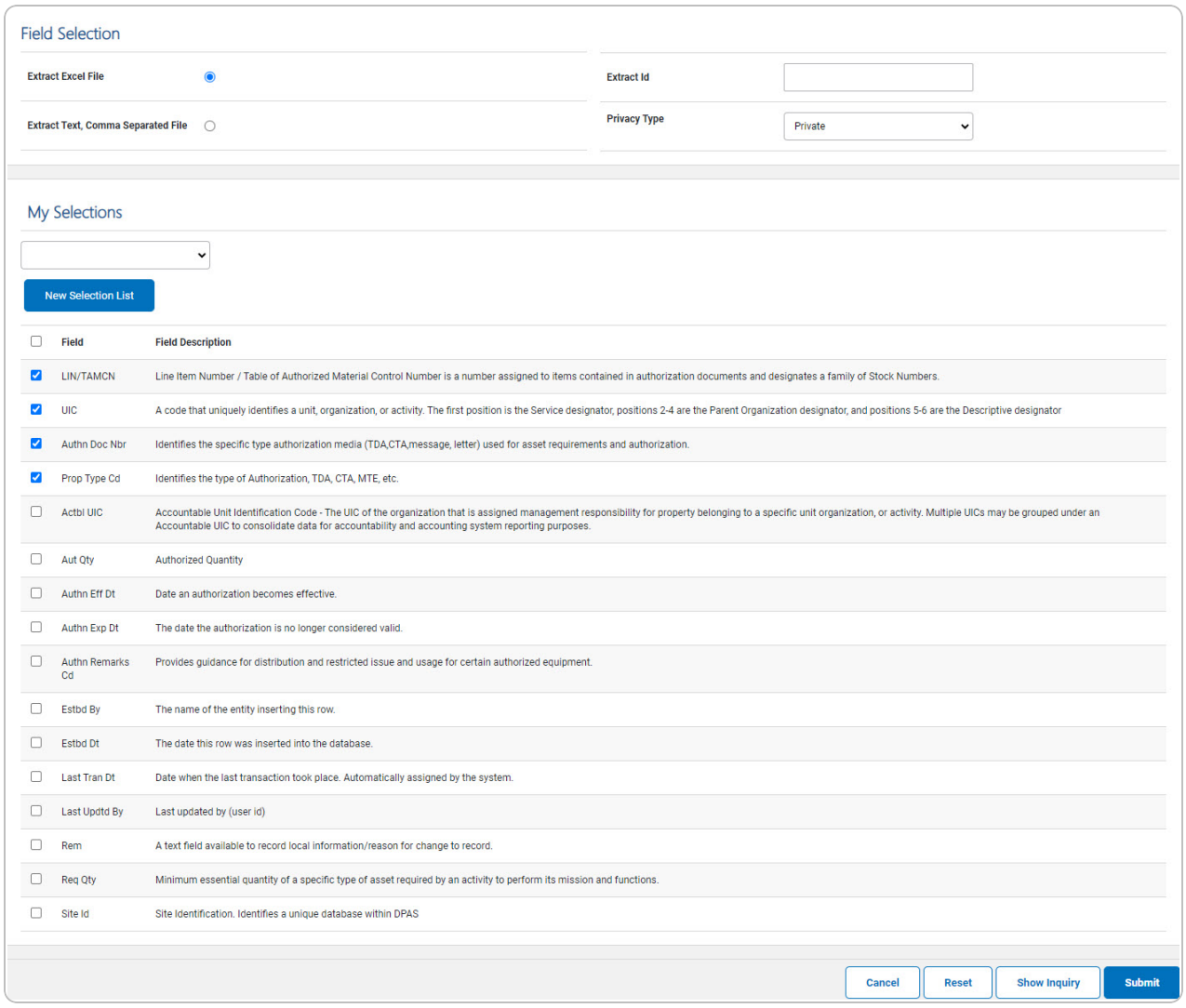
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **LIN/TAMCN AUTHN History Inquiry** page appears.*



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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*

Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The **LIN/TAMCN Authn History Inquiry — Results** page appears.*
5. **OR**

   Select Submit for large volumes of data. *The **LIN/TAMCN Authn History Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

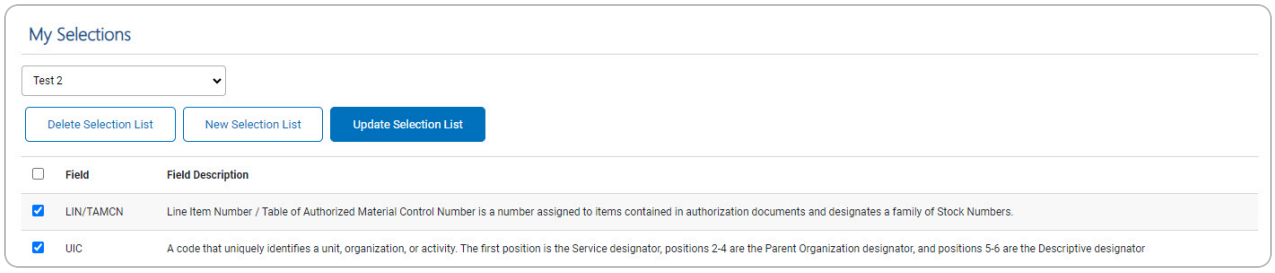
3. Select Show Inquiry for small volumes of data. *The **LIN/TAMCN Authn History Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **LIN/TAMCN Authn History 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

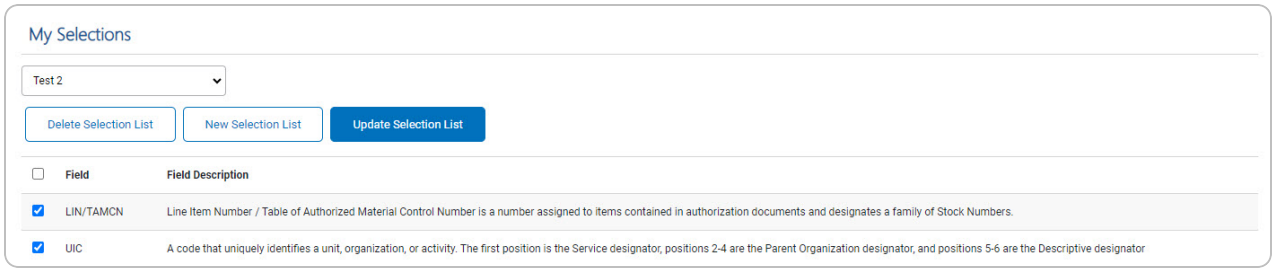
   Select Show Inquiry for small volumes of data. *The* ***LIN/TAMCN Authn History Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***LIN/TAMCN Authn History 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.

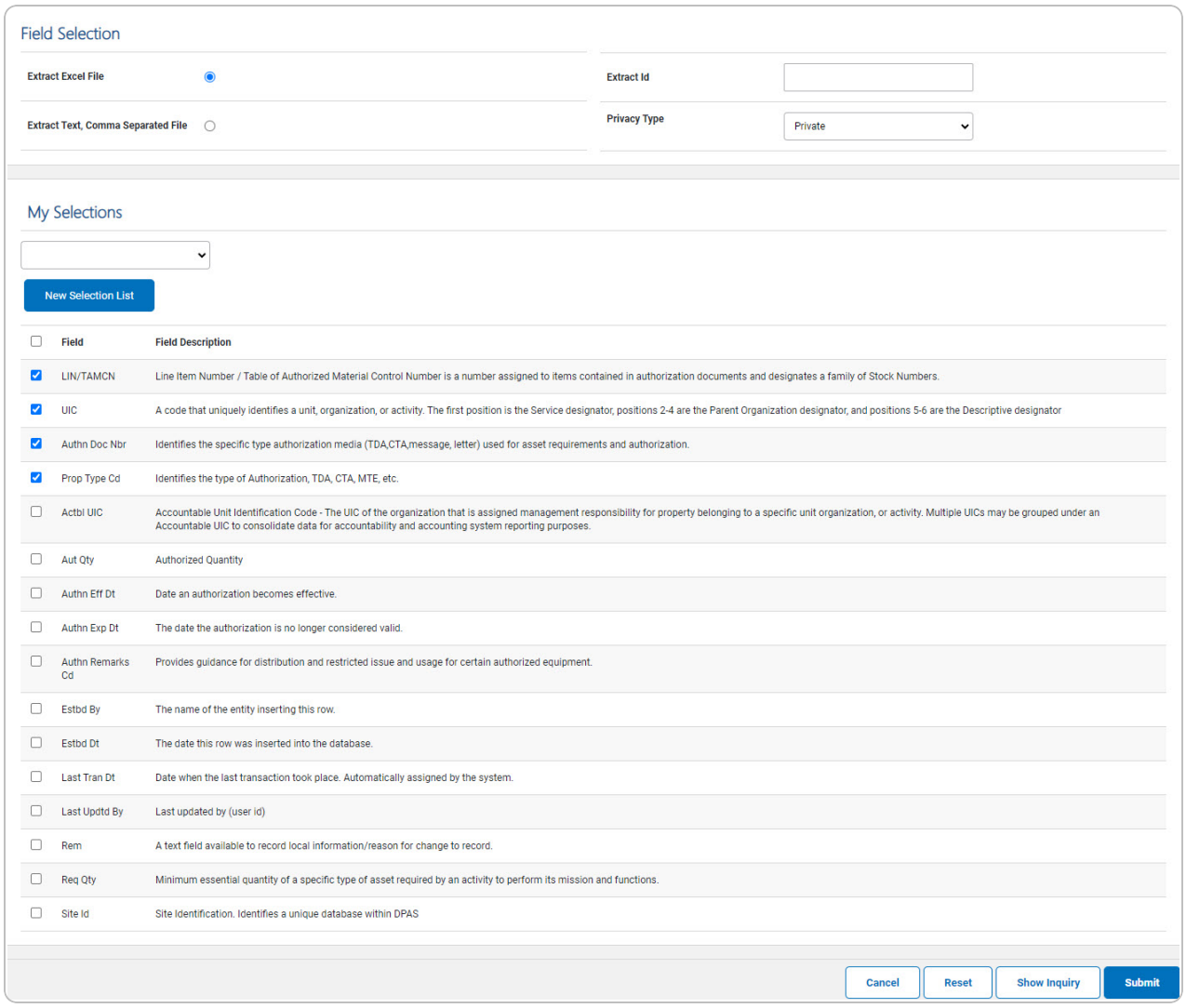


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **LIN/TAMCN AUTHN History Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 4 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.

- Verify the LIN/TAMCN contains the appropriate ☑ or ☐. *Select if the inquiry contains LIN/TAMCN information.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the AUTHN DOC NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an AUTHN DOC NBR.*
- Verify the PROP TYPE CD contains the appropriate ☑ or ☐. *Select if the inquiry has a Property Type Code.*
- Click ☐ to select the ACTBL UIC. *Select if the inquiry contains an ACTBL UIC.*
- Click ☐ to select the AUT QTY. *Select if the inquiry contains an AUT QTY.*
- Click ☐ to select the AUTHN EFF DT. *Select if the inquiry contains an AUTHN EFF DT.*
- Click ☐ to select the AUTHN EXP DT. *Select if the inquiry contains an AUTHN EXP DT.*
- Click ☐ to select the AUTHN REMARKS CD. *Select if the inquiry contains an AUTHN REMARKS CD.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains ESTBD BY information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains ESTBD DT information.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a LAST TRAN DT.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains a LAST UPDTD BY.*
- Click ☐ to select the Rem. *Select if the inquiry contains rem information.*

- Click ☐ to select the REQ QTY. *Select if the inquiry contains a REQ QTY.*
- Click ☐ to select the SITE ID. *Select if the inquiry contains a SITE ID.*

Select Show Inquiry for small volumes of data. *The **LIN/TAMCN Authn History Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **LIN/TAMCN Authn History Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a LIN/TAMCN Authn History Inquiry — Criteria
- Search for a LIN/TAMCN Authn History Inquiry — Results
- View the LIN/TAMCN Authn History Detail
- View the LIN/TAMCN Authn History Inquiry Transaction Status
- Export the LIN/TAMCN Authn History Inquiry Transaction Status

View the LIN/TAMCN AUTHN History Inquiry Detail — Basic

Overview

The LIN/TAMCN AUTHN History Inquiry Detail process displays the Authorization History record of the selectedLIN/TAMCN inquiry.

Navigation

Inquiries > Authorizations > LIN/TAMCN AUTHN HIST > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > LIN/TAMCN AUTHN History Inquiry Detail — Basic page

Page Fields

The following fields display on the **LIN/TAMCN AUTHN History Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

LIN/TAMCN AUTHN History Inquiry — Basic Detail Grid

UIC
LIN/TAMCN
Para Nbr
Authn Doc Nbr
Authn Prop Type Cd
Aut Qty
Req Qty
Authn Eff Dt
Authn Exp Dt
Authn Remarks Cd

Estbd Dt
Estbd By
Last Tran Dt
Lst Updtd By
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

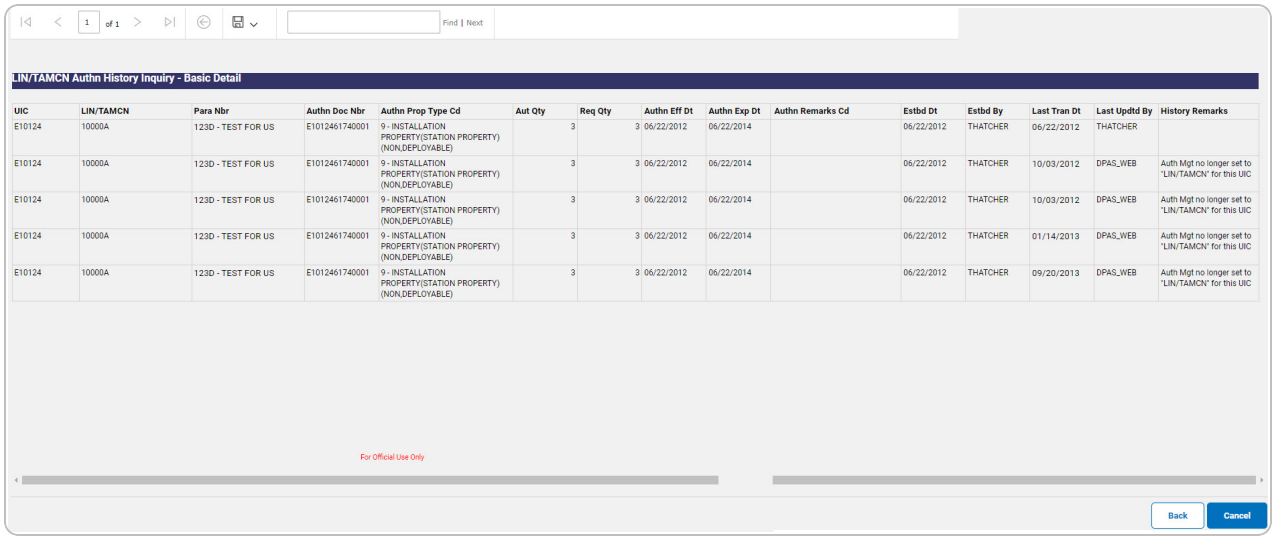
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the LIN/TAMCN AUTHN History Inquiry Detail — Basic

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the LIN/TAMCNAUTHN History Detail tab.*



A. *Verify the UIC.*

B. *Verify the LIN/TAMCN.*

C. *Verify the PARA NBR.*

D. *Verify the AUTHN DOC NBR.*
E. *Verify the AUTHN PROP TYPE CD.*
F. *Verify the AUT QTY.*
G. *Verify the REQ QTY.*
H. *Verify the AUTHN EFF DT.*
I. *Verify the AUTHN EXPR DT.*
J. *Verify the AUTHN REMARKS CD.*
K. *Verify the ESTBD DT.*
L. *Verify the ESTBD BY.*
M. *Verify the LAST TRAN DT.*
N. *Verify the LAST UPDTD BY.*
O. *Verify the History Remarks.*

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 Cancel. *The **LIN/TAMCN Authn History Inquiry — Criteria** page appears.*

4. OR

Select Back. *The **LIN/TAMCN Authn History 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a LIN/TAMCN Authn History Inquiry — Criteria
- Search for a LIN/TAMCN Authn History Inquiry — Results
- Select Fields for the LIN/TAMCN Authn History Inquiry
- View the LIN/TAMCN Authn History Inquiry Detail — Basic
- View the LIN/TAMCN Authn History Inquiry Transaction Status
- Export the LIN/TAMCN Authn History Inquiry Transaction Status

Export the LIN/TAMCN AUTHN History Inquiry Transaction Status

Overview

The LIN/TAMCN AUTHN History Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Authorizations > LIN/TAMCN AUTHN HIST > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > LIN/TAMCN AUTHN History Inquiry Transaction Status Export page

Page Fields

The following fields display on the **LIN/TAMCN AUTHN History Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

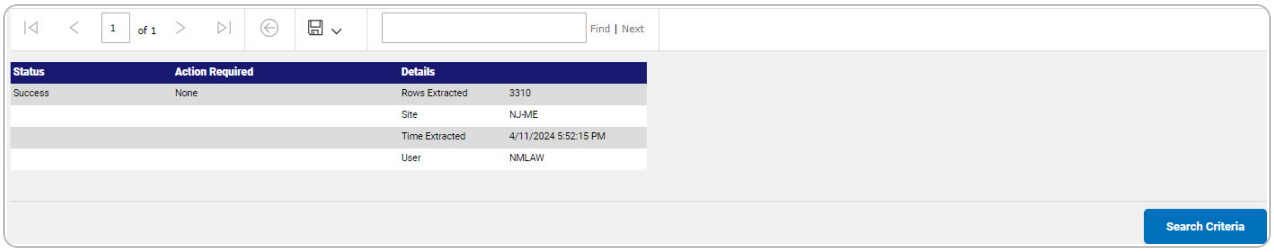
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the LIN/TAMCN Authn History Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The **LIN/TAMCN Authn History Inquiry Search Criteria** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **LIN/TAMCN Authn History Inquiry Search Criteria** page appears.*

Related Topics

- Search for a LIN/TAMCN Authn History Inquiry — Criteria
- Search for a LIN/TAMCN Authn History Inquiry — Results
- Select Fields for the LIN/TAMCN Authn History Inquiry
- View the LIN/TAMCN Authn History Inquiry Detail - LIN/TAMCN History
- View the LIN/TAMCN Authn History Inquiry Transaction Status

View the LIN/TAMCN AUTHN History Inquiry Transaction Status

Overview

The LIN/TAMCN AUTHN History Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Catalog > LIN/TAMCN AUTHN History > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > LIN/TAMCN AUTHN History Inquiry Transaction Status page

Page Fields

The following fields display on the **LIN/TAMCN AUTHN History Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

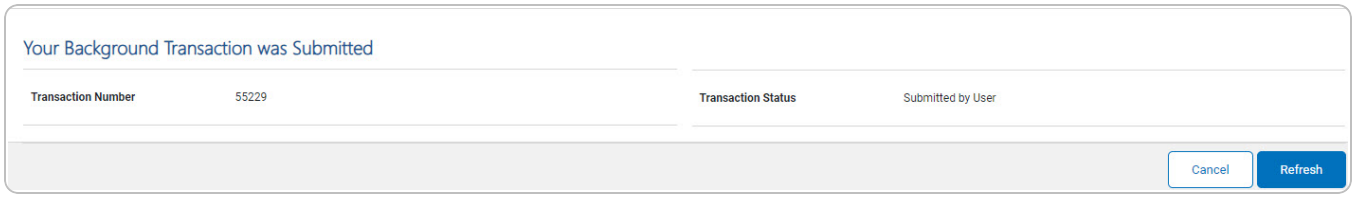
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

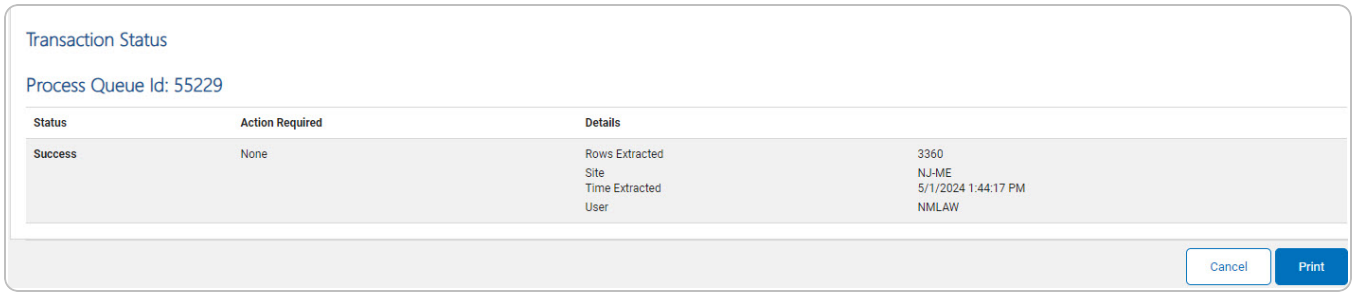
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the LIN/TAMCN AUTHN History Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the LIN/TAMCN Inquiry AUTHN History Transaction Status*** *page appears.*
5. Select Cancel. *The* ***LIN/TAMCN Authn History Inquiry Search Criteria*** *page appears*.

View the LIN/TAMCN AUTHN History Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*

4. Select Print. *The **LIN/TAMCN Authn History Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a LIN/TAMCN Authn History Inquiry — Criteria
- Search for a LIN/TAMCN Authn History Inquiry — Results
- Select Fields for the LIN/TAMCN Authn History Inquiry
- View the LIN/TAMCN Authorizations History Inquiry Detail
- Export the LIN/TAMCN Authn History Inquiry Transaction Status

Search for a LIN/TAMCN AUTHN Inquiry — Criteria

Overview

The Property Accountability module LIN/TAMCN AUTHN Inquiry process provides the ability to search for LIN/TAMCN AUTHN records.

Navigation

Inquiries > Authorizations > LIN/TAMCN AUTHN> LIN/TAMCN AUTHN Inquiry Search Criteria page

Page Fields

The following fields display on the **LIN/TAMCN AUTHN Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

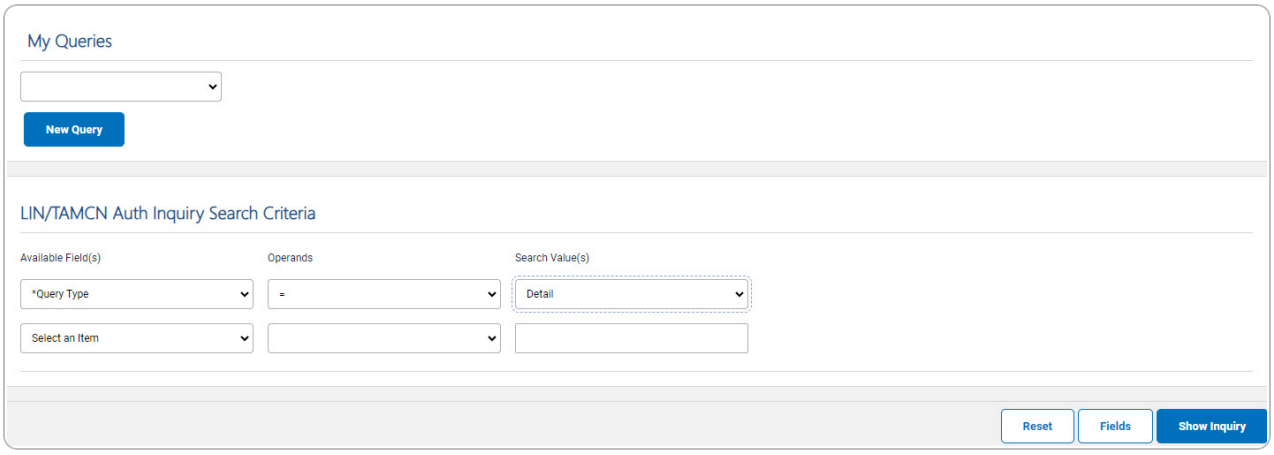
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a LIN/TAMCN AUTHN 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.

   B. Repeat Step A to add additional search criteria.

> **Note**
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
> Select Fields 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. Repeat Step A to add additional search criteria.

4. *Choose which Search Value(s) to use in the search.*

   A. Use ⌄ to select the first Search Value.

   B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

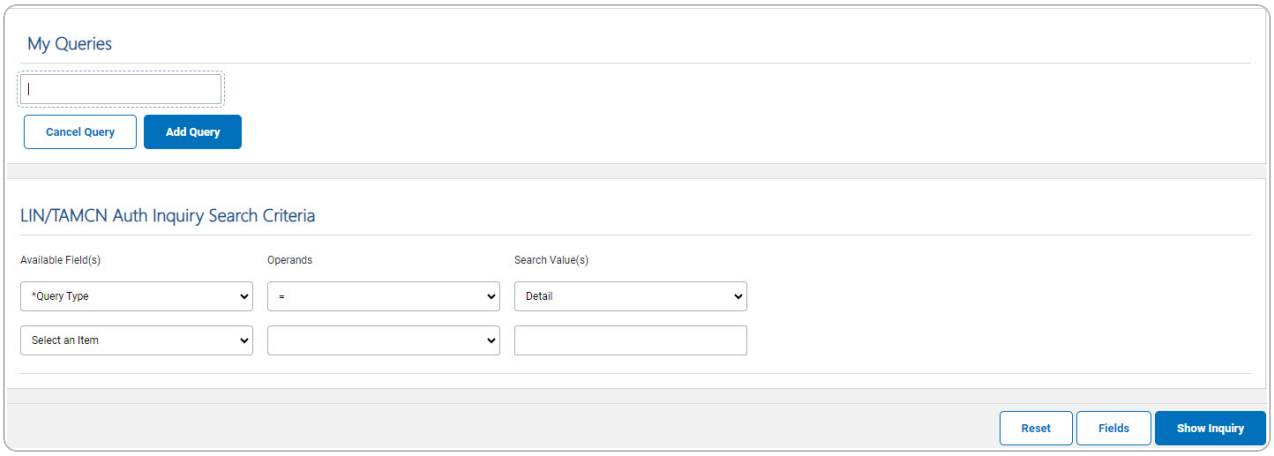
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **LIN/TAMCN Authn Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



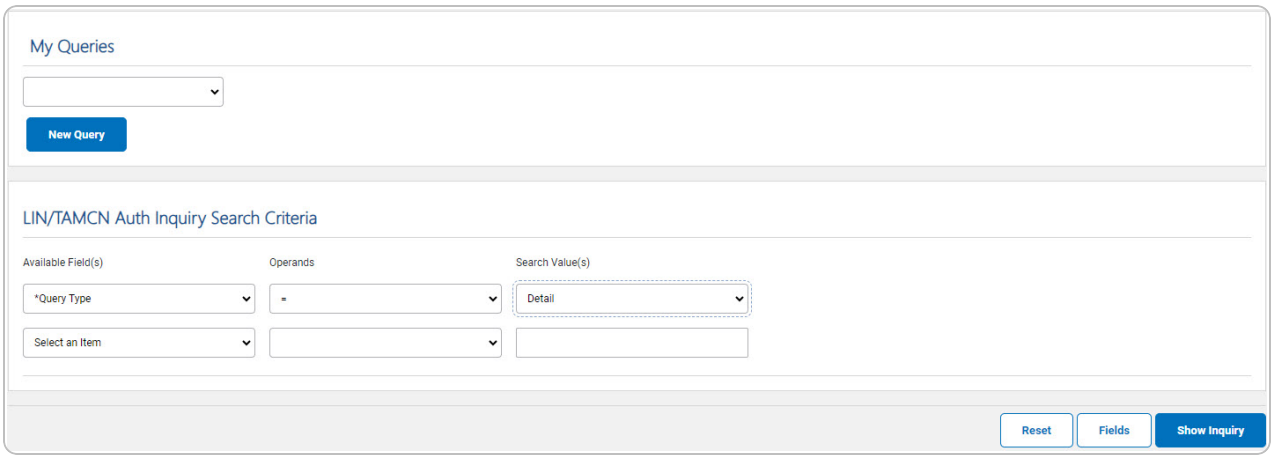
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The **LIN/TAMCN Authn Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **LIN/TAMCN Authn 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.*



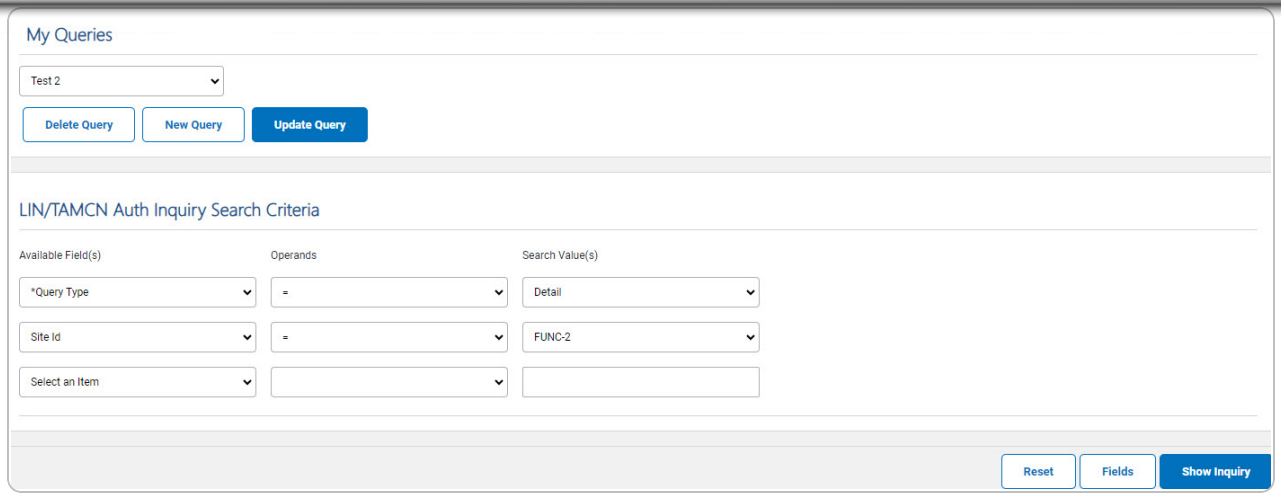
   Select Fields. *The **LIN/TAMCN Authn Inquiry — Select Fields** page appears.*

2. OR

   Select Show Inquiry. *The **LIN/TAMCN Authn 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

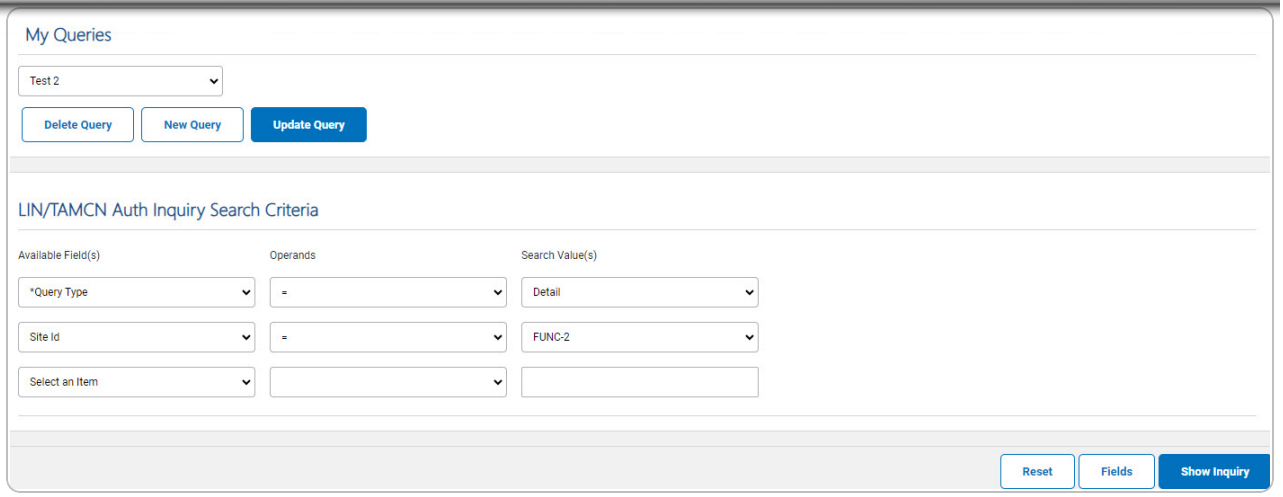
4. Select Fields. *The **LIN/TAMCN Authn Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **LIN/TAMCN Authn 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **LIN/TAMCN Authn Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..

13 — Mandatory Entry: *Available Field(s)*.	
13 — Mandatory Entry: *Operands*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a LIN/TAMCN Authn Inquiry — Results
- Select Fields for the LIN/TAMCN Authn Inquiry
- View the LIN/TAMCN Auth Inquiry Detail — Basic
- View the LIN/TAMCN Authn Inquiry Transaction Status
- Export the LIN/TAMCN Authn Inquiry Transaction Status

Search for a LIN/TAMCN AUTHN Inquiry — Results

Overview

The LIN/TAMCN AUTHN Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Authorizations > LIN/TAMCN AUTHN > Search Criteria > Show Inquiry > LIN/TAMCN AUTHN Inquiry Search Results page

Page Fields

The following fields display on the **LIN/TAMCN AUTHN Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

LIN/TAMCN
UIC
Authn Doc Nbr
Prop Type Cd

Optional

Actbl UIC
Aut Qty
Authn Eff Dt
Authn Exp Dt
Authn Remarks Cd
Estbd By
Estbd Dt
Last Tran Dt
Last Updtd By
Rem
Req Qty
Site Id

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

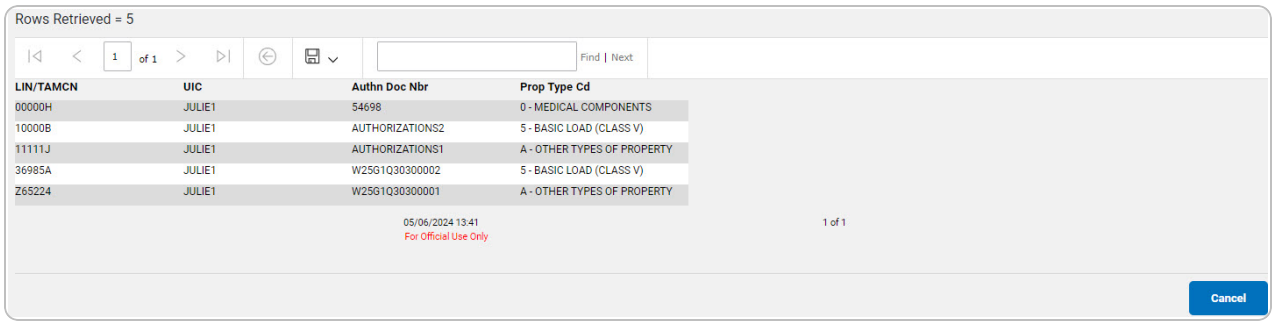
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the LIN/TAMCN AUTHN Inquiry Results

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the print format icon to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



Note

To reach the optional fields, refer to the LIN/TAMCN Authn Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***LIN/TAMCN Authn 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the LIN/TAMCN Authn Inquiry Detail

Select the desired LIN/TAMCN row. *The **LIN/TAMCN Authn Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a LIN/TAMCN Authn Inquiry — Criteria
- Select Fields for the LIN/TAMCN Authn Inquiry
- View the LIN/TAMCN Authn Detail — Basic
- View the LIN/TAMCN Authn History Inquiry Transaction Status
- Export the LIN/TAMCN Authn Inquiry Transaction Status

Select Fields for the LIN/TAMCN AUTHN Inquiry

Overview

The LIN/TAMCN AUTHN Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Authorizations > LIN/TAMCN AUTHN> Search Criteria > Fields > LIN/TAMCN AUTHN Inquiry Fields Selection page

Page Fields

The following fields display on the **LIN/TAMCN AUTHN Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

LIN/TAMCN
UIC
Authn Doc Nbr
Prop Type Cd

Optional

Actbl UIC
Aut Qty
Authn Eff Dt
Authn Exp Dt
Authn Remarks Cd
Estbd By

Estbd Dt
Last Tran Dt
Last Updtd By
Rem
Req Qty
Site Id

Procedures

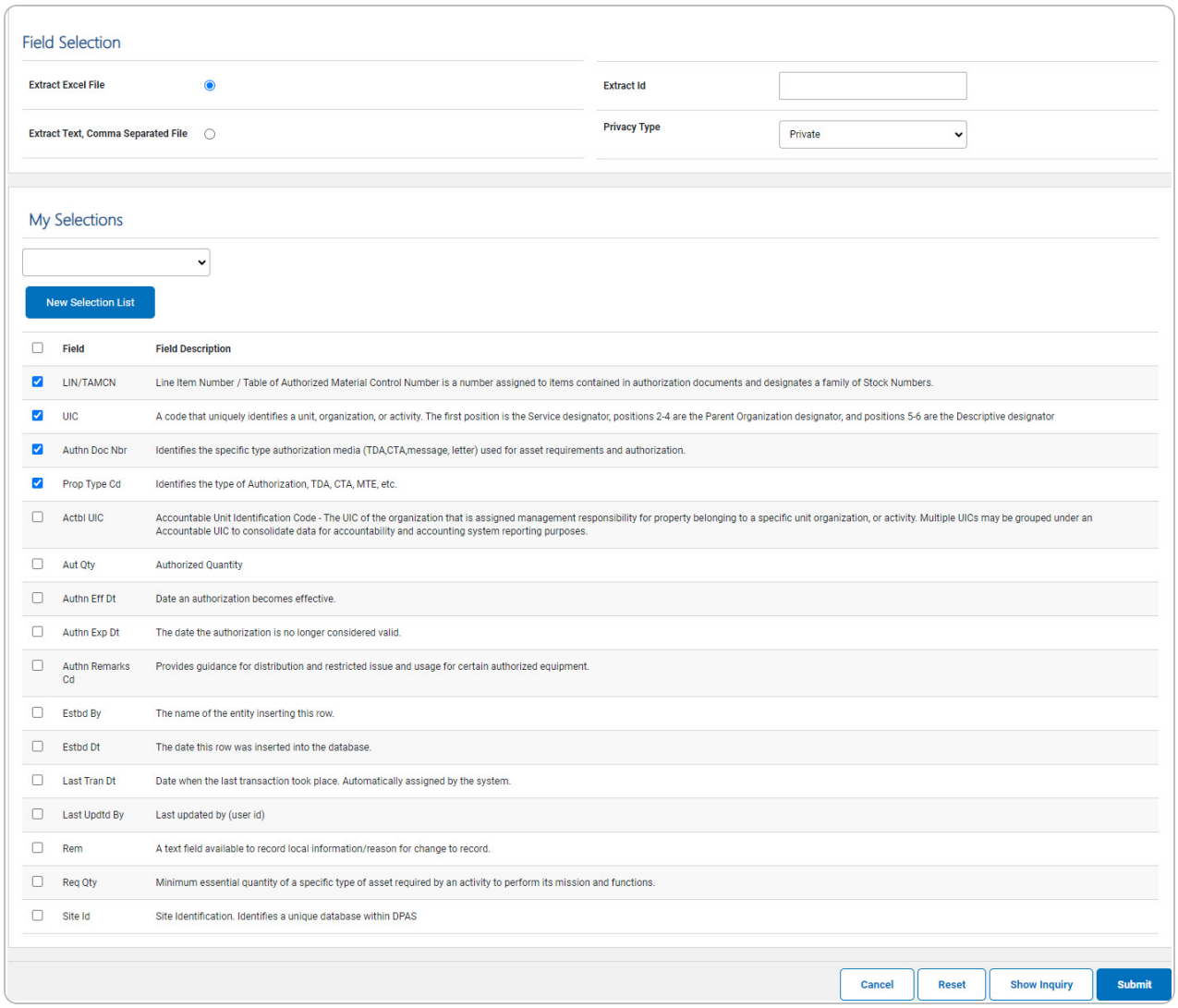
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **LIN/TAMCN AUTHN Inquiry** page appears.*



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

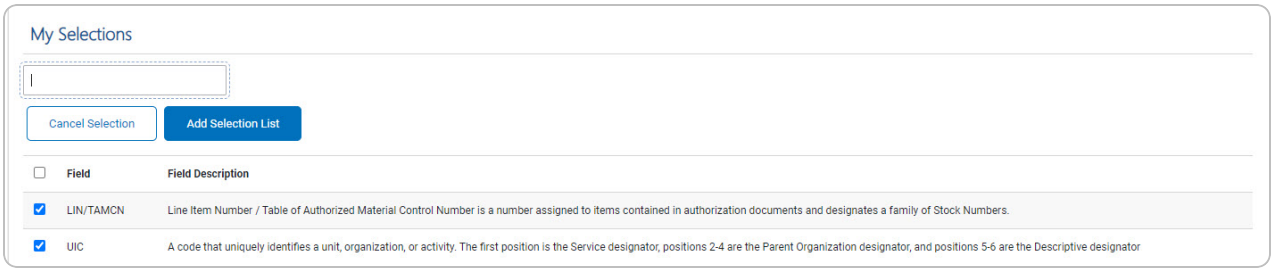
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The **LIN/TAMCN Authn Inquiry — Results** page appears.*

5. **OR**

   Select Submit for large volumes of data. *The **LIN/TAMCN Authn Inquiry Transaction Status** page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

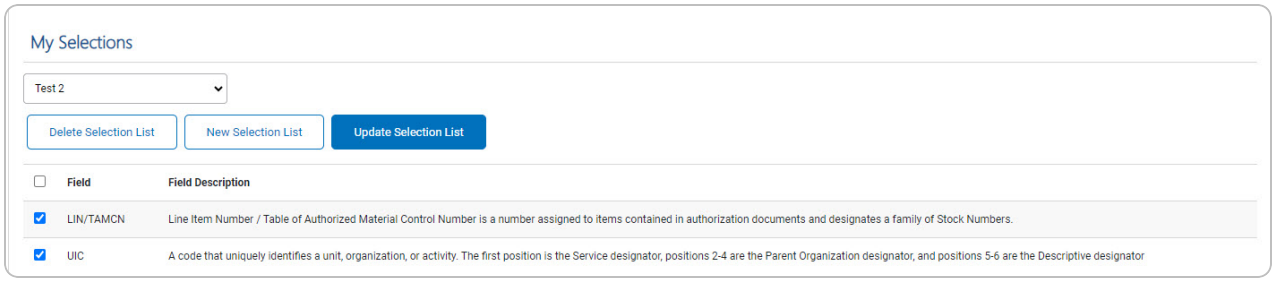
Select Show Inquiry for small volumes of data. *The **LIN/TAMCN Authn Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **LIN/TAMCN Authn 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***LIN/TAMCN Authn Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***LIN/TAMCN Authn Inquiry Transaction Status*** *page appears.*

Delete a Selection List

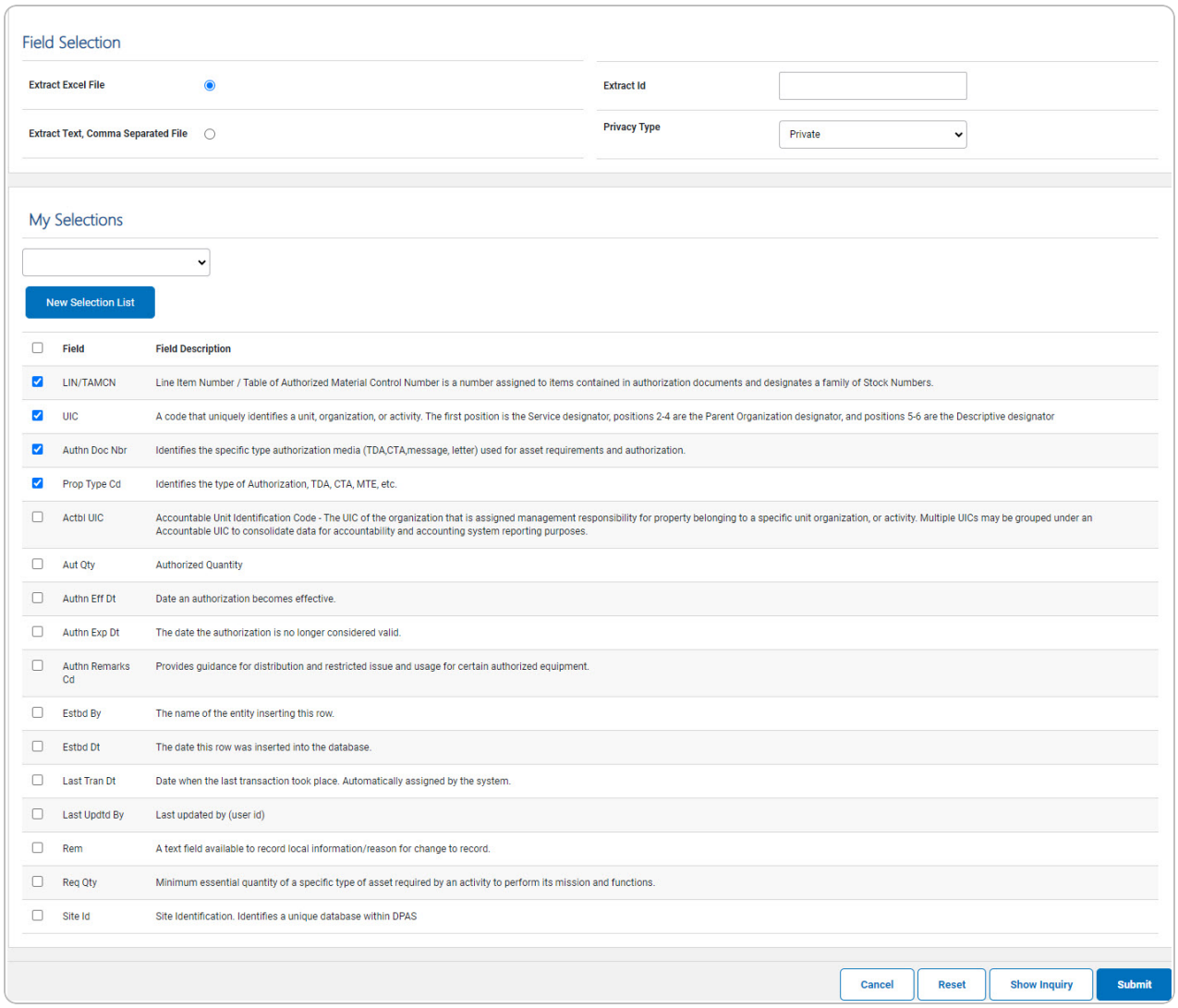
1. Use ⌄ to select the desired Selection List. *The page refreshes, the search criteria fields change, and* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **LIN/TAMCN AUTHN Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 4 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.

- Verify the LIN/TAMCN contains the appropriate ☑ or ☐. *Select if the inquiry contains LIN/TAMCN information.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry contains a UIC.*
- Verify the AUTHN DOC NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains an AUTHN DOC NBR.*
- Verify the PROP TYPE CD contains the appropriate ☑ or ☐. *Select if the inquiry has a Property Type Code.*
- Click ☐ to select the ACTBL UIC. *Select if the inquiry contains an ACTBL UIC.*
- Click ☐ to select the AUT QTY. *Select if the inquiry contains an AUT QTY.*
- Click ☐ to select the AUTHN EFF DT. *Select if the inquiry contains an AUTHN EFF DT.*
- Click ☐ to select the AUTHN EXP DT. *Select if the inquiry contains an AUTHN EXP DT.*
- Click ☐ to select the AUTHN REMARKS CD. *Select if the inquiry contains an AUTHN REMARKS CD.*
- Click ☐ to select the ESTBD BY. *Select if the inquiry contains ESTBD BY information.*
- Click ☐ to select the ESTBD DT. *Select if the inquiry contains ESTBD DT information.*
- Click ☐ to select the LAST TRAN DT. *Select if the inquiry contains a LAST TRAN DT.*
- Click ☐ to select the LAST UPDTD BY. *Select if the inquiry contains a LAST UPDTD BY.*
- Click ☐ to select the Rem. *Select if the inquiry contains rem information.*

- Click ☐ to select the REQ QTY. *Select if the inquiry contains a REQ QTY.*
- Click ☐ to select the SITE ID. *Select if the inquiry contains a SITE ID.*

Select Show Inquiry for small volumes of data. *The **LIN/TAMCN Authn Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **LIN/TAMCN Authn Inquiry Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a LIN/TAMCN Authn Inquiry — Criteria
- Search for a LIN/TAMCN Authn Inquiry — Results
- View the LIN/TAMCN Authn Detail — Basic
- View the LIN/TAMCN Authn Inquiry Transaction Status
- Export the LIN/TAMCN Authn Inquiry Transaction Status

View the LIN/TAMCN AUTHN Inquiry Detail — Basic

Overview

The LIN/TAMCN AUTHN Inquiry Detail process displays the Authorization History record of the selectedLIN/TAMCN inquiry.

Navigation

Inquiries > Authorizations > LIN/TAMCN AUTHN> Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > LIN/TAMCN AUTHN Inquiry Detail — Basic page

Page Fields

The following fields display on the **LIN/TAMCN AUTHN Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

LIN/TAMCN AUTHN Inquiry — Basic Detail Grid

LIN/TAMCN
On-Hand Qty
Last Tran Dt
Lst Updtd By
Para Nbr
Custodian Nbr
Due-In Qty
Estbd Dt
Estbd By

Authn Doc Nbr
Authn Prop Type Cd

Aut Qty
Req Qty
Authn Eff Dt
Authn Exp Dt
Authn Remarks Cd

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.

	Return to the parent report.
	Select the format to Export the report.

Procedures

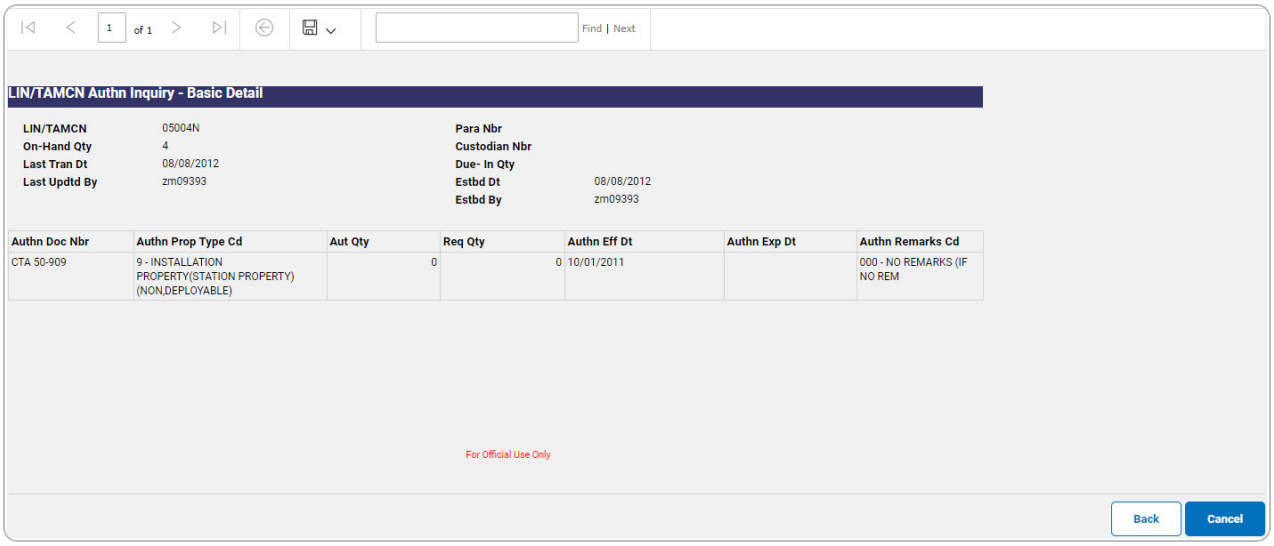
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the LIN/TAMCN AUTHN Inquiry Detail — Basic

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the LIN/TAMCNAUTHN Detail tab.*



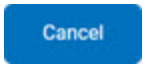
A. *Verify the LIN/TAMCN.*

B. *Verify the On-Hand QTY.*

C. *Verify the LAST TRAN DT.*

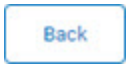
D. *Verify the LAST UPDTD BY.*
E. *Verify the PARA NBR.*
F. *Verify the Custodian NBR.*
G. *Verify the Due-In QTY.*
H. *Verify the ESTBD DT.*
I. *Verify the ESTBD BY.*
J. *Verify the AUTHN DOC NBR.*
K. *Verify the AUTHN PROP TYPE CD.*
L. *Verify the AUT QTY.*
M. *Verify the REQ QTY.*
N. *Verify the AUTHN EFF DT.*
O. *Verify the AUTHN EXPR DT.*
P. *Verify the AUTHN REMARKS CD.*

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 **LIN/TAMCN Authn Inquiry — Criteria** page appears*.

4. OR

Select 

. *The **LIN/TAMCN Authn 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a LIN/TAMCN Authn Inquiry — Criteria
- Search for a LIN/TAMCN Authn Inquiry — Results
- Select Fields for the LIN/TAMCN Authn Inquiry
- View the LIN/TAMCN Authn Inquiry Detail — Basic
- View the LIN/TAMCN Authn Inquiry Transaction Status
- Export the LIN/TAMCN Authn Inquiry Transaction Status

View the LIN/TAMCN AUTHN Inquiry Transaction Status

Overview

The LIN/TAMCN AUTHN Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Catalog > LIN/TAMCN AUTHN > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > LIN/TAMCN AUTHN Inquiry Transaction Status page

Page Fields

The following fields display on the **LIN/TAMCN AUTHN Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

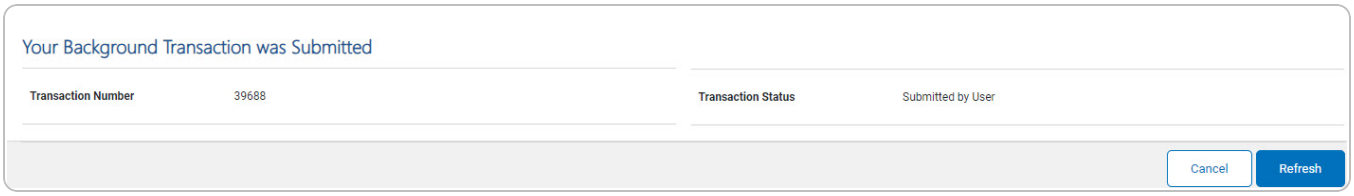
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

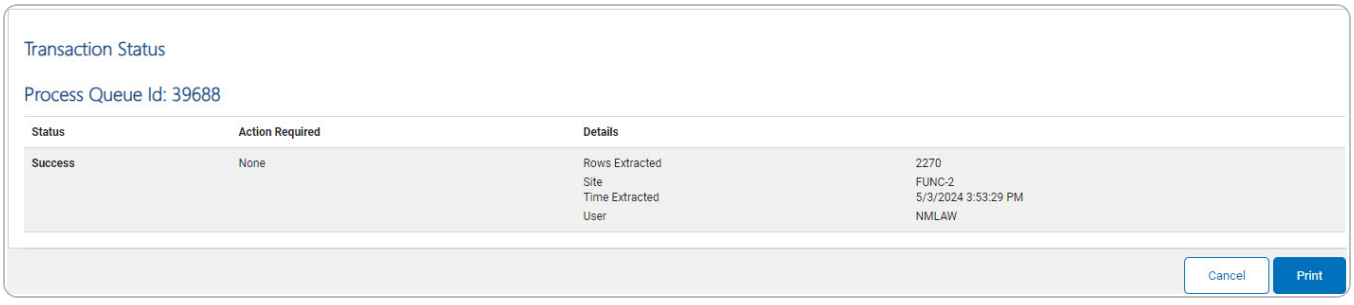
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the LIN/TAMCN AUTHN Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the LIN/TAMCN Inquiry AUTHN Transaction Status*** *page appears.*
5. Select Cancel. *The* ***LIN/TAMCN Authn Inquiry Search Criteria*** *page appears*.

View the LIN/TAMCN AUTHN Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Select Print. *The **LIN/TAMCN Authn Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a LIN/TAMCN Authn Inquiry — Criteria
- Search for a LIN/TAMCN Authn Inquiry — Results
- Select Fields for the LIN/TAMCN Authn Inquiry
- View the LIN/TAMCN Authn Inquiry Detail — Basic
- Export the LIN/TAMCN Authn Inquiry Transaction Status

Export the LIN/TAMCN AUTHN Inquiry Transaction Status

Overview

The LIN/TAMCN AUTHN Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Authorizations > LIN/TAMCN AUTHN> Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > LIN/TAMCN AUTHN Inquiry Transaction Status Export page

Page Fields

The following fields display on the **LIN/TAMCN AUTHN Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

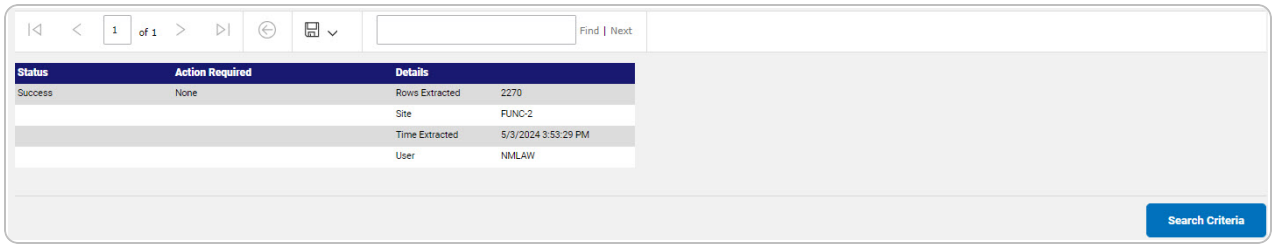
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the LIN/TAMCN Authn Inquiry Transaction Status

1. Select the export icon to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The **LIN/TAMCN Authn 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **LIN/TAMCN Authn Inquiry Search Criteria** page appears.*

Related Topics

- Search for a LIN/TAMCN Authn Inquiry — Criteria
- Search for a LIN/TAMCN Authn Inquiry — Results
- Select Fields for the LIN/TAMCN Authn Inquiry
- View the LIN/TAMCN Authn Inquiry Detail — Basic
- View the LIN/TAMCN Authn Inquiry Transaction Status

Search for a Paragraph Number Inquiry — Criteria

Overview

The Property Accountability module Paragraph Number Inquiry process provides the ability to search for Paragraph Number records.

Navigation

Inquiries > Authorizations > Paragraph NBR > Paragraph Number Inquiry Search Criteria page

Page Fields

The following fields display on the **Paragraph Number Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
323	After Search Criteria is entered, use "Enter" or "Tab" key to generate additional Field Selection(s).

xxxx	Select "Show Inquiry" button for Search Results using the default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

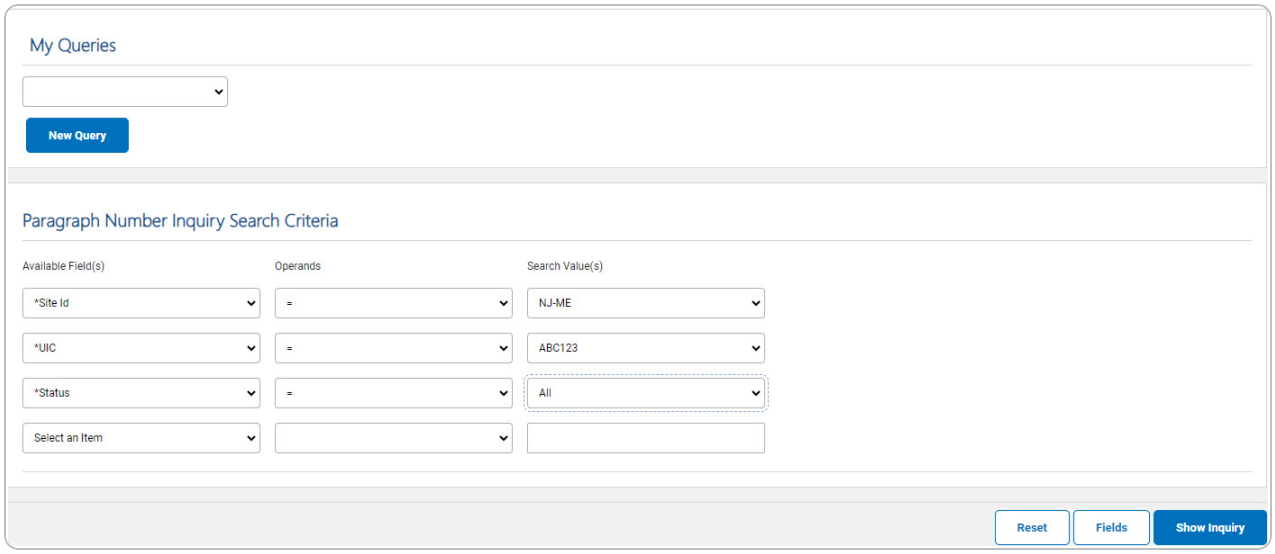
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Paragraph Number 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.

   B. Repeat Step A to add additional search criteria.

Note

Adding another Available Field ⌄ automatically populates an additional search criteria row.

Note

Select Fields 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. Repeat Step A to add additional search criteria.

4. *Choose which Search Value(s) to use in the search.*

A. Use ⌄ to select the first Search Value.

B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

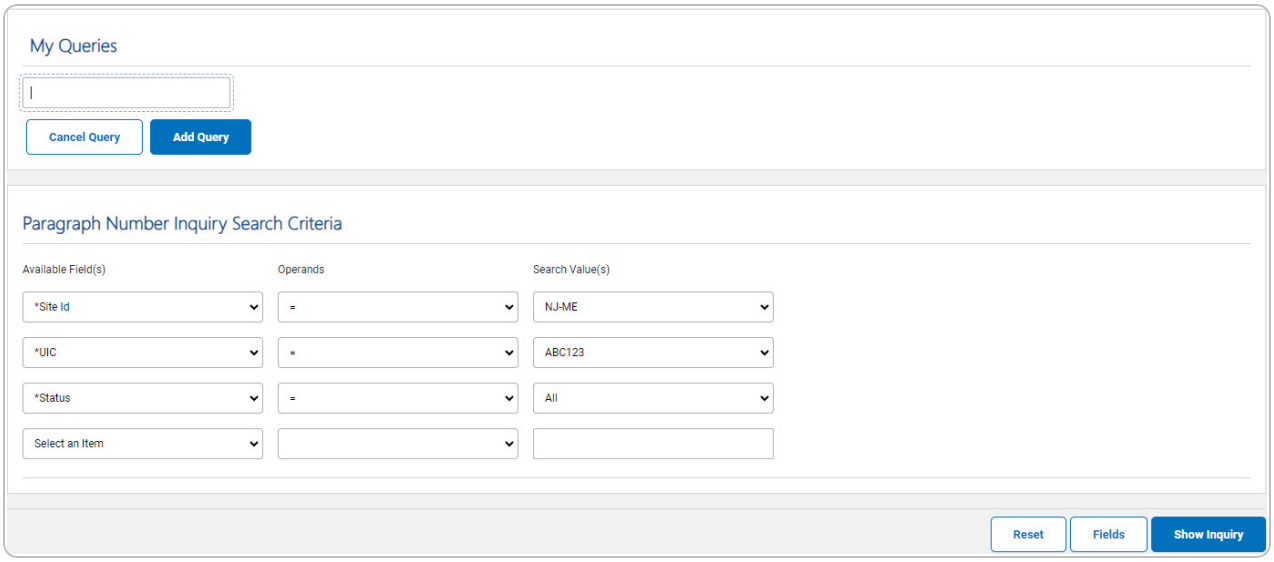
a. Use ⌄ to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Paragraph Number Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



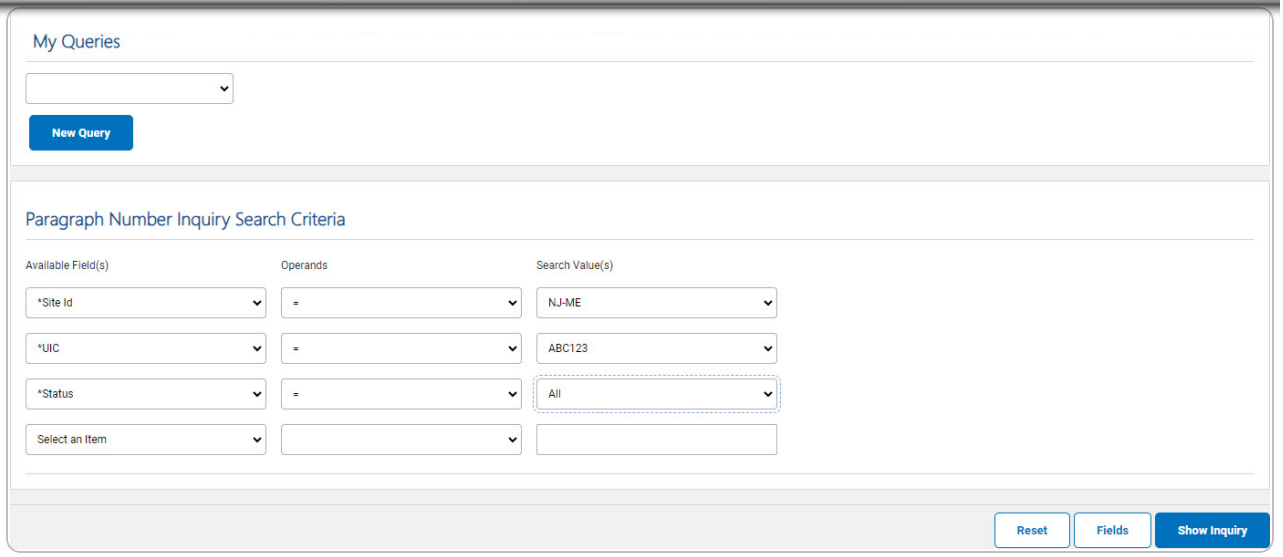
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Paragraph Number Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Paragraph Number 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.*



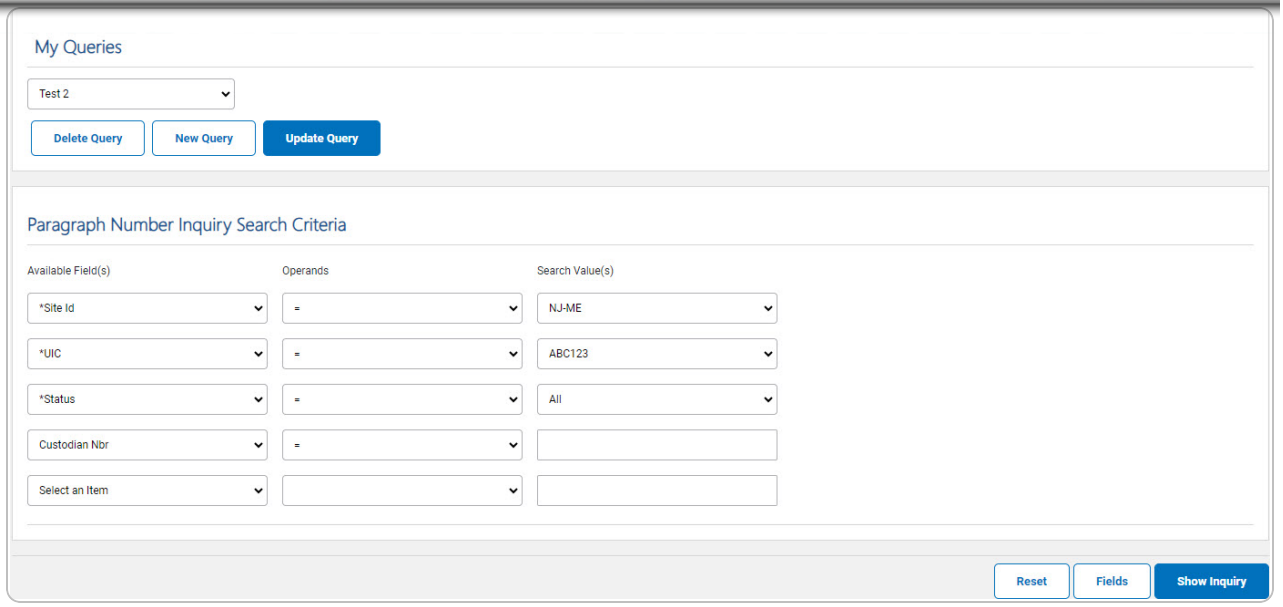
2. Select Fields. *The **Paragraph Number Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Paragraph Number 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

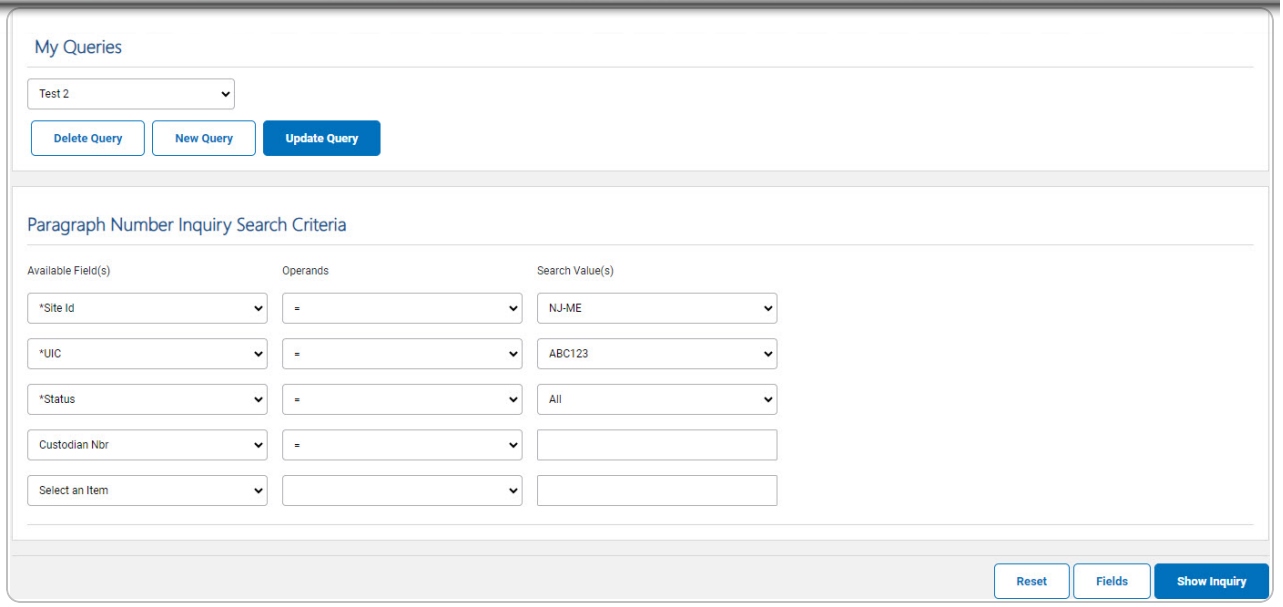
4. Select Fields. *The **Paragraph Number Inquiry — Select Fields** page appears.*

   OR

   Select Show Inquiry. *The **Paragraph Number 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The **Paragraph Number Inquiry — Select Fields** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be	Invalid Date Format Entry. The date must be

MM/DD/YYYY with valid month/day combination.	entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.

65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Paragraph Number Inquiry — Results
- Select Fields for the Paragraph Number Inquiry
- View the Paragraph Number Detail - Basic
- View the Paragraph Number Detail - History
- View the Paragraph Number Inquiry Transaction Status
- Export the Paragraph Number Inquiry Transaction Status

Search for a Paragraph Number Inquiry — Results

Overview

The Paragraph Number Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Authorizations > Paragraph NBR > Search Criteria > Show Inquiry > Paragraph Number Inquiry Search Results page

Page Fields

The following fields display on the **Paragraph Number Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Agency Cd
Agency Name
Site Id
Site Name
Actbl UIC
UIC
UIC Name
Para Nbr

Optional

Para Desc
Custodian Name
Custodian Nbr
Status

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

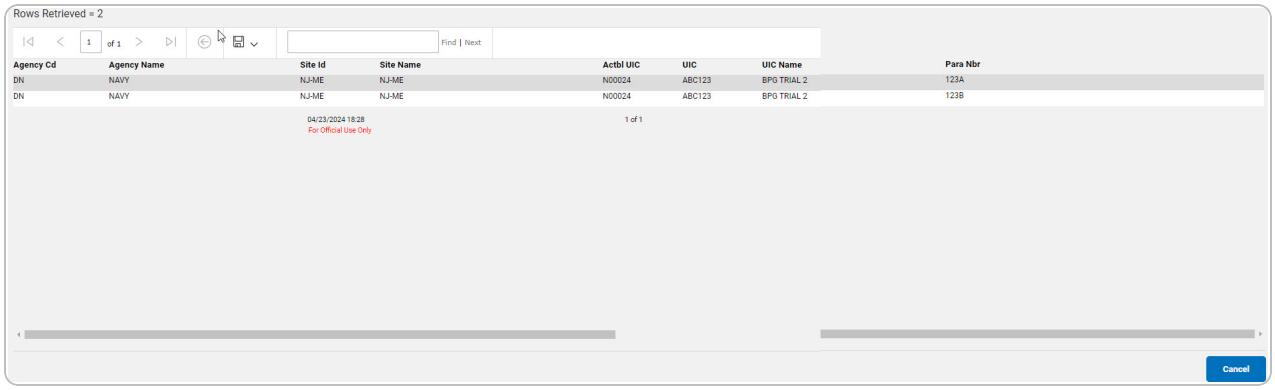
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Paragraph Number 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.*



Note

To reach the optional fields, refer to the Paragraph Number Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The* ***Paragraph Number 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 Next to find the next matching value. *This feature is available if multiple results are found.*

View the Paragraph Number Inquiry Detail

Select the desired AGENCY CD row. *The **Paragraph Number Inquiry Detail — Basic** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Paragraph Number Inquiry — Criteria
- Select Fields for the Paragraph Number Inquiry
- View the Paragraph Number Detail - Basic
- View the Paragraph Number Detail - History
- View the Paragraph Number Inquiry Transaction Status
- Export the Paragraph Number Inquiry Transaction Status

Select Fields for the Paragraph Number Inquiry

Overview

The Paragraph Number Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Authorizations > Paragraph NBR > Search Criteria > Fields > Paragraph Number Inquiry Fields Selection page

Page Fields

The following fields display on the **Paragraph Number Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Agency Cd
Agency Name
Site Id
Site Name
Actbl UIC
UIC
UIC Name
Para Nbr

Optional

Para Desc
Custodian Name

Custodian Nbr
Status

Procedures

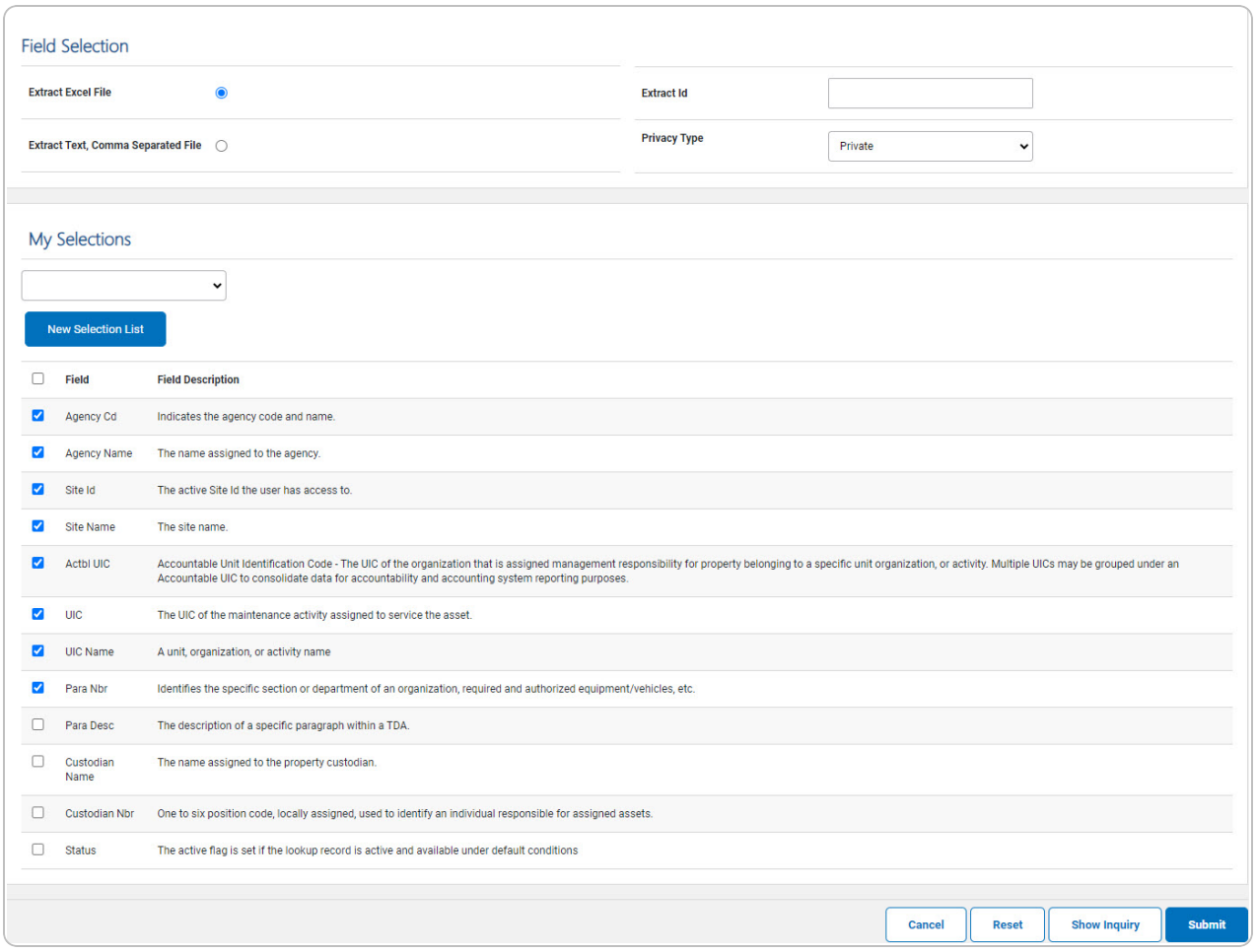
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The **Paragraph Number Inquiry** page appears.*



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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*

Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.*

Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

Select Show Inquiry for small volumes of data. *The* ***Paragraph Number Inquiry — Results*** *page appears.*

5. **OR**

Select Submit for large volumes of data. *The* ***Paragraph Number Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

3. Select Show Inquiry for small volumes of data. *The **Paragraph Number Inquiry — Results** page appears.*

OR

Select Submit for large volumes of data. *The **Paragraph Number 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Paragraph Number Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Paragraph Number Inquiry Transaction Status*** *page appears.*

Delete a Selection List

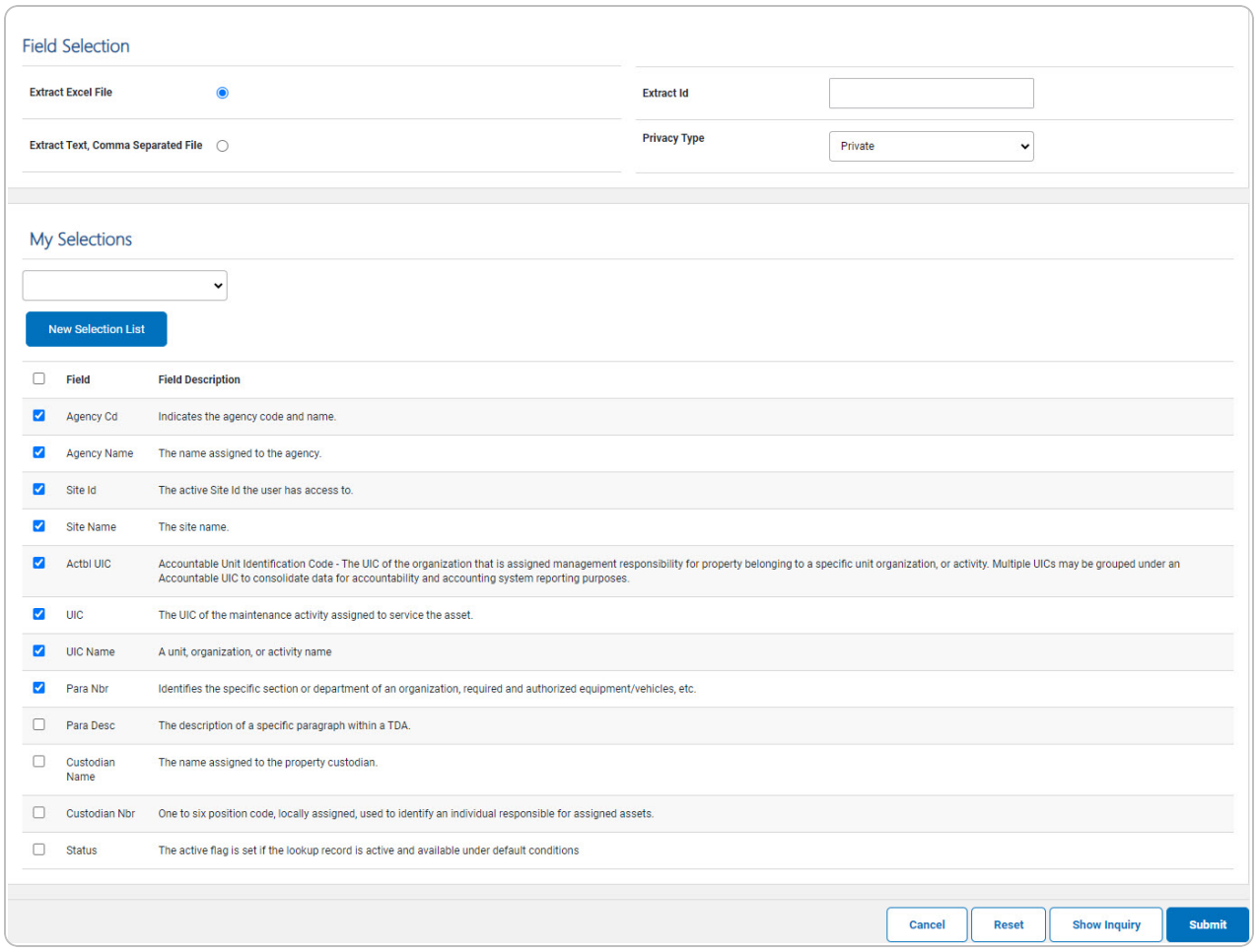
1. Use ⌄ to select the desired Selection List. *The page refreshes, the search criteria fields change, and* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Paragraph Number Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 8 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.

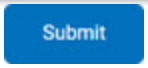
- Verify the AGENCY CD contains the appropriate ☑ or ☐. *Select if the inquiry contains an AGENCY CD.*

- Verify the Agency Name contains the appropriate ☑ or ☐. *Select if the inquiry contains an Agency Name.*
- Verify the SITE ID contains the appropriate ☑ or ☐. *Select if the inquiry contains a SITE ID.*
- Verify the Site Name contains the appropriate ☑ or ☐. *Select if the inquiry has a Site Name.*
- Verify the ACTBL UIC contains the appropriate ☑ or ☐. *Select if the inquiry has an ACTBL UIC.*
- Verify the UIC contains the appropriate ☑ or ☐. *Select if the inquiry has a UIC.*
- Verify the UIC NAME contains the appropriate ☑ or ☐. *Select if the inquiry has a UIC NAME.*
- Verify the PARA NBR contains the appropriate ☑ or ☐. *Select if the inquiry has a PARA NBR.*
- Click ☐ to select the PARA DESC. *Select if the inquiry contains a PARA DESC.*
- Click ☐ to select the Custodian Name. *Select if the inquiry contains a Custodian Name.*
- Click ☐ to select the CUSTODIAN NBR. *Select if the inquiry contains a CUSTODIAN NBR.*
- Click ☐ to select the Status. *Select if the inquiry contains a status.*

Select Show Inquiry for small volumes of data. *The* ***Paragraph Number Inquiry — Results*** *page appears.*

3.

OR

Select  for large volumes of data. *The* ***Paragraph Number Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Paragraph Number Inquiry — Criteria
- Search for a Paragraph Number Inquiry — Results
- View the Paragraph Number Detail - Basic
- View the Paragraph Number Detail - History
- View the Paragraph Inquiry Transaction Status
- Export the Paragraph Number Inquiry Transaction Status

View the Paragraph Number Inquiry Detail — Basic

Overview

The Paragraph Number Inquiry Detail - Basic process displays the Catalog Base record of the selected Paragraph Number.

Navigation

Inquiries > Authorizations > Paragraph NBR > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Paragraph Number Inquiry Detail — Basic page

Page Fields

The following fields display on the **Paragraph Number Inquiry Detail — Basic** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Basic Detail Grid

Agency
Actbl UIC
Para Nbr
Para Desc
Status
Estbd Dt
Last Activity Dt
Site Id
UIC
Custodian Nbr
Custodian Name
Sub Custodian Nbr

Estbd By
Last Updtd By

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

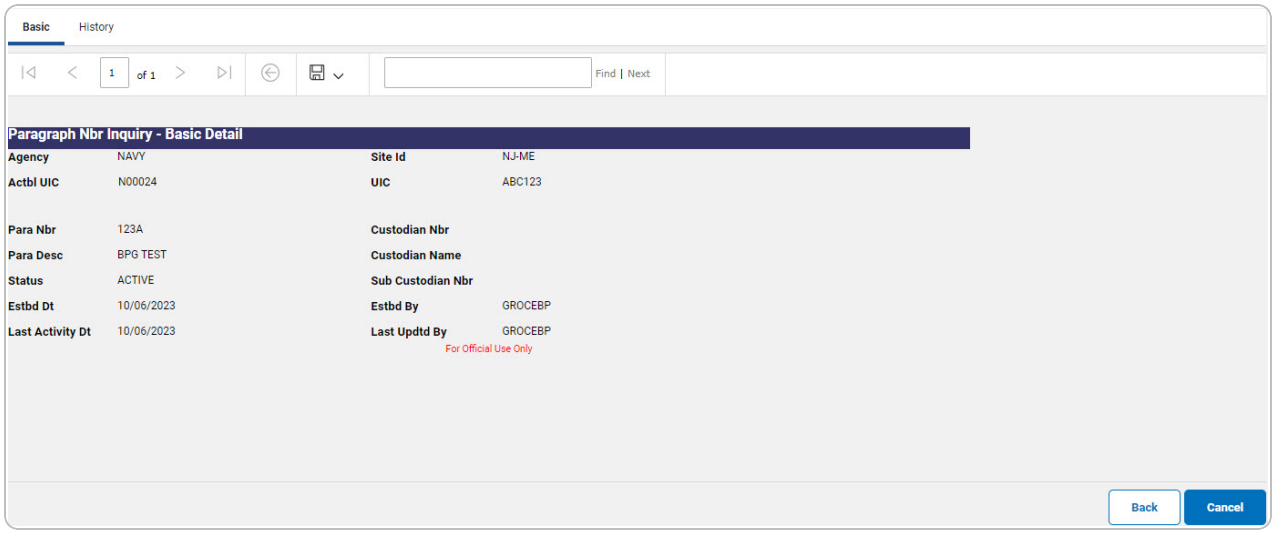
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Paragraph Number Inquiry Detail — Basic

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Basic tab.*



   A. *Verify the Agency.*
   B. *Verify the ACTBL UIC.*
   C. *Verify the PARA NBR.*
   D. *Verify the PARA DESC.*
   E. *Verify the Status.*
   F. *Verify the ESTBD DT.*

G. *Verify the LAST ACTIVITY DT.*

H. *Verify the SITE ID.*

I. *Verify the UIC.*

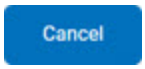
J. *Verify the CUSTODIAN NBR.*

K. *Verify the Custodian Name.*

L. *Verify the SUB CUSTODIAN NBR.*

M. *Verify the ESTBD BY.*

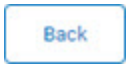
N. *Verify the LAST UPDTD BY.*

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 **Paragraph Number Inquiry — Criteria** page appears*.

   OR

   Select the History tab. *The **Paragraph Number Inquiry Detail — History** page appears*.

   OR

   Select  . *The **Paragraph Number 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Paragraph Number Inquiry — Criteria
- Search for a Paragraph Number Inquiry — Results
- Select Fields for the Paragraph Number Inquiry
- View the Paragraph Number Inquiry Detail — History
- View the Paragraph Number Inquiry Transaction Status
- Export the Paragraph Number Inquiry Transaction Status

View the Paragraph Number Inquiry Detail — History

Overview

The Paragraph Number Inquiry Detail — History process displays the history record of the selected Paragraph Number inquiry.

Navigation

Inquiries > Authorizations > Paragraph NBR > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Basic Detail > History tab > Paragraph Number Inquiry Detail — History page

Page Fields

The following fields display on the **Paragraph Number Inquiry Detail — History** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Paragraph Number Inquiry — History Detail Grid

Agency
Actbl UIC
Site Id
UIC

Para Nbr
Para Desc
Status
Custodian Nbr
Sub Custodian Nbr

Estbd Dt
Last Activity Dt
Last Updtd By
History Remarks

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.

	Select the format to Export the report.

Procedures

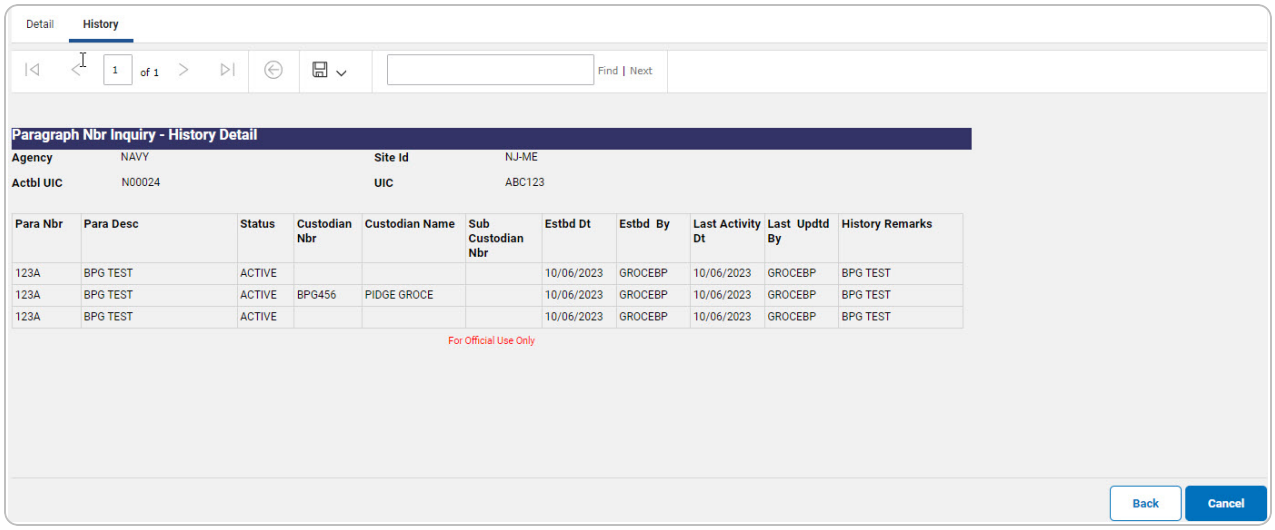
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Paragraph Number Inquiry Detail — History

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the History Detail tab.*



A. *Verify the Agency.*
B. *Verify the ACTBL UIC.*
C. *Verify the SITE ID.*
D. *Verify the UIC.*
E. *Verify the PARA NBR.*
F. *Verify the PARA DESC.*

G. *Verify the Status.*

H. *Verify the CUSTODIAN NBR.*

I. *Verify the Custodian Name.*

J. *Verify the SUB CUSTODIAN NBR.*

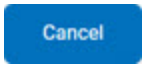
K. *Verify the ESTBD DT.*

L. *Verify the ESTBD BY.*

M. Verify the Last Activity Dt.

N. *Verify the LAST UPDTD BY.*

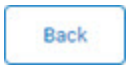
O. *Verify the History Remarks.*

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 **Paragraph Number Inquiry — Criteria** page appears*.

   OR

   Select the Basic tab. *The **Paragraph Number Inquiry Detail — Basic** page appears*.

   OR

   Select  . *The **Paragraph Number 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Paragraph Number Inquiry — Criteria
- Search for a Paragraph Number Inquiry — Results
- Select Fields for the Paragraph Number Inquiry
- View the Paragraph Number Inquiry Detail — Basic
- View the Paragraph Number Inquiry Transaction Status
- Export the Paragraph Number Inquiry Transaction Status

View the Paragraph Number Inquiry Transaction Status

Overview

The Paragraph Number Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Authorizations > Paragraph NBR > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Paragraph Number Inquiry Transaction Status page

Page Fields

The following fields display on the **Paragraph Number Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

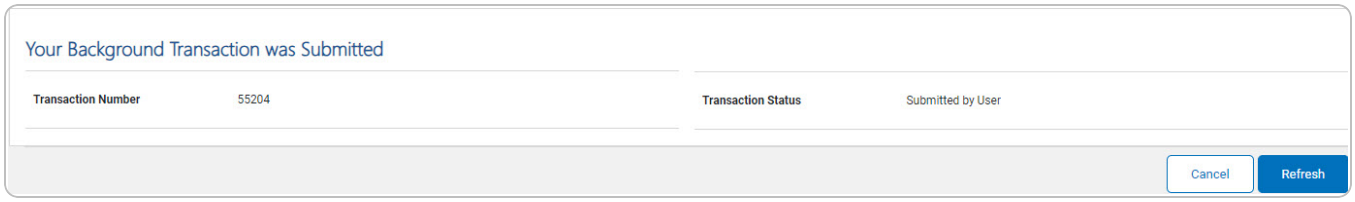
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

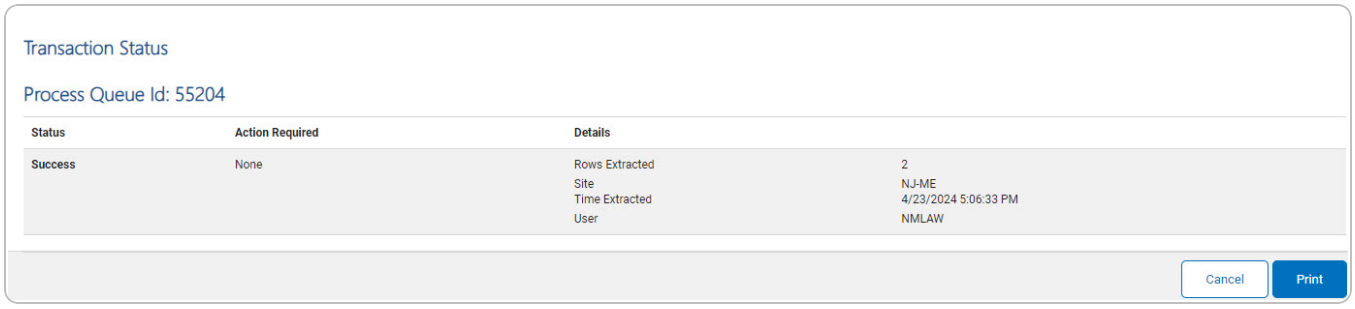
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Paragraph Number Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Paragraph Number Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Paragraph Number Inquiry Search Criteria*** *page appears*.

View the Paragraph Number Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*
3. *The Details automatically populates and is not editable.*

4. Select Print. *The **Paragraph Number Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Paragraph Number Inquiry — Criteria
- Search for a Paragraph Number Inquiry — Results
- Select Fields for the Paragraph Number Inquiry
- View the Paragraph Number Detail - Basic
- View the Paragraph Number Detail - History
- Export the Paragraph Number Inquiry Transaction Status

Export the Paragraph Number Inquiry Transaction Status

Overview

The Paragraph Number Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Authorizations > Paragraph NBR > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Paragraph Number Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Paragraph Number Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

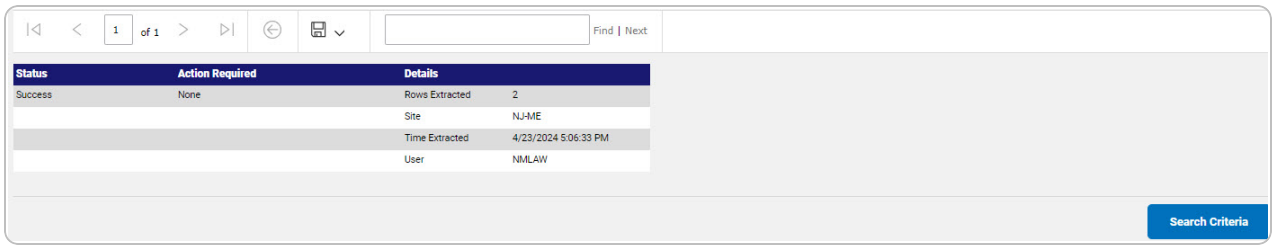
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Paragraph Number Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Paragraph Number Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Paragraph Number Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Paragraph Number Inquiry — Criteria
- Search for a Paragraph Number Inquiry — Results
- Select Fields for the Paragraph Number Inquiry
- View the Paragraph Number Detail - Basic
- View the Paragraph Number Detail - History
- View the Paragraph Number Inquiry Transaction Status

Search for an Attribute Inquiry — Criteria

Overview

The Property Accountability module Attribute Inquiry process provides the ability to search for Attribute records.

Navigation

Inquiries > Attributes > Attribute > Attribute Inquiry Search Criteria page

Page Fields

The following fields display on the **Attribute Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the

	default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

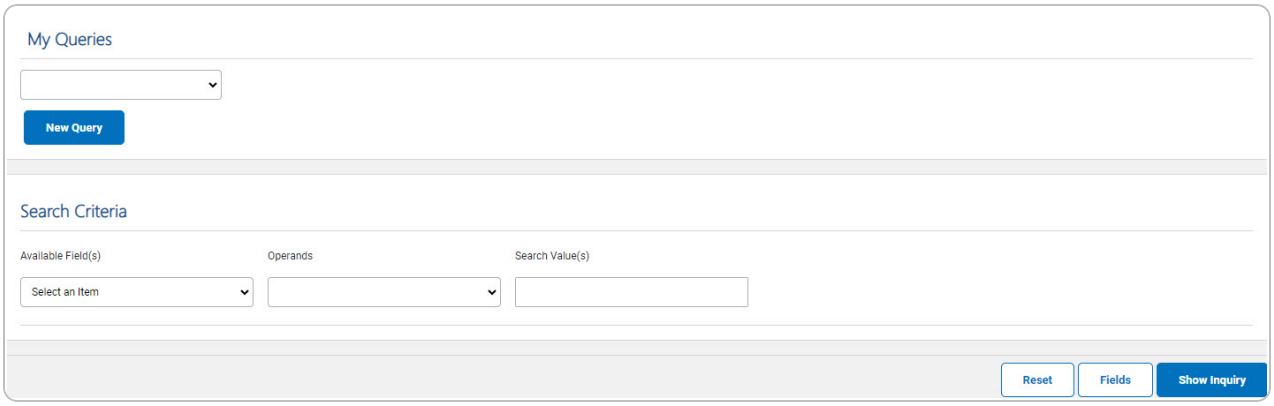
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for an Attribute 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.

B. Repeat Step A to add additional search criteria.

Note

Adding another Available Field automatically populates an additional search criteria row.

Note

Select Fields 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. Repeat Step A to add additional search criteria.

4. *Choose which Search Value(s) to use in the search.*

A. Use to select the first Search Value.

B. Repeat Step A to add additional search criteria.

Remove an Available Field Row

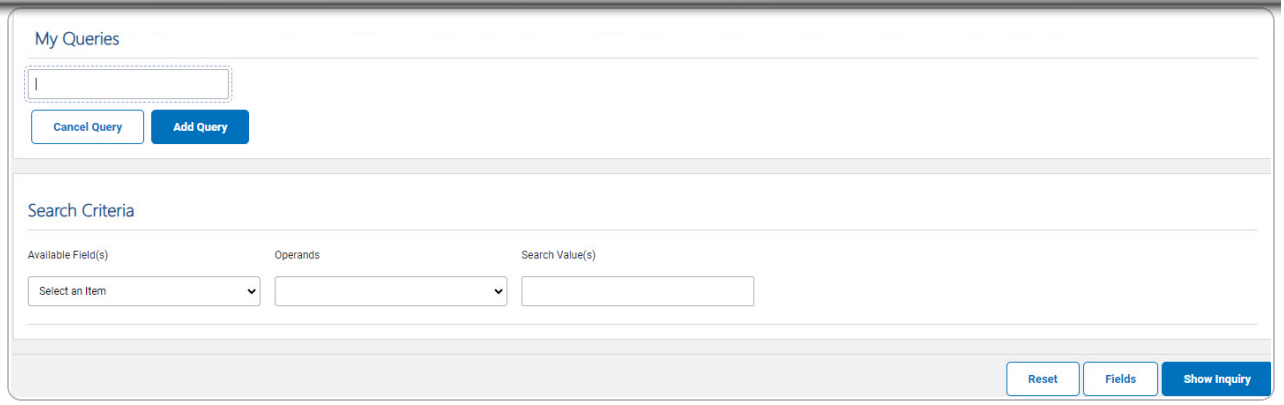
a. Use to select desired Available Field.

b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Attribute Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



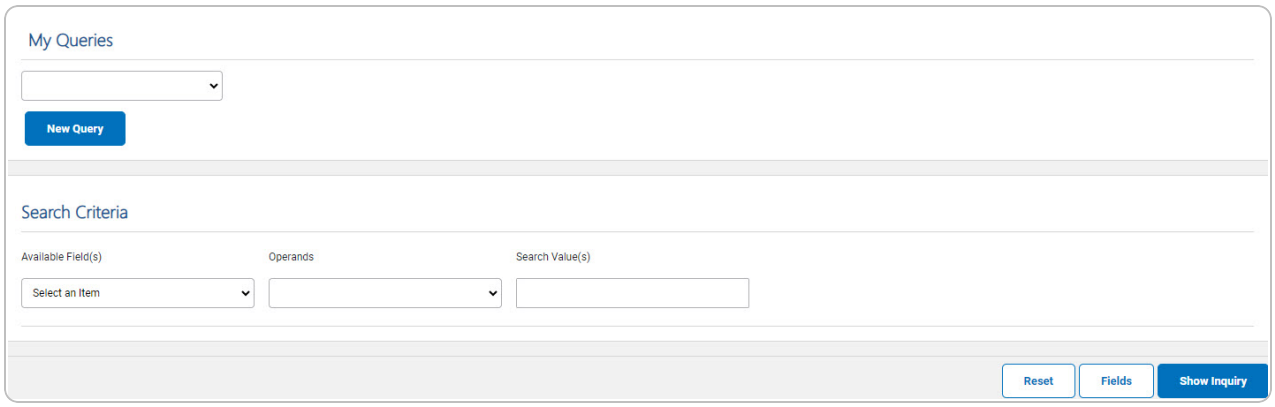
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Attribute Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Attribute 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.*



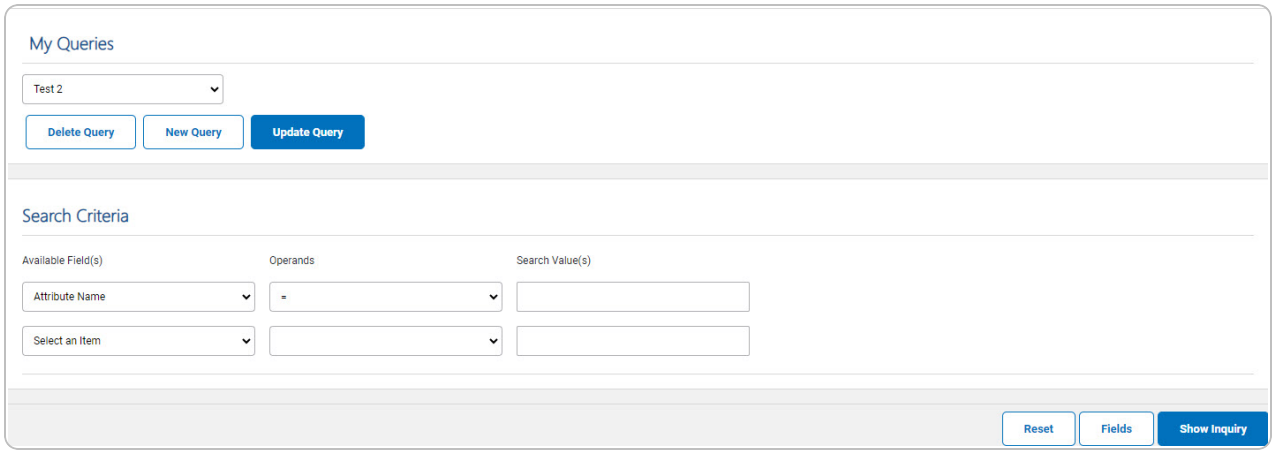
Select Fields. *The **Attribute Inquiry — Select Fields** page appears.*

2. OR

Select Show Inquiry. *The **Attribute 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

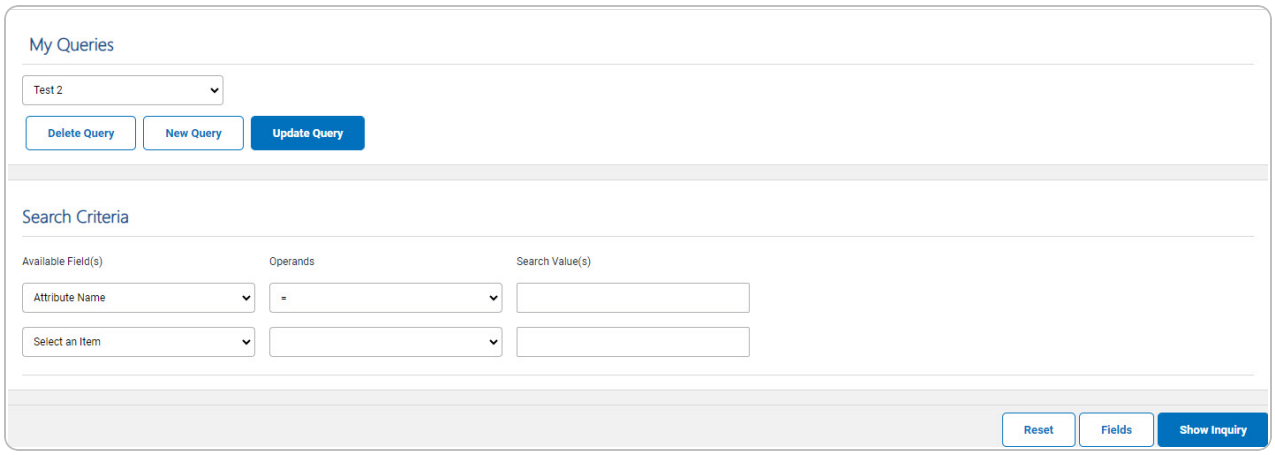
Select Fields. *The **Attribute Inquiry — Select Fields** page appears.*

4. OR

Select Show Inquiry. *The **Attribute 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.*



2. *Verify the query information.*
3. Select Delete Query*. The query information is removed.*

Revise the Fields for the Inquiry

Select Fields*. The* ***Attribute Inquiry — Select Fields*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search,	Missing Entry. At least one field is necessary to

data must be entered in one or more fields.	perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for an Attribute Inquiry — Results
- Select Fields for the Attribute Inquiry
- View the Attribute Inquiry Transaction Status
- Export the Attribute Inquiry Transaction Status

Search for an Attribute Inquiry — Results

Overview

The Attribute Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Attributes > Attribute > Search Criteria > Show Inquiry > Attribute Inquiry Search Results page

Page Fields

The following fields display on the **Attribute Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Attribute Name
Attribute Desc
Attribute Config

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

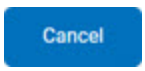
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

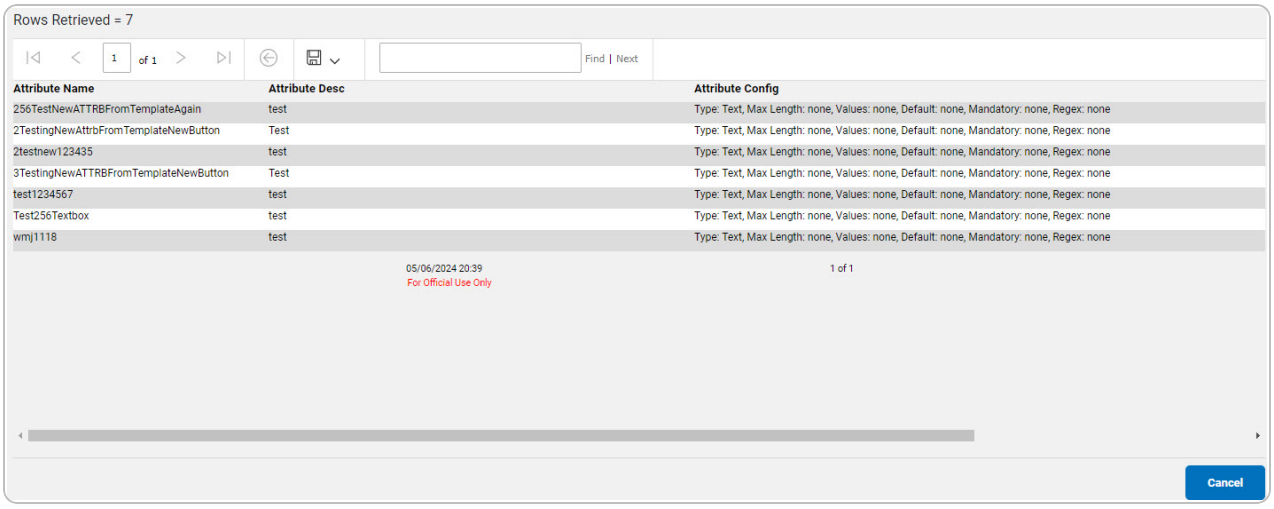
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Attribute Inquiry Results

Selecting  *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.*



Note

To reach the optional fields, refer to the Attribute Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Attribute 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Attribute Inquiry — Criteria
- Select Fields for the Attribute Inquiry
- View the Attribute Inquiry Transaction Status
- Export the Attribute Inquiry Transaction Status

Select Fields for the Attribute Inquiry

Overview

The Attribute Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Attributes > Attributes > Search Criteria > Fields > Attribute Inquiry Fields Selection page

Page Fields

The following fields display on the **Attribute Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Attribute Name
Attribute Desc
Attribute Config

Procedures

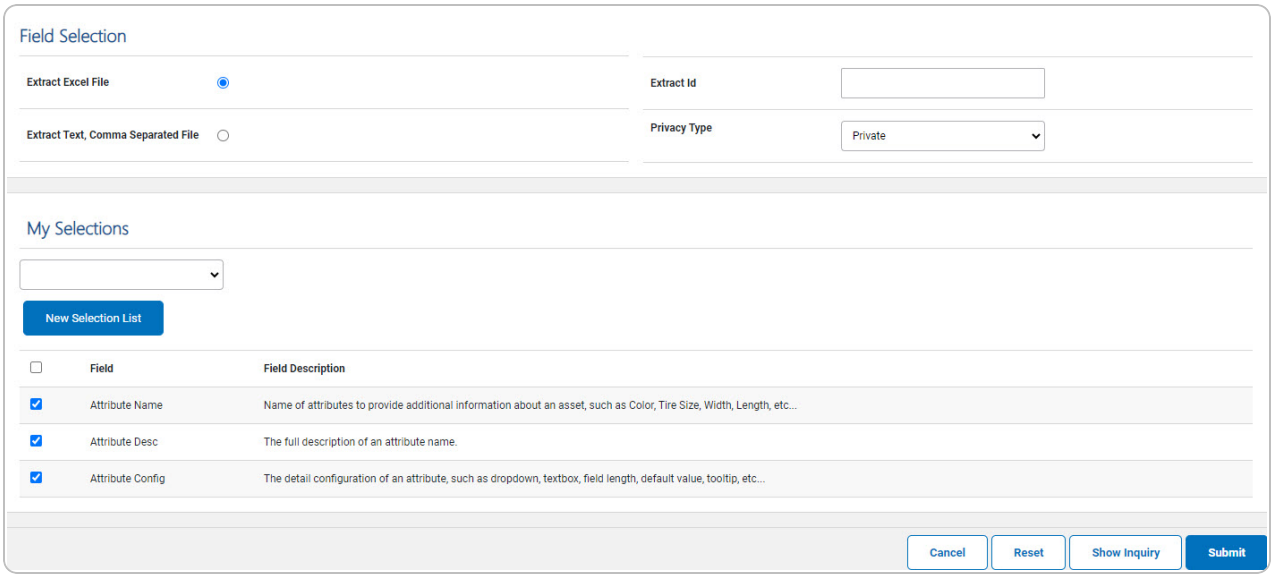
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The* ***Attribute Inquiry*** *page appears.*



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

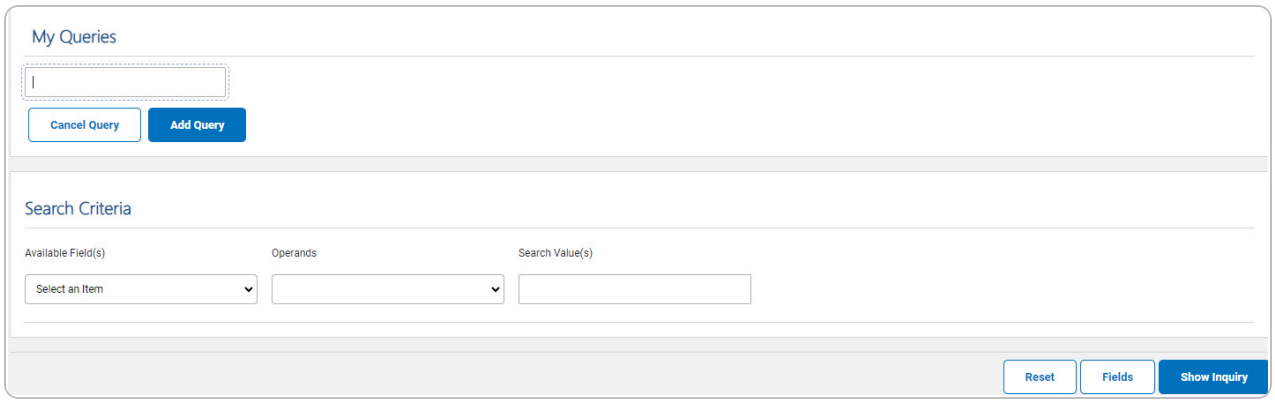
  Click ○ to select Extract Text, Comma Separated File. *The extracted file on the* ***View Inquiry Extract*** *page is a .CSV file.*

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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*



Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

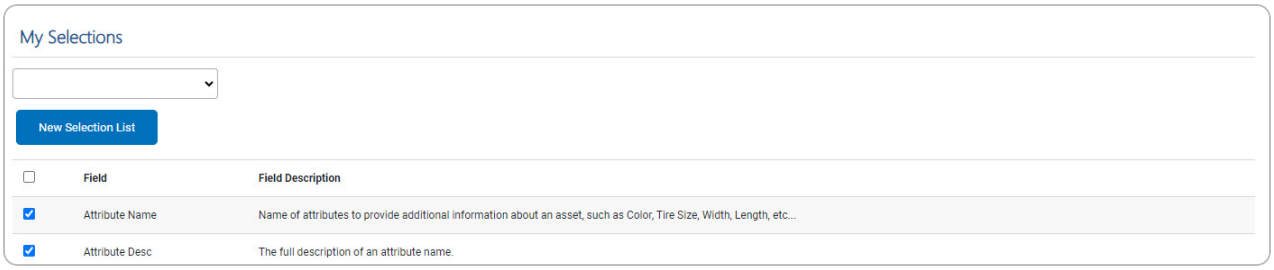
2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Attribute Inquiry — Results*** *page appears.*
5. **OR**

   Select Submit for large volumes of data. *The* ***Attribute Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.



2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

Select Show Inquiry for small volumes of data. *The **Attribute Inquiry — Results** page appears.*

3. **OR**

Select Submit for large volumes of data. *The **Attribute 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List *.*

2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

   Select Show Inquiry for small volumes of data. *The* ***Attribute Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Attribute Inquiry Transaction Status*** *page appears.*

Delete a Selection List

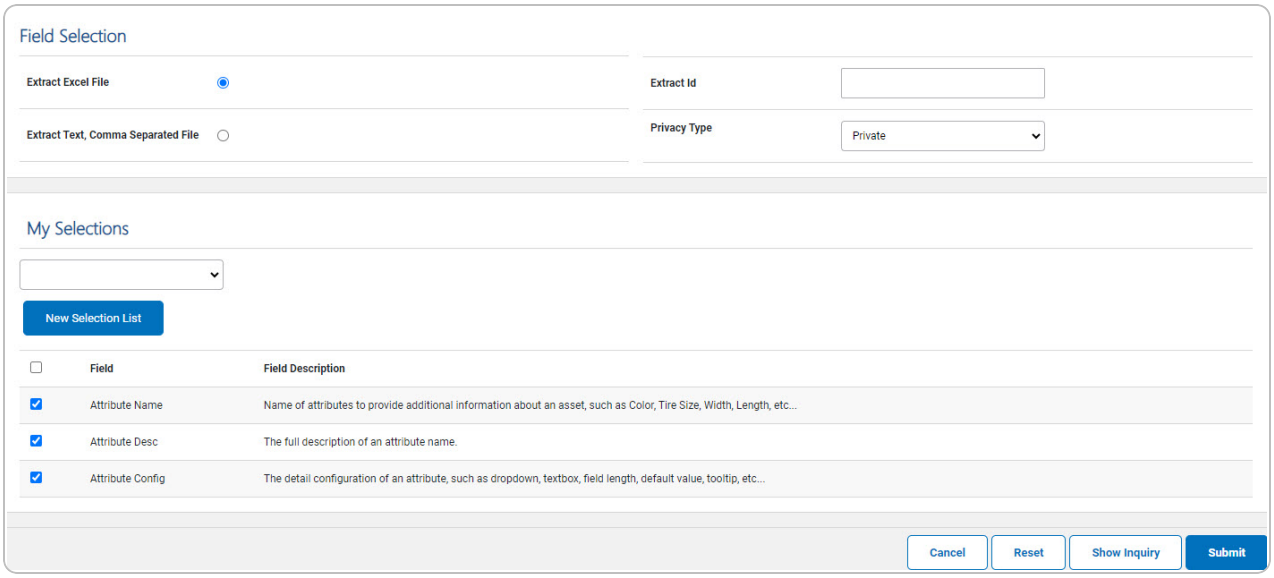
1. Use ⌄ to select the desired Selection List. *The page refreshes, the search criteria fields change, and* New Selection List *is joined by* Update Selection List *and* Delete Selection List.

2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Attribute Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 3 fields are automatically selected.*

Note

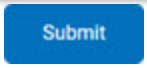
The number of fields selected determines the amount of data returned from the database. The more data returned, the longer the inquiry takes.

- Verify the Attribute Name contains the appropriate ☑ or ☐. *Select if the inquiry contains an Attribute Name.*
- Verify the Attribute DESC contains the appropriate ☑ or ☐. *Select if the inquiry contains an Attribute DESC.*
- Verify the Attribute CONFIG contains the appropriate ☑ or ☐. *Select if the inquiry contains an Attribute CONFIG.*

Select Show Inquiry for small volumes of data. *The **Attribute Inquiry — Results** page appears.*

3.

OR

Select  for large volumes of data. *The* ***Attribute Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for an Attribute Inquiry — Criteria
- Search for an Attribute Inquiry — Results
- View the Attribute Inquiry Transaction Status
- Export the Attribute Inquiry Transaction Status

View the Attribute Inquiry Transaction Status

Overview

The Attribute Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Attributes > Attribute > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Attribute Inquiry Transaction Status page

Page Fields

The following fields display on the **Attribute Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

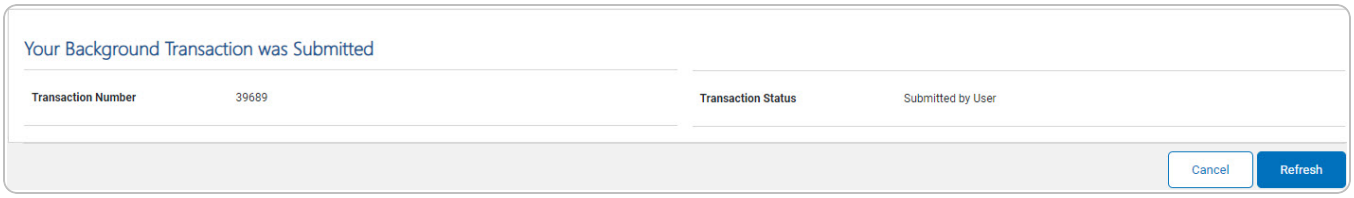
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

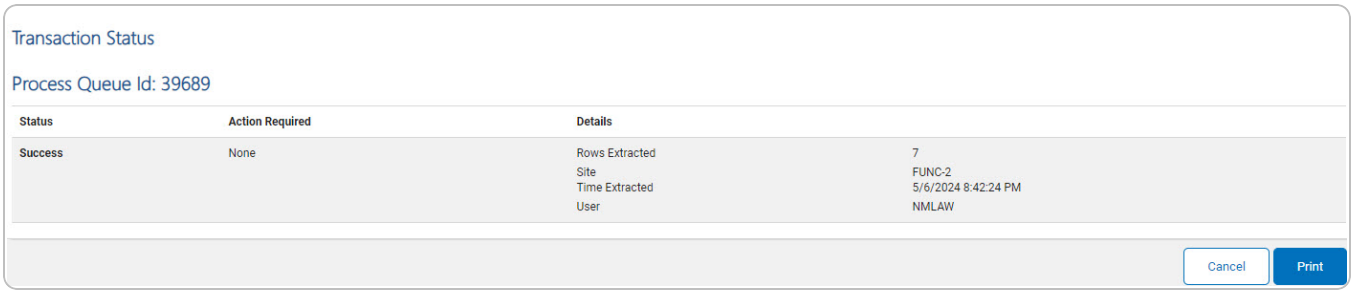
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Attribute Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Attribute Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Attribute Inquiry Search Criteria*** *page appears*.

View the Attribute Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Attribute Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for an Attribute Inquiry — Criteria
- Search for an Attribute Inquiry — Results
- Select Fields for the Attribute Inquiry
- Export the Attribute Inquiry Transaction Status

Export the Attribute Inquiry Transaction Status

Overview

The Attribute Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Attributes > Attribute > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Attribute Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Attribute Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

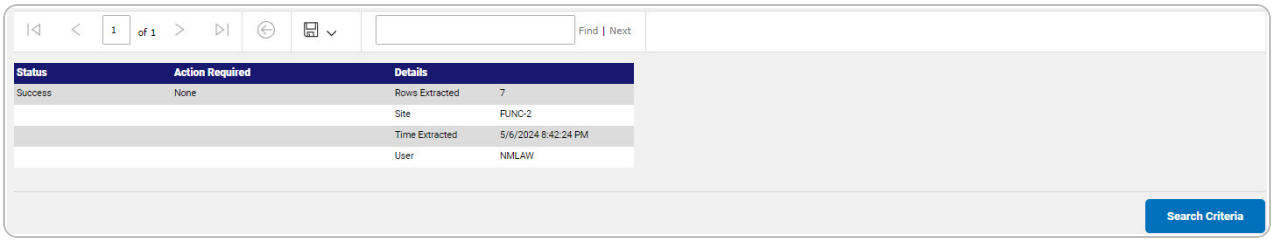
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Attribute Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select . *The* ***Attribute Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Attribute Inquiry Search Criteria** page appears.*

Related Topics

- Search for an Attribute Inquiry — Criteria
- Search for an Attribute Inquiry — Results
- Select Fields for the Attribute Inquiry
- View the Attribute Inquiry Transaction Status

Search for a Template Inquiry — Criteria

Overview

The Property Accountability module Template Inquiry process provides the ability to search for Template records.

Navigation

Inquiries > Attributes > Template > Template Inquiry Search Criteria page

Page Fields

The following fields display on the **Template Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
8	To retrieve a field = to space, a space must be entered by the space bar.
28	To perform Search, data must be entered in one or more fields.
56	Select "Like" from selection box for wildcard search.
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
xxxx	Select "Show Inquiry" button for Search Results using the

	default Fields Selection.

My Queries

My Queries

Search Criteria Grid

Available Field(s)
Operands
Search Value(s)

Procedures

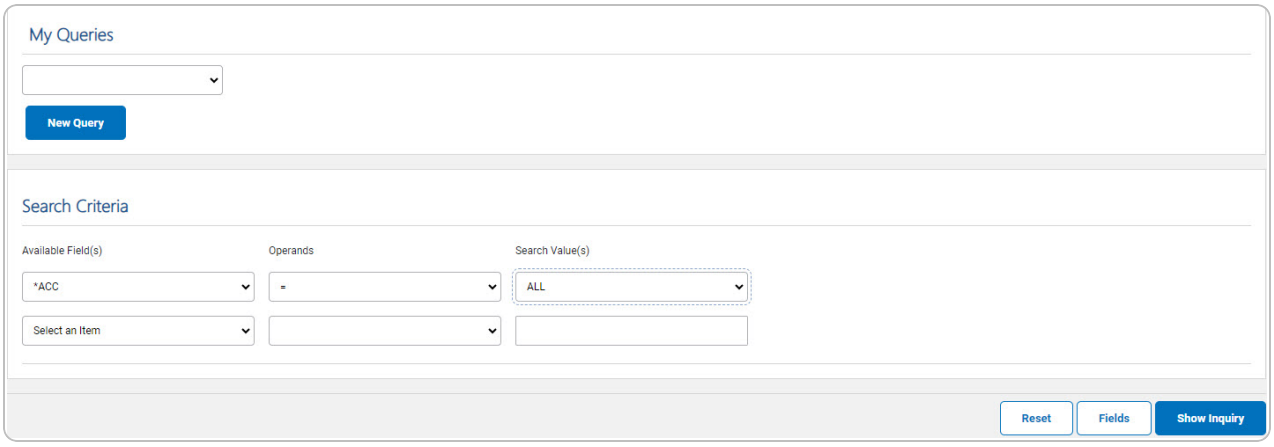
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for a Template 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. *The first Available Field(s) option (ACC) automatically populates and is not editable.*

   B. Use ⌄ to select the second Available Field.

   C. Repeat Step B to add additional search criteria.

> **Note**
> Adding another Available Field ⌄ automatically populates an additional search criteria row.

> **Note**
> Select Fields 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.

   C. Repeat Step B to add additional search criteria.

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 Operands.

   C. Repeat Step B to add additional search criteria.

Remove an Available Field Row

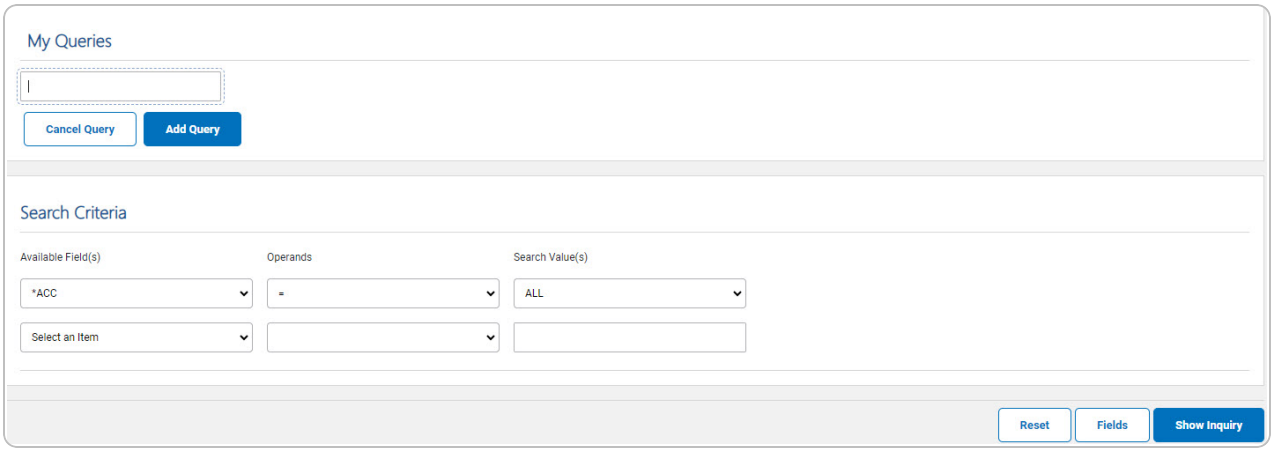
   a. Use ⌄ to select desired Available Field.

   b. Select Remove Filter Category. *The desired row is removed.*

5. Select Show Inquiry. *The **Template Inquiry — Results** page appears.*

Add a My Queries Inquiry

1. Select New Query. *The page refreshes, and My Queries changes from a drop-down field to a text field.*



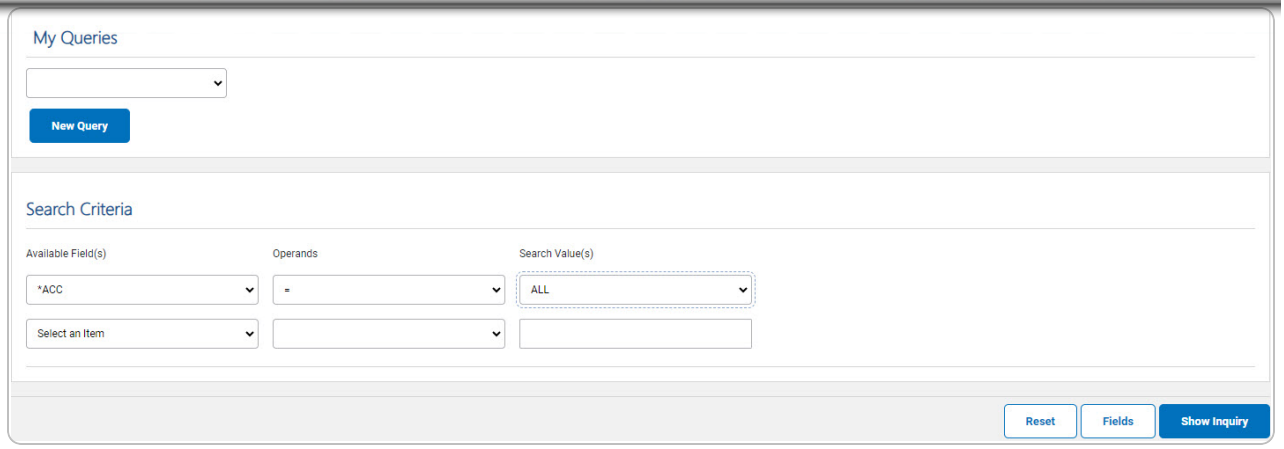
2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. *Add and/or Remove rows in the Search Criteria grid as needed.*
4. Select Add Query. *The Query and the information entered in the Search Criteria grid are added to My Queries. Select* Cancel Query *to disregard the Query.*
5. Select Fields. *The* ***Template Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Template 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.*



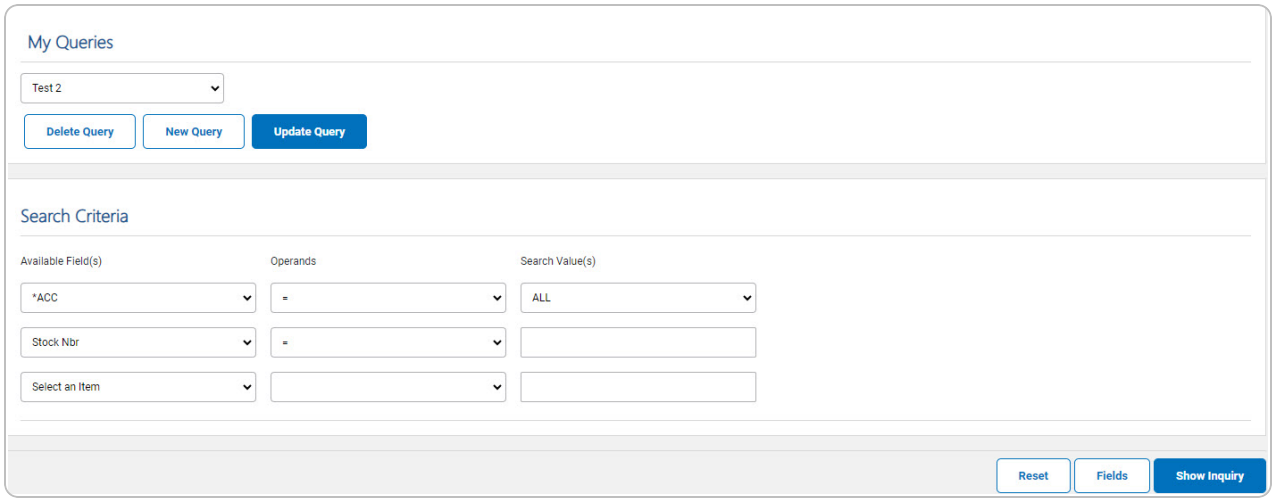
2. Select Fields. *The* ***Template Inquiry — Select Fields*** *page appears.*

OR

Select Show Inquiry. *The* ***Template 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.*



2. *Add and/or Remove rows in the Search Criteria grid as needed.*

3. Select Update Query. *The query information is updated.*

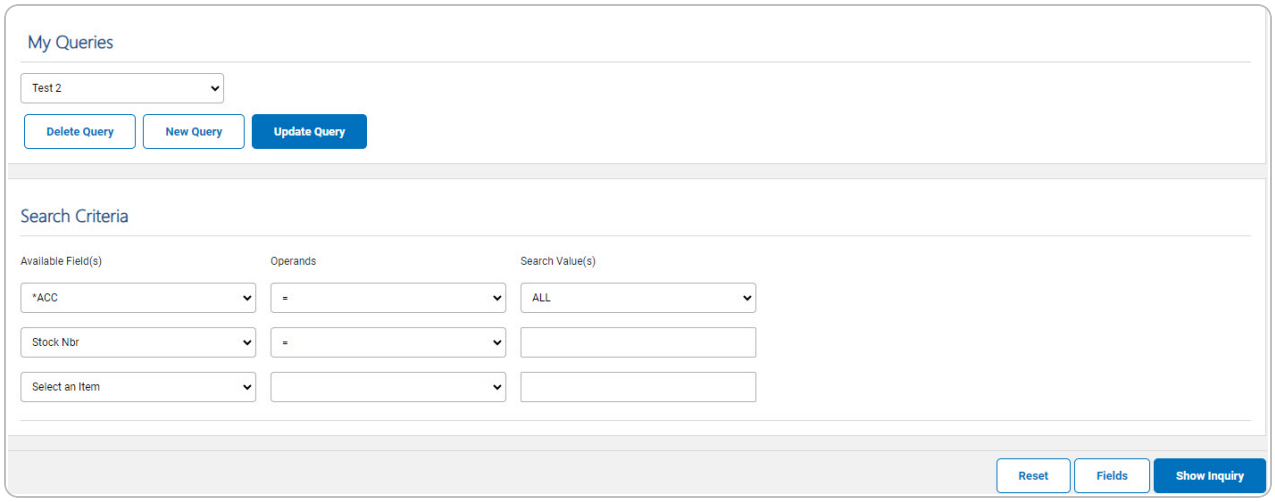
4. Select Fields. *The* ***Template Inquiry — Select Fields*** *page appears.*

   OR

   Select Show Inquiry. *The* ***Template 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.*



2. *Verify the query information.*

3. Select Delete Query. *The query information is removed.*

Revise the Fields for the Inquiry

Select Fields. *The* ***Template Inquiry — Select Fields*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
18 — Date format should be MM/DD/YYYY with valid month/day combination.	Invalid Date Format Entry. The date must be entered in the (MM/DD/YYYY) format. Re-enter the date..
13 — Mandatory Entry: *Available Field(s)*.	Missing Entry. No data was entered. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Operands*.	
13 — Mandatory Entry: *Query Name*.	
xxxx – Saved Inquiry already exists. Select Update Query **or** Delete Query **.**	Invalid Entry. The inquiry already exists in the database. Use the existing inquiry, or select Update Query to revise the existing query.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select

	Update Query or Delete Query to modify the existing inquiry.
106 — Operand must be =, >, <, >= , <= , <>, or Like.	Missing Entry. The Field value was entered, but no operand was selected. Choose an operand from the drop-down menu.
31 — To perform Search, data must be entered in one or more fields.	Missing Entry. At least one field is necessary to perform the search. Enter at least one field, then select the Search button.
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

- Search for a Template Inquiry — Results
- Select Fields for the Template Inquiry
- View the Template Inquiry Detail
- View the Template Inquiry Transaction Status
- Export the Template Inquiry Transaction Status

Search for a Template Inquiry — Results

Overview

The Template Inquiry Results process provides the ability to view the search results, and save them in different formats.

Navigation

Inquiries > Attributes > Template > Search Criteria > Show Inquiry > Template Inquiry Search Results page

Page Fields

The following fields display on the **Template Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.
191	Excel is the only reliable print format for this inquiry.

252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
247	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Search Results Grid

Attribute Name
Attribute Desc
Attribute Config

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

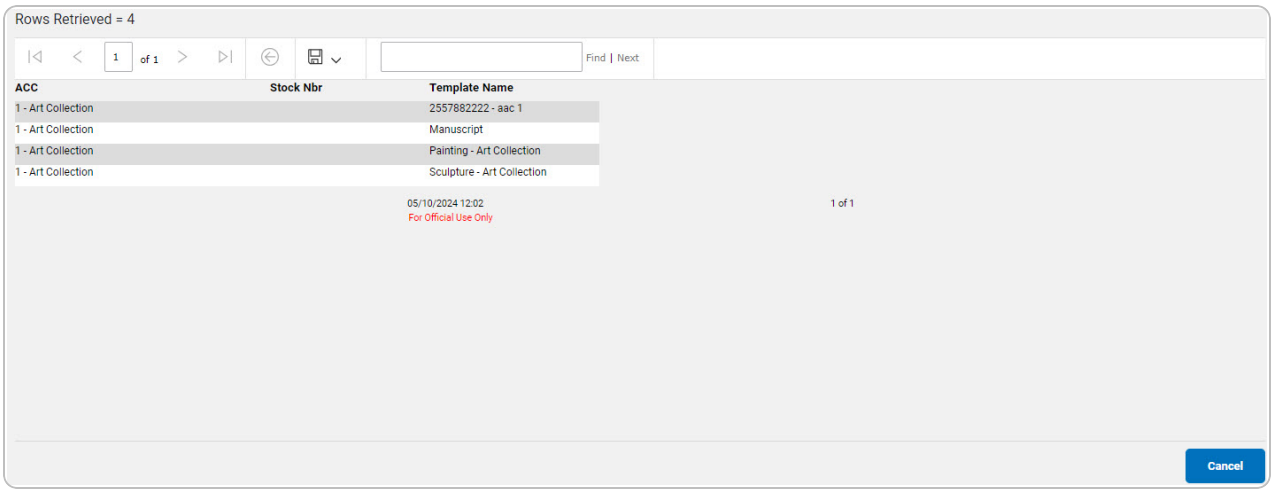
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Template Inquiry Results

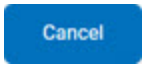
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



Note

To reach the optional fields, refer to the Template Inquiry — Field Selection page.

2. Follow the prompts provided by the computer.
3. Select  . *The* ***Template Inquiry Search Criteria*** *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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Template Inquiry — Criteria
- Select Fields for the Template Inquiry
- View the Template Inquiry Detail
- View the Template Inquiry Transaction Status
- Export the Template Inquiry Transaction Status

Select Fields for the Template Inquiry

Overview

The Template Inquiry Field Selection process provides the ability to accept or modify the default data fields for the query. The column order changes by dragging the Field Name up or down the grid. The field at the top of the list determines the sort sequence.

Navigation

Inquiries > Attributes > Template > Search Criteria > Fields > Template Inquiry Fields Selection page

Page Fields

The following fields display on the **Template Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
248	Select/Deselect checkbox will select or deselect fields for display or export of desired fields in query.
249	Select "Show Inquiry" button for small volumes of data, select "Submit" button for large volumes of data.
250	Click any "Field" name and drag name Up or Down for sort selection. Field at top will be the sort order of the inquiry.

191	Excel is the only reliable print format for this inquiry.
252	To save "Field Selections" as a favorite query, select "New Selection List" enter desired name and "Add".
xxxx	Where available, select "Row" to view details for specific record.
253	Select "Reset" button to set default "Fields" selections.
61	Select "Cancel" to return to Search Criteria page.
290	Do not "Export" large volumes of data, select "Back" button then select "Submit" button on the Field Selection Page

Field Selection Grid

Extract Excel File
Extract Text, Comma Separated File
Extract Id
Privacy Type
Selections

Field Name Grid

Attribute Name
Attribute Desc
Attribute Config

Procedures

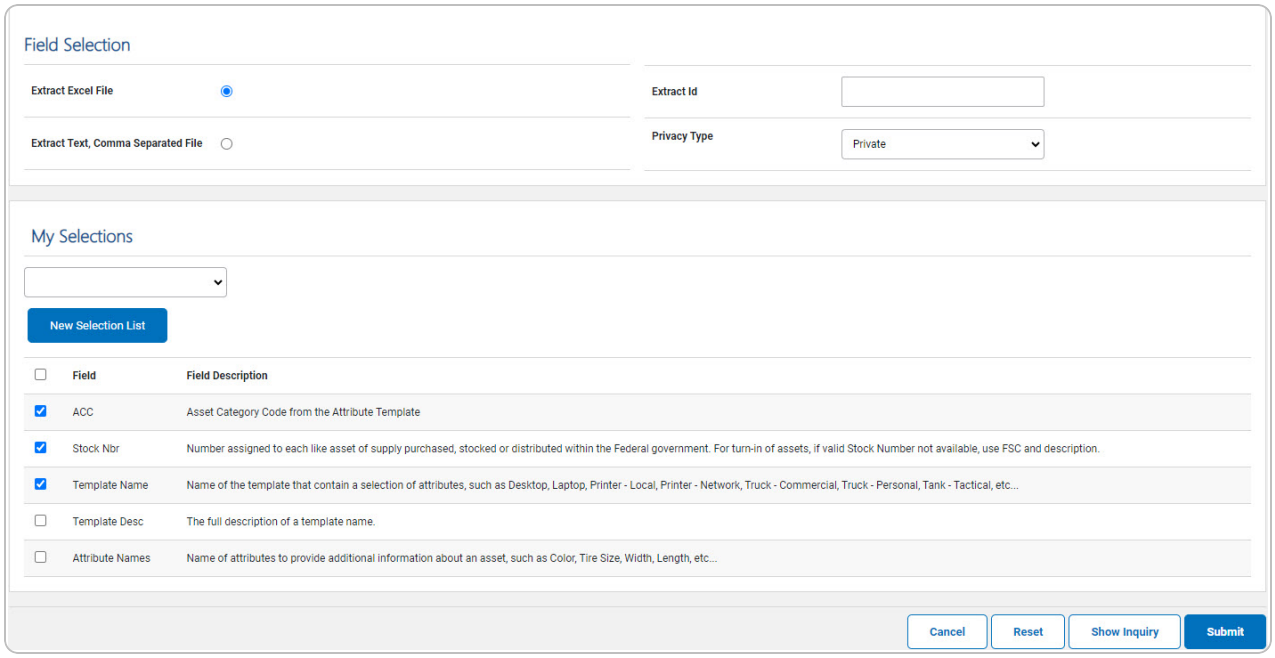
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Choose the Extracted Inquiry File Details

Selecting Cancel *at any point of this procedure removes all revisions and closes the page, whereas selecting* Reset *returns all fields to the default "All" setting.* ***Bold*** *numbered steps are required.*

1. Select Fields. *The* ***Template Inquiry*** *page appears.*



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 New Selection List. *The page refreshes, and Selections changes from a drop-down field to a text field.*

Note

Selecting Cancel Selection at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

2. Enter the unique field list name. *This is a 90 alphanumeric character field.*
3. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*
4. Select Add Selection List. *The page refreshes, and the selected list is added.* Add Selection List *is replaced by* Update Selection List *and* Delete Selection List.

   Select Show Inquiry for small volumes of data. *The* ***Template Inquiry — Results*** *page appears.*
5. **OR**

   Select Submit for large volumes of data. *The* ***Template Inquiry Transaction Status*** *page appears.*

Use a Predetermined Field Selection List

1. Use ⌄ to display the Selection List.

2. Select the desired Selection list. *The page refreshes, and the preselected fields change.*

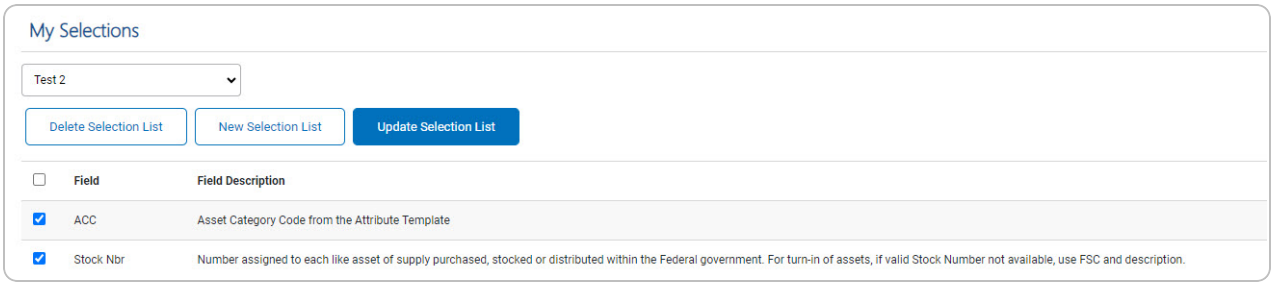
   Select Show Inquiry for small volumes of data. *The* ***Template Inquiry — Results*** *page appears.*

3. **OR**

   Select Submit for large volumes of data. *The* ***Template 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* New Selection List *is joined by* Update Selection List *and* Delete Selection List.



2. Verify the desired fields contains the appropriate ☑ or ☐. *The check mark appears when selected.*

3. Select Update Selection List. *The page refreshes.*

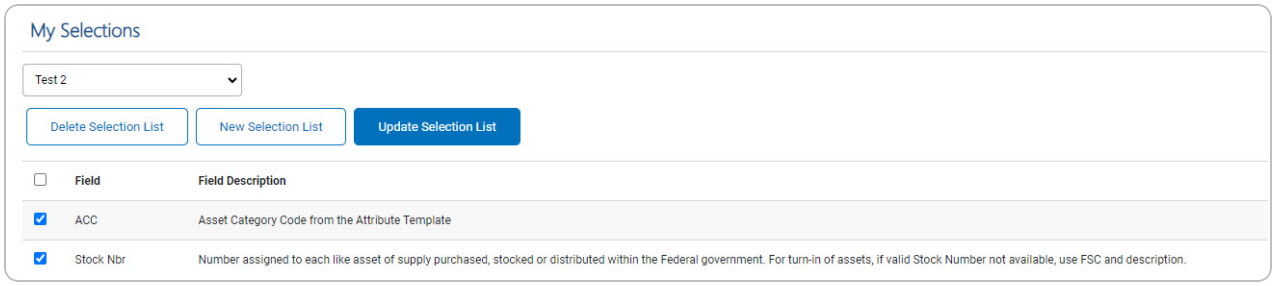
   Select Show Inquiry for small volumes of data. *The* ***Template Inquiry — Results*** *page appears.*

4. **OR**

   Select Submit for large volumes of data. *The* ***Template 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.

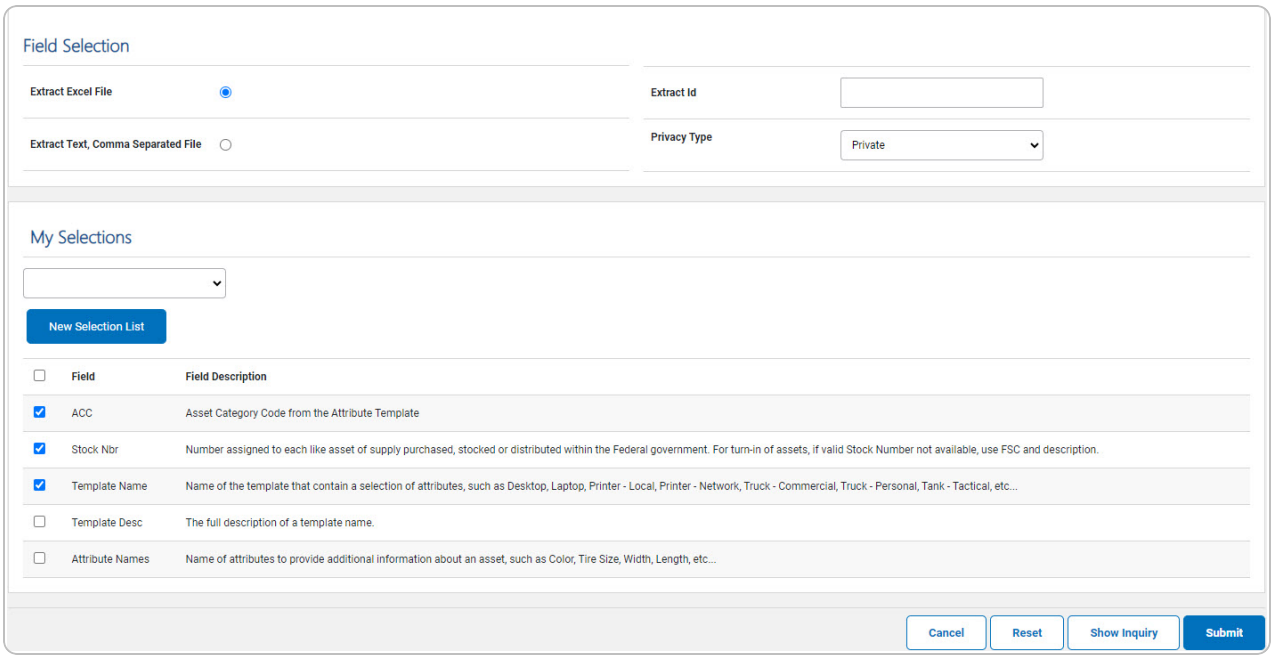


2. Select Delete Selection List. *The page refreshes and the list is immediately deleted.*

Modify the Fields Used for the Inquiry

Selecting Cancel *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 Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select Fields. *The **Template Inquiry** page appears.*



2. Select the fields required for the inquiry. *The first 3 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.

- Verify the ACC contains the appropriate ☑ or ☐. *Select if the inquiry contains an ACC.*
- Verify the STOCK NBR contains the appropriate ☑ or ☐. *Select if the inquiry contains a STOCK NBR.*
- Verify the Template Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a Template Name.*
- Verify the Template Name contains the appropriate ☑ or ☐. *Select if the inquiry contains a Template Name.*

Select Show Inquiry for small volumes of data. *The* ***Template Inquiry — Results*** *page appears.*

3. **OR**

Select Submit for large volumes of data. *The* ***Template Inquiry Transaction Status*** *page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Template Inquiry — Criteria
- Search for a Template Inquiry — Results
- View the Template Inquiry Detail
- View the Template Inquiry Transaction Status
- Export the Template Inquiry Transaction Status

View the Template Inquiry Detail

Overview

The Template Inquiry Detail process displays the detail record of the selected Template.

Navigation

Inquiries > Attributes > Template > Search Criteria > Show Inquiry > Search Results > Inquiry Row hyperlink > Template Inquiry Detail page

Page Fields

The following fields display on the **Template Inquiry Detail** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Template Inquiry Detail Grid

ACC
Template Name
Stock Nbr
Template Desc

Seq Nbr
Attribute Name
Attribute Desc
Attribute Config

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

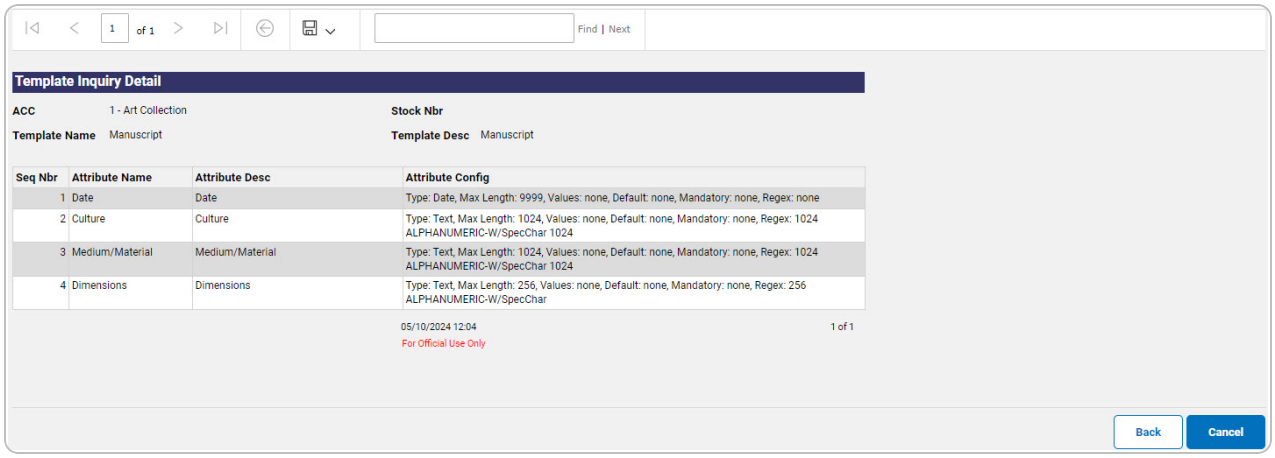
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Template Inquiry Detail

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. *Verify the Template tab.*



   A. *Verify the ACC.*
   B. *Verify the Template Name.*
   C. *Verify the STOCK NBR.*
   D. *Verify the Template DESC.*
   E. *Verify the SEQ NBR.*
   F. *Verify the Attribute Name.*
   G. *Verify the Attribute DESC.*
   H. *Verify the Attribute CONFIG.*

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 **Template Inquiry — Criteria** page appears.*

   OR

   Select Back. *The **Template Inquiry — Results** 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors available for this process.	

Related Topics

- Search for a Template Inquiry — Criteria
- Search for a Template Inquiry — Results
- Select Fields for the Template Inquiry
- View the Template Inquiry Transaction Status
- Export the Template Inquiry Transaction Status

View the Template Inquiry Transaction Status

Overview

The Template Inquiry Transaction Status process displays a verification of the inquiry performed.

Navigation

Inquiries > Attributes > Template > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Template Inquiry Transaction Status page

Page Fields

The following fields display on the **Template Inquiry Transaction Status** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Your Background Transaction was Submitted Grid

Transaction Number
Transaction Status

Transaction Status Grid

Status
Action Required
Details

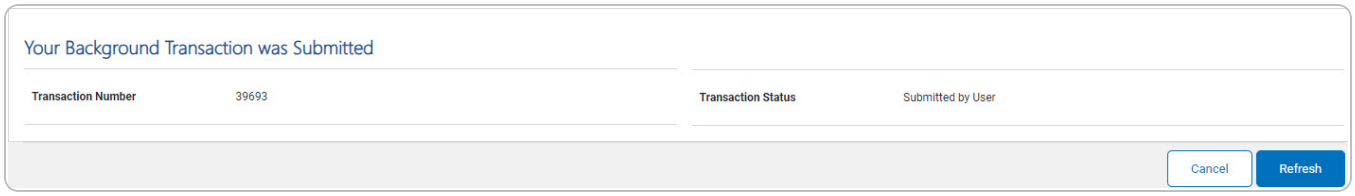
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

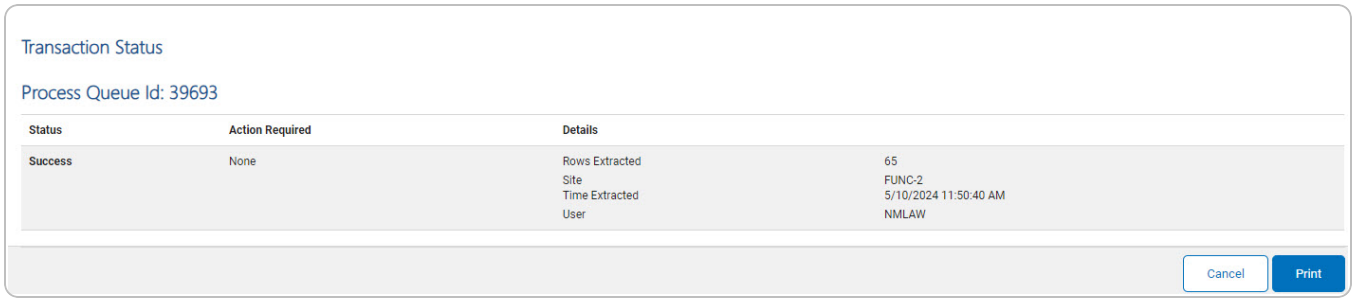
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

View the Template Inquiry Background Transaction Status



1. *The Transaction Number automatically populates and is not editable.*
2. *The Transaction Status automatically populates and is not editable.*
3. Select Refresh to update the transaction status. *The page refreshes.*
4. Select View Results once the background process is completed. *The* ***View the Template Inquiry Transaction Status*** *page appears.*
5. Select Cancel. *The* ***Template Inquiry Search Criteria*** *page appears*.

View the Template Inquiry Transaction Status



1. *The Status automatically populates and is not editable.*
2. *The Action Required automatically populates and is not editable.*

3. *The Details automatically populates and is not editable.*
4. Select Print. *The **Template Inquiry Transaction Status Export** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
83 — Unexpected error encountered, contact ELMS Call Center for assistance.	Contact the ELMS Call Center.

Related Topics

- Search for a Template Inquiry — Criteria
- Search for a Template Inquiry — Results
- View the Template Inquiry Detail
- Select Fields for the Template Inquiry
- Export the Template Inquiry Transaction Status

Export the Template Inquiry Transaction Status

Overview

The Template Inquiry Transaction Status Export process provides the ability to save the report in different formats.

Navigation

Inquiries > Attributes > Template > Search Criteria > Fields > Fields Selection > Submit > Refresh > View Results > Transaction Status > Print > Template Inquiry Transaction Status Export page

Page Fields

The following fields display on the **Template Inquiry Transaction Status Export**page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Export Grid

Status
Action Required
Details

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

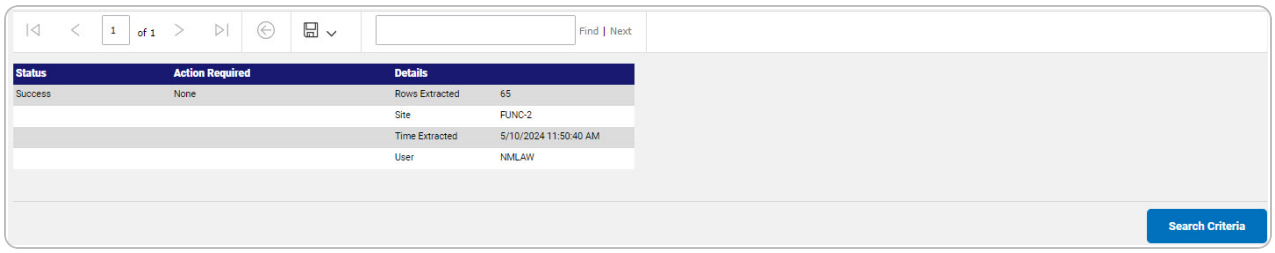
Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Template Inquiry Transaction Status

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*



2. *The Status automatically populates and is not editable.*
3. *The Action Required automatically populates and is not editable.*
4. *The Details automatically populates and is not editable.*
5. Select Search Criteria. *The **Template 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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx - Unable to get off page.	Select Search Criteria. *The **Template Inquiry Search Criteria** page appears.*

Related Topics

- Search for a Template Inquiry — Criteria
- Search for a Template Inquiry — Results
- View the Template Inquiry Detail
- Select Fields for the Template Inquiry
- View the Template Inquiry Transaction Status

Inquiry Detail Page

Overview

The **Inquiry Detail** page displays ELMSmenu tabs to help categorize the information. It is defaulted to the **Basic** tab. This includes general asset information. These tabs may vary by report.

You will find a few **Detail** pages with additional levels of detail hyperlinks to create more complex queries.

For example: **Asset Activity History Detail** page.

The tool bar at the top of the page allows you to select the following tabs to display specific or all information for an asset:

- **Basic** - General asset information.
- **Catalog** - Catalog/Manufacturer information.
- **Excess** - Status information on an asset that has been reported to DRMO.
- **Inventory** - Latest inventory information for the asset.
- **Accounting** - Financial information on the asset.
- **Depreciation** - Current depreciation data for an asset.
- **Ancillary** - Any additional costs such as transportation, installation, de-installation, that exists for an object.
- **Improvement** - An upgrade, change, or modification to a serial or real property asset which will increase its useful life.
- **Agency** - Specific inquiries defined for an agency in ELMS.
- **Warranty** - Management of warranty/service/subscription information.
- **Attachments** - Attachments assigned to the asset displays.
- **Component** - Tree view relationship of the components associated with the asset.
- **All** - Complete information on an asset from the previous sections except: Ancillary, Attachments and Components; used if you need to print out a complete data set for an asset.

Navigation

Inquiries > Search Criteria > Search Results > Inquiry Detail page
or
Inquiries > Search Criteria > Field Selection > Search Results > Inquiry Detail page

Page Fields

The following fields display on the **Inquiry Search Results** page.

Fields vary based on Inquiry selected.

Procedures

To View Detail Page:

Note

Use the browser's **Back** button to return to previous page.

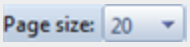
1. Select the **All** tab to display the complete record or choose a specific tab to view data entered into the system and is related to the specified asset.
2. Choose *Excel*, *PDF* or *Word* from **Select Format** drop-down list to **Save** or **Print**.
3. The exported report is automatically generated for viewing, saving or printing.
4. To return to the **Search Criteri**a page, select Cancel.

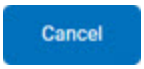
To View Asset Activity History Detail Page:

Note

The **Asset Activity History Detail** page provides additional levels of hyperlinks to display detail information.

Control	Description
	Use the left-hand pointing arrow with the vertical line (called a jump arrow) to move to the first page of results.

Control	Description
	Use the left-hand pointing arrow to move to the previous page of the results.
	The current page field displays the page number being viewed. To jump to a particular page number, enter the page number in the field and press the **Enter** key.
	The page control tells you how many pages of records you retrieved.
	Use the right-hand pointing arrow to move to the next page of the results.
	Use the right-hand pointing arrow with the vertical line (called a jump arrow) to move to the last page of results.
	Use the **Page size** drop-down list to change the number of rows displayed per page.

1. On the **Asset Activity History Detail** page, select the hyperlink in the grey space at the bottom of the table to select the additional History record.
2. The **Asset Activity Inquiry Details** page displays. You can select *Show all fields* or *Show only updated fields*.
3. When available the changes between the original data and last update display automatically. Select the ⊞ to expand each tab to view all data or ⊟ to collapse the tab.
4. To return to the **Search Criteria** page, select  .

Common Errors

No common errors have been identified for this page.

Related Topics

- Inquiry Search Criteria
- Inquiry Field Selection
- Inquiry Search Results
- Agency Pre-Defined Inquiry
- View Inquiry Extract

Inquiry Field Selection

Overview

This page can be grouped into four sections:

- **Extract Report** - Output options including Extract file type, Extract Id (Name) and Privacy Type options (Used when creating an Inquiry Extract)
- **My Selections** – Allows you to save and use previously created Field Selection Lists.
- **Field Selection List** – Displays all data elements available for viewing
- **Action Buttons** – Used to complete the process: Show Inquiry, Submit, Reset and Cancel.

On the **Inquiry Field Selection** page you have the option to accept the default data fields for your query or modify the individual checkbox(es). You can also reorganize the column header order simply by dragging the **Field Name** up and down. The field at the top of the list determines the sort sequence.

Inquiries can be viewed immediately by choosing Show Inquiry (used for smaller search results, displays a maximum of 5,000 records) or can be saved as a data extract by choosing Submit (used for larger search results). The data extract can create files in the following formats:

- **Extract Excel File** – Creates an .xls (Excel spreadsheet).
- **Extract Text, Comma Separated File** – Creates a .csv (Comma Separated Value), flat text file to import into other applications.

Helpful Tip

Data Extract Inquiries are accessed by navigating to **Inquiries** > **View Data Extract** and are automatically deleted after 30 days.

On the **Field Selection** page, you can also determine if the **Data Extract** Inquiry you are creating is *Private* or *Shared*.

- **Private** – only the creator is able to download this inquiry
- **Shared** – anyone with the appropriate level of access can download this inquiry

Navigation

Inquiries > Search Criteria > Field Selection

Page Fields

The following fields display on the **Inquiry Field Selection** page. For more information on each field, select the appropriate hyperlink.

Extract Excel File
Extract Text, Comma Separated File

Select/Deselect
Field
Field Description
Extract Id
Privacy Type

Procedures

To Select the Extract Excel File Radio Button:

Note

The **Extract Excel File** radio button is optional. Accepting the radio button creates an Excel .xls spreadsheet.

1. Accept the **Extract Excel File** radio button to create an .xls spreadsheet or modify the radio button to **Extract Text, Comma Separated File** – a .csv flat text file for import into other applications.
2. You have the option to enter an **Extract Id** user-defined name that displays on the **Inquiry > View Inquiries Extract** page. It is recommended you enter a customized name to distinguish between multiple inquiries of the same name.
3. The **Privacy Type** default is *Private*. To save the query to allow anyone with the appropriate level of access to download, select the drop-down list and change to *Shared*.

To Modify the Default Field Selection List:

1. Choose the fields to display by selecting individual checkbox(es) or using the **Select/Deselect** header to toggle all checkboxes. Keep in mind, the number of fields selected determines the amount of data returned.

Note

You can select any "Field" name and drag the name up or down to modify the display order. The field at top will be the sort order of the inquiry.

2. For small volumes of data, select Show Inquiry or for large volumes of data choose Submit.
3. Select Reset to reset the default **Fields** selection(s) or choose Cancel to return to the **Search Criteria** page.

To Add, Use, Update and Delete My Selections List:

To Add a My Selections List:

1. **Field Selections** can be saved as a favorite query by selecting New Selection List. The page refreshes and displays Add Selection List and Cancel Selection.
2. Enter your descriptive name for the **New Selection List** in the **My Selections** field.
3. Select Add Selection List.
4. For small volumes of data, select Show Inquiry or for large volumes of data choose Submit. To cancel the **New Selection List** select Cancel Selection.
5. Select Reset to return the fields to their default selections or choose Cancel to return to **Search Criteria** page.

To Use a My Selections List:

1. Select the **My Selections** drop-down list and make a selection of a saved list.
2. The selection list checkboxes are populated and the field order set as saved.

3. Continue with the inquiry.

To Update a My Selections List:

1. Select the **My Selections** drop-down list and choose a saved **Selections List**.
2. You can select or deselect individual checkbox(es) to update your **Field Selection List** to display or export. The **Select/Deselect** header selects or removes all fields displayed.

Helpful Tip

Select any field name and drag it up or down to update the field order. The field name at the top will be the sort order of the inquiry.

3. To update the **Selection List**, select Update Selection List.
4. For small volumes of data, select Show Inquiry or for large volumes of data, select Submit.
5. Select Reset to return the fields to their default selections or choose Cancel to return to **Search Criteria** page.

To Delete a My Selections List:

1. Select the **My Selections** drop-down list and choose the **Selections List** to delete.
2. Choose Delete Selection List to remove the **My Selections List**.
3. Select Reset to return the fields to their default selections or choose Cancel to return to **Search Criteria** page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution

Entry must be alphanumeric with supported special character(s) "-" and "_".	Only enter supported characters in the Extract Id field.
You must choose at least 1 field before showing the query.	Select at least one field to be displayed in the results using the check boxes in the Select column.

Related Topics

- Inquiry Search Criteria
- Inquiry Search Results
- Agency Pre-Defined Inquiry
- View Inquiry Extract
- Inquiry Detail Page

Inquiry Search Criteria

Overview

Inquiry Search Criteria provides a general overview of the major functions involved in the search for information and the creation of inquiries based on desired requirements. Retrieval assets and associated information contributes to the management of property.

A series of pre-defined inquiries is available. In addition, each Agency is provided the option to request site specific Agency Pre-defined inquiries added to the ELMS Inquiry menu.

The benefits of Inquiries include the following:

- Customized search criteria create inquiries to meet desired specific requirements for information.
- Additional fields can be selected to display and determine the field (column) order for the results.
- ELMS provides detail query pages and associated attachments for the asset. Attachments supported are jpg, jpeg, gif, and pdf files.
- Agency pre-defined Inquiries are available.
- The Inquiry Extract Viewer feature provides a select output format.
- Inquires can be saved or exported (MS Excel, Adobe PDF or MS Word formats).
- Customized queries (My Queries) can be saved for future use.
- Customized field selections (My Selection) can be saved for future use.

The Search Criteria offers two Inquiry types:

- **Dynamic Search Criteria**- Offers Search Criteria fields in a drop-down list to choose necessary fields.
- **Static Search Criteria** – Complete only necessary Search Criteria fields for search results.

Navigation

Inquiries > *Various Inquiry Selections*

Page Fields

Fields vary based on Inquiry selected.

Procedures

Create a Dynamic Search Criteria

You are able to customize the Search Criteria for your inquiry. The most common options available on the page to create your query are:

- **Available Field(s)** drop-down list – The list of fields available to use as search criteria
- **Operands**: Equal (=), Not Equal (<>), Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like. The LIKE operand, if available, can be used for a wildcard search.
- **Search Value** entry options:
  - Drop-down list of available options
  - Text entry fields
  - Calendar tool ( ) for date values

Example of Creating a Dynamic Search Criteria:

Note

The query you select determines the **Available Field** options accessible to create your search criteria. In some cases, your UIC may be displayed. Verify the UIC prior to making any selections on the page. Line one of **Available Field(s)** may be populated for you and you can modify the **Operands** and **Search Value(s)**.

1. On the first available line of the **Available Field(s)**, select the drop-down list and make a selection or accept the default displayed.
2. The **Operands** field automatically populates with the equal (=) operator. Accept the Operand displayed or modify the Operand for your search criteria by selecting the drop-down list. Operands – (Equal (=), Not Equal (<>), Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like). The LIKE operator, if available, and can be used for a wildcard search.
3. Enter the **Search Value(s)** to construct your search criteria. Use the available drop-down list or text entry field to enter the Search Value. To help further refine your search criteria, a may be displayed on the page to select a date criterion for your query. To retrieve a field equal to space, a space must be entered using the space bar.

Helpful Tip

After your Search Criteria is entered, you can select the **Enter** or **Tab** key to generate additional **Field Selection(s)**.

4. Select Fields to display the Field Selection page or choose Reset to clear the page.

Note

If the error message *No record(s) match search criteria* displays, you can modify/remove your selection. To remove a *Select an Item*, select the option chosen and pick the *Remove Filter Category* option. The page resets and you can make another selection.

Create a Static Search Criteria

The **Static Search Criteria** page lists fields related to the Inquiry selected. You can choose one or a combination of values to conduct the search. In some cases, your UIC may be displayed. Verify the UIC prior to making any selections on the page. The most common options available on the page to create your query are:

- **Fields** - Based upon the Inquiry selected the options on the page vary
- **Operands** – (Equal (=), Not Equal (<>), Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like). The LIKE operator, if available, and can be used for a wildcard search.
- **Search Value** entry options:
  - Drop-down list of available options
  - Text entry fields
  - Calendar tool ( ) for date values

Helpful Tip

Some inquiries allow you to search without any search criteria. It is recommended you enter a search criteria to further refine your search.

Example of Creating a Static Search Criteria:

1. Choose the logical operator which corresponds with the field you wish to use as a filter.
2. Enter the **Search Value(s)** to construct your search criteria. Use the available drop-down list or text entry field to enter the Search Value. To help further refine your search criteria, a may display on the page to select a date criterion for your query. To retrieve a field equal to space, a space must be entered using the space bar.
3. Select Search to display the Search Results page or choose Reset to clear the page.

To Add, Use, Update and Delete My Queries Entries:

To Add My Queries:

Saving inquiries you have created to use at a later date is a time saving tool provided within Inquiries. The New Query allows you to save a new favorite inquiry which has not been previously saved or added. It is important to remember, adding **My Queries** are saved by the individual ELMS menu option you selected.
For example: An **Asset Management** > **Custodian My Queries** you created cannot be accessed from the **Inventory Search Criteria** page.

1. Select New Query on the **Search Criteria** page. The page refreshes and displays Add Query and Cancel Query.
2. Enter a descriptive name for the new inquiry into the **My Queries** text field.

Note

When you are creating My Queries, remember to construct a name with a description which is meaningful. Form a name that includes the purpose of the query.
For example: *Asset Custodian Query* or *AllAssetsBldg20*

3. Construct your inquiry utilizing the following most common options available on the page:

- **Fields and Available Field(s)** drop-down list
- **Operands** – Equal (=), Not Equal (<>), Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like
- **Search Values** using:
  - Fields drop-down list
  - Search Value(s)

- Calendar Tool for date values

4. Select Add Query to save the query or choose Cancel Query to return to the **New Query** status. Once the Add Query is selected, the page refreshes and the Update Query and Delete Query display.
5. Select Fields to display Field Selection page or choose Search to display **Search Results** page.

To Use a My Queries Entry:

1. On the **Search Criteria** page, select the **My Queries** drop-down list to choose a saved query to display. The page refreshes and displays New Query, Update Query and Delete Query .
2. At this time your saved criteria displays. You can add another filter to your inquiry. Select the logical operator and enter your search criteria.
3. Select Fields to display the **Field Selection** page or choose Search to display the **Search Results** page.
4. Choose Reset to clear the page.

To Update a My Queries Entry:

1. Select the saved **My Queries** entry from the drop-down list. The page refreshes and the New Query, Update Query, and Delete Query options display.
2. At this time you can update or use your saved **My Queries** entry. On the page, you have the following options:

- For Dynamic Inquiries, you can use the "**Enter**" or "**Tab**" keys to generate additional **Available Field(s)** or **Remove Available Field(s)**.
- Modify Operands – (Equal (=), Not Equal (<>), Less Than (<), Less Than or Equal To (<=), Greater Than (>), Greater Than or Equal To (>=), Like). The LIKE operator, if available, can be used for a wildcard search.
- Modify or remove **Search Value(s)**.

3. If adjustments are made to the query, select the Update Query to save your modifications.
4. Select Fields to display the F**ield Selection** page or choose Search to display the **Search Results** page.
5. Choose Reset to clear the page.

To Delete a My Queries Entry:

1. Choose the **My Queries** drop-down list to select the saved query to delete. The page refreshes and the New Query, Update Query, and Delete Query options display.

   Note

   Selecting Delete Query immediately deletes the query.

   To remove the query, select Delete Query.
2. Select Fields to display the **Field Selection** page or choose Search to display the **Search Results** page.
3. Choose Reset to clear the page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry: Available Field(s) and Operands.	No data is entered.
Mandatory Entry: Available Field(s).	No data is entered in the **Available Field(s)** but an operand is selected.
Saved Inquiry already exists.	Inquiry already exists.
Must enter =, >,<, >=, <=, <>, or Like.	Value entered and no operand is selected.
No record(s) match search criteria.	Results for the search criteria you entered do not exist, you are logged into the wrong ACTBL UIC/UIC, or you do not have security access.

Related Topics

- Inquiry Field Selection
- Inquiry Search Results
- Agency Pre-Defined Inquiry
- View Inquiry Extract
- Inquiry Detail Page

Inquiry Search Results

Overview

The Search Results page displays the output of your query for export to MS Excel, Adobe PDF or MS Word.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

On the page you can perform the following:

- Scroll through the number of pages returned from query results
- Determine size of the font
- Find/Next by entering the characters or words to search
- Select the format for export
- View the Details page

Navigation

Inquiries > Search Criteria > Search Results
OR
Inquiries > Search Criteria > Field Selection > Search Results

Page Fields

The following fields display on the **Inquiry Search Results** page.

Fields vary based on the Inquiry selected.

Procedures

To View Search Results:

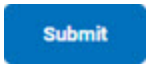
1. You can scroll through the number of pages returned from your query results.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

2. To modify the **Display Format/Font** on the page, select the drop-down list to change the size of the font displayed on the page.
3. The **Find Text in Report** feature allows you to enter the characters or words to search for in the **Find|Next** field. This is not case sensitive so you will find the word *truck* if you enter it as *Truck*, *truck* or even *TrUcK*. Select the **Find** hyperlink; to locate the next matching value select the **Next** hyperlink.
4. Select the **Export** and make a selection from the drop-down list to view the results in MS Excel, Adobe PDF or MS Word. Some inquiries only allow specific export file formats.

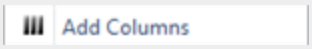
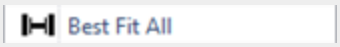
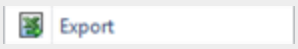
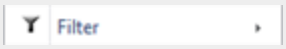
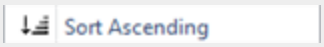
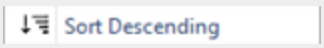
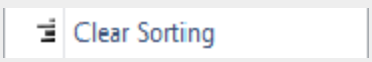
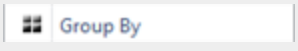
Attention

Do not export large volumes of data. Select the browsers **Back** button, then select



on the **Field Selection** page.

5. Where available on the page, right-click on any column heading for more options to modify the **Search Results**. Your options are:

Control	Description
	Use to search the **Search Results** for specific word(s) or characters.
	Use to add additional data columns to the **Search Results**.
	Use to allow the system to automatically adjust the column widths to best display all data.
	Use **Export** to export to Excel.
	Use **Filter** to only show records which match or do not match the criteria.
	Use **Sort Ascending** to sort alphabetically from A-Z 0-9.
	Use **Sort Descending** to sort alphabetically from Z-A 9-0.
	Use **Clear Sorting** to clear any sorting.
	Use the **Group By** to sort by a column heading of your choosing.

Control	Description
Ungroup	Use **Ungroup** to remove all groupings

6. Where available on the page, you can mouse over a data field or hyperlink to select a record to display additional information. A **Detail** page displays for the record selected.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory Entry From Date.	**Transaction From Date** is required.
Date format should be MM/DD/YYYY with valid month/day combination.	Re-enter a valid date format.
Transaction was not successful.	Contact the ELMS Call Center.

Related Topics

- Inquiry Search Criteria
- Inquiry Field Selection
- Agency Pre-Defined Inquiry
- View Inquiry Extract
- Inquiry Detail Page

CIP (Construction In Progress) Project Statistical Inquiry Search Criteria

Overview

This fixed data inquiry provides you information concerning CIP Project counts by type and un-capitalized dollar value by project type, for Agency, Site, ACCOUNTABLE UIC and by UIC.

Navigation

Statistics > CIP Project > Search Criteria

Page Fields

The following fields display on the Monthly Inventory Statistical Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

*Reporting Period

* denotes a mandatory field

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

To begin an inquiry on personal and real property:

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. Make your selection from the Reporting Period drop-down list or accept the default date displayed. The listing displays reporting periods available for inquiry.

2. Select Search to display the inquiry generated or Reset to return the page to default values.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- CIP Project Statistical Inquiry Search Results

PageID Ref: WFACQ2001_10

CIP (Construction In Progress) Project Statistical Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view details directly from the search results when available.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > CIP Project > Search Criteria > Search Results

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the CIP Project Statistical Inquiry Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select to return to the **CIP Project Statistical Inquiry Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific details.
2. You can select the Accountable UIC hyperlink to display further details.

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 [Next] to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select [Search Criteria] to return to the Search Results page.

Related Topics

- CIP Project Statistical Inquiry Search Criteria

PageID Ref: WFACQ2002_10

View the Non-Activated Depreciable Capital Statistics Inquiry Details

Overview

The Non-Activated Depreciable Capital Statistics Inquiry Details process is view only and displays the details about a specified agency's non-activated depreciable capital assets. There are two types of details - SITE ID and ACTBL UIC.

Navigation

Statistics > Asset > NONACTV DPR CPTLSTAT > Search Criteria > Search > Search Results > SITE ID hyperlink > NONACTV DPR CPTLSTAT SITE ID page > ACTBL UIC hyperlink > NONACTV DPR CPTLSTAT ACTBL UIC page

Page Fields

The following fields display on the **NONACTV DPR CPTLSTAT Details** pages. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

SITE ID Summary Grid

Actbl UIC
Qty Not Activated
Total Qty
Pct Not Activated By Qty
Dollar Value Not Activated
Total Dollar Value
Pct Not Activated By Dollar Value

ACTBL UIC Summary Grid

UIC
Qty Not Activated
Total Qty
Pct Not Activated By Qty
Dollar Value Not Activated
Total Dollar Value
Pct Not Activated By Dollar Value

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.

	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

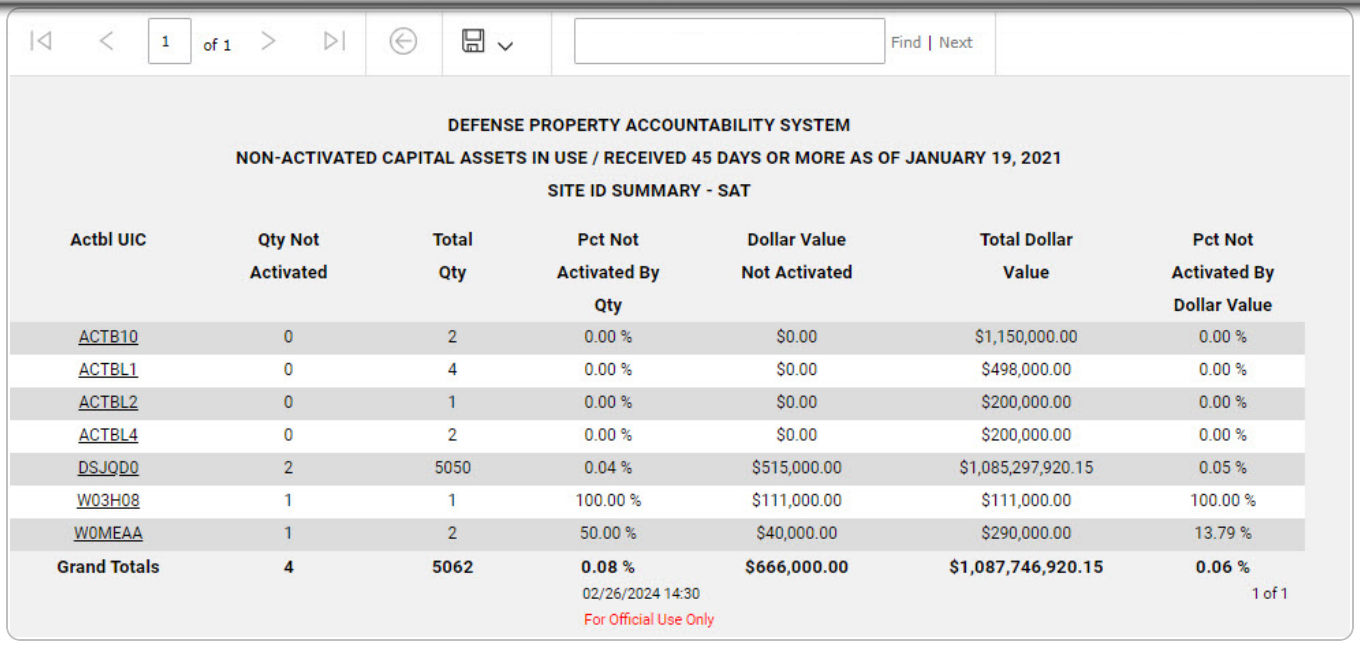
Click the following link to display PA Navigation Tips.

Export the Non-Activated Depreciable Capital Statistics Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.

View the SITE ID Summary

Select the SITE ID hyperlink. *A new tab opens, and the SITE ID summary page appears.*



DEFENSE PROPERTY ACCOUNTABILITY SYSTEM
NON-ACTIVATED CAPITAL ASSETS IN USE / RECEIVED 45 DAYS OR MORE AS OF JANUARY 19, 2021
SITE ID SUMMARY - SAT

Actbl UIC	Qty Not Activated	Total Qty	Pct Not Activated By Qty	Dollar Value Not Activated	Total Dollar Value	Pct Not Activated By Dollar Value
ACTB10	0	2	0.00 %	$0.00	$1,150,000.00	0.00 %
ACTBL1	0	4	0.00 %	$0.00	$498,000.00	0.00 %
ACTBL2	0	1	0.00 %	$0.00	$200,000.00	0.00 %
ACTBL4	0	2	0.00 %	$0.00	$200,000.00	0.00 %
DSJQD0	2	5050	0.04 %	$515,000.00	$1,085,297,920.15	0.05 %
W03H08	1	1	100.00 %	$111,000.00	$111,000.00	100.00 %
W0MEAA	1	2	50.00 %	$40,000.00	$290,000.00	13.79 %
Grand Totals	**4**	**5062**	**0.08 %**	**$666,000.00**	**$1,087,746,920.15**	**0.06 %**

02/26/2024 14:30
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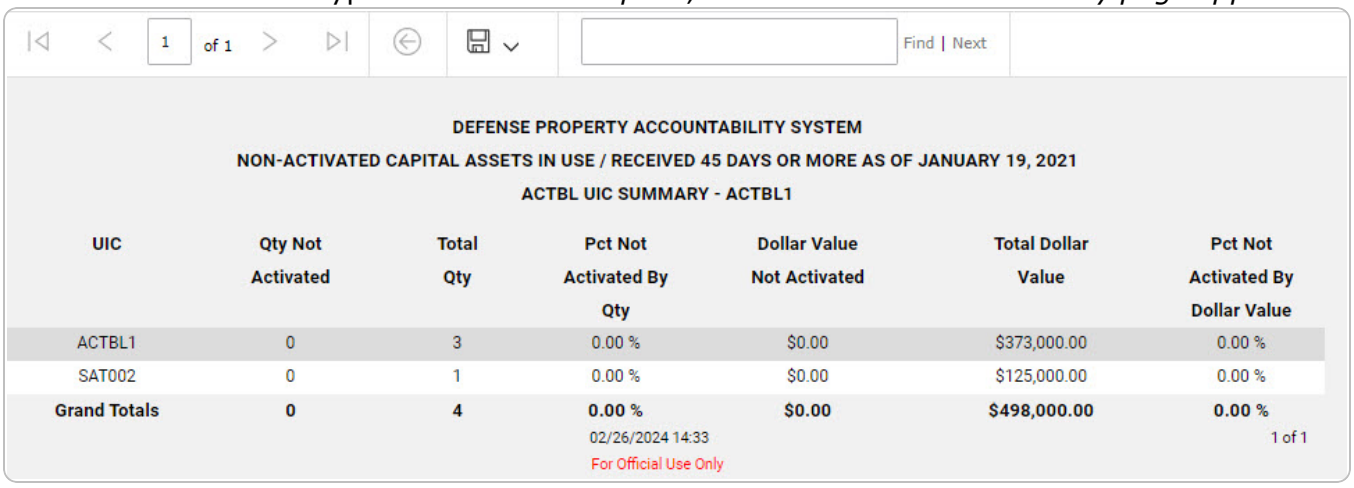
1 of 1

View the ACTBL UIC Summary

Select the ACTBL UIC hyperlink. *A new tab opens, and the ACTBL UIC summary page appears.*



DEFENSE PROPERTY ACCOUNTABILITY SYSTEM
NON-ACTIVATED CAPITAL ASSETS IN USE / RECEIVED 45 DAYS OR MORE AS OF JANUARY 19, 2021
ACTBL UIC SUMMARY - ACTBL1

UIC	Qty Not Activated	Total Qty	Pct Not Activated By Qty	Dollar Value Not Activated	Total Dollar Value	Pct Not Activated By Dollar Value
ACTBL1	0	3	0.00 %	$0.00	$373,000.00	0.00 %
SAT002	0	1	0.00 %	$0.00	$125,000.00	0.00 %
Grand Totals	**0**	**4**	**0.00 %**	**$0.00**	**$498,000.00**	**0.00 %**

02/26/2024 14:33
For Official Use Only
1 of 1

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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a Non-Activated Depreciable Capital Statistics Inquiry — Criteria
- Search for a Non-Activated Depreciable Capital Statistics Inquiry — Results

Search for a Non-Activated Depreciable Capital Statistics Inquiry — Criteria

Overview

The Property Accountability module Non-Activated Depreciable Capital Statistics Inquiry process provides the ability to display Capital General Plant Property and Equipment (PP&E) assets, including Improvements, that are depreciable and have not been activated for depreciation in over 45 days.

Navigation

Statistics > Asset > NONACTV DPR CPTLSTAT > Non-Activated Depreciable Capital Statistics Inquiry Search Criteria page

Page Fields

The following fields display on the **NONACTV DPR CPTLSTAT Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Reporting Period

Search Results Grid

Site ID
Qty Not Activated
Total Qty
Pct Not Activated By Qty
Dollar Value Not Activated

Total Dollar Value
Pct Not Activated By Dollar Value

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

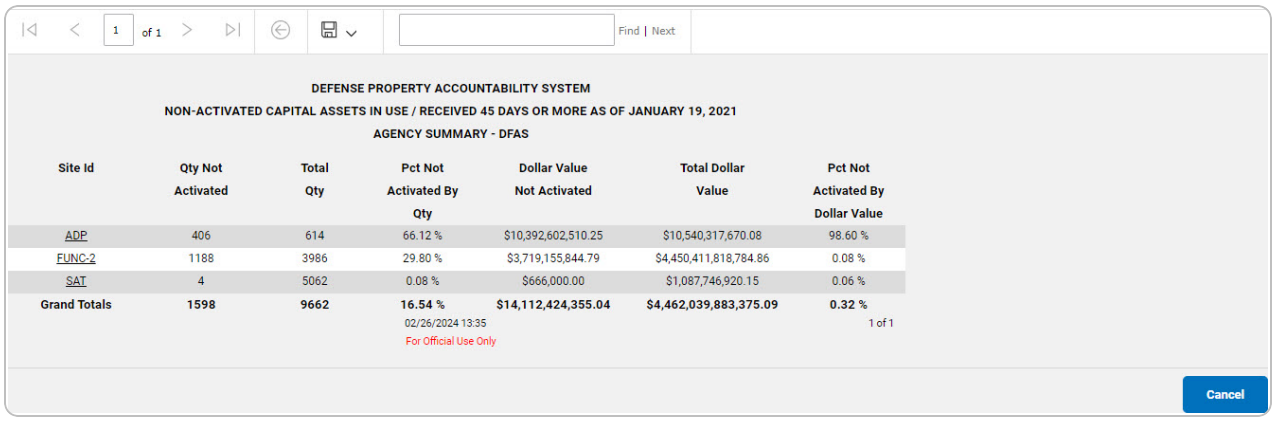
Search for a Non-Activated Depreciable Capital Statistics Inquiry

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, narrow the results by entering one of the following optional fields:.

2. Use ▼ to select the Reporting Period.

3. Select Search. *The **Search for a Non-Activated Depreciable Capital Statistics Inquiry — Results** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
49 — Record(s) does not exist or user does not have access to record(s).	Invalid Entry. The field entered is already in the system. Check the information again, and re-enter the record.

Related Topics

- Search for a Non-Activated Depreciable Capital Statistics Inquiry — Results
- View the Non-Activated Depreciable Capital Statistics Inquiry Details

Search for a Non-Activated Depreciable Capital Statistics Inquiry — Results

Overview

The Non-Activated Depreciable Capital Statistics Inquiry Results process provides the ability to view the non-activated capital assets in use report, and drill down to different detail screens.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > Asset > NONACTV DPR CPTLSTAT > Search Criteria > Search > Non-Activated Depreciable Capital Statistics Inquiry Search Results page

Page Fields

The following fields display on the **NONACTV DPR CPTLSTAT Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Agency Summary Grid

Site ID
Qty Not Activated
Total Qty
Pct Not Activated By Qty
Dollar Value Not Activated

Total Dollar Value
Pct Not Activated By Dollar Value

Control Buttons

The table below provides a list of Control buttons and their functions.

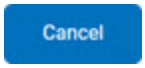
Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Non-Activated Depreciable Capital Statistics Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  . *The* ***Search for a Non-Activated Depreciable Capital Statistics Inquiry — Criteria*** *page appears.*

View the SITE ID Summary

Select the SITE ID hyperlink. *A new tab opens, and the SITE ID summary page appears.*

View the ACTBL UIC Summary

Select the ACTBL UIC hyperlink. *A new tab opens, and the ACTBL UIC summary 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Cancel. *The **Search for a Non-Activated Depreciable Capital Statistics Inquiry — Criteria** page appears.*

Related Topics

- Search for a Non-Activated Depreciable Capital Statistics Inquiry — Criteria
- View the Non-Activated Depreciable Capital Statistics Inquiry Details

Search for a Personal or Real Property — Criteria

Overview

Provides you with the capability to select a month which will generate an inquiry that displays the quantity and dollar values of assets by Type Asset Cd and by Asset Cd.

Navigation

Statistics > Asset > Personal/Real Prop > Personal / Real Property Statistics Search Criteria page

Page Fields

The following fields display on the **NonActv Dpr CptlStat Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Reporting Period

Search Results Grid

Site ID
Type Asset
Qty of Non-Accountable Assets
Dollar Value Of Non-Accountable Assets
Qty of Accountable Assets
Dollar Value Of Accountable Assets
Qty of Accountable Asset Improvements
Dollar Value Of Accountable Asset Improvements
Qty of Real Property Assets

Dollar Value Of Real Property Assets
Qty of Real Property Asset Improvements
Dollar Value Of Real Property Asset Improvements
Qty of CIP Assets
Dollar Value Of CIP Assets
Qty of Assets
Dollar Value Of Assets
Qty of Improvements
Dollar Value Of Improvements
Total Qty of Assets/Improvements
Total Dollar Value Of Assets/Improvements

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

To begin an inquiry on personal and real property:

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. Select a year and month from the Reporting Period drop-down list.
2. Select Search.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Personal/Real Property Search Results
- Personal/Real Property - Agency Summary
- Personal/Real Property - Agency Summary by Asset Type
- Personal/Real Property - Site Summary
- Personal/Real Property - Site Summary by Asset Type
- Personal/Real Property - Accountable UIC Summary
- Personal/Real Property - Accountable UIC Summary by Asset Type

PageID Ref: WFHRQ3001_05

Personal/Real Property Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view details directly from the search results when available.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search Results

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

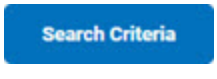
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Personal/Real Property Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Personal/Real Property Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. You can select the Accountable UIC hyperlink to display UIC details.

Search the Results

1. Select the empty field

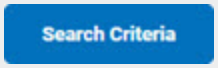
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- Personal/Real Property Search Criteria
- Personal/Real Property - Agency Summary
- Personal/Real Property - Agency Summary by Asset Type
- Personal/Real Property - Site Summary
- Personal/Real Property - Site Summary by Asset Type
- Personal/Real Property - Accountable UIC Summary
- Personal/Real Property - Accountable UIC Summary by Asset Type

PageID Ref: WFHRQ3001_10

Personal/Real Property - Agency Summary

Overview

This page allows you to view details about an Site IDs types assets.

Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search Results > Agency Summary page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Personal/Real Property - Agency Summary Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select to return to the **Personal/Real Property - Agency Summary Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. You can select the Accountable UIC hyperlink to display UIC details.

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Personal/Real Property Search Criteria
- Personal/Real Property Search Results
- Personal/Real Property - Agency Summary by Asset Type
- Personal/Real Property - Site Summary by Asset Type
- Personal/Real Property - Accountable UIC Summary
- Personal/Real Property - Accountable UIC Summary by Asset Type

PageID Ref: WFHRQ3004_10

Personal/Real Property - Agency Summary by Asset Type

Overview

This page allows you to view the type asset breakdown details of a site's personal and real property.

Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search Results > Agency Summary by Asset Type page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Personal/Real Property - Agency Summary by Asset Type Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select to return to the **Personal/Real Property - Agency Summary by Asset Type Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. You can select the Accountable UIC hyperlink to display UIC details.

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Personal/Real Property Search Criteria
- Personal/Real Property Search Results
- Personal/Real Property - Agency Summary
- Personal/Real Property - Site Summary
- Personal/Real Property - Accountable UIC Summary
- Personal/Real Property - Accountable UIC Summary by Asset Type

PageID Ref: WFHRQ3014_10

Personal/Real Property - Accountable UIC Summary

Overview

This page allows you to view details about a UIC's types assets.

Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search Results > Site Summary page > Accountable UIC Summary page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

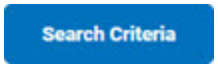
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Personal/Real Property - Accountable UIC Summary Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Personal/Real Property Search Criteria** page.

Search the Results

1. Select the empty field .
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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Personal/Real Property Search Criteria
- Personal/Real Property Search Results
- Personal/Real Property - Agency Summary
- Personal/Real Property - Agency Summary by Asset Type
- Personal/Real Property - Site Summary
- Personal/Real Property - Site Summary by Asset Type
- Personal/Real Property - Accountable UIC Summary by Asset Type

Personal/Real Property - Accountable UIC Summary by Asset Type

Overview

This page allows you to view the type asset breakdown details of an Accountable UIC's personal and real property.

Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search Results > Site Summary page > Accountable UIC Summary by Asset Type page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Personal/Real Property - Accountable UIC Summary by Asset Type Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select to return to the **Personal/Real Property Search Criteria** page.

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Personal/Real Property Search Criteria
- Personal/Real Property Search Results
- Personal/Real Property - Agency Summary
- Personal/Real Property - Agency Summary by Asset Type
- Personal/Real Property - Site Summary
- Personal/Real Property - Site Summary by Asset Type
- Personal/Real Property - Accountable UIC Summary

PageID Ref: WFHRQ3018_10

Personal/Real Property - Site Summary

Overview

This page allows you to view details about an Accountable UIC's and UIC's types assets.

Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search Results > Site Summary page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

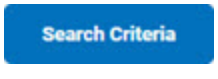
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Personal/Real Property - Site Summary Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Personal/Real Property Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. You can select the Accountable UIC hyperlink to display UIC details.

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Personal/Real Property Search Criteria
- Personal/Real Property Search Results
- Personal/Real Property - Agency Summary
- Personal/Real Property - Agency Summary by Asset Type
- Personal/Real Property - Site Summary by Asset Type
- Personal/Real Property - Accountable UIC Summary
- Personal/Real Property - Accountable UIC Summary by Asset Type

PageID Ref: WFHRQ3006_10

Personal/Real Property - Site Summary by Asset Type

Overview

This page allows you to view the type asset breakdown details of a site's personal and real property.

Navigation

Statistics > Asset > Personal/Real PROP > Search Criteria > Search Results > Site Summary by Asset Type page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

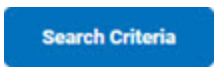
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Personal/Real Property - Site Summary by Asset Type Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  to return to the **Personal/Real Property Search Criteria** page.

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Personal/Real Property Search Criteria
- Personal/Real Property Search Results
- Personal/Real Property - Agency Summary
- Personal/Real Property - Agency Summary by Asset Type
- Personal/Real Property - Site Summary
- Personal/Real Property - Accountable UIC Summary
- Personal/Real Property - Accountable UIC Summary by Asset Type

Search for a Monthly Inventory Statistical Inquiry — Criteria

Overview

The Property Accountability module Monthly Inventory Statistical Inquiry process provides the ability to view statistics concerning the quantity and percentages of the inventoried property book.

Navigation

Statistics > Inventory > MNTHLY INV STAT > Monthly Inventory Statistical Inquiry Search Criteria page

Page Fields

The following fields display on the **Monthly Inventory Statistical Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Reporting Period

Search Results Grid

Site ID

Assets To Be Inventoried Yearly

Qty Inv
Total Qty
Pct By Qty Inv

Dollar Value Inv
Total Dollar Value
Pct By Dollar Value Inv

Assets To Be Inventoried Triennially

Qty Inv
Total Qty
Pct By Qty Inv
Dollar Value Inv
Total Dollar Value
Pct By Dollar Value Inv

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

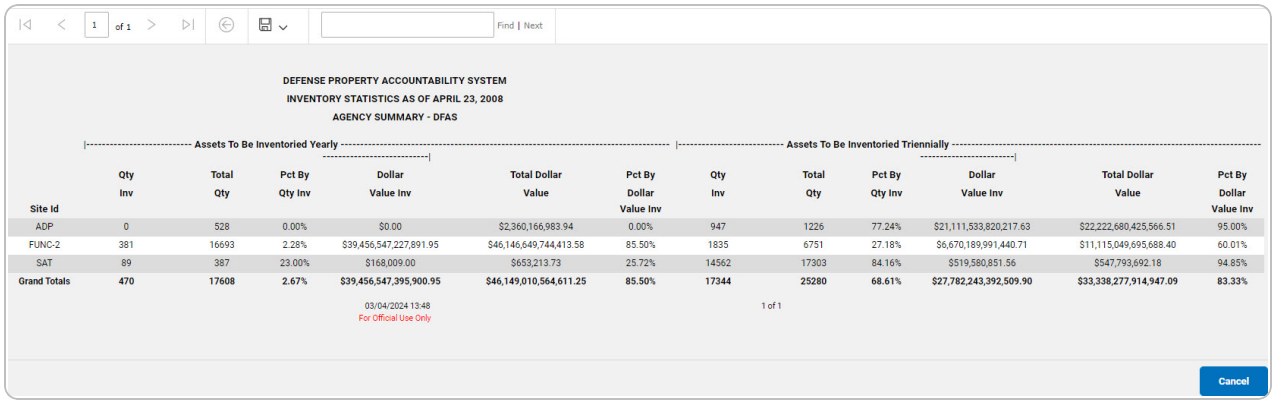
Search for a Monthly Inventory Statistical Inquiry

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, narrow the results by entering one of the following optional fields:.

2. Use to select the Reporting Period.
3. Select Search. *The **Search for a Monthly Inventory Statistical Inquiry — Res-***

***ults** page appears.*



DEFENSE PROPERTY ACCOUNTABILITY SYSTEM
INVENTORY STATISTICS AS OF APRIL 23, 2008
AGENCY SUMMARY - DFAS

	Assets To Be Inventoried Yearly						Assets To Be Inventoried Triennially					
Site Id	Qty Inv	Total Qty	Pct By Qty Inv	Dollar Value Inv	Total Dollar Value	Pct By Dollar Value Inv	Qty Inv	Total Qty	Pct By Qty Inv	Dollar Value Inv	Total Dollar Value	Pct By Dollar Value Inv
ADP	0	528	0.00%	$0.00	$2,360,166,983.94	0.00%	947	1226	77.24%	$21,111,533,820,217.63	$22,222,680,425,566.51	95.00%
FUNC-2	381	16693	2.28%	$39,456,547,227,891.95	$46,146,649,744,413.58	85.50%	1835	6751	27.18%	$6,670,189,991,440.71	$11,115,049,695,688.40	60.01%
SAT	89	387	23.00%	$168,009.00	$653,213.73	25.72%	14562	17303	84.16%	$519,580,851.56	$547,793,692.18	94.85%
Grand Totals	**470**	**17608**	**2.67%**	**$39,456,547,395,900.95**	**$46,149,010,564,611.25**	**85.50%**	**17344**	**25280**	**68.61%**	**$27,782,243,392,509.90**	**$33,338,277,914,947.09**	**83.33%**

03/04/2024 13:48
For Official Use Only
1 of 1

Cancel

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
49 — Record(s) does not exist or user does not have access to record(s).	Invalid Entry. The field entered is already in the system. Check the information again, and re-enter the record.

Related Topics

- Search for the Monthly Inventory Statistical Inquiry - Results

Search for a Monthly Inventory Statistical Inquiry — Results

Overview

The Monthly Inventory Statistical Inquiry Results process provides the ability to view the results of the monthly inventory Inquiry.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > Inventory > MNTHLY INV STAT > Search Criteria > Search > Monthly Inventory Statistical Inquiry Search Results page

Page Fields

The following fields display on the **Monthly Inventory Statistical Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Agency Summary Grid

Site ID

Assets To Be Inventoried Yearly

Qty Inv
Total Qty

Pct By Qty Inv
Dollar Value Inv
Total Dollar Value
Pct By Dollar Value Inv

Assets To Be Inventoried Triennially

Qty Inv
Total Qty
Pct By Qty Inv
Dollar Value Inv
Total Dollar Value
Pct By Dollar Value Inv

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.

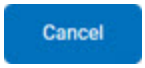
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Monthly Inventory Statistical Inquiry Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  . *The **Search for the Monthly Inventory Statistical Inquiry - Criteria** 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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Cancel. *The **Search for the Monthly Inventory Statistical Inquiry - Criteria** page appears.*

Related Topics

- Search for the Monthly Inventory Statistical Inquiry - Criteria

Search for a Unique Item Identifier (UII) Status Inquiry — Criteria

Overview

The Property Accountability module Unique Item Identifier Status Inquiry process provides the ability to display UII information associated with a particular agency.

Navigation

Statistics > UID > UII Status > UII Status Inquiry Search Criteria page

Page Fields

The following fields display on the **Unique Item Identifier Status Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
251	To save "Search Criteria" as favorite query, select "New Query" enter desired name and "Add".
8	To retrieve a field = to space, a space must be entered by the space bar.
56	Select "Like" from selection box for wildcard search.
92	Date format must be MM/DD/YYYY.

278	Maximum of 500 records will be retrieved for processing
13	Select "Reset" button to clear data.

Search Criteria Grid

Reporting Period

Search Results Grid

Site ID

Accountable Assets

Qty Inv
Total Reportable
Assigned UII
Pct Assigned UII
Not Assigned UII
Pct Not Assigned UII
Assigned & Marked With UII
Pct Assigned & Marked With UII
UII Unverified With Registry
UII Failed To Verify With Registry
Invalid Formatted UII
Not Able To Assign Virtual UII

Non-Accountable Assets

Qty Inv
Total Not Reportable
Assigned UII
Pct Assigned UII
Assigned & Marked With UII
Pct Assigned & Marked With UII
UII Unverified With Registry
UII Failed To Verify With Registry
Invalid Formatted UII
Not Able To Assign Virtual UII

Procedures

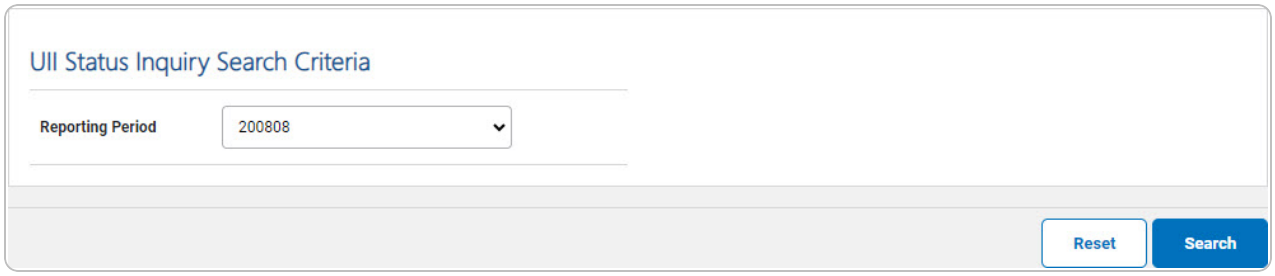
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search For A UII Status Inquiry

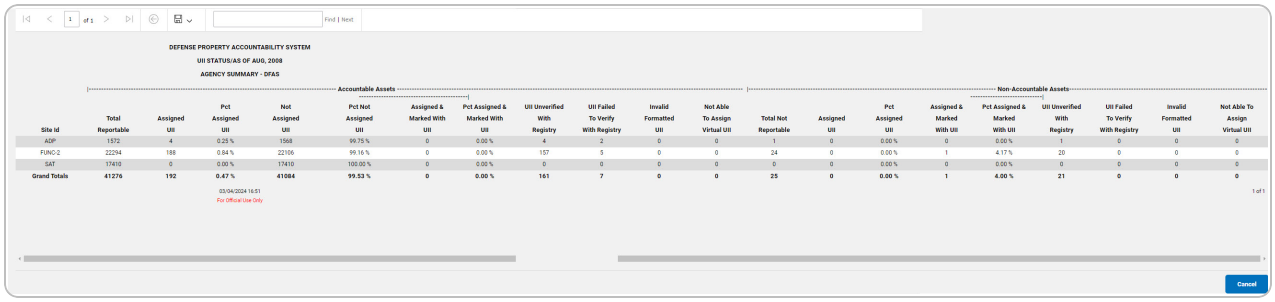
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one of the following optional fields:.



2. Use to select the Reporting Period.

3. Select Search. *The **Search for a UII Status Inquiry — Results** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for a UII Status Inquiry - Results

Search for a Unique Item Identifier (UII) Status Inquiry — Results

Overview

The Unique Item Identifier (UII) Status Inquiry Results process provides the ability to view the results of the UII inquiry.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > UID > UII Status > Search Criteria > Search > Unique Item Identifier Status Inquiry Search Results page

Page Fields

The following fields display on the **Real Property Unique Identifier Status Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Reporting Period

Search Results Grid

Site ID

Accountable Assets

Qty Inv
Total Reportable
Assigned UII
Pct Assigned UII
Not Assigned UII
Pct Not Assigned UII
Assigned & Marked With UII
Pct Assigned & Marked With UII
UII Unverified With Registry
UII Failed To Verify With Registry
Invalid Formatted UII
Not Able To Assign Virtual UII

Non-Accountable Assets

Qty Inv
Total Not Reportable
Assigned UII
Pct Assigned UII
Assigned & Marked With UII
Pct Assigned & Marked With UII
UII Unverified With Registry
UII Failed To Verify With Registry
Invalid Formatted UII
Not Able To Assign Virtual UII

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

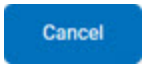
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Unique Item Identifier (UII) Status Inquiry Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select  . *The **Search for the UII Status Inquiry — Criteria** page appears.*

Search the Results

1. Select the empty field

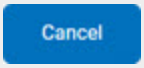
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select 

. *The **Search for the UII Status Inquiry — Criteria** page appears.* |

Related Topics

- Search for a UII Status Inquiry - Criteria

Search for a Real Property Unique Identifier (RPUID) Status Inquiry — Criteria

Overview

The Property Accountability module Real Property Unique Identifier Status Inquiry process provides the ability to display real property information associated with a particular agency.

Navigation

Statistics > UID > RPUID Status > RPUID Status Inquiry Search Criteria page

Page Fields

The following fields display on the **Real Property Unique Identifier Status Inquiry Search Criteria** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Reporting Period

Search Results Grid

Site ID
Qty
Assigned RPUID
Pct Assigned RPUID
Not Assigned RPUID
Pct Not Assigned RPUID

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

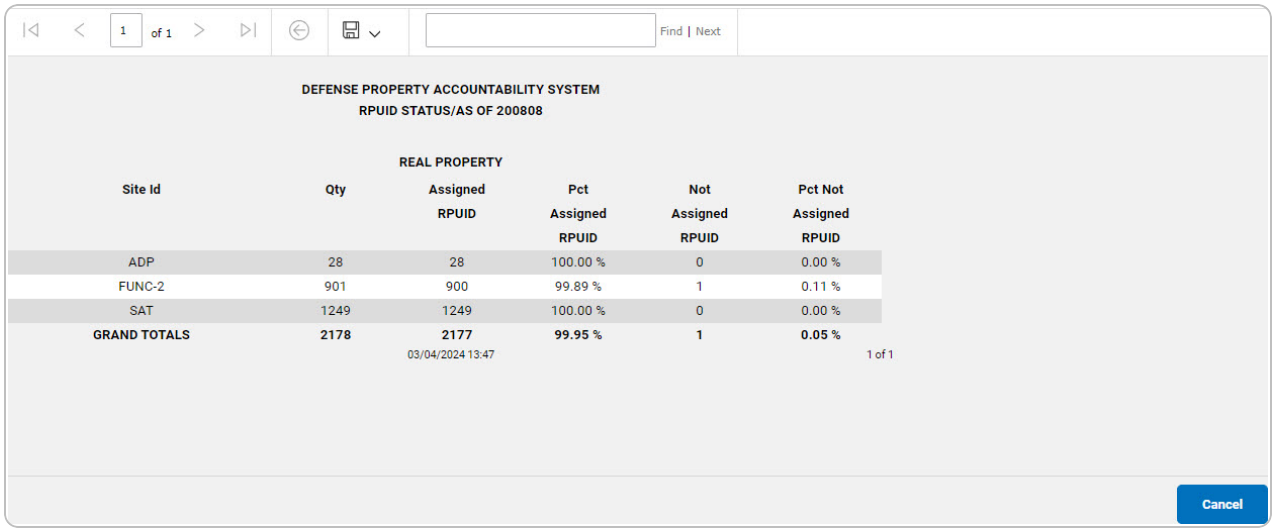
Search for an RPUID Status Inquiry

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, narrow the results by entering the following optional field:.

2. Use to select the Reporting Period.

3. Select Search. *The **Search for an RPUID Status Inquiry — Results** page appears.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- Search for the RPUID Status Inquiry - Results

Search for a Real Property Unique Identifier (RPUID) Status Inquiry — Results

Overview

The Real Property Unique Identifier (RPUID) Status Inquiry Results process provides the ability to view the results of the RPUID inquiry.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > UID > RPUID Status > Search Criteria > Search > Real Property Unique Identifier Status Inquiry Search Results page

Page Fields

The following fields display on the **Real Property Unique Identifier Status Inquiry Search Results** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Reporting Period

Search Results Grid

Site ID

Qty
Assigned RPUID
Pct Assigned RPUID
Not Assigned RPUID
Pct Not Assigned RPUID

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Real Property Unique Identifier (RPUID) Status Inquiry Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Cancel. *The **Search for the RPUID Status Inquiry — Criteria** 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 Find to search for the entry. *The entry appears highlighted in the file.*
4. Select Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
xxxx — Unable to get off page.	Select Cancel. *The **Search for the RPUID Status Inquiry — Criteria** page appears.*

Related Topics

- Search for the RPUID Status Inquiry - Criteria

Portable Data Collection Device (PDCD) Usage Search Criteria

Overview

Provides you with the capability to input a date range to generate an inquiry. The inquiry displays the number of uploads, actions items, and inventories performed using the PDCD/scanner.

Navigation

Statistics > AIT > PDCD Usage > Search Criteria

Page Fields

The following fields display on the PDCD Usage Search Criteria page. For more information on each field, select the appropriate hyperlink.

*Rpt Period From
*Rpt Period To

* denotes a mandatory field

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

To search for PDCD Usage Statistics:

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. Select a starting date for your range from the Rpt Period From field drop-down list.
2. Choose an ending date for your range from the Rpt Period To field drop-down list.
3. Select Search.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Mandatory entry - *Rpt Period To	Select a value from the Rpt Period To drop-down list.
Date (From) must be < or = Date (To)	Select items from the dropdown lists so the "Rpt Period From" date is less than the "Rpt Period To".

Related Topics

- PDCD Usage Search Results
- PDCD Usage Detail

PageID Ref: WFHRQ2701_05

Portable Data Collection Device (PDCD) Usage Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You have the option to view details directly from the search results when available.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > AIT > PDCD Usage > Search Criteria > Search Results

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.

	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Portable Data Collection Device (PDCD) Usage Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select to return to the **Portable Data Collection Device (PDCD) Usage Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. You can select the Accountable UIC hyperlink to display UIC details.

Search the Results

1. Select the empty field

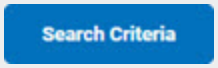
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- PDCD Usage Search Criteria
- PDCD Usage Detail

Portable Data Collection Device (PDCD) Usage Detail

Overview

This page allows you to view details about a site's, accountable UIC's and UIC's PDCD usage.

Navigation

Statistics > AIT > PDCD Usage > Search Criteria > Search Results > Usage Detail page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Portable Data Collection Device (PDCD) Usage Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select to return to the **Portable Data Collection Device (PDCD) Usage Search Criteria** page.

Search the Results

1. Select the empty field .
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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- PDCD Usage Search Criteria
- PDCD Usage Search Results

PageID Ref: WFHRQ2705_08

Search for Portable Data Collection Device (PDCD) Counts — Criteria

Overview

The Property Accountability PDCD Statistics process provides the ability to input a date range to generate an inquiry. The inquiry displays the model, types of scanners, and number of PDCD units used by the organization during the period of time.

Navigation

Statistics > AIT > PDCD Counts > PDCD Hardware Counts Search Criteria

Page Fields

The following fields display on the **PDCD Hardware Counts Search Criteria** page. For more information on each field, select the appropriate hyperlink.

PDCD Hardware Counts Search Criteria

Rpt Period From *

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Search for PDCD Counts Statistics

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. Use to select the RPT Period From, or enter the date (MM/DD/YYYY) in the field provided.

2. Select Search. *The* ***Search for PDCD Hardware Counts - Results page*** *appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 - Mandatory Entry: *RPT Period From*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- PDCD Counts Search Results
- PDCD Usage Detail

Search for Portable Data Collection Device (PDCD) Counts — Results

Overview

The PDCD Counts Results page provides the ability to view, print, or download the results of the inquiry search.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > AIT > PDCD Counts > Search Criteria > Search Results

Page Fields

Hardware Counts

Site Id
PDCD Cd
Nbr Of Units
Model
Scanner
Radio
RFID
O/S

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function

	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Portable Data Collection Device (PDCD) Counts Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select to return to the **Portable Data Collection Device (PDCD) Counts Search Criteria** page.

View further details

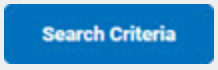
1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. Select the Accountable UIC hyperlink to display UIC details.

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- PDCD Counts Search Criteria
- PDCD Usage Detail

View the Details for the Portable Data Collection Device (PDCD) Counts

Overview

This page allows you to view details about a site's, accountable UIC's and UIC's PDCD counts.

Navigation

Statistics > AIT > PDCD Counts > Search Criteria > Search Results > Counts Detail page

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.
	Display how many pages retrieved.

	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Return to the parent report.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the Portable Data Collection Device (PDCD) Counts Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select to return to the **Portable Data Collection Device (PDCD) Counts Search Criteria** page.

Search the Results

1. Select the empty field .
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 Next to find the next matching value. *This feature is available if multiple results are found.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

- PDCD Counts Search Criteria
- PDCD Counts Search Results

User Status Inquiry Search Criteria

Overview

This field selectable inquiry provides detail information concerning user status.

Navigation

Statistics > Users > User Status > Search Results

Page Fields

The following fields display on the User Status Inquiry Search Criteria page. For more information on each field, select the appropriate hyperlink.

My Queries
Agency Name
Site Id
Role Name
User Id
User Last Name

Procedures

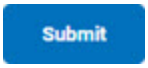
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Create an Inquiry

Selecting Reset *at any point of this procedure removes all revisions and returns the window to the original state.*

1. Using in the Inquiry field, select the desired data extract to initiate.
2. Enter an identifying name into the EXTRACT ID field. This is appended to the report name in the Download column in the inquiry viewer.

3. Using in the Privacy Type field, choose the desired privacy.
   - Private makes the report viewable by the logged in user only.
   - Shared makes the report viewable by everyone within the agency.
4. Select 

to send the extract to the background processing agent. *The **Transaction Status** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
No search results returned.	• Broaden criteria for search. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Too many search results returned.	• Narrow the search criteria. • Check logical operators for proper use. • Check proper placement of wildcard characters.
Operand must be =, >, <, >=, <=, <>, or Like	Utilize a logical operator for each field used as part of the search criteria.

Related Topics

- User Status Inquiry Field Selection
- User Status Inquiry Search Results

User Status Inquiry Search Results

Overview

This page provides you with the results of your inquiry search. From this page, you can print or download the results. You may choose to view details directly from the search results when available.

Helpful Tip

There may be several pages returned from the Search Criteria. To page through the results, select the page number at the bottom of the page. The information is sorted in ascending order.

Navigation

Statistics > Users > User Status > Search Results > Field Selection page > Search Results

Page Fields

No Page Fields are identified for this page. The following are Control buttons for this page.

Control Buttons

The table below provides a list of Control buttons and their functions.

Button	Function
	Return to the first page of results.
	Return to the previous page of the results.
	View the current page number. Enter the desired page number and press Enter to advance to the desired page.

	Display how many pages retrieved.
	Advance to the next page of the results.
	Advance to the last page of results.
	Find data within the Results page.
	Select the format to Export the report.

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Export the User Status Inquiry Report

1. Select to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
2. Follow the prompts provided by the computer.
3. Select Search Criteria to return to the **User Status Inquiry Search Criteria** page.

View further details

1. Select the SITE ID hyperlink to display specific Accountable UIC details.
2. You can select the Accountable UIC hyperlink to display UIC details.

Search the Results

1. Select the empty field

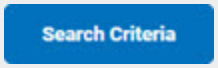
.
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select

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.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
Unable to get off page.	Select  to return to the Search Results page.

Related Topics

- User Status Inquiry Search Criteria
- User Status Inquiry Field Selection

User Status Inquiry Field Selection

Overview

This page provides you with the data fields which will be included with the results of your inquiry search. You can choose to include or exclude data based upon your inquiry needs.

Navigation

Statistics > Users > User Status > Search Results > Field Selection page

Page Fields

The following fields display on the Inquiry Field Selection page. For more information on each field, select the appropriate hyperlink.

Extract Excel File
Extract Text, Comma Separated File

Extract Id
Privacy Type

Procedures

To create, use, update and delete My Selections entries:

To create a My Selections entry:

1. Choose New Selection List.
2. Select the data elements to appear in the final extract file or report. If it is possible to alter the order of the fields in the output file, your cursor will change. To move a field up or down in the list, move the cursor over the field, click and hold on the field, then drag and drop it into place. Select Reset to return the fields back to their original checked or unchecked state.
3. Enter the name for the selection list in the field.

Note

You should give your selection list a meaningful name. Simply calling it "FranksSelections" may not be enough to remind you of what is contained in this list of data elements. Use meaningful names that describe what the list contains. Names such as "AccountingData" or "StockNbrItemDesc" will make more sense to you next month or next quarter.

4. Select Add Selection List to save the inquiry or choose Cancel Selection to clear your input and return to the New Selection List state.

To use a My Selections entry:

1. Activate the My Selections drop-down list and select the entry to use.
2. The selection list check boxes will be populated and the field order set as it was when the list was saved.
3. Continue with the inquiry.

To update a My Selections entry:

1. Activate the My Selections drop-down list and select the entry to update.
2. Modify the list as needed. You may change the fields selected as well as the order in which they will appear in the output.
3. Select Update Selection List.

To delete a My Selections entry:

1. Activate the My Selections drop-down list and select the entry to delete.
2. Select Delete Selection List.

Note

All selection lists are stored by the type of query they associated with. For instance, you cannot access a manufacturer selection list from the stock number inquiry page.

To view the inquiry results on-screen:

1. Select the data elements to appear in your output using the check boxes in the Select column or by selecting a saved entry from My Selections. The selected data elements will appear in your output in the order they appear in the list. If it is possible to alter the

order of the fields in the output file, your cursor will change. To move a field up or down in the list, move the cursor over the field, click and hold on the field, then drag and drop it into place. Select Reset to return the fields back to their original checked or unchecked state.

2. Select Show Inquiry. This will produce an on-screen report that will display the data you selected.

To create an inquiry data extract:

1. Determine the extract data type.
   A. Select the Extract Excel File radio button to create a spreadsheet file optimized as a native Excel (.xls) file. The file is only readable using the Excel program.
   B. Select the Extract Text, Comma Separated File to create a plain text data file readable by any plain text editing program. This file is also compatible with Excel.
2. Enter a name into the EXTRACT ID field to create an identifier that will be appended to the report name in the Download column in the inquiry viewer. This field is not mandatory.
3. Select a Privacy Type using the drop-down list.
   A. Select Private to make the report viewable only by you.
   B. Select Shared to allow others in your organization access to the extract results.
4. Select the data elements to appear in your output using the check boxes in the "Select" column or by selecting a saved entry from My Selections. The selected data elements will appear in your output in the order they appear in the list. Use the blue up and down arrows on the right hand side of the page to move the fields up and down in your output file. Select Reset to return the fields back to their original checked or unchecked state.
5. Select Submit to send the extract to the background processing agent. To retrieve the output, use the View Inquiry Extract page.

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error. Use ⊞ Instructions located at the top left of the page for additional assistance.

Error	Solution
Entry must be alphanumeric with supported special character(s) "-" and "_".	Only enter supported characters in the EXTRACT ID field.
You must choose at least 1 field before showing the inquiry.	Select at least one field to be displayed in the results using the check boxes in the Select column.
You must choose at least 1 field before submitting the request.	Select at least one field to be displayed in the results using the check boxes in the Select column.

Related Topics

- User Status Inquiry Search Criteria
- User Status Inquiry Search Results

PageID Ref: WFGLQ0101_5

Add Attachments

Overview

The Add Attachments process provides the ability to attach documents to a record.

Navigation

ELMS > *Various Procedural Steps* > (desired record) > Attachments > Attachments pop-up window

Page Fields

The following fields display on the **Attachments** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Attachments

Attachment Browse
Description

Procedures

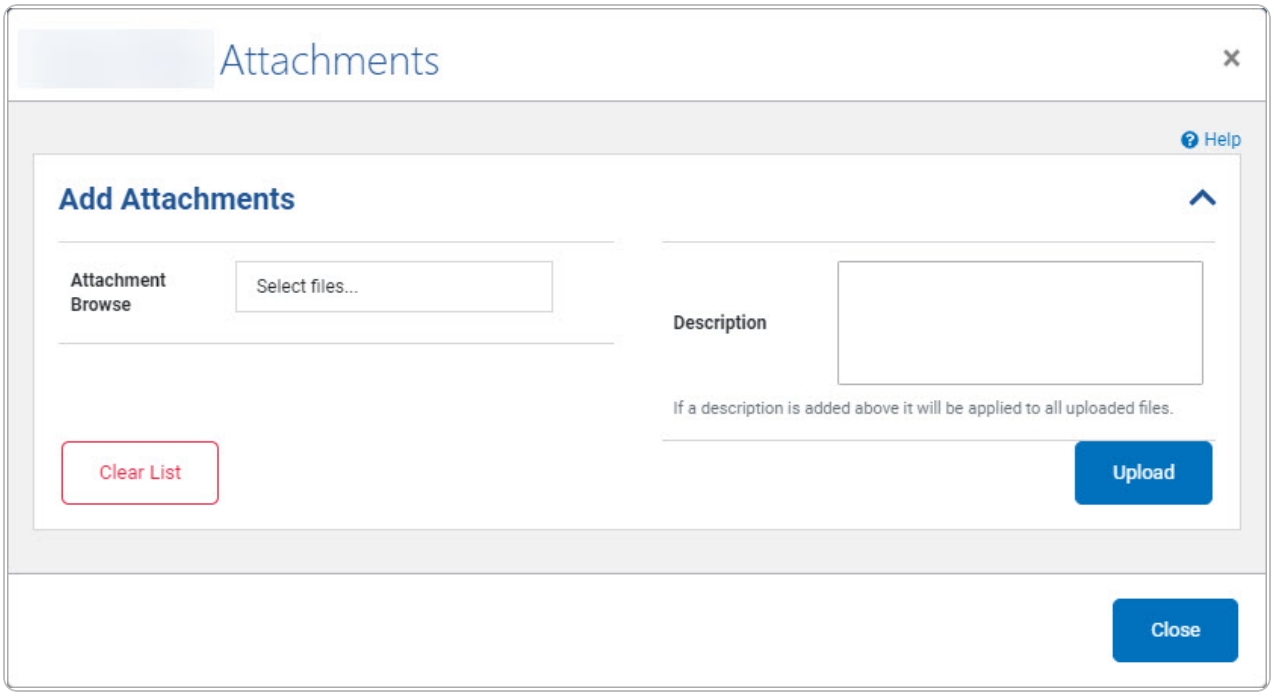
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Attach a Document to a Record

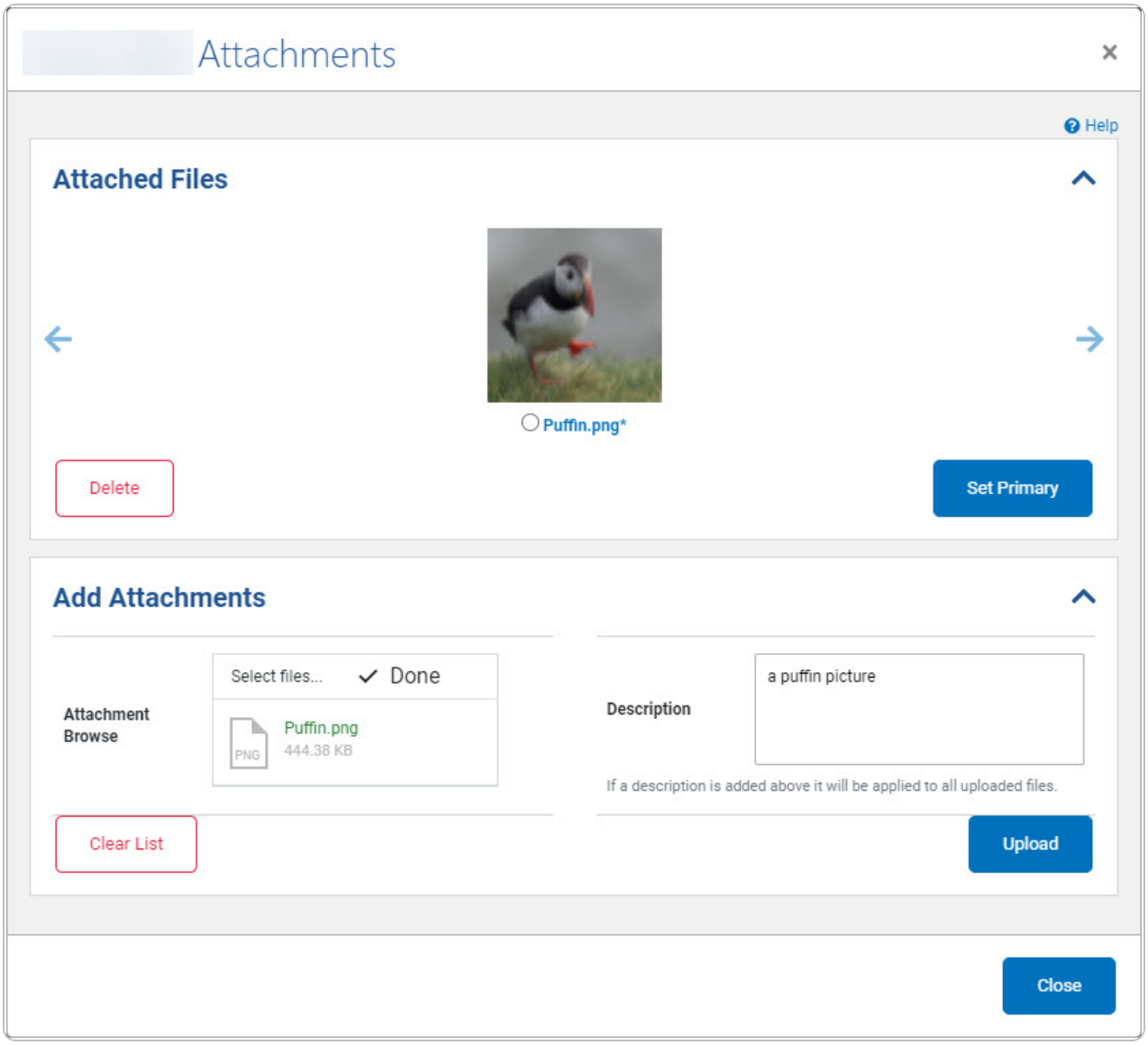
Selecting Close *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Click ☐ to select the entry. *The record is highlighted, and* Attachments *becomes available.*
2. Select Attachments to add any additional files to the record. *The* ***Attachments*** *pop-up window appears.*



3. Select Select files... within the Attachment Browse field. *The Windows* ***Choose File to Upload*** *pop-up window appears.*
4. Choose the file to attach, and select it.
5. Select Open. *The* ***Choose File to Upload*** *pop-up window closes, and the file name appears in the Attachment Browse panel.*
6. Enter the Description in the field provided. *This is a 1024 alphanumeric character field.*

7. Select Upload. *The file uploads and appears in the Attached Files panel.*



8. Repeat Steps 2 - 6 to attach multiple documents.
9. Select ○ beneath the main attachment.
10. Select Set Primary. *The attachment is marked as the main attachment to the record.*

Remove an Attachment

A. Select ○ beneath the desired attachment.

B. Select Delete. *The attachment is removed permanently from the record.*

11. Select Close. *The **Attachments** pop-up window closes, and the file appears in the Attachments field of the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

type. "Attachment" file size is (size).	
353 — Attachment file size exceeds the maximum of 1MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

- Stock Number Overview
- SKO Catalog Overview

Browse for an Appropriation

Overview

The Appropriation Browse pop-up window allows searching for appropriation data.

Navigation

ELMSModules > *Various Procedural Steps* > > Appropriation Browse pop-up window

Page Fields

The following fields display on the **Appropriation Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Dept Cd
Basic Symbol
Subhead
Program Yr
Program/Project

Saved Information Grid

Select
Dept Cd
Basic Symbol
Subhead
Program Yr

Procedures

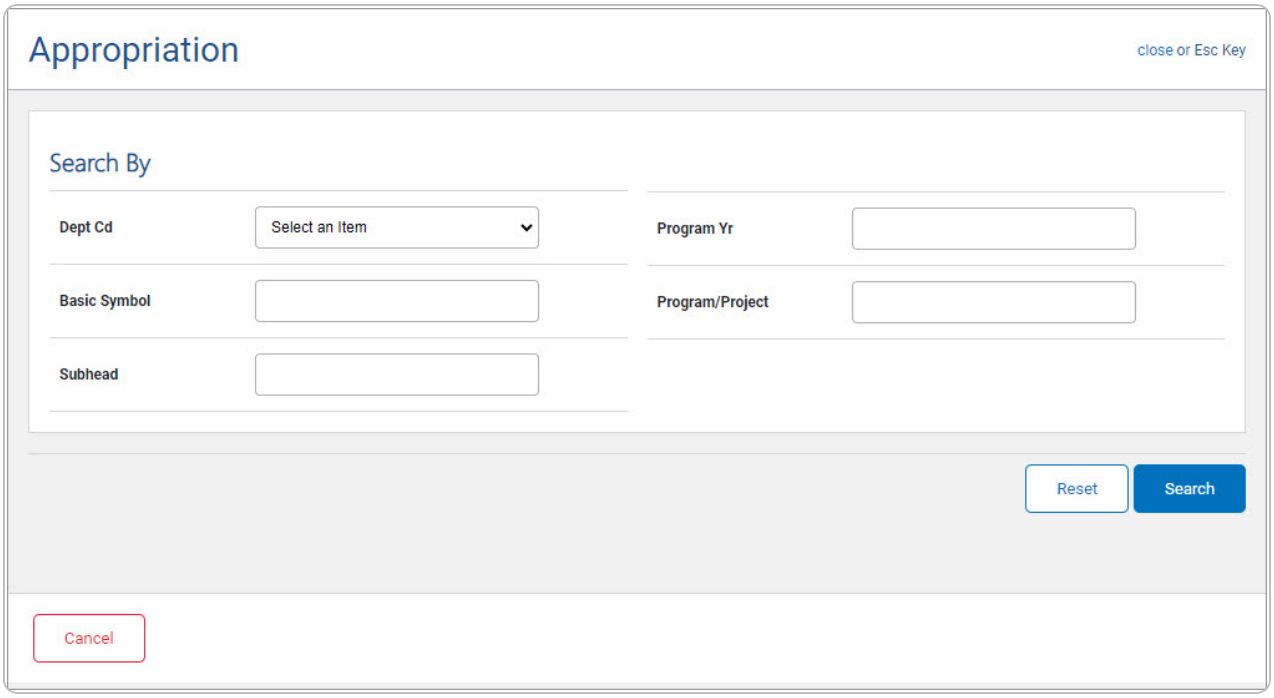
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for an Appropriation

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Appropriation Browse*** *pop-up window appears.*



- Use to select the Dept Cd.
- Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*
- Enter the Subhead in the field provided. *This is a 4 alphanumeric character field.*
- Enter the Program YR in the field provided. *This is a 8 alphanumeric character field.*

- Enter the Program/Project in the field provided. *This is a 24 alphanumeric character field.*

2. Select Search. The results appear in the Search Results grid.

Select	Dept Cd	Basic Symbol	Subhead	Program Yr	Program/Project
Select	097	4930	7000	XXXXXXXX	0000000016200000000
Select	097	4930	7000	XXXXXXXX	0000000016300000000
Select	097	4930	7000	XXXXXXXX	0000000016400000000

3. Choose the Select hyperlink of the desired Appropriation row. *The **Appropriation Browse** pop-up window closes and the selected information appears in the APPN fields.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Appropriation

Assign Assets to a Maintenance Schedule

Overview

The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* > > Assign Assets to MAINT SCHEDULE pop-up window

Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Asset Id
Site Id
Maint Activity
Stock Nbr
Item Description
Maint Group Id
Asset UIC
Serial Nbr
Equipment Pool Id
Cage Cd
LIN/TAMCN
Secondary Serial Number

Search Results Grid

Select
Asset Id
Stock Number
Serial Number
Item Description
Asset UIC
Maint Group Id
Maint Activity
Equipment Pool
Util Measure Cd

(*) Asterisk identifies mandatory fields.

Procedures

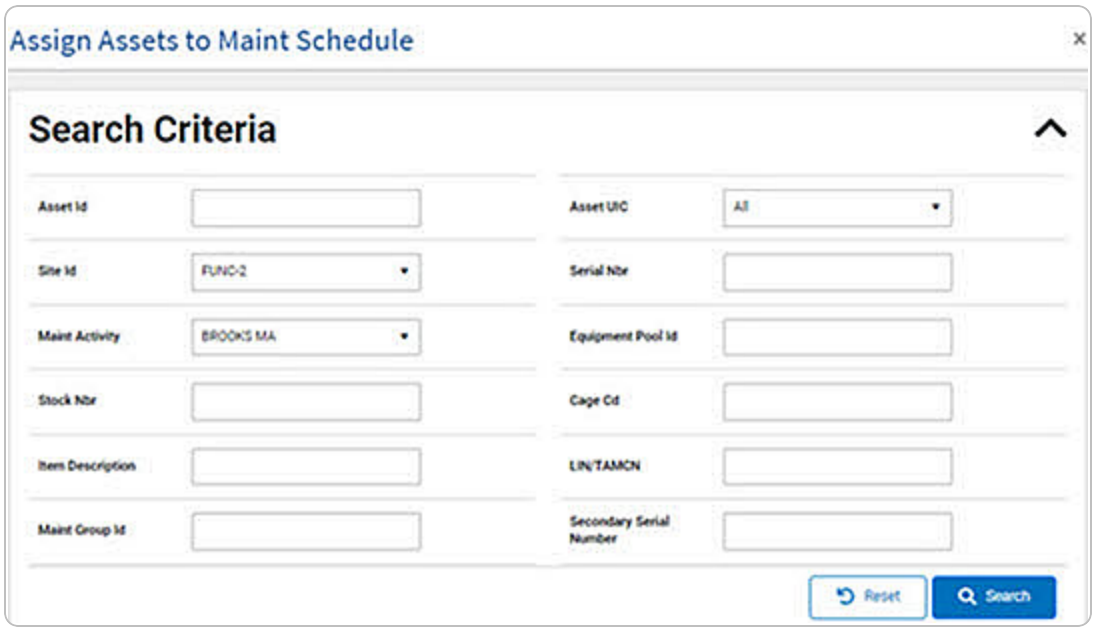
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Assign Assets to a Maintenance Schedule

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. Select . *The **Assign Assets to MAINT SCHEDULE** pop-up window appears*.

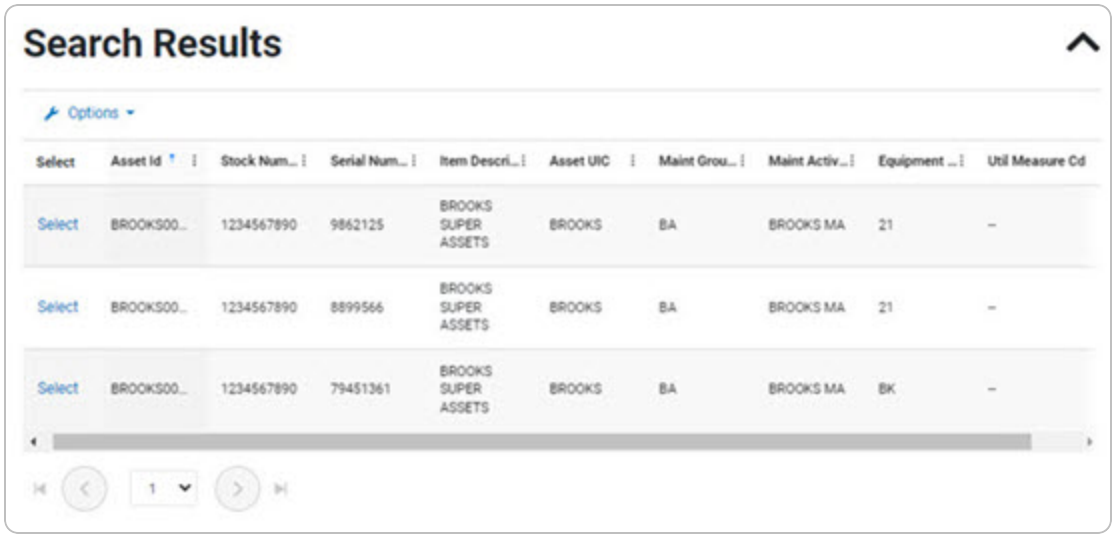


2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.

- Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
- Use to select the Site Id.
- Use to select the Maint Activity.
- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
- Enter the MAINT GROUP ID in the field provided. *This is a 2 alphanumeric character field.*
- Use to select the Asset UIC.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*

- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select Search. *Results display in the Search Results Grid.*



4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET ID information appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment

Assign Assets to a Maintenance Schedule

Overview

The Assign Assets to MAINT SCHEDULE pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* > > Assign Assets to MAINT SCHEDULE pop-up window

Page Fields

The following fields display on the **Assign Assets to MAINT SCHEDULE** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Asset Id
Site Id
Maint Activity
Stock Nbr
Item Description
Maint Group Id
Asset UIC
Serial Nbr
Equipment Pool Id
Cage Cd
LIN/TAMCN
Secondary Serial Number

Search Results Grid

Available Tab

All
Asset Id
Stock Number
Serial Number
Item Description
Asset UIC
Maint Group Id
Maint Activity
Equipment Pool
Util Measure Cd

Selected Tab

Remove
Asset Id
Stock Number
Serial Number
Item Description
Asset UIC
Maint Group Id
Maint Activity
Equipment Pool
Util Measure Cd

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

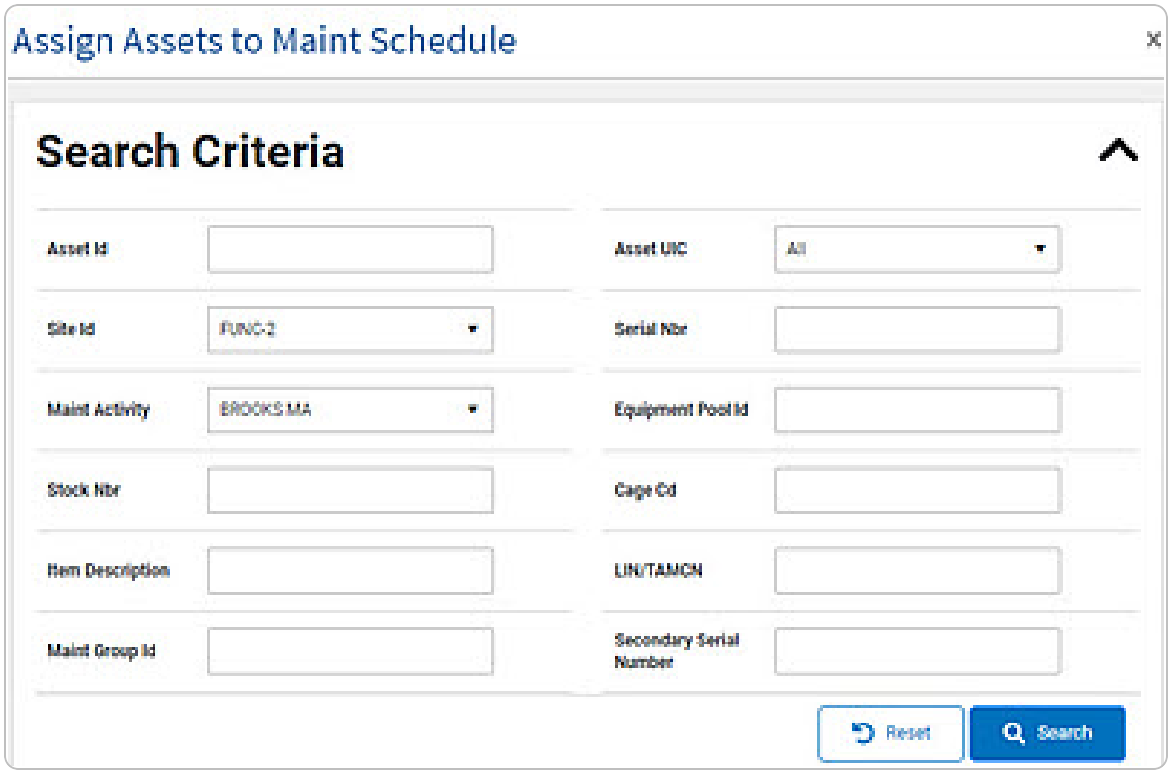
Click the following link to display ELMS Navigation Tips.

Assign Assets to a Maintenance Schedule

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

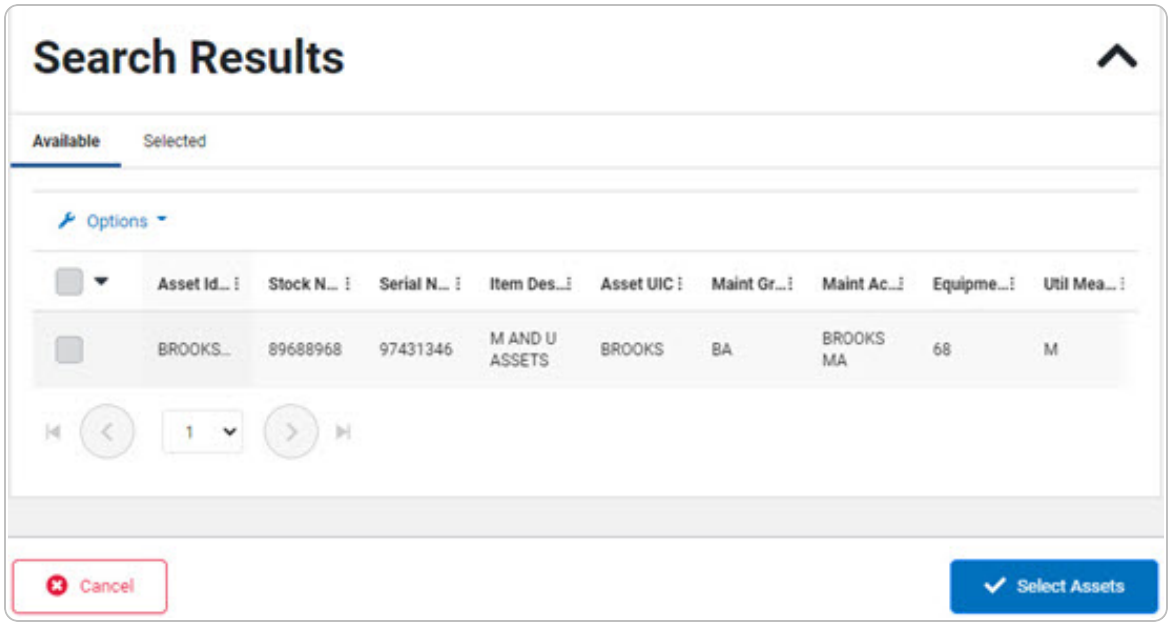
1. Select . *The* ***Assign Assets to MAINT SCHEDULE*** *pop-up window appears.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
   - Use to select the Site Id.
   - Use to select the Maint Activity.
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
   - Enter the MAINT GROUP ID in the field provided. *This is a 2 alphanumeric character field.*

- Use ▾ to select the Asset UIC.
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the EQUIPMENT POOL ID in the field provided. *This is a 2 alphanumeric character field.*
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
- Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select Search. *Results display in the Search Results Grid.*

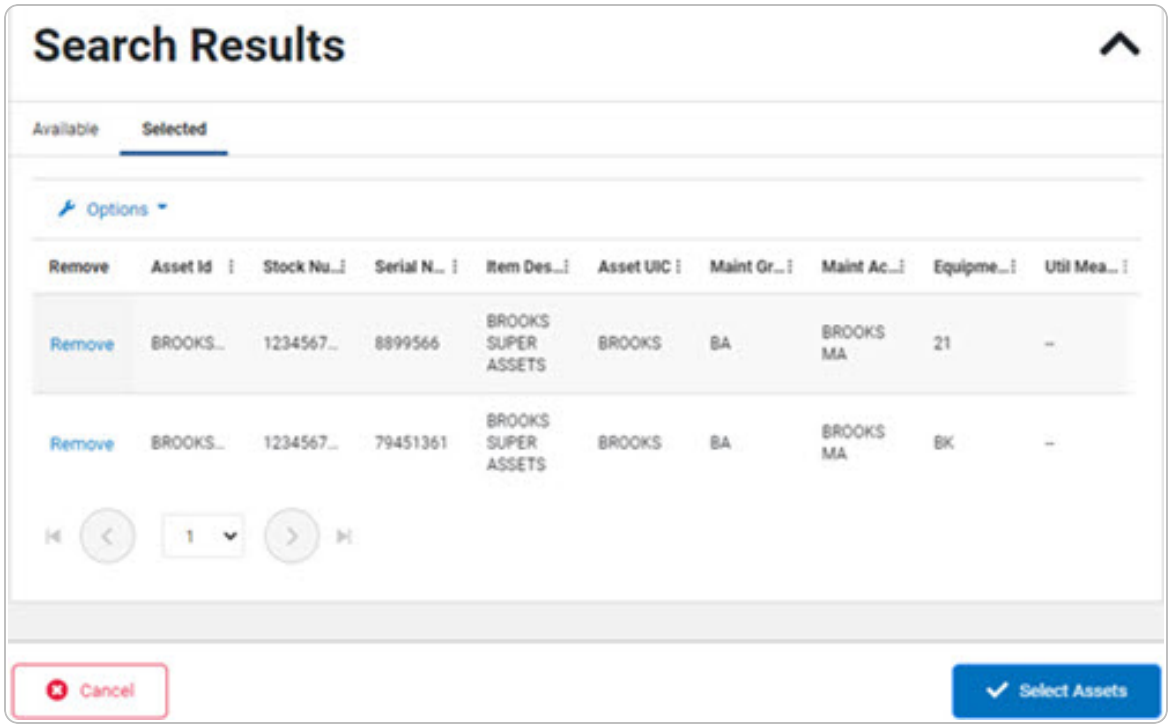


4. Click ☐ to select the ASSET ID. *The ASSET ID is selected and* ☑ *appears.*

   Select Select Assets. *The* ***Asset Assignment to Maintenance Schedule*** *pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.*

5. **OR**

Select the Selected Tab. *The selected ASSET ID appears for verification.*



A. Select the Remove hyperlink. *The ASSET ID is removed from the Selected Search Results grid.*

6. Select

. *The **Asset Assignment to Maintenance Schedule** pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment

Browse for an Asset Identifier

Overview

The Asset Identifier Browse pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMSModules > *Various Procedural Steps* > > Asset Id Browse pop-up window

Page Fields

The following fields display on the **Asset Id Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Asset Id
Dispatched *
Equip Pool
Dispatched Cd
Dispatch Unavl Cd
Dispatch Ctgry
Sub Ctgry
Item Desc
Stock Nbr
Serial Nbr
Secondary Serial Number

Search Results Grid

Select
Asset Id
Item Desc
Utilization
Dispatch Ctgry
Sub Ctgry
Dispatch Cd
Dispatch Unavl Cd
Equip Pool
Stock Nbr
Serial Nbr
Secondary Serial Number
Actual Issue Dt/Tm
Est Return Dt/Tm
Lst Util Rptd Dt
Tot FY Util Qty
Nbr of Passengers
Nbr of Bags

(*) Asterisk identifies mandatory fields.

Procedures

ELMS Navigation Helpful Tips

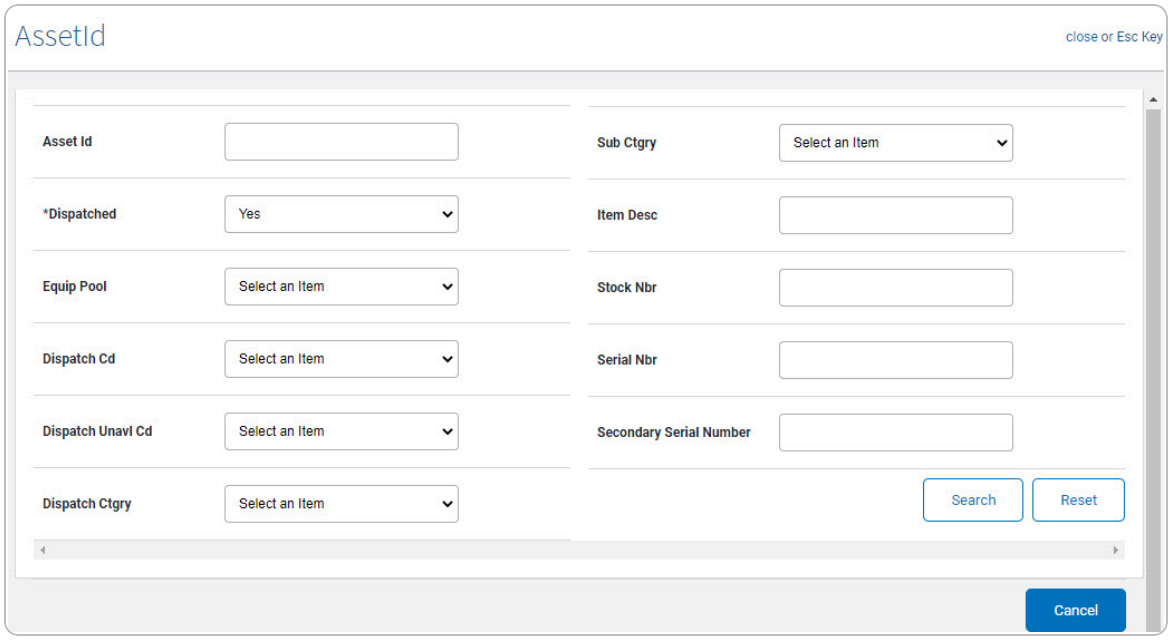
Click the following link to display ELMS Navigation Tips.

Browse for an Asset Identifier

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

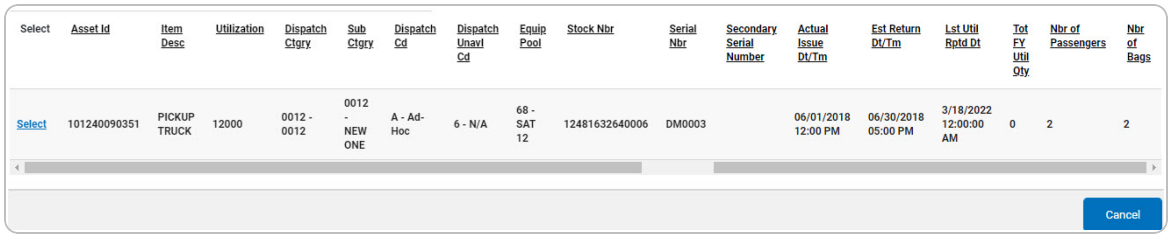
1. Select . *The **ASSET ID Browse** pop-up window appears*.



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
   - Use to select the Dispatched.
   - Use to select the Equip Pool.
   - Use to select the Dispatched Cd.
   - Use to select the Dispatch Unavl Cd.
   - Use to select the Dispatch Ctgry.
   - Use to select the Sub Ctgry.
   - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
- Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*

3. Select Search. *Results display in the ASSET ID Results Grid below.*



4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *DISPATCHED*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

M&U

- Dispatch

Browse for an Attribute Template

Overview

The Attribute Template Browse pop-up window allows searching for the attribute templates and their descriptions that are available for the ACC.

Navigation

ELMS Property Accountability Module > *Various Procedural Steps* > > Attribute Template Browse pop-up window

Page Fields

The following fields display on the **Authorization Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Attribute Template Search Criteria Grid

ACC
Attribute Template Name
Attribute Template Desc

Attribute Template Results Grid

Select
Detail
Attribute Template Name

Detail Grid

Attribute Template Name

Procedures

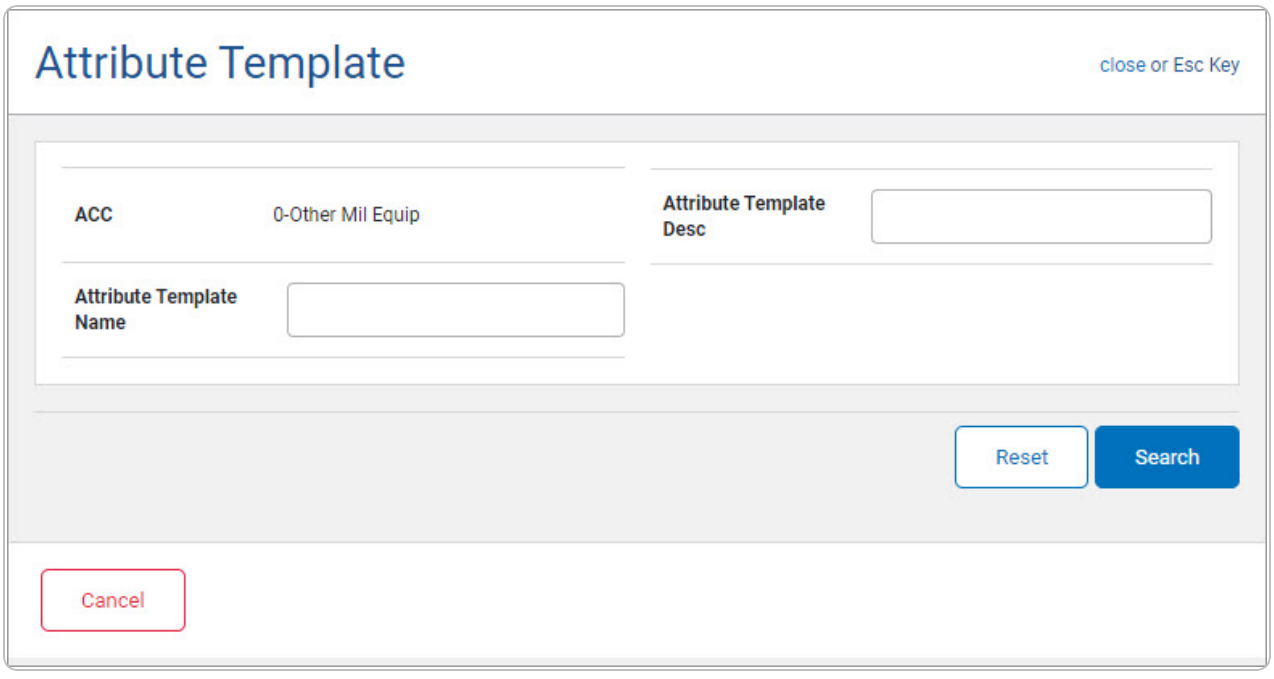
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Browse for an Attribute Template

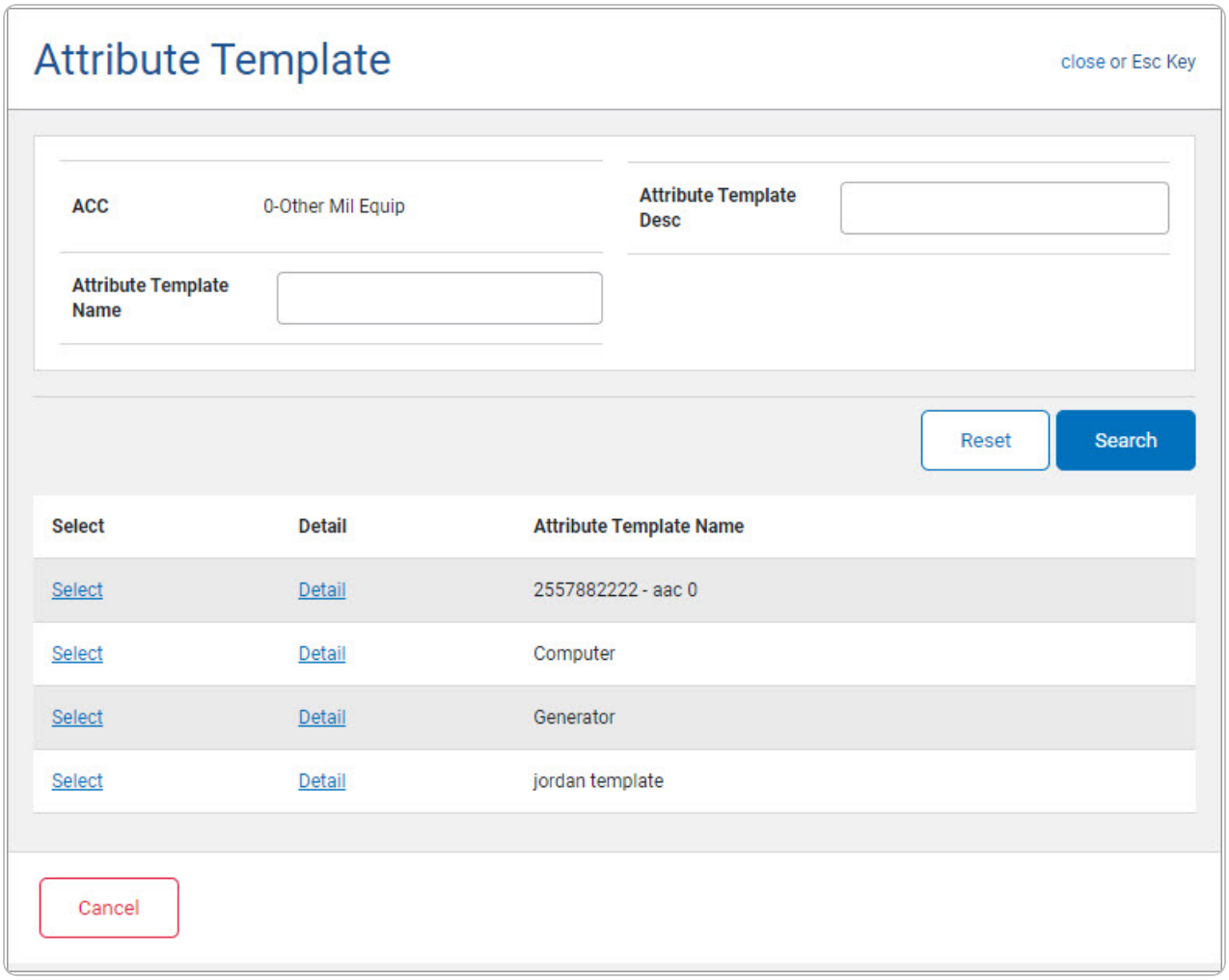
Selecting Reset *at any point of this procedure returns all fields to the default setting.*

1. Select . *The **Attribute Template Browse** pop-up window appears*.
2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

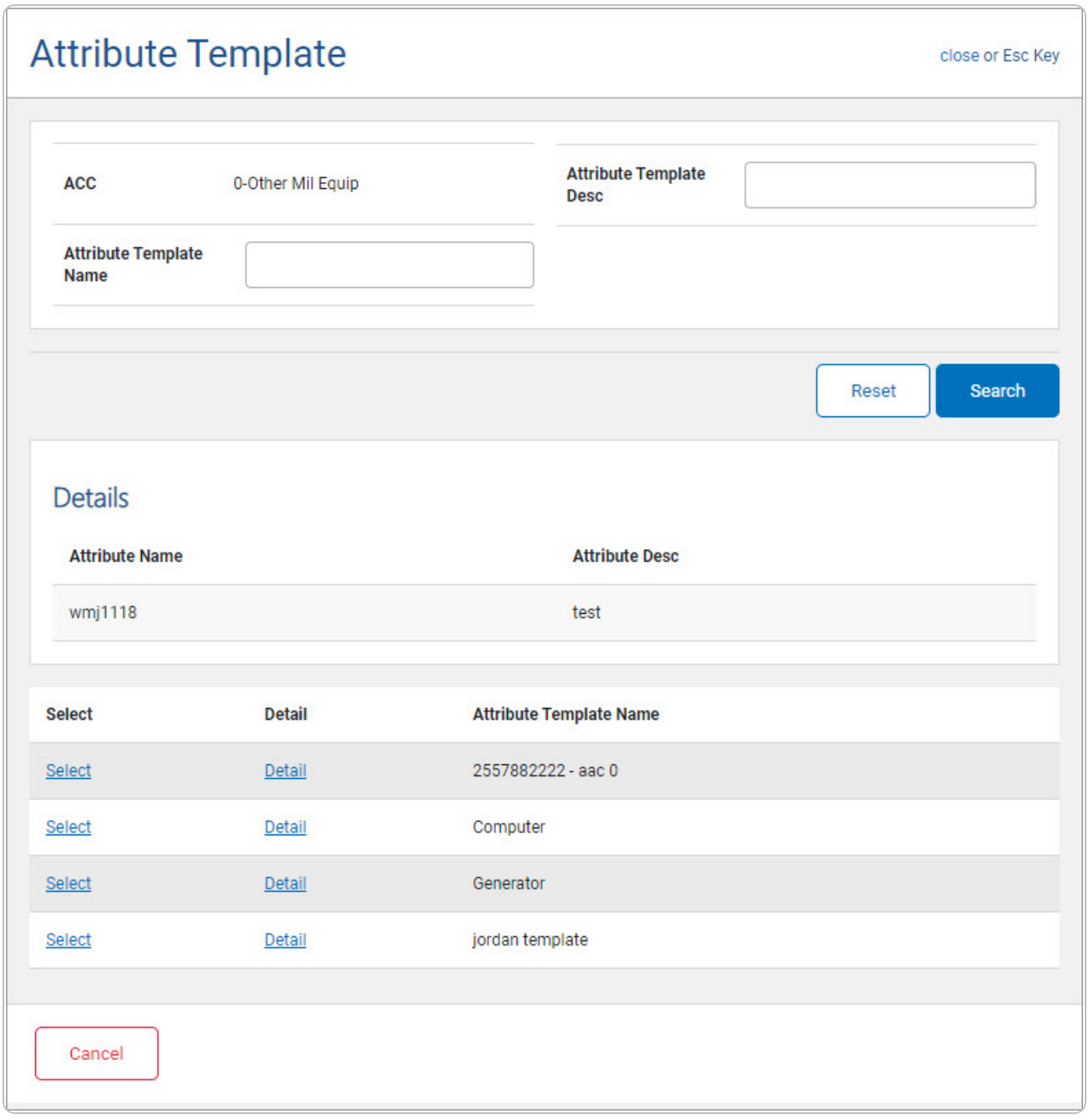


- *Verify the ACC.*
- Enter the Attribute Template Name in the field provided. *This is a 50 alphanumeric character field.*
- Enter the Attribute Template DESC in the field provided. *This is a 250 alphanumeric character field.*

3. Select Search. *The results appear in the* ***Attribute Template Search Results*** *grid.*



4. Choose the Detail hyperlink next to the desired Attribute Template. *The Detail panel appears.*



5. Choose the Select hyperlink next to the desired Attribute Template. *The pop-up window closes and the selected Attribute Template appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

PA

- Stock Number Mass Change Search Criteria

Select an Audit Field Name

Overview

The Audit Field Selection process provides the ability to select the audit field name to view associated records.

Navigation

ELMS > *Various Procedural Steps* > Select Field Name hyperlink > Audit Field Selection pop-up window

Page Fields

The following fields display on the **Audit Field Selection** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Audit Field Selection Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Select an Audit Field Name

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Enter the Field Name, or use the hyperlink to select a Field Name. *The **Audit Field Selection** pop-up window appears.*

2. Use ▼ to select the Field.

3. Click Select. *The pop-up window closes, and the selected field name appears in the Field Names grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Audit Viewer Inquiry

Select an Audit Program

Overview

The Audit Program Selection process provides the ability to select the audit program to view associated records.

Navigation

ELMS > *VARIOUS PROCEDURAL STEPS* > Select Program Name hyperlink > Audit Program Selection pop-up window

Page Fields

The following fields display on the **Audit Program Selection** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Audit Program Selection Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Select an Audit Program

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Enter the Program ID, or use the hyperlink to select a Program Name. *The **Audit Program Selection** pop-up window appears.*

2. Use ▼ to select the Field.

3. Click Select. *The pop-up window closes, and the selected audit program appears in the Programs grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Audit Viewer Inquiry

Browse for an Authorization

Overview

The Authorization Browse pop-up window allows searching for authorizations in the Force element.

Navigation

ELMS Force Systems Management Module > *Various Procedural Steps* > > Authorization Browse pop-up window

Page Fields

The following fields display on the **Authorization Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Authorization Search Criteria

Authorization Type
Authorization Id
Platform
Stock Number
UTC
Authorization Status

Authorization Results Grid

Select
Authorization Id
Authorization Desc

Platform

Procedures

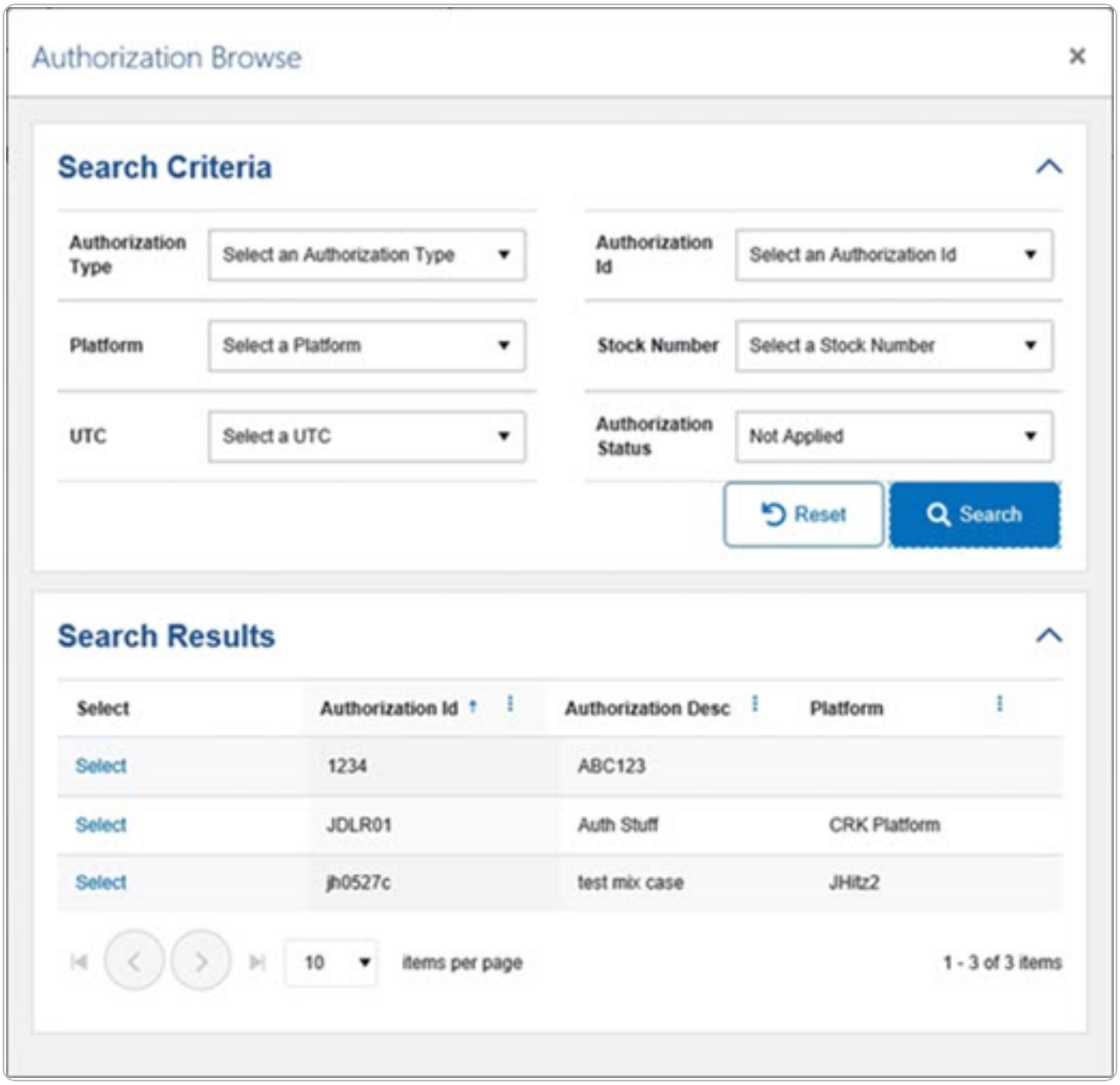
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse for an Authorization

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. Select . *The **Authorization Browse** pop-up window appears*.



2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

   - Use ▾ to select the Authorization Type.
   - Use ▾ to select the Authorization Id.

- Use ▾ to select the Platform.
- Use ▾ to select the Stock Number.
- Use ▾ to select the UTC.
- Use ▾ to select the Authorization Status.

3. Select Search. *The results appear in the* ***Authorization Search Results*** *grid.*
4. Choose the Select hyperlink next to the desired Authorization. *The pop-up window closes and the selected Authorization ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

FSM

- Authorization Management Overview
- Review Authorizations
- Apply Authorization
- Authorization Details

Browse for a CAGE Cd

Overview

The CAGE Master Browse pop-up window allows searching for CAGE codes.

Navigation

ELMSModules > *Various Procedural Steps* > > CAGE Master Browse pop-up window

Page Fields

The following fields display on the **CAGE Master Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

CAGE Cd
Contact Phone
Physical Address Postal Cd
Legal Business Name
Physical Address State
Status Code

Search Results Grid

CAGE Cd
Legal Business Name
Doing Business As
Division

Status Code
Status Description
Business Established Date
Source Data Last Update
Expiry

Optional

Contact Email
Contact Mobile
Contact Name
Contact Phone
Contact Voice Ext
Mail Address Line 2
Mail City
Mail Country
Mail County
Mail Postal Code
Mail State
Physical Address City
Physical Address Country
Physical Address Country Desc
Physical Address County
Physical Address Line 1
Physical Address Line 2
Physical Address PO Box
Physical Address Postal Cd
Physical Address Postal Ext
Physical Address State

Procedures

ELMS Navigation Helpful Tips

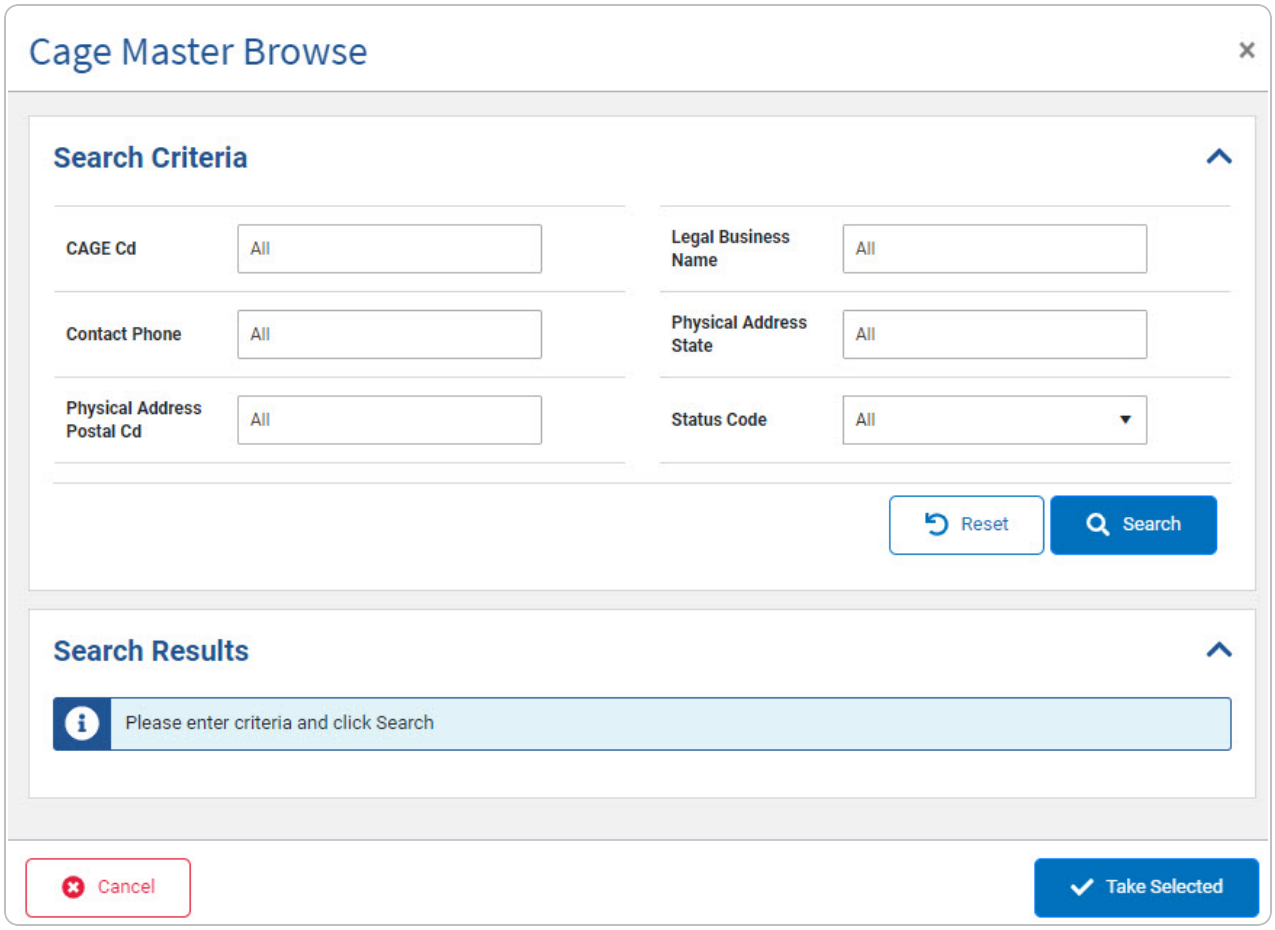
Click the following link to display ELMS Navigation Tips.

Browse for a CAGE Cd

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

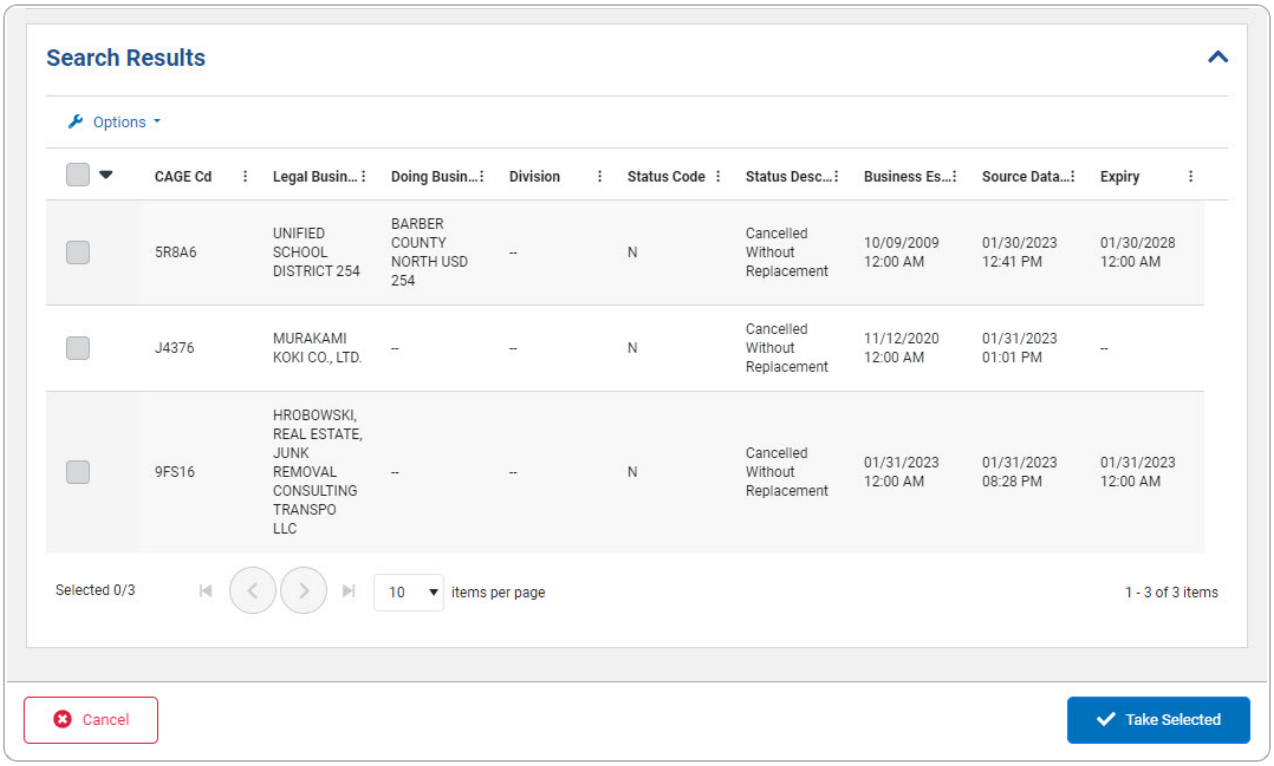
1. Use to browse for the CAGE Cd entry. *The* ***CAGE Master Browse*** *pop-up window displays.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the CAGE Cd in the field provided. *This is a 5 alphanumeric character field.*
   - Enter the Contact Phone in the field provided. *This is a 25 alphanumeric character field.*
   - Enter the Physical Address Postal Cd in the field provided. *This is a 10 alphanumeric character field.*
   - Enter the Legal Business Name in the field provided. *This is a 50 alphanumeric character field.*

- Enter the Physical Address in the field provided. *This is a 25 alphanumeric character field.*
- Use ▾ to select the Status Code.

3. Select Search. *The results appear in the **Search Results** grid.*



4. Click ☐ to select the CAGE Cd.

5. Select Take Selected. *The **CAGE Master Browse** pop-up window closes and the selected CAGE Cd appears in the previous screen in the CAGE Cd field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Manufacturer Part Nbr

PA

- Manufacturer Part Nbr

Browse for a Contract Number

Overview

The Contract Number Browse process allows searching for stored contract numbers in the ELMScatalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > Contract Browse pop-up window

Page Fields

The following fields display on the **Contract Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Contract Use Cd
CAGE Cd
Contract Nbr

Search Results Grid

Select
Contract Nbr
Contractor Name

Procedures

ELMS Navigation Helpful Tips

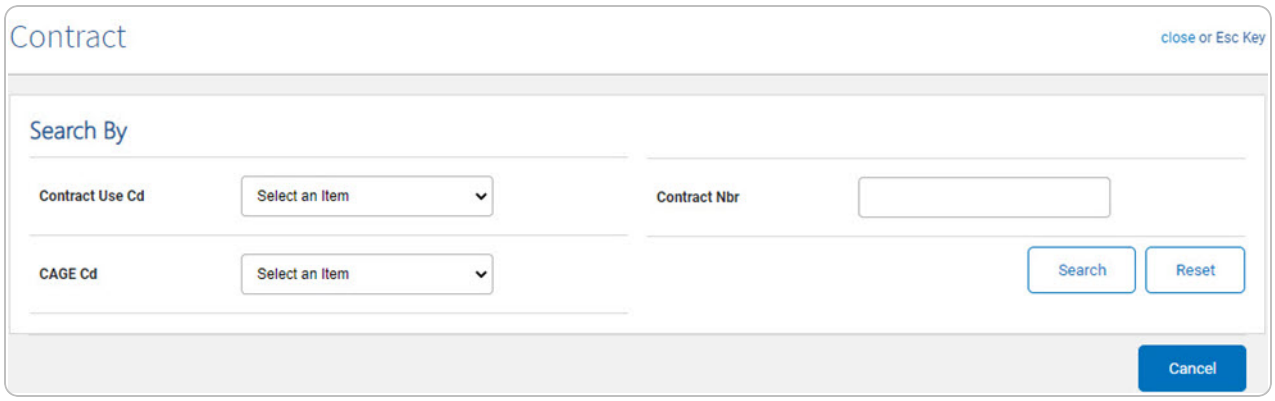
Click the following link to display ELMS Navigation Tips.

Browse for a Contract Number

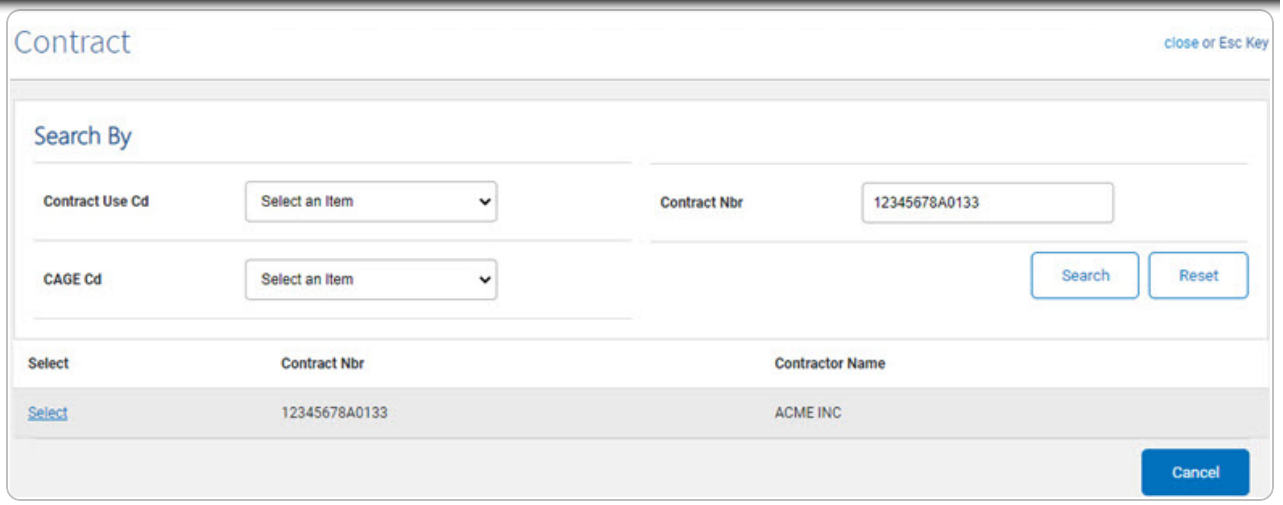
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Contract Browse*** *pop-up window appears.*



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Use to select the Contract Use Cd.
   - Use to select the CAGE Cd.
   - Enter the CONTRACT NBR in the field provided. *This is a 50 alphanumeric character field.*
3. Select Search. *The results display in the Contract Search Results Grid below.*



4. Click the Select hyperlink next to the desired contract. *The pop-up window closes and the selected contract number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Wrnty/Svc/Subscription - Terms/Cond

Browse for a Deferred Task/Parts

Overview

The Deferred Task/Parts pop-up window allows searching for deferred parts for an asset from the Warehouse Module.

Navigation

Maintenance > *Various Procedural Steps* > > Deferred Task/Parts pop-up window

Page Fields

The following fields display on the **Deferred Task/Parts** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
24	(*) Asterisk identifies mandatory fields.
18	Select "Update" button to process transaction(s).
14	Select "Cancel" button to return to previous page.

Deferred Parts Criteria

Deferred Parts Results Grid

Procedures

ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

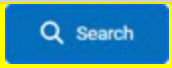
Browse for Deferred Task/Parts

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

1. Select . *The **Deferred Task/Parts Browse** pop-up window appears.*

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
   - Use to select the Authorization Type.
   - Use to select the Authorization Id.
   - Use to select the Platform.
   - Use to select the Stock Number.
   - Use to select the UTC.
   - Use to select the Authorization Status.

3. Select 

. *The results appear in the* ***Authorization Search Results*** *grid.*
4. Select

. *The* ***Deferred Task/Parts Browse*** *pop-up window closes and the selected entry appears in the Parts panel.*
5. Choose the Select hyperlink next to the desired Authorization. *The pop-up window closes and the selected Authorization ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Work Order

FSM

- Authorization Management Overview
- Review Authorizations
- Apply Authorization
- Authorization Details

Browse for a Dispatch ID

Overview

The Dispatch ID Browse pop-up window allows searching for dispatching assets in the ELMS catalog.

Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* > > Dispatch ID Browse pop-up window

Page Fields

The following fields display on the **DISPATCH ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Dispatch Id
Dispatch Sts Cd
Dispatcher
Dispatched To
Equip Pool

Search Results Grid

Select
Dispatch Id
Dispatch Sts Cd
Dispatcher
Dispatched To
Dispatch Cd

Equip Pool
Asset Id
Serial Nbr
Secondary Serial Number
UII

Procedures

ELMS Navigation Helpful Tips

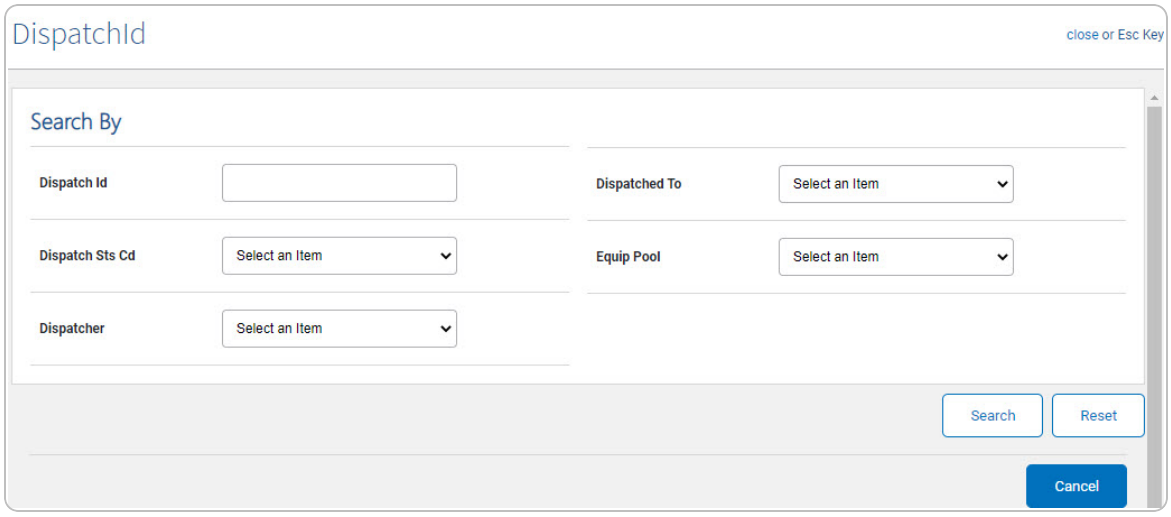
Click the following link to display ELMS Navigation Tips.

Browse for a Dispatch ID

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

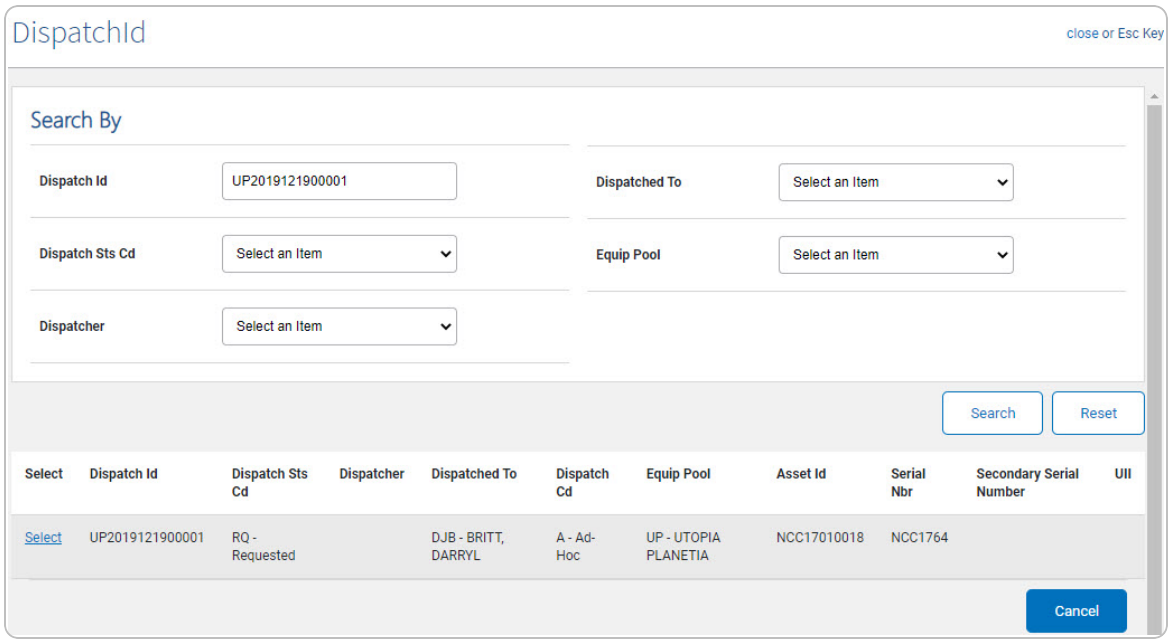
1. Select . *The* ***Dispatch ID Browse*** *pop-up window appears.*



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the Dispatch ID in the field provided. *This is a 15 alphanumeric character field.*

- Use to select the Dispatch Sts Cd.
- Use to select the Dispatcher.
- Use to select the Dispatched To.
- Use to select the Equip Pool.

3. Select Search. *The Search Results display in the Dispatch ID Grid below.*



4. Click the Select hyperlink next to the desired Dispatch ID. *The pop-up window closes and the selected Dispatch ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—enter the search criteria.
182 — Entry must be A — Z and/or 0 — 9 with no embedded spaces or special characters.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.

Related Topics

M&U

- Dispatch

Browse for an Equipment Category Code (ECC)

Overview

The ECC Browse pop-up window allows searching for ECCs in the eCatalog.

Navigation

ELMS eCatalog > *Various Procedural Steps* > > ECC Browse pop-up window

Page Fields

The following fields display on the **ECC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

ECC Search Criteria

Equipment Class Cd

ECC Results Grid

Equip Control Cd
Equip Control Desc
Equip Control Detailed Desc

Procedures

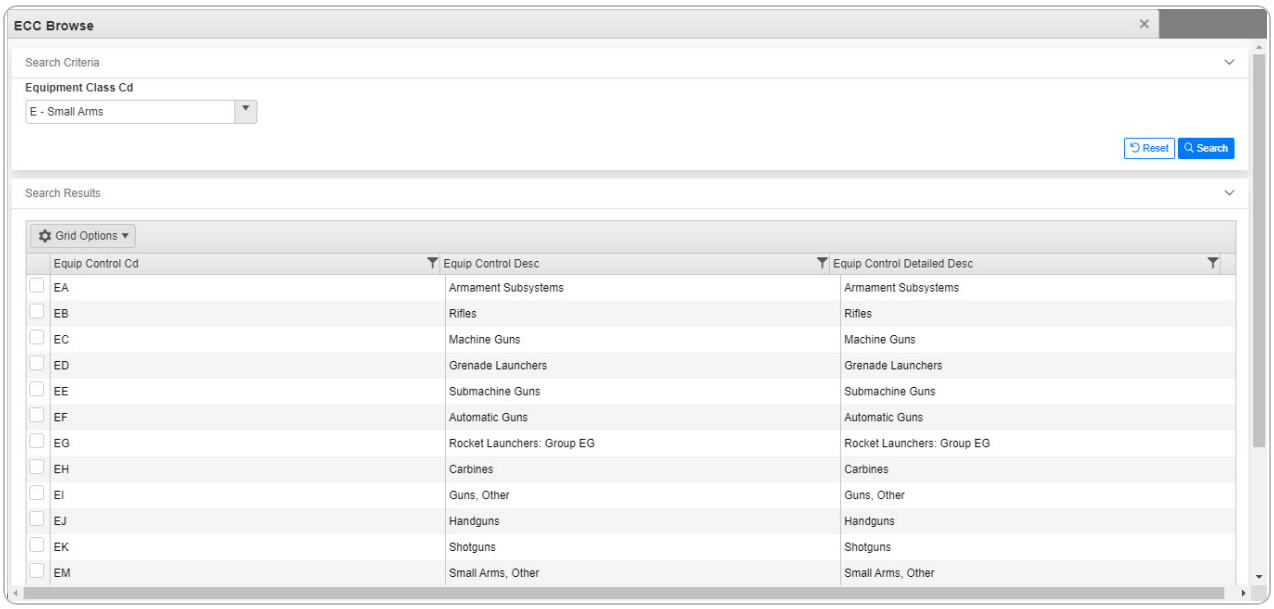
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Browse for an ECC

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. Select . *The **ECC Browse** pop-up window appears.*



2. In the Search Criteria box, narrow the results by entering the following:.
   - Use to select the Equipment Class Cd.
3. Select Search. *The results appear in the **ECC Search Results** grid.*
4. Click ☐ to select the Equip Control Cd. *This highlights the desired row.*
5. Select ✓ Select. *The desired Equipment Control Code appears in the ECC field in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

PA

- Add a Stock Number

Browse for an External LIN/TAMCN

Overview

The External LIN/TAMCN Browse process allows searching for an external LIN/TAMCN in the ELMScatalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > External LIN/TAMCN Browse pop-up window

Page Fields

The following fields display on the **External LIN/TAMCN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Select Interface *
LIN/TAMCN
LIN/TAMCN Desc

Procedures

ELMS Navigation Helpful Tips

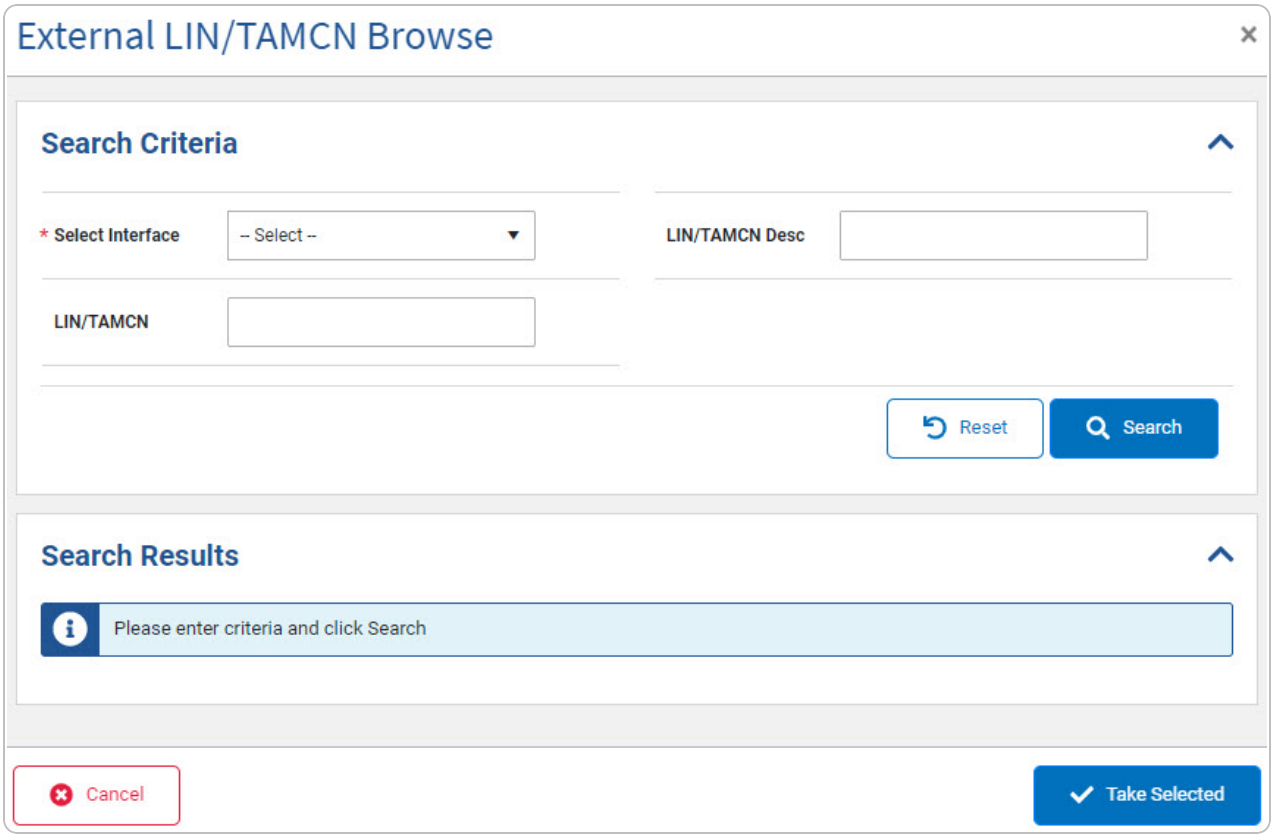
Click the following link to display ELMS Navigation Tips.

Browse for a LIN/TAMCN

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***External LIN/TAMCN Browse*** *pop-up window appears.*



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Use ▾ to select the Select Interface.
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*

- Enter the LIN/TAMCN DESC in the field provided. *This is a 1024 alphanumeric character field.*

3. Select Search. *The results display in the Search Results Grid below.*
4. Click to select the LIN/TAMCN. *This highlights the desired row.*
5. Click Take Selected. *The desired LIN/TAMCN appears in the LIN/TAMCN field on the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Number

Browse for the External Manufacturer Part Number

Overview

The External Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers from a catalog. The availability of the external agency catalogs depend on the logged-in user.

Navigation

ELMSModules > *Various Procedural Steps* > > External Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **External Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Interface System
CAGE Cd
Mfr Part Nbr
Stock Nbr
Mfr Name
Mfr Model Nbr

Search Results Grid

Stock Nbr
Item Desc
Mfr Part Nbr

Mfr Name
Mfr Model Nbr
CAGE Cd

Procedures

ELMS Navigation Helpful Tips

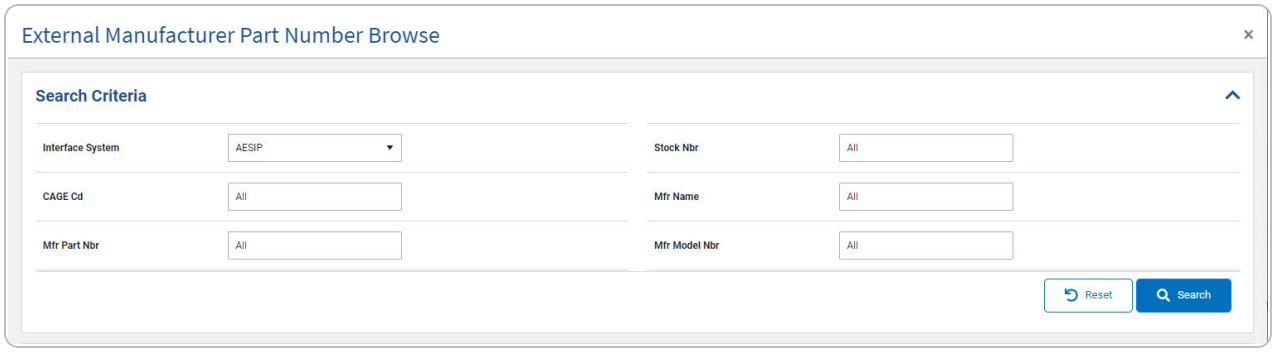
Click the following link to display ELMS Navigation Tips.

Browse for an External Manufacturer Part Number

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

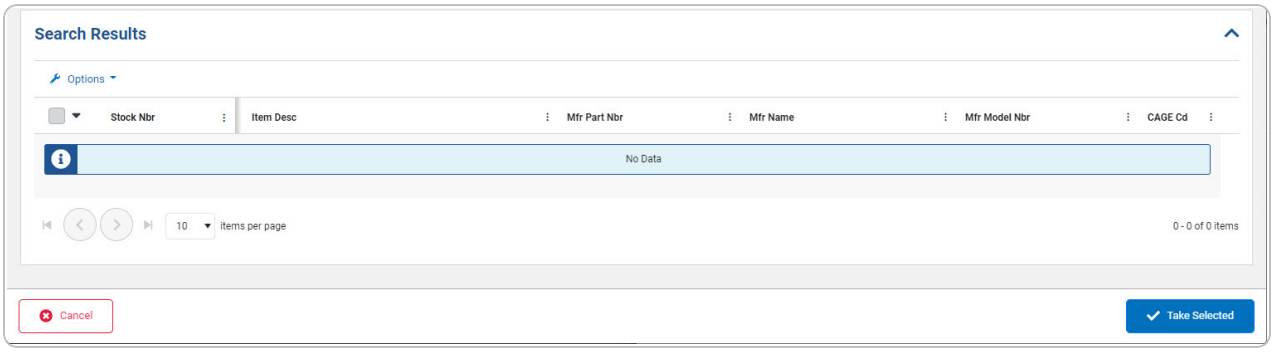
1. Select . *The **External Manufacturer Part Number Browse** pop-up window appears*.



2. In the Search Criteria box, narrow the results by entering the following:.
   - Use to select the Interface System.
   - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
   - Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*

- Enter the MFR MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*

3. Select Search. *The results appear in the* ***External Manufacturer Part Number Search Results*** *grid.*



4. Click to select the External Manufacturer Part Number. *This highlights the desired row.*

5. Click Take Selected. *The desired External Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Manufacturer Part Nbr

Browse for a FSM Authorization ID Browse

Overview

The FSM Authorization ID Browse pop-up window allows searching for authorization identifiers in the ELMS catalog.

Navigation

ELMSModules > *Various Procedural Steps* > > FSM Authorization ID Browse pop-up window

Page Fields

The following fields display on the **FSM Authorization ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Authorization Type
Platform
Authorization ID
Force Element
Stock Nbr

Search Results Grid

Select
Authorization Type
Platform
Authorization ID
Force Element

Stock Nbr

Procedures

ELMS Navigation Helpful Tips

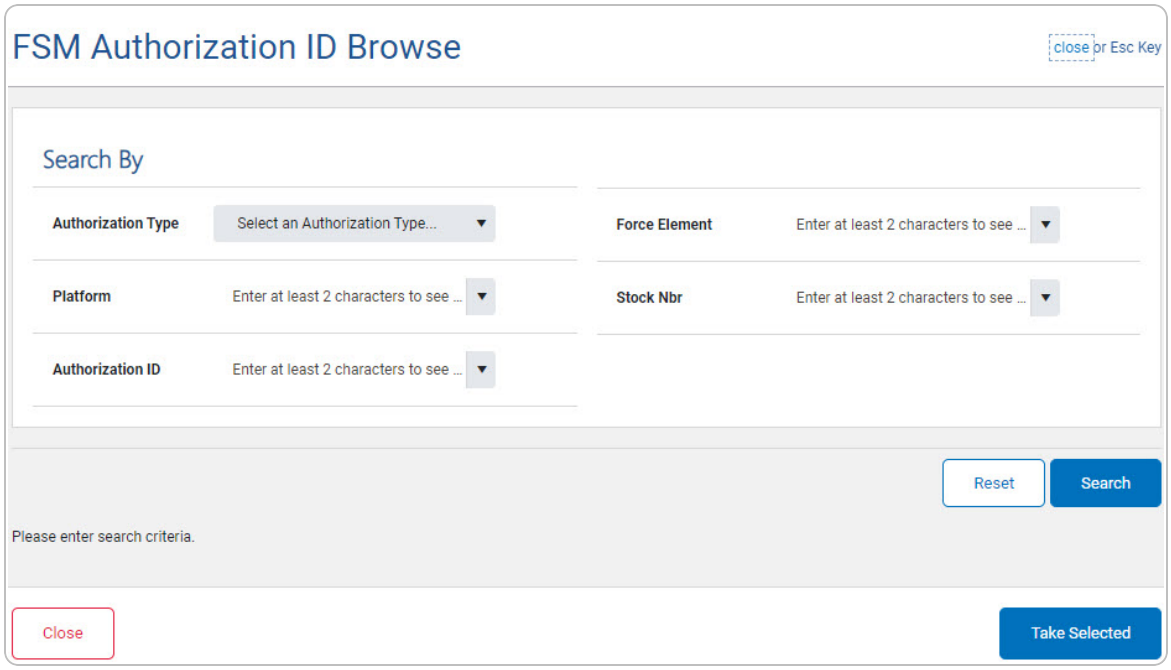
Click the following link to display ELMS Navigation Tips.

Browse for a FSM Authorization ID Browse

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.*

Selecting Close *at any point of this procedure removes all revisions and closes the page.*

1. Select . *The **FSM Authorization ID Browse** pop-up window appears.*



A. Use to select the Authorization Type.

B. Use to select the Platform.

C. Use to select the Authorization ID.

D. Use to select the Force Element.

E. Use to select the Stock Nbr.

2. Select Search. *The Search Results display in the **FSM AuthorizationID** Grid below.*
3. Click the Select hyperlink next to the desired FSM Authorization ID. *The pop-up window closes and the selected FSM Authorization ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

PA

- Report Manager Schedule Reports

Browse for the Internal Manufacturer Part Number

Overview

The Internal Manufacturer Part Number Browse pop-up window allows searching for manufacturer part numbers.

Navigation

Catalog > *Various Procedural Steps* > > Internal Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **Internal Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

CAGE Cd
Manufacturer Part Nbr
Stock Nbr
Manufacturer Name
Model Nbr

Search Results Grid

All
Stock Nbr
Manufacturer Part Nbr
Manufacturer Name
Model Nbr

CAGE Cd

Procedures

ELMS Navigation Helpful Tips

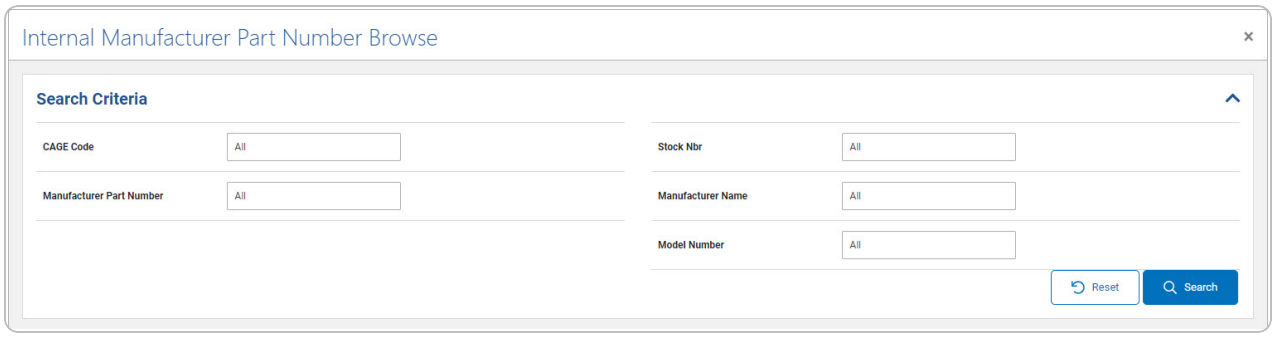
Click the following link to display ELMS Navigation Tips.

Browse for an Internal Manufacturer Part Number

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.*

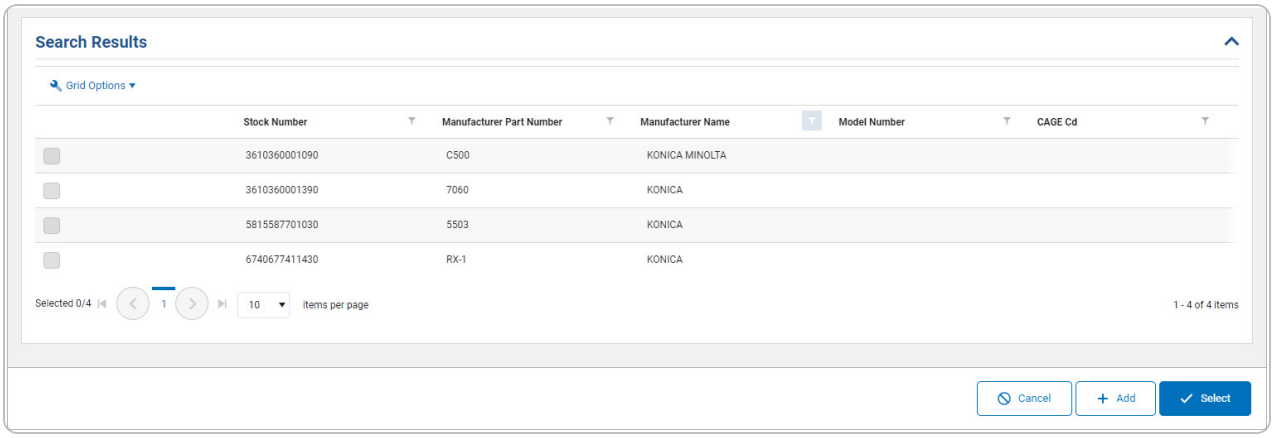
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Internal Manufacturer Part Number Browse*** *pop-up window appears*.



2. In the Search Criteria box, narrow the results by entering the following:.
   - Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*
   - Enter the MANUFACTURER PART NBR in the field provided. *This is a 35 alphanumeric character field.*
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the MANUFACTURER NAME in the field provided. *This is a 36 alphanumeric character field.*
   - Enter the MODEL NBR in the field provided. *This is a 48 alphanumeric character field.*

3. Select Search. *The results appear in the **Internal Manufacturer Part Number Search Results** grid.*



4. Click ☐ to select the Internal Manufacturer Part Number. *This highlights the desired row.*

5. Click Select. *The desired Internal Manufacturer Part Number appears in the MFR PART NBR field on the previous screen.*

Add a Manufacturer Part Number

Select + Add. *The **Add a Manufacturer Part Number** page appears.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

PA

- Pending Catalog Transaction

Browse for Internal Stock Number

Overview

The Internal Stock Number Browse pop-up window allows searching for stock number assets.

Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* > > Internal Stock Number Browse pop-up window

Page Fields

The following fields display on the **Internal Stock Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Stock Item Type
Stock Nbr
LIN/TAMCN
Item Desc
Reportable Commodity Type

Search Results Grid

Stock Number
Stock Item Cd
Item Desc
Mgmt Cd
LIN/TAMCN

FSC
CIIC
Type Asset Cd
Shelf Life Cd
Security Commodity Type
Reportable Commodity Type
Prev Stock Nbr
IT Device Cd
Accounting Req Cd
NIIN Status Cd

Procedures

ELMS Navigation Helpful Tips

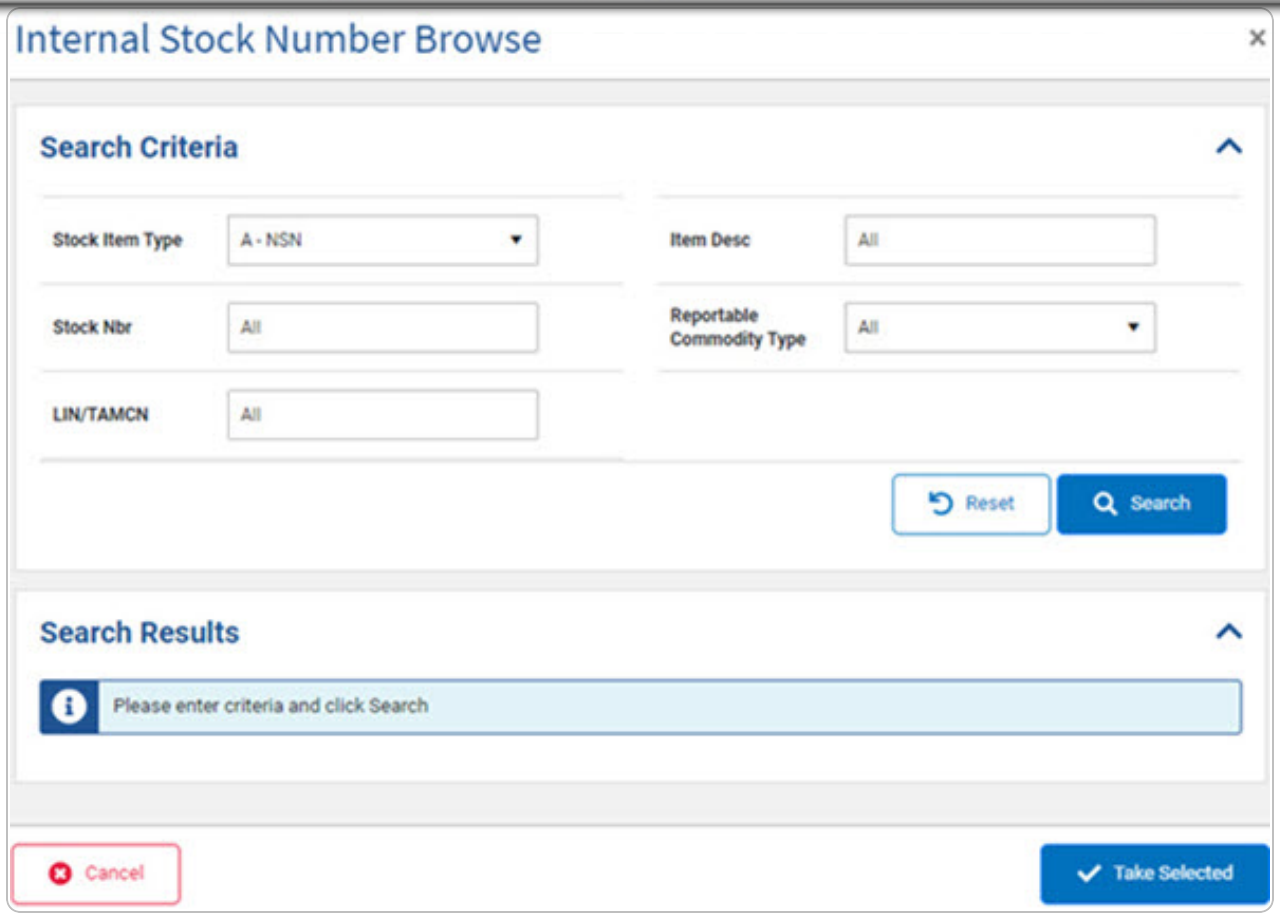
Click the following link to display ELMS Navigation Tips.

Browse for an Internal Stock Number

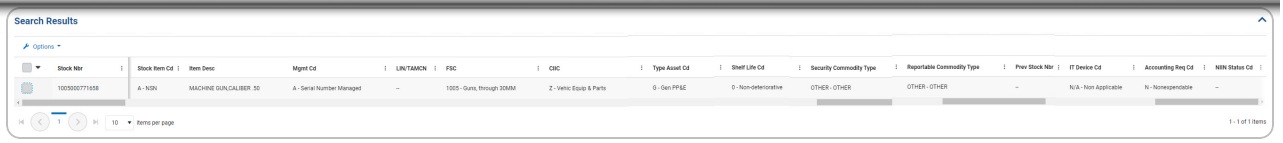
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use to browse for the Stock Number entry. *The* ***Internal Stock Number Browse*** *pop-up window displays.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the Stock Item Type in the field provided. *This is a 1 alphanumeric character field.*
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
   - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
   - Use ▾ to select the Reportable Commodity Type.
3. Select Search. *The results appear in the **Stock Number Results** grid.*



4. Click to select the Internal STOCK NBR.

5. Select

. *The **Internal Stock Number Browse** pop-up window closes and the selected STOCK NBR appears in the previous screen in the STOCK NBR field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Manufacturer Part Nbr

PA

- Manufacturer Part Nbr

Browse for a Job Order Number

Overview

The Job Order Number Browse pop-up window allows searching for a Job Order Number in the ELMS catalog.

Navigation

ELMSModules > *Various Procedural Steps* > > Job Order Number Browse pop-up window

Page Fields

The following fields display on the **Job Order Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Job Order Nbr ID
Job Order Nbr Desc
Reimbursable
Effective Dt
End Dt

Search Results Grid

Select
Job Order Nbr ID
Job Order Nbr Desc
Effective Dt
End Dt

Procedures

ELMS Navigation Helpful Tips

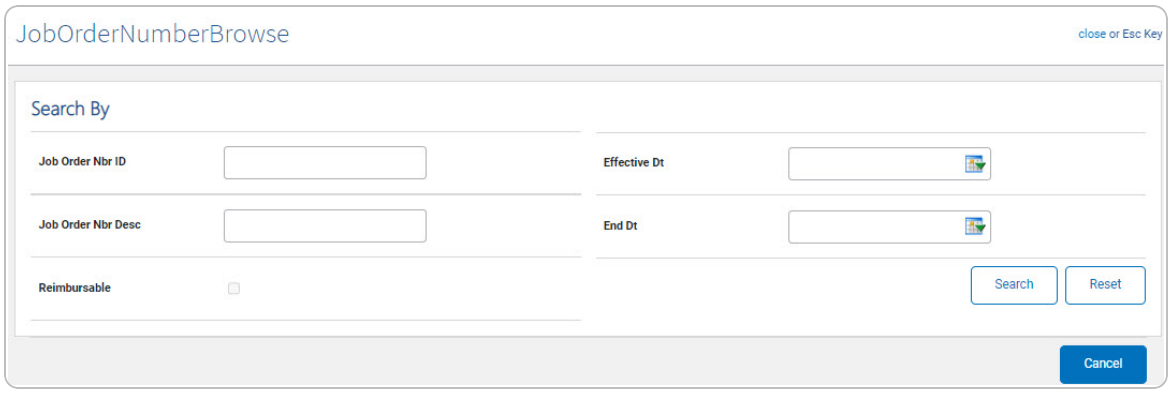
Click the following link to display ELMS Navigation Tips.

Browse for a Job Order Number

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.*

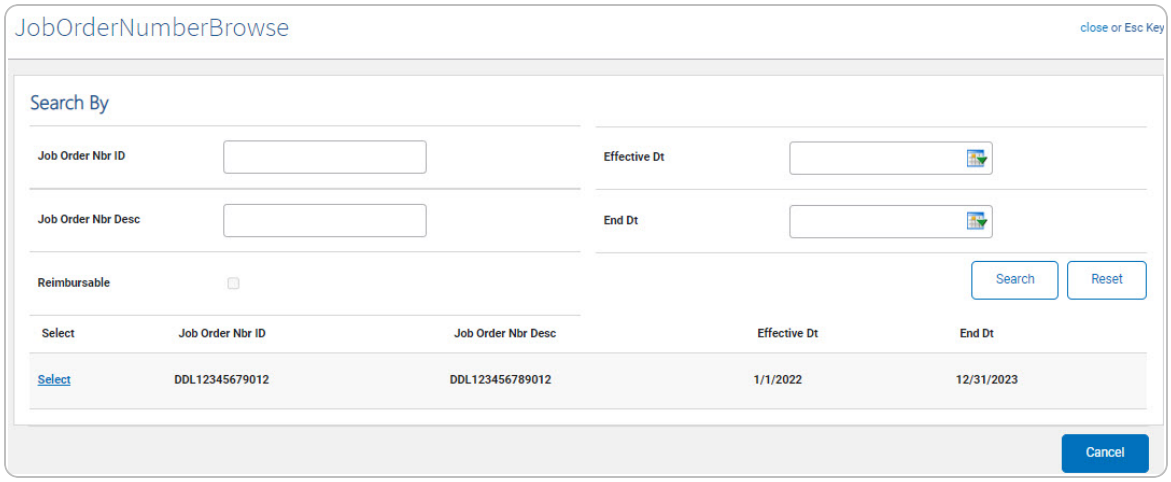
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Job Order Number Browse*** *pop-up window appears*.



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the Job Order Number the field provided. *This is a 15 alphanumeric character field.*
   - Enter the JOB ORDER NBR DESC in the field provided. *This is a 256 alpha-numeric character field.*
   - *The Reimbursable automatically populates and is not editable.*
   - Use to select the Effective DT, or enter the date (MM/DD/YYYY) in the field provided.
   - Use to select the End DT, or enter the date (MM/DD/YYYY) in the field provided.

3. Select Search. *The Search Results display in the Job Order Number Grid below.*



4. Click the Select hyperlink next to the desired Job Order Number. *The pop-up window closes and the selected Job Order Number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Dispatch

Browse for a LIN/TAMCN

Overview

The LIN/TAMCN Browse process allows searching for a LIN/TAMCN in the ELMScatalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > LIN/TAMCN Browse pop-up window

Page Fields

The following fields display on the **LIN/TAMCN Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

LIN/TAMCN
LIN/TAMCN Desc
Size Category
Status

Search Results Grid

LIN/TAMCN
LIN/TAMCN Desc
Size Category
Status

Optional

Catalog Name Code

Procedures

ELMS Navigation Helpful Tips

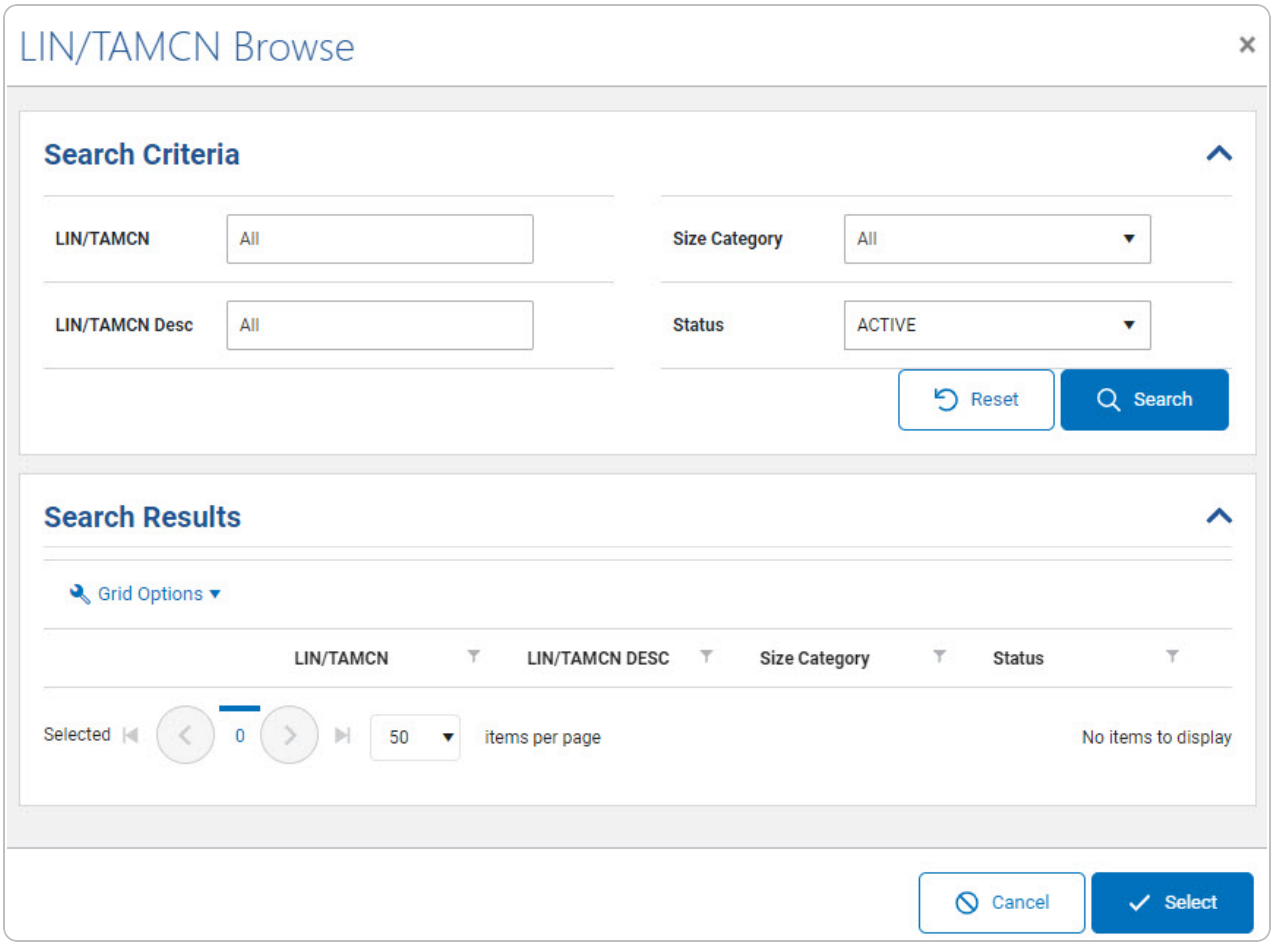
Click the following link to display ELMS Navigation Tips.

Browse for a LIN/TAMCN

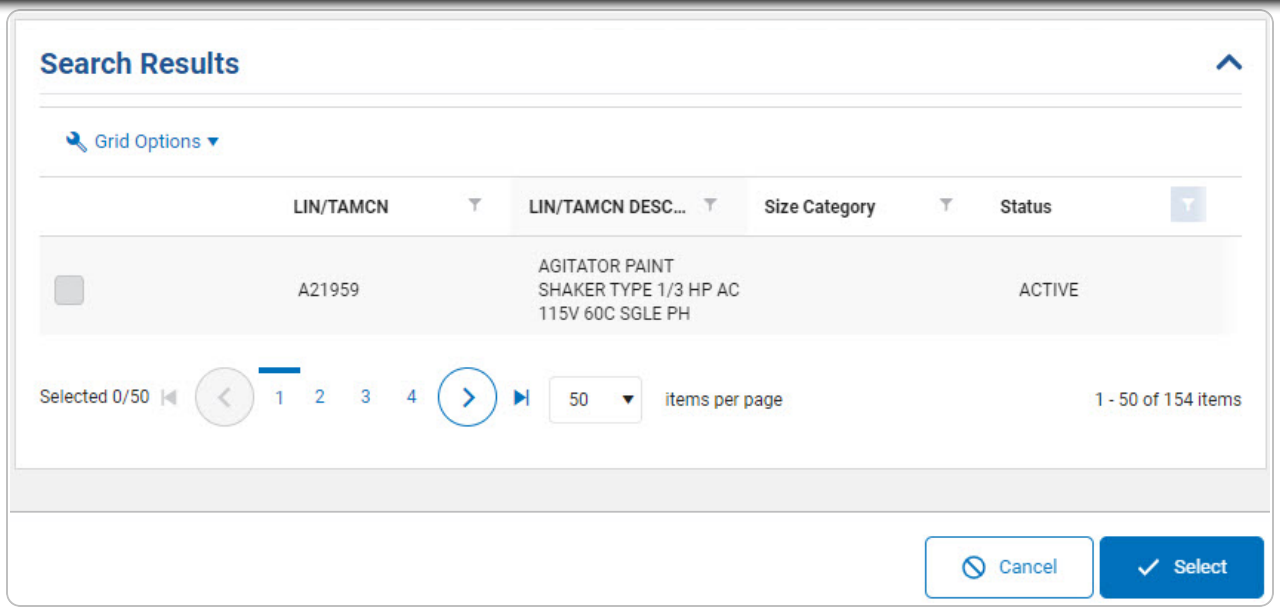
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The **LIN/TAMCN Browse** pop-up window appears.*



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
   - Enter the LIN/TAMCN DESC in the field provided. *This is a 1024 alphanumeric character field.*
   - Use ▾ to select the Size Category.
   - Use ▾ to select the Status.
3. Select Search. *The results display in the Search Results Grid below.*



4. Click ☐ to select the LIN/TAMCN. *This highlights the desired row.*

5. Click Select. *The desired LIN/TAMCN appears in the LIN/TAMCN field on the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Stock Number

Browse for a Maintenance Schedule

Overview

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

Navigation

ELMSModules > *Various Procedural Steps* > > Maintenance Schedule Browse pop-up window

Page Fields

The following fields display on the **Maintenance Schedule Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Maint Schedule Id
Maint Schedule Name
Maint Schedule Desc
Work Plan Name
Maintenance Activity
Occurrence
Central Maint Sched

Search Results Grid

Select
Maint Sched Id
Maint Sched Name

Maint Sched Desc
Maint Activity
Occurrence
Recurring Method

(*) Asterisk identifies mandatory fields.

Procedures

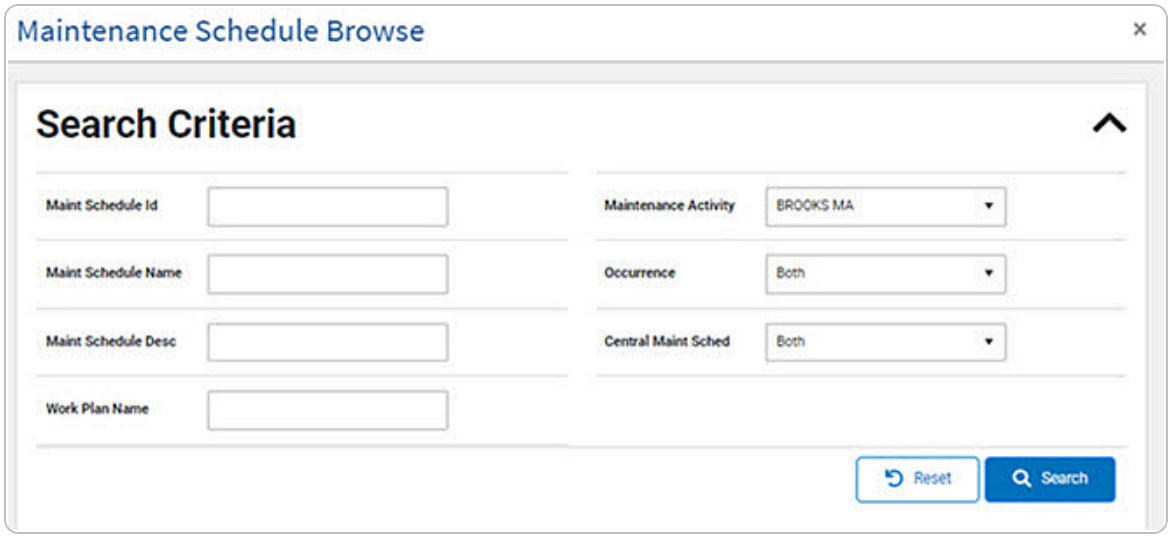
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Maintenance Schedule

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.*

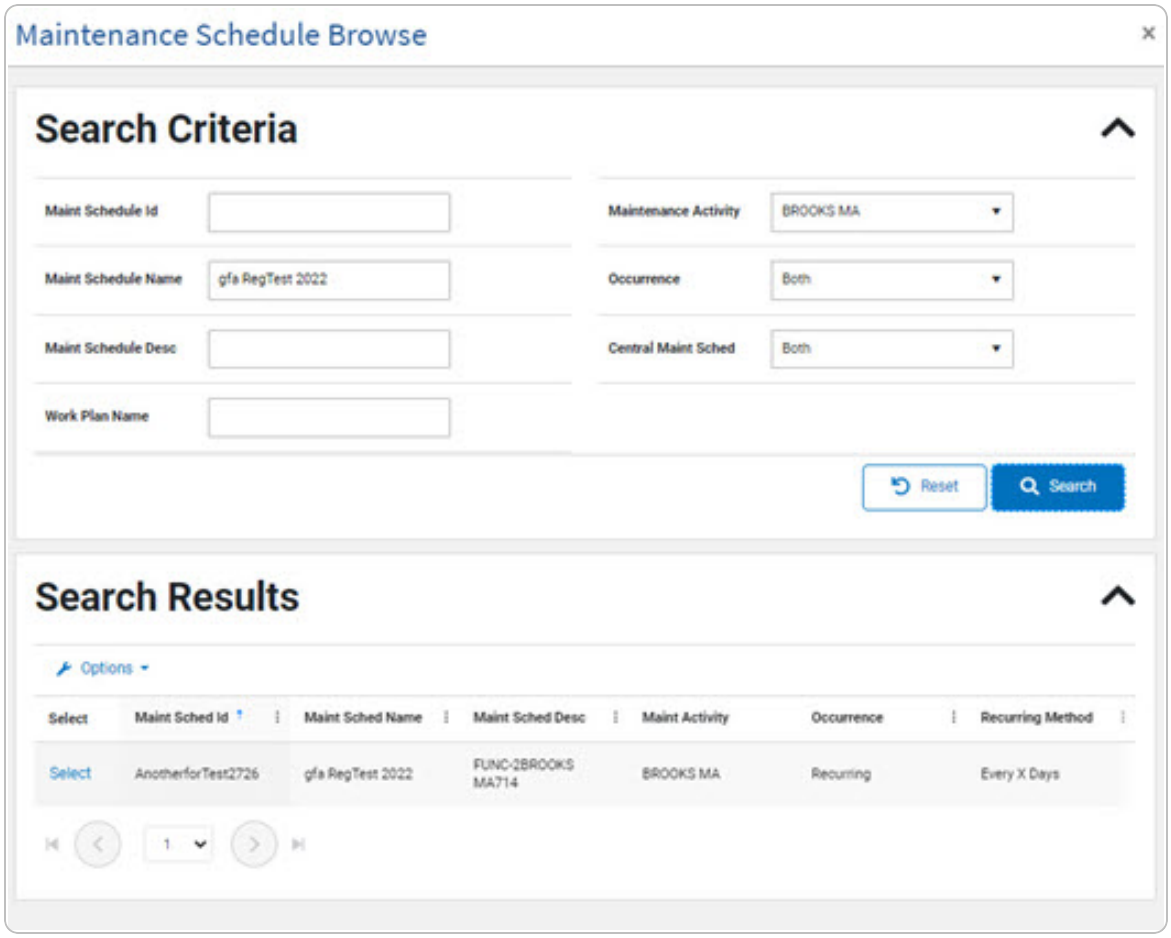
1. Select . *The **Maintenance Schedule Browse** pop-up window appears.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields: .
   - Enter the MAINT SCHEDULE ID in the field provided. *This is a 85 alphanumeric character field.*

- Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
- Enter the MAINT SCHED DESC in the field provided. *This is a 250 alpha-numeric character field.*
- Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
- Use ▾ to select the Maintenance Activity.
- Use ▾ to select the Occurrence.
- Use ▾ to select the Central Maint Sched.

3. Select Search. *Results display in the Search Results Grid.*



4. Choose the Select hyperlink next to the desired MAINT SCHEDULE ID. *The pop-up window closes and the selected MAINT SCHEDULE ID information appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

M&U

- Schedule Preventive Maintenance - Asset Assignment

Browse for a Maintenance Schedule

Overview

The Maintenance Schedule Browse pop-up window allows searching for a single maintenance or a range of maintenance schedules.

Navigation

ELMSModules > *Various Procedural Steps* > > Maintenance Schedule Browse pop-up window

Page Fields

The following fields display on the **Maintenance Schedule Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Maint Schedule Id
Maint Schedule Name
Maint Schedule Desc
Work Plan Name
Maintenance Activity
Occurrence
Central Maint Sched

Search Results Grid

Available Tab

Select

Maint Sched Id
Maint Sched Name
Maint Sched Desc
Maint Activity
Occurrence
Recurring Method

Selected Tab

Remove
Maint Sched Id
Maint Sched Name
Maint Sched Desc
Maint Activity
Occurrence
Recurring Method

(*) Asterisk identifies mandatory fields.

Procedures

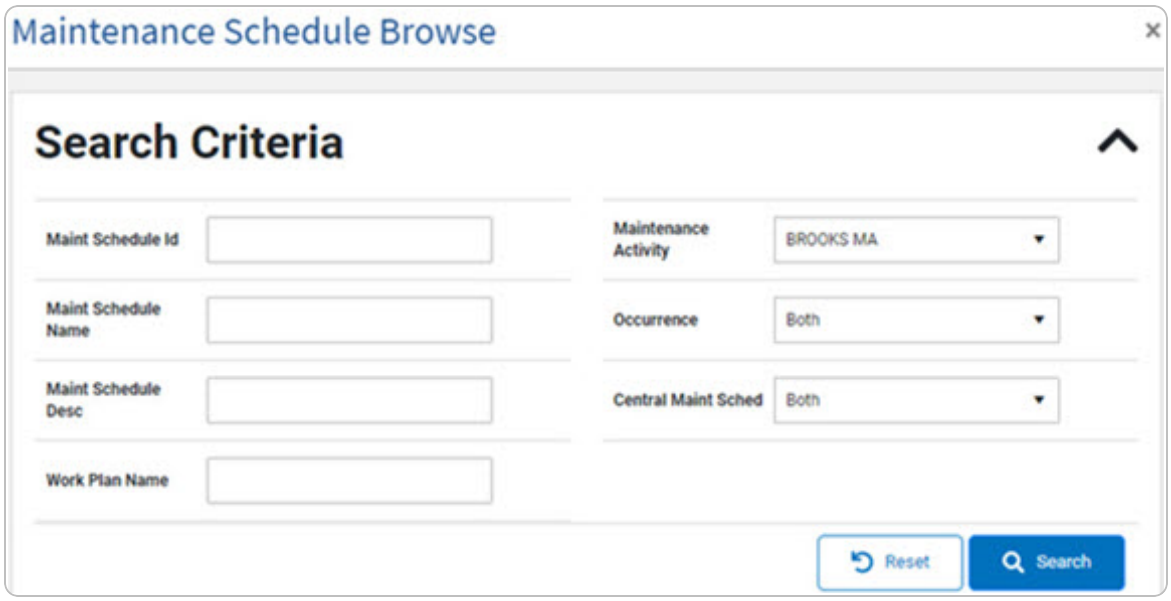
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

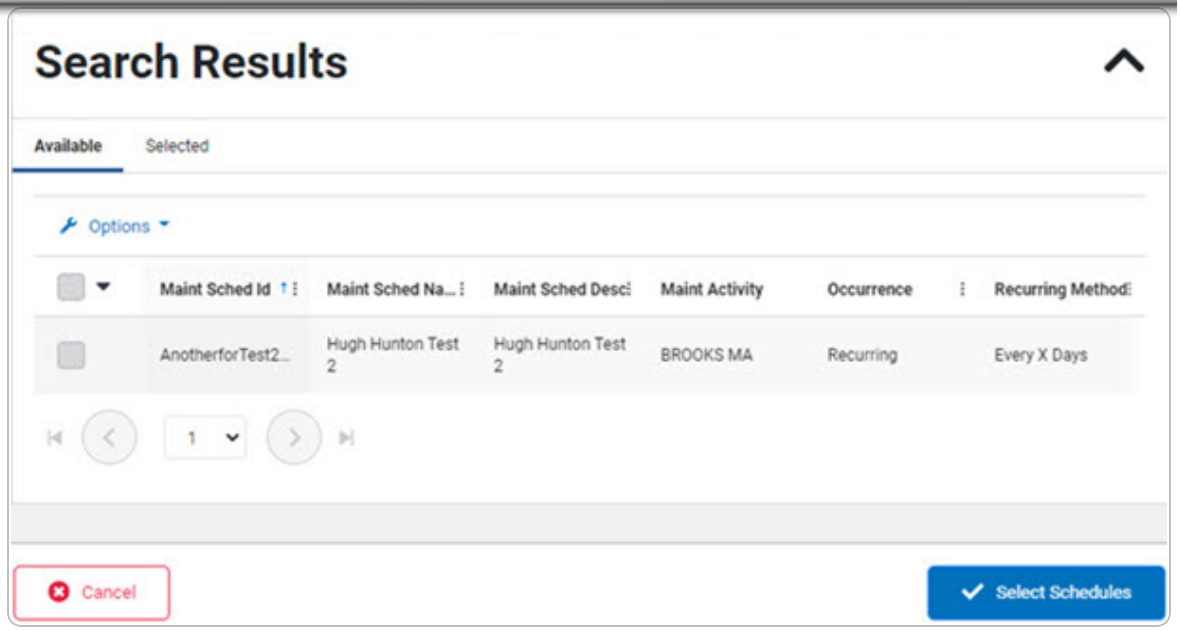
Browse for a Maintenance Schedule

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. Select . *The **Maintenance Schedule Browse** pop-up window appears.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the MAINT SCHEDULE ID in the field provided. *This is a 85 alphanumeric character field.*
   - Enter the MAINT SCHED NAME in the field provided. *This is a 50 alphanumeric character field.*
   - Enter the MAINT SCHED DESC in the field provided. *This is a 250 alphanumeric character field.*
   - Enter the Work Plan Name in the field provided. *This is a 50 alphanumeric character field.*
   - Use to select the Maintenance Activity.
   - Use to select the Occurrence.
   - Use to select the Central Maint Sched.
3. Select Search. *Results display in the Search Results Grid.*

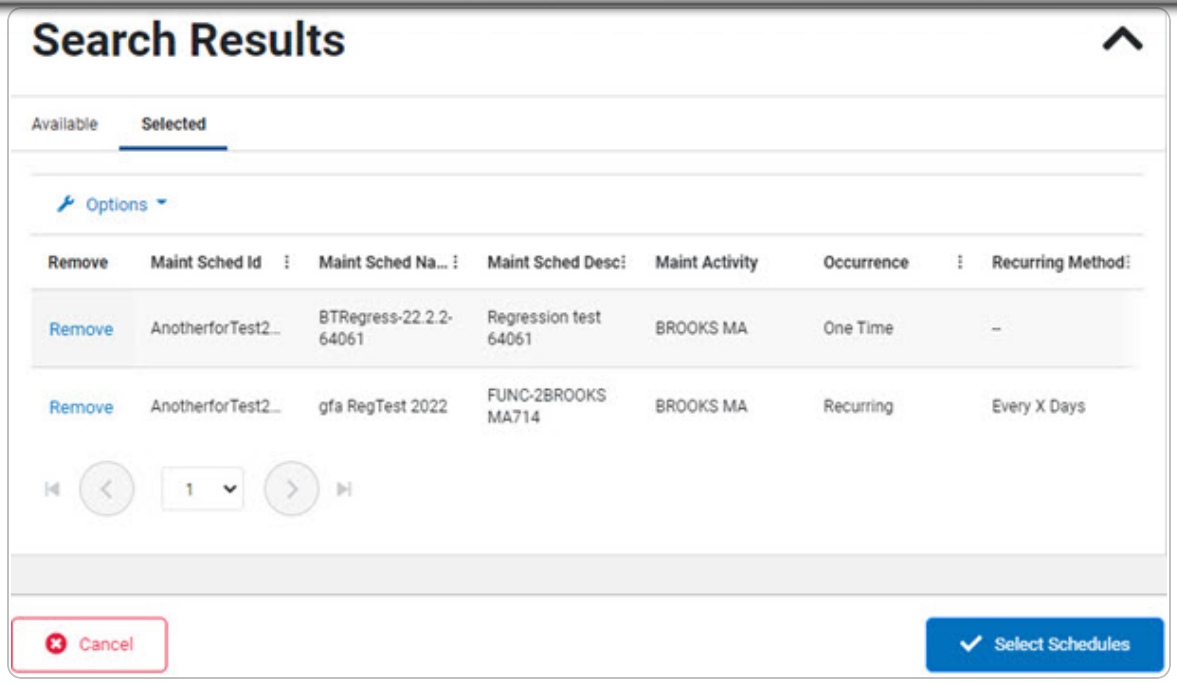


4. Click ☐ to select the MAINT SCHEDULE ID. *The MAINT SCHEDULE ID is selected and* ☑ *appears.*

   Select Select Schedules. *The* ***Asset Assignment to Maintenance Schedule*** *pop-up window closes and the selected ASSET ID appears in the previous screen in the Search Results grid.*

5. **OR**

   Select the Selected Tab. *The selected MAINT SCHEDULE ID appears for verification.*



A. Select the Remove hyperlink. *The MAINT SCHEDULE ID is removed from the Selected Search Results grid.*

6. Select

. *The **Maintenance Schedule Browse** pop-up window closes and the selected MAINT SCHEDULE ID appears in the previous screen in the Search Results grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No Common Errors have been identified for this page.	

Related Topics

M&U

- Schedule Preventive Maintenance — Asset Assignment

Browse for a Manufacturer Part Number

Overview

The Manufacturer Part Number Browse pop-up window allows searching for manufacturer number information.

Navigation

ELMSModules > *Various Procedural Steps* > > Manufacturer Part Number Browse pop-up window

Page Fields

The following fields display on the **Manufacturer Part Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Manufacturer Name
Manufacturer Model Number
Manufacturer Part Number

Search Results Grid

Manufacturer Name
Manufacturer Model Number
Manufacturer Part Number
CAGE Code
FAST Reportable

Procedures

ELMS Navigation Helpful Tips

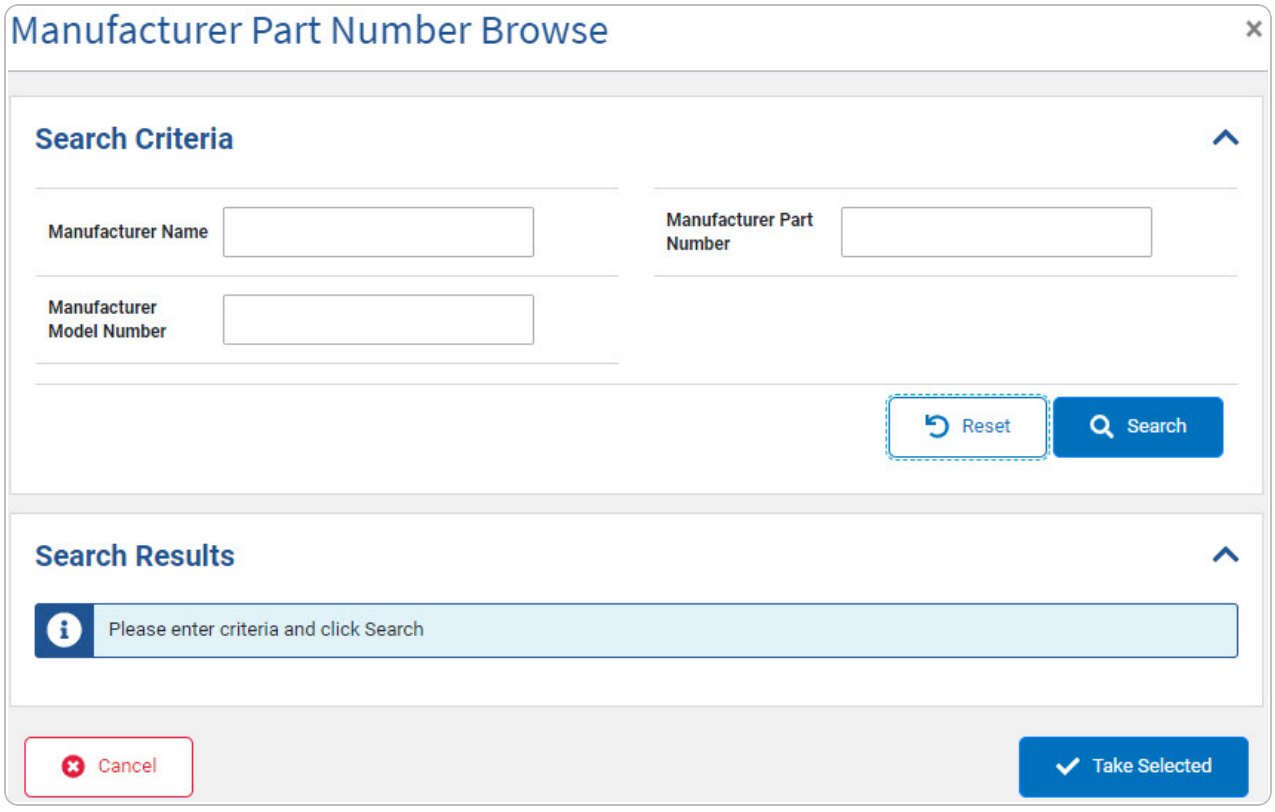
Click the following link to display ELMS Navigation Tips.

Browse for a Manufacturer Part Number

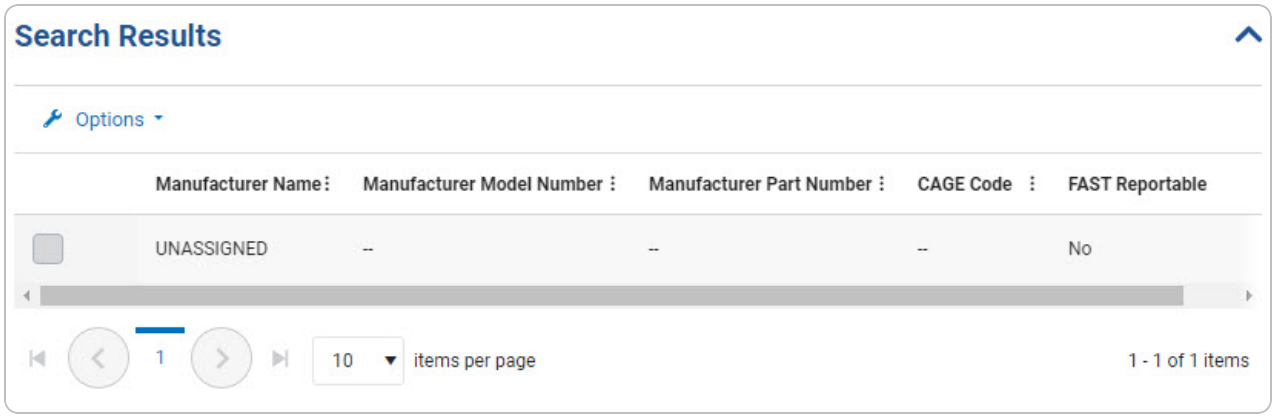
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

1. Use to browse for the Manufacturer Part Number. *The **Manufacturer Part Number Browse** pop-up window displays.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the Manufacturer Name in the field provided. *This is a 36 alphanumeric character field.*
   - Enter the Manufacturer Model Number in the field provided. *This is a 48 alphanumeric character field.*
   - Enter the Manufacturer Part Number in the field provided. *This is a 35 alphanumeric character field.*
3. Select Search. *The results appear in the search results grid.*



4. Click to select the Manufacturer Part Number.
5. Select Take Selected. *The **Manufacturer Part Number Browse** pop-up window closes and the selected manufacturer information appears in the previous screen in the Manufacturer Part Number field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria or you do not have the appropriate security access.	entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Maintenance Asset Master

Add a Maintenance Attachment

Overview

The Maintenance Attachment Add process provides the ability to add a new attachment for an agreement between the government and a manufacturer to supply equipment, parts and/or services.

Navigation

Master Data > *Various Procedural Steps* > Add Attachment > Maintenance Attachment Add page

Page Fields

The following fields display on the **Maintenance Attachment Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Upload Grid

Contract Nbr
File Path *
Desc *
Primary

Temporary Attachments Grid

Remove
Desc
Size
Type

(*) Asterisk identifies mandatory fields.

Procedures

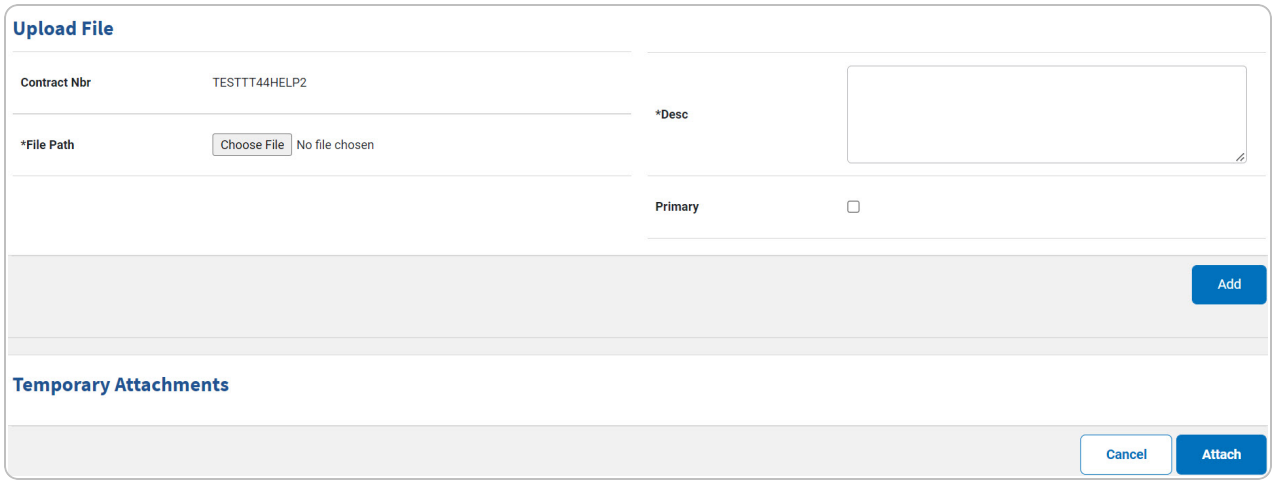
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Add a Maintenance Attachment

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select Add Attachment. *The **Add a Maintenance Attachment** page appears.*



A. *The CONTRACT NBR automatically populates and is not editable.*

B. Select Choose File in the File Path field. *The Windows **Choose File to Upload** pop-up window appears.*

C. Choose the file to attach, and select it.

D. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Name field.*

E. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

F. Click ☐ to select the Primary. *This indicates which attachment the system should open first if there are multiple documents.*

G. Select Add. *The file appears in the Temporary Attachments grid.*

H. Repeat Steps B-G to attach multiple documents.

Remove an Attachment

Select the Remove hyperlink next to the desired document. *The document is deleted from the grid.*

2. Select Attach. *The Attachment appears in the previous page under the Attachment(s) field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
13 — Mandatory Entry: *FILE*	Missing Entry. Enter the appropriate information

***PATH*.**	in the desired field.
13 — Mandatory Entry: *DESC*.	
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size is (size).	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.
353 — Attachment file size exceeds the maximum of 1 MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

M&U

- Add a Contract
- Update a Contract

- View the Contract Attachment
- Delete a Contract

Browse for an Operator/Technician

Overview

The Operator/Technician Browse pop-up window allows searching of Operators/Technicians in the ELMS catalog.

Navigation

ELMSModules > *Various Procedural Steps* > > Operator/Technician Browse pop-up window

Page Fields

The following fields display on the **Operator/Technician Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Opr/Tech Cd
Team Id

Search Results Grid

Select
Opr/Tech Cd
Opr/Tech Id
Last Name
First Name
Schedule
Start Time
End Time

Procedures

ELMS Navigation Helpful Tips

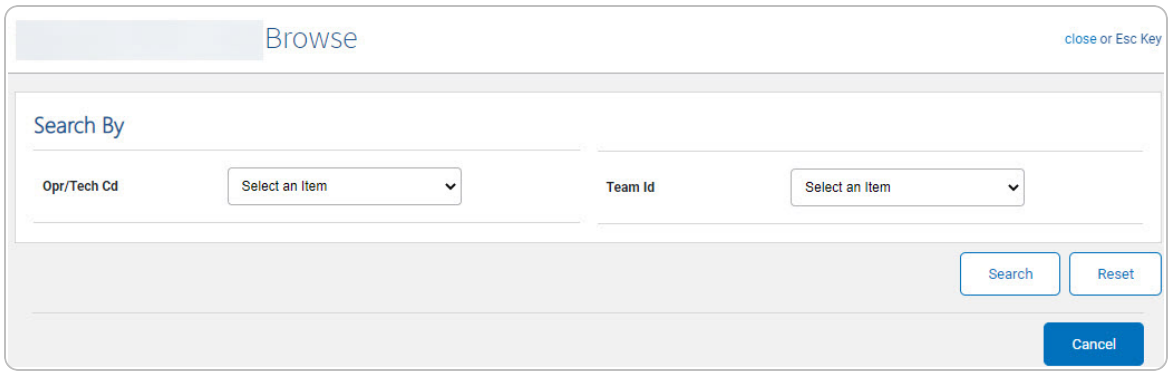
Click the following link to display ELMS Navigation Tips.

Browse for an Operator/Technician

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Operator/Technician Browse*** *pop-up window appears.*



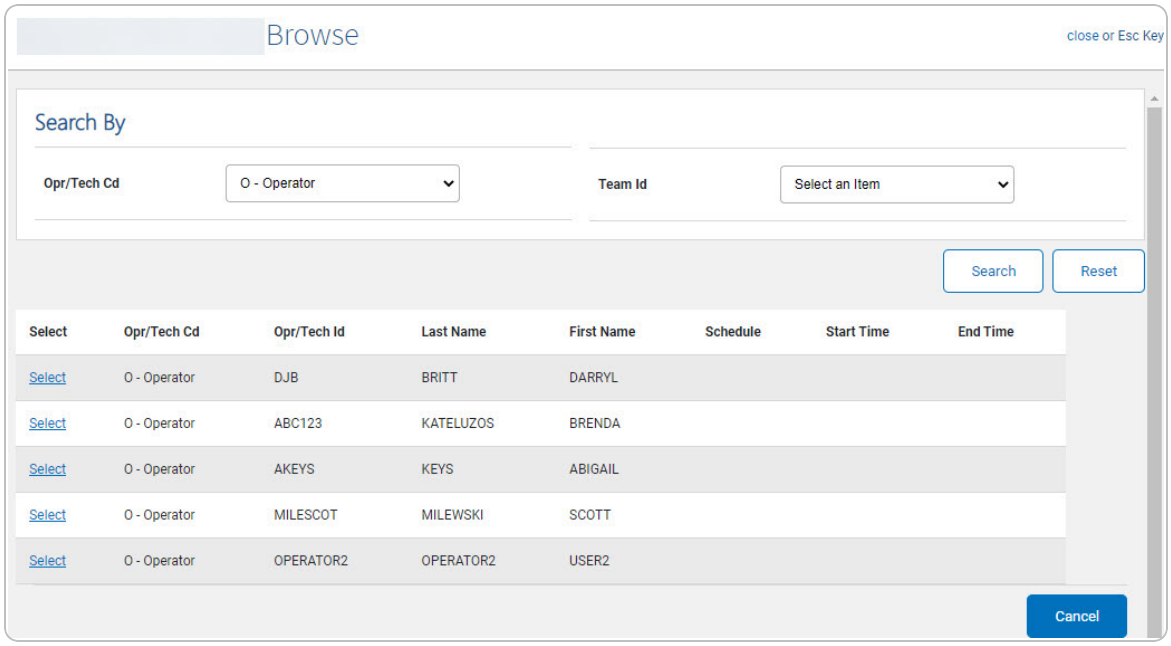
Note

The Dispatch To Browse and the Operator List Browse have the same fields as the Operator/Technician Browse.

2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.

- Use to select the Opr/Tech Cd.
- Use to select the Team Id.

3. Select Search. *The Search Results display in the Operator/Technician Grid below.*



4. Click the Select hyperlink next to the desired Operator/Technician. *The pop-up window closes and the selected Operator/Technician appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

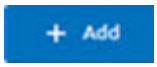
- Dispatch

Browse for Points of Contact

Overview

The Points of Contact pop-up window allows searching for point of contact information.

Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* > 

> Points of Contact pop-up window

Page Fields

The following fields display on the **Points of Contact** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Contact

Search Results Grid

Contact
Phone
Mobile Phone
Email
Maint Division
Type
Address
City
State

Zip Code
Country

Procedures

ELMS Navigation Helpful Tips

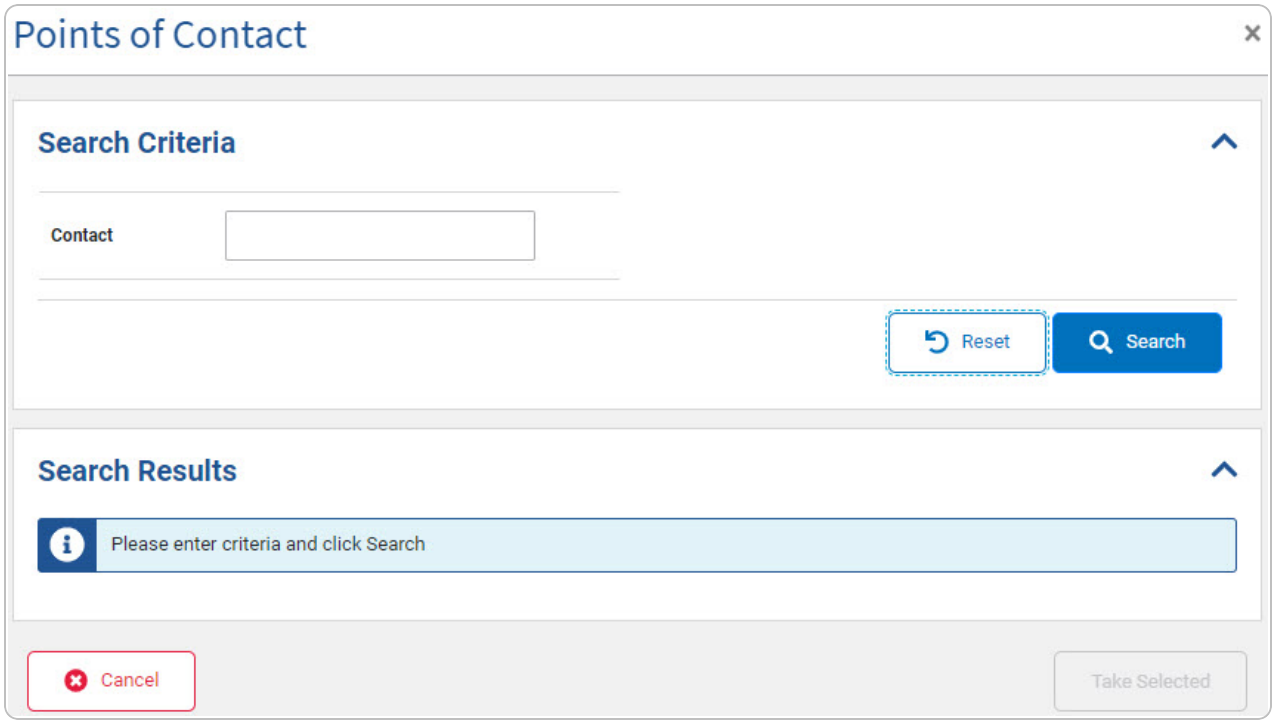
Click the following link to display ELMS Navigation Tips.

Browse for Points of Contact

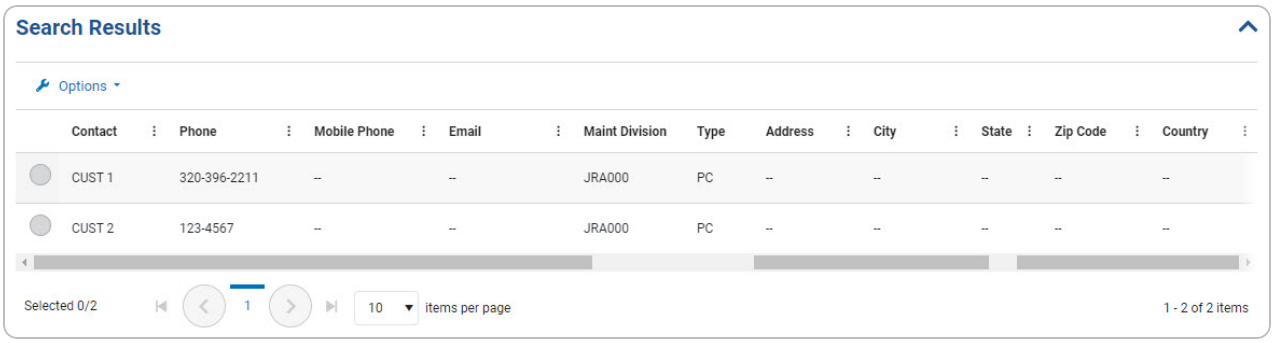
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Use + Add to browse for the Point of Contact. *The* ***Points of Contact*** *pop-up window displays.*



2. In the Search Criteria grid, narrow the results by entering the following optional field:.
   - Enter the Contact in the field provided. *This is a 30 alphanumeric character field.*
3. Select Search. *The results appear in the search results grid.*



4. Click to select the Contact.
5. Select Take Selected. *The **Points of Contact** pop-up window closes and the selected contact appears in the previous screen in the Point of Contact panel.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Work Order

Browse for a Signature Block

Overview

The Signature Block Browse pop-up window allows viewing of signature blocks. Signature blocks are added during the Agency Settings process.

Navigation

ELMSModules > *Various Procedural Steps* > > Signature Block Browse pop-up window

Page Fields

The following fields display on the **Signature Block Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Signature Block Detail Browse Grid

Signature Block Name

Procedures

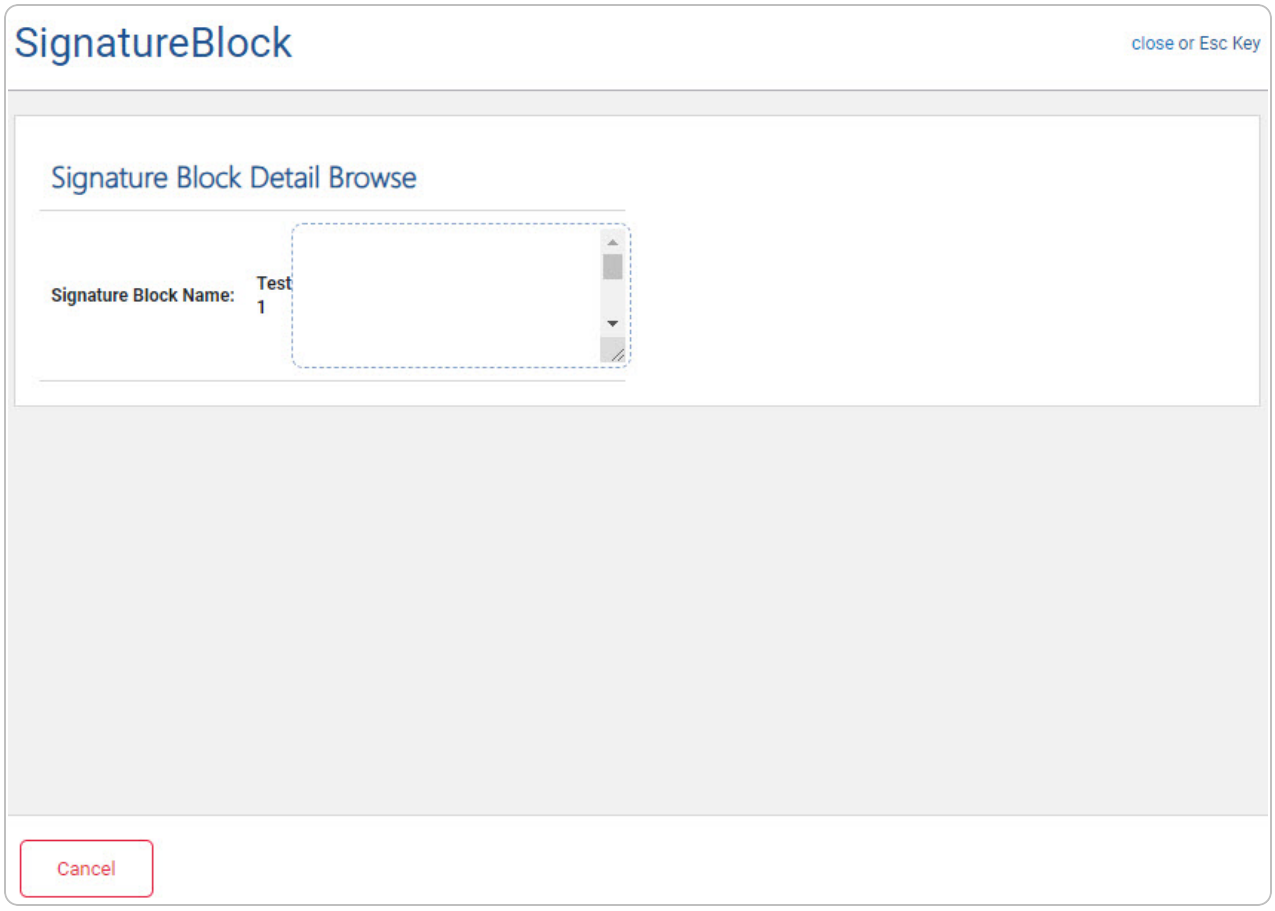
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Signature Block

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select . *The* ***Signature Block Browse*** *pop-up window appears*.



- *Verify the Signature Block Name.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Request Custom Inventory

Browse for an SRD

Overview

The SRD Browse pop-up window allows searching for standard reporting designators.

Navigation

ELMSModules > *Various Procedural Steps* > > SRD Browse pop-up window

Page Fields

The following fields display on the **SRD Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

SRD
MICAP
Equipment Designator
Nomenclature

Search Results Grid

All
SRD
MICAP
Equipment Designator
Nomenclature

Procedures

ELMS Navigation Helpful Tips

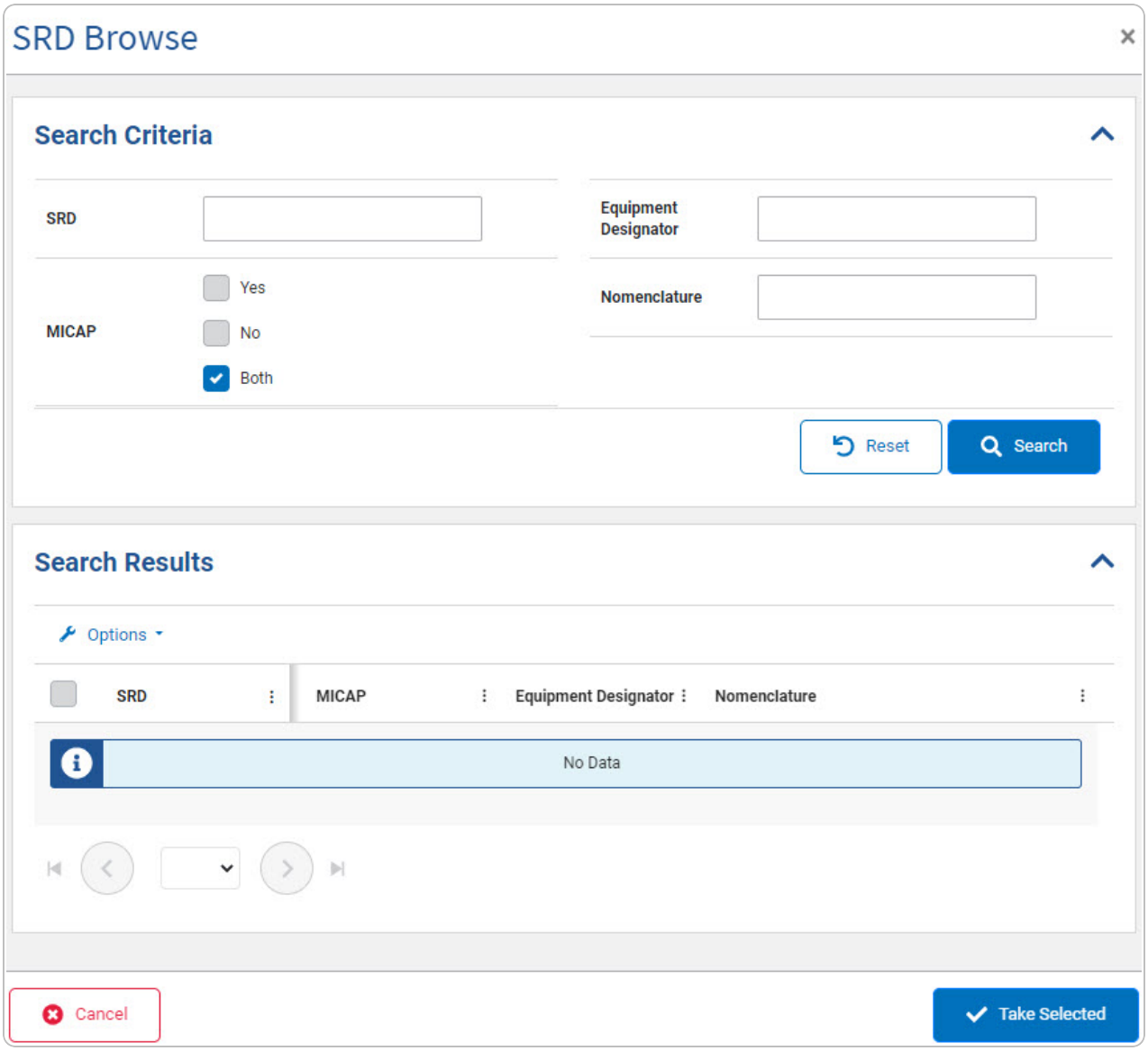
Click the following link to display ELMS Navigation Tips.

Browse for an SRD

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*

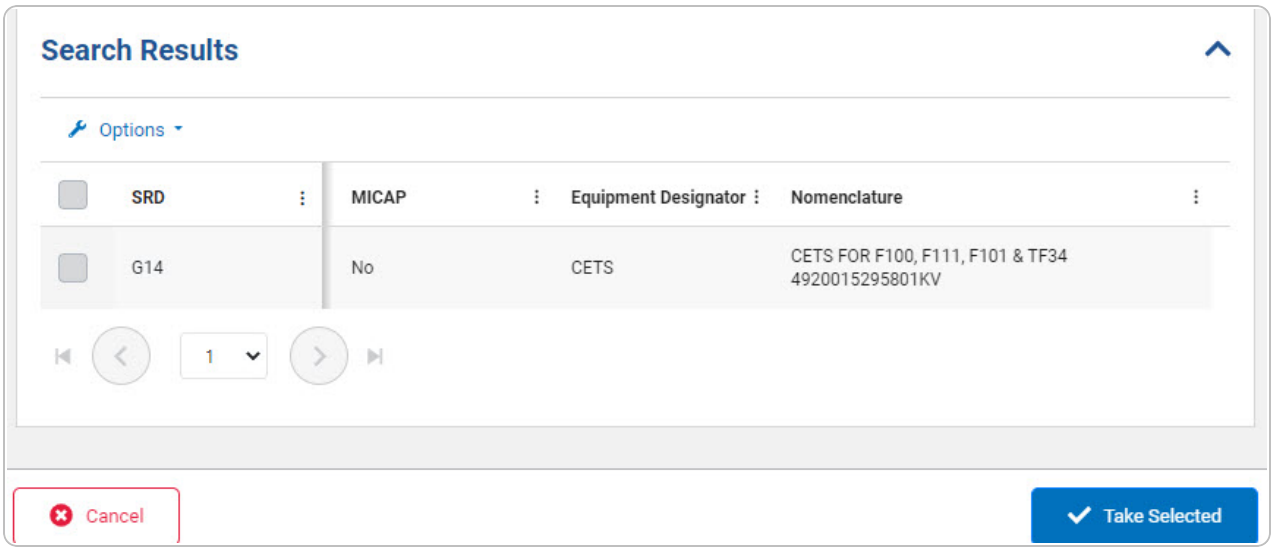
1. Use to browse for the SRD. *The **SRD Browse** pop-up window displays.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the SRD in the field provided. *This is a 3 alphanumeric character field.*
   - Click to select the MICAP. *This determines the MICAP status that will appear in the search results grid. The default is Both.*

- Enter the Equipment Designator in the field provided. *This is an alphanumeric character field.*
- Enter the Nomenclature in the field provided. *This is an alphanumeric character field.*

3. Select Search. *The results appear in the **SRD Results** grid.*



4. Click to select the SRD.

5. Select Take Selected. *The **SRD Browse** pop-up window closes and the selected SRD information appears in the previous screen in the SRD field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Requisition

Browse for a Stock Number — Dispatch

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

Navigation

ELMSModules > *Various Procedural Steps* > > Stock Nbr Browse pop-up window

Page Fields

The following fields display on the **Stock Nbr Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc
FSC
ECC
Owning DoDAAC

Ctlg Nm Cd
LIN/TAMCN

Procedures

ELMS Navigation Helpful Tips

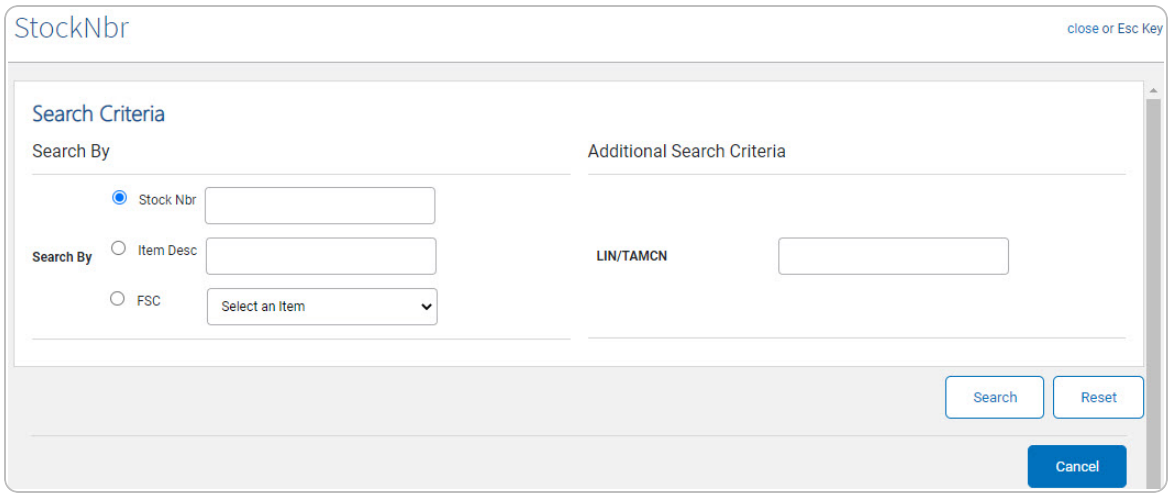
Click the following link to display ELMS Navigation Tips.

Browse for a STOCK NBR

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***STOCK NBR Browse*** *pop-up window appears.*



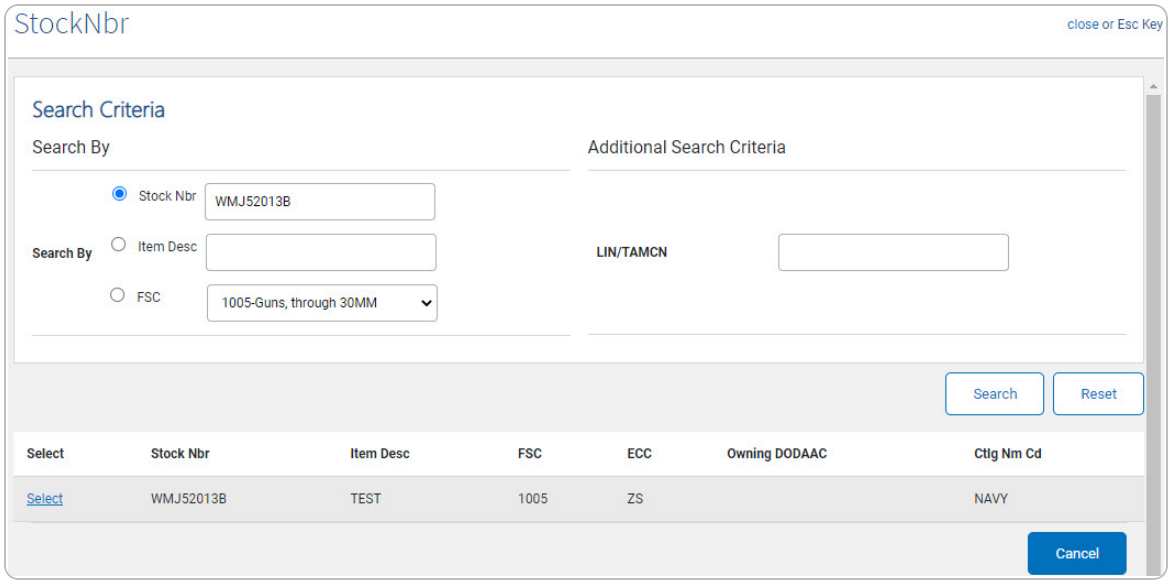
2. Select next to the desired Search By Criteria. *Depending upon what is chosen:*

Note

Only choose one of the three options. STOCK NBR is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
- Use ⌄ to select the FSC.

3. Enter any desired additional search criteria.
   - Enter the LIN/TAMCNin the field provided. *This is a 10 alphanumeric character field.*
4. Select Search. *The Search Results display in the STOCK NBR Grid below.*



5. Click the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

13 — Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *ITEM DESC*.	
13 — Mandatory Entry: *FSC*.	
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

M&U

- Dispatch Rate

Browse for a Stock Number — Utilization

Overview

The Stock Number Browse pop-up window allows searching for assets in the ELMS catalog.

Navigation

ELMSModules > *Various Procedural Steps* > > Stock Nbr Browse pop-up window

Page Fields

The following fields display on the **Stock Nbr Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc
FSC
LIN/TAMCN
ECC

Util Measure Cd
Util Measure Desc
Util Meter

Procedures

ELMS Navigation Helpful Tips

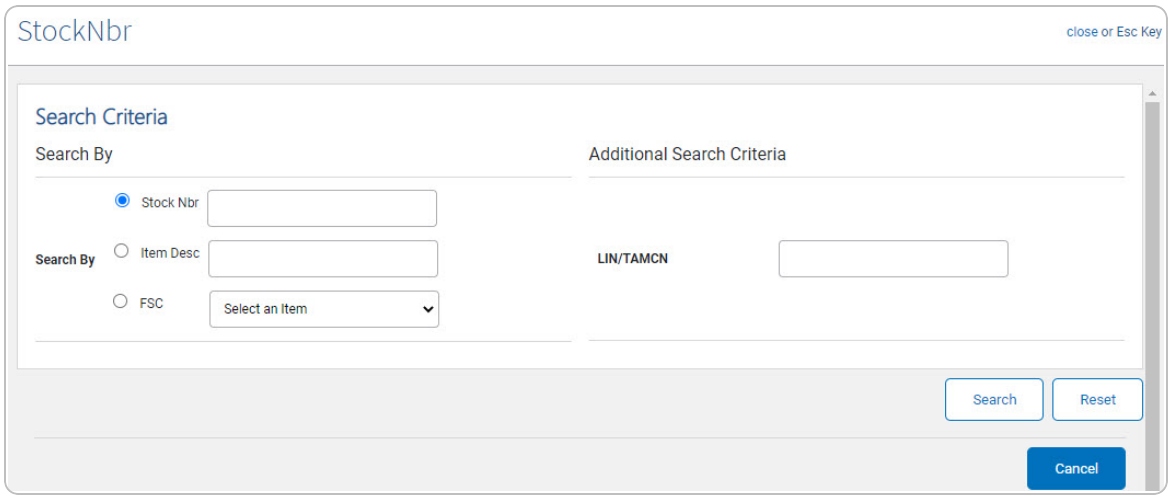
Click the following link to display ELMS Navigation Tips.

Browse for a Stock Nbr

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Stock Nbr Browse*** *pop-up window appears*.



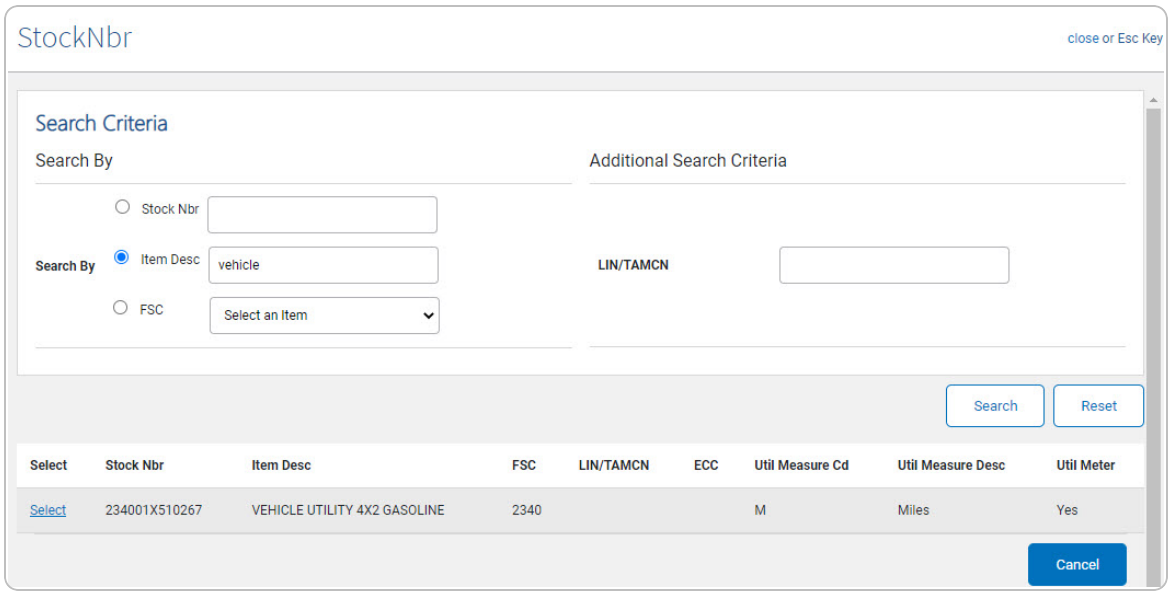
2. Select ○ next to the desired Search By Criteria. *Depending upon what* ○ *is chosen:*

Note

Only choose one of the three options. STOCK NBR is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
- Use to select the FSC.

3. Enter any desired additional search criteria.
   - Enter the LIN/TAMCNin the field provided. *This is a 10 alphanumeric character field.*
4. Select Search. *The Search Results display in the STOCK NBR Grid below.*



5. Click the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *ITEM DESC*.	
13 — Mandatory Entry: *FSC*.	
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

M&U

- Wrnty/Svc/Subscription — Asset Assoc

Browse for Stock Number — FSM

Overview

The Stock Number Browse pop-up window allows searching for assets in the Force element.

Navigation

ELMS Force Systems Management Module > *Various Procedural Steps* > > Stock Number Browse pop-up window

Page Fields

The following fields display on the **Stock Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Stock Number Search Criteria

Stock Number
LIN/TAMCN
Item Desc
FSC

Stock Number Results Grid

Stock Number
Item Description

Procedures

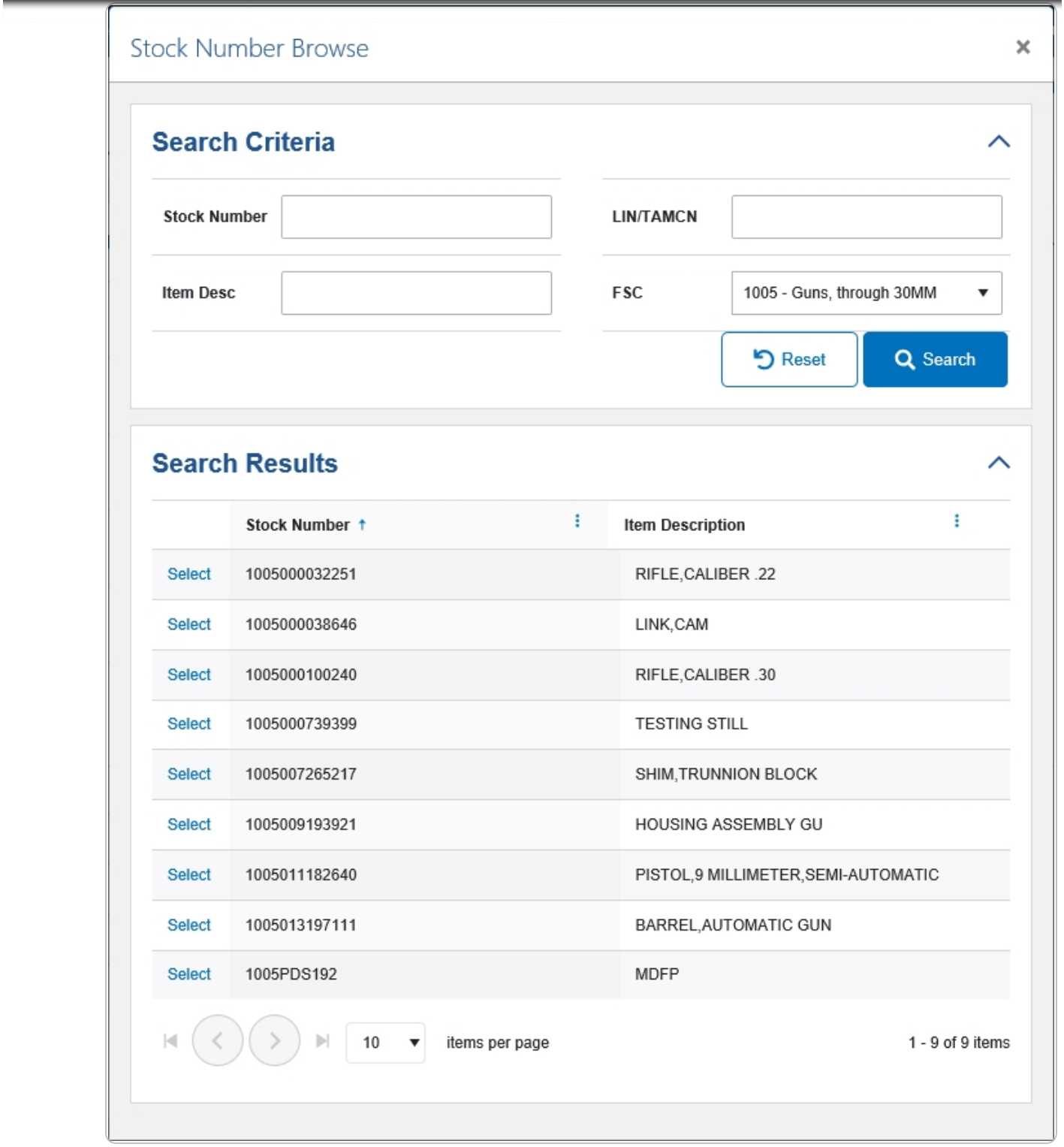
ELMS Navigation Helpful Tips

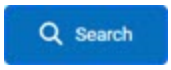
Click the following link to display FSM Navigation Tips.

Browse for a Stock Number

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. Use the search button to browse for the Stock Number entry. *The* ***Stock Number Browse*** *pop-up window displays.*


Stock Number Browse
Search Criteria
Stock Number
LIN/TAMCN
Item Desc
FSC
1005 - Guns, through 30MM
Reset
Search
Search Results
Stock Number
Item Description
Select 1005000032251 RIFLE,CALIBER .22
Select 1005000038646 LINK,CAM
Select 1005000100240 RIFLE,CALIBER .30
Select 1005000739399 TESTING STILL
Select 1005007265217 SHIM,TRUNNION BLOCK
Select 1005009193921 HOUSING ASSEMBLY GU
Select 1005011182640 PISTOL,9 MILLIMETER,SEMI-AUTOMATIC
Select 1005013197111 BARREL,AUTOMATIC GUN
Select 1005PDS192 MDFP
10
items per page
1 - 9 of 9 items

2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
   - Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*
   - Use to select the FSC.
3. Select 

. *The results appear in the* ***Stock Number Results*** *grid.*
4. Choose the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Work Plan Detail - Parts

FSM

- Authorization Details
- Review Authorizations

Browse for a Technician

Overview

The Technician Browse pop-up window allows searching for the primary technician to perform the desired work assignment/order.

Navigation

ELMSModules > *Various Procedural Steps* > > Technician Browse pop-up window

Page Fields

The following fields display on the **Technician Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Serial Nbr
Asset Id
Work Plan

Saved Information Grid

All
Select
Last Name
First Name
Assets Certs Missing

Procedures

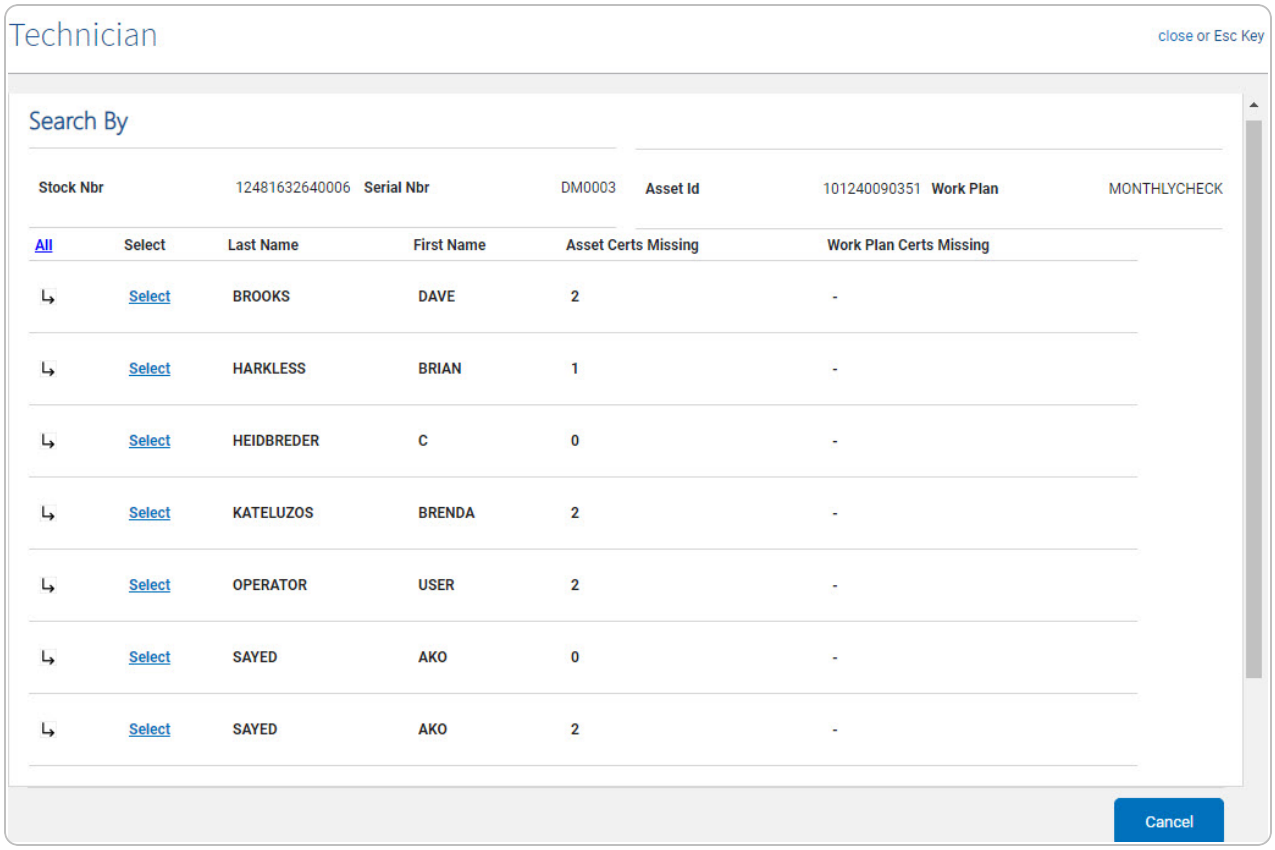
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Technician

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select . *The **Technician Browse** pop-up window appears.*



2. *Verify the STOCK NBR.*
3. *Verify the SERIAL NBR.*

4. *Verify the ASSET ID.*
5. *Verify the Work Plan.*
6. *Verify the Saved Information Grid of the desired Technician.*
   A. *Verify the Last Name.*
   B. *Verify the First Name.*
   C. *Verify the ASSET CERTS Missing.*
   D. *Verify the WORK PLAN CERTS Missing.*
7. Choose the Select hyperlink of the desired Technician. *The **Technician Browse** pop-up window closes and the selected name appears in the Primary Tech field.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

Browse for the Type Designation

Overview

The Type Designation Browse pop-up window allows searching for the Type Designation and Acquisition program information.

Note

The TYPE DSG field only populates when M - Military is selected under the TYPE ASSET CD field.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > > Type Designation Browse pop-up window

Page Fields

The following fields display on the **Type Designation Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Type Designator
Acq Program
Type Dsg Group

Search Results Grid

Type Dsg

Type Dsg Group
Acq Program
Yrs Svc Life
Fdcry Deprn Method
Util Measure
Util Svc Life

Procedures

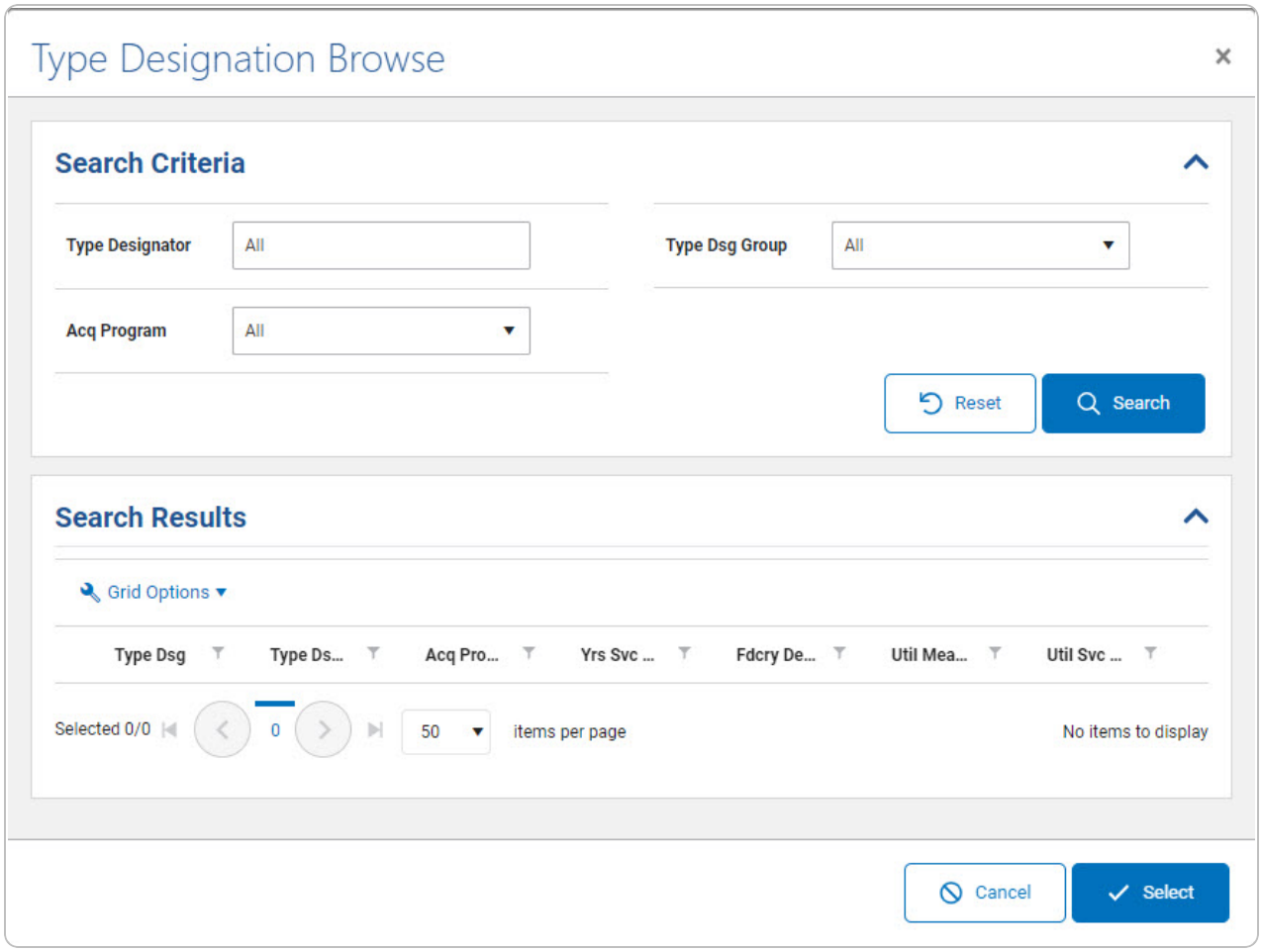
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

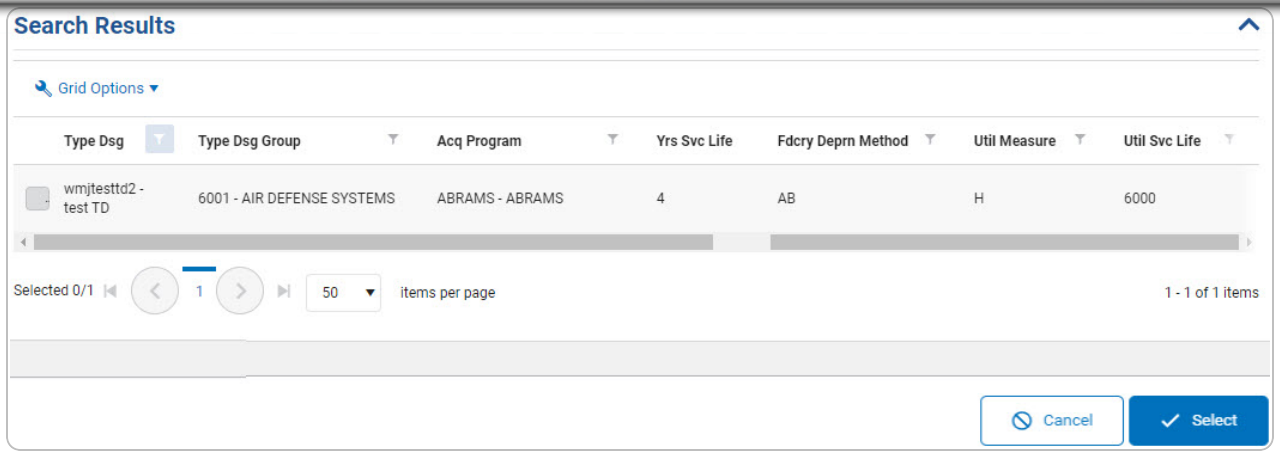
Browse for a Type Designation

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. Select . *The* ***Type Designation Browse*** *pop-up window appears*.



2. In the Search Criteria box, narrow the results by entering the following:.
   - Enter the Type Designator in the field provided. *This is a 1024 alphanumeric character field.*
   - Use to select the Acq Program.
   - Use to select the Type Dsg Group.
3. Select . *The results appear in the* ***Type Designation Search Results*** *grid.*



4. Click ☐ to select the Type Designation. *This highlights the desired row.*

5. Click Select. *The desired Type Designation appears in the TYPE DSG field in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
102 — Inquiry already exists.	Invalid entry. The Inquiry is already established. Re-enter the inquiry or select 'update query' or 'delete inquiry' to modify the existing inquiry.
65 — No record(s) match	Invalid Entry. Results for the search criteria

search criteria.	entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Stock Number

Browse for a Unit Identification Code (UIC)

Overview

The UIC Browse pop-up window allows searching for UICs in the Force element.

Navigation

ELMS Force Systems Management Module > *Various Procedural Steps* > > UIC Browse pop-up window

Page Fields

The following fields display on the **UIC Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

UIC Search Criteria

Site Id
DoDAAC
Org Id
UIC
Major Command Code

UIC Results Grid

Select
UIC
Organization Id

Procedures

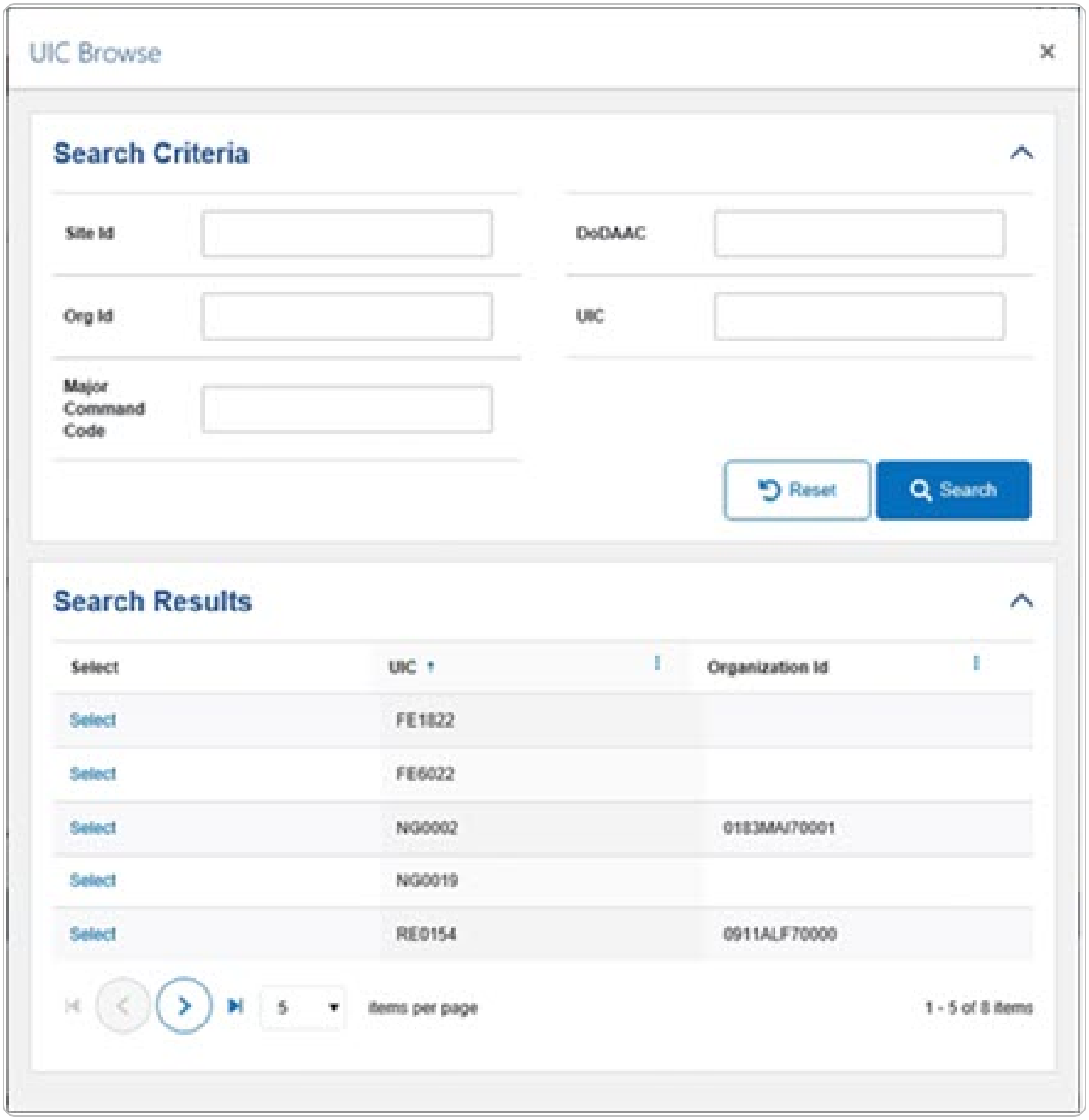
ELMS Navigation Helpful Tips

Click the following link to display FSM Navigation Tips.

Browse for a UIC

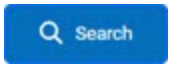
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Select . *The **UIC Browse** pop-up window appears*.



2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.

- Enter the SITE ID in the field provided. *This is a 3 alphanumeric character field.*
- Enter the DODAAC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the ORG ID in the field provided. *This is a 30 alphanumeric character field.*
- Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
- Enter the Major Command Code in the field provided. *This is a 2 alphanumeric character field.*

3. Select 

. *The results appear in the **UIC Search Results** grid.*
4. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected UIC appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

FSM

- Authorization Management Overview
- Authorization Management Details
- Review Authorizations
- Apply Authorization

Browse for a Unit Identification Code (UIC) Real Property (RP) Installation Code

Overview

The UIC RP Installation Code Browse pop-up window allows searching for a real property's installation code within a UIC.

Navigation

ELMS Property Accountability Module > *Various Procedural Steps* > > UIC RP Installation Code Browse pop-up window

Page Fields

The following fields display on the **UIC RP Installation Code Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

UIC RP Installation Code Search Criteria Grid

Component Code
Installation Code
Installation Name

UIC RP Installation Code Search Results Grid

Select
Installation Code
Component Code
Installation Name

Procedures

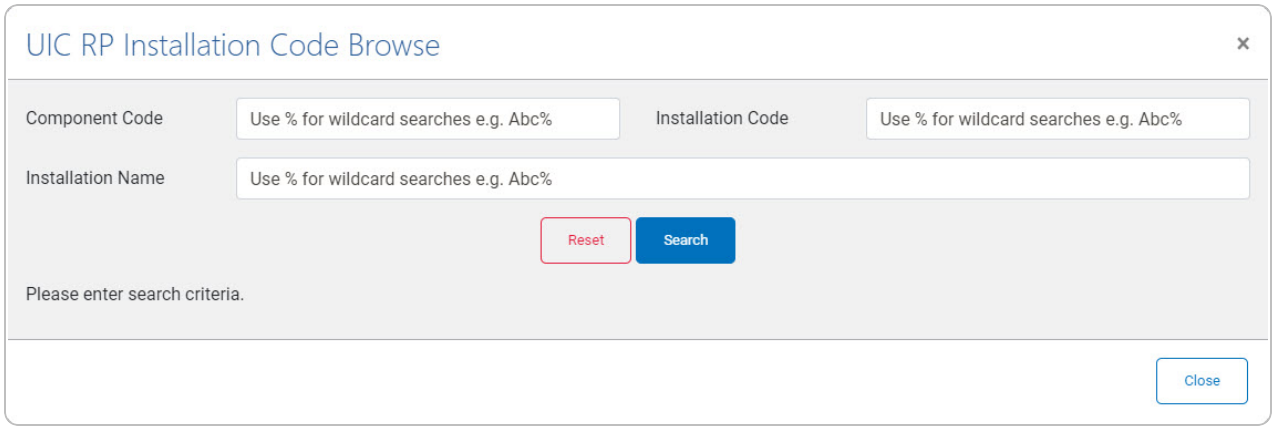
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

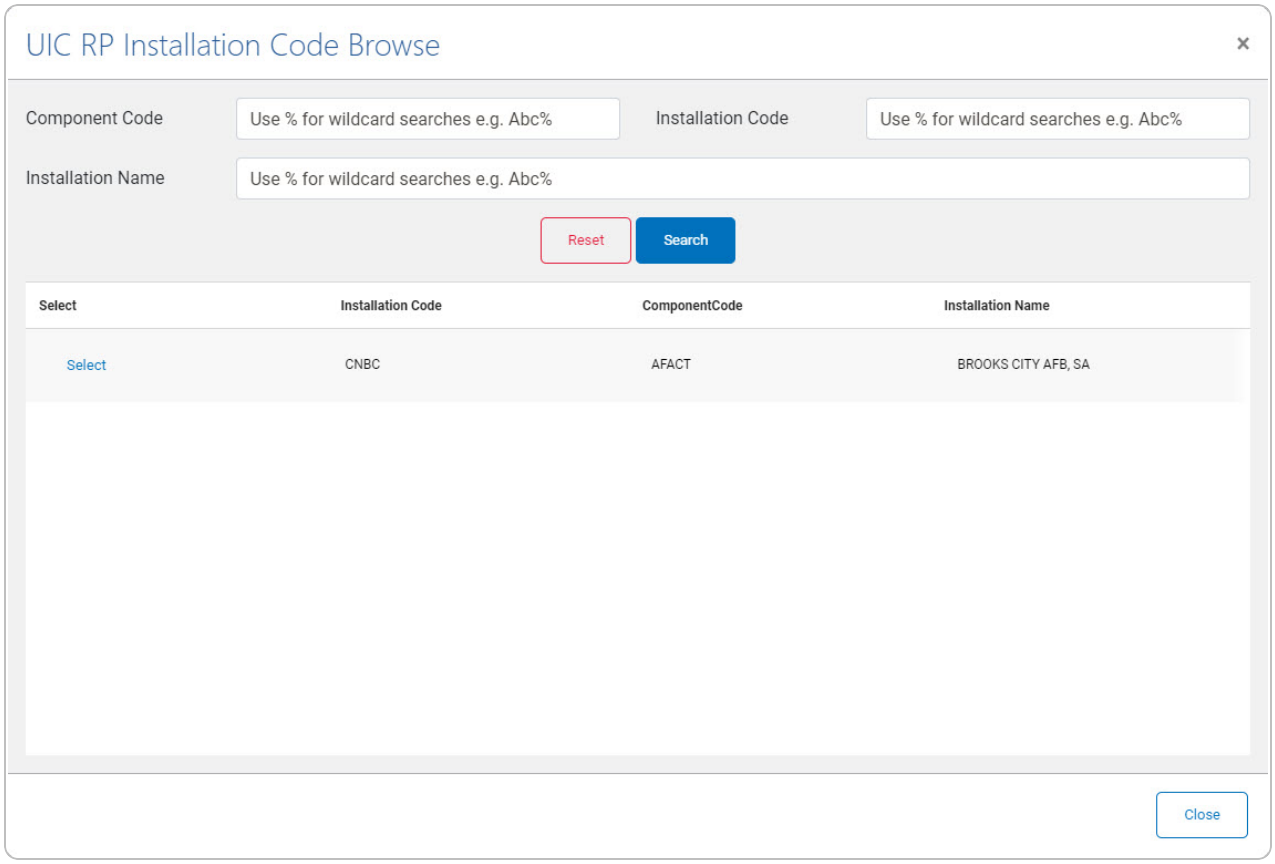
Browse for an Installation Code

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. Select . *The **UIC RP Installation Code Browse** pop-up window appears.*



2. In the Search Criteria box, narrow the results by entering one or more of the following optional fields:.
   - Enter the Component Code in the field provided. *This is a 7 alphanumeric character field.*
   - Enter the Installation Code in the field provided. *This is a 4 alphanumeric character field.*
   - Enter the Installation Name in the field provided. *This is a 100 alphanumeric character field.*
3. Select Search. *The results appear in the **Search Results** grid.*



4. Choose the Select hyperlink next to the desired Installation Code. *The pop-up window closes and the selected code appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.

Related Topics

PA

- Add an Accountable UIC/UIC
- Update an Accountable UIC/UIC

Browse for a Warehouse Stock Number

Overview

The Warehouse Stock Number Browse pop-up window allows searching for assets in the Warehouse catalog.

Navigation

ELMS M&U Module > *Various Procedural Steps* > > Warehouse Stock Nbr Browse pop-up window

Page Fields

The following fields display on the **Warehouse Stock Nbr Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Stock Nbr
Item Desc
FSC

Additional Search Criteria Grid

LIN/TAMCN

Search Results Grid

Select
Stock Nbr
Item Desc
FSC

LIN/TAMCN

Procedures

ELMS Navigation Helpful Tips

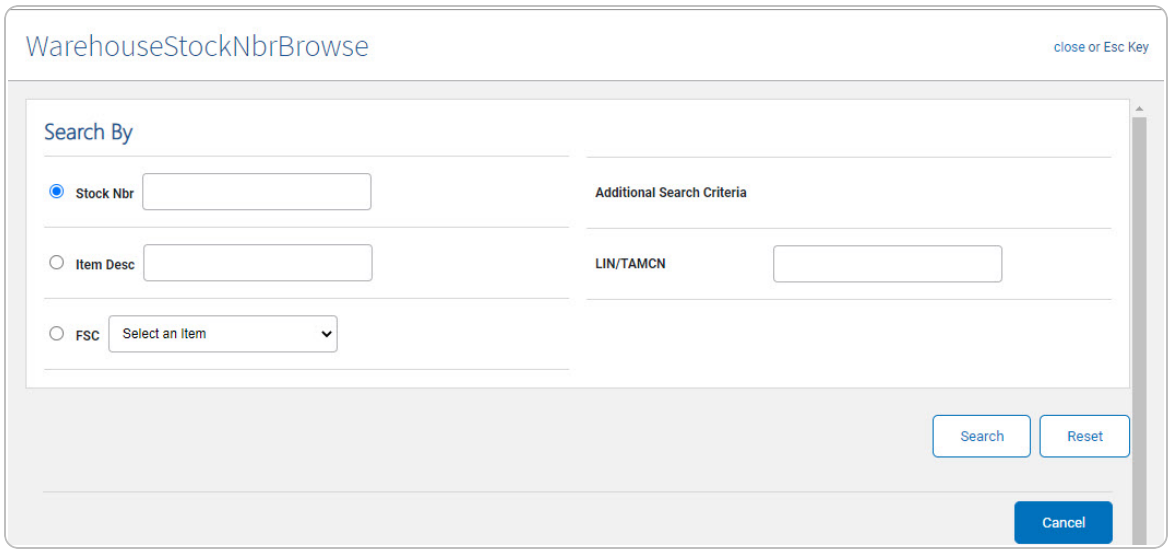
Click the following link to display M&U Navigation Tips.

Browse for a Warehouse Stock Number

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Warehouse Stock Nbr Browse*** *pop-up window appears.*



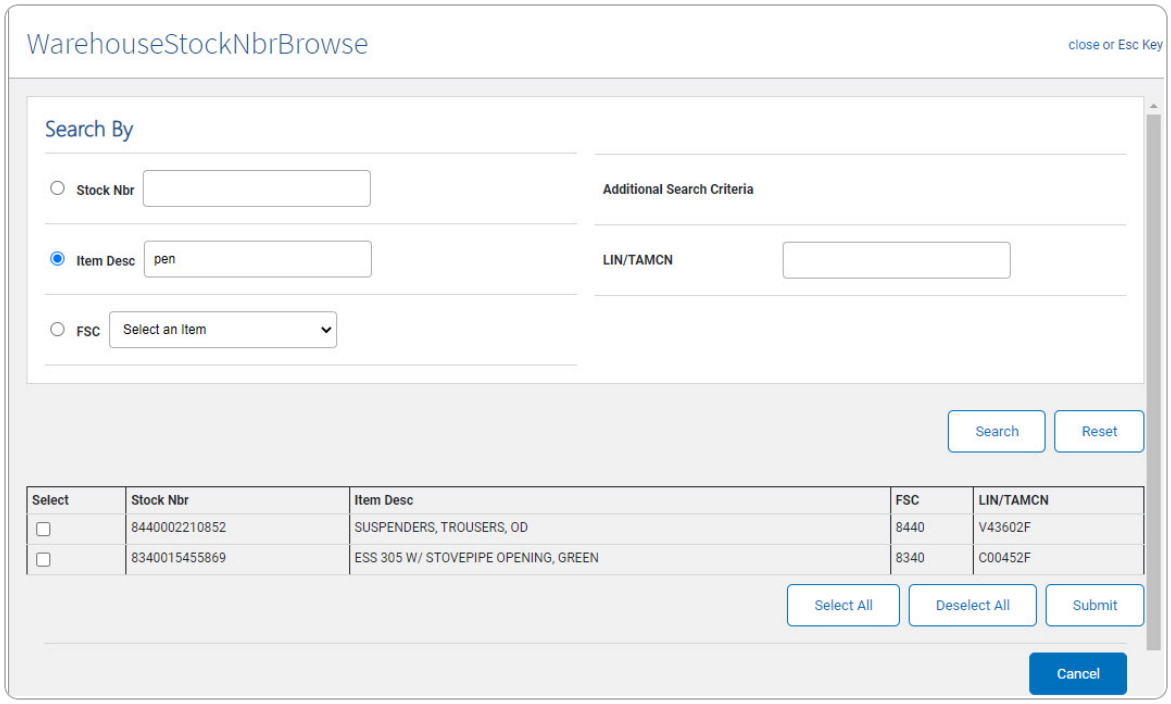
2. Select ○ next to the desired Search By Criteria. *Depending upon what* ○ *is chosen:*

Note

Only choose one of the three options. Stock Nbr is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
- Use ⌄ to select the FSC.

3. Enter any desired additional search criteria.
   - Enter the LIN/TAMCNin the field provided. *This is a 10 alphanumeric character field.*
4. Select Search. *The Search Results display in the Warehouse STOCK NBR Grid below.*



5. Select ☐ next to the desired STOCK NBR.
6. Select Submit. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *STOCK NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *ITEM DESC*.	
13 — Mandatory Entry: *FSC*.	
13 — Mandatory Entry: *LIN/TAMCN*.	
128 - To perform search, ITEM DESC must be three positions.	Invalid Entry. The ITEM DESC field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.
208 - You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

M&U

- Add a Work Plan Association
- Update a Work Plan Association

Browse for a Work Order

Overview

The Work Order Browse pop-up window allows searching for Work Orders that are associated with the user's Maintenance Activity.

Navigation

ELMS Maintenance Utilization Module > *Various Procedural Steps* > > Work Order Browse pop-up window

Page Fields

The following fields display on the **Work Order Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Work Order — Search By Grid

Work Order Id
Status Cd
Priority Cd
Estbd Dt From
Estbd Dt To
Asset Id
Stock Nbr
Serial Nbr
Secondary Serial Number
UII
Doc Nbr

Search Results Grid

Select
Work Order Id
Estbd Dt
Work Order Desc
Work Order Status
Work Order State
Priority Cd
Asset Id
Serial Nbr
Secondary Serial Number
UII
Item Desc
Doc Nbr

Procedures

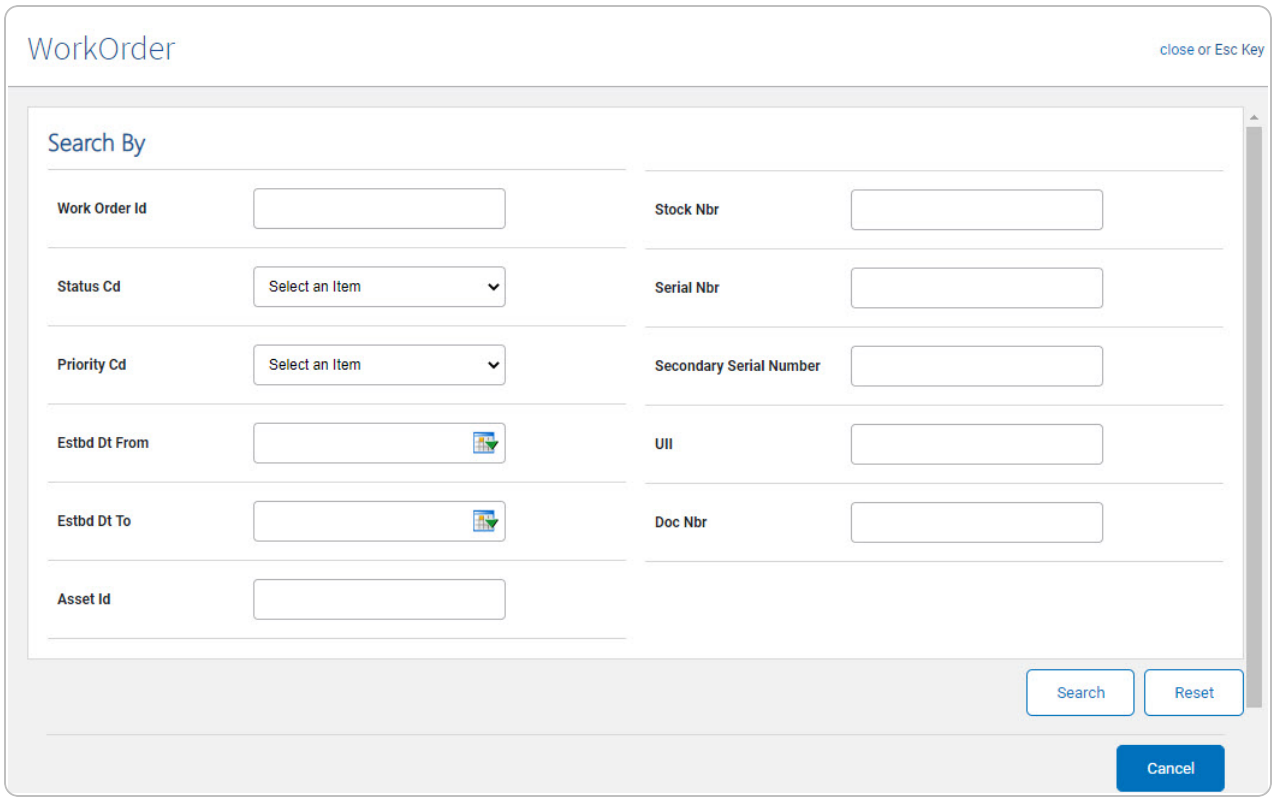
ELMS Navigation Helpful Tips

Click the following link to display M&U Navigation Tips.

Browse for a Work Order

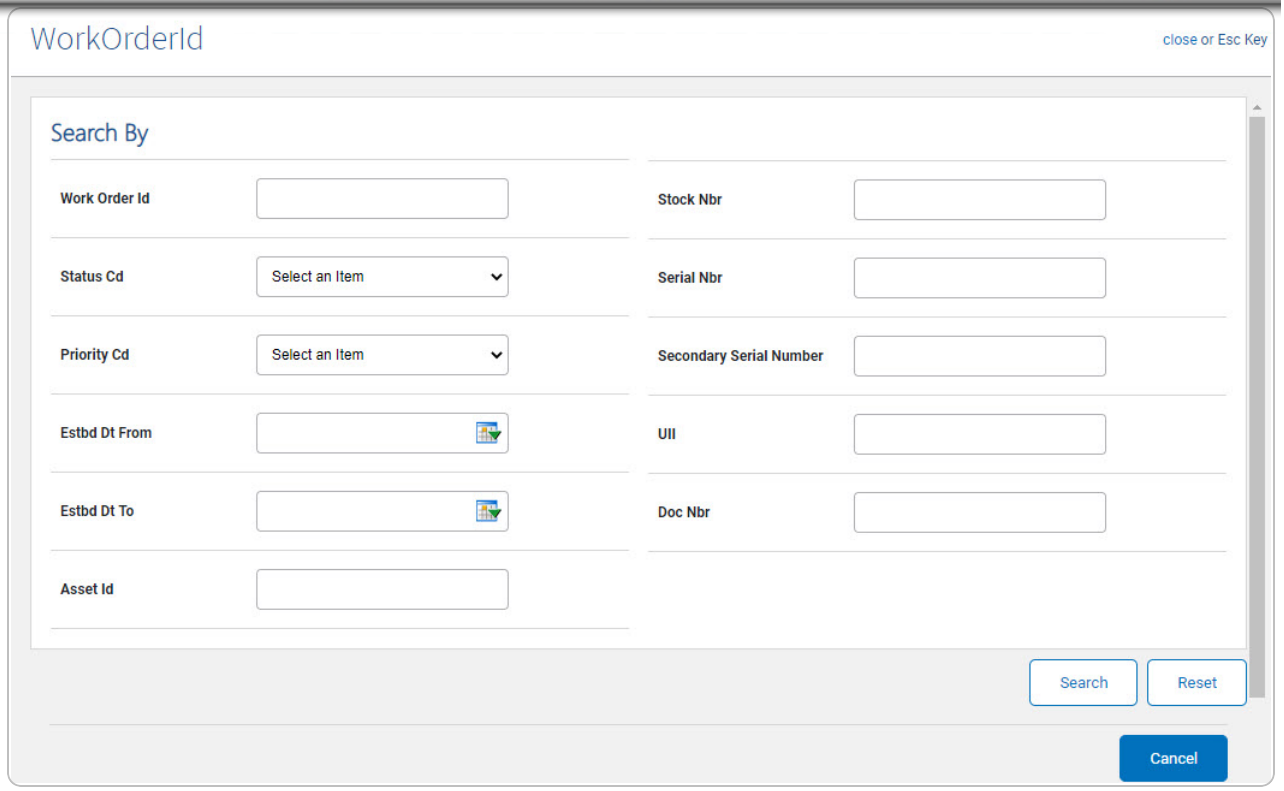
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

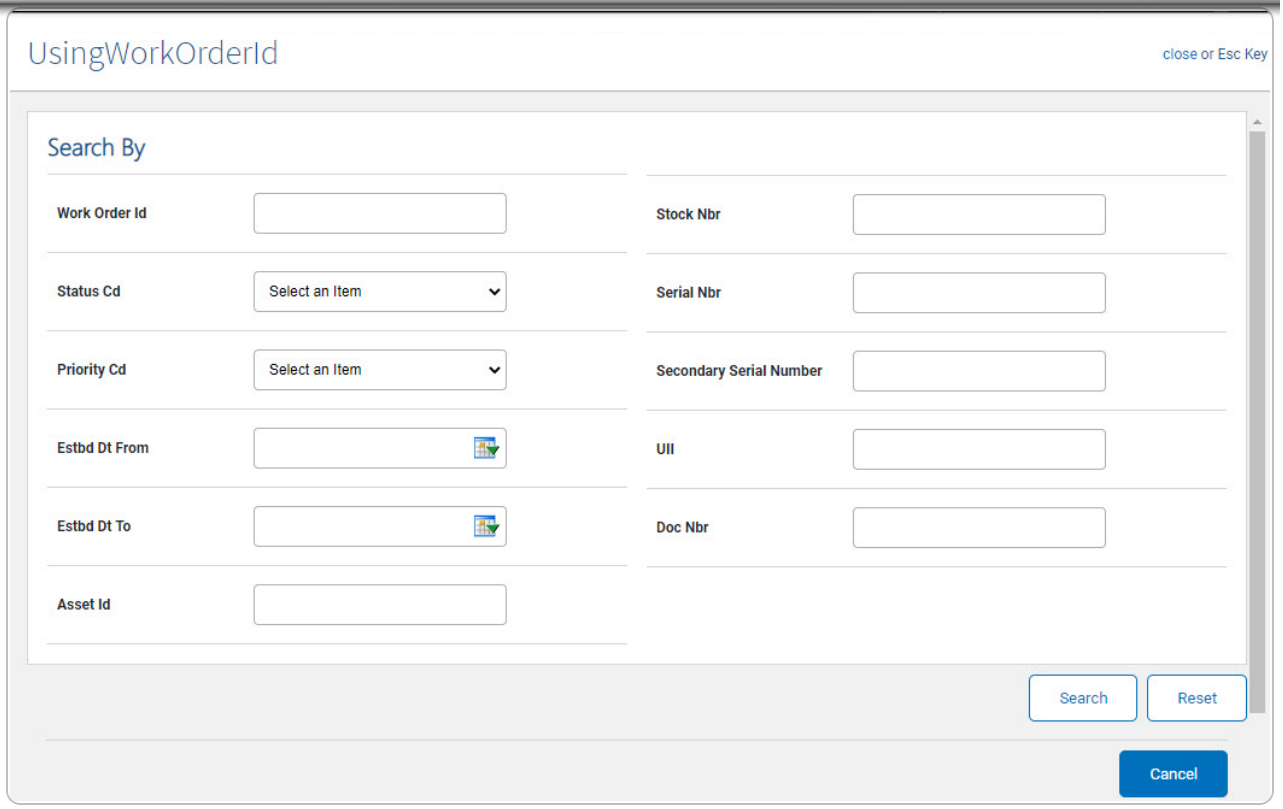
1. Select . *The **Work Order** pop-up window appears*.



Note

The WORK ORDER ID Browse and Using WORK ORDER ID Browse have the same fields as Work Order Browse.


WorkOrderId
close or Esc Key
Search By
Work Order Id
Stock Nbr
Status Cd
Select an Item
Serial Nbr
Priority Cd
Select an Item
Secondary Serial Number
Estbd Dt From
UII
Estbd Dt To
Doc Nbr
Asset Id
Search
Reset
Cancel



2. In the Work Order Search By box, narrow the results by entering one or more of the following optional fields:.

- Enter the WORK ORDER ID. *This is a 20 alphanumeric character field.*
- Use to select the Status Cd.
- Use to select the Priority Cd.
- Use to select the ESTBD DT FROM, or enter the date (MM/DD/YYYY) in the field provided.
- Use to select the ESTBD DT TO, or enter the date (MM/DD/YYYY) in the field provided.
- Enter the ASSET ID. *This is a 12 alphanumeric character field.*
- Enter the STOCK NBR. *This is a 15 alphanumeric character field.*
- Enter the SERIAL NBR. *This is a 30 alphanumeric character field.*
- Enter the Secondary Serial Number. *This is a 30 alphanumeric character field.*

- Enter the UII. *This is a 50 alphanumeric character field.*
- Enter the DOC NBR. *This is a 14 alphanumeric character field.*

3. Select Search. *The results appear in the **Work Plan Search Results** grid.*

Select	Work Order Id	Estbd Dt	Work Order Desc	Work Order Status	Work Order State	Priority Cd	Asset Id	Serial Nbr	Secondary Serial Number	UII	Item Desc	Doc Nbr
Select	2019091800004	9/18/2019		O-Open		2-Urgent - 2 days	CAR4	CAR4			TRUCK,LIFT,FORK	
Select	2019091800005	9/18/2019		O-Open		2-Urgent - 2 days	CAR5	CAR5			TRUCK,LIFT,FORK	

Cancel

4. Choose the Select hyperlink next to the desired WORK ORDER ID. *The pop-up window closes and the selected WORK ORDER ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
XXX — ESTBD DT FROM Date cannot be > Current Date.	Invalid Date Entry. The Current Date cannot occur before the ESTBD DT FROM Date. Re—enter the date.
612 — Date format must be MM/DD/YYYY.	Invalid Date Entry. The date must following the MM/DD/YYYY format. Re—enter the date.

XXX — ESTBD DT TO Date cannot be < Current Date.	Invalid Date Entry. The Current Date cannot occur after the ESTBD DT TO Date. Re—enter the date.
408 — ASSET ID cannot contain special character(s).	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like $, ! or @ are prohibited.
82 — STOCK NBR must be alphanumeric with valid special character(s) $, — , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
195 — SERIAL NBR contains invalid special characters.	Invalid Entry. The field must have alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters only. Re-enter the Serial Number.
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
682 — Invalid UII format. POS 1 — 50 must be alphanumeric with POS 1 — 6	Invalid Entry. The UII must be at least 6 alphanumeric characters, and no more than 50 characters. Re-enter the UII.

mandatory.	
409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—enter the search criteria.
142 — To perform "Search", data must be entered in one or more fields.	Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re—enter the search criteria.
94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
714 — Selected rows exceeds 50 row maximum.	Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selected, then proceed.

Related Topics

Browse for a Work Order Id

Overview

The Work Order Id Browse pop-up window allows searching for Work Order Id's that are associated with the user's Maintenance Activity.

Navigation

ELMS Maintenance Utilization Module > *Various Procedural Steps* > > Work Order Id Browse pop-up window

Page Fields

The following fields display on the **Work Order Id Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Asset Id
Work Order Status Code
Has Assets

Has Assets Grid

All
No
Yes

Work Order Id
Stock Number
NMC

NMC Grid

All
No
Yes

Search Results Grid

Select
Work Order ID
Work Order Status Code
Priority Code
Asset ID
Stock Number
Item Desc
Serial Number
Secondary Serial Number
Work Order Reason

Procedures

ELMS Navigation Helpful Tips

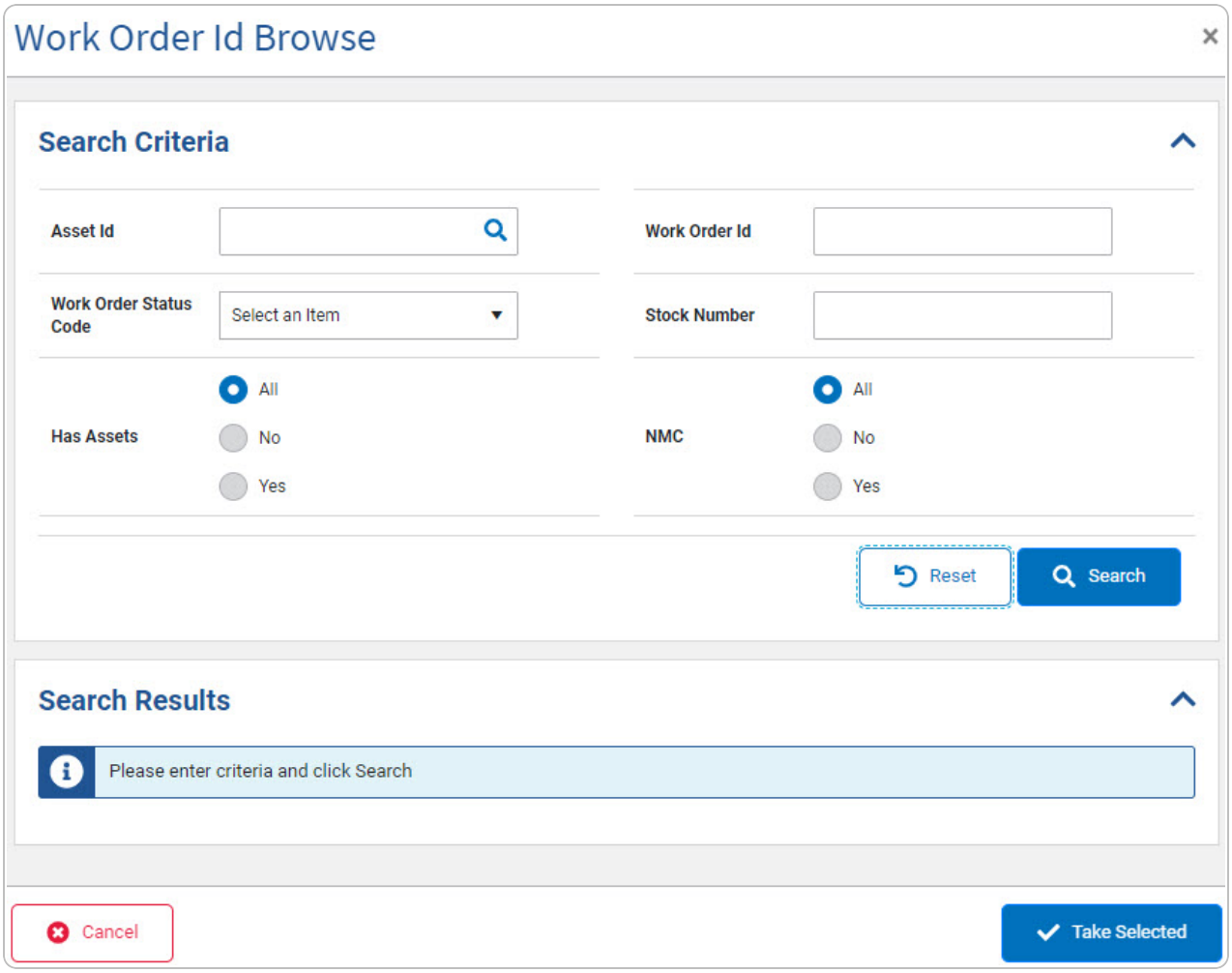
Click the following link to display M&U Navigation Tips.

Browse for a Work Order Id

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

1. Select . *The **WORK ORDER ID** pop-up window appears*.

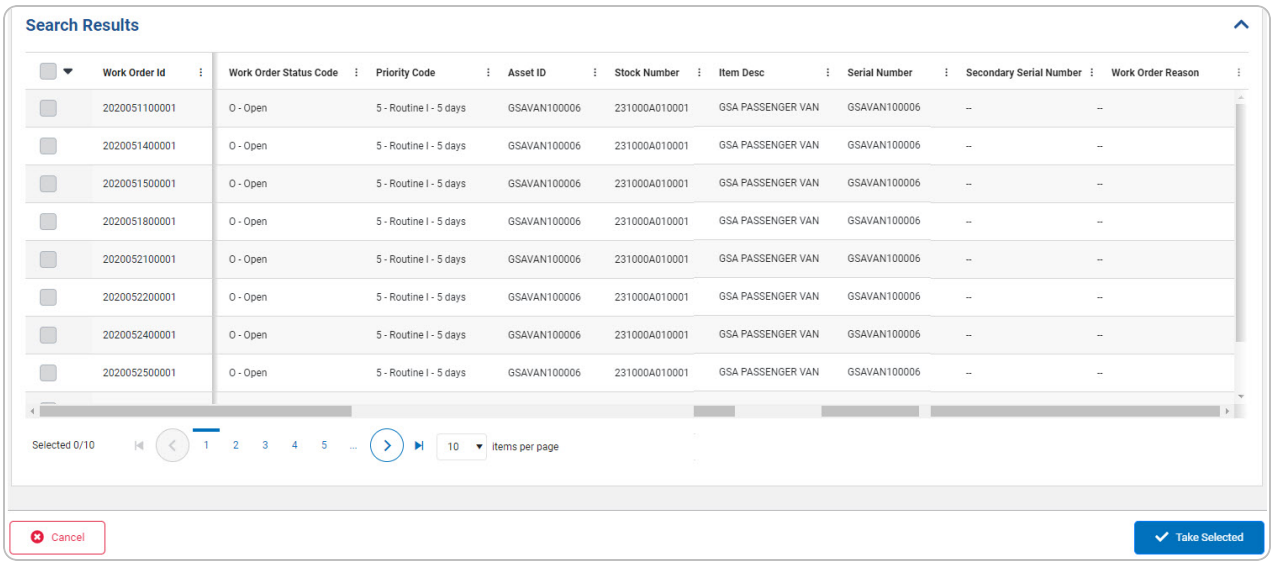


2. In the WORK ORDER ID Search Criteria box, narrow the results by entering one or more of the following optional fields:.
   - Enter the ASSET ID. *This is a 12 alphanumeric character field.*
   - Use to select the Work Order Status Code.
   - Select Has Assets. *Determines whether the results includes or excludes work orders with assets.*
   - Enter the WORK ORDER ID, or use to browse for the entry. *This is a 20 numeric character field.*

Work Order Browse help

- Enter the Stock Number. *This is a 15 alphanumeric character field.*
- Enter the WORK ORDER ID. *This is a 20 alphanumeric character field.*
- Select NMC. *Determines whether the results includes or excludes work orders with NMC assets.*

3. Select Search. *The results appear in the **WORK ORDER ID Search Results** grid.*



4. Click to select the WORK ORDER ID. *This highlights the desired row.*

5. Click Take Selected. *The desired WORK ORDER ID appears in the WORK ORDER ID field on the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access.

not have the appropriate security access.	Enter different Search Criteria and try the Search again.
408 — ASSET ID cannot contain special character(s).	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters. Special characters like $, ! or @ are prohibited.
82 — STOCK NBR must be alphanumeric with valid special character(s) $, — , /, #, &, comma, and period.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters, or the following permitted special characters: $, —, /, #, &, comma, and period. Special characters like ! or @ are prohibited.
37 — Entry must = A — Z and/or 0 — 9.	Invalid Entry. The characters entered in the field include prohibited special characters. Enter alphanumeric (alphabetic "A" through "Z", numeric "0" through "9") characters.
409 — You have exceeded the browse limit of a 500 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 500 rows. Refine and re—enter the search criteria.
142 — To perform "Search", data must be entered in one or more fields.	Invalid Search Entry. Enter at least one search criteria to perform a search. Refine and re—enter the search criteria.

94 — Select a record(s) to continue.	Missing Entry. Continue was clicked without any records selected. Click ☐ to select a record, then select Continue.
714 — Selected rows exceeds 50 row maximum.	Invalid Entry. Too many rows are checked. Uncheck enough records so 50 or less are selected, then proceed.

Related Topics

M&U

- Search for a Work Order

Browse for a Work Plan

Overview

The Work Plan Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity. This is for Work Plan Browse and Using WORK PLAN ID Browse.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > > Work Plan Browse pop-up window

Page Fields

The following fields display on the **Work Plan Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Plan Id
Plan Type Cd
Plan Name
Plan Selection

Search Results Grid

Select
Plan Id
Plan Type Cd
Plan Name
Plan Description
Activity Name

Procedures

ELMS Navigation Helpful Tips

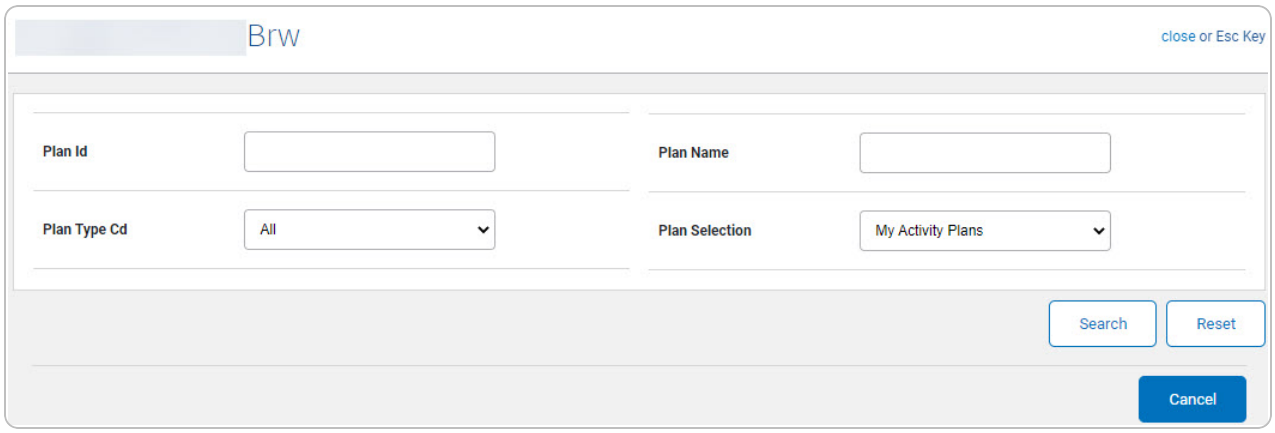
Click the following link to display ELMS Navigation Tips.

Browse for a Work Plan

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Work Plan Browse*** *pop-up window appears*.



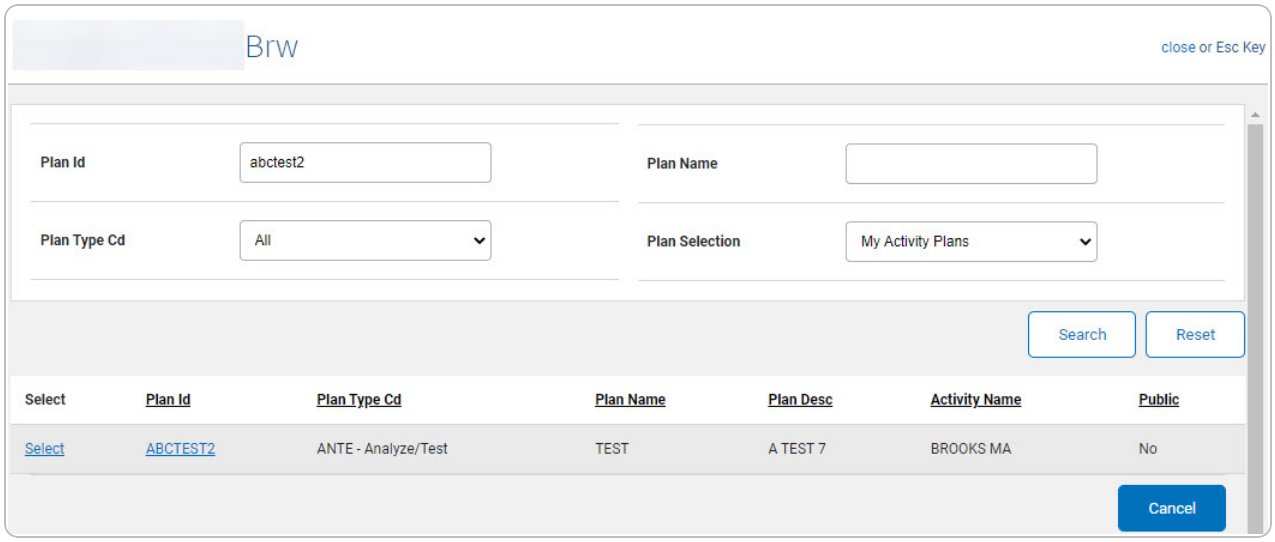
Note

This process is also used for Using Work Plan ID Browse.

2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the PLAN ID *This is a 50 alphanumeric character field.*
   - Use to select the Plan Type Cd.

- Enter the Plan Name *This is a 50 alphanumeric character field.*
- Use ⌄ to select the Plan Selection.

3. Select Search. *The results appear in the* ***Work Plan Browse Search Results*** *grid.*



4. Choose the Select hyperlink next to the desired PLAN ID. *The pop-up window closes and the selected Work Plan ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

M&U

- Work Plan

Browse for a Work Plan Identifier

Overview

The Work Plan ID Browse pop-up window allows searching for active Work Plans that are associated with the user's Maintenance Activity.

Navigation

ELMS Modules > *VARIOUS PROCEDURAL STEPS* > + Add > Select Work Plans pop-up window

Page Fields

The following fields display on the **Select Work Plans** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Plan Id
Plan Type Cd
Plan Name
Maintenance Activity
Central Work Plan
Plan Selection

Search Results Grid

All
Plan Id
Plan Type

Plan Name
Plan Description
Maint Activity
Public
Central Work Plan

Procedures

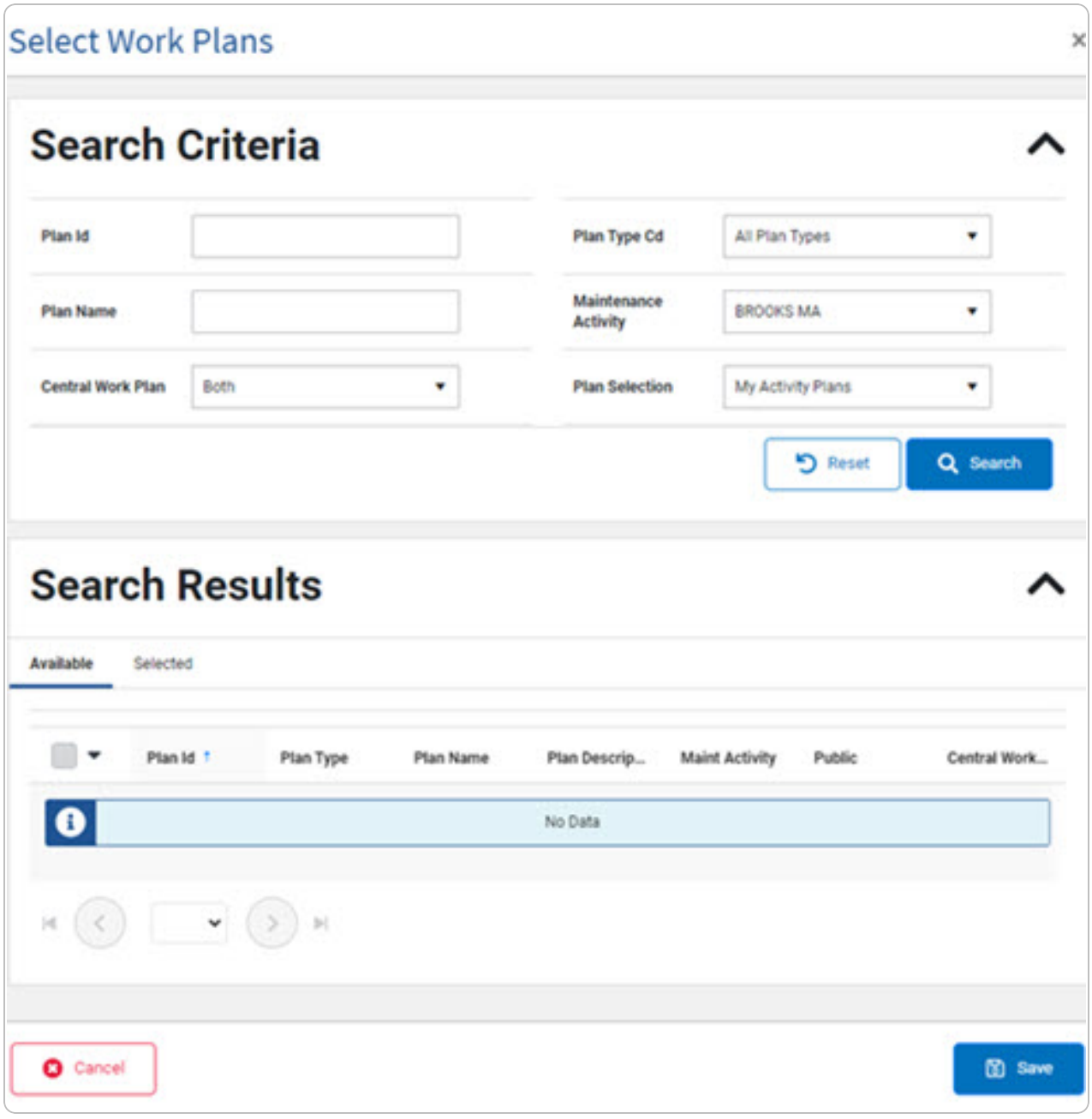
ELMS Navigation Helpful Tips

Click the following link to display ELMS Navigation Tips.

Browse for a Work Plan Identifier

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.*

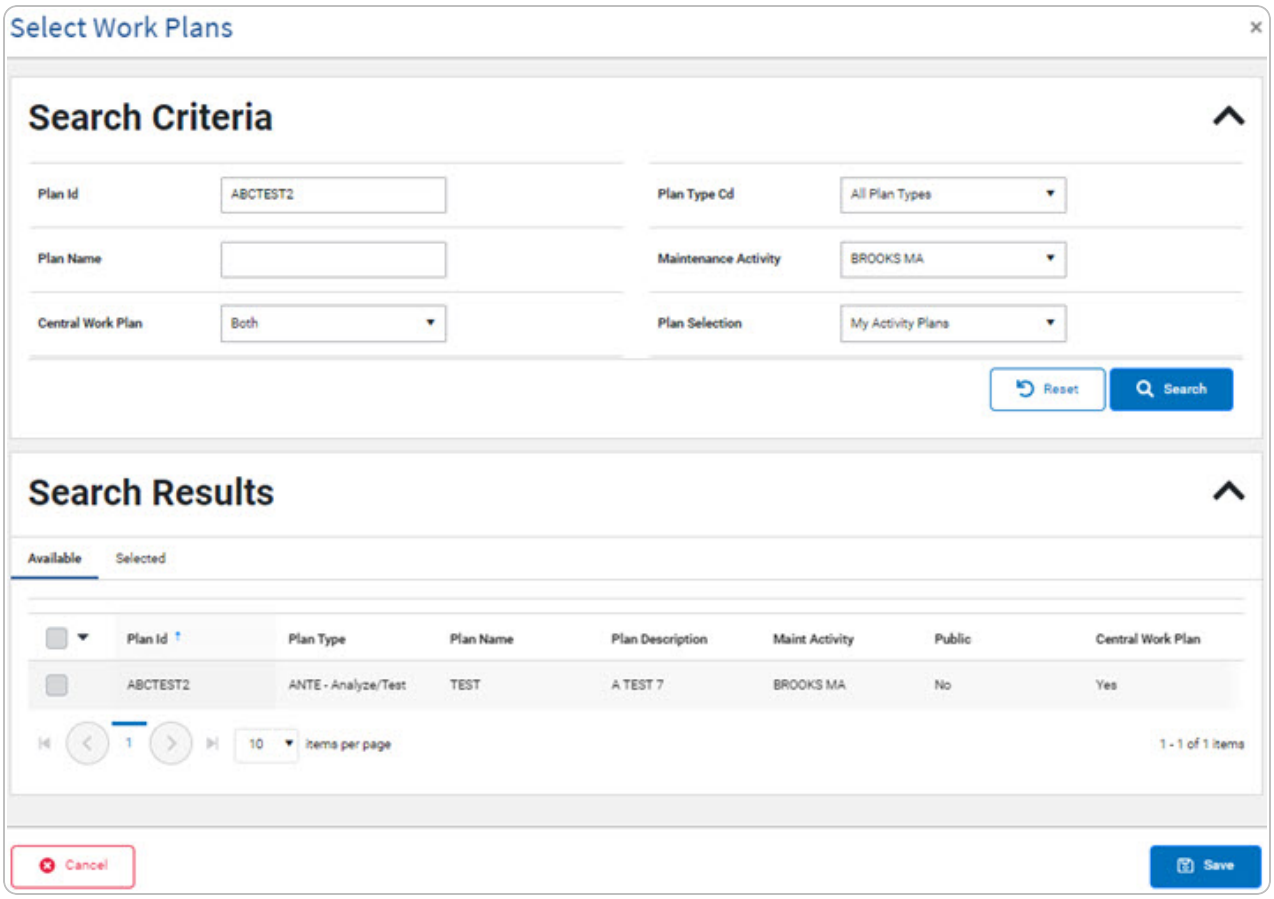
1. Select + Add. *The **Select Work Plans** pop-up window appears*.



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.

- Enter the PLAN ID. *This is a 50 alphanumeric character field.*
- Enter the Plan Name. *This is a 50 alphanumeric character field.*
- Use ▾ to select the Central Work Plan.
- Use ▾ to select the Plan Type Cd.
- Use ▾ to select the Maintenance Activity.
- Use ▾ to select the Plan Selection.

3. Select Search. *The results appear in the **Work PLAN ID Search Results** grid under the Available tab.*



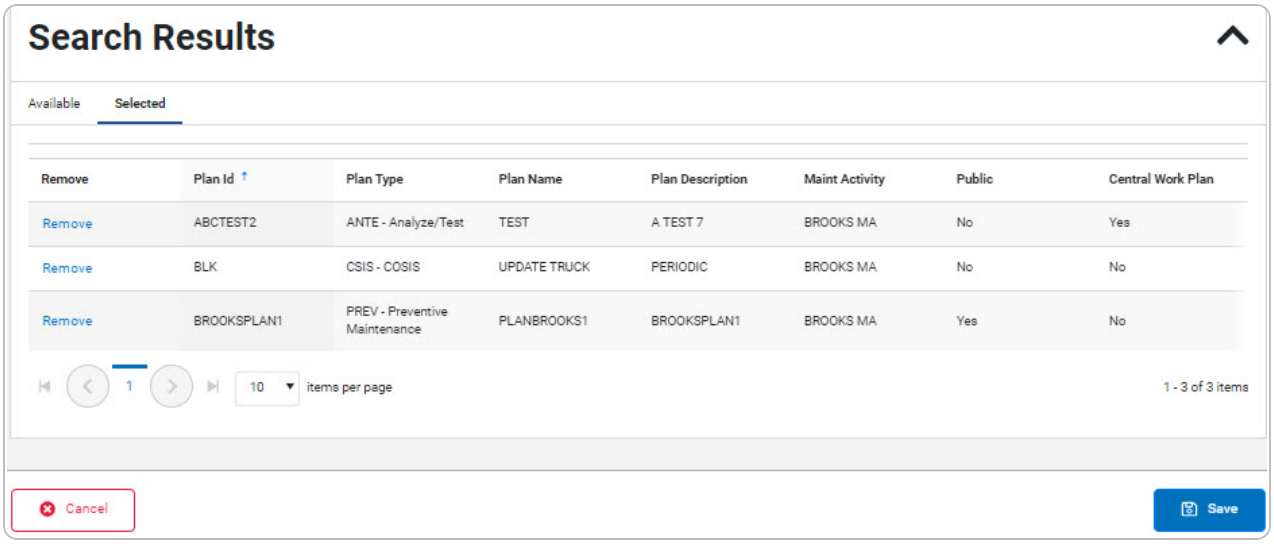
4. Click ☐ to select the PLAN ID.

Select Save. *The pop-up window closes and the selected PLAN ID appears in the previous screen.*

5.

OR

Select the Selected tab to view and remove the checked Work Plan Identifiers.



A. Select the Remove hyperlink. *The selected Work Plan Identifier is removed from the grid.*

B. Select Save. *The pop-up window closes and the selected PLAN ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate secur-	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try

ity access.	the Search again.

Related Topics

M&U

- Schedule Preventive Maintenance

Add an Attachment

Overview

The Property Accountability module Attachment Add process provides the ability to attach a file to a record.

Navigation

ELMS Property Accountability Module > *Various Procedural Steps* > Add Attachment > Attachment Add page

Page Fields

The following fields display on the **Attachment Add** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
210	"Add Attachment" supports only JPG, JPEG, GIF, and PDF files.

Upload File Grid

Asset Id (or Dispatch Id) (or RPUID) (or CIP Project) (or Ticket Reporting)
File Path *
Desc *
Primary

Temporary Attachments

Remove
File Name

Desc
Size
Type

(*) Asterisk identifies mandatory fields.

Procedures

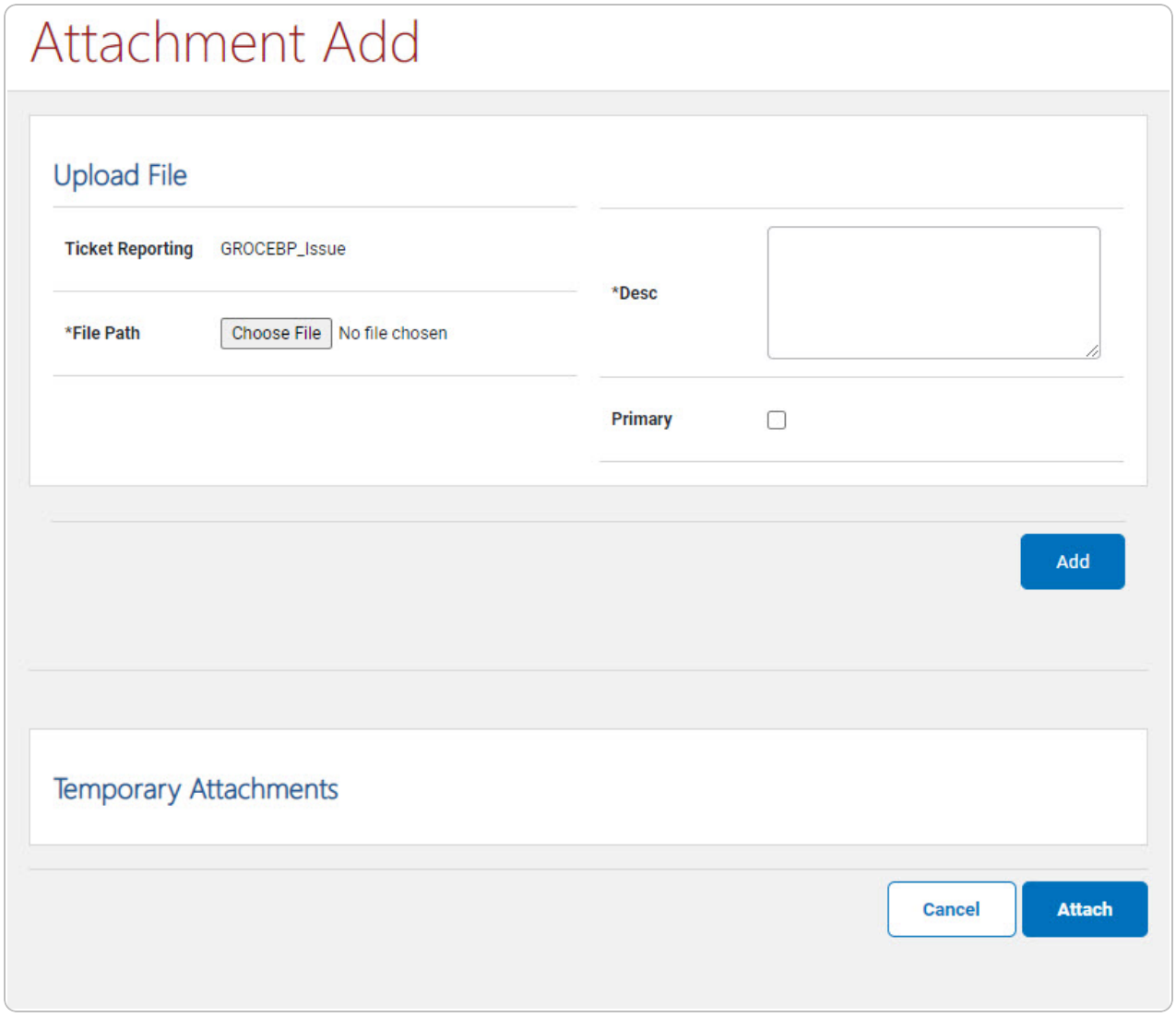
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Add an Attachment

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select Add Attachment. *The **Attachment Add** page appears.*

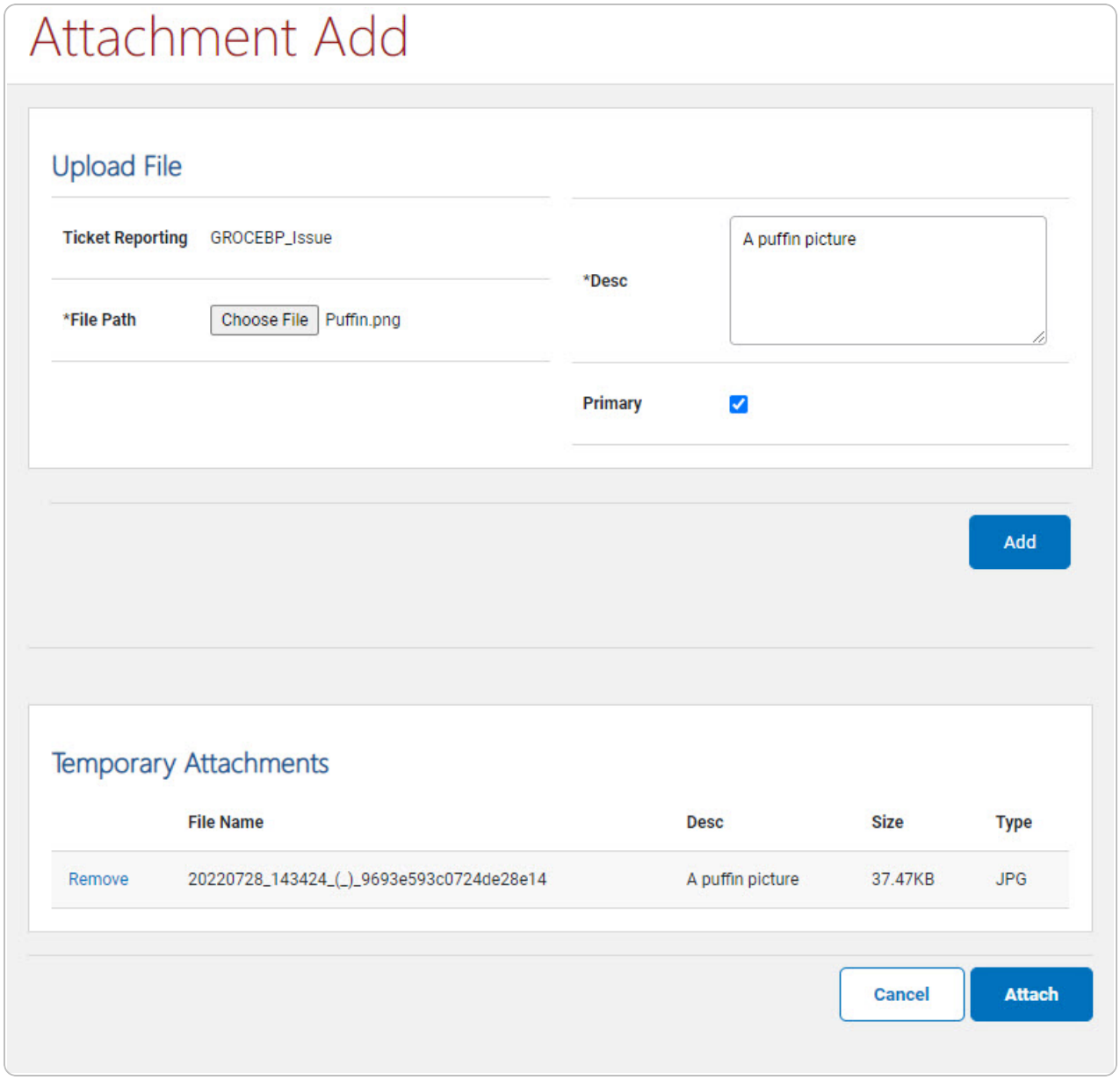


2. *The appropriate ID automatically populates and is not editable.*
3. Select Choose File in the File Path field. *The Windows **Choose File to Upload** pop-up window appears.*
4. Choose the file to attach, and select it.
5. Select Open. *The **Choose File to Upload** pop-up window closes, and the file name appears in the File Name field.*

6. Enter the DESC in the field provided. *This is a 1024 alphanumeric character field.*

7. Click ☐ to select Primary. *This indicates which attachment the system should open first if there are multiple documents.*

8. Select Add. *The file appears in the Temporary Attachments section.*



9. Repeat Steps 3 - 8 to attach multiple documents.

Remove an Attachment

Select the Remove hyperlink next to the desired document. *The document is deleted from the screen.*

10. Select Attach. *The **Attachment Add** page closes, and the files are attached to the record.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.
161 — Remarks must be alphanumeric with supported special character(s) $, — , /, #, &, comma, period, and space.	Invalid Characters Entered in the Remarks field. Enter alphanumeric characters, or the following permitted special characters: $, —, /, #, &, comma, period, and space. Special characters like ! or @ are prohibited.
349 — "Add Attachment" supports only JPG, JPEG, GIF, and PDF files.	Invalid Entry. Only JPG, JPEG, GIF, and PDF files are supported, and no other file types are attachable. Attach a correctly formatted file.
1004 — Attachment file size exceeds the maximum of (Size from table) for this file type. "Attachment" file size	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

is (size).	
353 — Attachment file size exceeds the maximum of 1 MB. The selected file size is {x}.	Invalid File Size. The file size is too large. Reduce the file size and attach the file again.

Related Topics

PA

- Asset Disposition
- Asset Property Update
- Asset Receiving Entry
- Real Property
- CIP Project
- CIP Funding
- Contract
- Help Desk Request

M&U

- Dispatch Update
- Terms and Conditions

Browse for an Address

Overview

The Address Browse pop-up window allows searching for a place previously entered in ELMS. This window is used for various address types:

- Destination
- Reporting
- Mail
- Freight
- Billing
- POC
- Loan
- Lease

Navigation

ELMSModules > *VARIOUS PROCEDURAL STEPS* > > Address Browse pop-up window

Page Fields

The following fields display on the **Address Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Address Type
POC
Activity Name

Search Results Grid

Select
Activity Name
Address Type
POC
Address
City
State
ZIP Cd
Country
Loc

Procedures

ELMS Navigation Helpful Tips

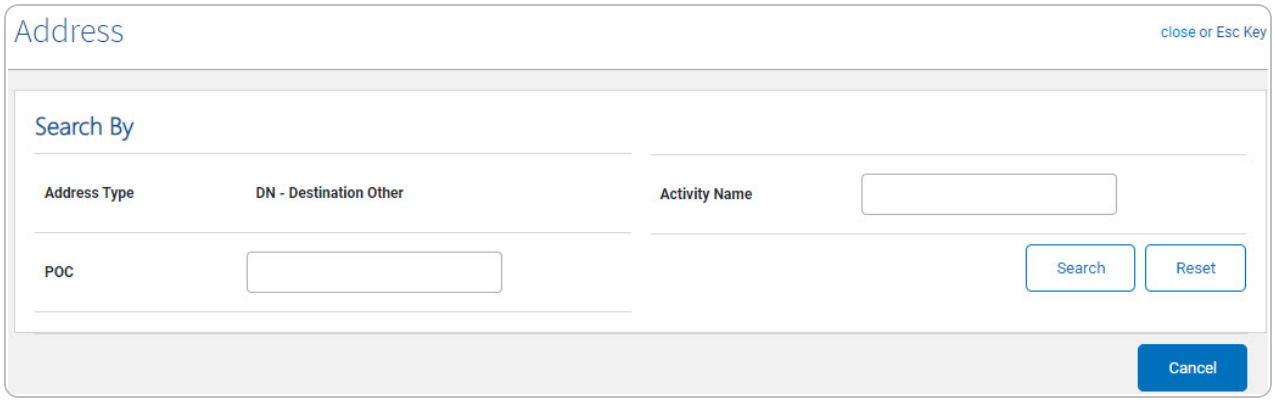
Click the following link to display ELMS Navigation Tips.

Browse for an Address

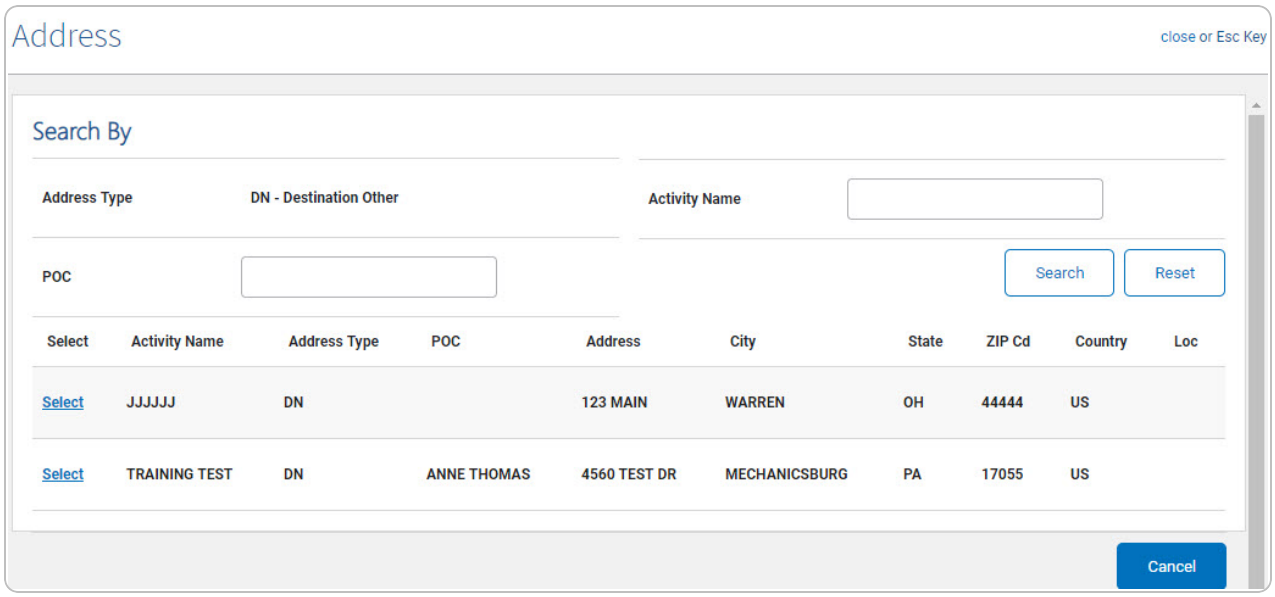
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

1. Select . *The **Address Browse** pop-up window appears*.



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - *The Address Type automatically populates and is not editable.*
   - Enter the POC in the field provided. *This is a 25 alphanumeric character field.*
   - Enter the Activity Name in the field provided. *This is a 50 alphanumeric character field.*
3. Select Search. *Results display in the Address Results Grid below.*



4. Choose the Select hyperlink next to the desired Address. *The pop-up window closes and the selected Address appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
227 — Address does not exist. Establish record using Address A/U/D.	Invalid Entry. There is no address for the requested type. Enter a new address in the Address menu item.

Related Topics

PA

- Asset Receiving Entry — ILOO

M&U

- Wrnty/Svc/Subscription — Terms/Cond

View the Asset Details

Overview

The Property Accountability module Asset Details process provides the ability to view the details of an asset record.

Navigation

ELMS Property Accountability Module > *Various Procedural Steps* > Asset Id hyperlink > Asset Details page

Page Fields

The following fields display on the **Asset Details** page. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
204	For "Asset Lvl Cd" "CE" or "CC", Select hyperlink to view components.
14	Select "Cancel" button to return to previous page.

Details Grid

Stock Nbr
Serial Nbr
Item Desc
LIN/TAMCN
Asset Id
UII

UIC
Custodian Nbr
Lot Nbr
Expr Dt
UI
Qty
Loc
Sub Loc
Acq Cost
Acq Dt
Total Cost
Type Asset Cd
Cond Cd
Asset Level Cd
Asset Cd
Sys Id
Doc Nbr
Excs Actn Cd
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd
Non-Actbl
ACC-SFIS Cd
Deprn Cd
Fund Cd/ASN
Acct Rpt Nbr
Cptl Cd
iRAPT/WAWF Receipt
iRAPT/WAWF Shpmt Id
Loan Cd
Loan Contract Nbr
Loaning DoDAAC/CAGE Cd
Loan Activity Name
Loan Start Dt
Loan End Dt
Loan Rcvd By
Loan Rcvd Dt
Loan Notify Cd
Mode of Shipment
TCN
Shipment Dt
Shipment Id

Lease Cd
Lease Activity
Lease Start Dt
Lease End Dt
Oblign Doc Nbr
Cntr/PO Nbr
Owng Cost Center
Fndng Cost Center
Deprn Cost Center
Task Cd
Deprn Task Cd
Job Order Nbr
Deprn Job Order Nbr
Activation Dt
Deprn Period
Deprn Util Prd
Accumd Deprn
Deprn SL Rebsln
Deprn SL Lst Rebsln
Deprn AB Rebsln
Deprn AB Lst Rebsln
Prior Deprn
Current Mth Deprn Amt
Prr Deprn SL Rebsin
Prr Deprn AB Rebsin
Deprn Util Svc Life
Deprn Util Qty
Prr Deprn Util Qty
Deprn Period Days
Write Down Amt
Fdcry Deprn Mthd Cd
Util Measure Cd
Authn LIN/TAMCN
Attachments
Attribute(s) Template
Attribute(s)
Software Name
License Desc
License Details
License Qty
License Type
Start Dt
End Dt

Usage Level Cd
Hosting Environment
Remarks

Procedures

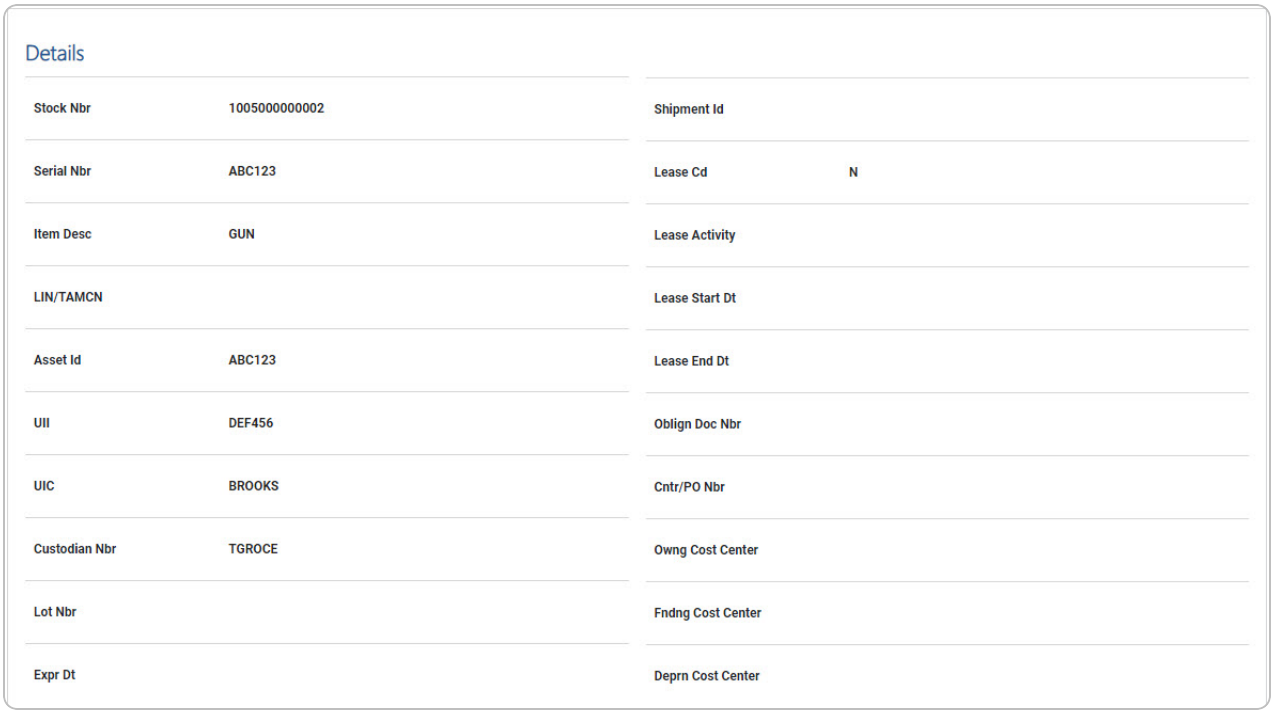
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Review the Asset Details

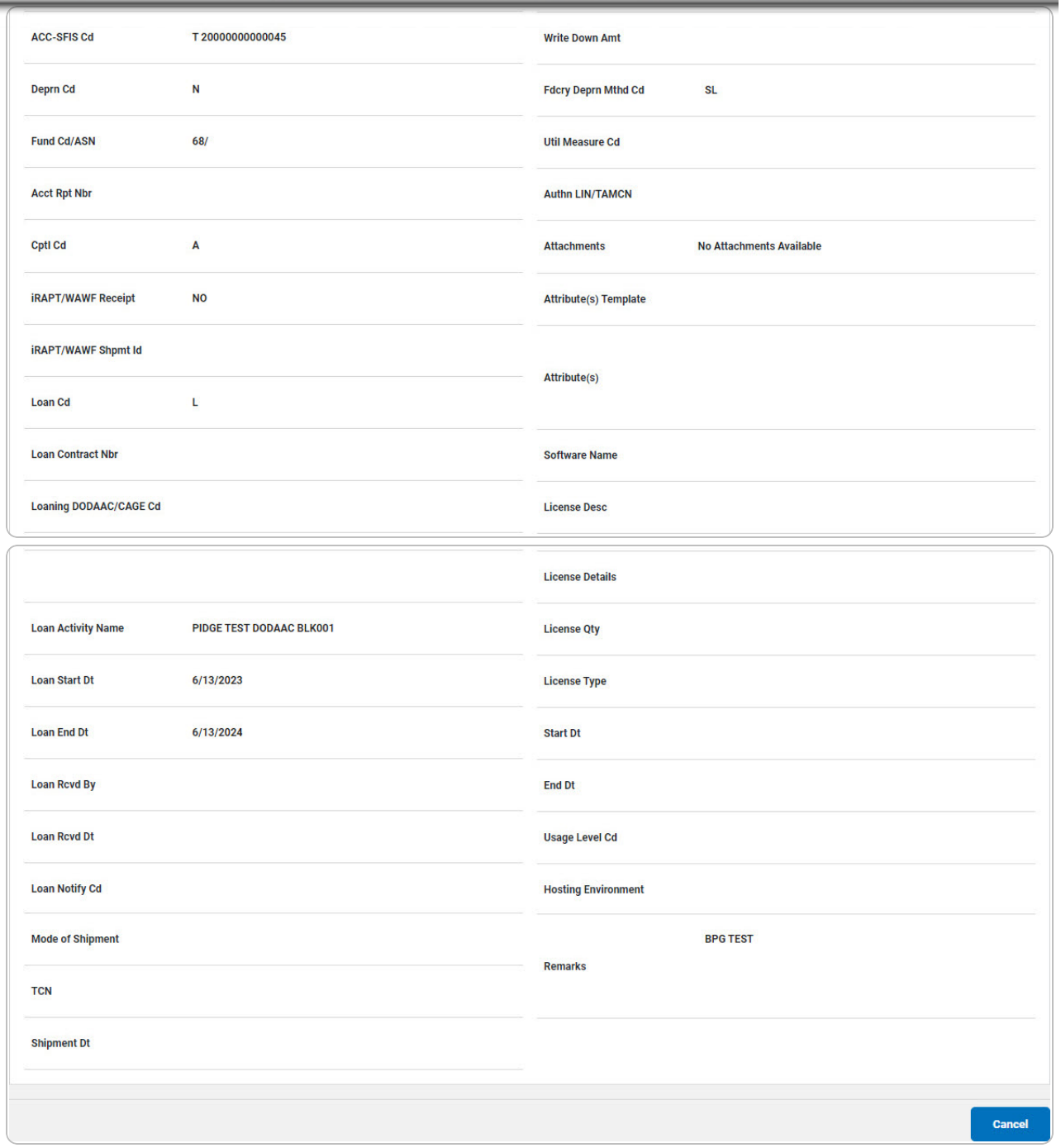
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select the ASSET ID hyperlink. *The* ***Asset Details*** *page appears.*



UI	EA	Task Cd	
Qty	1	Deprn Task Cd	
Loc	AREA7	Job Ord Nbr	
Sub Loc		Deprn Job Ord Nbr	
Acq Cost	$ 0.00	Activation Dt	
Acq Dt	6/14/2023	Deprn Period	0
Total Cost	$ 0.00	Deprn Util Prd	
Type Asset Cd	G	Accumd Deprn	$ 0.00
Cond Cd	A	Deprn SL Rebsln	
Asset Level Cd	EI	Deprn SL Lst Rebsln	

Asset Cd	K	Deprn AB Rebsln	
Sys Id		Deprn AB Lst Rebsln	
Doc Nbr		Prior Deprn	$ 0.00
Excs Actn Cd		Current Mnth Deprn Amt	
Mfr Name	TEJADA	Prr Deprn SL Rebsln	
Mfr Model Nbr	1	Prr Deprn AB Rebsln	
Mfr Part Nbr	1	Deprn Util Svc Life	
CAGE Cd		Deprn Util Qty	
Supply Category Management Cd	-	Prr Deprn Util Qty	
Non-Actbl	NO	Deprn Period Days	



ACC-SFIS Cd	T 20000000000045	Write Down Amt	
Deprn Cd	N	Fdcry Deprn Mthd Cd	SL
Fund Cd/ASN	68/	Util Measure Cd	
Acct Rpt Nbr		Authn LIN/TAMCN	
Cptl Cd	A	Attachments	No Attachments Available
iRAPT/WAWF Receipt	NO	Attribute(s) Template	
iRAPT/WAWF Shpmt Id		Attribute(s)	
Loan Cd	L		
Loan Contract Nbr		Software Name	
Loaning DODAAC/CAGE Cd		License Desc	
		License Details	
Loan Activity Name	PIDGE TEST DODAAC BLK001	License Qty	
Loan Start Dt	6/13/2023	License Type	
Loan End Dt	6/13/2024	Start Dt	
Loan Rcvd By		End Dt	
Loan Rcvd Dt		Usage Level Cd	
Loan Notify Cd		Hosting Environment	
Mode of Shipment		Remarks	BPG TEST
TCN			
Shipment Dt			

Cancel

2. Review the available fields:.
   A. *Verify the STOCK NBR.*
   B. *Verify the SERIAL NBR.*

C. *Verify the ITEM DESC.*
D. *Verify the LIN/TAMCN.*
E. *Verify the ASSET ID.*
F. *Verify the UII.*
G. *Verify the UIC.*
H. *Verify the CUSTODIAN NBR.*
I. *Verify the LOT NBR.*
J. *Verify the EXPR DT.*
K. *Verify the UI.*
L. *Verify the QTY.*
M. *Verify the LOC.*
N. *Verify the SUB LOC.*
O. *Verify the ACQ COST.*
P. *Verify the ACQ DT.*
Q. *Verify the Total Cost.*
R. *Verify the TYPE ASSET CD.*
S. *Verify the COND CD.*
T. *Verify the ASSET LEVEL CD.*
U. *Verify the ASSET CD.*
V. *Verify the SYS ID.*
W. *Verify the DOC NBR.*
X. *Verify the EXCS ACTN CD.*
Y. *Verify the MFR NAME.*
Z. *Verify the MFR MODEL NBR.*
AA. *Verify the MFR PART NBR.*
AB. *Verify the CAGE CD.*
AC. *Verify the NON—ACTBL.*
AD. *Verify the ACC-SFISCD.*
AE. *Verify the DEPRN CD.*
AF. *Verify the FUND CD / ASN.*
AG. *Verify the ACCT RPT NBR.*

AH. *Verify the CPTL CD.*
AI. *Verify the IRAPT/WAWF Receipt.*
AJ. *Verify the IRAPT/WAWFSHPMT ID.*
AK. *Verify the LOAN CD.*
AL. *Verify the Loan Contract NBR.*
AM. *Verify the Loaning DODAAC/CAGE CD.*
AN. *Verify the Loan Activity Name.*
AO. *Verify the Loan START DT.*
AP. *Verify the Loan END DT.*
AQ. *Verify the Loan RCVD BY.*
AR. *Verify the Loan RCVD DT.*
AS. *Verify the Loan Notify CD.*
AT. *Verify the Mode Of Shipment.*
AU. *Verify the TCN.*
AV. *Verify the SHIPMENT DT.*
AW. *Verify the SHIPMENT ID.*
AX. *Verify the LEASE CD.*
AY. *Verify the Lease Activity.*
AZ. *Verify the LEASE START DT.*
BA. *Verify the LEASE END DT.*
BB. *Verify the OBLIGN DOC NBR.*
BC. *Verify the CNTR/PO NBR.*
BD. *Verify the OWNG COST CENTER.*
BE. *Verify the FNDNG COST CENTER.*
BF. *Verify the DEPRN COST CENTER.*
BG. *Verify the TASK CD.*
BH. *Verify the DEPRN TASK CD.*
BI. *Verify the JOB ORDER NBR.*
BJ. *Verify the DEPRN JOB ORDER NBR.*
BK. *Verify the ACTIVATION DT.*
BL. *Verify the DEPRN PERIOD.*

BM. *Verify the DEPRN UTIL PRD.*
BN. *Verify the ACCUMD DEPRN.*
BO. *Verify the DEPRN SL REBSLN.*
BP. *Verify the DEPRN SL LST REBSLN.*
BQ. *Verify the DEPRN AB REBSLN.*
BR. *Verify the DEPRN AB LST REBSLN.*
BS. *Verify the PRIOR DEPRN.*
BT. *Verify the CURRENT MNTH DEPRN AMT.*
BU. *Verify the PRR DEPRN SL REBSLN.*
BV. *Verify the PRR DEPRN AB REBSLN.*
BW. *Verify the DEPRN UTIL SVC LIFE.*
BX. *Verify the DEPRN UTIL QTY.*
BY. *Verify the PRR DEPRN UTIL QTY.*
BZ. *Verify the DEPRN Period Days.*
CA. *Verify the WRITE DOWN AMT.*
CB. *Verify the FDCRY DEPRN MTHD CD.*
CC. *Verify the UTIL MEASURE CD.*
CD. *Verify the AUTHN LIN/TAMCN.*
CE. *Verify the Attachments.*
CF. *Verify the Attribute(s) Template.*
CG. *Verify the Attribute(s).*
CH. *Verify the Software Name.*
CI. *Verify the License DESC.*
CJ. *Verify the License Details.*
CK. *Verify the License QTY.*
CL. *Verify the License Type.*
CM. *Verify the START DT.*
CN. *Verify the END DT.*
CO. *Verify the Usage Level CD.*
CP. *Verify the Hosting Environment.*
CQ. *Verify the Remarks.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Asset Disposition
- Asset Transfer
- Asset Property Update
- Personal Property Depreciation Update

Browse for an Asset Identifier

Overview

The Asset Identifier Browse pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMSModules > *Various Procedural Steps* > > Asset Id Browse pop-up window

Page Fields

The following fields display on the **Asset Id Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Asset Id
Item Desc
Stock Nbr
Serial Nbr
Secondary Serial Number
Maint Loc
LIN/TAMCN
Equip Pool
Profile Status
Maint Sched Exist

Search Results Grid

Select

Asset Id
Serial Nbr
Secondary Serial Number
Item Desc
Stock Nbr
Maint Loc
LIN/TAMCN
Equip Pool
Profile Status
Maint Sched Exist
Nbr of Maint Scheds

Procedures

ELMS Navigation Helpful Tips

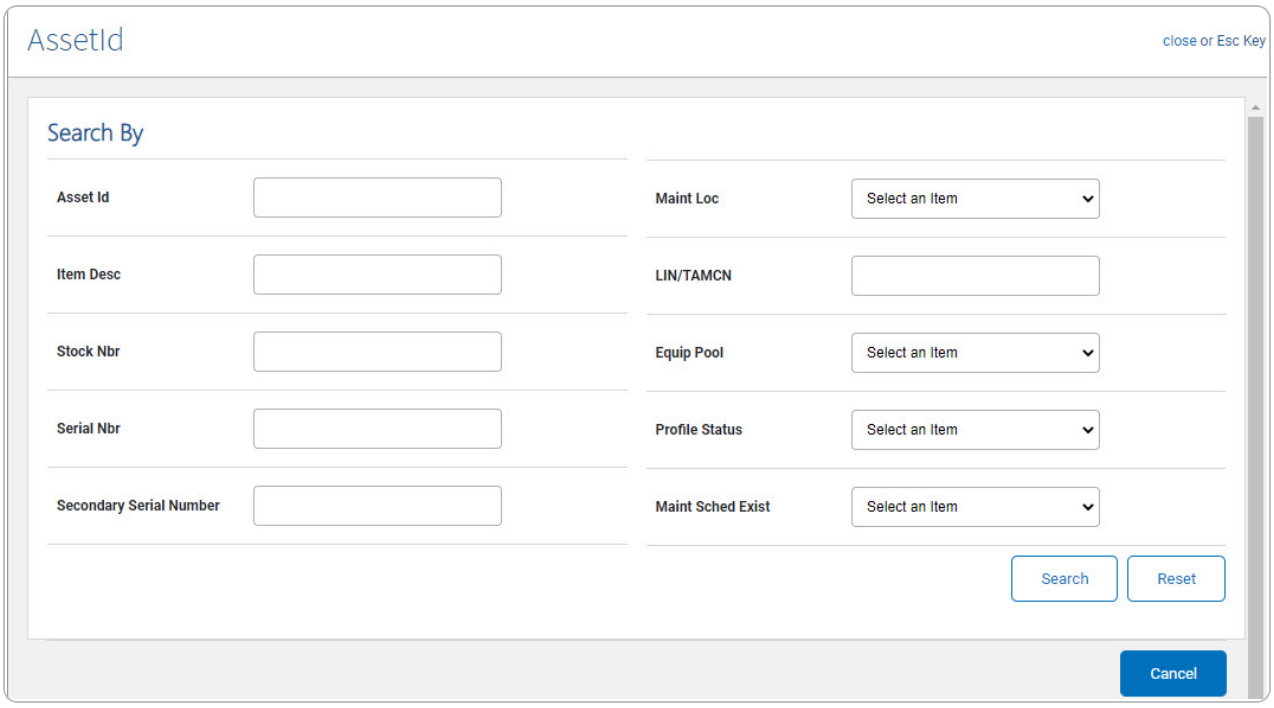
Click the following link to display ELMS Navigation Tips.

Browse for an Asset Identifier

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

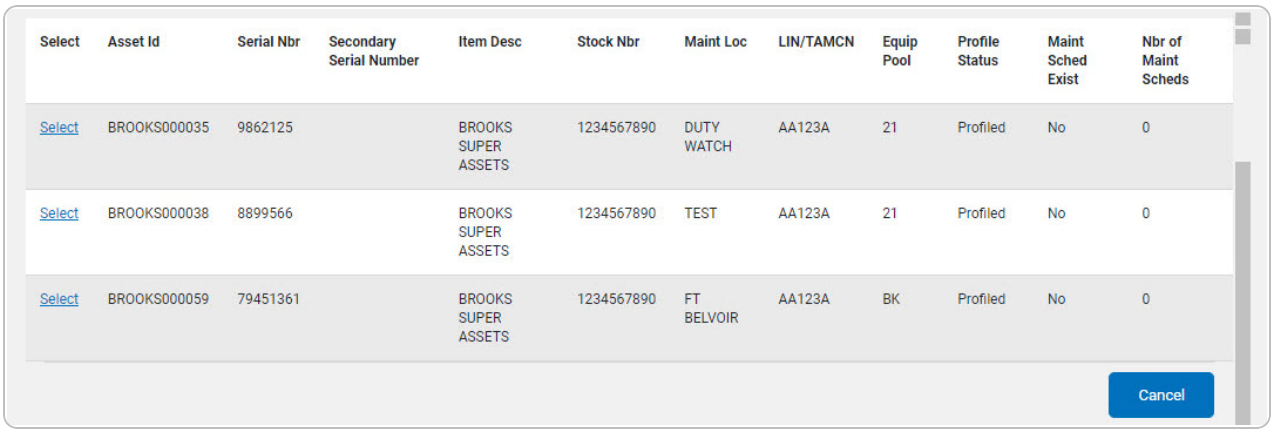
1. Select . *The **ASSET ID Browse** pop-up window appears*.



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
   - Enter the Item Desc in the field provided. *This is a 256 alphanumeric character field.*
   - Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*
   - Enter the Secondary Serial Number in the field provided. *This is a 30 alphanumeric character field.*
   - Use to select the Maint Loc.
   - Enter the LIN/TAMCN in the field provided. *This is a 10 alphanumeric character field.*
   - Use to select the Equip Pool.
   - Use to select the Profile Status.

- Use to select the Maint Sched Exist.

3. Select Search. *Results display in the ASSET ID Results Grid below.*



Select	Asset Id	Serial Nbr	Secondary Serial Number	Item Desc	Stock Nbr	Maint Loc	LIN/TAMCN	Equip Pool	Profile Status	Maint Sched Exist	Nbr of Maint Scheds
Select	BROOKS000035	9862125		BROOKS SUPER ASSETS	1234567890	DUTY WATCH	AA123A	21	Profiled	No	0
Select	BROOKS000038	8899566		BROOKS SUPER ASSETS	1234567890	TEST	AA123A	21	Profiled	No	0
Select	BROOKS000059	79451361		BROOKS SUPER ASSETS	1234567890	FT BELVOIR	AA123A	BK	Profiled	No	0

Cancel

4. Choose the Select hyperlink next to the desired ASSET ID. *The pop-up window closes and the selected ASSET ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *ASSET ID*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- UII Assignment

M&U

- Wrnty/Svc/Subscription — Asset Assoc
- Wrnty/Svc/Subscription — Terms/Cond

Browse for an Asset Identifier Subassemblies

Overview

The Asset Identifier Subassemblies Browse pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMSModules > *Various Procedural Steps* > > Asset Id Browse for Subassemblies pop-up window

Page Fields

The following fields display on the **Asset Id for Subassemblies Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search Criteria Grid

Asset ID
Stock Number
Item Description
Serial Number

Search Results Grid

Asset ID
Stock Number
Item Description
Serial Number

Procedures

ELMS Navigation Helpful Tips

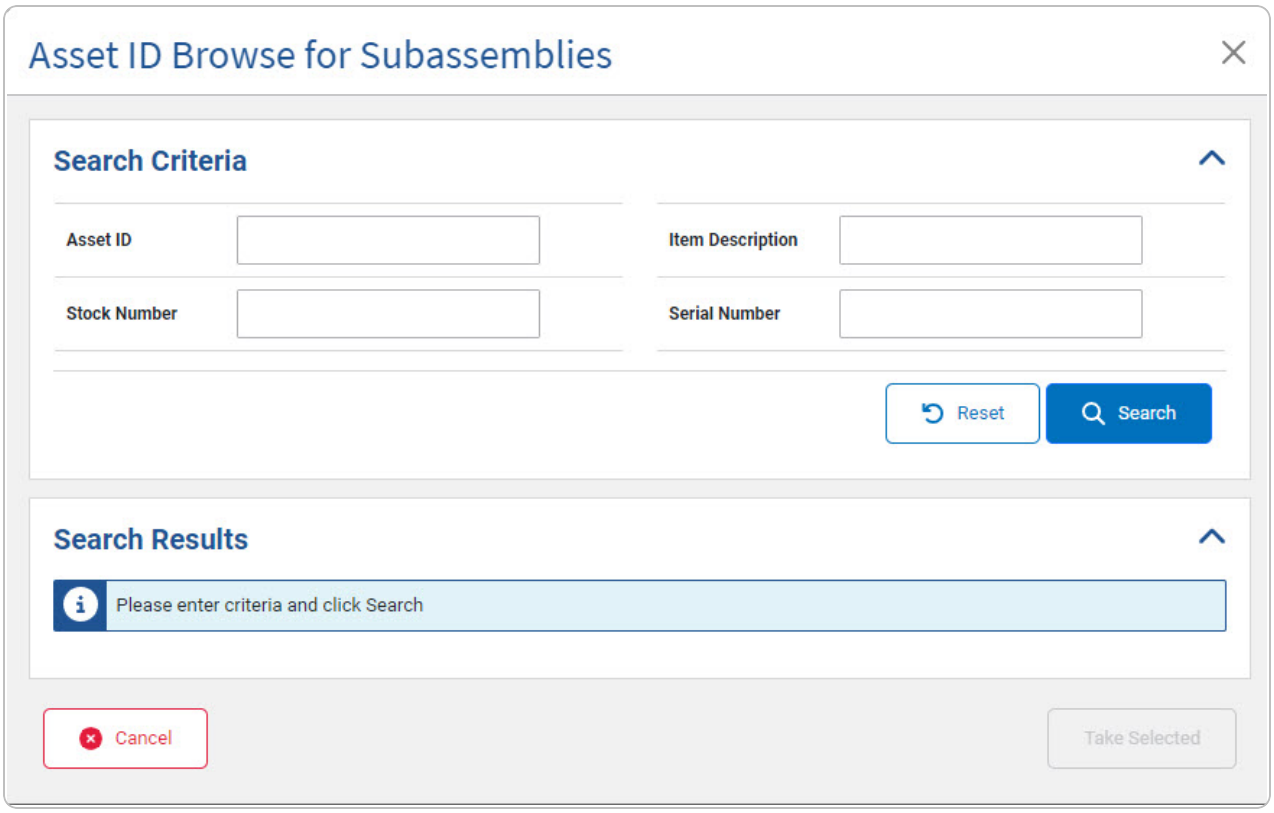
Click the following link to display ELMS Navigation Tips.

Browse for an Asset Identifier Subassemblies

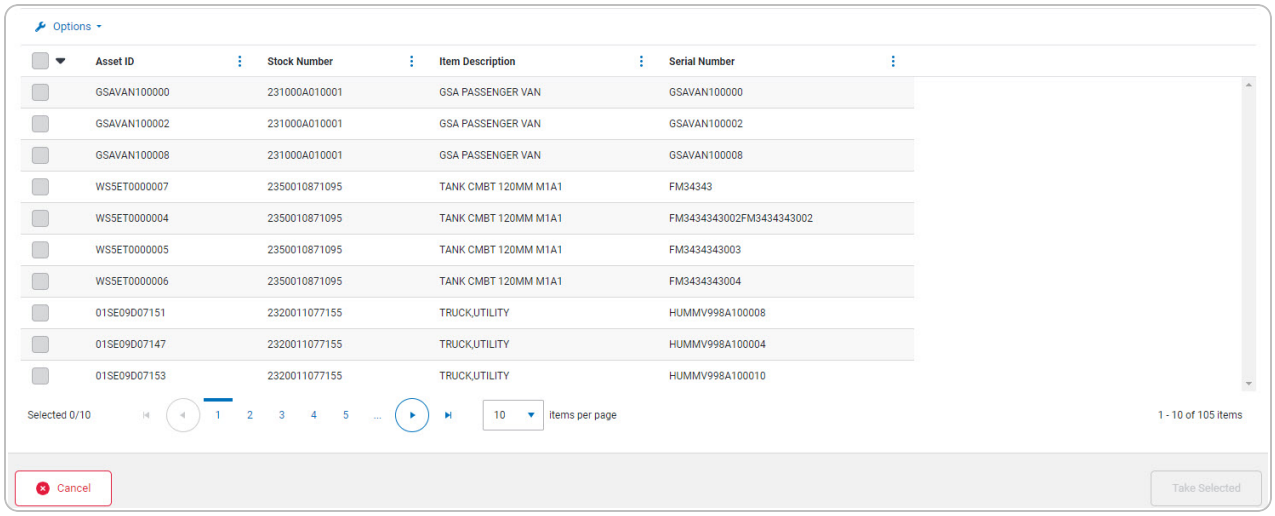
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

1. Select . *The **Asset Id Browse for Subassemblies** pop-up window appears.*



2. In the Search Criteria grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*
   - Enter the STOCK NUMBER in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the Item Description in the field provided. *This is a 256 alphanumeric character field.*
   - Enter the SERIAL NUMBER in the field provided. *This is a 30 alphanumeric character field.*
3. Select Search. *Results display in the ASSET ID Results Grid below.*



4. Click ☐ to select the ASSET ID. *The ASSET ID is selected and* ☑ *appears.*
5. Select Take Selected. *The **ASSET ID Browse for Subassemblies** pop-up window closes and the selected ASSET ID appears in the previous screen in the Direct Subassemblies grid.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Asset Id*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

M&U

- MAM

Browse for a Cost Center

Overview

The Cost Center Browse pop-up window allows searching for active Cost Centers for the logged-in UIC.

Navigation

ELMS PA Module > *Various Procedural Steps* > > Cost Center Browse pop-up window

Page Fields

The following fields display on the **Cost Center Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Cost Center Browse

Cost Center
Cost Center Desc

Cost Center Search Results Grid

Select
Cost Center
Cost Center Desc

Procedures

ELMS Navigation Helpful Tips

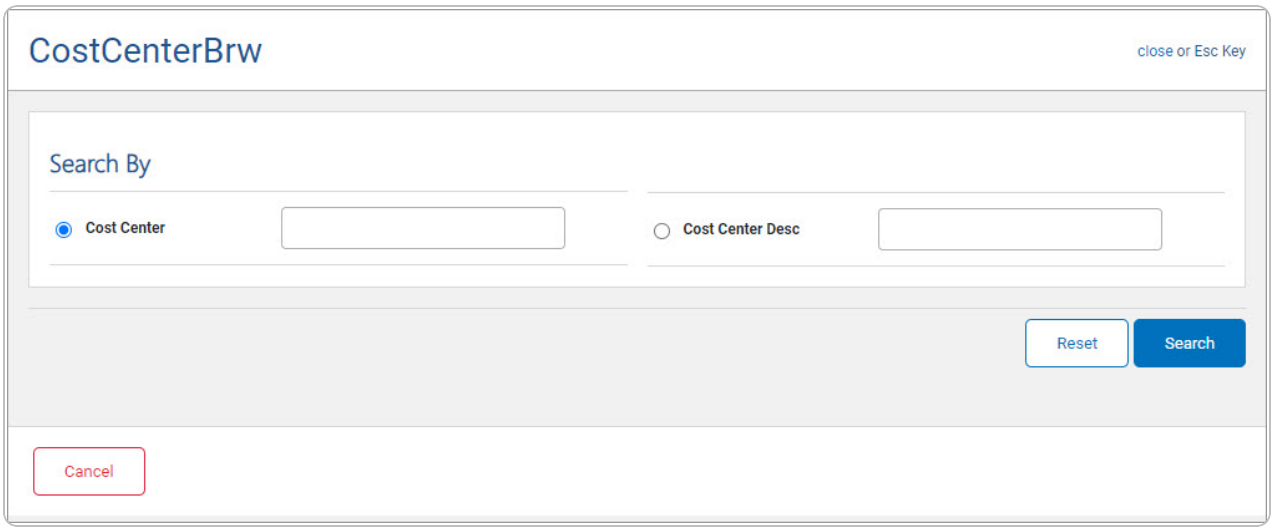
Click the following link to display PA Navigation Tips.

Browse for a Cost Center

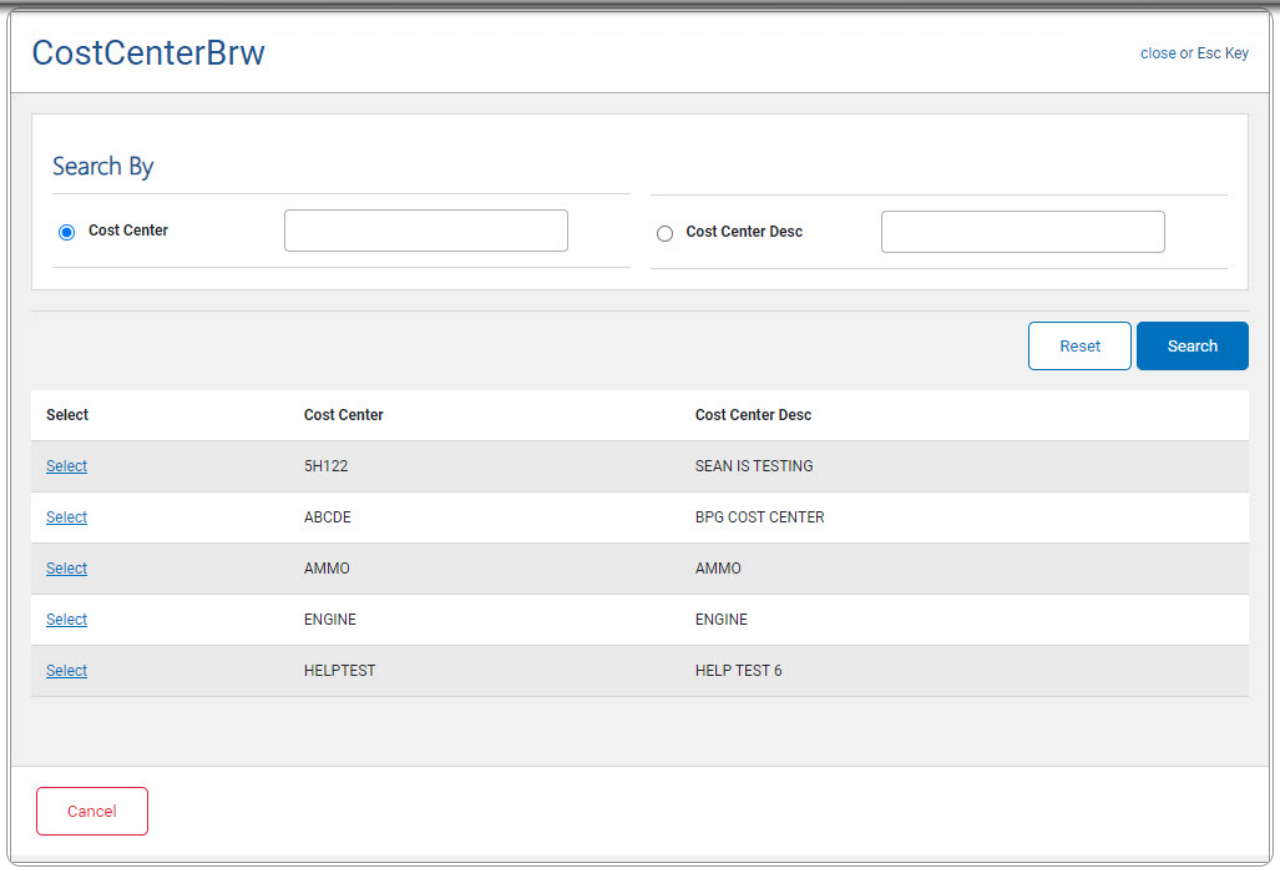
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Cost Center Browse*** *pop-up window appears.*



2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.
   - Enter the Cost Center in the field provided. *This is a 25 alphanumeric character field.*
   - Enter the Cost Center DESC in the field provided. *This is a 1,024 alphanumeric character field.*
3. Select Search. *Results display in the Cost Center Results Grid below.*



4. Choose the Select hyperlink next to the desired Cost Center. *The pop-up window closes and the selected Cost Center appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

2 — Invalid entry *Cost Center*.	Invalid Entry. The field's entry has the incorrect format. Remove the invalid entry and re-attempt, using the correct format.
2 — Invalid entry *Cost Center DESC*.	

Related Topics

- Asset Property Update
- Asset Receiving
- CIP Project
- Improvement Cost
- Personal Property Depreciation Update
- Real Property
- Real Property Depreciation Update

Browse for a Custodian Number

Overview

The Custodian Number Browse pop-up window allows searching for a custodian that is responsible for the assets.

Navigation

ELMS PA Module > *Various Procedural Steps* > > Custodian Browse pop-up window

Page Fields

The following fields display on the **Custodian Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Custodian Browse

Maj Custodian Nbr
Sub Custodian Nbr

Custodian Search Results Grid

Select
Maj Cust Nbr
Sub Cust Nbr
Cust Name
Phone Nbr

Procedures

ELMS Navigation Helpful Tips

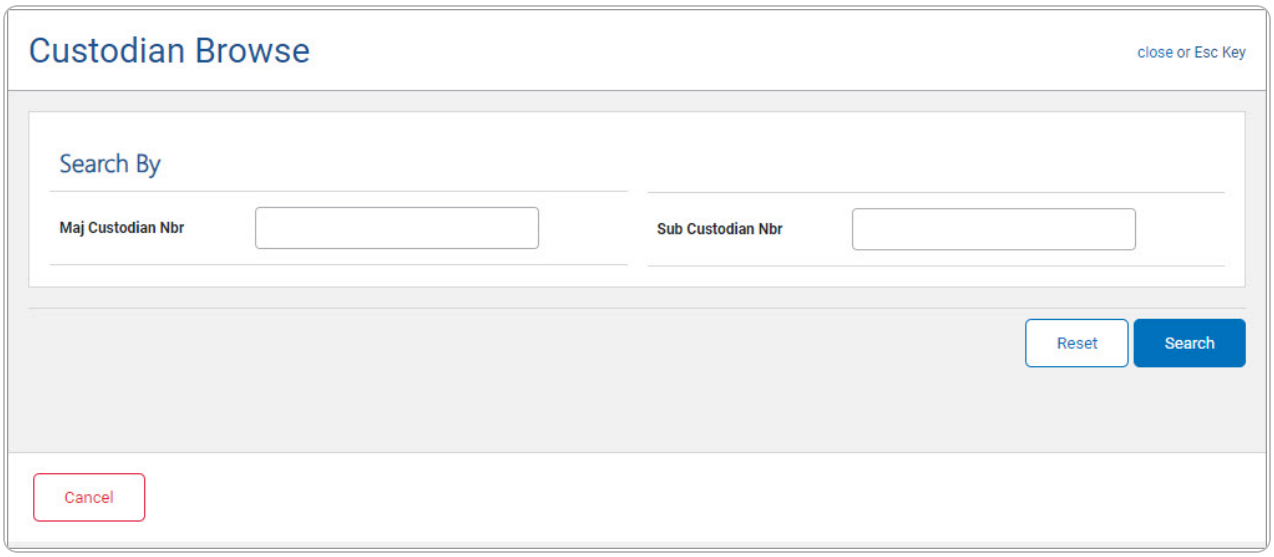
Click the following link to display PA Navigation Tips.

Browse for a Custodian Number

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.*

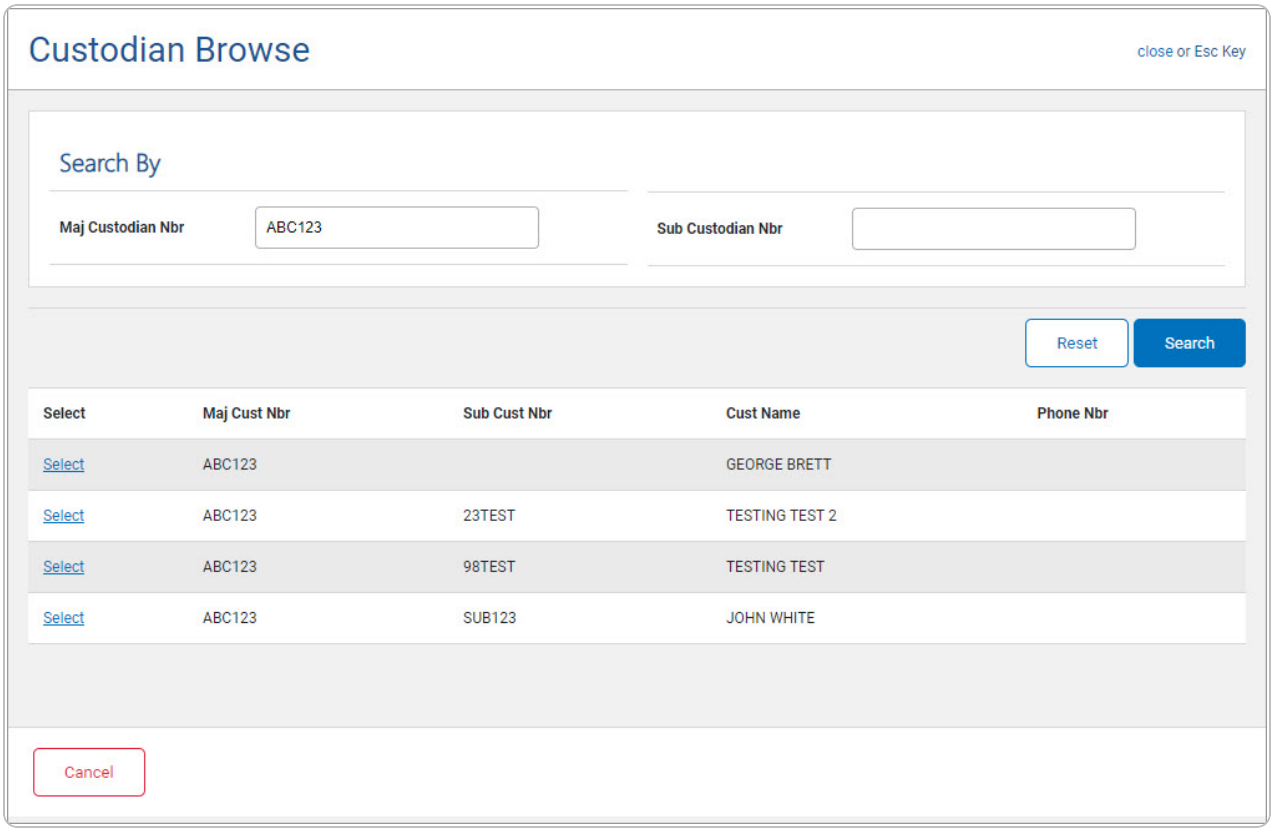
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Custodian Browse*** *pop-up window appears*.



2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.
   - Enter the MAJ CUSTODIAN NBR in the field provided. *This is a 6 alphanumeric character field.*
   - Enter the SUB CUSTODIAN NBR in the field provided. *This is a 6 alphanumeric character field.*

3. Select Search. *Results display in the Custodian Results Grid below.*



4. Choose the Select hyperlink next to the desired Custodian. *The pop-up window closes and the selected Custodian appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Maj Custodian Nbr*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Asset Disposition
- Asset Transfer
- Asset Property Update
- Asset Receiving
- Manage Inventories
- Pending Transaction
- Print Labels
- UII Assignment

Depreciation Simulator

Overview

The Depreciation Simulator pop-up window allows viewing of an estimate of the depreciation of the property for a specified amount of time.

Navigation

ELMS PA Module > *Various Procedural Steps* > Simulate Depreciation hyperlink > Depreciation Simulator pop-up window

Page Fields

The following fields display on the **Depreciation Simulator** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Depreciation Simulator

Total Cost
Salvage
Write Down
Prior Deprn SL
Activation Dt
Deprn Period

Details

Fdcry Deprn Mthd Cd
Deprn SL Rebsin
Deprn SL Lst Rebsln
Deprn Util Prd Lst Rebsln
Deprn AB Rebsln

Deprn AB Lst Rebsln
Prr Year Accumd Deprn

Depreciation Simulator Results Grid

Month
Accumd Deprn
Curr Mnth
Deprn Sts Cd

Procedures

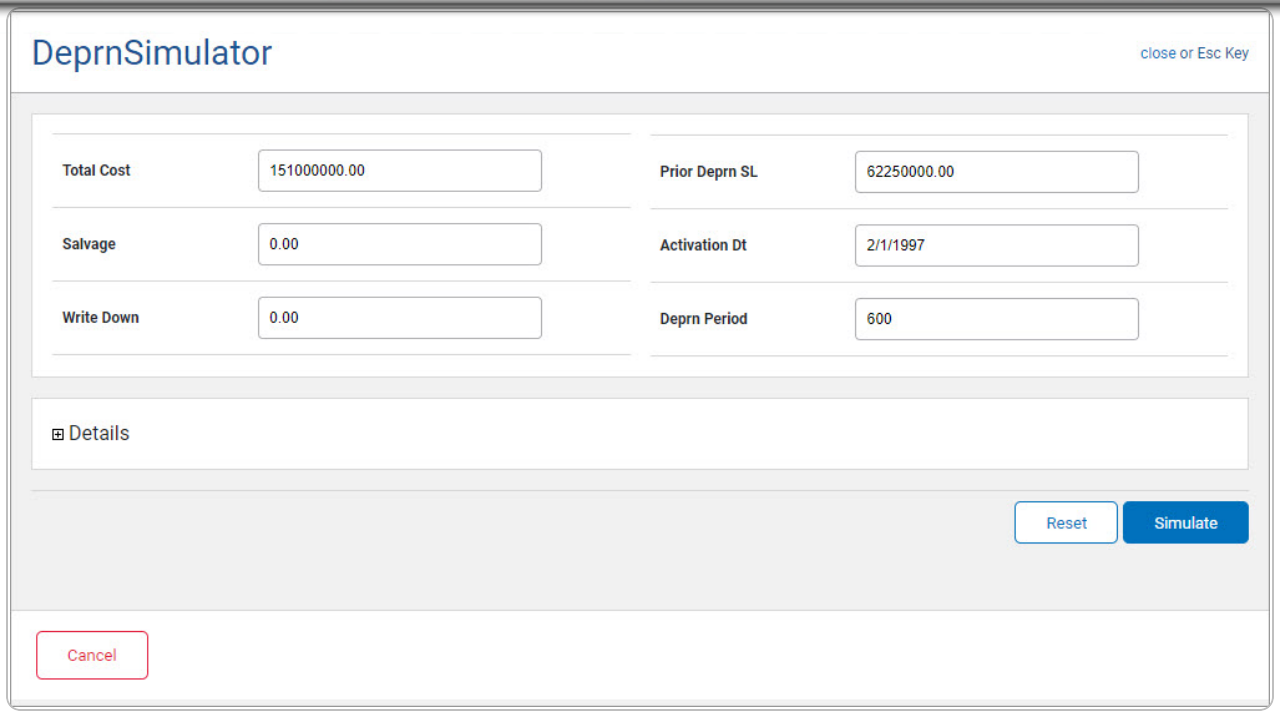
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Simulate a Depreciation

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select the Simulate Depreciation hyperlink. *The* ***Depreciation Simulator*** *pop-up window appears*.



A. Enter the Total Cost in the field provided. *This is a 15 numeric character field.*

B. Enter the Salvage amount in the field provided. *This is a 15 numeric character field.*

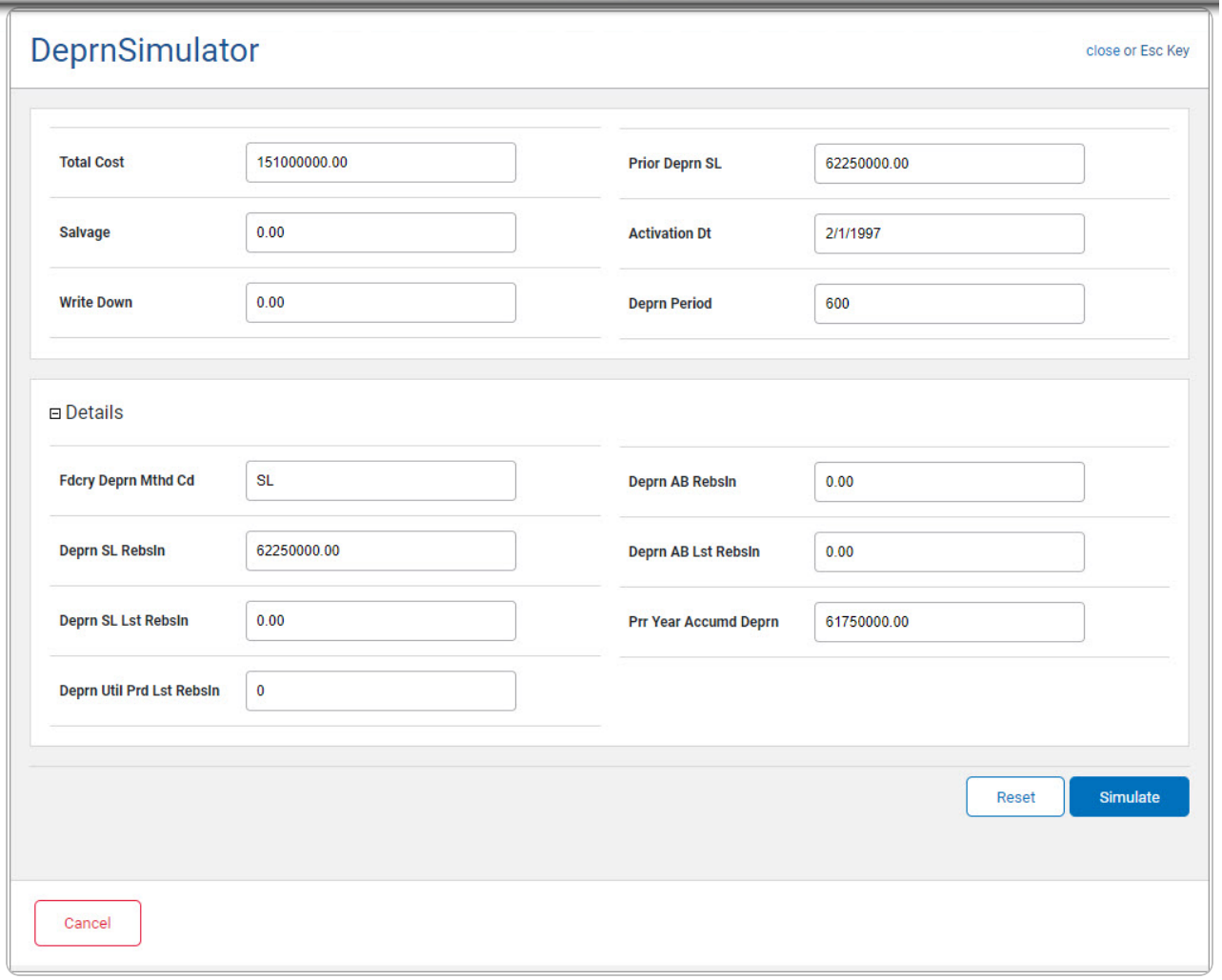
C. Enter the Write Down amount in the field provided. *This is a 9 numeric character field.*

D. Enter the PRIOR DEPRN SL amount in the field provided. *This is a 15 numeric character field.*

E. Enter the ACTIVATION DT (MM/DD/YYYY) in the field provided.

F. Enter the DEPRN PERIOD in the field provided. *This is a 3 numeric character field.*

2. Select ⊞ Details. *The Details grid appears.*



A. Enter the FDCRY DEPRN MTHD CD in the field provided. *This is a 2 alphanumeric character field.*

B. Enter the DEPRN SL REBSLN in the field provided. *This is a 15 numeric character field.*

C. Enter the DEPRN SL LST REBSLN amount in the field provided. *This is a 15 numeric character field.*

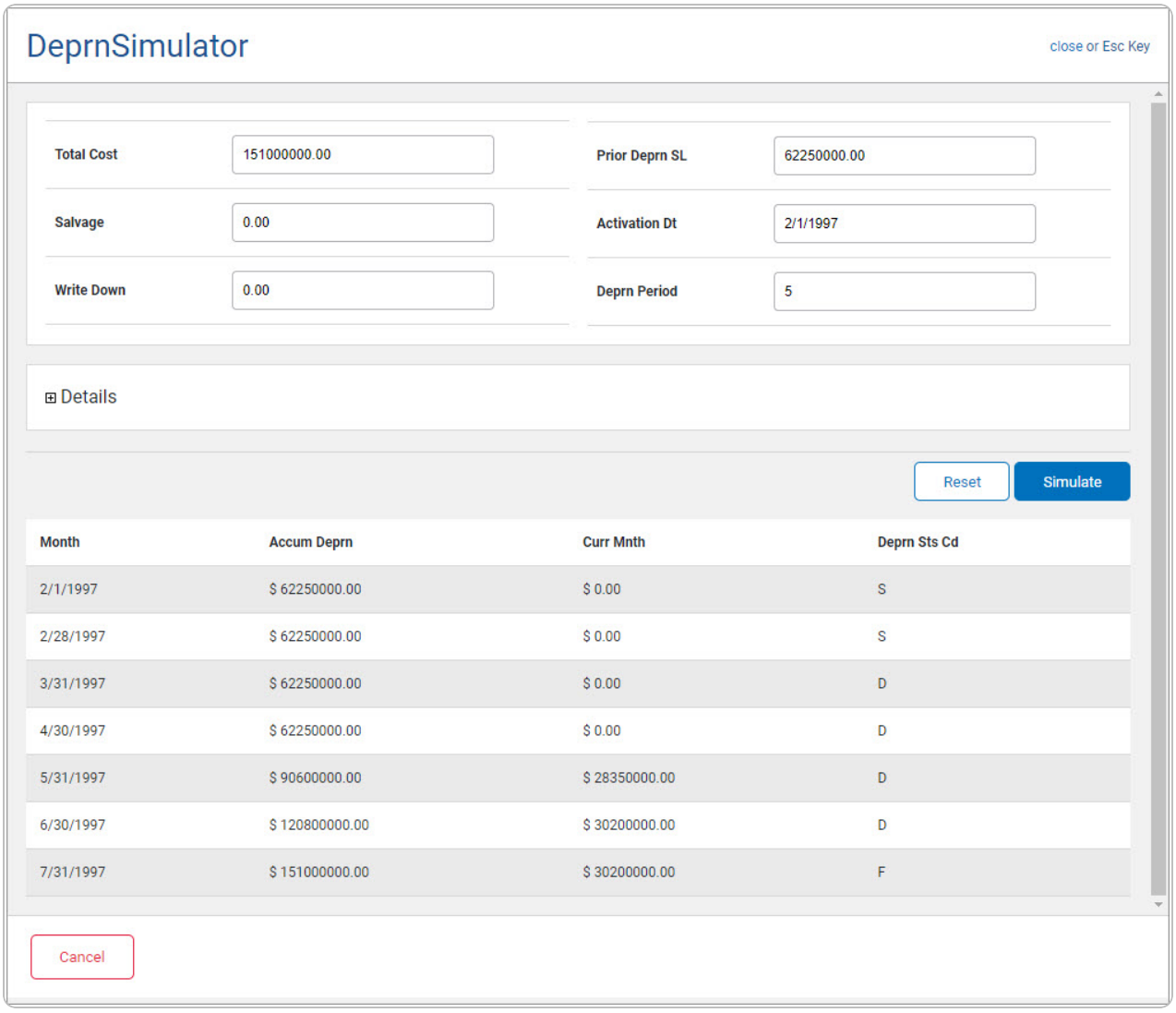
D. Enter the DEPRN UTIL PRD LST REBSLN amount in the field provided. *This is a 15 numeric character field.*

E. Enter the DEPRN AB REBSLN amount in the field provided. *This is a 15 numeric character field.*

F. Enter the DEPRN AB LST REBSLN in the field provided. *This is a 15 numeric character field.*

G. Enter the PRR YEAR ACCUMD DEPRN in the field provided. *This is a 15 numeric character field.*

3. Select Simulate. *Results display in the Depreciation Results Grid below.*



Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Activation Dt*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Update the Personal Property Depreciation Update
- Update the Real Property Depreciation Update

Browse for a Disposal Activity

Overview

The Disposal Activity Browse pop-up window allows searching for the disposal DoDAAC by state and country.

Navigation

ELMS PA Module > *Various Procedural Steps* > > Disposal Activity Browse pop-up window

Page Fields

The following fields display on the **Disposal Activity Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Disposal Activity Browse

Dspsl Activity
State
Country Cd

Search Results

Select
Dspsl Acty
Dspsl Acty Name
Address
City
State
Country Cd

Procedures

ELMS Navigation Helpful Tips

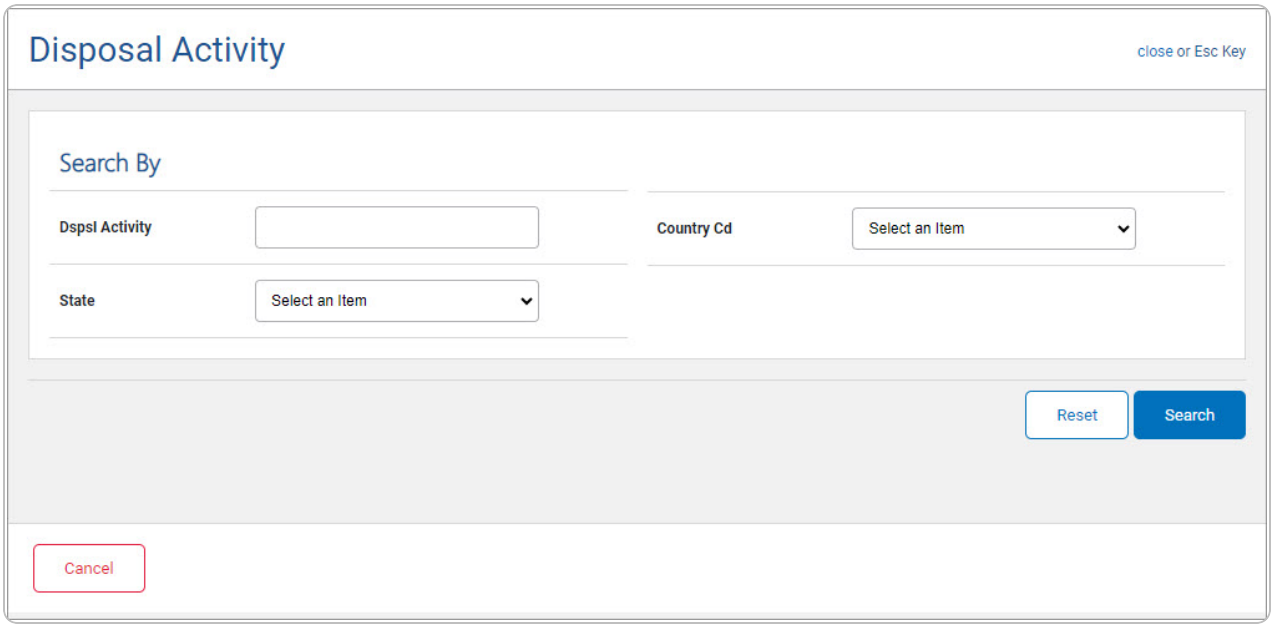
Click the following link to display PA Navigation Tips.

Browse for a Disposal Activity

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.*

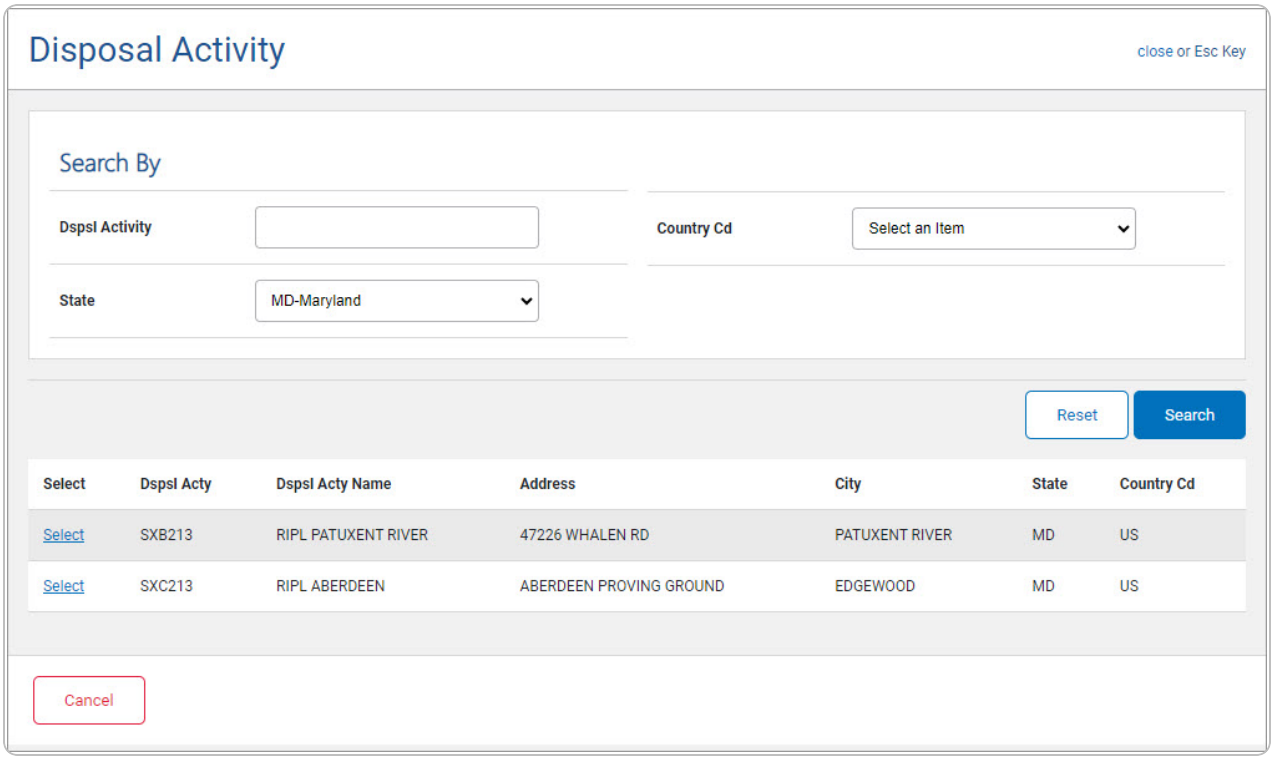
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Disposal Activity Browse*** *pop-up window appears.*



- Enter the DSPSL ACTIVITY in the field provided. *This is a 6 alphanumeric character field.*
- Use to select the State.
- Use to select the Country Cd.

2. Select Search. *Results display in the Custodian Results Grid below.*



3. Choose the Select hyperlink next to the desired Custodian. *The pop-up window closes and the selected Custodian appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
65 — No record(s) match search criteria.	Invalid Entry. Results for the search criteria entered do not exist. Enter different Search Criteria and try the Search again.

Related Topics

PA

- Excess Asset
- Excess In Place

Browse for a Document Number

Overview

The Document Number Browse pop-up window allows searching for or creating document numbers for the current transaction.

Navigation

ELMS PA Module > *Various Procedural Steps* > > Document Number Browse pop-up window

Page Fields

The following fields display on the **Document Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
100	Search for a "Doc Nbr" for your transaction or select "Add" to create a new Doc Nbr.
110	Doc Nbr range must be established before processing.

Document Number Browse

DoDAAC
Range Desc
User Id

Search Results

Select
Doc Nbr
Doc Nbr Typ
User Id

Procedures

ELMS Navigation Helpful Tips

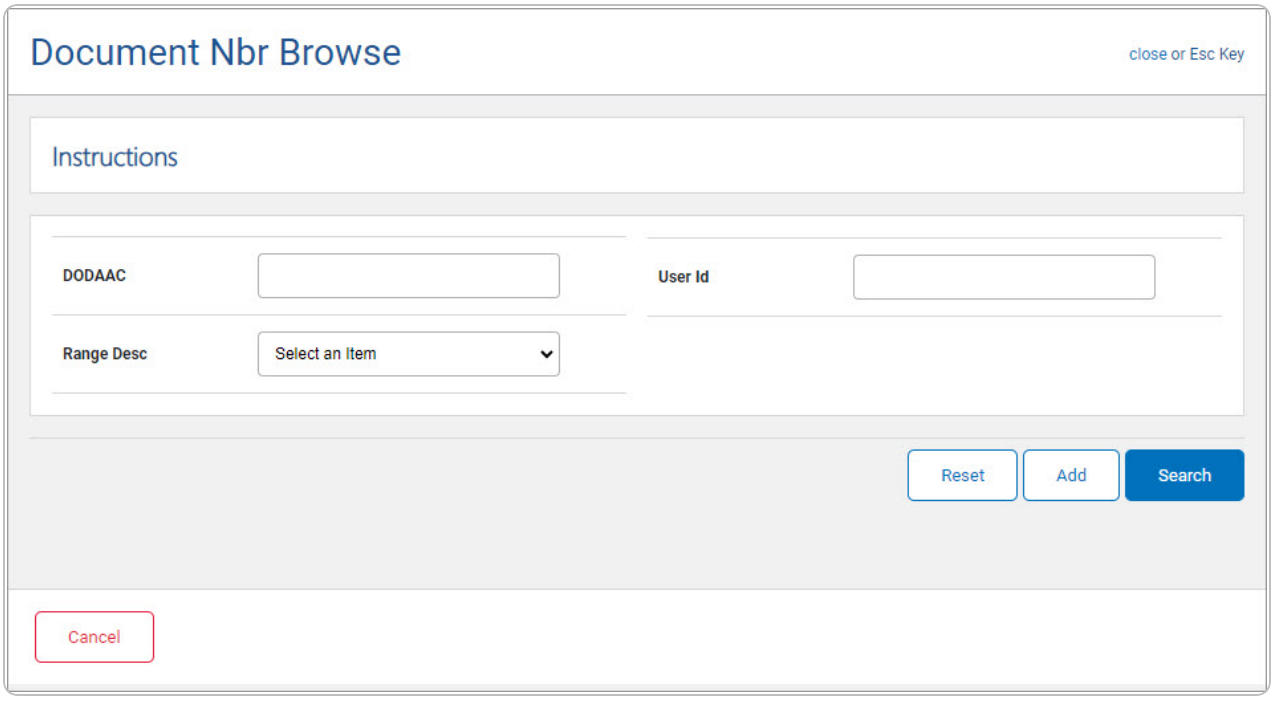
Click the following link to display PA Navigation Tips.

Browse for a Document Number

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

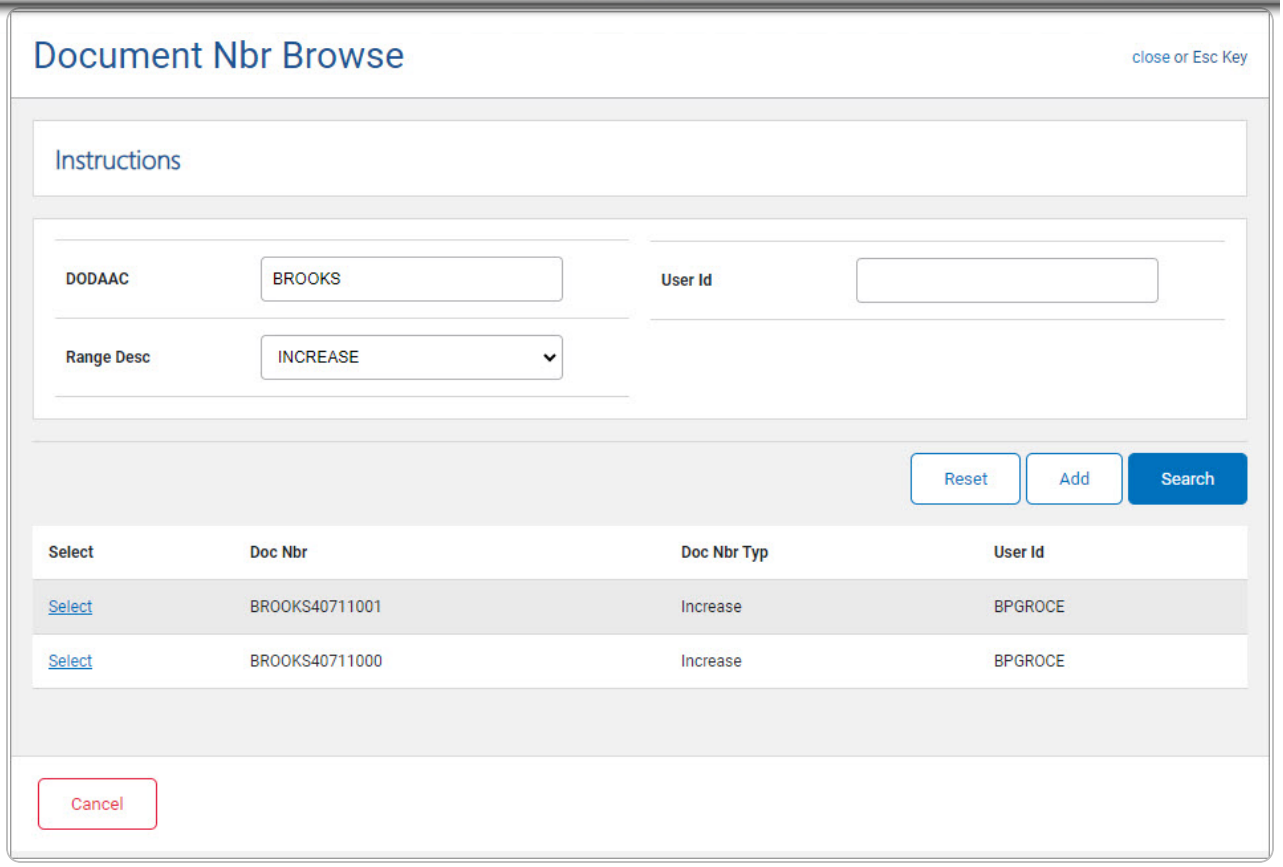
1. Select . *The **Document Number Browse** pop-up window appears.*



2. Enter the DoDAAC in the field provided. *This is a 6 alphanumeric character field.*
3. Use to select the desired Range Desc.
4. Enter the User Id in the field provided. *This is an 8 alphanumeric character field.*
5. Select Search. *Results display in the Document Number Grid below.*

OR

Select Add. *The latest number in the requested series automatically has 1 added to it, and is displayed in the in the Document Number Grid below.*



6. Choose the Select hyperlink next to the desired Document Number. *The pop-up window closes and the selected Document Number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
58 — Doc Nbr Range must be established for your UIC. Select Doc Nbr Range A/U/D to establish range.	Invalid Entry. A range of numbers must be created before assigning a document number. Create a document number range before proceeding.

Related Topics

PA

- Asset Disposition
- Asset Property Update
- Asset Receiving
- Asset Transfer
- CIP Project
- Improvement Cost
- Pending Transaction
- Real Property

M&U

- Maintenance Asset Master

Browse for a Higher Assemblage

Overview

The Higher Assemblage Browse pop-up window allows searching for all the assets for the UIC.

Navigation

ELMS PA Module > *Various Procedural Steps* > > Higher Assemblage Browse pop-up window

Page Fields

The following fields display on the **Higher Assemblage Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Higher Assemblage Browse

Custodian Nbr *
Asset Id
Stock Nbr
Serial Nbr
Item Desc

Higher Assemblage Search Results Grid

Select
Detail
Asset Id
Stock Nbr
Serial Nbr
Asset Lvl Cd

Item Desc

Procedures

ELMS Navigation Helpful Tips

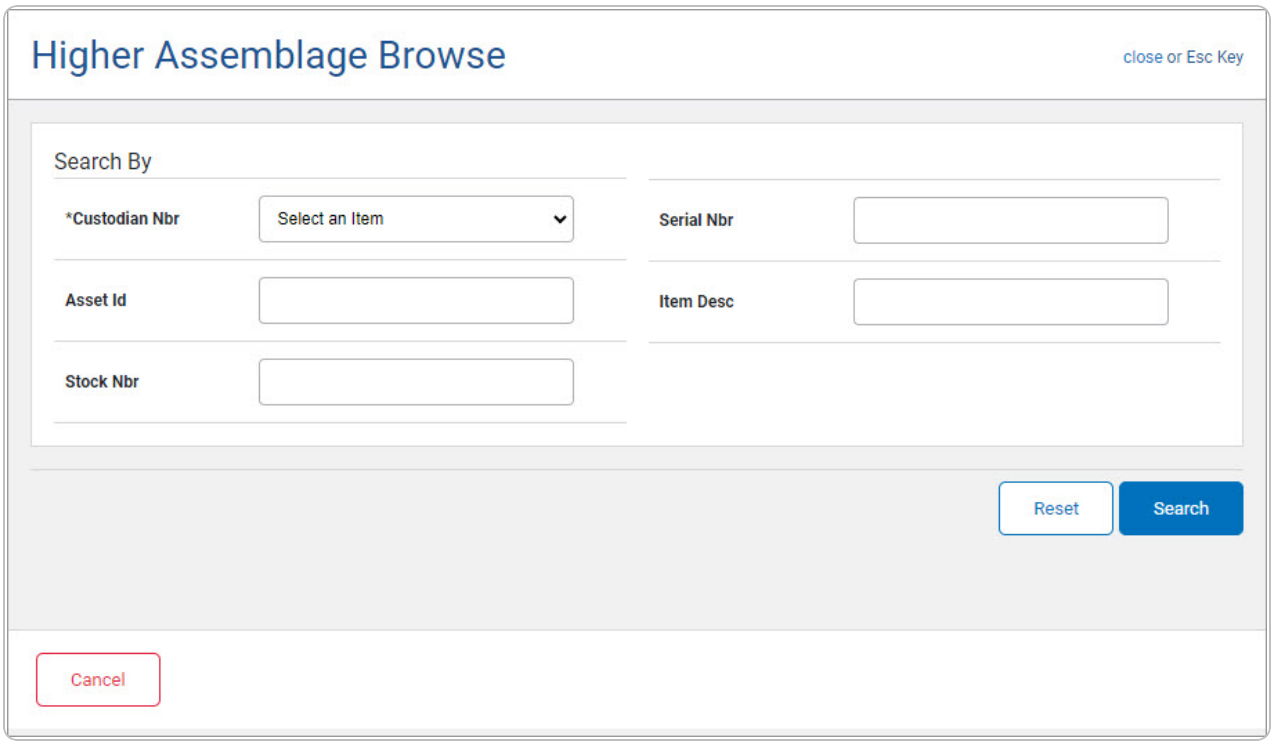
Click the following link to display PA Navigation Tips.

Browse for a Higher Assemblage

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Higher Assemblage Browse*** *pop-up window appears*.



2. In the Search Criteria panel, narrow the results by entering one or more of the following fields:.

A. Enter the CUSTODIAN NBR in the field provided. *This is a 6 alphanumeric character field.*

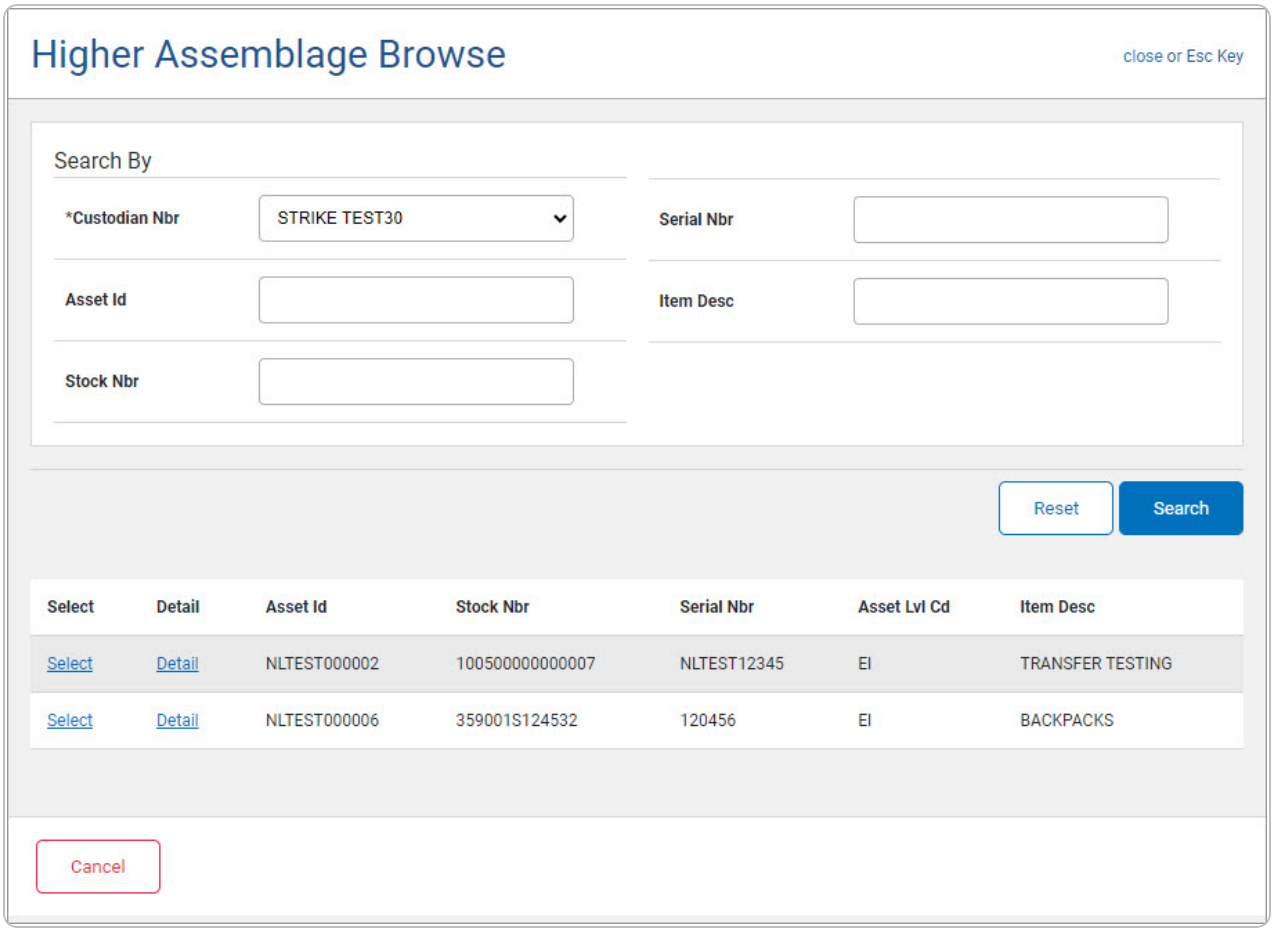
B. Enter the ASSET ID in the field provided. *This is a 12 alphanumeric character field.*

C. Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*

D. Enter the SERIAL NBR in the field provided. *This is a 30 alphanumeric character field.*

E. Enter the ITEM DESC in the field provided. *This is a 256 alphanumeric character field.*

3. Select Search. *Results display in the Higher Assemblage Results Grid below.*



4. Choose the Select hyperlink next to the desired asset. *The pop-up window closes and the selected asset appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *CUSTODIAN NBR*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Asset Transfer
- Asset Receiving

Browse for an Installation Number

Overview

The Installation Number Browse pop-up window allows searching for a Real Property's military installation by country, state, and ZIP CD.

Navigation

ELMS PA Module > *VARIOUS PROCEDURAL STEPS* > > INSTL NBR Browse pop-up window

Page Fields

The following fields display on the **INSTL NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

INSTL NBR Browse

Country
State
ZIP Cd

INSTL NBR Search Results Grid

Select
Instl Nbr
Instl Name
Instl Rpt Cmpn Cd
Instl Close Dt

Procedures

ELMS Navigation Helpful Tips

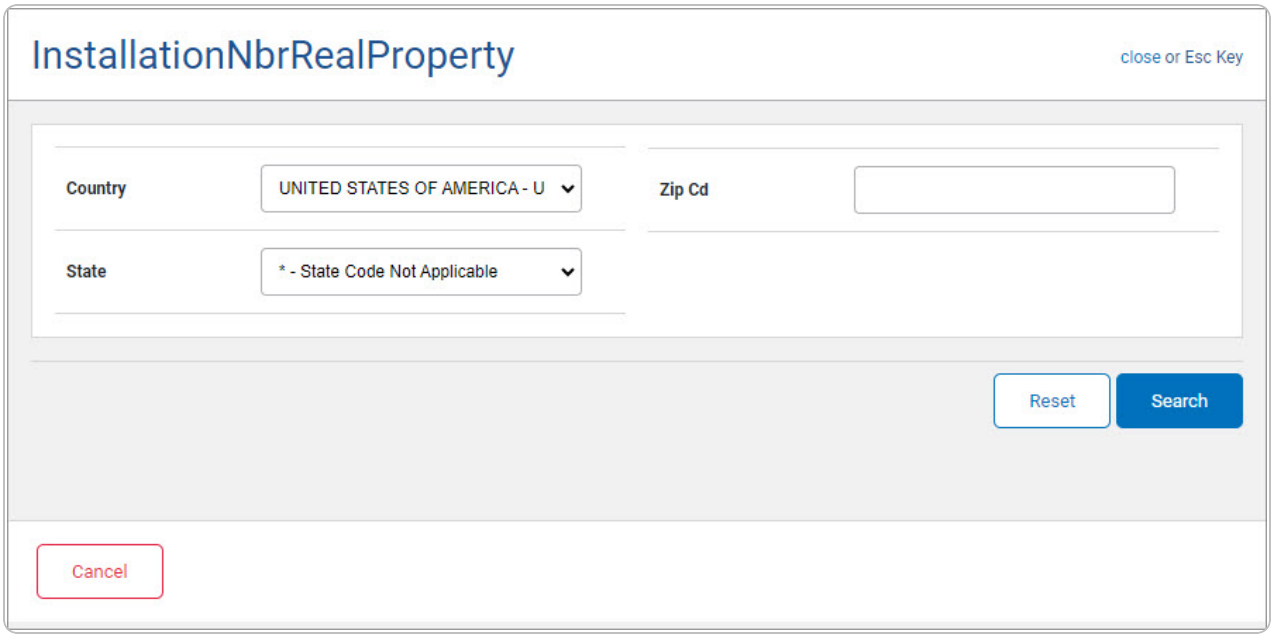
Click the following link to display PA Navigation Tips.

Browse for an Installation Number

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.*

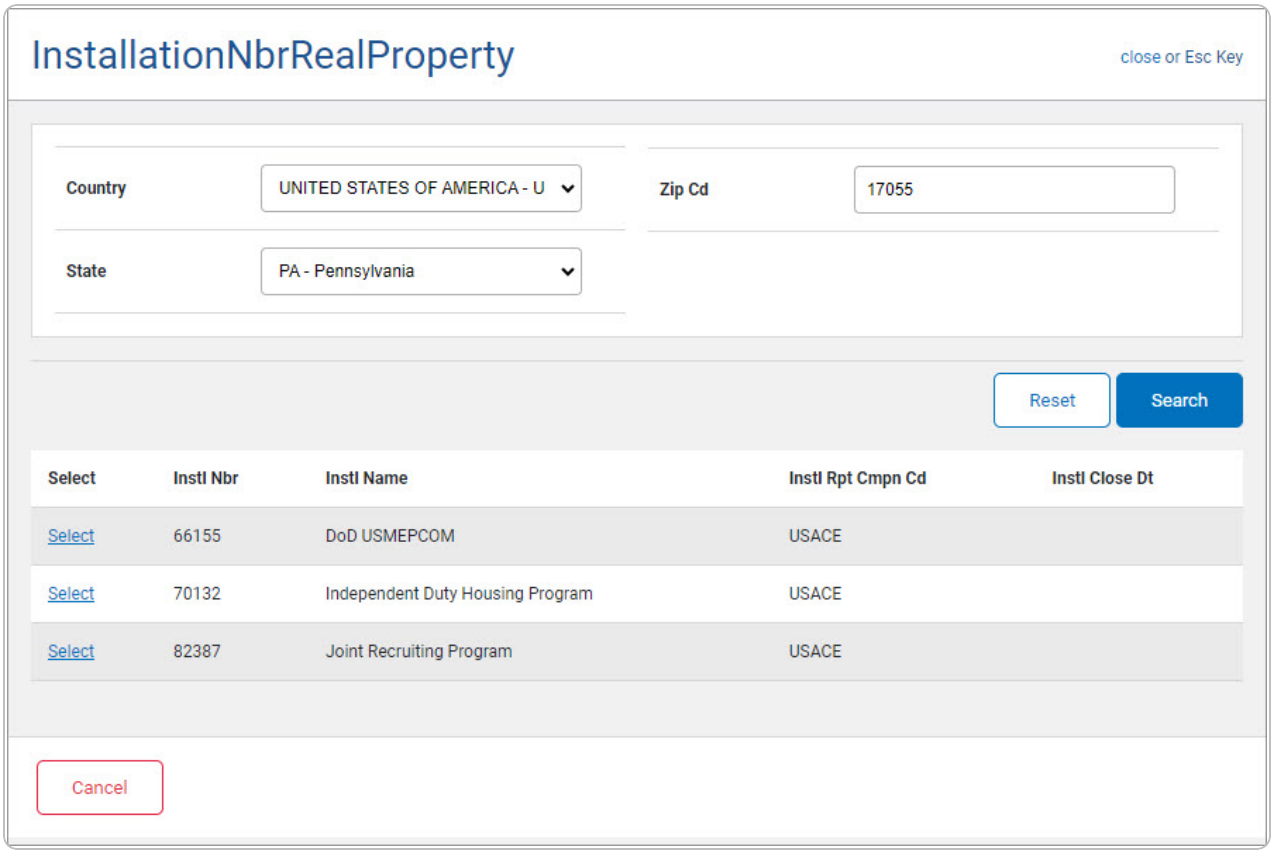
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***INSTL NBR Browse*** *pop-up window appears*.



2. Use to select the Country.
3. Use to select the State.
4. Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

5. Select Search to begin the query. *Results display in the INSTL NBR Grid below.*



6. Choose the Select hyperlink next to the desired INSTL NBR. *The pop-up window closes and the selected INSTL NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Country*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: ***State*.**	

Related Topics

- Search for a Real Property — Criteria
- Add a CIP Asset

Browse for a Local Installation Number

Overview

The Local Improvement Installation Number Browse pop-up window allows searching for a Real Property's military installation by facility number, installation number, country, state, and ZIP CD.

Navigation

ELMS PA Module > *VARIOUS PROCEDURAL STEPS* > > INSTL NBR Browse pop-up window

Page Fields

The following fields display on the **INSTL NBR Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

INSTL NBR Browse

Fac Nbr
Instl Nbr
Country
State
ZIP Cd

INSTL NBR Search Results Grid

Select
Instl Nbr
Fac Nbr
Instl Name

Site Unique Id

Procedures

ELMS Navigation Helpful Tips

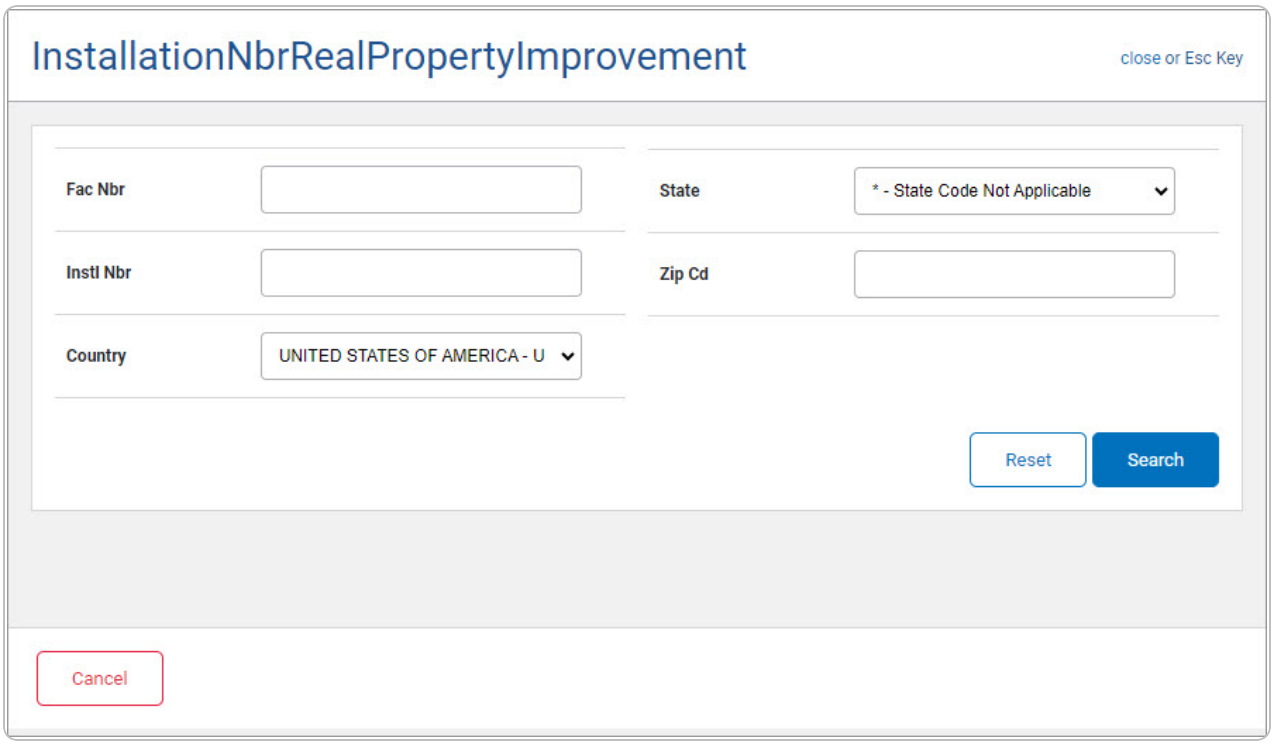
Click the following link to display PA Navigation Tips.

Browse for an Installation Number

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

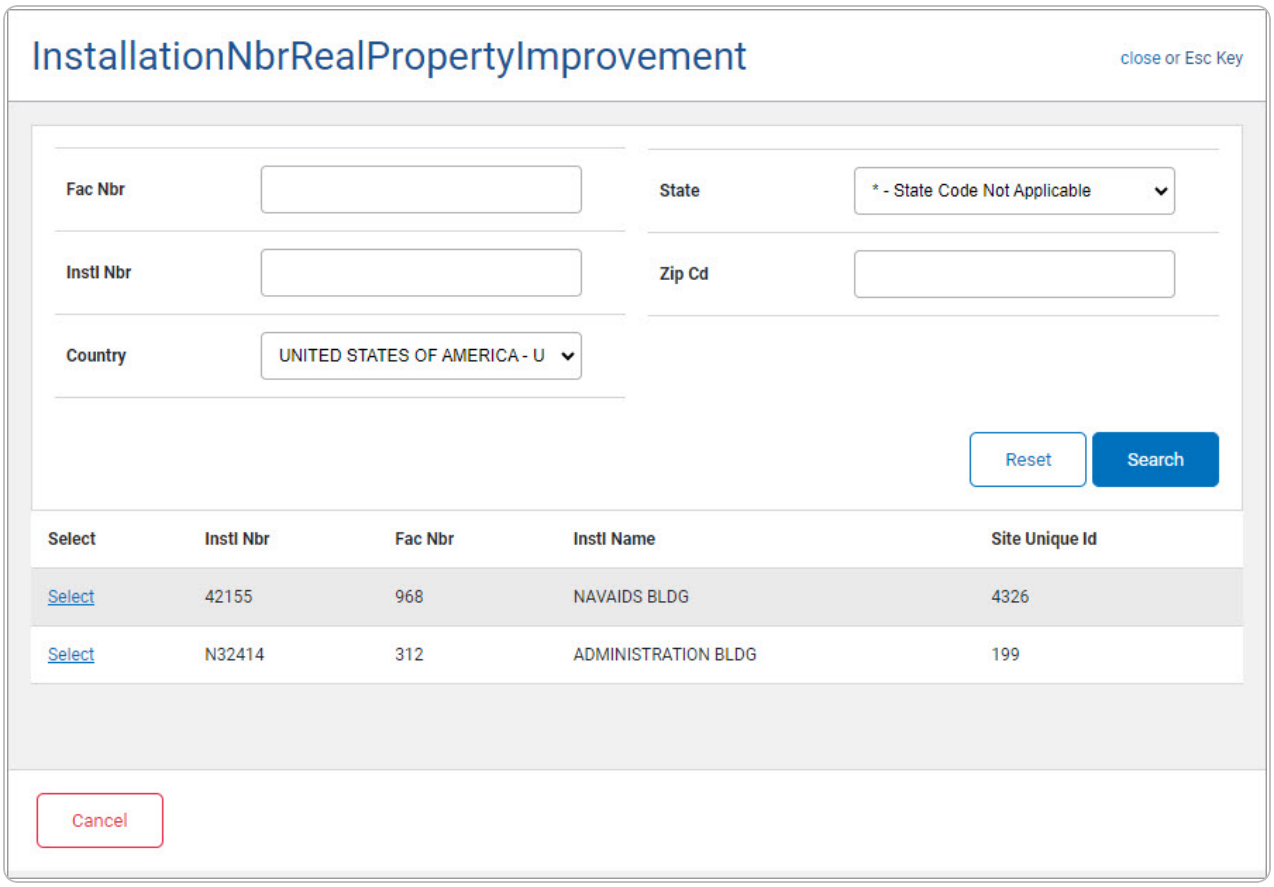
1. Select . *The **INSTL NBR Browse** pop-up window appears.*



- Enter the FAC NBRin the field provided. *This is a 25 alphanumeric character field.*
- Enter the INSTL NBR in the field provided. *This is a 5 alphanumeric character field.*

- Use to select the Country.
- Use to select the State.
- Enter the ZIP CD in the field provided. *This is a 10 alphanumeric character field.*

2. Select Search to begin the query. *Results display in the INSTL NBR Grid below.*



3. Choose the Select hyperlink next to the desired INSTL NBR. *The pop-up window closes and the selected INSTL NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Country*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *State*.	

Related Topics

- Search for a Real Property — Criteria
- Add a CIP Asset

Browse for a Line Of Accounting (LOA)

Overview

The Line Of Accounting (LOA) Browse pop-up window allows creating a line of accounting for appropriation of an asset.

Navigation

ELMS PA Module > *Various Procedural Steps* > > Line Of Accounting (LOA) Browse pop-up window

Page Fields

The following fields display on the **Line Of Accounting (LOA) Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

LOA Browse Grid

Dept Cd
Pgm Yr
Basic Symbol
Subhead
ASN
Obj Class Cd

LOA Search Results Grid

Select
LOA

Procedures

ELMS Navigation Helpful Tips

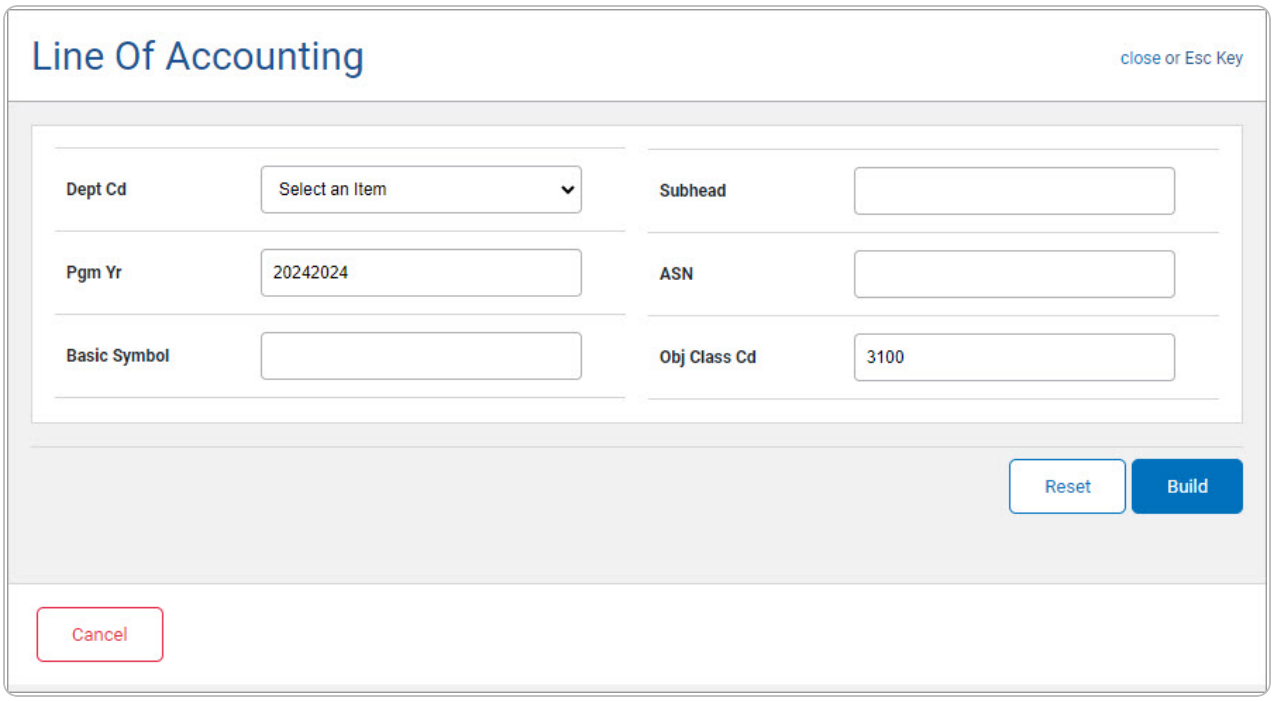
Click the following link to display PA Navigation Tips.

Browse for a Line Of Accounting (LOA)

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

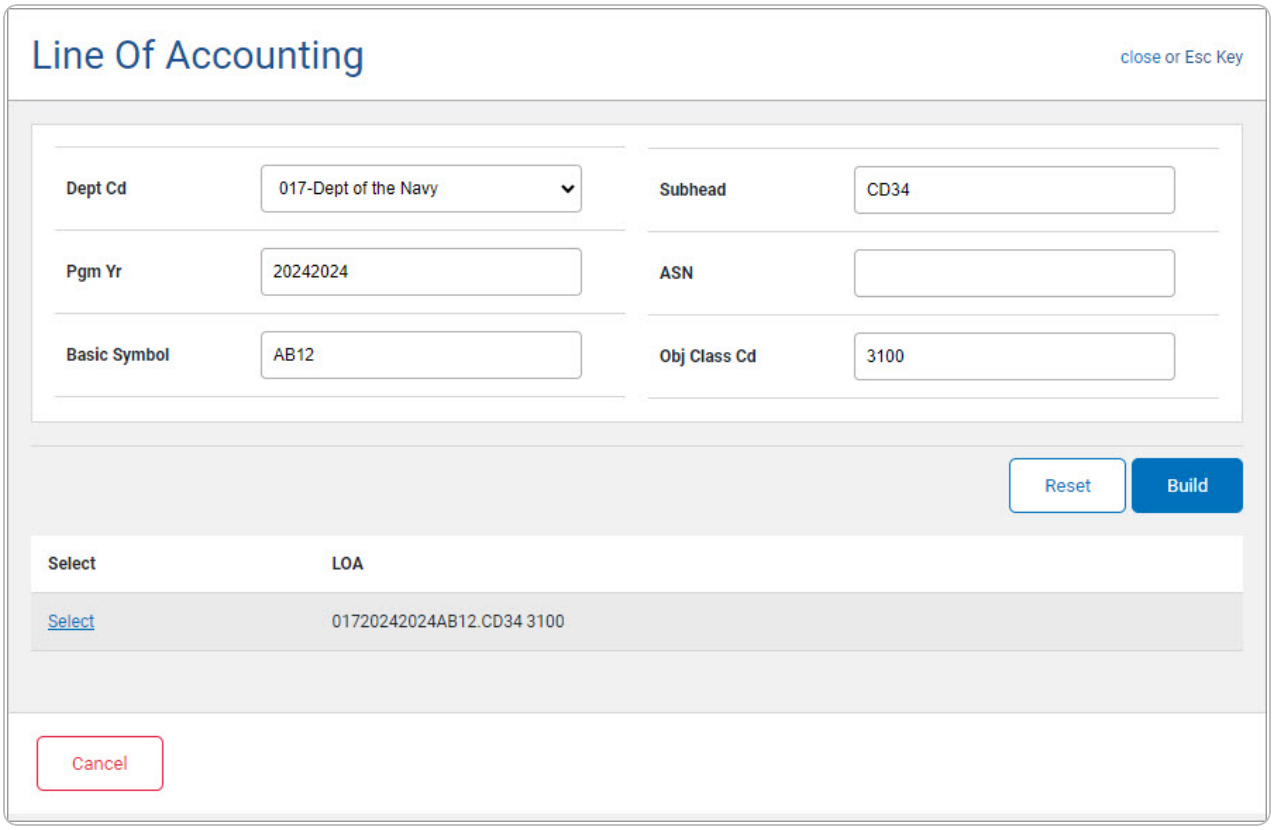
1. Select . *The* ***Line Of Accounting (LOA) Browse*** *pop-up window appears.*



2. In the Search Criteria panel, narrow the results by entering the following optional field:.
   - Use to select the desired Dept Cd.
   - Enter the PGM YR in the field provided. *This is an 8 numeric character field.*

- Enter the Basic Symbol in the field provided. *This is a 4 alphanumeric character field.*
- Enter the SUBHEAD in the field provided. *This is a 4 alphanumeric character field.*
- Enter the ASN in the field provided. *This is a 5 alphanumeric character field.*
- Enter the OBJ CLASS CD in the field provided. *This is a 6 numeric character field.*

3. Select Build. *Results display in the LOA Results Grid below.*



4. Choose the Select hyperlink next to the desired LOA. *The pop-up window closes and the selected LOA appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *DEPT CD* .	Missing Entry. Enter the appropriate information in the desired field.
377 — Format must be YYYY (One YR funds) or YYYYYYYY (Multi YR funds).	Invalid Entry. The Program YR field must be either a 4—digit year (for single—year funds), or an 8—digit year span (for multiple year funds.) Enter the PGM YR field again.
398 — End YR must not exceed 2100 and must not be <= Beginning YR.	Invalid Entry. The beginning year must be equal to or before the ending year, and the ending year must be less than 2100. Enter the PGM YR field again.
397 — Beginning YR must be > 1900 and < 2100.	Invalid Entry. The beginning year must be before 2100 and after 1900. Enter the PGM YR field again.
337 — Basic Symbol must be 4 positions, A — Z and/or 0 — 9.	Invalid Entry. The Basic Symbol is a 4—position alphanumeric entry. Enter the Basic Symbol again.
334 — SUBHEAD must be 4 positions, A — Z and/or 0 — 9.	Invalid Entry. The SUBHEAD is a 4—position alphanumeric entry. Enter the SUBHEAD again.
296 — First two positions of OBJ CLASS CD are invalid.	Invalid Entry. The OBJ CLASS CD's first two digits are defined by the Office of Management and Budget (OMB). Enter the OBJ CLASS CD again.

Related Topics

- Asset Property Update
- Asset Receiving
- CIP Project
- Improvement Cost
- Real Property

Browse for a Location

Overview

The Location Browse pop-up window allows searching for a single asset or a range of assets.

Navigation

ELMS PA Module > *Various Procedural Steps* > > Location Browse pop-up window

Page Fields

The following fields display on the **Location Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Location Browse

Loc
Sub Loc

Location Search Results Grid

Select
UIC
Loc
Sub Loc

Procedures

ELMS Navigation Helpful Tips

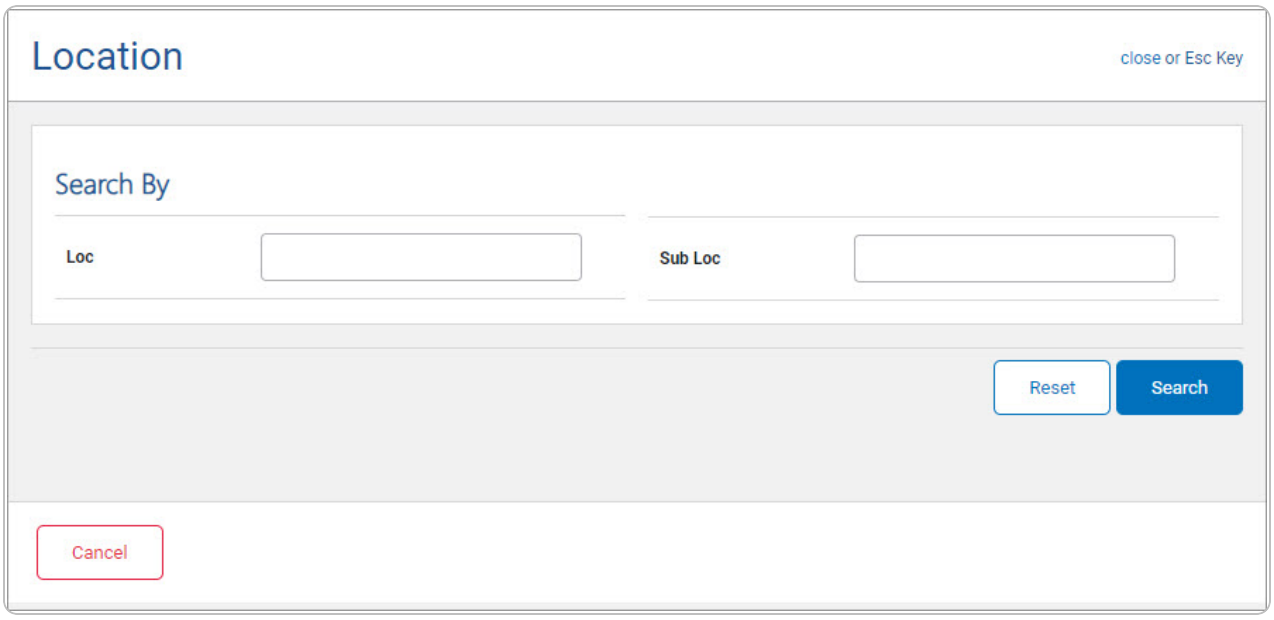
Click the following link to display PA Navigation Tips.

Browse for a Location

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.*

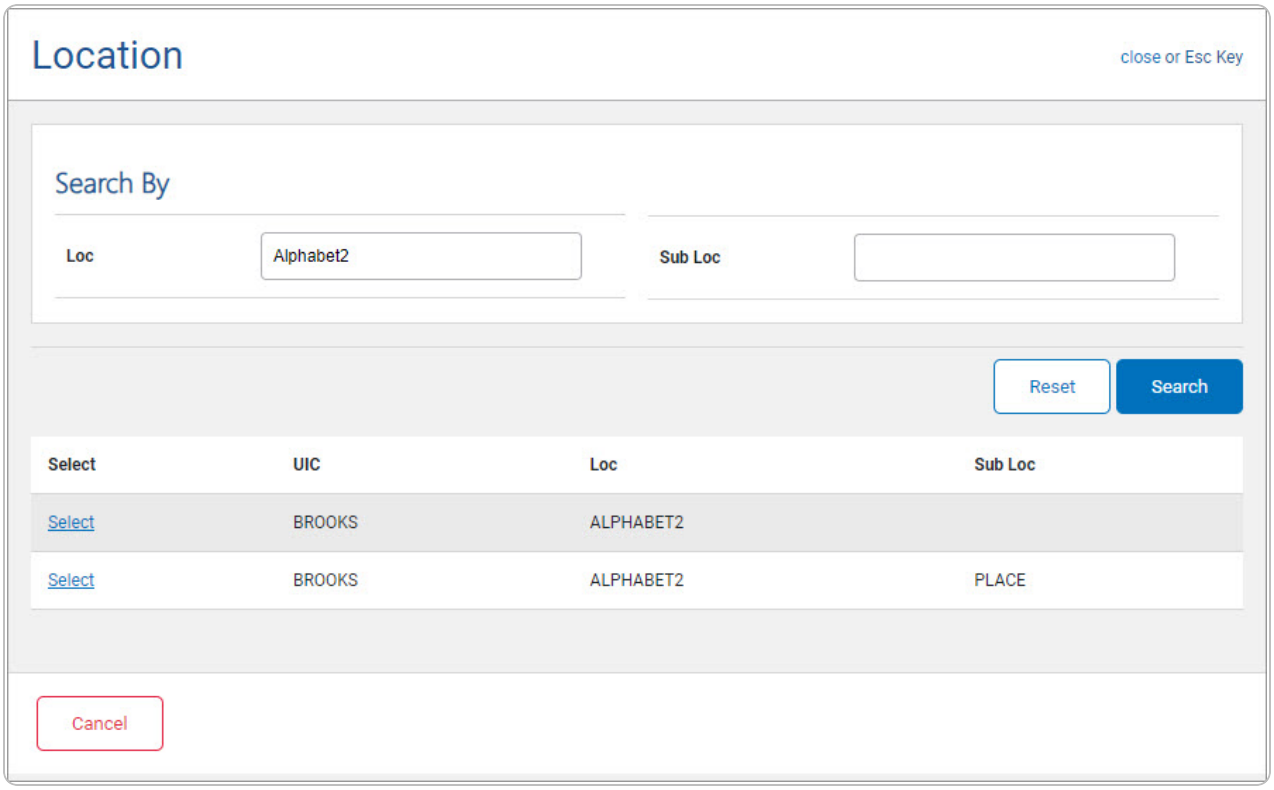
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Location Browse*** *pop-up window appears*.



2. In the Search Criteria panel, narrow the results by entering the following optional field:.
   - Enter the LOC in the field provided. *This is a 20 alphanumeric character field.*
   - Enter the SUB LOC in the field provided. *This is a 20 alphanumeric character field.*

3. Select Search. *Results display in the Location Results Grid below.*



4. Choose the Select hyperlink next to the desired Location. *The pop-up window closes and the selected Location appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Location* .	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Asset Disposition
- Asset Transfer
- Asset Property Update
- Asset Receiving
- Manage Inventories
- Print Labels
- UII Assignment

Browse for a Location Real Property Unique Identifier (RPUID)

Overview

The Location RPUID Browse pop-up window allows searching for a Real Property's unique identifier associated with a Location.

Navigation

ELMS PA Module > *Various Procedural Steps* > > Location RPUID Browse pop-up window

Page Fields

The following fields display on the **Location RPUID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Location RPUID Browse

City
Installation Name
Site Name
Zip Code
RPUID

Location RPUID Search Results Grid

Select
RPUID
Facility Name

Address
City
State
Zip Code
Installation Name
Site

Procedures

ELMS Navigation Helpful Tips

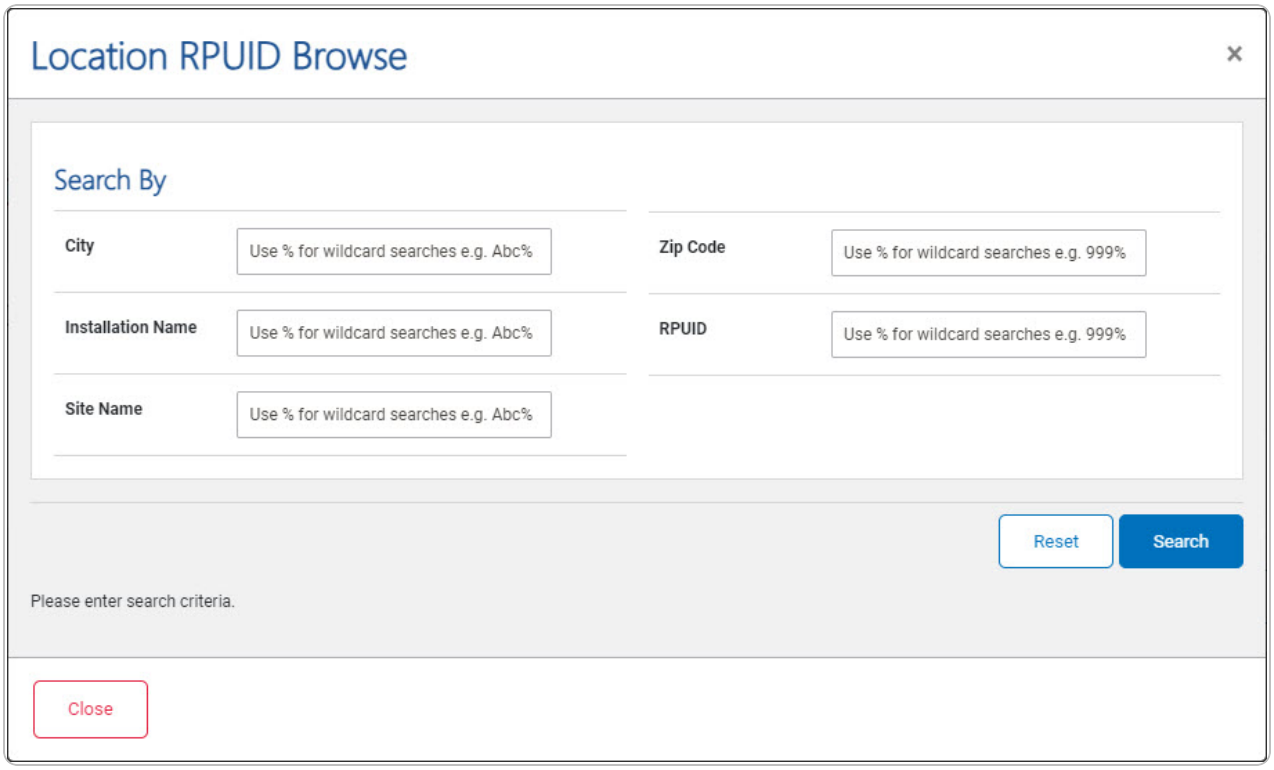
Click the following link to display PA Navigation Tips.

Browse for a Real Property Unique Identification

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.*

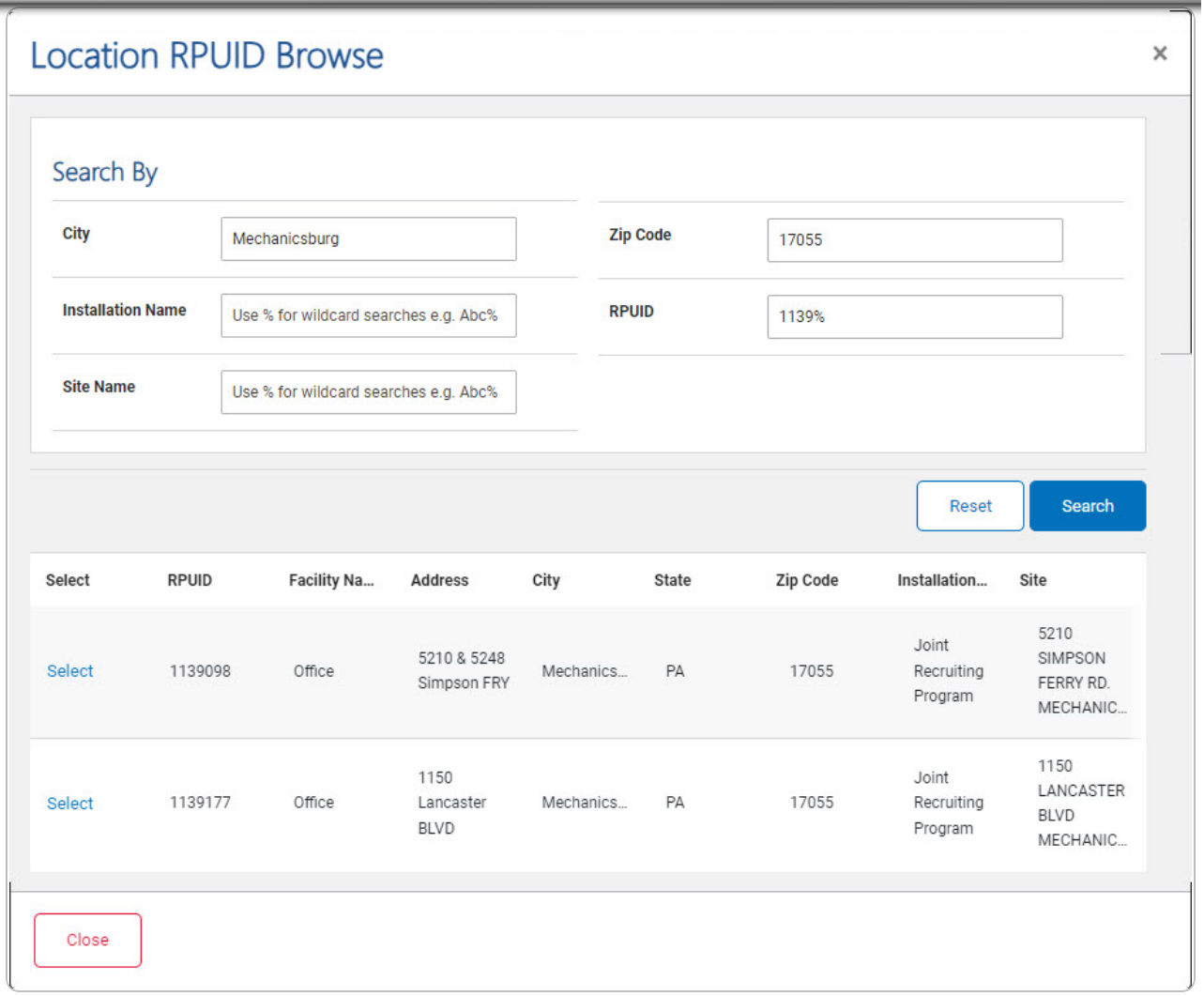
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select . *The **Location RPUID Browse** pop-up window appears*.



- Enter the City in the field provided. *This is a 22 alphanumeric character field.*
- Enter the Installation Name in the field provided. *This is a 100 alphanumeric character field.*
- Enter the Site Name in the field provided. *This is a 20 alphanumeric character field.*
- Enter the ZIP Code in the field provided. *This is a 10 alphanumeric character field.*
- Enter the RPUID in the field provided. *This is an 18 alphanumeric character field.*

2. Select Search to begin the query. *Results display in the Location RPUID Grid below.*



3. Choose the Select hyperlink next to the desired RPUID. *The pop-up window closes and the selected Location RPUID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

13 — Mandatory Entry: *INSTL NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *RP SITE NAME*.	

Related Topics

- Search for a Location - Criteria
- Update a Location

Browse for Manufacturer Data

Overview

The Manufacturer Data Browse pop-up window allows searching for the Asset's or Stock Number's manufacturer information.

Navigation

ELMS PA Module > *Various Procedural Steps* > > Manufacturer Data Browse pop-up window

Page Fields

The following fields display on the **Manufacturer Data Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Manufacturer Data Browse

Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd

Search Results Grid

Select
Mfr Name
Mfr Model Nbr
Mfr Part Nbr
CAGE Cd
Non Actbl

Procedures

ELMS Navigation Helpful Tips

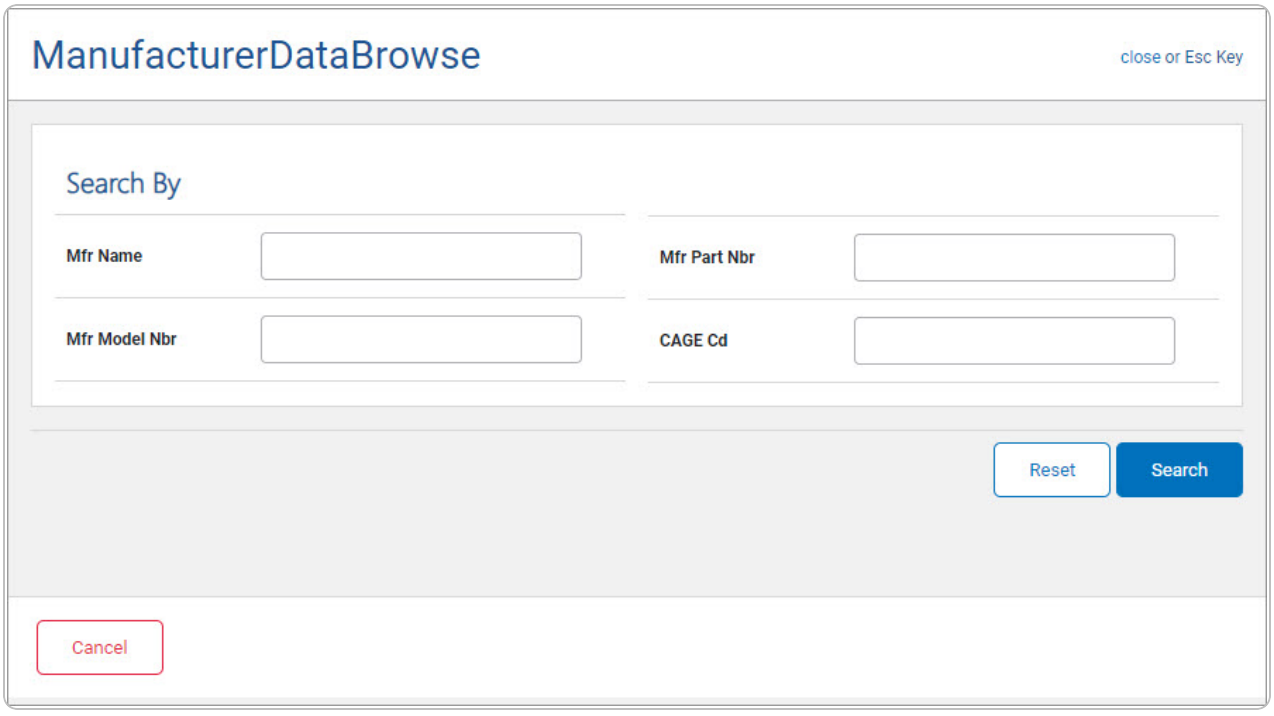
Click the following link to display PA Navigation Tips.

Browse for a Manufacturer

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

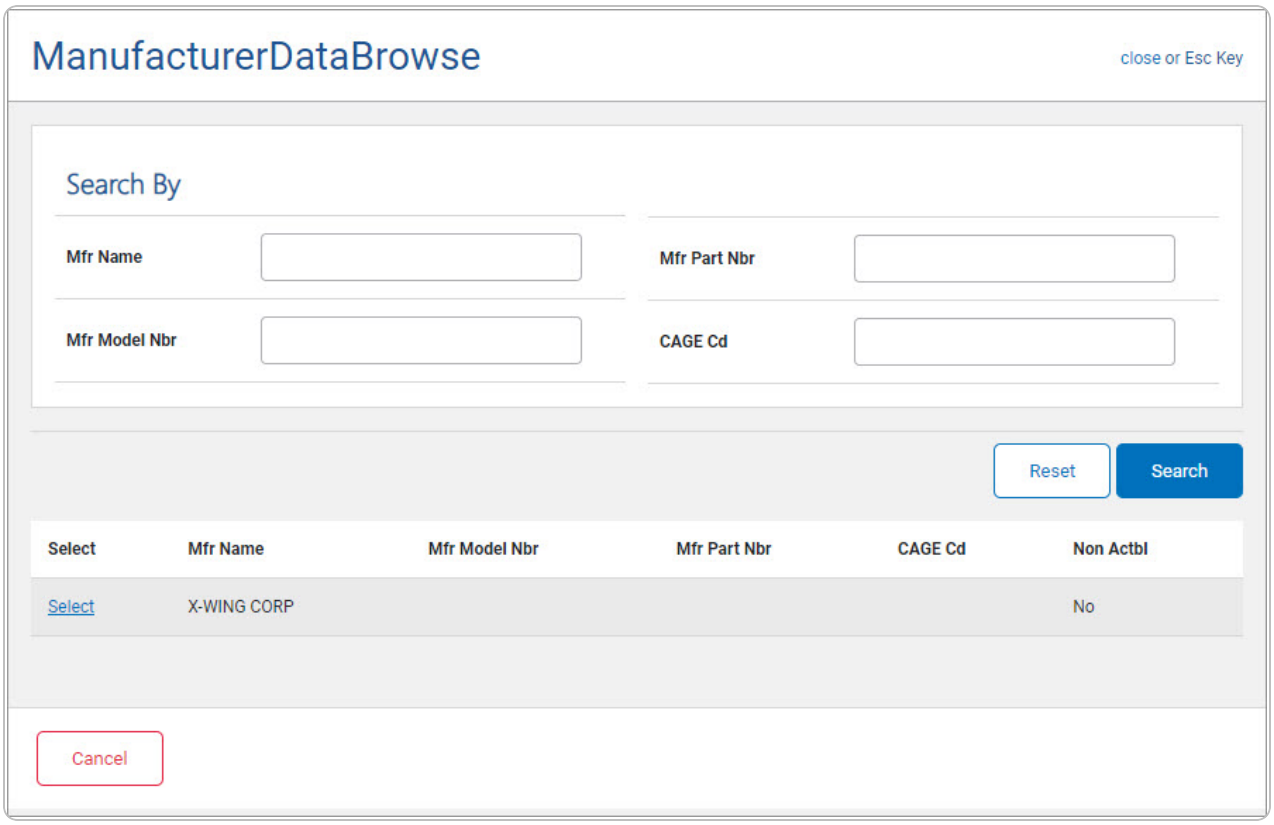
1. Select . *The* ***Manufacturer Data Browse*** *pop-up window appears.*



- Enter the MFR NAME in the field provided. *This is a 36 alphanumeric character field.*
- Enter the MFR MODEL NBR in the field provided. *This is a 20 alphanumeric character field.*

- Enter the MFR PART NBR in the field provided. *This is a 35 alphanumeric character field.*
- Enter the CAGE CD in the field provided. *This is a 5 alphanumeric character field.*

2. Select Search to begin the query. *Results display in the MFR DATA Grid below.*



3. Choose the Select hyperlink next to the desired MFR NAME. *The pop-up window closes and the selected MFR DATA appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
150 — MFR DATA does not	Invalid Entry. The Manufacturer does not exist

exist for this STOCK NBR.	for this Stock Number. Enter the STOCK NBR again.

Related Topics

- Asset Property Update
- Asset Receiving
- CIP Asset

Browse for a Message Identifier

Overview

The MSG ID Browse pop-up window allows searching for a Message Identifier.

Navigation

ELMS PA Module > *VARIOUS PROCEDURAL STEPS* > > MSG ID Browse pop-up window

Page Fields

The following fields display on the **MSG ID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

MSG ID Browse

Msg Id
Msg Text

MSG ID Search Results Grid

Select
Msg Id
Msg Text

Procedures

ELMS Navigation Helpful Tips

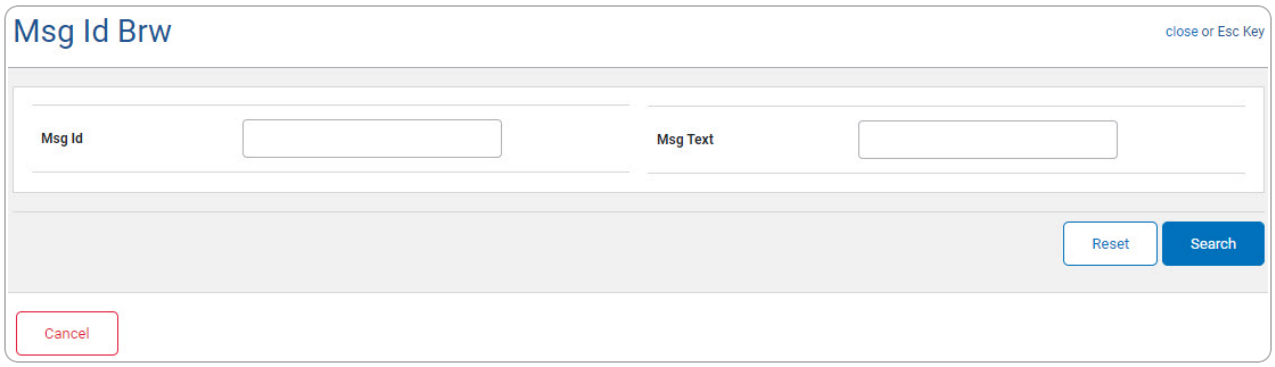
Click the following link to display PA Navigation Tips.

Browse for a Msg Id

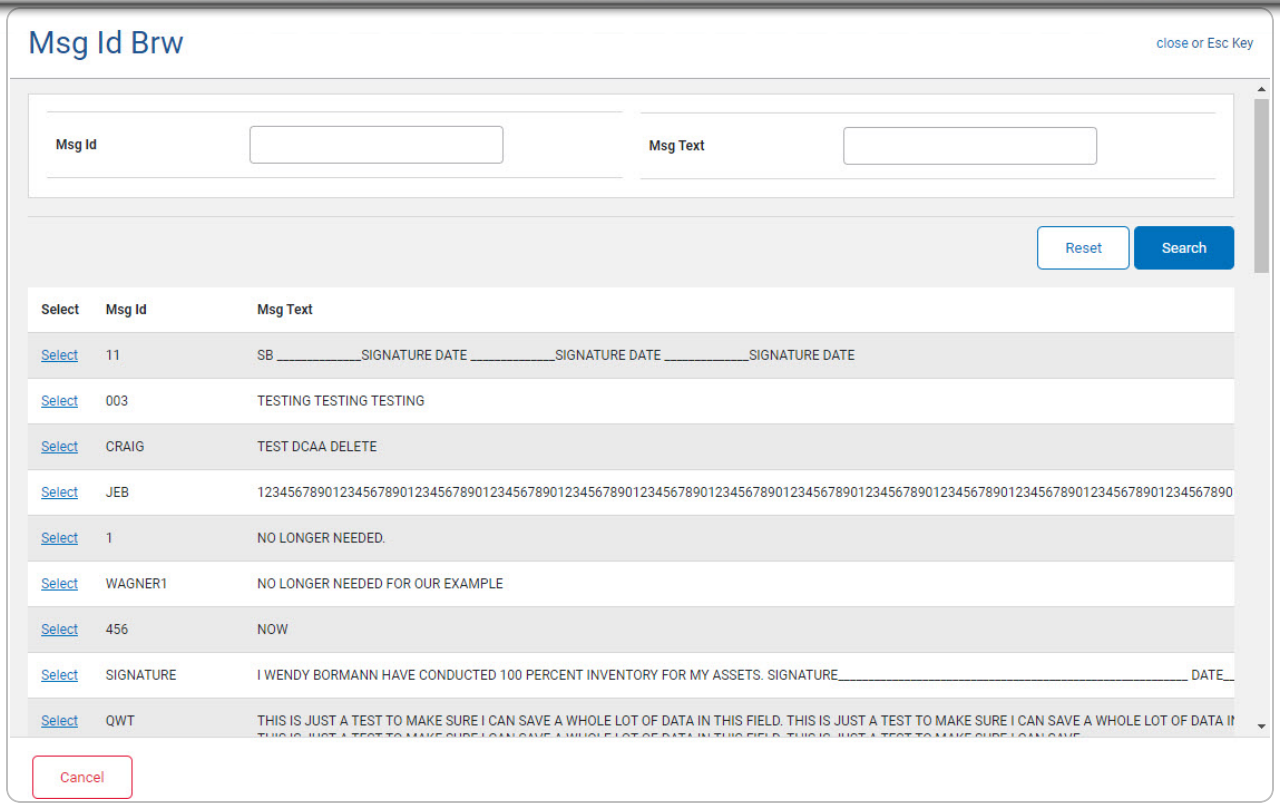
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

1. Select . *The **Msg Id Browse** pop-up window appears.*



2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.
   - Enter the Msg Id in the field provided. *This is a 15 alphanumeric character field.*
   - Enter the Msg Text in the field provided. *This is a 120 alphanumeric character field.*
3. Select Search. *Results display in the Msg Id Results Grid below.*



4. Choose the Select hyperlink next to the desired MSG ID. *The pop-up window closes and the selected MSG ID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
125 — No record(s) match search criteria or you do not have the appropriate security access.	Invalid Entry. Results for the search criteria entered do not exist or Incorrect security access. Enter different Search Criteria and try the Search again.

Related Topics

- Generate Forms

Browse for a Paragraph Number

Overview

The Paragraph Browse pop-up window allows searching for a paragraph number previously entered in ELMS.

Navigation

ELMS Modules > *Various Procedural Steps* > > Paragraph Browse pop-up window

Page Fields

The following fields display on the **Paragraph Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Search By Grid

Para Nbr
Para Desc

Search Results Grid

Select
Para Nbr
Para Desc
Status

Procedures

ELMS Navigation Helpful Tips

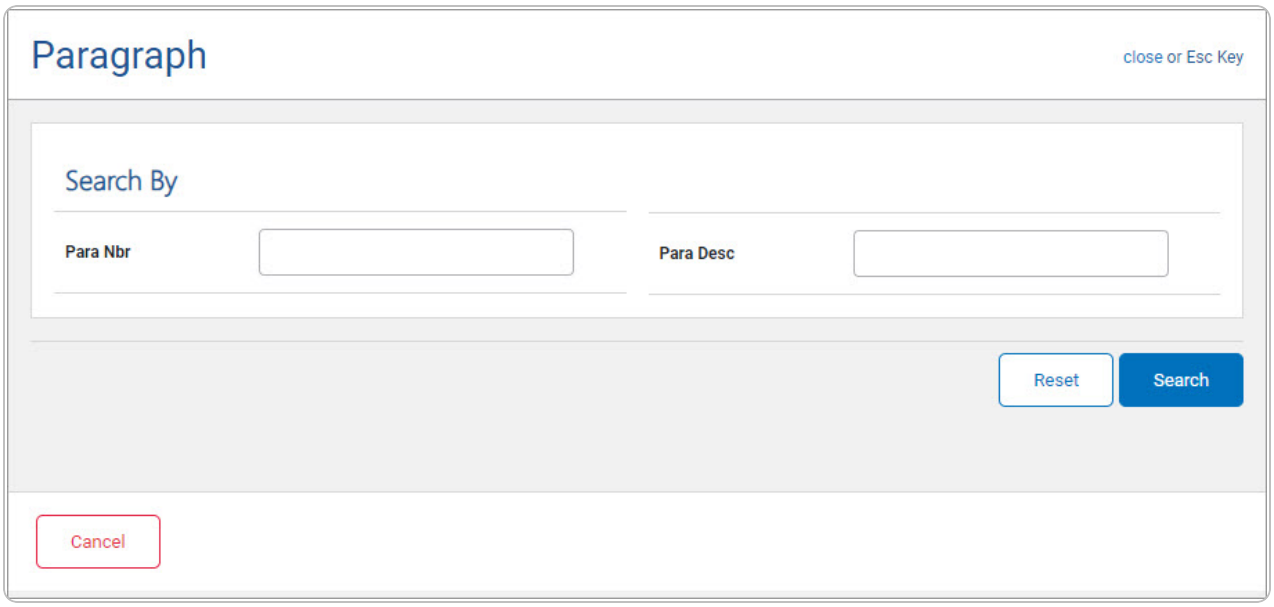
Click the following link to display ELMS Navigation Tips.

Browse for a Paragraph Number

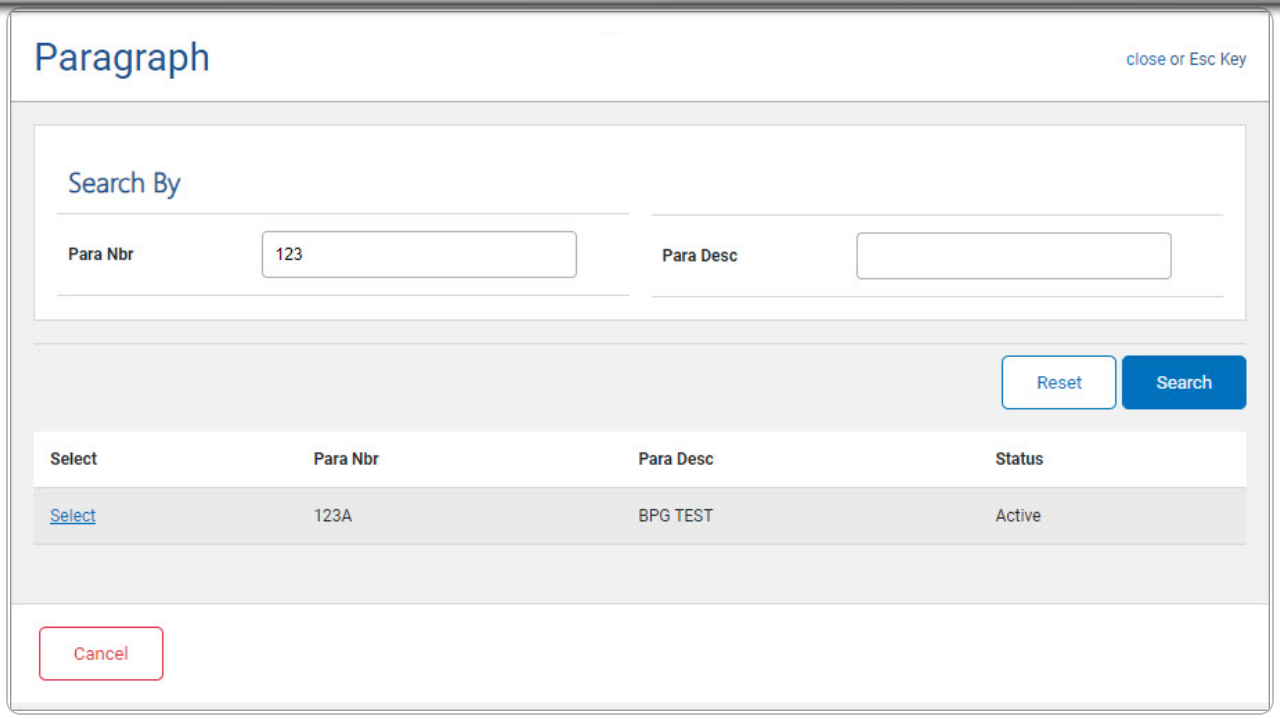
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Paragraph Browse*** *pop-up window appears*.



2. In the Search By grid, narrow the results by entering one or more of the following optional fields:.
   - Enter the PARA NBR in the field provided. *This is a 4 alphanumeric character field.*
   - Enter the PARA DESC in the field provided. *This is a 20 alphanumeric character field.*
3. Select Search. *Results display in the Paragraph Results Grid below.*



4. Choose the Select hyperlink next to the desired Paragraph. *The pop-up window closes and the selected Paragraph appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
653 — PARA NBR entered does not exist or is inactive for UIC.	Invalid Entry. Selecting Add requires the UIC and Paragraph combination already exists on the Authorization PARA NBR table. Verify UIC and PARA NBR exist.

Related Topics

PA

- Search for a Custodian - Criteria
- Search for an Authorization - Criteria

Prior Depreciation Calculator

Overview

The Prior Depreciation Calculator pop-up window allows calculating the depreciation of the property according to the LAST DEPRN DT.

Navigation

ELMS PA Module > *VARIOUS PROCEDURAL STEPS* > > Prior Depreciation Calculator pop-up window

Page Fields

The following fields display on the **Prior Depreciation Calculator** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Prior Depreciation Calculator

Activation Dt
Last Deprn Dt
Deprn Period
Salvage Value
Accumd Deprn
Total Cost
Current Prior Deprn
Prior Deprn Amt

Procedures

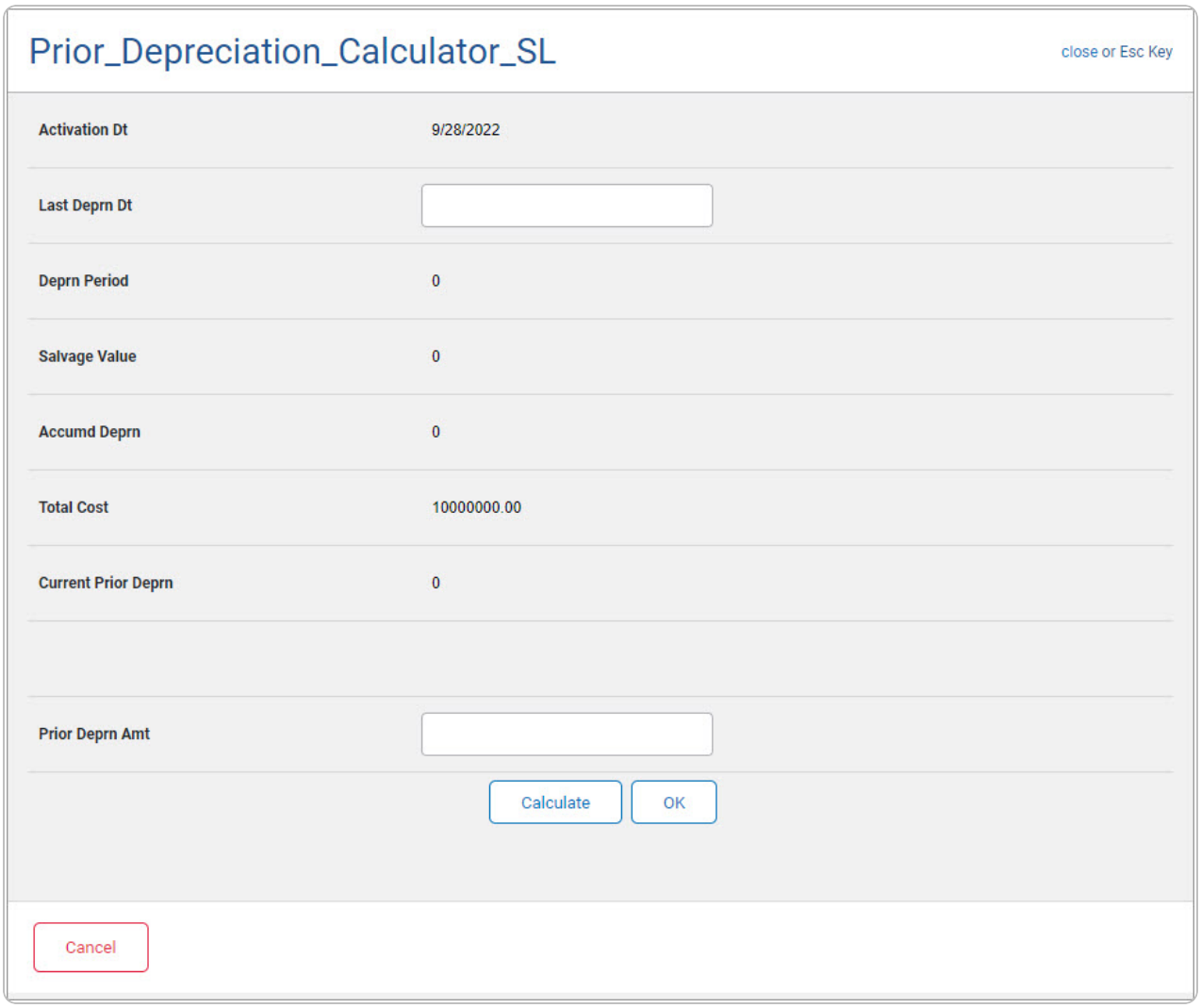
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Calculate a Prior Depreciation

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
Bold *numbered steps are required.*

1. Select . *The **Prior Depreciation Calculator** pop-up window appears*.



- *The ACTIVATION DT automatically populates and is not editable.*
- Enter the LAST DEPRN DT(MM/DD/YYYY) in the field provided.
- *The DEPRN PERIOD automatically populates and is not editable.*
- *The Salvage Value automatically populates and is not editable.*
- *The ACCUMD DEPRNautomatically populates and is not editable.*
- *The Total Cost automatically populates and is not editable.*
- *The Current PRIOR DEPRN automatically populates and is not editable.*

2. Select Calculate. *Results display in the PRIOR DEPRN AMTfield.*

3. Select OK. *The amount in the PRIOR DEPRN AMT field displays in the PRIOR DEPRN SL field of the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
44 — Input date must be <= system date.	Invalid Date Entry. The system date (Today's Date) must be after or the same as the Input date. Re-enter the date.
378 — LAST DEPRN DT must be = or > Activation DT.	Invalid Date Entry. The LAST MAINT DT must be either the ACTIVATION DT or later. Re-enter the date.

Related Topics

- Personal Property Depreciation Update
- Real Property Depreciation Update

Browse for a Project Number

Overview

The Project Number Browse pop-up window allows searching for a Construction in Progress (CIP) project number.

Navigation

ELMS PA Module > *Various Procedural Steps* > > Project Number Browse pop-up window

Page Fields

The following fields display on the **Project Number Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Project Number Browse

Project Nbr
Project Desc
Project Type
Acq Program Name
Status

Project Number Search Results Grid

Select
Prj Nbr
Prj Desc
Prj Type
Prj Ctgry Cd

Acq Pgm Name
Acq Pgm Type Cd
Status

Procedures

ELMS Navigation Helpful Tips

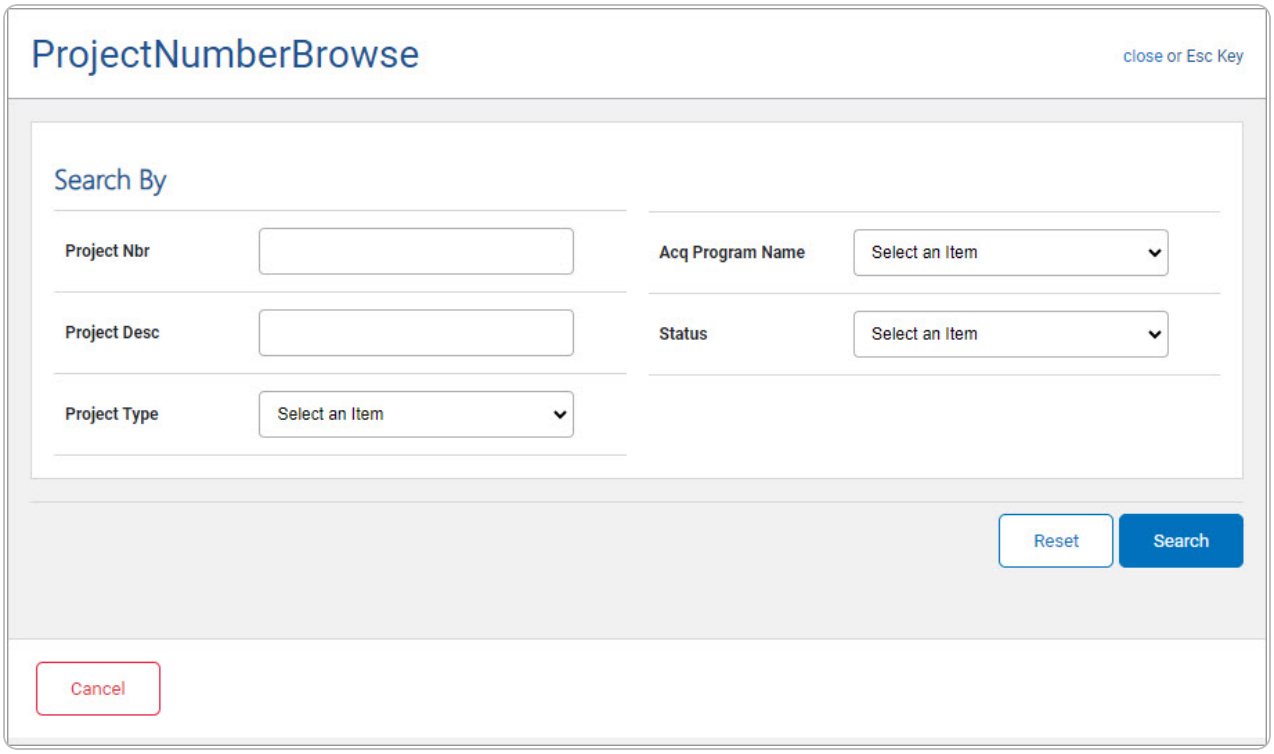
Click the following link to display PA Navigation Tips.

Browse for a Project Number

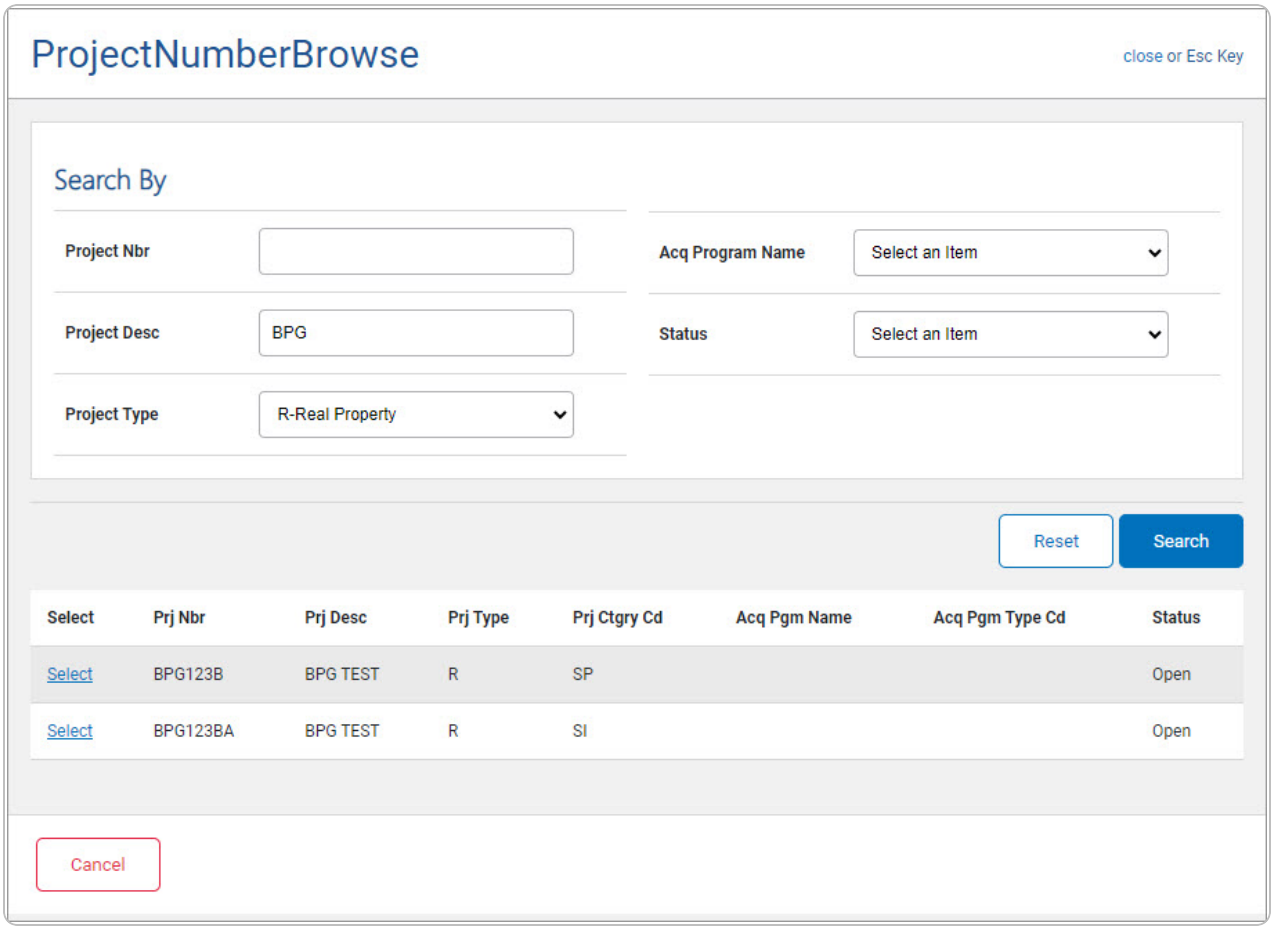
One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Project Number Browse*** *pop-up window appears.*



2. In the Search Criteria panel, narrow the results by entering one or more of the following optional fields:.
   - Enter the PROJECT NBR in the field provided. *This is a 20 alphanumeric character field.*
   - Enter the PROJECT DESC in the field provided. *This is a 512 alphanumeric character field.*
   - Use ☑ to select the desired Project Type.
   - Use ☑ to select the desired Acq Program Name.
   - Use ☑ to select the desired Status.
3. Select Search. *Results display in the Project Number Results Grid below.*



4. Choose the Select hyperlink next to the desired Project Number. *The pop-up window closes and the selected Project Number appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Complete CIP Overview
- Search for a CIP Project — Criteria
- Search for a CIP Project — Results
- Add a CIP Project
- Update a CIP Project
- Delete a CIP Project
- View the CIP Project Transaction Status
- Export a CIP Project Report

Browse for a Real Property Site Name

Overview

The Real Property Site Name Browse pop-up window allows searching for a Real Property's site name by installation.

Navigation

ELMS PA Module > *Various Procedural Steps* > > RP Site Name Browse pop-up window

Page Fields

The following fields display on the **RP Site Name Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

RP Site Name Browse

Instl Nbr

RP Site Name Search Results Grid

Select
RPSUID
RP Site Nm
Country Cd

Procedures

ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

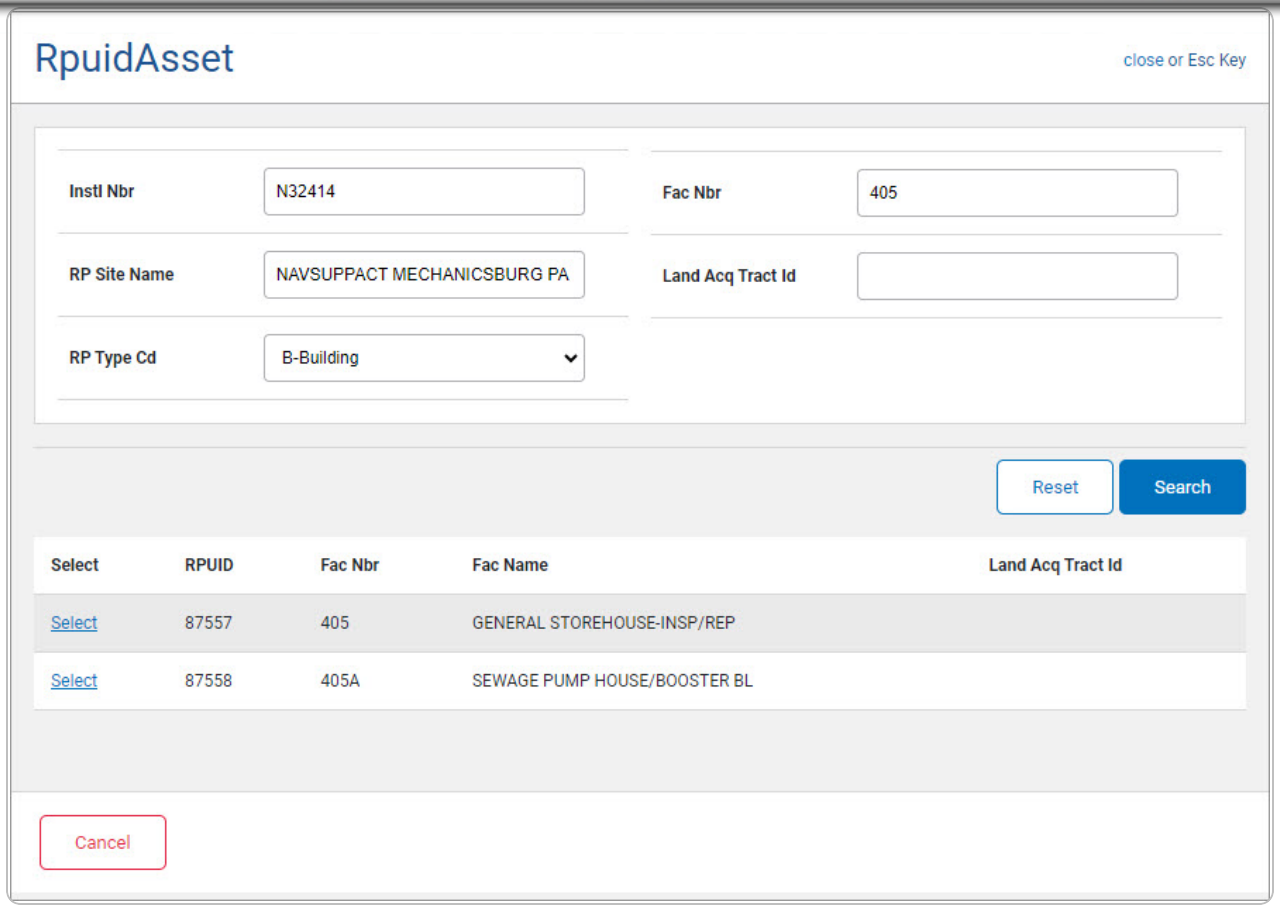
Browse for a Real Property Site Name

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***RP SITE NAME Browse*** *pop-up window appears.*

2. Enter the INSTL NBR in the field provided. *This is a 5 alphanumeric character field.*
3. Select Search to begin the query. *Results display in the RP SITE NAME Grid below.*



4. Choose the Select hyperlink next to the desired RP SITE NAME. *The pop-up window closes and the selected RP SITE NAME appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *INSTL NBR*.	Missing Entry. Enter the appropriate information in the desired field.

Related Topics

- Search for a Real Property — Criteria
- Add a CIP Asset

Browse for a Real Property UID Asset

Overview

The Real Property UID Asset Browse (also known as the Facility Number) pop-up window allows searching for a Real Property Asset's unique identifier.

Navigation

ELMS PA Module > *Various Procedural Steps* > > RPUID Asset Browse pop-up window

Page Fields

The following fields display on the **RPUID Asset Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

RPUID Browse

Instl Nbr
RP Site Nm
RP Type Cd
Fac Nbr
Land Acq Tract Id

RPUID Search Results Grid

Select
RPUID
Fac Nbr
Fac Name
Land Acq Tract Id

Procedures

ELMS Navigation Helpful Tips

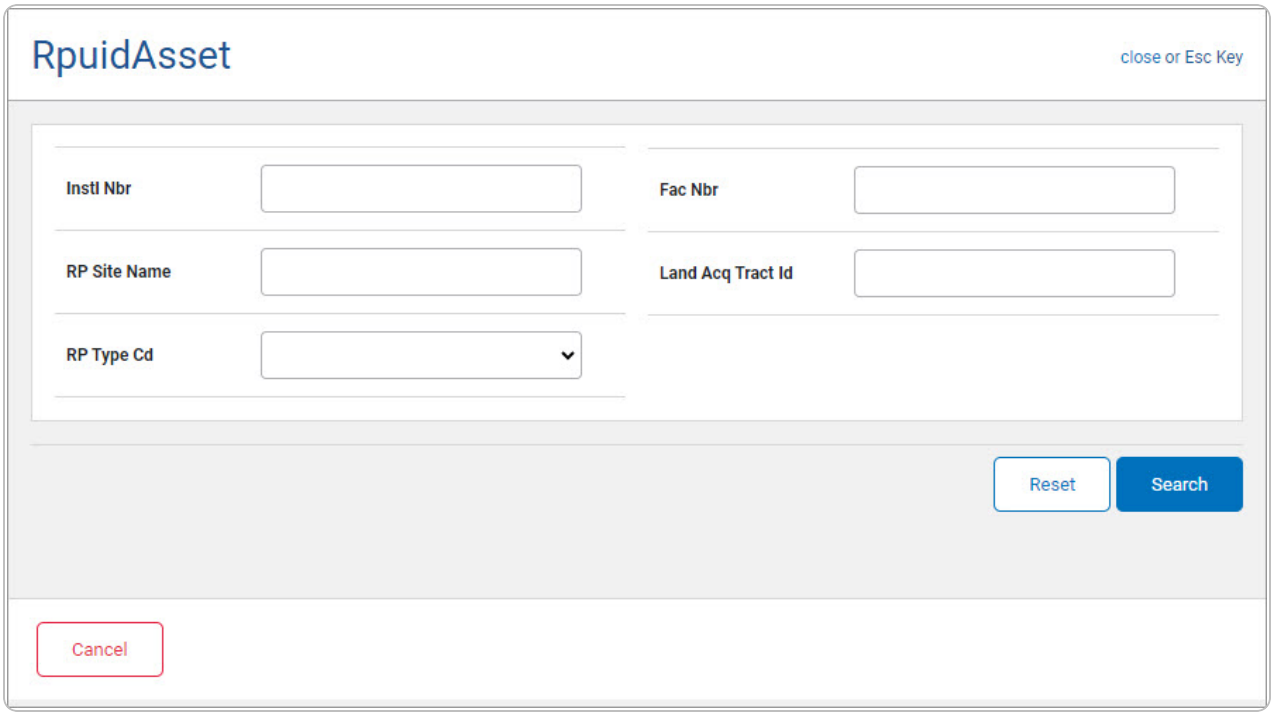
Click the following link to display PA Navigation Tips.

Browse for a Real Property Unique Identification Asset

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

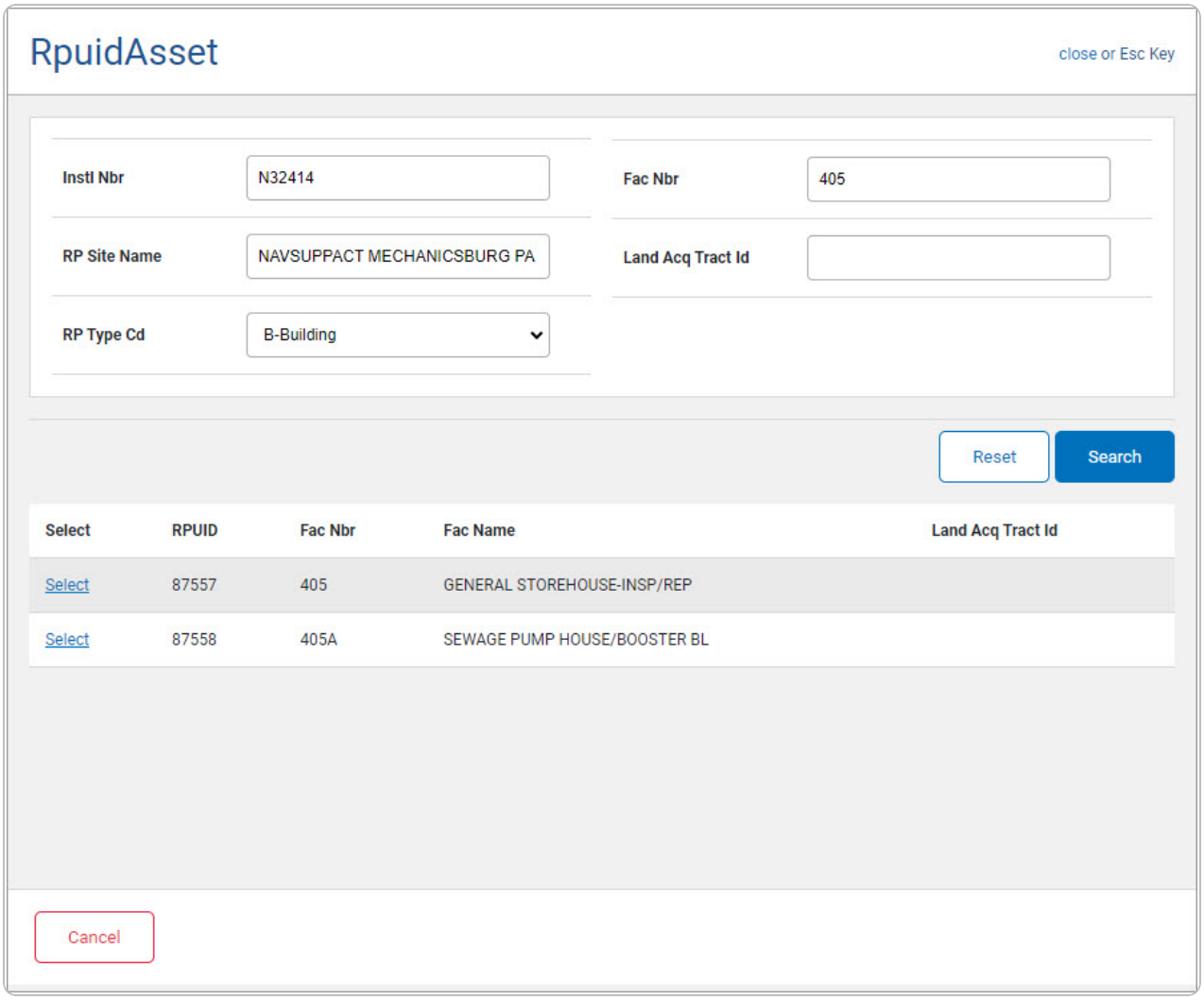
1. Select . *The **RPUID Asset Browse** pop-up window appears*.



- Enter the INSTL NBR in the field provided. *This is a 5 alphanumeric character field.*
- Enter the RP SITE NAME in the field provided. *This is a 100 alphanumeric character field.*

- Use to select the RP Type Cd.
- Enter the FAC NBR in the field provided. *This is a 20 alphanumeric character field.*
- Enter the LAND ACQ TRACT ID in the field provided. *This is a 25 alphanumeric character field.*

2. Select Search to begin the query. *Results display in the RPUID Grid below.*



3. Choose the Select hyperlink next to the desired RPUID. *The pop-up window closes and the selected RPUID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *INSTL NBR*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *RP SITE NAME*.	

Related Topics

- Search for a Real Property — Criteria
- Search for a Depreciation Update Real Property — Criteria

Browse for a Real Property UID

Overview

The Real Property UID Browse pop-up window allows searching for a Real Property's unique identifier.

Navigation

ELMS PA Module > *Various Procedural Steps* > > RPUID Browse pop-up window

Page Fields

The following fields display on the **RPUID Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

RPUID Browse

UIC
RPUID

RPUID Search Results Grid

Select
UIC
RPUID
Instl Nbr
Fac Nbr
Fac Name

Procedures

ELMS Navigation Helpful Tips

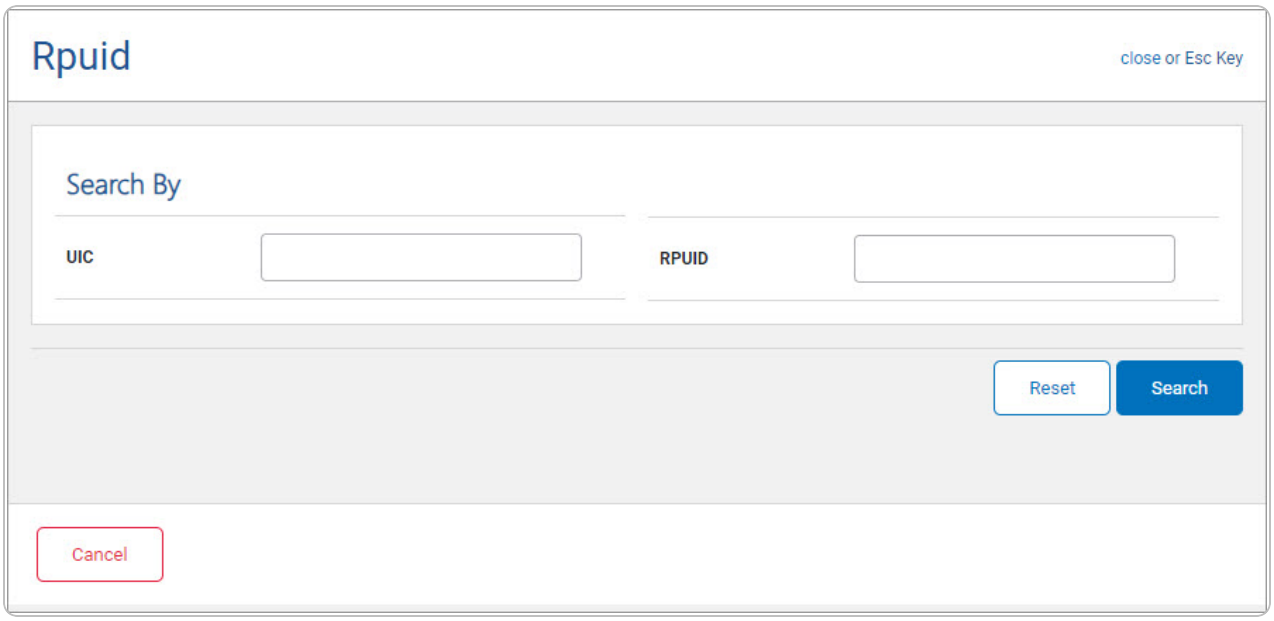
Click the following link to display PA Navigation Tips.

Browse for a Real Property Unique Identification

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.*

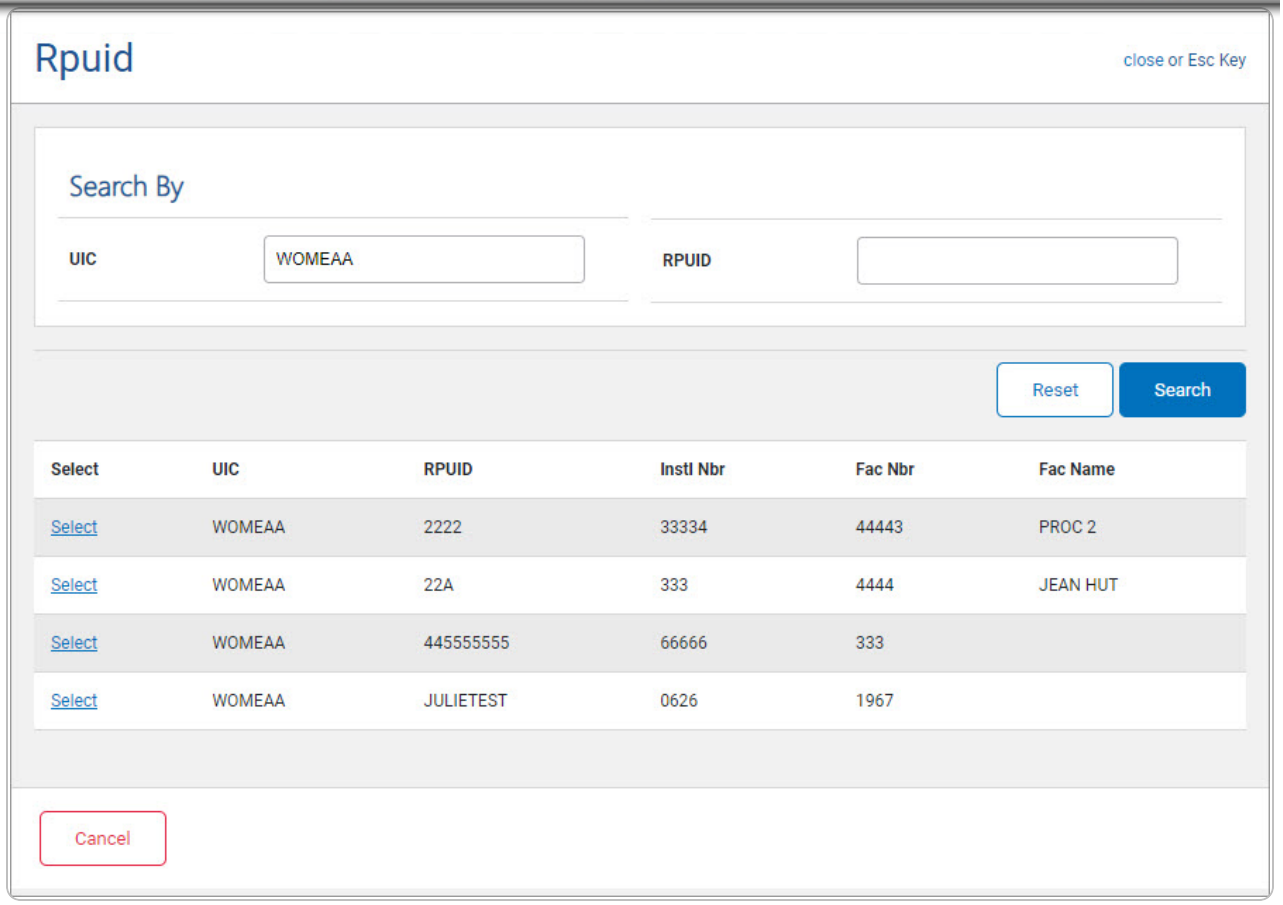
Selecting Cancel *at any point of this procedure removes all revisions and closes the page.*
***Bold** numbered steps are required.*

1. Select . *The **RPUID Browse** pop-up window appears.*



   - Enter the UIC in the field provided. *This is a 6 alphanumeric character field.*
   - Enter the RPUID in the field provided. *This is an 18 alphanumeric character field.*

2. Select Search to begin the query. *Results display in the RPUID Grid below.*



3. Choose the Select hyperlink next to the desired UIC. *The pop-up window closes and the selected RPUID appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *INSTL NBR*.	Missing Entry. Enter the appropriate information in the desired field.

13 — Mandatory Entry: *RP SITE NAME*.	

Related Topics

- Search for a Real Property — Criteria
- Search for a Depreciation Update Real Property — Criteria

Browse for a Reporting Address

Overview

The Reporting Address Browse pop-up window allows the viewing of addresses where the Address Type is "RE".

Navigation

ELMS PA Module > *Various Procedural Steps* > > Reporting Address Browse pop-up window

Page Fields

The following fields display on the **Reporting Address Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Reporting Address Browse Results Grid

Select
Activity Name
DoDAAC
CAGE Cd
DUNS
POC
Address
City
State
ZIP Cd
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Holding POC

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Holding DoDAAC

Procedures

ELMS Navigation Helpful Tips

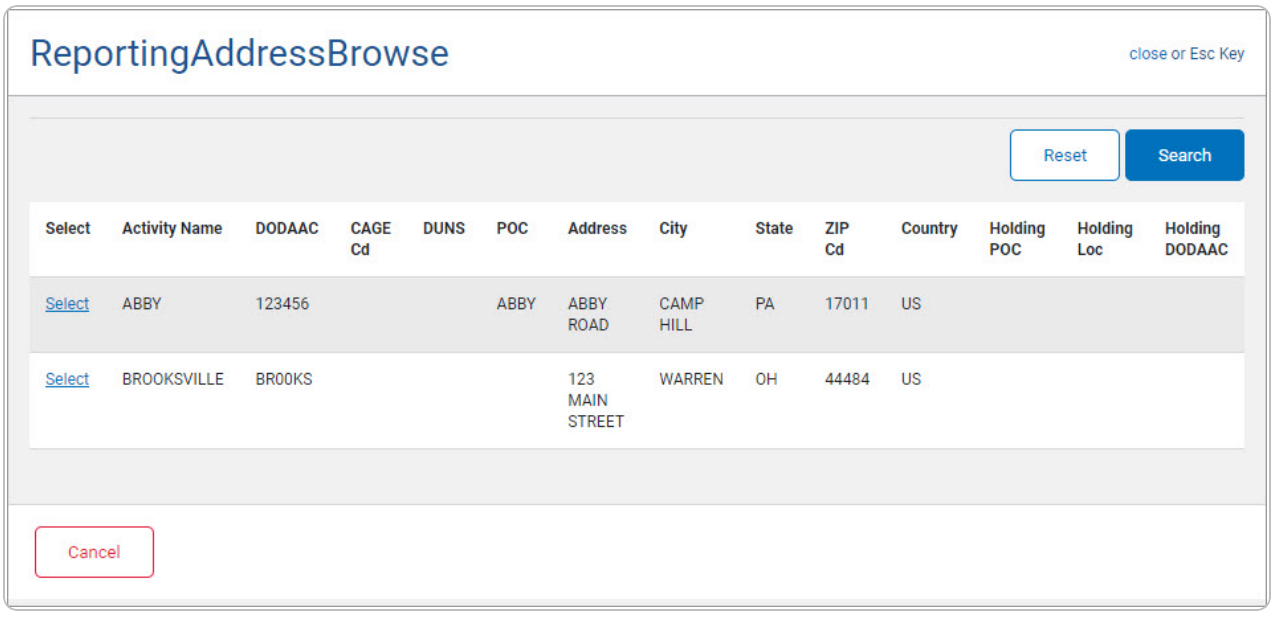
Click the following link to display PA Navigation Tips.

Browse for a Reporting Address

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Reporting Address Browse*** *pop-up window appears*.
2. Select Search. *The Search Results appear.*



3. Click the desired Select hyperlink. *The window closes and the information populates the appropriate fields.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
No common errors have been identified for this page.	

Related Topics

- Update an Excess Asset

Salvage Value Calculator

Overview

The Salvage Value Calculator pop-up window allows for the calculation of the salvage value used in the depreciation process.

Navigation

ELMS PA Module > *Various Procedural Steps* > > Salvage Value Calculator pop-up window

Page Fields

The following fields display on the **Salvage Value Calculator** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value

Salvage Value Calculator

Total Cost
Percentage
New Salvage Value
Crnt Salvage Value

Procedures

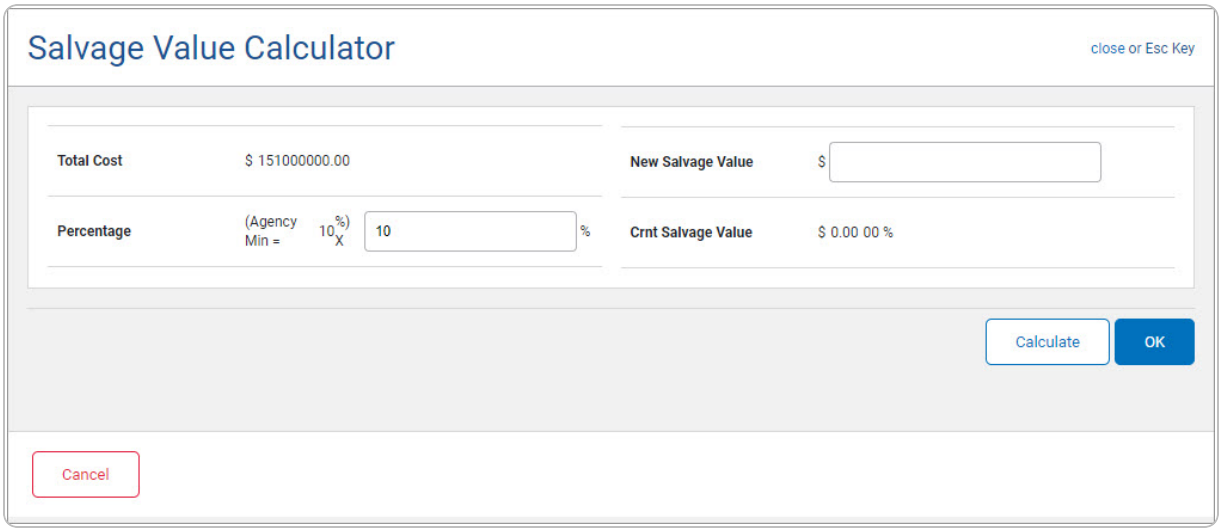
ELMS Navigation Helpful Tips

Click the following link to display PA Navigation Tips.

Calculate the Salvage Value

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The* ***Salvage Value Calculator*** *pop-up window appears.*



2. *The Total Cost automatically populates and is not editable.*
3. Enter the Percentage in the field provided. *This is a 2 numeric character field.*
4. Enter the New Salvage Value in the field provided. *This is a 15 numeric character field.*
5. *The CRNT Salvage Value automatically calculates and is not editable.*
6. Select Calculate. *Results display in the New Salvage Value field.*
7. Select OK. *The amount in the New Salvage Value field displays in the Salvage Value field of the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution

No common errors have been identified for this page.

Related Topics

- Asset Receiving
- Personal Property Depreciation Update
- Real Property Depreciation Update

Browse for a Stock Number — Catalog

Overview

The Stock Number Browse pop-up window allows searching for assets in either the ELMScatalog, the FEDLOG catalog, or the agency-specific catalog.

Navigation

ELMS Modules > *Various Procedural Steps* > > Stock Nbr Browse pop-up window

Page Fields

The following fields display on the **Stock Nbr Browse** pop-up window. For more information on each field, select the appropriate hyperlink.

Instructions

The table below provides the list of instructions.

Number	Value
147	Select Radio Button before entering data.
28	To perform Search, data must be entered in one or more fields.
85	Stock Nbr search must have at least one position.
84	Item Desc search must have at least three positions.
86	FSC search must have first position > 0 and must be numeric.

83	NIIN search must have at least one position.
334	Search using Additional Search Criteria requires STOCK NBR, ITEM DESC, FSC, or NIIN.

STOCK NBR Browse

Stock Nbr
Item Desc
FSC
NIIN

Additional Search Criteria

LIN/TAMCN
Type Dsg
Acq Program Name

Procedures

ELMS Navigation Helpful Tips

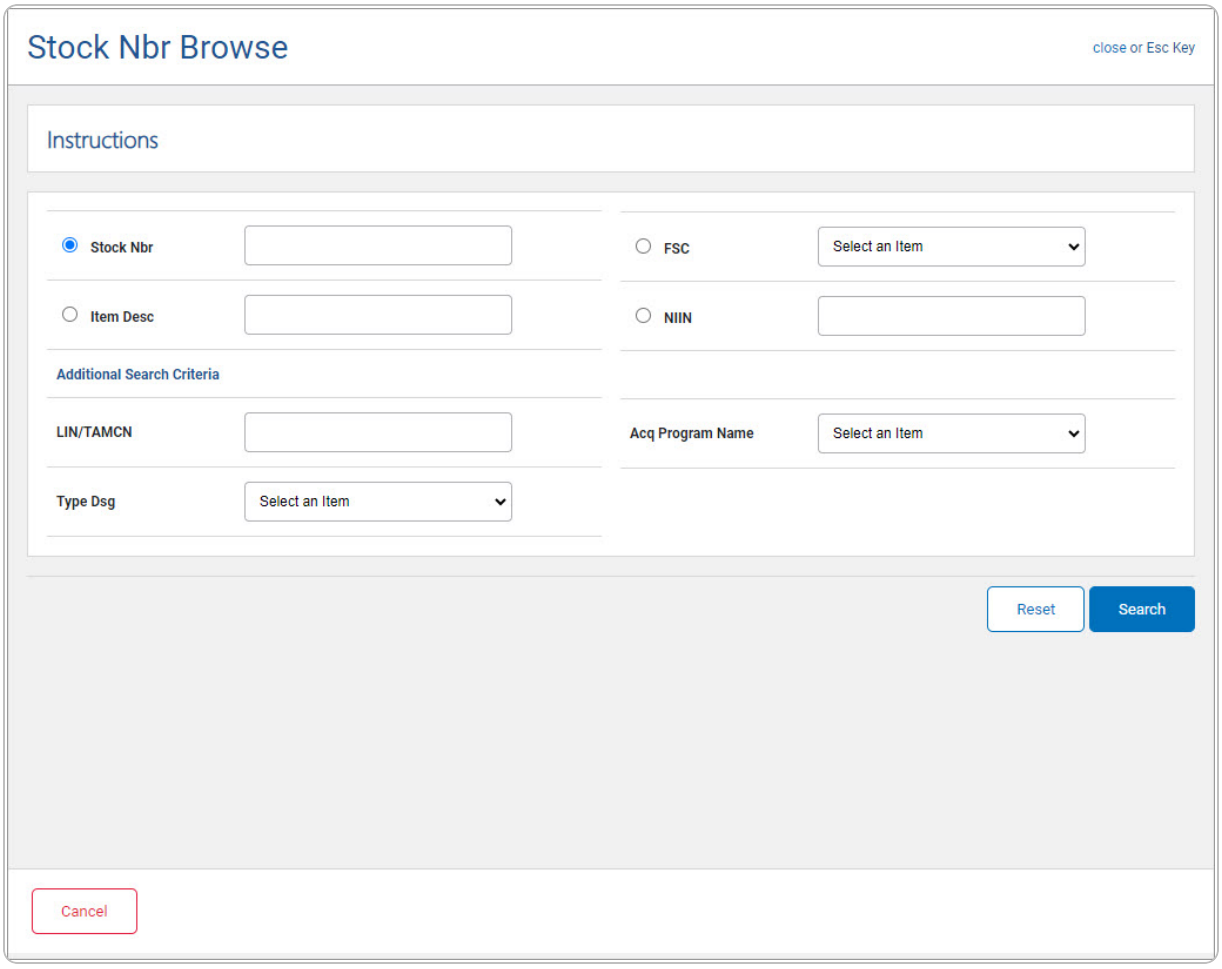
Click the following link to display ELMS Navigation Tips.

Browse for a Stock Number

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.*

Selecting Cancel *at any point of this procedure removes all revisions and closes the page.* ***Bold*** *numbered steps are required.*

1. Select . *The **STOCK NBR Browse** pop-up window appears.*



2. Select next to the desired Search Criteria. *Depending upon what is chosen:*

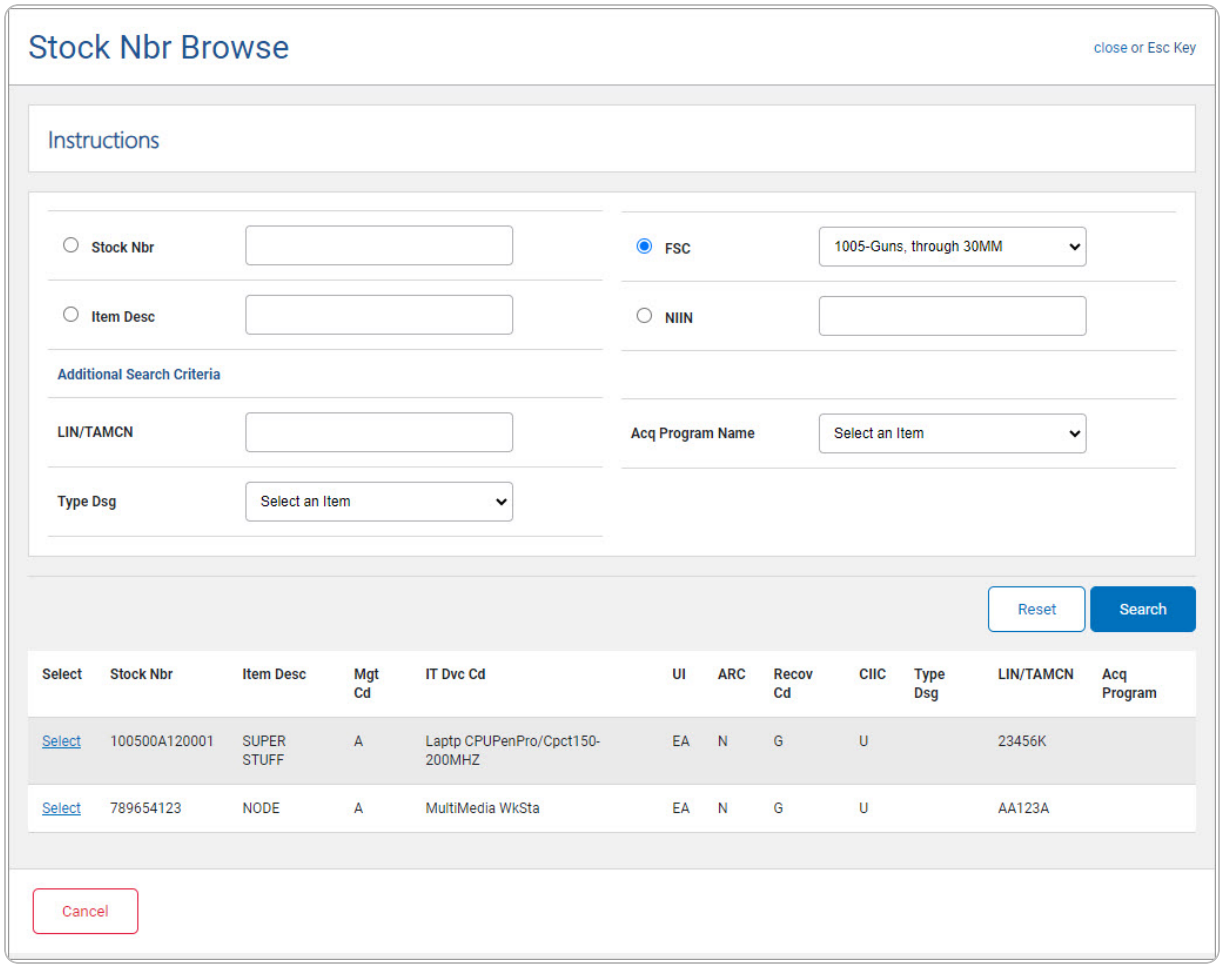
Note

Only choose one of the four options. STOCK NBR is the default option.

- Enter the STOCK NBR in the field provided. *This is a 15 alphanumeric character field.*
- Enter the ITEM DESC in the field provided. *This is a 1024 alphanumeric character field.*
- Use to select the FSC.

- Enter the NIIN in the field provided. *This is a 9 numeric character field.*

3. Enter any desired additional search criteria.
   - Enter the LIN/TAMCNin the field provided. *This is a 10 alphanumeric character field.*
   - Use ⌄ to select the Type Dsg.
   - Use ⌄ to select the Acq Program Name.
4. Select Search to begin the query. *Results display in the STOCK NBR Grid below.*



5. Choose the Select hyperlink next to the desired STOCK NBR. *The pop-up window closes and the selected STOCK NBR appears in the previous screen.*

Common Errors

The table below provides a list of common errors and possible solutions. There may be more than one solution to a given error.

Error	Solution
13 — Mandatory Entry: *Stock Nbr*.	Missing Entry. Enter the appropriate information in the desired field.
13 — Mandatory Entry: *Item Desc*.	
13 — Mandatory Entry: *NIIN*.	
13 — Mandatory Entry: *FSC*.	
13 — Mandatory Entry: *LIN/TAMCN*.	
13 — Mandatory Entry: *Type Dsg*.	
13 — Mandatory Entry: *Acq Program Name*.	
128 — To perform search, Item Desc must be three positions.	Invalid Entry. The Item Desc field must contain at least three characters to perform a search. Enter three or more characters, then select the Search button again.

208 — You have exceeded the browse limit of a 250 row display. Refine Search Criteria.	Invalid Search Entry. The performed search returned more than 250 rows. Refine and re-enter the search criteria.

Related Topics

PA

- Ancillary Cost
- Asset Disposition
- Asset Property Update
- Asset Receiving
- Asset Transfer
- Authorization
- CIP Asset
- CIP Cost
- Depreciation Update Personal Property
- Improvement Cost
- Mass Update Stock Number
- Pending Transaction
- Reference Publication
- UII Update / Assignment

M&U

- Asset Association
- Manufacturer Part Number
- Terms And Conditions

User Identifier Browse

Reference Document

The purpose of this process in the Enterprise Logistics Management System (ELMS) is to allow users to browse for a User Id (User Identifier). Following the browse, the User Identifier is input into the User Id field of the particular **User Id Browse Search Criteria** screen.
This process may be used by any program requiring entry of a User Id. The program provides several retrieval options based upon the process calling the browse. These options and the processes using them are described below.
In addition to the individual User's permissions to perform a User Id browse, retrieval options are followed based on the process calling the browse:

- If the individual using the browse is an Application Security Officer, all active users are displayed.
- If the individual using the browse is a Site Security Officer, all active users are displayed that have access to the same sites as the security officer except those who are also Site Security Officers.
- If the individual using the browse is an Accountable Unit Identification Code Security Officer, all active users are displayed that have access to the same Accountable UICs (Unit Identification Code) as the security officer except those who are also Accountable UIC Security Officers.

Steps to Browse for A User Id

1. When necessary, select the **User Identifier** . The User Identifier Browse screen automatically opens when you enter the **ACTBLUIC/UIC/Custodian NBR Access** (Accountable Unit Identification Code, Unit Identification Code, and Custodian Number Access) screen.

   Fields are displayed in the following order:

   - **Search By** (Display–only)
   - User Id — Entry field into which you may enter all or any part of a User Identifier. You may use the wildcard character (a **'%'** percent sign) as a substitute for all or any number of characters.
   - Last Name — An alternative data entry field into which you may enter all or any part of a user last name. You may use the wildcard character (a **'%'** percent sign) as a substitute for all or any number of characters.

2. Select Search to begin the search, or select Reset to clear data. All fields are optional; however, you must enter data to limit the number of rows retrieved. Full or partial values can be entered in either field.

   The **User Id Search Browse Results** records are displayed.
   Fields and data are displayed in the following order. Restrictions on those User Ids displayed are based on the User Type and security profile of the user.
   - Carried forward from the **Search Criteria** screen:
   - **Search By**
   - **User Id**
   - **Last Name**
   - **Search Results** Grid display in the following order:
   - **Select** (Hyperlink)
   - **User Id** Default sort. Can sort on the column heading
   - **Last Name**
   - First Name

   You may alphabetically sort the return list by selecting the User Id link at the top of the User Id data column.
3. Choose the **Select** link for the User Id needed.

The data selected after the search populates the User ID (Identifier) field in the initial transaction screen being used, allowing you to continue processing your transaction. The **User Id Browse Search Results** screen also closes automatically.

Processing considerations for a User Id

- **Site Id**
  - When a site Security Officer is using the browse, ELMS automatically determines what sites the security officer can access also.
  - When returning results for a Site Security Officer using the browse, ELMS determines whether the user has access to any site that the Site Security Officer can access, too.
- **User Accountable UIC** (Unit Identification Code)
  - When an Accountable UIC Security Officer is using the browse, ELMS determines which Accountable UIC(s) the security officer can access. This includes determining whether the user has access to any Site Id that the Accountable UIC Security Officer can access.

Accessibility

The pages on the Enterprise Logistics Management System (ELMS) web-site are developed to be accessible to individuals with disabilities, in accordance with Section 508 of the Rehabilitation Act of 1973, as amended-29 U.S.C. § 794.

Specifically, the pages have been developed to comply with the following 508 web site accessibility requirements developed by the Architectural and Transportation Barriers Compliance Board (The Board) and published by the W3C as worldwide accessibility standards.

These requirements are based upon the Final Rule as Published in the Federal Register on December 21, 2000 at 36 CFR Part 1195 [Docket No. 2001-01] RIN 3014-AA25 and as published in The Board's on-line guide to the standards for Web-based Intranet and Internet Information and Applications (1194.22).

These requirements include the following:

A text equivalent for every non-text element shall be provided (e.g., via "alt," "longdesc," or in element content).

Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

Documents shall be organized so they are readable without requiring an associated style sheet.

Redundant text links shall be provided for each active region of a server-side image map.

Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

Row and column headers shall be identified for data tables.

Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

Frames shall be titled with text that facilitates frame identification and navigation.

Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

A method shall be provided that permits users to skip repetitive navigation links.

When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

If you have trouble using this site, report the issue to the point of contact listed on the Contact Us page.

Consent To Monitoring

This is a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

At any time, the USG may inspect and seize data stored on this IS.

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Such communications and work product are private and confidential.
See User Agreement for details.

External Link Disclaimer

The appearance of hyperlinks does not constitute endorsement by the Department of Defense (DoD) or the Defense Finance and Accounting Service (DFAS) of this Web site or the information, products or services contained therein.
For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the DoD and the DFAS does not exercise any editorial control over these locations. All links are provided consistent with the Mission of the Enterprise Logistics Management System (ELMS).

Let us know about existing external links which you believe are inappropriate and about specific additional external links which you believe ought to be included.

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